



AGENDA

Town of Hooksett Town Council

Wednesday, October 14, 2020 at 6:00 PM

A meeting of the Town Council will be held Wednesday, October 14, 2020 in the Hooksett Municipal Building commencing at **6:00 PM**.

Page

- 1. CALL TO ORDER**
- 2. PROOF OF POSTING**
- 3. ROLL CALL**
- 4. PLEDGE OF ALLEGIANCE**
- 5. AGENDA OVERVIEW**
- 6. PUBLIC HEARINGS**
- 7. SPECIAL RECOGNITION**
 - 7.1. Hooksett Youth Achiever of the Month - Kasarah Juneau
 - 7.2. Hooksett Municipal Employee - New Hire
- 8. SCHEDULED APPOINTMENTS**
 - 8.1. Trustees of the Trust Funds Update 5
[Staff Report - SR-20-197 - Pdf](#)
 - 8.2. David Scarpetti, Economic Development Advisory Committee Chair; Nicholas Williams, Town Planner; RSA 72:80 - Commercial and Industrial Construction Exemption (see item 15.1 for details)
- 9. CONSENT AGENDA**
 - 9.1. Motion to accept donation money totaling \$270.00 from the Hooksett Police Association (T-Shirt Sales) and a miscellaneous donation to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-b, III(b) and return that amount to the Police Departments, K9 Trust Fund. 7
[Staff Report - SR-20-187 - Pdf](#)
 - 9.2. Motion to accept a donation of service performed on police car 5 with a hospital grade disinfectant, disinfecting wipe down, fogger, etc., valued at \$225.00 from Soil-Away Cleaning & Restoration Services, LLC, of Hooksett, NH, to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-e:II 9 - 10
[Staff Report - SR-20-188 - Pdf](#)
 - 9.3. Chuckster's Landscape Bond Reduction \$10,000 to \$2,000 11
[Staff Report - SR-20-195 - Pdf](#)
- 10. TOWN ADMINISTRATOR'S REPORT**
- 11. PUBLIC INPUT - 15 MINUTES**

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

12. NOMINATIONS AND APPOINTMENTS

- 12.1. Nominations and Appointments October 14, 2020 13 - 17
[Staff Report - SR-20-193 - Pdf](#)

13. BRIEF RECESS

14. OLD BUSINESS

15. NEW BUSINESS

- 15.1. David Scarpetti, Economic Development Advisory Committee Chair; Nicholas Williams, Town Planner; RSA 72:80 - Commercial and Industrial Construction Exemption 19 - 47
[Staff Report - SR-20-196 - Pdf](#)
- 15.2. Halloween in Hooksett 2020 49 - 52
[Staff Report - SR-20-192 - Pdf](#)
- 15.3. Backhoe Replacement 53 - 69
[Staff Report - SR-20-190 - Pdf](#)
- 15.4. Allow Overtime cost(s) associated with the K9 program in the collective bargaining agreement to be taken out of the ordinary police department budget, overtime line. 71 - 74
[Staff Report - SR-20-191 - Pdf](#)
- 15.5. Purchase Two New Police Vehicles 75 - 87
[Staff Report - SR-20-189 - Pdf](#)

16. APPROVAL OF MINUTES

- 16.1. Public: 07/15/2020 89 - 105
[TC Minutes 07152020](#)
- 16.2. Public: 08/12/2020 Workshop 107 - 115
[TC WORKSHOP MINUTES 08.12.2020\[11371\]](#)
- 16.3. Public: 08/13/2020 Special Meeting 117 - 119
[TC Special Meeting Minutes 08132020](#)
- 16.4. Public: 08/26/2020 121 - 136
[TC Minutes 08262020](#)
- 16.5. Public: 09/02/2020 Budget Review 137 - 154
[TC Budget Review Minutes 09022020\[11379\]](#)
- 16.6. Public: 09/09/2020 155 - 171
[TC Minutes 09092020](#)
- 16.7. Public: 09/16/2020 Budget Review 173 - 188
[T C Budget Review Minutes 09.16.2020](#)
- 16.8. Public: 09/23/2020 189 - 210
[TC Minutes 09232020\[11644\]](#)
- 16.9. Public: 09/30/2020 Budget Review (Special Meeting) 211 - 224
[TC Special Budget Review Minutes 09,30,2020](#)

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

16.10. Non-Public: 08/13/2020

16.11. Non-Public: 09/09/2020

16.12. Non-Public: 09/23/2020

17. SUB-COMMITTEE REPORTS

18. PUBLIC INPUT

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

20. 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 Council
STAFF REPORT



To: Town Council
Title: Trustees of the Trust Funds Update
Meeting: Town Council - 14 Oct 2020
Department: Administration
Staff Contact: Nick Germain, Project Coordinator

BACKGROUND INFORMATION:

The Trustees of the Trust Funds requested to provide their Charter-required yearly update on July 28th. This will give an idea of their recent work and upcoming plans.

FINANCIAL IMPACT:

n/a

RECOMMENDATION:

Listen to the Trustees of the Trust Funds representative(s) provide their update.

SUGGESTED MOTION:

none

TOWN ADMINISTRATOR'S RECOMMENDATION:

Update for Council

Town Council
STAFF REPORT



To: Town Council
Title: Motion to accept donation money totaling \$270.00 from the Hooksett Police Association (T-Shirt Sales) and a miscellaneous donation to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-b, III(b) and return that amount to the Police Departments, K9 Trust Fund.
Meeting: Town Council - 14 Oct 2020
Department: Police Department
Staff Contact: Jake Robie, Captain

BACKGROUND INFORMATION:

On April 25, 2018, the Town Council approved accepting donations to fund the K9 Program. As of September 16, 2020, the Hooksett Police Department has received \$270.00 from the Hooksett Police Association (t-shirt sales) and a donation.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

SUGGESTED MOTION:

Motion to accept donation money totaling \$270.00 from the Hooksett Police Association (T-Shirt Sales) and a miscellaneous donation to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-b, III(b) and return that amount to the Police Departments, K9 Trust Fund.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

Town Council
STAFF REPORT



To: Town Council
Title: Motion to accept a donation of service performed on police car 5 with a hospital grade disinfectant, disinfecting wipe down, fogger, etc., valued at \$225.00 from Soil-Away Cleaning & Restoration Services, LLC, of Hooksett, NH, to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-e:II
Meeting: Town Council - 14 Oct 2020
Department: Police Department
Staff Contact: Jake Robie, Captain

BACKGROUND INFORMATION:

A member of the Hooksett Police Department contracted COVID-19 and had previously driven Car 5. Due to that we requested the services performed by Soil-Away Cleaning and Restoration Services, LLC. See the attached estimate for details on the service provided. It should be noted that only option 1 on the estimate was performed. That's why the value in the motion is listed at \$225.00. The service was performed on Thursday, September 24, 2020.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Accept the donation

SUGGESTED MOTION:

Motion to accept a donation of service performed on police car 5 with a hospital grade disinfectant, disinfecting wipe down, fogger, etc., valued at \$225.00 from Soil-Away Cleaning & Restoration Services, LLC, of Hooksett, NH, to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-e:II

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[20200930101429862](#)



Soil-Away Cleaning & Restoration Services, LLC

5 Eastpoint Drive, Suite 23
Hooksett, NH 03106

603-641-6555

www.soilaway.com

Estimate

Date Ordered	Estimate #
9/29/2020	4230

Name / Address	Client/Loss Location
Hooksett Police Department Capt. Jake Robie 15 Legends Drive Hooksett, NH 03106	

Arrival Time	Departure Time	Crow		Schedule Date	Job Time
				6/1/2020	
Description		Size	Qty	Rate	Total
VEHICLE SERVICE - OPTION 1				225.00	225.00
Clearing and Application of EPA List N - hospital grade disinfectant - police cars & smaller vehicles (at HOOKSETT PD)					
<ul style="list-style-type: none"> - Quick, bulk vacuum of cab and back seats - Disinfecting wipe down of interior hard surface - Utilize ULV fogger & PPE - Treat interior cab, cargo areas, misc equipment - NOTE: Not a detailing service. 					
VEHICLE SERVICE - OPTION 2				95.00	95.00
Application of EPA List N - hospital grade disinfectant - police cars & smaller vehicles (at HOOKSETT PD)					
<ul style="list-style-type: none"> - Utilize ULV fogger & PPE - Treat interior cab, seating areas, trunk 					

Customer approval _____

Total

\$320.00

Town Council
STAFF REPORT



To: Town Council
Title: Chuckster's Landscape Bond Reduction \$10,000 to \$2,000
Meeting: Town Council - 14 Oct 2020
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

Chuckster's located on Hackett Hill Road, has requested the reduction of their Landscape Bond from \$10,000 to \$2,000. All the landscaping was completed three years ago. The two year bond limit expired last year, but several trees were in poor condition. The owner (through Faulkner Landscaping) planted 12 new trees this past September to replace trees that died.

Two of the original trees currently show some signs of distress, but may improve by spring. I am recommending holding \$2,000 back because of those trees.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Reduce the landscape bond for Chuckster's to the NGM Insurance Company # S-277450 from \$10,000 to \$2,000.

SUGGESTED MOTION:

Motion to reduce the landscape bond for Chuckster's to the NGM Insurance Company # S-277450 from \$10,000 to \$2,000.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

Town Council **STAFF REPORT**



To: Town Council
Title: Nominations and Appointments October 14, 2020
Meeting: Town Council - 14 Oct 2020
Department: Administration
Staff Contact: Nick Germain, Project Coordinator

BACKGROUND INFORMATION:

The Hooksett **Bicentennial Committee** had its first meeting in September. It currently has two members, and is seeking more to help with organizing and managing Hooksett's Bicentennial Celebration activities

As of the writing of this staff report, there are two additional candidates for joining who have expressed interest:

Vicki Desharnais, well-known as "Miss Vicki" for her tireless work for the Hooksett Public Library and the Children of Hooksett (6/30/2023)
Eric p. Davis, a Pastor of Emmanuel Baptist Church in Hooksett. (6/30/2023)
(Please see supplemental information for any additional candidates & application paperwork)

The **Route 3A TIF District Advisory Board** requires some prospective appointments and/or reappointments:

David Boutin, Town Councilor, who has acted as chair and helps fill a Hooksett resident requirement in the district. (6/30/2023)
(Please see supplemental information for any additional candidates)

The **Planning Board** currently has one Alternate role open and has received an application from a candidate:

Donald Winterton, former Town Councilor and Planning Board member, submitted his credentials to rejoin as the Alternate (6/30/2023)

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None.

TIF District Advisory Board role for a councilor doesn't have discernible incompatibility in the bylaws the 3A TIF District or in state law. TIF District does have residency and property ownership requirements.

RECOMMENDATION:

Vote to appoint or reappoint

SUGGESTED MOTION:

Nominate all candidates to their desired posts. No second required.

If town Council chooses to appoint any individuals this same night, they should first vote to waive their rules and appoint immediately.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Donald Winterton Application Packet](#)



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 9/18/2020
 Name: Donald Winterton Phone: 603 540-4282
 Address: 10 Prescott Heights Rd
 Email Address: dwinterton@comcast.net
 Signature: *Donald Winterton*

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,
 Attn: Administration Department or email to NGermain@hooksett.org

I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.

BOARDS, COMMISSIONS & COMMITTEES

Role Preference

Alternate, Regular, or None?

<input type="checkbox"/> Conservation Commission	_____
<input type="checkbox"/> Economic Development Advisory Committee	_____
<input type="checkbox"/> Heritage Commission	_____
<input type="checkbox"/> Parks & Recreation Advisory Board	_____
<input checked="" type="checkbox"/> Planning Board	<u>open alternate</u>
<input type="checkbox"/> Recycling & Transfer Advisory Committee	_____
<input type="checkbox"/> Town Hall Preservation Committee	_____
<input type="checkbox"/> Zoning Board of Adjustment	_____
<input type="checkbox"/> Other (Please specify.) _____	_____
_____	_____
_____	_____

2

How long have you been a resident of Hooksett?

9 yrs

Why are you seeking this position?

I enjoyed being on the Planning Board for 6 years

Do you have any specific goals or objectives?

help town and bring common sense

Please list special skills, talents or experience pertinent to the position sought:

6 yrson planning board

Please list any potential conflicts of interest you may have if appointed for a board or commission:

brother-in-law owns some commercial properth

Please list any work, volunteer, and/or educational experience you would like to have considered:

Town Councilor rep to planning board

Interim town adminstrator

Please list any current/prior Town board membership and the dates of service:

planning board 2012-2018

Town of Hooksett

35 Main Street
Hooksett, NH 03106

FRAUD POLICY

Recognition & Awareness Form

Acknowledgement:

My signature signifies that I have read the Town of Hooksett's Fraud Policy and that I understand my responsibilities related to the prevention, detection and reporting of suspected misconduct and dishonesty.

Signature: _____

Print Name: Donald Winterton

Date Signed: 9/18/2020

Department Head Signature: _____

Town Council

STAFF REPORT



To: Town Council
Title: David Scarpetti, Economic Development Advisory Committee Chair; Nicholas Williams, Town Planner; RSA 72:80 - Commercial and Industrial Construction Exemption
Meeting: Town Council - 14 Oct 2020
Department: Community Development
Staff Contact: Leann Fuller, Community Development Clerk

BACKGROUND INFORMATION:

This economic development tool incentivizes new construction in commercial zones, industrial zones, or both. Under advisement of the Economic Development Advisory Committee, the Town Council may specify certain parcels of land to which this exemption applies. The exemption includes up to 50% of the increased municipal property tax as a result of new construction, or renovations/additions/improvements to existing structures. The exemption may not exceed a period of 10 years from the date the application is granted. The goal is to attract new businesses and to generate jobs in commercial and/or industrial sectors at short term forfeitures in property tax revenues, while potentially benefitting from new construction in the long term in terms of net gains/increases in property tax revenue and employment. Ideally, this exemption would be applied to specific lots or parcels of vacant/underutilized land which the Town would like to see developed, or which is located within an economically distressed commercial/industrial area.

Adoption of this tax incentive program was originally proposed by the Economic Development Advisory Committee with input from the Planning Board. See the attached meeting minutes and motion.

FINANCIAL IMPACT:

Short term forfeiture of up to 25% of net property tax revenues on new construction/improvements to these parcels for a period of up to 5 years. Properties will continue to be taxed at their assessed value at the time of application for a period of up to 5 years, then taxed at the assessed value of new construction/improvements, resulting in potential to recapture revenues over the long term. The specific figures will largely depend on the assessed value of new construction at the time the exemption is lifted. The Town does not risk a reduction in property tax revenues if any one of these properties is never developed.

RECOMMENDATION:

Motion to adopt as proposed by the Economic Development Advisory Committee and reviewed by the Planning Board. Note* Please review the attached meeting minutes from the Economic Development Advisory Committee for a brief description of each parcel included in this proposal.

SUGGESTED MOTION:

Motion to adopt the provisions of New Hampshire RSA 72: 80- 83 – the Commercial and Industrial Construction Property Tax Incentive – for the following parcels of land (must be specified in motion):

- Map 49 Lot 1-8
- Map 49 Lot 2

- Map 49 Lot 4
- Map 49 Lot 48
- Map 18 Lot 2
- Map 18 Lot 44
- Map 18 Lot 47
- Map 18 Lot 48
- Map 18 Lot 48-1
- Map 18 Lot 49D
- Map 13 Lot 73
- Map 14 Lot 18
- Map 14 Lot 19
- Map 25 Lot 80-3
- Map 35 Lot 7
- Map 41 Lot 10
- Map 44 Lot 38

This exemption shall require an application for review and approval of the Town Council, with a recommendation by the Economic Development Advisory Committee, and shall apply only for municipal and local school property taxes assessed by the Town of Hooksett. This exemption shall apply only to those parcels of land expressly listed in this motion, and furthermore shall apply only to those uses deemed either commercial or industrial in nature by the designated Town zoning enforcement official. This motion shall exempt any increases in real property taxable value as a result of new structures, new additions, renovations, or improvements to existing structures up to 25% annually for a period of time not to exceed 5 years from the date of application approval. No part of this motion shall override or supersede the legal requirements of state statutes governing this local tax exemption, under New Hampshire RSA 72: 80-83, which provides for the due process and impartial review procedures required by both the applicant and the granting governing body. Once enacted, this exemption shall remain in effect for a period of 5 calendar years, at which time a motion to extend shall be required by the Town Council if so desired.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur-EDAC is seeking for Hooksett to move forward with an economic development tool that would provide a tax incentive to property owners of the listed commercial and industrial sites to advance new or expanded projects.

ATTACHMENTS:

[Planning Board Minutes 0420](#)

[Economic Development Advisory Committee Minutes 0617](#)

[RSA7280](#)

1 | Planning Board Meeting Minutes, April 20, 2020

2 | Official

3 | **HOOKSETT PLANNING BOARD MEETING**
 4 | **HOOKSETT TOWN HALL CHAMBERS (Room 105)**
 5 | **35 Main Street**
 6 | **Monday, April 20, 2020**

7 |
 8 | **MEETING CALLED TO ORDER AT 6:03 P.M.**

9 |
 10 | **PLEDGE OF ALLEGIANCE**

11 |
 12 | **INTRODUCE MEMBERS OF THE BOARD**

13 |
 14 | **PRESENT: Richard (Dick) Marshall (Chairman), Paul Scarpetti, David Boutin, Christopher**
 15 | **Stelmach, Matt Reed, and Robert Duhaime (Town Council Representative)**

16 |
 17 | **ALTERNATES: Brett Scott**

18 |
 19 | **EXCUSED: Tom Walsh**

20 |
 21 | **STAFF: Nicholas Williams (Town Planner)**

22 |
 23 | **APPROVAL OF MINUTES OF MARCH 2, 2020**

24 |
 25 | **March 2, 2020 Meeting – D. Boutin motioned to approve the minutes of the March 2, 2020 meeting.**
 26 | **Seconded by R. Duhaime.**

27 | **Roll Call**

28 | D. Marshall - Yes
 29 | P. Scarpetti - Yes
 30 | D. Boutin - Yes
 31 | C. Stelmach - Yes
 32 | M. Reed - Yes
 33 | R. Duhaime - Yes
 34 | B. Scott - Yes

35 |
 36 | **Motion carried unanimously with a vote of 7-0.**

37 |
 38 | **DISCUSSION**

39 |
 40 | **1. DAVID SCARPETTI, ECONOMIC DEVELOPMENT CHAIR**
 41 | **RSA 72:80 Commercial and Industrial Construction Exemption**

42 |
 43 | D. Scarpetti: The state of NH has four economic development tools that we can use. Three are ap-
 44 | proved in economic revitalization zones. They are 1) RSA 162 - N: Economic Revitalization Zones. 2)

2 | Planning Board Meeting Minutes, April 20, 2020

RSA 79-E: Community Revitalization Tax Relief Incentive 3) RSA 162-K: Tax Increment Finance Districts. (These are described in detail in the Town Council Staff Report for the February 26, 2020 meeting. The new one we would like to adopt is RSA 72:80-83 - Commercial and industrial construction exemption. This is for new construction in commercial zones, industrial zones or both. Under advisement of the Economic Development Advisory Committee, the Town Council may specify certain parcels of land to which this exemption applies. The exemption includes up to 50% of the increased municipal property tax as a result of new construction, or renovations/additions/improvements to existing structures. The exemption may not exceed a period of 10 years from the date the application is granted. The goal is to attract construction and generate jobs in commercial and/or industrial sectors and add short term reductions in property tax revenues, while potentially benefiting from new construction in the long term in terms of net gains/increases in property tax revenue and employment. This would not be able to be used for the parcels which are part of the current 3A TIF because it would be counterproductive to the purpose of the TIF.

N. Williams: The Town Council would need to make a motion to enact this the same way they did with the other three. We took this to Town Council and I recommended we get input from the Planning Board, as adoption has various implications for land use. A few examples of properties have been provided that may benefit from this RSA. They are listed on an email dated April 15, 2020 from David Scarpetti with a subject line of Hooksett Properties. There are some that are sitting vacant or not being used to their best potential. These do not have to be properties that are vacant. They can be properties that are condemned such as the Animal Crackers property.

C. Stelmach: I was under the assumption that the Mr. Bee's property was not vacant and being used by Faulkners.

D. Scarpetti: That is being rented by Faulkners. We wanted to put it on the list because it would be a benefit to clean that up.

M. Reed: How have you been marketing this or how would you market this?

N. Williams: Once this makes it through Town Council with a motion it will be left up to the realtors that handle the property exchanges.

M. Reed: How would the town market it to the realtors?

N. Williams: That sounds like a great opportunity for a sub-committee of the Economic Development Committee.

M. Reed: Would this be for specific businesses?

N. Williams: The Town Council would determine that. It has to be carried through uniformly for everyone that sends in an application.

M. Reed: Would there be parameters for businesses that can or cannot apply?

N. Williams: It is marketed for industrial and commercial. We could have legal take a look at it.

3 | Planning Board Meeting Minutes, April 20, 2020

R. Duhaime: I am in favor of this. We have been letting the developers do some of the planning. I think this would help the town planner and administrator to set up meetings to let businesses know this is available. The Economic Development Committee could invite some of the property owners into their meetings to fill in some of the holes around DW Highway.

P. Scarpetti: Regarding the time frame, I think 10 years is a long time to give a tax break. I think the first few years are critical for success with a company and a five year window would be plenty of time to get someone on their feet and become profitable. Other than that I think this is wonderful to spur development. Has anyone reached out to businesses to get their input?

D. Scarpetti: I spoke with Mr. Faulkner. They are excited about this being enacted. We would like to put up signs in the revitalization zones. It is six different areas. The Economic Development Committee should start working on land and what is available for the property owners. We could talk about five years and maybe the percentage could be less than five years.

P. Scarpetti: Are the existing programs listed on our website for Hooksett? That would help to promote this.

N. Williams: There is an entire web page devoted to them on the town's web page.

D. Boutin: Are any of the lots on East Point Drive and Londonderry Turnpike able to be combined to permit a larger development?

N. Williams: None that were provided are contiguous with one another.

D. Boutin: I think this is an excellent program looking toward the future. Hooksett is lacking in housing. I think we could work out something with the Town Council to work out something as far as housing that is affordable for our young families. We should have two or three parcels that should be zoned for apartment use.

B. Scott: I think it is important that properties are targeted and 10 years is too long. This needs to get into the realtors hands for marketing.

D. Marshall: This is a tax incentive program?

D. Scarpetti: Yes

D. Marshall: So the rules we have in place still apply. This does not do anything except offer a tax exemption. This is a great way to attract new business. I agree that 10 years is a long time. Five years would be a good figure. For the Town Council to accept this it needs to show that giving these businesses a tax break will bring in more businesses. As far as housing, that is great, except that we have to remember this is a tax incentive program and does not change the zoning. If apartments were wanted, the zoning would have to be changed.

D. Boutin: I think housing should be a top priority and should be considered before a vote is taken. It should be done selectively and with regulations.

4 | Planning Board Meeting Minutes, April 20, 2020

N. Williams: We could meet with the Economic Development Committee one more time. I would like to go to Town Council with a more fine tuned recommendation as far as the parcels we are looking at. We can take a look at those with the Planing Board at a later date.

D. Scarpetti: Could we add properties to this at any time?

N. Williams: Town Council can always add a property with a motion.

R. Duhaime: I can mention to the Town Council that we are targeting different parcels and you are recommending five years as opposed to 10.

D. Boutin: I would like to see this go back to the Economic Development Committee and have this fine tuned and include two or three parcels for the lack of housing issue along the Rt. 3 corridor. I would like to be included in any discussion.

D. Boutin motioned that this to back to the Economic Development Advisory Committee to fine tune this and that all Planning Board members be invited. Seconded by D. Marshall.

Roll Call

D. Marshall - Yes

P. Scarpetti - Yes

D. Boutin - Yes

C. Stelmach -Yes

M. Reed - Yes

R. Duhaime - No

B. Scott - Yes

Motion carries with a vote of 6-1.

2. BRUCE THOMAS, TOWN ENGINEER

Final TIF plans

B. Thomas: Underwood Engineering has been working on an engineering study for the TIF district for the past year. There have been several meeting with the TIF committee. They have the scope of work we would like to proceed with. The engineering study is basically complete and the preliminary design is being finished. Currently they are trying to get the Town Council to approve of the Town Administrator of signing a contract with Underwood to proceed with the final design of the project. The scope of the work on the final design for Phase 1 and 2 is around the exit 10 area. There will be a pump station in the area of Kimball Drive just east of Home Depot. There will be an additional river crossing at that point and the sewer will be pumped from the Martins Ferry pump station to the sewer treatment plant. From that pump station it would go to the south of Kimball Drive and connect to Rt. 3A in the area of Goonan Street. The sewer would go north and south hooking up to Walmart, Market Basket, the cinemas, etc. From the pump station on Kimball Drive would also go northerly across to the area of the

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shops which include Dunkin Donuts. Phase 3 would have a pump station installed at the tri-town arena. The sewer would go southerly, up to 3A, about 1,600' up Cross Rd., northerly through a couple of state properties, and cross the Supreme Industries property. Phase 4 would be installed from the tri-town pump station and along the river to the intersection of 3A and Hackett Hill Road. This was tabled at the last Town Council meeting due to a concern. The sewer went west on Cross Rd., out of the TIF area, took a turn to the north, and across Supreme Industries property. The concern is that it would be leaving the TIF area and the residents on Cross Rd. were never told there would be sewer and they might have a problem with it. Also, the town would design up to the point of the intersection of 3A and Cross Rd. and up to the Supreme Industries property. Supreme Industries would do the design of their property. If we did the design on their property and they revised their site plan we would have to redo our design. We will be going back to the town council to explain these plans in more detail. The Town Administrator has been working with the Town Council to address these items. A couple of councilors were also concerned that we are not putting out a new RFP for the final design. The contract for the design work included the preliminary design, engineering study, final design, and construction engineering. The intent has been to negotiate the final design. Until now we did not know what the final design would be. We would like the Town Council's approval for the Town Administrator to sign. The contract for the engineering study and preliminary design is \$807,200. The total contract amount will be was for \$431,800. When this is all done we will be approximately \$60,000 under budget. The amendment for the final design will be \$1.2 million. The warrant article was for \$2.5 million. We have the funding to do this. Due to the Town Council's concerns we broke out the cost of the design that would go out of the TIF district and up Cross Rd. The design cost would be reduced by \$34,400. If they finish this design and do that part later it would cost \$70,000. The TIF Committee and Economic Development Committee support this design. In the Exit 10 area, our intent is that the town would construct the sewer up to 3A and private companies such as Walmart, Market Basket, and Bass Pro Shops would do the construction of the sewers on 3A itself. On the north end, we could construct the sewer to Cross Rd. and Supreme Industries would do the construction from Cross Rd., across the state properties, on across their property to a point we would designate on Hackett Hill Rd. I am not sure how those agreements would actually work. We are working on contacting their corporate offices. I am hoping the Town Council will approve the design because we are on a tight schedule due to timing to put together a warrant article, if need be, for next spring. We have existing funding from the Sewer Commission of \$1.2 million, \$2.25 million that has already been collected from the TIF district. We are going after some clean water surface evolving loans. Those loans could be paid off from the loans with the annual income that we are making from TIF district in the future. The difference would be on a warrant article which would be about 10.27 million. We might have to break up the construction into more manageable pieces instead of doing that.

B. Scott: No comments at this point. Happy to see this proceeding.

D. Boutin: I think this is a wise project for the Town of Hooksett. I know they are going in for funding to the Town Council on Wednesday and I hope they approve it.

P. Scarpetti: This is not going under a road once it leaves Cross Rd.?

B. Thomas: Correct.

P. Scarpetti: I think there should be something in writing that Supreme Industries will pay for that sewer line before we agree to pay for the engineering.

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B. Thomas: We would like to have an agreement that if we did the design the way I described we would constructed it to Cross Rd. and they would construct it the rest of the way.

R. Duhaime: The Town Council was surprised that the design was going outside of the TIF district. That is not what the voters agreed to and there is the issue of the abutters. There is also the issue of the state surplus land What is the state decides to put something there because there will be sewer and water. That is not the intent of the TIF district. The state does not have to ask the town if they want to put something there. I also have a design issue. The plans have changed from the initial ones the Town Council had approved. At first were not going to do the second pump station. The line was going to have to be buried on 3A deep at tri-town to get the elevation and it would be gravity fed. Now, due to the two pump stations, they have redesigned the water and sewer line to go to Cross Rd. It was going to go from tri-town, uphill to the south end of 3A. Phase 1 and 2 are the priority parts of the project design. Why is the third phase being designed when we don't know if the we can afford the first phase. The water line going to Cross Rd. is benefiting Supreme Industries. Going down 3A would be a shorter route. These plans changed everything and the Town Council members are not sure that is what they approved.

C. Stelmach: The engineering from Cross Rd., up the power lines, and through Supreme Industries, the design and engineering is on the town, but the construction is on Supreme?

B. Thomas: Supreme Industries would have to agree to it and they have not agreed to it yet.

B. Scott: I would say focus on Phase 1 and 2 for now. You are looking too far ahead.

B. Thomas: I understand what you are saying but the thoughts of the TIF committee was to have all of the sewer design done and then it just has to be constructed. It is also cheaper to do it all at once instead of piece meal.

B. Scott: It isn't piece meal, it is in stages.

B. Thomas: If you have an engineer design it all at once it is less costly due to the resources.

B. Scott: Would the cost saving be that significant?

B. Thomas: It would be a savings of \$34,400. It would cost \$70,000 to do it later. It is cheaper to do it all now. You could debate whether to bring it up Cross Rd. as it does go out of the TIF district. We should look at if you want to cut the design in half the way you are describing.

M. Reed: Why would you burden Hooksett with that extra cost to service a private property when they should be burdened with that cost. It could be built right up 3A and if they want to tap into it then they can pay for it.

B. Thomas: It is a significant cost but is minimal compared to the construction cost. We always said the construction cost going up Cross Rd. and to their property would be their cost. Supreme Industries might get a benefit to this but the other properties in the area will get a benefit as well.

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M. Reed: The main line is for multiple business but the up shoot up Cross Rd. would just be for Supreme Industries.

B. Thomas: It could service properties up Cross Rd. I agree with your point, but with it going up Cross Rd. it could service more than just Supreme Industries.

D. Boutin: Did you mention that Supreme Industries is paying for the pipe that will be on their property. They have agreed to do it across their property.

B. Thomas: They have not agree to anything yet and I am not sure the new owner is in agreement with what his predecessor wanted to do.

D. Boutin: The TIF district saw a benefit for it to go through that area for now and in the future. It would be unfortunate for \$34,000 to see that go by the wayside.

B. Thomas: I agree.

D. Marshall: Is there any action necessary by the Planning Board?

B. Thomas: I am just filling you in.

P. Scarpetti: Bruce, they don't have an agreement with the state right now for this to even cross it. My recommendation is to design the sewer to the property line of the TIF district and have them step up if they want to. Then you will be able to see if they are serious or not serious. Then the Town Council will be happy because you are staying within the TIF district.

EXTENSION OF APPROVAL

3. KASSAS REAL ESTATE #2020-05 1461 Hooksett Road, Map 18, Lot 49-C Extension of approval for a bank

N. Williams: This was an amended site plan that was approved in March of 2018. The was filed on time but got pushed back due to COVID. Mr. Kassas has provided us with detailed list of his leasing efforts, which are extensive. We find no issue with this.

George Kassas: I have provided a high level summary of the leasing activity that I have been doing as well as with two prominent real estate brokers. We have several interested parties are various levels. We have potential showings this coming week. We will run into delays with the bank due to the current situation. We are spending all of the right money to keep this a premier property.

D. Boutin motioned to approve the extension of approval for a bank for Kassas Real Estate #2020-05, 1461 Hooksett Road, Map 18, Lot 49-C, until April 20, 2022. Seconded by P. Scarpetti.

R. Duhaime: Will they be notified again that the two year limit has run out?

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N. Williams: They are required to submit their request for an extension 30 days prior to the extension end date.

R. Duhaime: The regulations say that extensions can be granted for a one year in length for five years. Can we approve this for two years.

N. Williams: The verbiage in the development regulations was changed last year when we took a look at the number of extensions that we were granting to be for a maximum of five one year extensions and the Planning Board can exercise its own discretion.

R. Duhaime: We should be sticking to our regulations of only doing the one year extension for a limit of five years.

Roll Call

D. Marshall - Yes

P. Scarpetti - Yes

D. Boutin - Yes

C. Stelmach - Yes

M. Reed - Yes

R. Duhaime - No

B. Scott - Yes

Motion carries with a vote of 6-1.

4. THE DUBAY GROUP, #2020-07

Summerfare Street, Map 35, Lots 7, 1-8 & 1-9

Extension of approval for Autumn Frost 18-lot subdivision

N. Williams: We are looking forward to seeing this get off of the ground. If the extension is granted we would like to set up with the developer a pre-construction meeting with a representative with each of their contractors so everyone is on board with all of the conditions of approval.

D. Marshall: This request is for an extension of the two year active and substantial period?

N. Williams: Yes. They previously met all of the conditions of their approval. The plan is a signed and recorded sub-division at the Merrimack County Registry of Deeds. They are asking for an extension of the active and substantial period.

D. Boutin motioned to approve a two year extension of approval for Autumn Frost 18-lot subdivision until April 20, 2022 for The Dubai Group, #2020-07, Summerfare Street, Map 35, Lots 7, 1-8 & 1-9 subject to the applicant having a pre-construction conference with the Planning Department as specified by the Town Planner. Seconded by R. Duhaime.

Roll Call

D. Marshall - Yes

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373 P. Scarpetti - Yes

374 D. Boutin - Yes

375 C. Stelmach - Yes

376 M. Reed - Yes

377 R. Duhaime - Yes

378 B. Scott - Yes

379

380 **Motion carries unanimously with a vote of 7-0.**

381

382 **CONTINUED PUBLIC HEARING**

383

384 **5. HEMLOCK ESTATES, LLC #2020-03**

385 **Laurel Road, Map 21, Lot 15**

386 **37 lot subdivision**

387

388 N. Williams: All of the engineering comments and outstanding issues have been addressed. The home-
389 owners association documents have been reviewed and approved by the town attorney.

390

391 Jon Rokey (Rokey Consulting): We worked with the town engineer closely. The outstanding things
392 with the Town of Hooksett have been taken care of. We are trying to get things finalized with the AOT
393 and wetlands. We are close. We went through every plan to make sure the well radiuses* are com-
394 pletely on the properties and are on our plan and the surveyors plan.

395

396 R. Duhaime: Where and how would it be worded on a deed so the property owners know the town is
397 not responsible for access near the retention ponds and the residents will be responsible for their
398 maintenance.

399

400 J. Rokey: If there is an easement on a lot, it will be on the deed of each lot.

401

402 R. Duhaime: The lots are 155.

403

404 J. Rokey: The minimum is 153. We added the extra we needed.

405

406 P. Scarpetti: The red lines look like roads on the plan.

407

408 J. Rokey: Those are the access roads to the ponds.

409

410 Open public hearing.

411

412 Open to public comments.

413

414 John O'Neil (Manchester Water Works): We are an abutter to the south of this property. I talked with
415 the Town Engineer regarding the drainage as far as storm water treatment. As far as the prime wetlands
416 on their property have you talked with DES?

417

418 J. Rokey: We had a permit prior to this and are trying to get the final permits.

419

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J. O'Neil: There was a recreational plan that was added. On the southeast corner there is a recreational trail. Is that part of the plan? It is used as a foot trail for the neighborhood?

J. Rokey: That area is untouched by this development.

J. O'Neil: Does the town want to identify that on the plan? It is currently not identified.

J. Rokey: It is shown on the plan. We can add a label.

J. O'Neil: That would be great.

Open public hearing.

Vanessa Demers (18 Summerfare Street): 1) I have been seeing a lot of people coming onto my property unannounced. 2) There seems to be a bear population in our neighborhood that are coming out of the woods. With this development what will happen with the bears. 3) As far as traffic, people in the neighborhood drive fast and there will be more commuters.

D. Marshall: Due to the season the bear activity has been active. As construction starts the bears will move. As far as traffic there is nothing the Planning Board can do about speeding. I would encourage you to speak with the Police Department.

Carolyn Connolly (7 Spruce Court): Can you share with me the distance from the edge of Willow path and 5 and 7 Spruce Court.

J. Rokey: The distance in between the two houses is about 156'. The road from your house is approximately 72 ft. from where the new edge of road will be. We are going to clear most of the way to the property lines. You are about 56 ft. from your own property line. All of that tree'd area will remain a buffer to you. The road from the existing house. I do not have a distance on that but it is the same distance from the original plan.

C. Connolly: Will there still be a line of trees untouched on my property? No history of addition of construction to the home did not have any decision on where this road is placed.

J. Rokey: Even with the addition on yours, you are still approximately 56' away from the property line. The new road is centered within the right-of-way that always has existed.

C. Connolly: I am still within the required set-back?

J. Rokey: Yes.

C. Connolly: Has there been a discussion regarding the routing of cars to cut through this?

J. Rokey: We have not had a traffic study with regard to that. I would think that staying on the main road would be the better path to go as opposed to winding around roads.

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C. Connolly: With regard to the street running along my property line is there any sort of privacy fence or trees buffers if my children are playing in the yard.

J. Rokey: That would only be a concern if you cut down your own trees. There is a lot of buffer in place.

R. Duhaime: That is an issue if you build off of a sub-division. I cannot see Spruce Road being a collective road. You can't stop where cars will go. I think there will be some people cutting through the sub-division. There should not be that much traffic that needs to be addressed, but it is possible there will be traffic going through.

P. Scarpetti: This could help the people on Farmer Road as far as going through there.

Brad Dupuis (20 Summerfare Street): We are expressing our concerns about the project. We firmly do not want this project to start. My wife and I work from home. There have been multiple people looking at this for years. We have people in our yards. There have been auctions. We were told in 2004 the land across the street was conservation land and there would never be anything build there. We have concerns about what is going to be going in there, what it will do to the property values, what it will do to the traffic, the phases of the project, how long will it take, if will there be a traffic impact study, and why do you have punch through and interrupt a neighborhood. Can we protest this further through another forum? We understand business has to happen but we hope this never gets off the ground.

D. Marshall: I don't know who told you that was conservation land. The only way this could have been conservation land was if someone had it as conservation land and paid a penalty to take it out. Nevertheless, this sub-division meets all of the regulations.

J. Rokey: That right-of-way has always been a potential for development. All we are doing is utilizing it.

D. Marshall: When you first got this plan, when Mr. Dupuis bought his property that right-of-way was on his plan.

Discussion ensued regarding some of the previous public input being with regard to The Dubay Group, #2020-07, Summerfare Street, Map 35, Lots 7, 1-8 & 1-9.

P. Scarpetti motioned for reconsideration of a two year extension of approval for Autumn Frost 18-lot subdivision until April 20, 2022 for The Dubay Group, #2020-07, Summerfare Street, Map 35, Lots 7, 1-8 & 1-9. Seconded by M. Reed. D. Boutin opposed stating that an appropriate action was taken and the meeting should move forward.

D. Marshall: We did not take an appropriate action. If we were meeting in person we would not have had a problem with this. Since this is electronic the Board was not notified there were people waiting to speak on this matter.

D. Boutin: So for one person we are going to go through this all over again?

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D. Marshall: There are two people that wanted to speak, Mr. Dupuis and Ms. Demeris, and they have a right to speak.

D. Boutin: I don't know what they hope to accomplish.

D. Scarpetti: That sub-division was approved in 2014.

D. Marshall: We are going to continue with Hemlock Estates, LLC.

John Markis (9 Spruce Court): 1) The initial request for the wetland impact was submitted by Dennis Demers, File No. 2007-01-418 which was an impact of 4,615 sq. ft. of wetland in two locations to access this sub-division which was originally supposed to be 40 lots was denied by the state. It was initially said during this meeting that was approved and it was not. The current request made by Hemlock Estates, File No. 2019-03-667 is requesting for more impact of the wetlands, 5,192 sq. ft., in two locations which is an extension until May 8, 2020. The original sub-division that was discussed by the Planning Board in 2007 required that a span bridge be constructed over the prime wetland. It was determined that a culvert, which is currently being proposed, was not sufficient by the town. There was concern that there would be a restriction of water flow through that area negatively impacting the entire prime wetland that was upstream of that area. These lots are in an LDR area and do not meet the requirement of a LDR requirement of at least 2 continuous acres per lot. I assume that is irrelevant because this would be considered a cluster development. That 2 acres is required whether or not private or public utilities are being brought in. According to the master plan "the development area inclusive of all non buildable areas such as wetlands must be equal to or greater than the minimum acreage which would be required if the land was developed as a standard single family residential neighborhood. If a wetlands adjustment for non buildable acreage is considered for a single non clustered residence then it must also be applied to the entire cluster development." It appears that requirement has not been met. It does not appear that it meets the spirit of the ordinance. The prior developer attempted to do this and the Planning Board shot down the initial plan because it was considered not adequate in the sense that the amount of open space made available was not sufficiently useable. Overall the way out of this development does not appear to maintain the aesthetics of the bordering neighborhood because these lots are much smaller and the houses are not spaced accordingly. I am concerned about the property values of the adjoining neighborhoods on either side which do meet the conventional LDR requirements. I am concerned there may be blasting to put this development in. This was brought up with the last proposal that was done. There is a significant amount of ledge that is back there. This property has passed through several builders that have all determined this property was not conducive to this type of development. Is any damage that is sustained to wells or foundations that may occur on other properties covered by the developer? What if any change will there be to the run-off that is bordering the back side of my property? As far as traffic, this will create a pass through. The last time this went before the Planning Board it was proposed that the access point on Spruce Court would be gated, used for emergency use only and be reduced in it's total size.

J. Rokey: On the wetland application we have gotten comments from both wetlands and AOT. The size of the pipe is sized appropriately to pass the storm without surcharging it. The bridge was overkill in terms of the drainage, therefore, we made the application with just the box culvert. If there is any blasting the blasting companies do pre-blast surveys of the houses, wells, foundations, take pictures of everything and are fully insured for any issues they cause. It is my understanding that they rarely have

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558 any issues. In terms of the access on Willow, none of the plans I had seen had a restricted access to
559 Spruce Court.

560
561 R. Duhaime: There is enough dry upland to meet the two acre requirement. Nick, is that correct?
562

563 N. Williams: Yes. The lot sizes do not have to conform to the LDR standard in the conservation sub-
564 division.

565
566 R. Duhaime: Regarding the intersection on Spruce, you have the driveway in the radius of the curve.
567 You cannot have a driveway turning on a radius in the middle of a curve.
568

569 J. Rokey: A portion will get removed and loamed and seeded.
570

571 P. Scarpetti: Having a gated road is not good planning. I would rather see the road open so that people
572 can go east or west, into or out of the property.
573

574 D. Boutin: This plan has been around for a long time. Many of the issues the abutter has raised have
575 been addressed.

576
577 Close public hearing.
578

579 *D. Boutin motioned to approve the 37 lot subdivision for Hemlock Estates, LLC #2020-03, Laurel*
580 *Road, Map 21, Lot 15. Seconded by P. Scarpetti.*

581
582 Roll Call

583
584 D. Marshall - Yes
585 P. Scarpetti - Yes

586 D. Boutin - Yes
587 C. Sielmach - Yes

588 M. Reed - Yes
589 R. Duhaime - Yes

590 B. Scott - Yes
591

592 **Motion carries unanimously with a vote of 7-0.**

593
594 *D. Boutin motioned to reconsider The Dubai Group, #2020-07, Summerfare Street, Map 35, Lots 7,*
595 *1-8 & 1-9, extension of approval for Autumn Frost 18-lot subdivision due to public input. Seconded*
596 *by M. Reed.*

597
598 Roll Call

599
600 D. Marshall - Yes
601 P. Scarpetti - Yes

602 D. Boutin - Yes
603 C. Sielmach - Yes

604 M. Reed - Yes

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R. Duhaime - Yes

B. Scott - Yes

Motion carries unanimously with a vote of 7-0.

D. Marshall: This board has heard the presentation and we are opening to the public.

B. Dupuis repeated his prior comments.

D. Marshall: This is a sub-division that has been approved and has been recorded with the Registry of Deeds. The applicant is only looking for an extension of the active development.

B. Dupuis: Will we be privy to what is going to be happening across from our house as far as the type of homes and the stages of development.

D. Marshall: Any developer is not going to be building low cost ranches in that area. I cannot see this would change the look of your area, aside from the fact that you will be looking at homes instead of vacant land.

N. Williams: If Mr. Dupuis would like to be kept informed of the items related to the actual construction, I requested that the new developer meet with staff for the pre-construction. We take minutes at those meetings and talk about the phasing, construction access, and other things I think Mr. Dupuis would be interested to know. I can make those minutes available to him.

B. Dupuis: That would be great.

D. Boutin motioned to approve a two year extension of approval for Autumn Frost 18-lot subdivision until April 20, 2022 for The Dubay Group, #2020-07, Summerfare Street, Map 35, Lots 7, 1-8 & 1-9 subject to the developer having a pre-construction conference with the Planning Department as specified by the Town Planner. Seconded by R. Duhaime.

Roll Call

D. Marshall - Yes

P. Scarpetti - Yes

D. Boutin - Yes

C. Stelmach - Yes

M. Reed - Yes

R. Duhaime - Yes

B. Scott - Yes

Motion carries unanimously with a vote of 7-0.

COMPLETENESS REVIEW AND PUBLIC HEARING

6. S&H LAND SERVICES #2020-08

141 Londonderry Turnpike, Map 43, Lot 24

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Site plan for Office

John Rokey: Peter Stoddard and Tom Huot are on as well. They are the owners of S&H Land Services. showed the site plan. They went through a zoning process which they could describe. They also did a sub-division. This is an existing house at the corner they they would like to convert into a survey office.

J. Rokey showed and described the site plan.

J. Rokey: We received the State of NH driveway application, received that and I sent it to Nicholas and Bruce. We are all set in terms of state permits.

D. Marshall: Is the plan complete?

N. Williams: Yes. I would like you to address the impact fees. This is a change to a commercial use. We do not have a commercial site plan on file for it. The impact fees would typically be assessed per the square footage of the building. That total came out to \$4,719.80 for the public safety and traffic impact fee. Typically we give some kind of credit because we are taking the residential use out of the equation.

D. Marshall: This lot has never paid impact fees before so as far as we are concerned this is brand new.

B. Scott: I would say that if it hasn't paid impact fees \$4,719.80 seems fair.

D. Boutin: I think it is a good reuse of the property and will bring great use to the property. The fee is reasonable.

P. Scarpetti: I concur.

B. Scott: I concur.

D. Boutin motioned that the site plan for office for S&H Land Services #2020-08, 141 Londonderry Turnpike, Map 43, Lot 24 is complete. Seconded by P. Scarpetti.

R. Duhaime: Will there be any signage?

Peter Stoddard: We have someone working on signage now. We are planning on putting a small sign up near the road. We were hoping to submit a sign permit at a different time.

R. Duhaime: A concern would be a lighted sign.

N. Williams: Peter, could you provide to me what the signage will look like.

P. Stoddard: Yes. I can do that within the next week.

Roll Call

D. Marshall - Yes

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699 P. Scarpetti - Yes

700 D. Boutin - Yes

701 C. Stelmach - Yes

702 M. Reed - Yes

703 R. Duhaime - Yes

704 B. Scott - Yes

705

706 **Motion carried unanimously with a vote of 7-0.**

707

708 Open public hearing.

709

710 Open to public comments.

711 No public comments.

712 Close to public comments.

713

714 Close public hearing.

715

716 *D. Boutin motioned to approve the site plan for office for S&H Land Services #2020-08, 141 Londonderry Turnpike, Map 43, Lot 24, conditionally upon the signage being approved by the staff. Seconded by C. Stelmach.*

717

718 Roll Call

719

720 D. Marshall - Yes

721 P. Scarpetti - Yes

722 D. Boutin - Yes

723 C. Stelmach - Yes

724 M. Reed - Yes

725 R. Duhaime - Yes

726 B. Scott - Yes

727

728 **Motion carries unanimously with a vote of 7-0.**

729

730 **7. RAVEN WOOD, LLC #2020-09**

731 **237 Londonderry Turnpike, Map 32, Lot 25**

732 **Amended site plan for additional commercial buildings**

733

734 D. Marshall: Is the plan complete?

735

736 N. Williams: Yes.

737

738 *D. Boutin motioned that the amended site plan for additional commercial buildings for Ravenwood, LLC #2020-09, 237 Londonderry Turnpike, Map 32, Lot 25 is complete. Seconded by C. Stelmach.*

739

740 Roll Call

741

742 D. Marshall - Yes

743

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746 P. Scarpetti - Yes

747 D. Boutin - Yes

748 C. Stelmach - Yes

749 M. Reed - Yes

750 R. Duhaime - Yes

751 B. Scott - Yes

752

753 **Motion carried unanimously with a vote of 7-0.**

754

755 J. Rokey: When we originally did the plan we showed all three buildings. The two I am showing in
756 blue were ghosted back because we only had a ZBA approval for a single building. The zoning change
757 that just went through makes it okay for these two buildings to now be constructed. The site is con-
758 structed, the septic is built, the detention pond is done and the cistern is in. Pad areas were built for the
759 other two buildings and now they can be built. All of the approvals were for the built out site.

760

761 M. Reed: When will the trees and shrubs be planted and the landscaping be done?

762

763 Scott Bussiere: Grass won't grow for another two weeks but we are going to hydroseed the rest of the
764 job and finish the trees in the next two weeks in the front.

765

766 P. Scarpetti: Will all of the buildings be one color?

767

768 S. Bussiere: Yes.

769

770 D. Marshall: I want to congratulate you on the good use of these buildings. They look really nice.

771

772 Open public hearing.

773

774 Open public comments.

775 No public comments.

776 Close public comments.

777

778 Close public hearing.

779

780 *P. Scarpetti motioned to approve the amended site plan for additional commercial buildings for Ra-*
781 *ven Wood, LLC #2020-09, 237 Londonderry Turnpike, Map 32, Lot 25. Seconded by D. Boutin.*

782

783 **Roll Call**

784

785 D. Marshall - Yes

786 P. Scarpetti - Yes

787 D. Boutin - Yes

788 C. Stelmach - Yes

789 M. Reed - Yes

790 R. Duhaime - Yes

791 B. Scott - Yes

792

18 | Planning Board Meeting Minutes, April 20, 2020

Motion carried unanimously with a vote of 7-0.

OTHER BUSINESS

N. Williams: Starbucks would like to go before you on May 4. I mentioned we would try to meet the third Monday of every month during the time we are meeting via zoom. Do you feel comfortable with the May 4 meeting or would you like me to hold off?

D. Boutin: Would that be remote?

N. Williams: As far as I know yes. I have not heard otherwise at this point.

It was a consensus of the Planning Board to hold the next Planning Board meeting on May 4, 2020 at 6:00 pm.

ADJOURNMENT

R. Duhaime motioned to adjourn. Seconded by C. Stelmach.

D. Marshall - Yes

P. Scarpetti - Yes

D. Boutin - Yes

C. Stelmach - Yes

M. Reed - Yes

R. Duhaime - Yes

B. Scott - Yes

Motion carried unanimously with a vote of 7-0.

The meeting was adjourned at 8:52 pm.

Respectfully submitted by,

/s/ AnnMarie White

AnnMarie White

Recording Clerk

HOOKSETT ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

MEETING Minutes

Wednesday June 17th, 2020

5pm

**Please note there was no physical location to observe and listen. This ZBA was held utilizing Zoom for this electronic meeting.*

The public had the ability to participate during the public hearing.

Pledge of Allegiance: 5:07pm

Attendance: David Scarpetti-Chair, Matt Barrett, Brett Scott, Mark Chagnon, Ivan Gult, Jim Sullivan, Dan Lagueux @5:12

Staff: Nicholas Williams-Town Planner, Andre Garron, Kathy Lawrence-Administrative

Assistant-Minutes

Roll Call to begin meeting:

David Scarpetti Y

Matt Barrett Y

Mark Chagnon Y

Brett Scott Y

Ivan Gult Y

Jim Sullivan Y

Approval of Minutes: 05/20/2020 Motion made to approve as written made by Matt Barrett, 2nd by Dan Lagueux

Roll Call to approve Minutes:

David Scarpetti Y

Matt Barrett Y

Mark Chagnon Y

Brett Scott Y

Ivan Gult Y

Jim Sullivan Y

Dan Lagueux Y

Discussion:

1) 7280 Commercial & Industrial Tax Exemptions

Nicholas reviewed the proposed plan that provided a list of parcels for the Town Council acceptance and read into record the plan:

Based on the discussion of the Planning Board back in March, the EDAC recommendation to Town Council is as follows:

43 **Motion to adopt the provisions of RSA 72:80-83 – Commercial and Industrial Property Tax**

44 **Exemption – for the following parcels of land:**

45

46	Map 49-4	Eastpoint Drive	Industrial	75	Vacant
47	Map 49-48	Londonderry Tpke	Industrial	23	Vacant
48	Map 49-1-8	Londonderry Tpke	Industrial	2	Vacant
49	Map 18-47	U.S. 3 (Brox)	PZ	5	Vacant
50	Map 18-48	U.S. 3 (Brox)	PZ	19	Residential
51	Map 18-48-1	U.S. 3 (Brox)	PZ	2	Vacant
52	Map 14-18	U.S. 3	PZ	7	Paved
53	Map 14-19	U.S. 3	PZ	4	Paved/Vacant
54	Map 44-38	U.S. 3 (South)	PZ	0.7	Firebird Motel
55	Map 41-10	U.S. 3 (South)	PZ	1.2	Animal Crackers
56	Map 25-80-3	Legends Drive	PZ	42	Driving Range
57	Map 35-7	Londonderry Tpke	Commercial	25	Vacant
58	Map 18-44	U.S. 3	Industrial	5	Former recycling
59	center				
60	Map 49-2	Londonderry Tpke	Industrial	12	
61	Map 18-49D	U.S. 3	PZ	3	Vacant
62	Map 18-2	U.S. 3	PZ	2	Old Beanery
63	Map 13-73	U.S. 3 (South)	PZ	3	Mr. Bee's (Vacant)

64 **This exemption shall require an application for review and approval of Town Council, with a**
 65 **recommendation by the Economic Development Advisory Committee, and shall apply only for**
 66 **municipal and local school property taxes assessed by the Town of Hooksett. This exemption**
 67 **shall apply only to those parcels of land expressly listed in this motion, and furthermore shall**
 68 **apply only to those uses deemed either commercial or industrial by the designated Town**
 69 **zoning official. This motion shall exempt any increase in real property taxable value as a**
 70 **result of new structures, new additions, renovations, or improvements to existing structures**

up to 25% annually for a period of time not to exceed 5 years from the date of application approval. No part of this motion shall override or supersede the legal requirements of state statutes governing this local tax exemption, under RSA 72:83, which provides for the due process and impartial review procedures required by both the applicant and the granting governing body. Once enacted, this exemption shall remain in effect for a period of 5 calendar years, at which time a motion to extend shall be required by the Town Council.

Jim S Will the EDAC chair and you attend the Town Council meeting? I think you should be prepared to show criteria on how you choose the parcels and be able to explain that. What is the procedure to expand these areas if for some reason a parcel not on this interest a developer, will he be able to request this exemption? Those are the question I think will be asked and it would be helpful to be prepared.

Nicholas W the conversation started here with this committee and I think the recommendations should continue to come from EDAC. I think to be consistent we should have a proposal that to add a parcel they should go to EDAC. We can expand and we thought about applying this to all vacant parcels, but I don't think that is a wise decision.

Jim S I think that as long as you show a clear process, it will be accepted

Nicholas W there will be a formal process for submitting. If we circumvent that process, then a lot of projects will get hung up in the process. I think reviewing the parcels every year is a great way to keep a watch on it.

David S we want to start this slow so if we see that we need to make changes then we can. We will see how it is going and as we go along, we can make changes.

Dan L this is a targeted plan that has been thought out it is not just random. We would like to choose by what we think will be best for development and the town

Andre G I think you should start slow and see what areas of town really need help with this incentive. It may make those areas that get overlook more interesting for a developer.

Nicholas W This motion that is drafted will be what goes in the staff report to Town Council. I wanted to see if everyone was comfortable with the parcels we have identified.

Motion to support 7280 Commercial & Industrial Tax Exemptions as written, made by David Scarpetti, 2nd by Ivan Gult

Roll Call to accept Motion made:

David Scarpetti Y

Matt Barrett Y

Mark Chagnon Y

Brett Scott Y

Ivan Gult Y

Jim Sullivan Y

Dan Lagueux Y

113 **Nicholas W I will get this on a Town Council agenda**

114
115 **2) Update of SNHPC – Board Member Hooksett Representative – Mark Chagnon**

116 **Mark C** Nate Miller, James Vayo, Silvia Von Aulock, provided for me a list of Hooksett
117 projects. I will read it to the committee:

- 118 • The SNHPC coordinated with the CNHRPC to develop a regional
119 Comprehensive Economic Development Strategy (CEDS) which includes the
120 Town of Hooksett. The CEDS document can be found at this link:
121 https://www.snhpc.org/sites/snhpc/files/uploads/ceds_document_2019.pdf. The
122 CEDS is an important first step in ensuring that identified projects become
123 eligible for U.S. Economic Development Administration (EDA) funding. A portion
124 of Hooksett's Route 3A sewer project is included in the CEDS. James Vayo in
125 our office has been recently assisting the Town of Hooksett related to this effort.
126 I've copied him on this message, and he can provide additional details.
- 127 • Over the past year, the SNHPC has been assisting the Town of Hooksett with an
128 update of the community's Master Plan. Cameron Prolman in our office has been
129 working with Town staff and the Hooksett Planning Board on that effort. I've
130 copied him on this message, and he can provide additional details.
- 131 • The reconstruction and widening of U.S. Route 3 from NH Route 27 to Alice Ave.
132 is scheduled for construction in 2024-2025 at a cost of \$16.35 Million. This
133 project was the result of a Corridor Study developed by the SNHPC in 2008. At
134 the request of the NHDOI, the SNHPC will be serving on the Project Advisory
135 Committee to help evaluate design alternatives for the project.
- 136 • One of the SNHPC's responsibilities is to provide technical assistance to any
137 applicants in the region interested in securing federal Congestion Mitigation and
138 Air Quality (CMAQ) funding. In the last CMAQ cycle, assistance was provided to
139 the Derryfield School for their application to construct a roundabout at the
140 intersection of River Road/Bicentennial Drive. That application was ultimately
141 successful, and the project is currently scheduled for construction in 2024 (with
142 the Derryfield School providing all of the match funding for the project).
- 143 • At the request of (then) Town Administrator Dean Shankle, the SNHPC provided
144 a Build-out Analysis to evaluate the development potential of the Route 3A TIF
145 District. A summary presentation of this work is available on the Town's website
146 (<https://www.hooksett.org/tax-increment-financing-advisory-committee>) with a link
147 in the left-hand column called "TIF Build Out Power Point."

148
149 **Andre G** Mark talked about the EDA grant and we really want to pursue that. Hooksett
150 TIF project was nominated for this grant and it is recommended that we submit this
151 project for the grant. The funding could be anywhere from \$.5M up to \$4M.

152 **Mark C** are there restrictions if rewarded?

153 **Andre G** it has to be for whatever you put in your application.

154 **David S** How do they determine how much we would be eligible to receive?

155 **Andre G** That we have approved to move to the final design and that shows
 156 commitment and it depends on how many other projects there are out there. It depends
 157 on how big the pot of money is and the strength of the application
 158 **Andre G** you mentioned assistance to the Derry Field School and doing the round a
 159 bout part of that funding is though that, they shared the proposal
 160 **Dan L** How much was the funding portion?
 161 **Mark C** I don't recall the price tag. They did not address the 3 way stop sign and the
 162 entrance to the Derryfield School and that is very narrow. I think those areas should be
 163 address.
 164 **David S** I wish we could get grant money for a 3A round about.
 165 **Andre G** in our Capital Improvement Plan we have funds going toward an engineering
 166 study. When our TIF blossoms, the traffic issue will need to be fixed.
 167 **Dan L** now it is a death trap and I can't imagine if we add just one business in that area.
 168 I can't believe we have not addressed this area before now.
 169 **David S** Jeff Larrabee had an approved site plan and I wonder if they had provided a
 170 plan for that development with a traffic study.
 171 **Nicholas W** when that was going through planning it was not address.
 172 **Andre G** we have to do the study we need a complete answer for the voters to approve
 173 what has to work out best
 174 **Mark Chagnon had to leave the meeting 5:35**
 175
 176 **New Development Update – Nicholas Williams, Town Planner**
 177 **Nicholas W** Starbucks is working though their project details and are reviewing a
 178 request of reduction of impact fees. The Supreme Ind site on Hackett Hill will be
 179 bringing in a proposal conceptually in August and from what I understand the housing
 180 component will not be part of it. It will be a development that complies with current
 181 zoning. We had a change of ownership for the Stone House at 1253 Hooksett Road. It
 182 was subdivided but we have not seen a plan. That will be a big change for that
 183 intersection.
 184 **Andre G** we will be continuing conversations with Walmart and Bass Pro for
 185 infrastructure development at exit 10
 186 Stills Turf Depot at the old Elk's lodge has been approved for that property. It was a
 187 nice-looking site plan
 188 **Jim S** the Stone House is more than likely going to be held up
 189 **Nicholas W** the potential developer did have historical research done and it was
 190 determined that the site has historical value.
 191 **David S** is that in a revitalization zone?
 192 **Nicholas W** yes, it is in an ERZ
 193
 194 **Motion to adjourn made by Dan L, 2nd by Matt B, All in favor**
 195
 196 **Next Scheduled Meeting: July 15 @ 5pm**
 197 **Minutes Respectfully submitted by Kathy Lawrence**

COMMERCIAL AND INDUSTRIAL CONSTRUCTION EXEMPTION STATEWIDE - RSA 72:80 - :83 - HOW ADOPTED

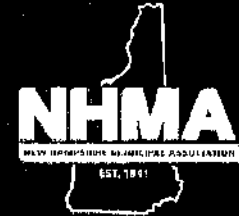
- RSA 72:81 adopted by legislative body (town meeting, town council, city council)
- Vote must specify the percentage of new assessed value to be exempted (not to exceed 50% per year) and the number of years duration following construction.
- Vote to adopt remains in effect for 5 years, except that exemptions shall continue for the rate and duration granted.
- Owner must apply by December 31st before the beginning of the tax year, select board or assessors must notify owner of their decision by February 28.



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COMMERCIAL AND INDUSTRIAL CONSTRUCTION EXEMPTION STATEWIDE - RSA 72:80 - :83

- Any municipality may, by vote of the local legislative body adopt a new construction property tax exemption for commercial or industrial uses, or both.
- The exemption shall apply only for municipal and local school property taxes assessed by the municipality.
- The exemption shall be a specified percentage on an annual basis of the increase in assessed value attributable to construction of new structures, and additions, renovations, or improvements to existing structures not exceed 50 percent per year.
- The exemption may run for a maximum period of 10 years following the new construction. Once adopted by the local legislative body, the percentage rate and duration of the exemption shall be granted uniformly within that municipality to all projects for which a proper application is filed.



Commercial and Industrial Construction Exemption - RSA 72:80 - :83 Application Procedures

- Owner applies prior to construction, but not after December 31st before the start of the tax year for which the exemption is sought.
- If construction is partially complete on April 1st, exemption is based on increased assessed value based on the partial construction.
- Applicant notified by the Selectmen or Assessors decision by no later than February 28th before the start of the tax year for which the exemption is sought.
- If the exemption is denied the applicant can appeal to the BTLA or Superior Court before September 1st following the date of notice of the tax.



Town Council

STAFF REPORT



To: Town Council
Title: Halloween in Hooksett 2020
Meeting: Town Council - 14 Oct 2020
Department: Administration
Staff Contact: André Garron, Town Administrator

BACKGROUND INFORMATION:

The Town of Hooksett, like many municipalities, traditionally provides guidance for Halloween Trick – or-Treating festivities to residents. Departments receive some of their highest volume of inquiries every year on the holiday, pertaining to subjects such as hours, dates, and standard practices. The Town in the past has merely posted a set of trick-or-treating hours on the same day as Halloween. Some departments also have periodically participated or directed community events. Deviation from the date of Trick-or-Treating sponsored by the Town is something that's sparked controversy in the past. This year, however, is different due to the ongoing COVID-19 pandemic.

After consultation among the Town Administrator, Department Heads, and other relevant employees, it's the consensus of staff that the town should adopt the following policy:

1. Post Halloween Trick-or-Treating date/hours as normal (October 31st)
2. Include a strong recommendation that residents follow the CDC guidelines for Halloween, and urge taking precautions such as practicing safe social distancing, wearing masks, and periodic cleansing of hands and surfaces should they choose to engage in any holiday activities.
3. That residents not participating in trick-or-treating should turn off their home's external lights and/or post a clear, street-visible sign indicating that the residence is not participating.

The Town would post this information on official websites, and disseminate the message through notification services and social media organs. Staff would also refer to this information for inquiries as the standard policy for this year if approved by Town Council.

-

The CDC (see attached) describes a categorization of risk for Halloween and other holiday activities. The Highest Category notably urges people to avoid activities like traditional trick-or-treating, parties, community events, or unnecessary travel to and from other communities for these same activities. This is due to the ongoing threat posed by the spread of COVID-19.

The relevant management consensus is that the above described approach (#1-#3) strikes a balance of responsibility and providing guidance for those in the community that still want to participate.

FINANCIAL IMPACT:

N/A

POLICY IMPLICATIONS:

The addition of #2 and #3 are slight deviations from previous years, but are aligned with federal recommendations.

RECOMMENDATION:

Adopt the staff recommendation(s): October 31st 6PM-8PM Trick-or-Treating Hours, but recommend CDC holiday guidelines, and barring that, participants follow common sense CDC sanitary recommendations and that non-participating households turn off their external lights or post signs.

SUGGESTED MOTION:

"I motion to adopt and disseminate the Town of Hooksett's Trick-or-Treating Policy for 2020, which will be [Trick-or-Treating Date, Time, Applicable Rules]."

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[CDC Halloween Guidelines](#)

CDC Halloween Guidelines

Many traditional Halloween activities can be high-risk for spreading viruses. There are several safer, alternative ways to participate in Halloween. If you may have COVID-19 or you may have been exposed to someone with COVID-19, you should not participate in in-person Halloween festivities and should not give out candy to trick-or-treaters.

Lower risk activities

These lower risk activities can be safe alternatives:

- Carving or decorating pumpkins with members of your household and displaying them
- Carving or decorating pumpkins outside, at a safe distance, with neighbors or friends
- Decorating your house, apartment, or living space
- Doing a Halloween scavenger hunt where children are given lists of Halloween-themed things to look for while they walk outdoors from house to house admiring Halloween decorations at a distance
- Having a virtual Halloween costume contest
- Having a Halloween movie night with people you live with
- Having a scavenger hunt-style trick-or-treat search with your household members in or around your home rather than going house to house

Moderate risk activities

- Participating in one-way trick-or-treating where individually wrapped goodie bags are lined up for families to grab and go while continuing to social distance (such as at the end of a driveway or at the edge of a yard)
 - If you are preparing goodie bags, [wash your hands](#) with soap and water for at least 20 seconds before and after preparing the bags.
- Having a small group, outdoor, open-air costume parade where people are distanced more than 6 feet apart
- Attending a costume party held outdoors where protective masks are used and people can remain more than 6 feet apart
 - A costume mask (such as for Halloween) is not a substitute for a cloth mask. A costume mask should not be used unless it is made of two or more layers of breathable fabric that covers the mouth and nose and doesn't leave gaps around the face.
 - Do not wear a costume mask over a protective cloth mask because it can be dangerous if the costume mask makes it hard to breathe. Instead, consider using a Halloween-themed cloth mask.
- Going to an open-air, one-way, walk-through haunted forest where appropriate mask use is enforced, and people can remain more than 6 feet apart
 - If screaming will likely occur, greater distancing is advised. The greater the distance, the lower the risk of spreading a respiratory virus.
- Visiting pumpkin patches or orchards where people use hand sanitizer before touching pumpkins or picking apples, wearing masks is encouraged or enforced, and people are able to maintain social distancing
- Having an outdoor Halloween movie night with local family friends with people spaced at least 6 feet apart
 - If screaming will likely occur, greater distancing is advised. The greater the distance, the lower the risk of spreading a respiratory virus.
 - Lower your risk by following CDC's recommendations on [hosting gatherings or cook-outs](#).

Higher risk activities

Avoid these higher risk activities to help prevent the spread of the virus that causes COVID-19:

- Participating in traditional trick-or-treating where treats are handed to children who go door to door
- Having trunk-or-treat where treats are handed out from trunks of cars lined up in large parking lots
- Attending crowded costume parties held indoors
- Going to an indoor haunted house where people may be crowded together and screaming
- Going on hayrides or tractor rides with people who are not in your household
- Using [alcohol or drugs](#), which can cloud judgement and increase risky behaviors
- Traveling to a [rural](#) fall festival that is not in your community if you live in an area with community spread of COVID-19

Source - <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/holidays.html#halloween>

Town Council

STAFF REPORT



To: Town Council
Title: Backhoe Replacement
Meeting: Town Council - 14 Oct 2020
Department: Public Works
Staff Contact: Earl Labonte, Director of Public Works

BACKGROUND INFORMATION:

To date this Backhoe has performed well. It is 19 years old. Now is the opportune time for it to be replaced while it still has a trade value. This backhoe is used extensively during the winter months for snow removal operations, moving snow banks, widening roads and easements. We are offering to trade the 2014 Hyundai Excavator and the existing backhoe. The 2014 Excavator has been assigned to DPW since 2014 and has only 321 hours. This is an underutilized piece of equipment. It was purchased with the thought that DPW would be doing large scale pipe work. The Department is not staffed or equipped to do that type work. Also, to move this to a job site a contractor haul company is needed. Unfortunately, we only have maintenance records for the past eight years (see attachment). There have been many major repair accomplished on this piece of equipment pivot pins, hydraulic components and standard wear items (i.e. brakes belts batteries etc.), various body parts and electrical repairs. This backhoe needs the various pins and bushings replaced or repaired (this is the second time for this and some will need frame replacement). The cab supports floors require repairs. This backhoe wanders while driving down the road. See Attach listing of repairs. Per Town's Purchasing Policy, we are authorized to use State Bid Contracts or approved Cooperative Purchasing Programs to order a replacement. We reviewed the Sourcewell approved vendors and selected two to solicit bids, John Deere and Case and JCB. Although we are only required to obtain one. There is no state bid for Backhoe. The Beauregard Case quote was the lowest, is in compliance with the town purchasing policy and the backhoe meets the town's requirements. Given the fairly straightforward work done by wheel loaders, it's not surprising there is not a lot of variation in the total hours of usage per year and the useful economic life of these machines. According to Dennis Neslusan, service manager at Schmidt Equipment, a John Deere dealer in North Oxford, Massachusetts, general contractors average about 1,200 to 1,500 hours of use a year. Sand and gravel material producers put in about 2,000 to 2,200 hours of use per year. And while government agencies buy a lot of wheel loaders, they generally put just 500 to 700 hours per year on a wheel loader, primarily loading sand and salt for road de-icing. "General contractors tend to keep machines up to 10 years, or 7,000 to 12,000 hours" says Neslusan. "The sand and gravel companies turn them over a little sooner because they use them as production machines."

FINANCIAL IMPACT:

\$50.00 with trade ins.

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

Approve and consent the purchase of Case 590SN Loader Backhoe from Beauregard Equipment in the amount of \$50.00 with trade-ins (2001 Deere 210-G Backhoe and 2015 Hyundai 180W-9A Excavator).

SUGGESTED MOTION:

Motion to approve and consent the purchase of Case 590SN Loader Backhoe from Beauregard Equipment in the amount of \$50.00 with trade-ins (2001 Deere 210-G Backhoe and 2015 Hyundai 180W-9A Excavator).

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Backhoe](#)

Attachment 1 Itemized listing of repairs base upon our Limited Technical Inspection:

1. Boom and swing pins have excessive back and side to side play (hard to control when operating). Estimated cost \$10,000-16,000
2. Front pinion seal leaking. Estimated cost \$1200.00
3. Play in steering wheel (needs inner and outer tie rods). Estimated cost \$200.00
4. Needs most of the floor and structural supports replaced due to rust and could be a safety issue, dealer will not replace just floor it would have to be the complete cab, this is a rollover protection structure (ROPS). See estimate.
5. Front bucket pins all need replacing (warn out). Estimated cost \$3,000
6. Many cylinders leaking on backhoe. Estimated cost 5,000
7. Will need some electrol work (heater don't work at all times and found some melted wires inside cab. Estimated \$1,000
8. Need roof and headliner repair or replacement (due to rust and water damage. Estimated cost \$2,500
9. Doors don't seal (will need one door frame and both seals replaced). Estimated cost \$1,700
10. Transmission leaking (main seal). Estimated cost \$4,000

Nortrax, Inc.
98 Sheep Davis Rd
Pembroke, NH 03275
Phone: 603-225-2769
Fax: 603-225-4650



Remit Payment to:
Nortrax, Inc.
24765 Network Place
Chicago, IL 60673-1247

Invoice To Account No.: 45619

TOWN OF HOOKSETT, NH
210 WEST RIVER ROAD
HOOKSETT, NH 03106
US

PARTS QUOTATION

Quotation No.: 1622466
Date: 9/23/2020
Page: 1 of 1

Delivery To:

TOWN OF HOOKSETT, NH
210 WEST RIVER ROAD
HOOKSETT, NH 03106

Home Ph: 603-465-8471 Mob Ph:
Work Ph: 603-558-0119

Supplied Quantity	Back Order Quantity	Part Number	Part Description	Weight	Bin Loc	List Price	Net Price	Extended Price
Machine ID: 64185W								
1.00	0	AT377427	Frame	918.00		13,002.60	13,002.60	\$13,002.60
1.00	0	1185328	Roof	236.00		1,404.45	1,404.45	\$1,404.45
1.00	0	AT154627	Door	171.15		3,308.85	3,308.85	\$3,308.85
1.00	0	AT154628	Door	152.18		3,345.92	3,345.92	\$3,345.92
Total Weight:				1,426.34				

Returnable Parts subject to a 20% Restocking Fee

Customer PO No.:	Delivery Note:	Sub Total:	\$21,061.82
Tax Exempt No.:		Sales Tax:	\$0.00
Salesperson: JILL GAINER		Total:	\$21,061.82
		Deposit Received:	\$0.00
		Balance Due:	\$21,061.82
EXCLUDES TAX			

This does not include labor cost.



COLCHESTER
28 Jasper Mine Rd
Colchester, VT
(802)893-1455

BANGOR
59 Contractor Dr
Hermion, ME
(207) 848-2060

CONCORD
231 Sheep Davis Road
Concord, NH
(603) 225-6621

SCARBOROUGH
14 Gibson Road
Scarborough, ME
(207) 885-0603

Date: 9/14/2020

To:	Town of Hooksett 210 West River Rd Hooksett, NH 03106	Phone	603-703-1649
		Cell Phone	603-340-2327
		E-Mail	ELabonte@hooksett.org
Attn:	Earl Labonte	County	Merrimack
Equip:	CASE 590SN Loader Backhoe		
Spec:	ENCLOSED CAB, HEAT A/C, SINGLE DOOR, POWERSHIFT H-TYPE TRANSMISSION, B/H AUX. HYDRAULICS, HEAVY FRONT COUNTERWEIGHT, B/H PILOT CONTROLS, B/H MECHANICAL QC, 30' B/H BUCKET, 83" FRONT QC BUCKET, FRONT HYDRAULIC QUICK COUPLER, 4WD, FLIP OVER STABILIZER PADS, HYDRAULIC THUMB, EXTENDABLE, RIDE CONTROL, COMFORT STEER, MECH. SUSPENSION SFAT, FRONT FENDERS, STANDARD LIGHTS, COLD WEATHER PACKAGE.		
Options Incl			
	Purchase Price	\$116,900.00	
	Less Trade In: 2001 DEERE 410-G Serial # TD410GX899847	- \$20,600.00	
	Less Trade In: 2015 HYUNDAI 180W-9A Serial # HZSD7EF0000047	- \$96,250.00	
	Sub Total	\$50.00	
5 Year Full Machine Warranty Plus 3 Year SiteWatch GPS System to monitor machine functions, location and provide service notifications to dealer and customer.			
	Misc		
	Total	\$50.00	
Finance	Lease		
Term		Lease Term	
Int Rate*		Annual Hours	
Payoff		Advance Payt	
Down Pay't		<input type="checkbox"/> RV	
Payment		Payment	

* Interest Rates quoted are subject to change without notice.

Beauregard Equipment

Customer

Attachment 3



TOWN OF HOOKSETT, NH

JOHN DEERE 410L BACKHOE LOADER

FT4,EXT,21L24,PILOT,AUX HYD
24" SD BKT,1.5 CY BKT
ENGINE FT4
JDLINK 5YR TEMP LICENSE
CAB
DECAL ENG W/ENG PACKET
AXLE MFWD W/LIMITED SLIP
TIRE GAL 21L24 12.5/80-18
CONTROL PILOT
WAIN ROY COUPLER
WAIN ROY 24" DIG BUCKET
WAIN ROY 48" TILT BUCKET
DIPPER EXTENDABLE
HYD,AUX W/1&2WAY FLOW, THUMB
LDR 1 LEVER, NO AUX
LDR BUCKET 1.5CY LONG LIP
COUNTERWEIGHT 1250LB.
BATTERY DUAL W/JUMP POST
CHROME EXHAUST
HEATER ENGINE COOLANT 110V
RIDE CONTROL
MFWD FULL GUARD
FLUID SAMPLING PORTS
RADIO BASIC PACKAGE
5 YEAR/ 3000HOUR POWERTRAIN & HYDRAULICS WARRANTY

Total: \$123,168

Trade (John Deere 410G) : \$17,500

Trade (Hyundai 180W-9A): \$80,000

Total Net Trade: \$25,668

Attachment 4



Prepared For:
Mario
Hooksett NH DOW
Hooksett NH
phone:603-540-4040

Dealer Information
NORTHLAND JCB
A DIVISION OF NORTHLAND INDUSTRIAL
6 JONSPIN ROAD

Prepared By:
Josh Owens
Josh.Owens@nitco-lift.com
mobile:
Quote Date: 09/30/20
Valid Until: 10/29/20
Quotation Reference: 275649

Model: 4CX 14HFC4

Qty: 1

Equipment Description

4CX-14 SUPER, 4WD, 4WS, 109 HP TIER 4 FINAL, 14 FT CENTERMOUNT BACKHOE WITH EXTRADIG DIPPER, ADVANCED EASY CONTROLS, 150A ALTERNATOR, 100LBS COUNTERWEIGHT, INCLUDES 2 SPOOL LOADER VALVE, FLIP OVER FEET, INTERIOR MIRROR, FRONT AND REAR WORKLIGHTS, BATTERY ISOLATOR, TOOLBOX AND AUTOMATE (AUTOCHECK, AUTOIDLE, AUTODRIVE AND AUTOTHROTTLE), CAB, LIVELINK, 4CX 14 SUPER 109 HP CM MODEL PACK MICHELIN XMCL 440/80-28 AUTOSHIFT + TL AND F and R LSD, AWS CAB WITH A/C HEATED AIR SUSPENSION SEAT, ENGINE BLOCK HEATER HAMMER/BI-DIRECTIONAL PIPEWORK 5/8" LOADER PIPEWORK RTD AND AUTO SRS FOR BI DIRECTIONAL ENGLISH TERRITORY PACK CODE REQUIRED FOR EXCAVATOR QUICK-HITCHES Rotating Beacon HEADLIGHTS EXTERIOR MIRRORS MECHANICAL QH WITH LIFTING KIT and 1T SHACKLE Q-FIT GENERAL PURPOSE LOADER BUCKET INCLUDES Q-FIT TOOLCARRIER, 96 IN (2438MM), 1.6YD3 (1.3M3) STANDARD DUTY WITH BOLT ON CUTTING EDGE. ADDITIONAL COUNTERWEIGHT REQUIRED BACKHOE BUCKET - 24 IN (600MM) HEAVY DUTY 4 TEETH 562 LB (255KG) COUNTERWEIGHT Diverter Valves Pin mount thumb Inbound Freight POI / Delivery

Equipment Total 132,350.00

Total Customer Sale Price 132,350.00

Notes: Quote reflects 30% discount
Trade value for 2014 Hyundai Excavator \$90,000.00
Trade value for Deere backhoe \$15,000.00

275649 \$ 27,564.90

The above quote supersedes all preceding price quotes. Prices quoted are valid for 30 days from quote date.

Customer Acceptance: _____ Date: _____

Dealer: _____ Date: _____



Attachment 5

Equipment Expenditures Summary

Hooksett: (NH)

All Dates Selected

Classification: VEHICLES

Type: No Type Specified

Item Number Description	Labor Hrs	Labor Costs	Material Costs	Sales Tax	Total Costs	WO Count	Avg Hours Per WO	Avg Cost Per WO
R1-01 Backhoe	110.75	\$1,408.90	\$22,627.56	\$0.00	\$24,036.46	44	2.52	\$546.28
Sub Total for Type:	110.75	\$1,408.90	\$22,627.56	\$0.00	\$24,036.46	44	.06	\$546.28
Sub Total for Classification:	110.75	\$1,408.90	\$22,627.56	\$0.00	\$24,036.46	44	.06	\$546.28
VEHICLES								
Grand Totals	110.75	\$1,408.90	\$22,627.56	\$0.00	\$24,036.46	44	.06	\$546.28

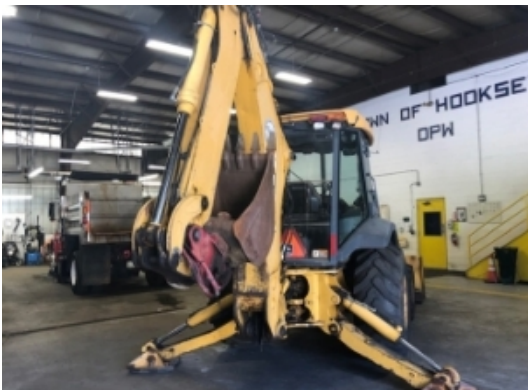
Wednesday, September 16, 2020

Page 1 of 1

Attachment 6 Photos



Hour meter





Hydraulic line leaking



Left swing piston leaking



Pin/bushing worn



Right swing piston leaking



Worn pin



Additional Hydraulic line leaks



Cylinder leaking



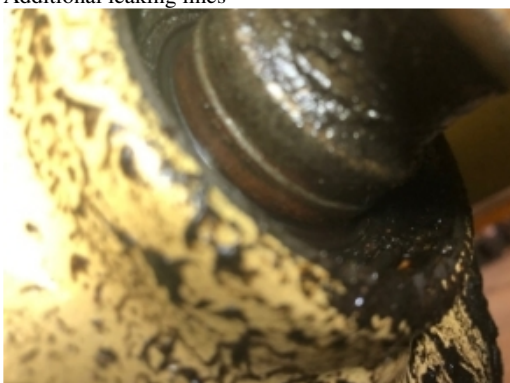
Transmission leaking



Additional leaking lines



Pinion seal leaking



Transmission output shaft leaking



Rotted door frame



Rotted floor support (ROPS)



Rotted floor supports (ROPS)



Rotted floor



Melted wiring inside cab



Rotted floor supports (ROPS)



Headliner hanging down



Cab frame



Loose pin/bushing



Outer tie rod loose



Loose bushing



Inner tie rod loose



Hood broken



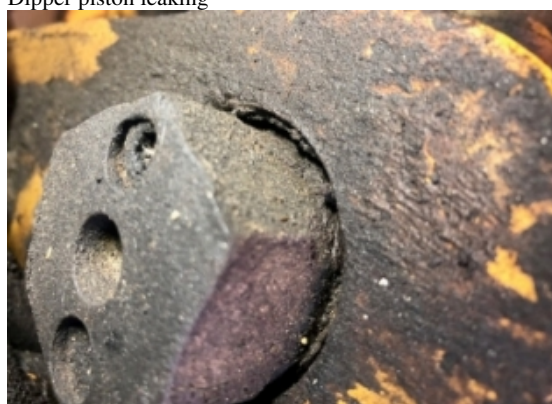
Bent step



Dipper piston leaking



Door frame rot



Worn swing piston would need to be bored (second time)



Floor rot



Worn center joint



Worn swing frame



Spool valve leaking



Isolator pad broken



Piston leaking



Backhoe lines leaking



Frame rot (ROPS)



Frame rot (ROPS)



Door frame rot



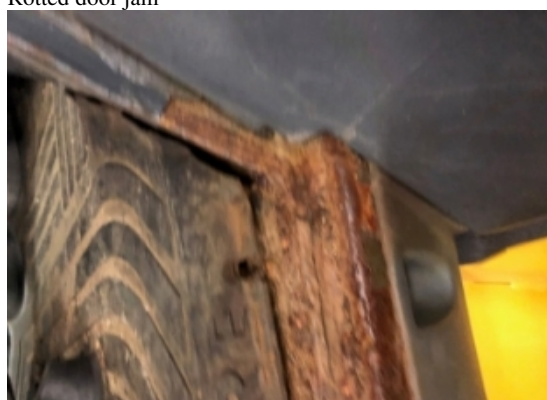
Rotted door frame



Rotted door jam



Rotted door frame



Rotted door jam



Rotted cab corner left



Rotted cab right corner

Town Council STAFF REPORT



To: Town Council
Title: Allow Overtime cost(s) associated with the K9 program in the collective bargaining agreement to be taken out of the ordinary police department budget, overtime line.
Meeting: Town Council - 14 Oct 2020
Department: Police Department
Staff Contact: Janet Bouchard, Police Chief

BACKGROUND INFORMATION:

On April 25, 2018 members of the Hooksett Town Council approved accepting donations to fund and establish a K9 program. Through a fundraising campaign, in the first few months, \$26,751 was raised, along with a grant for \$25,000 was secured. Later, an additional \$6,507 was raised and an additional \$18,000 in grants was secured. At the June 13, 2018 Town Council meeting a motion was made to accept a sidebar between the New England Police Benevolent Association (NEPBA) and the Town of Hooksett. Included in that sidebar agreement was the following language, "...when the handler is off-duty, he/she shall be paid one and one half (1.5) hours per day's pay at the handler's overtime rate of pay..." to properly care for the dog. The K9 sidebar has now been incorporated in the current CBA for period 07/01/2020-06/30/2023, under Article 23 Wages.

At that same meeting, Councilor Winterton made the following motion "that the overtime cost(s) associated with the K-9 program sidebar be taken out of the K-9 Trust voted. Voted unanimously in favor. Since the start of the K-9 program, \$17,172.54 in overtime costs have been taken out of the K9 Trust Fund.

Funds solely from the trust have been used to purchase everything related to the K9 program including K9 Timber, training costs, crates, equipment, conversion of a vehicle, training tools, etc. NO taxpayer funds have been used for anything related to the K9 program and K9 Timber. The balance in the fund at this time is approximately \$24,000.

K9 Timber has been used on a consistent basis in the patrol division. He has located missing and lost persons, fleeing criminals, and numerous amounts of illegal narcotics. He has also made many public appearances for the enjoyment of the public. Timber works hard on a daily basis to keep our Officer's and Hooksett residents safe.

The Hooksett Police K9 program was successfully revived and is thriving relying completely on donations and grant funds. I believe it is appropriate at this time to respectfully request that the overtime costs from this point forward are taken out of the ordinary police budget, as opposed to the K9 trust.

FINANCIAL IMPACT:

Overtime costs related to the care of K9 Timber as outlined in the NEPBA CBA agreement.

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Allow Overtime cost(s) associated with the K9 program in the collective bargaining agreement to be taken out of the ordinary police department budget, overtime line.

SUGGESTED MOTION:

Allow Overtime cost(s) associated with the K9 program in the collective bargaining agreement to be taken out of the ordinary police department budget, overtime line.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[minutes from tc](#)
[union sidebar](#)

454
455 *J. Sullivan motioned to enter non-public session #2 of 06/13/18 at 8:56pm. Seconded by D.*
456 *Winterton.*
457

458 **Roll Call #2**

459 R. Duhaime – yes
460 J. Durand – yes
461 A. Walczyk – yes
462 J. Giotas – yes
463 D. Winterton – yes
464 T. Tsantoulis – yes
465 J. Sullivan – yes
466 **Vote in favor (7-0).**

467
468 *J. Sullivan motioned to exit non-public session #2 of 06/13/18 at 10:35pm. Seconded by D.*
469 *Winterton. Vote unanimously in favor (7-0).*

470 **PUBLIC SESSION CONTINUED AT 10:35pm**

471
472 *J. Sullivan motioned to seal the non-public session #2 minutes of 06/13/18. Seconded by T.*
473 *Tsantoulis. Vote unanimously in favor (7-0).*
474

475 19.d Town of Hooksett, NH and New England Police Benevolent Association, INC. (NEPBA)
476 LOCAL 46 OF NEW HAMPSHIRE 070117-063020 - Contract Amendment
477

478 *D. Winterton motioned to accept the K-9 program sidebar to the Town of Hooksett, NH and*
479 *New England Police Benevolent Association, INC. (NEPBA) LOCAL 46 OF NEW*
480 *HAMPSHIRE 070117-063020 collective bargaining agreement as presented and signed by*
481 *the Police Union and Town Council. Seconded by R. Duhaime. Vote unanimously in favor*
482 *(7-0).*

483
484 *D. Winterton motioned that the overtime cost(s) associated with the K-9 program sidebar be*
485 *taken out of the K-9 Trust Fund. Seconded by T. Tsantoulis. Vote unanimously in favor (7-*
486 *0).*
487

488 **23. ADJOURNMENT**

489
490 *J. Sullivan motioned to adjourn the public session of 06/13/18 at 10:40pm. Seconded by A.*
491 *Walczyk. Vote unanimously in favor (7-0).*
492

493 **NOTE:** The town website may have attachments to these Town Council minutes for
494 documents referred to in the minutes, reading file materials, and/or ancillary documents that
495 the Town Council has signed as agent to expend as a result of the Council's prior approval of
496 the documents.

497 Respectfully submitted,

498

499

500 Suzanne Beauchesne

501 Recording Clerk

TC MINUTES 061318-U

10

**TOWN OF HOOKSETT, NH
AND
New England Police Benevolent Association, INC. (NEPBA) LOCAL 46 OF
NEW HAMPSHIRE
COLLECTIVE BARGAINING AGREEMENT
July 1, 2017 to June 30, 2020**

**SIDEBAR - ARTICLE 23 WAGES
Add section #3 K-9 Handlers**

3. K-9 Handlers. Officers assigned as K-9 handlers shall be responsible for bathing, brushing, exercising, feeding, grooming, cleaning (kennel and cruiser), administering medication, vet transportation, training and picking up/delivering food and supplies (Department is responsible for payment) for the dog. It is expressly understood and agreed that the K-9 handler shall not work with, or care for, the dog to a greater degree, or for more time, than is provided for herein, without securing the Department's written authorization in advance, emergencies excepted.

The K-9 handler shall perform such duties as are necessary to properly care for the dog. The handler shall be granted forty five (45) minutes of on-duty time at the end of his/her shift to perform his/her K-9 responsibilities unless otherwise ordered to fulfill a departmental need by the Chief or his/her designee. When the handler is off-duty, he/she shall be paid one and one half (1.5) hours per day's pay at the handler's overtime rate of pay for the same, provided the handler actually performs the duties required for the dog's care. In the event that the handler is on leave (i.e. vacation, sick FMLA, etc.) and remains responsible for the dog, those hours paid for the leave time off-duty maintenance of the dog shall not be included with, or added to, any other hours for compensation purposes. In the event that the dog is placed in a kennel during the handler's leave time, the handler shall not be entitled to the off duty pay provided for herein. Conversely, if the handler performs his/her K-9 duties during his/her leave time, he/she shall receive off-duty compensation as set forth above. In the event that K-9 service is required during the off duty hours of the handler, the handler shall be paid a four (4) hour minimum call back. All work required or related to the K-9 call back, including but not limited to, preparations of written reports and the like, shall be completed by the handler before going off duty from the call back.

06/01/18

Town Council

STAFF REPORT



To: Town Council
Title: Purchase Two New Police Vehicles
Meeting: Town Council - 14 Oct 2020
Department: Police Department
Staff Contact: Janet Bouchard, Police Chief

BACKGROUND INFORMATION:

For the past several years, the Police Department's budget has allocated funds for the purchase of two new police vehicles. The vehicles are cycled through the fleet. No cars are added to the number of vehicles in the fleet. These two new vehicles are 2021 Ford Police Interceptor SUV Hybrids. One of these cars will replace a 2016 Ford Explorer with 140,000 miles and the other will replaced a 2016 Ford Explorer with 131,858 miles. The price to purchase each new vehicle is \$37,234 each. The price to outfit one vehicle with emergency equipment (re-use cage), graphics and a new radar is \$9,742 totaling \$46,976. The price to outfit the other vehicle with emergency equipment (new cage) and graphics is \$9,469.05 (no new radar) totaling \$46,703.05. Combined cost is \$93,679.05. Vehicles are to be purchased from Irwin Motors and equipment will be purchased and installed from Ossipee Mountain Electronics. Lettering will be completed by BTA Graphics. Radar Unit will be purchased from Kustom Signal, Inc. Vehicles and equipment are State Bid pricing.

FINANCIAL IMPACT:

\$93,679.05 to be used from the approved 2020-2021 Police Budget.

RECOMMENDATION:

Motion to allow the police department to purchase two new police emergency vehicles plus the purchase of all related emergency equipment, lettering, and new radar unit for a combined total of \$93,679.05

SUGGESTED MOTION:

Motion to allow the police department to purchase two new police emergency vehicles plus the purchase of all related emergency equipment, lettering, and new radar unit for a combined total of \$93,679.05

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[New vehicle 07](#)

[New vehicle 08](#)



Hooksett Police Department
15 Legends Drive
Hooksett, NH 03106

Memo


M E M O R A N D U M

TO: Chief Janet Bouchard
FROM: Dispatch Supervisor R Belanger
DATE: August 6, 2020
RE: 2021 Ford PIU Hybrid (New Car 007)

Chief Bouchard,

Please see below pricing for the purchase of a 2021 Ford PIU Hybrid and related cost,

Irwin Motors	(Car)	\$37,234.00
Ossipee Mountain Electronics	(Equipment)	\$8,794.05
BTA Graphics	(Lettering)	\$675.00
Total cost for the purchase is:		\$46,703.05


Richard A. Belanger
Communication Supervisor

From: Richard Belanger <RBelanger@hooksettpolice.org>
Sent: Tuesday, March 31, 2020 2:09 PM
To: Steve Poullot
Subject: 2020 PIU Hybrid

Steve,

It was nice speaking to you today. Here is a list of my cruiser options.

2020 Ford PIU with the 3.3 V6 Hybrid Package with the following options,

34939.00

86T 60.00

153 n/c

43D 25.00

51T 420.00

87R n/c

549 60.00

16D n/c

52T 80.00

18d n/c

two tone paint: \$1650.00

37234.00



Quote QTE012639
Date 7/24/2020
Page 1 of 2

Bill To
Hooksett Police Dept 15 Legends Dr Hooksett, NH 03106

Ship To
Hooksett Police Dept Attn: Chief Janet Bouchard 15 Legends Dr Hooksett, NH 03106

Customer No.	Salesperson	Shipping Method	Payment Terms
H00460	Brian Vastine	INSTALL	Net 30

Item	Quantity	Item Number	Description	Unit Price	Ext Price
1	1.00	C399	Siren, CenCom CORE, Amplifier w/OBDII Cable	790.30	790.30
2	1.00	CCTL6	Siren Control Head, WCK, with Rotary Knob	263.90	263.90
3	1.00	C399K1	Instal Kit, CORE, 2020 Ford PIU	97.30	97.30
4	1.00	CEM8	Module, Expansion, 8 Outputs, CORE	125.30	125.30
5	1.00	CANLITE8	Sensor, WeCan, Lights, Black-Housing	46.20	46.20
6	1.00	MKAJ105	Hook Kit 20+ PIU w/ Adj. Foot	62.30	62.30
7	1.00	07-288667-023	Outer Edge driver side bracket	39.75	39.75
8	1.00	07-288667-123	Outer Edge passenger side bracket	39.75	39.75
9	1.00	11-288668-023	Outer Edge driver side cover	21.75	21.75
10	1.00	11-288668-123	Outer Edge passenger side cover	21.75	21.75
11	4.00	VTX6098	LED, VERTEX Lighthead, Mtg 1" Hole, BLUE	79.10	316.40
12	2.00	VTX609R	LED, VERTEX Lighthead, Mtg 1" Hole, RED	79.10	158.20
13	2.00	60CRCGCS	Light, Compartment, w/Switches, RED/WHITE	128.00	256.00
14	1.00	SAK1	Bracket, Siren Speaker, Universal SA315P	28.70	28.70
15	1.00	TM-5502-SMP	Mount, Computer, Side Console, Tablet & Keyboard	513.00	513.00
16	1.00	DM-UNIV	Display Holder, Universal, HINT TM-5500 Ser	104.50	104.50
17	1.00	TT0742ITU20	Cargo Box Transfer Kit, 20 ITU w/New Style 12VS	84.55	84.55
18	1.00	TPA9289	Cargo Box, Rad'o Tray	330.65	330.65
19	1.00	1K0574ITU20ND	Prisoner Transport, Half, Ctd Poly, Stock St, 20 PIU	917.15	917.15
20	1.00	PK0123ITU20ND	Partition, Rear Expanded Steel Screen, 20+ PIU	415.65	415.65
21	1.00	WK0514ITU20	Window Bars, Steel, Vertical, 20+ PIU	228.65	228.65
22	1.00	BT0639ITU20	Transfer Kit, PB300/400, 16-19 PIU to 20 PIU	169.15	169.15
23	1.00	C-VS-1400-INUT-1	Console, Angled Low Profile, 14" 20+ Ford PIU	261.75	261.75
			C-EB25-XTL-1PI APX 05		
			C-EB40-CCS-1PI CCTL6		
			C-FP-2 2" Filler		
24	1.00	TRD855BLK-14	Cable, CAT5 Stranded Black, 14 Foot	8.80	8.80
25	1.00	2000522	Power Cable, DC, Sierra Wrls ES/CX/MP/RV/LX ser.	33.35	33.35
26	1.00	T32217-BK	Seat Cover, Tiger Tough, Ford 20+ PIU Drivers, BLACK	187.00	187.00
27	1.00	BB132R	Antenna, IID 132-512MHz, 1/4Wave, Black, Flex Spr	56.05	56.05
28	1.00	MB8	Mount, Antenna, 3/4" Hole, 17' RG58 Cable, No Conn	15.30	15.30
29	1.00	CMUHF58	Mini UHF Crimp Conn, RG58, MALE	1.80	1.80
30	1.00	AP CCG-Q 5222-BL	Antenna, MIMO LTE/Cell/PCS/GPS Threaded Bolt, SMA	181.25	181.25

Quoted By: _____	Accepted By: _____	Date: _____	8,494.05
*** Continued ***			0.00
			300.00
			8,794.05

Ossipee Mountain Electronics, Inc. PO Box 950 832 Whittier Highway Moultonboro, NH 03254
 TEL: (603) 476-5581 Toll Free: (800) 639-5081 Fax: (603) 476-5587
 www.omesbs.com



Ossipee Mountain Electronics, Inc.

Quote QTE012639
Date 7/24/2020
Page 2 of 2

Bill To
Hooksett Police Dept 15 Legends Dr Hooksett, NH 03106

Ship To
Hooksett Police Dept Attn: Chief Janet Bouchard 15 Legends Dr Hooksett, NH 03106

Customer No.	Salesperson	Shipping Method	Payment Terms
H00460	Brian Vastine	INSTALL	Net 30

Item	Quantity	Item Number	Description	Unit Price	Ext Price
31	1.00	R1	Solenoid ,12V, 65 A Continuous S.P.S.T (24059-RP)	55.00	55.00
32	1.00	05-502	Switch, Able2, 15 Amp SPDT Center Off Rocker	10.95	10.95
33	3.00	PEAWP3K-1	Connector, Weatherproof, 3 Pin, 1 Pr (1M/1F)	9.10	27.30
34	1.00	MISC	Wire, wire ties, fuses, fuse holders, loom, etc.	195.00	195.00
35	1.00	LABOR	LABOR	2,400.00	2,400.00
			Strip 16 P U Car7 and INSTALL new & existing equipment into a new 2021 Ford PI Utility Hybrid, CAR7.		
Quoted By: _____ Accepted By: _____ Date: _____				Subtotal	8,494.05
PRICE QUOTE GOOD FOR 30 DAYS DELIVERY: 30 DAYS ARO TERMS: NET 30 DAYS FOB				Additional Discount	0.00
				Freight	100.00
				Total	8,794.05

Ossipee Mountain Electronics, Inc. PO Box 950 832 Whittier Highway Moultonboro, NH 03254
TEL: (603) 476-5581 Toll Free: (800) 639-5081 Fax: (603) 476-5587
www.omesbs.com



HOOKSETT POLICE CAR 7 QUOTE

31-Jul-20

Estimate good for 30 days from indicated date.

Customer Info

City of Hooksett Police Dept. - Rick

Job Details

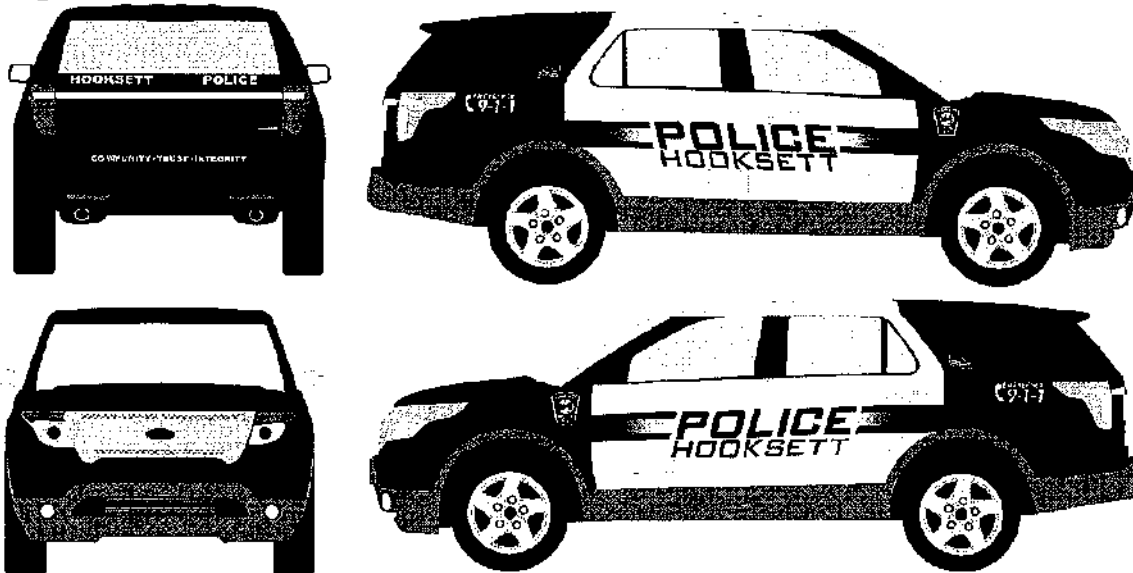
Production and installation of graphics for 2021 Ford Explorer. All vinyl to be reflective and composed of Orafol 56050RA Digital Media with Oraguard 290 Gloss Optically Clear Overlaminate for exceptional visibility and extended outdoor life. As well as Cut 3M Reflective Black & 3M Reflective White to insure high visibility on all cruisers.

Vehicle will NOT need a door wrap, the job that is being done will be strictly graphics.

Approval of quote and proof as well as a PO number are required in order to start production. Any changes or adjustments made after quote and proof approval will be charged accordingly.

Excessively dirty vehicles will be charged a minimum of \$25.

Design



Job Cost

Explorer

GRAPHICS/MATERIALS	450.00
INSTALLATION/LABOR	225.00

TOTAL \$675.00

Please contact us if you have any questions or would like additional information.

A signature is required in order to start production.

Approved _____ Date _____

Estimate compiled by Bryce Drew, Manager.

Thank you.

BTA Graphics

A division of Berube's Truck Accessories, LLC

2 Tallwood Drive

Bow, NH 03304-3302

603.225.5282

signshop@berubesh.com

berubesh.com



Hooksett Police Department
15 Legends Drive
Hooksett, NH 03106

Memo

M E M O R A N D U M

TO: Chief Janet Bouchard
FROM: Dispatch Supervisor R Belanger
DATE: August 6, 2020
RE: 2021 Ford PIU Hybrid (New Car 008)

Chief Bouchard,

Please see below pricing for the purchase of a 2021 Ford PIU Hybrid and related cost,

Irwin Motors	(Car)	\$37,234.00
Ossipee Mountain Electronics	(Equipment)	\$7,522.00
BTA Graphics	(Lettering)	\$675.00
Kustom Signal Inc	(Radar Unit)	\$1,545.00
Total cost for the purchase is:		\$46,976.00

A handwritten signature in black ink, appearing to read "Richard A. Belanger".

Richard A. Belanger
Communication Supervisor



Ossipee Mountain Electronics, Inc.

Quote QTE012607
Date 7/9/2020
Page 1 of 2

Bill To
Hooksett Police Dept 15 Legends Dr Hooksett, NH 03106

Ship To
Hooksett Police Dept Attn: Chief Janet Bouchard 15 Legends Dr Hooksett, NH 03106

Customer No.	Salesperson	Shipping Method	Payment Terms
H00460	Brian Vastine	INSTALL	Net 30

Item	Quantity	Item Number	Description	Unit Price	Ext Price
1	1.00	C399	Siren, GenCom CORE, Amplifier w/OBDII Cable	790.30	790.30
2	1.00	CCTL6	Siren Control Head, WCX, with Rotary Knob	263.90	263.90
3	1.00	C399K1	Install Kit, CORE, 2020 Ford PIU	97.30	97.30
4	1.00	CEM8	Module, Expansion, 8 Outputs, CORE	125.30	125.30
5	1.00	CANLITE8	Sensor, WeCan, Lights, Black-Housing	46.20	46.20
6	1.00	MKA1105	Hook Kit 20+ PIU w/ Adj. Foot	62.30	62.30
7	1.00	07-288667-023	OuterEdge Bracket, Passenger Side, 20+ PIU	39.75	39.75
8	1.00	07-288667-123	OuterEdge Bracket, Driver Side, 20+ PIU	39.75	39.75
9	1.00	11-288668-023	OuterEdge Cover, Drivers Side, 20+ PIU	21.75	21.75
10	1.00	11-288668-123	OuterEdge Cover, Passenger Side, 20+ PIU	27.75	27.75
11	2.00	VTX609B	LED, VERTEX Lighthouse, Mtg. 1" Hole, BLUE	79.10	158.20
12	2.00	60CREGCS	Light, Compartment, w/Switches, RED/WHITE	142.80	285.60
13	1.00	SAK1	Bracket, Siren Speaker, Universal SA315P	28.70	28.70
14	1.00	TM-5502-SMP	Mount, Computer, Side Console, Tablet & Keyboard	513.00	513.00
15	1.00	DH-UNIV	Display Holder, Universal, HINT TM-5500 Ser	104.50	104.50
16	1.00	TT0242ITU20	Cargo Box Transfer Kit, 20 ITU w/New Style 12VS	62.30	62.30
17	1.00	TPA9289	Cargo Box, Radio Tray	330.65	330.65
18	1.00	PT2185ITU20TM	CageTransferKit, RP, TM, 2 Piece LEP 20+ PIU	271.15	271.15
19	1.00	PK0123ITU202ND	Partition, Rear Expanded Steel Screen, 20+ PIU	415.65	415.65
20	1.00	WK0514ITU20	Window Bars, Steel, Vertical, 20+ PIU	228.65	228.65
21	1.00	3T0639ITU20	Transfer Kit, PB300/400, 16-19 PIU to 20 PIU	169.15	169.15
22	1.00	C-VS-1400-4NUT-1	Console, Angled Low Profile, 14" 20+ Ford PIL	261.75	261.75
			C-EB25-XTL-1PIU A7X 05		
			C-EB40-CCS 1PIU CCTL6		
			C-EP-20 2" Filler		
23	1.00	T52217-BK	Seat Cover, Tiger Tough, Ford 20+ PIU Drivers, BLACK	187.00	187.00
24	1.00	BB132R	Antenna, HD 132.512MHz, 1/4Wave, Black, Flex Spr	56.05	56.05
25	1.00	MB8	Mount, Antenna, 3/4" Hole, 17' RG58 Cable, No Con	15.30	15.30
26	1.00	CMUHF58	Mini UHF Crimp Conn, RG58, MALE	1.80	1.80
27	1.00	R1	Solenoid, 12V, 65 A Continuous, S.P.S.T (24059-BP)	55.00	55.00
28	1.00	05-502	Switch, Able2, 15 Amp SPDT Center Off Rocker	10.95	10.95
29	3.00	PEAWP3K-1	Connector, Weatherproof, 3 Pin, 1 Pr (1M/1F)	9.10	27.30
30	1.00	MSC-	Wire, wire ties, fuse, fuse holders, loom, etc.	195.00	195.00
Quoted By: _____ Accepted By: _____ Date: _____					7 292.00
*** Continued ***					0.00
					230.00
					7,522.00

Ossipee Mountain Electronics, Inc. PO Box 950 832 Whittier Highway Moultonboro, NH 03254
TEL: (603) 476-5581 Toll Free: (800) 639-5081 Fax: (603) 476-5587
www.omesbs.com



Ossipee Mountain Electronics, Inc.

Quote QTE012607
Date 7/9/2020
Page 2 of 2

Bill To
Hooksett Police Dept 15 Legends Dr Hooksett, NH 03106

Ship To
Hooksett Police Dept Attn: Chief Janet Bouchard 15 Legends Dr Hooksett, NH 03106

Customer No.	Salesperson	Shipping Method	Payment Terms
H00460	Brian Vastine	INSTALL	Net 30

Item	Quantity	Item Number	Description	Unit Price	Ext Price
31	1.00	LABOR	LABOR Strip 16 PIU Car8 and INSTALL new & existing equipment into a new 2021 Ford PI Utility Hybrid, CAR8.	2,400.00	2,400.00
Quoted By: _____ Accepted By: _____ Date: _____				Subtotal	7,292.00
PRICE QUOTE GOOD FOR 30 DAYS				Additional Discount	0.00
DELIVERY: 30 DAYS ARO				Freight	230.00
TERMS: NET 30 DAYS				Total	7,522.00
INSTALL AT OME					

Ossipee Mountain Electronics, Inc. PO Box 950 832 Whittier Highway Moultonboro, NH 03254
TEL: (603) 476-5581 Toll Free: (800) 639-5081 Fax: (603) 476-5587
www.omesbs.com



HOOKSETT POLICE CAR 8 QUOTE

31-Jul-20

Estimate good for 30 days from indicated date.

Customer Info

City of Hooksett Police Dept. - Rick

Job Details

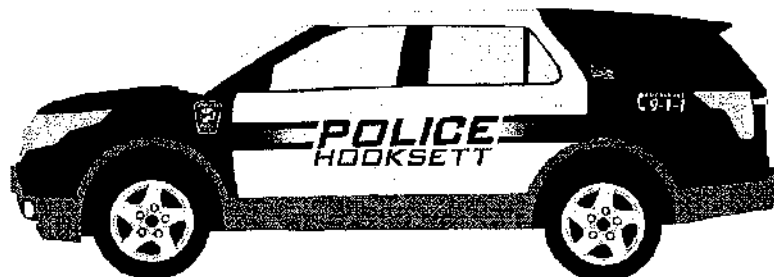
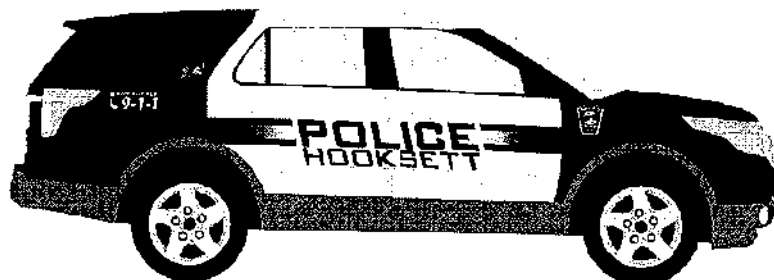
Production and installation of graphics for 2021 Ford Explorer. All vinyl to be reflective and composed of Orafol 56050RA Digital Media with Oraguard 290 Gloss Optically Clear Overlamine for exceptional visibility and extended outdoor life. As well as Cut 3M Reflective Black & 3M Reflective White to insure high visibility on all cruisers.

Vehicle will NOT need a door wrap, the job that is being done will be strictly graphics.

Approval of quote and proof as well as a PO number are required in order to start production. Any changes or adjustments made after quote and proof approval will be charged accordingly.

Excessively dirty vehicles will be charged a minimum of \$25.

Design



Job Cost

Explorer

GRAPHICS/MATERIALS	450.00
INSTALLATION/LABOR	225.00

TOTAL \$675.00

Please contact us if you have any questions or would like additional information.

A signature is required in order to start production.

Approved _____ Date _____

Estimate complied by Bryce Drew, Manager.

Thank you.

BTA Graphics

A division of Berube's Truck Accessories, LLC

2 Tallwood Drive

Bow, NH 03304-3302

603.225.5282

signshop@berubes.com

berubes.com



Quotation

Page 1 of 2

Date 07/15/2020

To... MR. RICK BELANGER
 HOOKSETT POLICE DEPT

 15 LEGENDS DR
 HOOKSETT NH 03106-1809

Quote # -196962728721NG
 Terms Net 30
 This Quote Expires on 10/13/2020
 Phone 603-624-1560
 Fax 603-624-6891

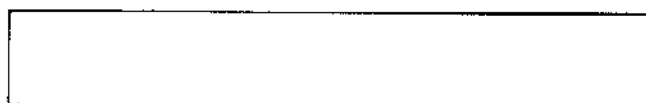
Qty	Product Description	Unit Price	Sub Total
0	NH State Contract - #8002652 expires 8/31/22	\$0.00	\$0.00
1	Raptor RP-1, Dual K-Band Antenna, Directional & Same Lane Mode with Wired Remote	\$1,545.00	\$1,545.00
1	Raptor Assisted Fork Test - Automated fork test procedure to ensure the unit passes during power up.	\$0.00	\$0.00
1	Raptor RP-1 hard carrying case	\$0.00	\$0.00
1	Shipping/handling costs included	\$0.00	\$0.00
0		\$0.00	\$0.00
0	New Car #8	\$0.00	\$0.00

Total \$1,545.00

Signature

Judy Beiriger

* Applicable Sales Tax Not Included. Seller may charge Buyer a 25% restocking fee.



Toll Free 800-4KUSTOM (800-458-7866)

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, July 15, 2020**

The Hooksett Town Council met on Wednesday, July 15, 2020 at 6:00 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of 15 Jul 2020 to order at 6:00 pm. The meeting convened in the gymnasium for the swearing-in ceremony for Firefighter/Paramedic Mitchell Dean.

PROOF OF POSTING

Administrative Services Coordinator Donna Fitzpatrick provided proof of posting.

ROLL CALL

In Attendance: Councilor James Sullivan, Councilor Roger Duhaime, Councilor John Durand, Councilor Randall Lapierre, Councilor David Boutin, Councilor Clifford Jones, Councilor Timothy Tsantoulis, Councilor Clark Karolian, and Councilor Alex Walczyk

PLEDGE OF ALLEGIANCE

Chair Sullivan called for the Pledge of Allegiance.

SPECIAL RECOGNITION

Fire-Rescue Department - Swearing-in Ceremony - Firefighter/Paramedic Mitchell Dean

Chair Sullivan: We are in the gymnasium to accommodate the number of people wishing to be observe this ceremony. This will allow us to maintain social distancing guidelines during the pandemic.

Fire Chief James Burkush: It is good to see Mitchell's fellow firefighters here to support him. Mitchell comes to us from Hopkinton with three years of experience. I will ask him to come forward so that I can administer the oath.

Chair Sullivan: Welcome to the Hooksett family and congratulations.

The meeting reconvened in the Council Chambers.

Hooksett Municipal Employee - New Hire

A. Garron: The only new hire for July is Sean Dumont. This is actually a promotion from Driver/Laborer to Heavy Equipment Truck Driver. I want to congratulate Sean on this promotion.

SCHEDULED APPOINTMENTS

Eagle Scout, Evan Perry - Petersbrook Park Project (see item 15.1 for details)

Evan Michael Perry: I am a member of Troop 135 in Manchester. My Eagle Scout project is to re-side (re-shingle) the shed at Petersbrook Park. I will also repair loose boards and replace the two doors.

Chair Sullivan: How did you decide on this project?

51 Evan Perry: The Town Engineer saw me at popcorn stand. He contacted me and asked me if I needed
 52 a project.
 53
 54 T. Tsantoulis: I read your proposal and see that you have a lot of tasks to perform for this project. I
 55 assume you have had some experience.
 56
 57 Evan Perry: Yes, I re-sided a house.
 58
 59 D. Boutin: This is a fantastic opportunity for young gentlemen to learn leadership and to accomplish
 60 something important in life
 61
 62
 63
 64 Chair Sullivan: What is the cost for this project?
 65
 66 Evan Perry: I am not sure. I think it will be about \$500.00.
 67
 68 Chair Sullivan: When will you begin work on the shed?
 69
 70 Evan Perry: I will start when I have enough money. I will begin fundraising soon and might use some of
 71 my own money.
 72
 73 D. Boutin: Can we get Evan's address so that we can send him a donation if we want to?
 74
 75 Chair Sullivan: I believe it would be best to send donations in care of Bruce Thomas, the Town
 76 Engineer.
 77
 78 B. Thomas: I will help with publicity for his fundraising.
 79
 80 R. Lapierre: I was not on the Council when you discussed your volunteer policy. We will want Evan to
 81 comply with that policy. Did you have a resolution on that?
 82
 83 Chair Sullivan: We will be discussing this during the August 12th workshop.
 84
 85 Mrs. Perry (Evan's mother): The Daniel Webster Council will provide liability insurance.
 86
 87 ***D. Boutin motioned to allow Eagle Scout candidate Evan Perry to rehabilitate the existing***
 88 ***storage shed located at Petersbrook Park as his Scout Eagle project. R. Lapierre seconded the***
 89 ***motion.***
 90 ***Voted unanimously in favor (9-0).***
 91
 92 **Town Attorney Matthew Serge - Land Use Boards & Town Council Procedures**
 93
 94 Chair Sullivan: Mr. Serge will not be able to join us this evening because of a coronavirus issue at his
 95 office. We hope he is well, and we plan to have him join us at our August 12th workshop meeting.
 96
 97
 98 **CONSENT AGENDA**
 99
 100 **Town Council to accept the donation of cleaning services from Soil-Away, valued at \$715.00 to**
 101 **the Town of Hooksett for the Hooksett Fire Rescue Department's Ambulances under RSA 31:95-**
 102 **e, II.**
 103
 104
 105 **Bussiere Development, #209 West River Road, Release of \$45,000 Site Cash Bond**

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T. Tsantoulis motioned to approve the two (2) Consent Agenda items. J. Durand seconded the motion.

T. Tsantoulis: I read the report of the Town Engineer and it is apparent that he is ready to sign off on this.

Chair Sullivan called for a vote on the motion.

Voted in favor (8-1), with C. Karolian voting nay.

TOWN ADMINISTRATOR'S REPORT

A. Garron: I submitted the second round of expenses for GOEFFR funds today. The first submission was in the amount of \$16,755.00. For this reimbursement, the amount is \$81,000.00 and includes PPE supplies, the new door for exiting the Town Clerk's office and separation supplies. Laptops were ordered so that we don't have to borrow them from the Library if we are shut down again. We do appreciate the Library's lending of their laptops.

D. Boutin: Does the submission include ionizers for the AC units?

A. Garron: No, that has not yet been decided by the Council. In fact, it is on tonight's agenda.

A. Garron: I received a thank you note for the Council from Trisha Korosz for allowing the placement of signs congratulating the graduating seniors.

A. Garron: We had a CIP meeting last week to review the plan with the Planning Board. Hopefully, they will approve it. There were questions about the vehicle inventory, so Councilor Boutin and Matt Reed were tasked with interviewing department heads on the subject.

A. Garron: I had a problem with returning calls while on vacation last week. The system was inoperable, for some reason. I want to apologize to anyone who left me a message for my delayed response.

R. Duhaime: How are we looking for the budget at this point?

A. Garron: We had a budget update prior to July 1st when you joined the Council. We are on target. Revenue is behind but not too far. Highway Block grants and Rooms & Meals revenue are of concern because there are fewer cars on the road and fewer people traveling to our state. There is some talk of GOEFFR funds or CARES Act funds being allocated to help with revenue.

R. Duhaime: I have had calls from people who are still waiting for their vehicle registrations. The Town Clerk's office must be behind on registrations.

A. Garron: Yes, but they are catching up. The office is now fully staffed.

C. Karolian: Do you have any idea of how many requests for abatements have been received?

A. Garron: We have two members of the Board of Assessors on the Council. I will ask one of them to answer that question.

157 T. Tsantoulis: We are at or a little above average in terms of abatement requests. A good portion of
158 these are not found worthy. The volume is not out of the ordinary. We have 30-plus requests before us.
159 Less than 10% of these are considered. Also, there is a new State law saying that 100% disabled
160 military veterans pay no property taxes. There is a process to verify the disability status; this is certainly
161 something they deserve.

162

163 C. Karolian: Do you have a dollar figure for the amount of the abatements? It is lack of revenue that I
164 am worried about.

165

166 T. Tsantoulis: No, I do not.

167

168 C. Karolian: I am just looking for a ballpark figure.

169

170 T. Tsantoulis: Off the top of my head, I can't say. The Assessor Jon Duhamel or Elayne Pierson could
171 provide that figure.

172

173 Chair Sullivan: Property owners struggling to pay their property taxes, can see the Tax Collector about
174 a payment plan. I am sure that the Town Administrator can get the information you are requesting for
175 next meeting, Mr. Karolian.

176

177 **PUBLIC INPUT**

178 None.

179

180 **NOMINATIONS AND APPOINTMENTS**

181 Chair Sullivan: The nomination and appointment of Council representative for the Budget Committee
182 and the Sewer Commission remains to be done.

183

184 R. Duhaime: My brother suggested that Councilor Tsantoulis would be a good Council representative to
185 the Budget Committee.

186

187 T. Tsantoulis: I struggle with budgetary items. I would not be an asset to the Budget Committee.

188

189 N. Germain: The Budget Committee will be meeting next Thursday at 6:30 pm to confirm their
190 schedule. A representative of the Council could steer that conversation.

191

192 C. Karolian: When does the Sewer Commission meet?

193

194 R. Lapierre: It is the first and third Monday of each month at noon.

195

196 A. Walczyk: The Budget Committee meets from September until the end of October for the Town
197 budget and from November until the end of December for the School budget. They continue meeting
198 until the end of January, and they meet every Thursday at 6:30 pm.

199

200 Chair Sullivan: I will ask Nick Germain to post the available positions on the website. The two ZBA
201 positions are especially important. I will also ask Councilor Duhaime to check with the ZBA Chair about
202 the status of these open positions.

203

204 C. Karolian: I am willing to serve as the liaison to the Sewer Commission.

205

206 Chair Sullivan: Thank you very much.

207

OLD BUSINESS

Topics for Town Council Workshop - August 12, 2020

Chair Sullivan: We have discussed this item two times already, and since Mr. Serge will be with us on August 12th, I suggest not adding any more topics to the list.

NHMA 2021-2022 Legislative Policy Process (last presented to Council 03/11/2020)

Chair Sullivan: We have old examples only of the items discussed. These are in blue.

D. Fitzpatrick: We discussed the Legislative Policy Process at a couple of meetings – one in February and another in March. Then, COVID-19 hit and the process was put on hold. Just after the Council packets went out last week, we got an email notice that the legislative policy process is back on. The next regular Council meeting will be on August 26th, which means that your deadline to create a new policy and vote on it is tonight. However, you do not have to do anything. There is ample time until October 2nd when all delegates from the cities and towns in the State meet to establish floor policies. The Council can assign a delegate who will take your votes on the proposed policies to the meeting and cast votes on your behalf. The October 2nd meeting will be a virtual one. We don't have these items yet. A. Walczyk was your delegate last time for the 2019-2020 session. The first page behind the cover in your handout is for new policy proposals. In the blue packet, the second page has examples of items presented, comments and how this Town Council voted.

A. Walczyk: It works the same as a committee or Town Council meeting; it is just a lot more people, with one or more delegates from each community in the State. People speak, offer amendments, and then vote. These votes are tallied and they move to the next item. It is pretty interesting. Items may be presented to the legislature as possible bills, and the NHMA lobbies on our behalf.

Chair Sullivan: Mr. Garron, do you have any new items you would like to have addressed?

A. Garron: No, I have thought about it and have come up with nothing pertinent or germane.

NEW BUSINESS
2020 Paving

E. Labonte: We went through the list of streets from the pavement survey done by BETA Group, our Roadway Management company. We made a worst-case list to put out to bid. We received five (5) bids, and Pike Industries was the lowest. We still have to go through the program and complete other minor maintenance repairs.

R. Lapierre: Have you ever done business with Pike?

E. Labonte: Yes. Hooksett has used four of the five bidders for paving.

R. Lapierre: Has Pike done acceptable work?

E. Labonte: Yes, they have.

C. Karolian: I want to bring this to the attention of the other Councilors. I can't read pages 43-52.

260 E. Labonte: Those are copies of the bids. They are available on line. The iCompass software which
261 creates the packets caused the problem with those copies.

262
263 C. Karolian: I drove up Morse Road and saw where the work is to be done on the upper part. There
264 was no crack sealing on Morse or Dale. I am worried about the tax base for next year. Could you do
265 part of the project now instead of the entire amount? This is \$340,000.00.

266
267 E. Labonte: Morse Road met all of the requirements to be on this list, per the pavement survey, and
268 you can't crack seal a road that is more than five years old. Also, piecemeal doesn't work.

269
270 D. Boutin: Does the work at the DPW yard include the driveway?

271
272 E. Labonte: No, it does not.

273
274 T. Tsantoulis: Is any part of that cul-de-sac private property?

275
276 E. Labonte: No. It was done as a private development and then taken over by the Town.

277
278 R. Duhaime: Do you have a paving plan to implement over time?

279
280 E. Labonte: Yes. We are working on a five-year plan, based on the road survey completed by BETA
281 Group. They completed the survey and created a Pavement Index Code (PCI) for every public road in
282 Hooksett. We are working to maintain an overall rating of 78.64% at least. From the first four streets
283 already done, the index has gone up one-half of one percent.

284
285 R. Lapierre: Why was the bid done in five (5) parts?

286
287 E. Labonte: That was so that we could drop a section if needed; we didn't need to.

288
289 R. Duhaime: Is the roundabout Town property?

290
291 E. Labonte: Yes, it is.

292
293 T. Tsantoulis: I share the concern that others have about the Town's financial well-being. However,
294 road maintenance takes a back seat when money is tight. That is why we are where we are with the
295 condition of our roads. We decided to go with a management program.

296
297 Chair Sullivan: If we do only one-half of the project, where does the rest of the money go?

298
299 C. Soucie: The tax rate for this fall was set in March, so there is no way to affect that now. The money
300 could be spent on another project or added to the Fund Balance.

301
302 Chair Sullivan: So, it could help the tax rate a year from now.

303
304 C. Karolian: Thank you, Ms. Soucie. What I am talking about is that we could feel the effects of COVID-
305 19 next year. I urge the Council to table this and take a ride to see for yourselves the condition of these
306 roads.

307
308 **C. Karolian motioned to table this item.** (No second was offered.)

309

310 T. Tsantoulis: How would a change or a delay affect the bid process?

311

312 E. Labonte: The vendors would have the option to withdraw.

313

314 C. Jones: From my experience with Santec, a postponement might double the cost of the project. The
315 price of oil and other products could go up.

316

317 J. Durand: We have no idea where oil prices could be. We could forgo doing Donati Park Road.

318

319 E. Labonte: Actually, that is the worst one on the list.

320

321 A. Walczyk: I want to remind everyone that we asked Mr. Labonte to come up with a plan to maintain
322 the roads in a cost-effective way so that taxes don't spike year after year. He did that, and it is a good
323 plan. It would be silly not to execute it. This is a data-driven decision. COVID put a wrench into the
324 process.

325

326 R. Duhaime: The roads will be easier to maintain if they are paved, especially in the winter. We will
327 save on salt, plowing and plow repairs.

328

329 ***D. Boutin moved the question.***

330

331 **Roll Call Vote #2**

332 ***D. Boutin Aye***

333 ***J Durand Nay***

334 ***C. Jones Aye***

335 ***R. Duhaime Aye***

336 ***A. Walczyk Aye***

337 ***R. Lapierre Aye***

338 ***C. Karolian Abstained***

339 ***T. Tsantoulis Aye***

340 ***J. Sullivan Aye***

341 ***Voted in favor (8-0) C. Karolian abstained because information was not provided.***

342

343

344 **Air Purifiers Due to COVID-19**

345

346 ***D. Boutin motioned to remove this item from the table. C. Karolian seconded the motion.***

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

348

349 A. Garron: This is a precaution we can take to knock down the virus. We have provided more
350 information on the subject. It was in the news that St. Anselm College is installing this same system in
351 all of their buildings, including the dormitories.

352

353 E. Labonte: Some of you asked questions about ionization and we have included that in your packets.
354 There was a pricing adjustment to correct an addition error, but the price of \$1,298.00 is still lower than
355 the original price we were given.

356

357

358 **A. Walczyk motioned to waive the three (3) competitive bids rule due to health issues and to**
 359 **approve the purchase and installation of iWave Air Purifiers for a total amount of \$19,298.00. C.**
 360 **Jones seconded the motion.**

361

362 A. Walczyk: Thank you for information you provided tonight.

363

364 C. Karolian: Did G & O Heating & Air Conditioning and others offer proposals?

365

366 E. Labonte: G & O gave us a quote when they were working on our air conditioning system.

367

368 C. Karolian: Did we ask them to give a proposal without going into the bid process?

369

370 E. Labonte: They gave us a quote, not a bid.

371

372 C. Karolian: They are the same thing.

373

374 E. Labonte: No, they are not. We asked others to offer a quote, but none did. They don't need the work.

375

376 C. Karolian: I am quoting from the packet. I want to make everyone aware. From page 83: "Are air
 377 ionizers dangerous? The Short Answer: It depends on who you ask. Some critics believe that air
 378 ionizers give off dangerous levels of ozone which is not only harmful to the environment but can be
 379 equally hazardous to your health." ***"When inhaled in high enough doses, ozone can have harmful***
 380 ***effects – including damage to your lungs, chest pain, coughing, or shortness of breath."*** From page
 381 86: ***"High ozone levels in the air you're breathing can have really nasty side effects including damage***
 382 ***to your lungs, chest pain, coughing, or shortness of breath."*** From page 87: "So, the million-dollar
 383 question – do air ionizers emit ozone? ***In short, yes, they do.*** Any man-made, high-energy particle,
 384 like a negatively charged ion can generate ozone as a by-product of the molecular reaction. Deciding
 385 whether or not an air ionizer is right for you is a personal decision. Do your research, understand the
 386 technology, and move forward into a home with cleaner air." I don't like the process of not giving out
 387 information.

388

389 **Roll Call Vote #3**

390 **R. Lapierre Nay**

391 **C. Jones Aye**

392 **A. Walczyk Aye**

393 **J. Durand Nay**

394 **D. Boutin Aye**

395 **T. Tsantoulis Nay**

396 **R. Duhaime Aye**

397 **C. Karolian Nay**

398 **J. Sullivan Aye**

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

400

401 C. Karolian left the meeting.

402

403 **Budget Transfer #2020-03 in the amount of \$10,000.00 for Legal Services.**

404

405 **D. Boutin motioned to have the Council Chair sign Budget Transfer Request #2020-03 for**
 406 **\$10,000, transferring funds to the Admin Legal line from Fire's Retirement lines. J. Durand**
 407 **seconded the motion.**

408

409 Chair Sullivan: What prompted legal fees to be over by \$10,000? You answered this question in an
410 email to me, but I would like you to explain it to the Council.

411
412 C. Soucie: We have tried unsuccessfully to increase this line, so we have had to make budget
413 adjustments instead. We had \$20,000 in legal fees related to abatements and \$11,000 in breach of
414 contract issues. Generally, 50% of this budget is for general questions.

415
416 A. Garron: All boards, committees, and departments use these services. I would like to encourage
417 everyone to use the NHMA legal line whenever possible. There is no cost for this beyond our
418 membership fees.

419
420 R. Duhaime: What was the budgeted amount:

421
422 C. Soucie: \$95,000.00.

423
424 R. Duhaime: Do you go out to bid every year for legal services?

425
426 C. Soucie: Not every year. We did go out to bid two or three years ago. We changed firms and then
427 went back to the previous services.

428
429 J. Durand: Where did the \$10,000.00 come from?

430
431 C. Soucie: It is from a vacant position in the Fire Department.

432
433 **Roll Call Vote #4**

434 **A. Walczyk Aye**

435 **R. Duhaime Aye**

436 **C. Jones Aye**

437 **D. Boutin Aye**

438 **J. Durand Aye**

439 **C. Karolian Not present**

440 **T. Tsantoulis Aye**

441 **R. Lapierre Aye**

442 **J. Sullivan Aye**

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

444

445

446 **Budget Transfer #2020-04 in the amount of \$20,000.00 to cover cost overages in the Assessing**
447 **Department.**

448

449 ***T. Tsantoulis motioned to have the Council Chair sign Budget Transfer Request #2020-04 for***
450 ***\$20,000, transferring funds to the Assessing Department from Fire's NH Retirement lines. A.***
451 ***Walczyk seconded the motion.***

452

453 **Roll Call Vote #5**

454 **T. Tsantoulis Aye**

455 **C. Jones Aye**

456 **D. Boutin Aye**

457 **A. Walczyk Aye**

458 **R. Duhaime Aye**

459 **C. Karolian** *Not present*
 460 **J. Durand** *Aye*
 461 **R. Lapierre** *Aye*
 462 **J. Sullivan** *Aye*
 463 **Voted unanimously in favor (8-0).**

~~464~~
~~465~~

467 **Budget Transfer #2020-05 in the amount of \$8,000.00 to cover cost overages in the Finance Department.**

469
 470 ***D. Boutin motioned to have the Council Chair sign Budget Transfer Request #2020-05 for \$8,000, transferring funds to the Finance Department from Fire's NH Retirement lines. A. Walczyk seconded the motion.***

473

474 **Roll Call Vote #6**

475 **J. Durand** *Aye*
 476 **R. Duhaime** *Aye*
 477 **C. Karolian** *Not present*
 478 **R. Lapierre** *Aye*
 479 **C. Jones** *Aye*
 480 **T. Tsantoulis** *Aye*
 481 **A. Walczyk** *Aye*
 482 **D. Boutin** *Aye*
 483 **J. Sullivan** *Aye*
 484 **Voted unanimously in favor (8-0).**

485

486 **Budget Transfer #2020-06 in the amount of \$39,940.00 to cover cost for the LED Streetlight Conversion project.**

488

489 ***D. Boutin motioned to have the Council Chair sign Budget Transfer Request #2020-06 for \$39,940, transferring funds to the DPW's Streetlight budget from Police's NH Retirement lines. A. Walczyk seconded the motion.***

492

493 R. Labonte: Was this approved by the voters? Was it a budget initiative?

494

495 Chair Sullivan: It was not a warrant article. It was a Town Council initiative.

496

497 J. Durand: Are we adding new lights or just changing the ones we have?

498

499 A. Garron: We are not adding new ones yet. We have 408 lights.

500

501 T. Tsantoulis: From my experience with PSNH and Eversource, the new lights will be viewed favorably by most, but there will also be complaints. Also, increased awareness will prompt some to say they need lights on their streets. We will want to have a vigorous request and review process, and it needs to be user-friendly. It is a good idea to have information on the Town website during the transition.

505

506 J. Durand: When will the program start?

507

508 A. Garron: We will kick off the program in about one week; the installations will take about four months total.

509

510

511 J. Durand: Will those whose lights have been taken away have a higher priority?

512

513 A. Garron: That could be part of the policy.

514

515 T. Tsantoulis: Placement with PSNH was haphazard. Eversource has performed audits and has taken
516 down those not paid for, which is a loss for the utility.

517

518 Chair Sullivan: Are there any streetlight requirements?

519

520 A. Garron: No, there are no regulations.

521

522 **Roll Call Vote #7**

523 **C. Jones Aye**

524 **C. Karolian Not present**

525 **R. Duhaime Aye**

526 **D. Boutin Aye**

527 **A. Walczyk Aye**

528 **J. Durand Aye**

529 **T. Tsantoulis Aye**

530 **R. Lapierre Aye**

531 **J. Sullivan Aye**

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

533

534 **Budget Update**

535

536 C. Soucie: June is still open. At this time, the expense budget has a balance of \$898,000.00. Revenue
537 is higher than budgeted. Vehicle registrations, the largest contributor to revenue, are over by
538 \$82,000.00. We expect to add \$6,558.00 to the Fund Balance. Revenue was down for interest income
539 and engineering services.

540

541 **APPROVAL OF MINUTES**

542

543 **Public: 06/24/2020**

544

545 ***T. Tsantoulis motioned to approve the minutes of the June 24, 2020 public session. A. Walczyk***

546

547 ***seconded the motion.***

548

549 D. Fitzpatrick offered the following amendments to the June 24, 2020 meeting.

550

551 **Beginning at Line 16:**

552

553 Chair Sullivan: Six out of nine Councilors completed Town Administrator Garron's performance
554 evaluation.

555

556 R. Duhaime: I did not fill one out.

557

558 Chair Sullivan: Councilors Comai and Levesque did not fill one out (not present for tonight's meeting).
559 Should a Councilor who did not complete the performance evaluation participate in the evaluation and
560 vote on the evaluation?

561 **C. Karolian motioned that Councilor Duhaime not participate in the non-public discussion to**
 562 **include voting and grading of the town Administrator evaluation. Seconded by R. Duhaime.**
 563

564 C. Karolian: This is not personal. It is unfair for the person being evaluated that he didn't get all
 565 Councilors to evaluation him. Six out of nine Councilors could lower the score.
 566

567 R. Duhaime: For Police negotiations, I didn't stop you from participating in negotiations when you
 568 missed several meetings. Yes, I failed to complete the Town Administrator evaluation, but I would still
 569 like to participate.
 570

571 A. Walczyk: I would still like all Councilors to participate in the evaluation. It is worth having some
 572 discussions with all Councilors. I have had a lot of work directly with the Town Administrator, but other
 573 councilors have worked with him too.
 574

575 T. Tsantoulis: Both individuals raise valid points. I am not a huge fan of the appraisal process. There is
 576 not a lot of weight behind it. We are voluntary Council members and are evaluated at the ballot box.
 577 Our interactions with André Garron are at different times. The Chair makes the decisions.
 578

579 Chair Sullivan: At our workshop (August 12, 2020) we have listed to discuss the evaluation process.
 580 Tonight, we are already behind in our process. At our last meeting of June 10, 2020, we should have
 581 been making the edits to the evaluation. To be fair to Mr. Garron, we will make those edits tonight (June
 582 24, 2020) and provide his performance appraisal review to him on July 1st. Six Councilors on July 1st
 583 should review to determine a wage increase for Mr. Garron not to exceed 5%, per his contract.
 584 Councilor can participate in tonight's discussion. However, on July 1st he is not longer a Councilor and
 585 cannot participate in determining a wage increase.
 586

587 C. Karolian: This is not a personal attack. I am not talking about attending meetings. This has nothing to
 588 do with negotiations. It has to do with the evaluation process. Councilors were to fill out the evaluation
 589 form based on process. Six submitted evaluations versus nine, and this could alter the score up or
 590 down. I disagree how we are doing the evaluation process and that is for the workshop.
 591

592 A. Walczyk: New Councilors shouldn't participate in the evaluation on July 1st; however, they should
 593 end it.
 594

595 R. Duhaime: I have been very patient. About relationships, a few years ago this Council was divided.
 596 Clark, I hope you spend that much time solving all the problems at the workshop.
 597

598 **C. Karolian withdrew his motion.**
 599

600 **Beginning at line 18:**
 601

602 **Chair Sullivan motioned to enter non-public session #1 at 6:30 pm in accordance with the**
 603 **provisions of RSA 91-A:3, II (a) (c). A. Walczyk seconded the motion.**
 604

605 NH RSA 91-A:3 II (a) The dismissal, promotion, or compensation of any public employee or the
 606 disciplining of such employee, or the investigation of any charges against him or her.
 607

608 NH RSA 91-A:3 II (c) Matters which, if discussed in public, would likely affect adversely the
 609 reputation of any person, other than a member of the public body itself.
 610

611 **Roll Call Vote #2**

612 R. Duhaime Aye
 613 J. Durand Not present
 614 C. Jones Aye
 615 J. Levesque Not present
 616 A. Walczyk Aye
 617 A. Comai Not present
 618 C. Karolian Aye
 619 T. Tsantoulis Aye
 620 J. Sullivan Aye

621 *Voted unanimously in favor 6-0.*

622
 623 *Chair Sullivan motioned to leave non-public session #1 at 6:28 pm. T. Tsantoulis seconded the*
 624 *motion.*

625
 626 **Roll Call Vote #3**

627 A. Comai Not present
 628 C. Jones Aye
 629 A. Walczyk Aye
 630 J. Durand Not present
 631 R. Duhaime Aye
 632 T. Tsantoulis Aye
 633 J. Levesque Not present
 634 C. Karolian Aye
 635 J. Sullivan Aye

636 *Voted unanimously in favor 6-0.*

637
 638 Chair Sullivan: We are back in public session at 6:30 pm.

639
 640 **Beginning at line 21:**

641
 642 *C. Jones motioned to seal the minutes of the non-public session #1, because it is determined*
 643 *that it would likely render a proposed action ineffective. A. Walczyk seconded the motion.*

644
 645 **Roll Call Vote #4**

646 A. Walczyk Aye
 647 J. Levesque Not present
 648 C. Jones Aye
 649 R. Duhaime Aye
 650 J. Durand Not present
 651 C. Karolian Aye
 652 T. Tsantoulis Aye
 653 A. Comai Not present
 654 J. Sullivan Aye

655 *Voted unanimously in favor 6-0.*

656
 657 **Beginning at line 577:**

658
 659 (a) The dismissal, promotion, or compensation of any public employee or the disciplining of
 660 such employee, or the investigation of any charges against him or her.

- 662 (b) The hiring of any person as a public employee.
 663
 664 (c) Matters which, if discussed in public, would likely affect adversely the reputation of any
 665 person, other than a member of the public body itself.
 666
 667 (d) Consideration of the acquisition, sale, or lease of real or personal property which, if
 668 discussed in public, would likely benefit a party or parties whose interests are adverse to those
 669 of the general community.
 670
 671 (e) Consideration or negotiation of pending claims or litigation which has been threatened in
 672 writing or filed by or against the public body or any subdivision thereof, or by or against any
 673 member thereof because of his or her membership in such public body, until the claim or
 674 litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement,
 675 pursuant to law, with any body or board shall not constitute a threatened or filed litigation
 against any public body for the purposes of this subparagraph.
 676
 677 (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.

678 **Beginning at line 590**

679 ***Chair Sullivan motioned to leave non-public session #2 at 9:33 pm. T. Tsantoulis seconded the***
 680 ***motion.***

681 **Roll Call Vote #9**

682 **J. Durand Not present**
 683 **A. Comai Not present**
 684 **C. Jones Aye**
 685 **R. Duhaime Aye**
 686 **C. Karolian Aye**
 687 **A. Walczyk Aye**
 688 **T. Tsantoulis Aye**
 689 **J. Levesque Not present**
 690 **J. Sullivan Aye**
 691 ***Voted unanimously in favor 6-0.***

692
 693 Chair Sullivan: We are back in public session at 9:33 pm.

694
 695 ***Chair Sullivan motioned to seal the minutes of the non-public session #2 with the exception of***
 696 ***the motion of items to unseal as noted below, because it is determined that it would likely affect***
 697 ***the reputation of any person other than a member of this board and render a proposed action***
 698 ***ineffective. A. Walczyk seconded the motion.***
 699

700 **Roll Call Vote #10**

701 **C. Karolian Nay**
 702 **T. Tsantoulis Aye**
 703 **J. Levesque Not present**
 704 **C. Jones Aye**
 705 **A. Comai Not present**
 706 **J. Durand Not present**
 707 **A. Walczyk Aye**
 708 **R. Duhaime Aye**
 709 **J. Sullivan Aye**

Vote: 5 in favor; 1 opposed (C. Karolian)

A. Walczyk motioned to unseal the following Town Council Non-Public Minutes:

July 10, 2019

DISCUSSION #2 – KRT (Assessing Contractor) Recommendations to Board of Assessors

Town Administrator Garron: At the directive of the Council, he provided an overview of the process of how KRT (Assessing Contractor) makes recommendations to the Board of Assessors. He gathered the information on the inquiry of one assessing document with KRT's return address being used, but someone else appearing to be making the recommendation. The inquiry was unfounded for any wrongdoing based on:

The content of the letter, to include any financial data, was data confirmed from KRT. The letter was amended for format by the Town's Appraiser. These findings were verified through the Town Administrator interviews with: 1) Former Board of Assessor Chair David Ross, 2) Richard Dorsett, KRT, and 3) Lee Ann Moynihan, Appraiser.

Discussion on the Assessing Department database and accuracy of records initiated by Councilor Karolian.

August 14, 2019

DISCUSSION #1 – Councilor Inquiry on Attendance at Town Council Non-Public Sessions

Councilor Karolian: Inquired as to why other individuals than Council members were present for Town Council non-public sessions.

Chair Sullivan: The Council yields to the discretion of the Town Administrator to bring in other individuals.

Town Council rules of Procedures section 4c *"The Town Administrator may have the head of any department or division or other employee of the Town in attendance at any meeting when items within their responsibility or knowledge are being discussed."*

Town Administrator Garron: Intends to have Donna Fitzpatrick, Administrative Services Coordinator (HR), present for all meetings at this time. She has the oversight of human resources, the institutional knowledge and takes the non-public meeting notes.

DISCUSSION #4 – Amazon Distribution Site

Councilor Duhaime: Questioned Atty. Tanguay on if the Town is not satisfied with the decision of the Planning Board on a land use decision as an abutter what recourse does the Town have?

Atty. Shawn Tanguay: If the Town's governing body as abutter did not receive notice of the application and therefore was not provided representation at the meeting when this application was discussed, this would be a land use enforcement issue.

Councilor Jones: When I worked in Laconia, the Mayor would get the city owned land abutter notice and the comments from the City's governing body and then their legal counsel would represent the Mayor at the Planning Board meeting.

Town Administrator Garron: I would need to know the town Council's opinions on Town owned land and those that abut certain areas. For EDAC an Amazon project is positive.

Atty. Shawn Tanguay: If Amazon is interested in Town owned land to purchase, the Town can contact them.

September 25, 2019 (new format as of 09/11/2019)

Councilor Karolian inquiring why information being presented to Council by department heads and others once question by Council is found inaccurate and may be misleading; not sure what their intent is.

Seconded by T. Tsantoulis. Vote 4 in favor; 2 opposed (Councilors Karolian & Sullivan). 4-2

A. Walczyk offered an amendment to the amendment. On line 44, the word 'end' should be 'attend.'

Chair Sullivan called for a vote on the amended motion to approve the minutes of the June 24, 2020 public session.

Voted unanimously in favor (5-0). Councilors Boutin, Duhaime and Lapierre abstained because they were not present for the meeting. Councilor Karolian was not present for the vote.

Public: 07/01/2020

T. Tsantoulis motioned to approve the minutes of the July 1, 2020 public session. D. Boutin seconded the motion.

Voted unanimously in favor (8-0). Councilor Karolian was not present for the vote.

Non-Public: 06/24/2020

A. Walczyk motioned to approve the minutes of non-public sessions I & II of June 24, 2020. J. Durand seconded the motion.

Voted unanimously in favor (5-0). Councilors Boutin, Duhaime and Lapierre abstained because they were not present for the meeting. Councilor Karolian was not present for the vote.

Non-Public: 07/01/2020

T. Tsantoulis motioned to approve the minutes of the non-public session of July 1, 2020. D. Boutin seconded the motion.

Voted unanimously in favor (8-0). Councilor Karolian was not present for the vote.

SUB-COMMITTEE REPORTS

R. Duhaime: At the ZBA meeting last night, application approval was granted to Continental Paving. An application related to the old animal cracker building was tabled. This has been an issue for 16 years. The applicant wants to build six (6) townhouses. We sent it to the Planning Board for comments. The applicant wants to put a sewer line up to Mammoth Road, which would be beneficial to people in the area. This was a duplex on one side and a commercial enterprise on the other. It is now in the performance zone. However, we must give relief because of this change. The lot is steep and narrow. They already have a driveway permit from DOT.

R. Lapierre: How do I find out if neighbors have concerns?

R. Duhaime: It would be in the minutes.

816 T. Tsantoulis: We are looking for Hooksett Youth Achiever applicants. We have one pending. The form
817 is available on line and here at Town Hall. If you know a worthy young person, please nominate him or
818 her.

819
820 Chair Sullivan: The Heritage Commission will hold a public hearing here at Town Hall tomorrow evening
821 beginning at 6:30 pm. The purpose is to review a demolition permit for the Old Stone House. The
822 process explores the historical, architectural and cultural value of buildings more than 15 years old for
823 which a demo permit has been requested.

824
825 N. Germain: Over 7,000 signatures have been gathered from around the State.
826

827 D. Boutin: This building is eligible for the State and Federal Registries of Historic Places.
828

829 Chair Sullivan: Recently, the Fred Underhill house was saved from demolition via the purchase of the
830 property after a public hearing was held.

831
832 D. Boutin: The Planning Board reviewed the CIP plan. Matt Reed and I were assigned to visit the
833 Police, Fire and Highway Departments to inquire about the large number of vehicles in the plan. The
834 Planning Board proposed a plan and all of the departments concurred with it.

835
836 D. Fitzpatrick: Ian Tewksbury, President of the Fire Union #2364, asked me to thank you for having the
837 swearing in ceremony tonight in the gymnasium. He said it was much appreciated.

838

839 **ADJOURNMENT**

840 ***Chair Sullivan motioned to adjourn at 8:25 pm. D. Boutin seconded the motion.***

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

842

843

844 Respectfully submitted,

845

846 Kathleen Donnelly

847 Recording Clerk

848

849

850 **Please see subsequent meeting minutes for any amendments to these minutes.**

851

852

853

854

855

856

857

858

859

860

**Town of Hooksett
Town Council Workshop Meeting Minutes
Wednesday, August 12, 2020**

CALL TO ORDER

Chair Sullivan called to order the August 12, 2020 Workshop Meeting of the Town of Hooksett Town Council at 7:30 pm, following the Council's non-meeting with legal counsel.

Chair Sullivan: The purpose of this annual workshop is to have the Town Council discuss various topics, including but not limited to, Council Rules of Procedure, Administrative Code, and Town Administrator goals for FY 2021/2022. Regularly scheduled Town Council meetings provide for public input. Since this is a workshop, there will be no public input; however, the public is welcome to attend as audience members. No votes will be taken.

PROOF OF POSTING

Donna Fitzpatrick, Administrative Services Coordinator, provided proof of posting.

ROLL CALL

In Attendance: Councilor James Sullivan, Councilor Clark Karolian (remotely), Councilor Roger Duhaime, Councilor Roland Lapierre, Councilor Cliff Jones, Councilor John Durand, Councilor David Boutin and Councilor Alex Walczyk.

Missed: Councilor Timothy Tsantoulis

PLEDGE OF ALLEGIANCE

Chair Sullivan called for the Pledge of Allegiance.

WORKSHOP ITEMS

Town Charter: Review Process for Article 10 General Provisions – Section 10.2 B Term Commencement; Notice of Election or Appointment

Chair Sullivan: It was my suggestion to put this on the agenda for discussion. Prior to three years ago, Town Councilors were elected in May and took their seats on July 1st. Three years ago, the Charter was changed and Town Councilors are now elected at the Town Election in March, not at a separate election in May. I am wondering if anyone has a concern about the lame duck status lasting three and a half months. I am not saying that I am particularly concerned. The evaluation of the Town Administrator is also an issue, given that some Councilors may have served only a few months before participating in the evaluation.

D. Boutin: I am concerned about going that far out. The new Councilors should start serving at the beginning of April.

Chair Sullivan: Any change would involve changing the Charter.

R. Lapierre: I did feel out of place at the review of the Town Administrator. Is it possible to have a different schedule for the review of the Town Administrator?

46 C. Karolian: Regarding the evaluation, don't we have to coincide it with when we hire the Town
47 Administrator? If a new Town Administrator starts in April, he/she would have only one month
48 before the evaluation.

49
50 Chair Sullivan: June has been the month for evaluating the Town Administrator, but the contract
51 could be changed. That would not involve a Charter change.

52
53 C. Karolian: Have we ever had a problem with a Town Councilor not running for reelection or
54 losing reelection and then causing difficulties for the Council because of lame duck status?

55
56 Chair Sullivan: No, not that I am aware of. Perhaps Mr. Lapierre, Mr. Duhaime and Mr. Boutin
57 were chomping at the bit to get started.

58
59 R. Lapierre: I began attending the Town Council meetings after I was elected. How many are
60 elected every year?

61
62 Chair Sullivan: According to the rotation, two district councilors and one at-large councilor are
63 elected every year. There may be more if one or more other councilors resign or decide not to
64 run again.

65
66 R. Lapierre: In a normal year, it is three. That is not a concern for me.

67
68 A. Garron: This year was different. Because of COVID-19, my review was delayed into July. It is
69 important that the Councilors have worked with me for one year.

70
71 D. Boutin: 'If it ain't broke, don't fix it,' but three and a half months is too long.

72
73 C. Jones: Those three months between election and being seated helped me. I watched the
74 meeting on television.

75
76 R. Lapierre: I agree.

77
78 A. Walczyk: I agree with Mr. Boutin. Let them start sooner. The president is elected in
79 November and starts in January. This issue and the one regarding the Town Administrator's
80 evaluation are separate matters. One doesn't necessarily have to do with the other. You don't
81 have to wait until you are elected to watch the meetings.

82
83 Chair Sullivan: I would note that a Charter change would involve a public hearing.

84
85 R. Lapierre: Is the June evaluation of the Town Administrator in his/her contract?

86
87 Chair Sullivan: Yes, it is.

88
89 D. Boutin: I agree with Mr. Walczyk; most who run have been following the Council. In order to
90 talk with constituents about the issues, you would have to be following the Council meetings.
91 That should not influence the start date.

92
93 D. Fitzpatrick: I want to point out that, if the new Councilors are seated before July 1st, any
94 already serving on a board such as the ZBA or Planning Board would have to resign from that

95 position. For example, Mr. Duhaime would have been required to resign from the ZBA if he had
96 been seated on the Council in April.

97
98 C. Karolian: Do we have a consensus about putting this on an agenda?
99

100 Chair Sullivan: Seeing that five members wish to put it on an agenda, we will do that.

101
102 **Administrative Code: Review Process for Section 5 Administrative Financial Policies and**
103 **Procedures – Sections 5.3.1, 5.3.2, 5.3.3, 5.3.4 & 5.3.5 for Request for Proposals AND**
104 **Develop a Process 5.3.6 Professional Services**
105

106 A. Garron: This is to address the RFQ and RFP processes regarding Professional Services,
107 given that we are not just looking at the lowest bidder in these cases. Bruce Thomas is bringing
108 this forward.

109
110 Chair Sullivan: You are not only looking at price but also at qualifications. Do you want to
111 preclude a consideration of cost?
112

113 B. Thomas: No, but there is a gap in the procurement code regarding consultants.
114 Qualifications-based selection should be used, and is even required when state and federal
115 funds are involved. I have used this process for 20 years. What I have drafted is taken largely
116 from the City of Manchester procurement code. From those submitting RFQs, three to five are
117 asked to provide RFP's. We interview some or all of them. Price is a separate consideration.
118 When a choice of consultants has been made, the envelope containing the price is opened and
119 negotiations begin.

120
121 Chair Sullivan: The Town Council can waive the requirement for three bids.

122
123 B. Thomas: This just solidifies the process and eliminates the need to ask the Council for a
124 waiver.
125

126 A. Garron: The goal is to match the skills with the project. Those qualified are narrowed down to
127 the top three – or maybe more. These we interview and then select the best. If we are unable to
128 negotiate an agreeable price, we move to the second choice, in terms of qualifications.

129
130 D. Boutin: Section (A) on page 14, under 5.3.6, refers to contracts for \$15,000 or less.
131

132 B. Thomas: That portion, I don't think, comes from the Manchester document. It conforms with
133 the Town policy.
134

135 D. Boutin: Section (B) refers to professional services over \$15,000 separately.
136

137 B. Thomas: That is because it is not worth the time and effort to go through a long process for
138 small projects which are under \$15,000.
139

140 R. Duhaime: It says you can use a weighted process that is not based on price. How many do
141 you qualify? Is it at least three?
142

143 B. Thomas: All candidates can be qualified if they have the qualifications. We can pick three or
 144 four or five to interview. We have a team of five for this process, including myself, the Town
 145 Administrator, the Town Planner, the Code Enforcement Officer, and other individuals as
 146 appropriate. We ask for the RFP and the cost in separate envelopes. When we are down to the
 147 top candidate, we open the cost envelope and negotiate.
 148
 149 R. Duhaime: It says 'weighted', but is this based only on qualifications, not price?
 150
 151 A. Garron: We use a weighted process, using elements from the RFQ, not cost.
 152
 153 C. Karolian: When I'm looking at it, from \$3,001 to \$15,000, the department head currently has
 154 to get three bids, written or oral, but the proposed section in red, Section (A), I believe no longer
 155 requires three bids. It disappears. The other point I want to get clarification on is this: When you
 156 put out a bid request, I believe qualifications are listed. On page 15 (2), A-L, that should be done
 157 in the RFP under the current procedure. The RFP should already have these specific
 158 requirements. Am I correct in believing that three bids are no longer required for professional
 159 services under \$15,000? Can the department head just get one and move forward?
 160
 161 Chair Sullivan: Section 5.31 remains. This is adding professional services versus a piece of
 162 equipment, for example.
 163
 164 C. Karolian: That is not what I am reading on page 14, Section (A). What is in red is in conflict
 165 with the current procedure on page 12.
 166
 167 Chair Sullivan: It is the same.
 168
 169 C. Karolian: What is the difference between the current procedure and what is proposed? Isn't
 170 the section in red in conflict with the current procedure?
 171
 172 B. Thomas: It says the department head, in consultation with the Town Administrator, must get
 173 one or more bids.
 174
 175 C. Karolian: What is new under Section (A) is that the Town Administrator and the department
 176 head can solicit only one versus three bids. Isn't it the job of department heads to take care of
 177 all of this, as opposed to just making it easier? They all would love to go through Sourcewell or
 178 the State. Is anyone else reading this as I am?
 179
 180 B. Thomas: Those under \$15,000 are small jobs. For example, on the Winter Street project we
 181 needed a consultant for a drainage analysis. The cost was under \$10,000 so we chose a
 182 consultant who knew the area. I am willing to strike that paragraph.
 183
 184 A. Garron: It currently says 'one or more.' I understand where Mr. Karolian is coming from. I
 185 have the authority to look at these offers for bids under \$15,000. We could strike 'one or more'
 186 and say 'three.'
 187
 188 R. Lapierre: To answer Mr. Karolian's question, this is clearly a special exception from the RFP
 189 rule for professional services. These could be added to Section 5.3.3 regarding special
 190 exceptions, with a reference to the section being added.
 191

192 D. Boutin: Sometimes we bottle ourselves up with additional language. I am comfortable with
 193 'one or more' because it allows flexibility and gets the job done.
 194
 195 A. Walczyk: Referring to what Mr. Lapierre said, the bottom of page 12, Section 5.3.3, is
 196 specifically for purchase orders.
 197
 198 Chair Sullivan: Would adding professional services to the list of special exceptions take care of
 199 the issue?
 200
 201 B. Thomas: I like Mr. Lapierre's suggestion of adding 'professional services' to the special
 202 exceptions for professional services over \$15,000 as outlined in 5.3.6. Then, we can get rid of
 203 the whole section in red under (A) at the top of page 12 and go back to the existing language of
 204 5.3.2 for professional services under \$15,000.
 205
 206 Chair Sullivan: So, we would add a bullet for professional services to 5.3.3 under special
 207 exceptions and eliminate (A) in red, reverting to 5.3.2.
 208
 209 D. Boutin: This doesn't specify what is going to be up for competitive bid. The list is for single
 210 source vendors. It doesn't make sense just to add 'professional services.' This has been
 211 addressed, so why change it?
 212
 213 Chair Sullivan: Maybe we should not add professional services to the list of special exceptions
 214 in 5.3.3.
 215
 216 D. Boutin: Where are you putting 5.3.6? It doesn't talk about the process for professional
 217 services. If we take that paragraph out, we are leaving ourselves naked, not covered. Maybe it
 218 should say 'up to \$15,000 or more.'
 219
 220 Chair Sullivan: Section B would become Section A now.
 221
 222 A. Walczyk: I am confused. If we change (B) at the top of page 15 to 'professional services up to
 223 \$15,000 or more,' that's everything.
 224
 225 Chair Sullivan: Under \$15,000 reverts to the existing process. The new language is only for
 226 projects over \$15,000.
 227
 228 D. Boutin: We should add 'professional services \$15,000 or less' to page 12.
 229
 230 B. Thomas: It could say: 'refer to section 5.3.2'.
 231
 232 C. Karolian: I wonder if we are trying to reinventing the wheel. We should add 'professional
 233 services' to page 12 and page 15, 2. A – L, and disregard everything in red.
 234
 235 Chair Sullivan: The verbiage in red doesn't exist in any written process. We want to add it.
 236
 237 C. Karolian: It is in the RFP.
 238
 239 Chair Sullivan: I suggest that Mr. Thomas draft the changes suggested. Others with input should
 240 contact Mr. Garron.

241
242 A. Garron: For the most part, Mr. Karolian is correct. We want to hire the right firm. This
243 establishes the qualifications that go along with the bid. Using just the lowest bidder is not going
244 to get us there.

245
246 A. Walczyk: I agree that this should be an agenda item. The purpose is to address item C on
247 page 14; it doesn't have to go to the lowest bidder. Section 5.3.6 says what the professional
248 services are. We don't have to get rid of 5.3.6. I do have some suggested edits. A – L needs to
249 be more flexible. It shouldn't be a list because it is not comprehensive. Some items on the list
250 don't always apply and some items which should be on the list aren't there. We should not
251 eliminate Section (A).

252
253 Chair Sullivan: Mr. Thomas, you should but together a draft based on all suggestions.

254
255 D. Boutin: It would be fatal to remove Section (A). Just add the requirement of three bids. Then
256 we have a comprehensive process for reviewing professional services under \$15,000. I don't
257 have a problem with the list. It is pretty comprehensive.

258
259 B. Thomas: This is a suggested list. It says, 'such as...' It is pretty comprehensive.

260
261 C. Karolian left the meeting at 8:41 pm.

262
263 Chair Sullivan: The other agenda items can be on the agendas of future meetings. I suggest we
264 move on to technology improvements.

265
266 **OTHER ITEMS**

267
268 **Technology Improvements for Town Councilors (i.e. tablets) & Chambers Meeting Room**
269 **(i.e. audio)**

270
271 A. Garron: We should look at this in two sections: the layout of this room and the audio system. I
272 know that you tried tablets and that did not work out. I would suggest that paper copies of the
273 agenda packet could be replaced by using an iPad or a laptop, along with a program such as
274 Dropbox. You can decide whether you want to use a touch screen or a keyboard.

275
276 J. Durand: The devices would pay for themselves with what would be saved in paper, ink and
277 postage.

278
279 Chair Sullivan: I am concerned because I need to have the agenda at hand, not all of the
280 backup. I want it right there without having to boot up.

281
282 R. Lapierre: I use a PC-based laptop. I favor the One Note program because it allows me to put
283 documents in the program and add my own notes. If you write neatly, it will even convert your
284 notes to type.

285
286 D. Fitzpatrick: The packet averages 200 pages, and we make 14 sets.

287
288 R. Duhaime: I have a ZBA packet and a BOS one; I sometimes get them mixed up. Also, we
289 might get more volunteers if we make this easier.

290
 291 A. Garron: Mr. Germain and I have talked a lot about these issues.
 292
 293 N. Germain: It is important that we go in the direction you want to go in. For example, do you
 294 want your devices to stay here or do you want to take them home? To provide devices for every
 295 board and committee could get expensive very fast. We might get them for the Council and
 296 have a library of other devices to be borrowed by other board and committee members.
 297
 298 C. Jones: Maybe we could phase them in. The Council should have them first, and if that works
 299 well, try to get them for the others.
 300
 301 D. Boutin: I prefer a laptop.
 302
 303 N. Germain: My plan is to send you a questionnaire so that you can express your preference.
 304
 305 A. Garron: Regarding the Chambers, we need portable desks so that you are not boxed in. This
 306 is important for social distancing.
 307
 308 C. Jones: There is a system which makes it possible to talk through a microphone on your
 309 laptop.
 310
 311 Chair Sullivan: I want to get rid of the wires. We need portable microphones.
 312
 313 N. Germain: Your packets present some options. One suggestion is bubble mics like those used
 314 on conference calls. Bonnie Smith has been doing some research for us. The lapel mics are
 315 popular, but some are not completely wireless. They can be fragile and finicky. Batteries need to
 316 be replaced often, and they can die in the middle of a meeting. Some people take them home
 317 by mistake.
 318
 319 Chair Sullivan: We need them to be portable in case we change the layout and so that we can
 320 bring a microphone to someone in the audience, if necessary.
 321
 322 D. Boutin: I favor the third solution, the ceiling tile inserted array. Everything is picked up.
 323
 324 N. Germain: We can check into that. The disadvantage is that if you say something off mic, it
 325 will be picked up. This room was set up before streaming. The mixer is old and we will need a
 326 new one. We need to re-wire the room.
 327
 328 D. Boutin: The first and second solutions are not very practical.
 329
 330 R. Lapierre: We have a ceiling array where I work, and you don't even hear papers rustling.
 331
 332 R. Duhaime: The screens are a big improvement. It is great for the ZBA when we need to view
 333 maps of sites and plans,
 334
 335 Chair Sullivan: We might want to move a meeting to the gym when we have a big crowd – for
 336 social distancing. The portable furniture will be good for that. This room has limited capacity.
 337

338 A. Garron: Mr. Germain and I have talked a lot about having the gym as a secondary meeting
339 place.
340

341 N. Germain: It is relatively inexpensive to wire the gym. I was surprised at how little it would
342 cost. We might use television screens or magic screens.
343

344 D. Boutin: Are we planning to move to the gym permanently? That is an expensive second
345 option. It would cost several thousand dollars.
346

347 Chair Sullivan: We expect to be able to use COVID-19 funds.
348

349 J. Durand: Are these improvements eligible for COVID-19 funds?
350

351 A. Garron: We have been allocated \$346,080. These modifications would be for social
352 distancing.
353

354 D. Boutin: Do we have these funds in our account?
355

356 A. Garron: No, they are available for COVID-19 expenses. We used them for the iWave
357 systems we installed to purify the air.
358

359 Chair Sullivan: I would ask Mr. Germain to take a survey regarding devices – video and audio –
360 including wireless mics, chairs and tables we can easily move. We are 99% sure these would
361 be eligible for COVID-19 funds.
362

363 D. Boutin: Can you send us examples of laptops and tablets?
364

365 N. Germain: Yes. I will send the questionnaire first.
366

367 **OTHER BUSINESS** 368

369 Chair Sullivan: We have a legislative conference survey from NHMI looking for a response to
370 the question of whether someone would want to represent us remotely or in person.
371

372 D. Boutin: I would participate in person.
373

374 Chair Sullivan: I have a proclamation for William H. Danford of Boy Scout Troop 603. He earned
375 his Eagle Scout award in April.
376

377 A. Garron: I would like to have a straw vote to see if we will have a quorum for a non-public
378 Zoom meeting tomorrow at 5:30 pm. We will schedule the meeting and hope for a quorum. The
379 meeting may be cancelled.
380

381 D. Boutin motioned to adjourn at 9:38 pm. A. Walczyk seconded the motion.
382
383

384 Respectfully submitted,
385

386 *Kathleen Donnelly*

387 Kathleen Donnelly
388 Recording Clerk
389
390

391 **Please see subsequent meeting minutes for any amendments to these minutes.**
392
393
394
395
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SPECIAL MEETING MINUTES

Town of Hooksett Town Council

Thursday, August 13, 2020 5:30 PM

Zoom

1. THIS MEETING IS A VIRTUAL MEETING

2. CALL TO ORDER

Chair Sullivan called to order the Special Meeting of the Town of Hooksett Town Council at 5:37 pm.

3. PROOF OF POSTING

Donna Fitzpatrick, Administrative Services Coordinator, provided proof of posting.

4. ROLL CALL

Roll Call #1

Clark Karolian – present and alone (Zoom)

David Boutin – not present

Tim Tsantoulis – present and alone (Zoom)

Randall Lapierre – present in Chambers with minor son & Chair Sullivan in room

Alex Walczyk – present and alone (Zoom)

Roger Duhaime – present and alone (Zoom)

John Durand – present and alone (Zoom)

Cliff Jones – not present

James Sullivan – present in Chambers with Councilor Lapierre and his minor son in room

7-0

5. PLEDGE OF ALLEGIANCE

Chair Sullivan called for the Pledge of Allegiance.

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

Note: Regularly scheduled Town Council meetings provide for public input. Since this is a special meeting, there will be no public input; and the public does not participate in non-public sessions.

(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.

Chair Sullivan motioned to enter non-public session of 08/13/2020 in accordance with RSA 91-A:3 II (c) at 5:39pm. R. Lapierre seconded the motion.

53 **Roll Call #2**

54 R. Duhaime – yes
 55 J. Durand – yes
 56 C. Jones – not present
 57 R. Lapierre – yes
 58 A. Walczyk – yes
 59 D. Boutin – not present
 60 C. Karolian – yes
 61 T. Tsantoulis – yes
 62 J. Sullivan – yes

63 **Vote 7 in favor 7-0.**

64

65 ***J. Sullivan motioned to exit non-public session of 08/13/2020 at 6:09pm. Seconded by T.***
 66 ***Tsantoulis.***

67

68 **Roll Call #3**

69 D. Boutin – not present
 70 C. Jones – not present
 71 A. Walczyk – not present
 72 J. Durand – yes
 73 R. Duhaime – yes
 74 T. Tsantoulis – yes
 75 R. Lapierre – yes
 76 C. Karolian – yes
 77 J. Sullivan – yes

78 **Vote 6 in favor 6-0.**

79

80 **PUBLIC SESSION 6:12PM**

81 ***J. Sullivan motioned to seal the non-public session minutes of 08/13/2020. Seconded by T.***
 82 ***Tsantoulis.***

83

84 **Roll Call #4**

85 A. Walczyk – not present
 86 R. Lapierre – yes
 87 C. Jones – not present
 88 R. Duhaime – yes
 89 J. Durand – yes
 90 C. Karolian – yes
 91 T. Tsantoulis – yes
 92 D. Boutin – not present
 93 J. Sullivan – yes

94 **Vote 6 in favor 6-0.**

95

96 **7. ADJOURNMENT**

97

98 ***T. Tsantoulis motioned to adjourn the public session of 08/13/2020 at 6:12pm. Seconded***
 99 ***by R. Lapierre.***

100

101 **Roll Call #5**

102 T. Tsantoulis – yes
 103 C. Jones – not present
 104 R. Duhaime – yes
 105 A. Walczyk – not present
 106 R. Lapierre – yes
 107 C. Karolian – yes

108 J. Durand – yes
109 D. Boutin – not present
110 J. Sullivan – yes
111 **Vote 6 in favor 6-0.**
112
113 Respectfully submitted,
114
115
116
117 Donna Fitzpatrick
118 Recording Clerk
119
120
121
122
123
124

Please see subsequent meeting minutes for any amendments to these minutes.

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, August 26, 2020**

The Hooksett Town Council met on Wednesday, August 26, 2020 at 6:00 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of 26 Aug 2020 to order at 6:02 pm.

PROOF OF POSTING

Administrative Services Coordinator Donna Fitzpatrick provided proof of posting.

ROLL CALL

In Attendance: Councilor James Sullivan, Councilor Roger Duhaime, Councilor John Durand, Councilor Roland Lapierre, Councilor David Boutin, Councilor Timothy Tsantoulis, Councilor Clark Karolian

Councilor Alex Walczyk arrived at 6:04 pm.

Missing: Councilor Clifford Jones

PLEDGE OF ALLEGIANCE

Chair Sullivan called for the Pledge of the Allegiance.

PUBLIC HEARINGS

Public Hearing to accept \$32,462.53 in grant funding from the CARES Act funding for elections support

Chair Sullivan: I will read the Public Hearing Notice:

The Hooksett Town Council will be holding a public hearing on Wednesday, August 26, 2020, at 6:00 pm at the Hooksett Town Hall in Council Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to accept the \$32,462.53 in grant funding from the CARES Act funding for elections' support. For further information please contact Town Clerk Todd Rainier at trainier@hooksett.org or 603-485-9534.

T. Rainier: The CARES Act has not neglected the election process; the Secretary of State has received \$3.5 million and has chosen to allocate the funds to each town in the State according to a formula they have developed. This is intended to cover the overage in absentee ballot requests, returns and processing. I will prepare a report after each election of the number of absentee ballots requested and returned. It is expected that each town which applies will receive the full, allotted amount of funds.

T. Tsantoulis: Is this \$32,462.53 for each election in the fall?

T. Rainier: It is a total of \$32,462.53 for both elections. That is the whole pool.

Chair Sullivan: I am opening the public hearing at 6:11 pm.

SPECIAL RECOGNITION

TC MINUTES 08-26-2020

Sandra Soule, Retirement - 11 years Public Works

Chair Sullivan: Mrs. Soule worked mainly at the Safety Center, and she has a smile for everyone. I am going to call upon Police Chief Janet Bouchard to say a few words about Mrs. Soule, who is her mother.

Chief Bouchard: My mother asked me to thank you very much for this recognition. She is shy and doesn't like attention, but she loved her time here. My father is retiring as well, and they will celebrate their 50th wedding anniversary in December.

Chair Sullivan: I am going to ask Vice Chair Tsantoulis to make a presentation to Chief Bouchard for her mother. I wish her a happy retirement.

SCHEDULED APPOINTMENTS

Merrimack County Sheriff Candidate, Mr. David Croft

D. Croft: Thank you for having me here. I have lived with my family and dogs for over a year now in Salisbury. Becoming a sheriff has been on my agenda for a long time. I am a 6.5-year Marine Corp veteran and received my education while in the service, thanks to Uncle Sam. I worked as a corrections officer at the Merrimack County House of Corrections for three years after my Marine Corp service. From there I worked as a police officer in Boscawen for 20 years, 12 of those as Chief. I was enlisted to work on Governor Sununu's Alternative to Prosecution program, whereby we see 800 to 1,000 first-time, low-level defendants each year and help them return to society. Many of them have substance abuse and mental health issues. My idea is to assign a deputy sheriff to the prosecutor's office and engage in early intervention. Instead of locking up these offenders, we offer treatment, housing employment and insurance. For me, this will be an easy transition because I will be working with the same people I work with now. I currently create and manage a \$1 million budget, and I never exceed the expense budget and have always exceeded the revenue projection. Recently, I have been working on Governor Sununu's task for on law enforcement credibility. Currently, a police officer in NH needs only eight (8) hours of education to maintain certification. I would like to increase that and change the atmosphere at the Academy from militaristic to college-like. I want us to focus more on what society is asking of us as police officers. I would like to see the County government more involved as in other states. I would have two deputies working 24 hours a day roaming the county to help small communities. My three areas of focus are giving back, mental health and substance abuse, and increased education of police officers. Thank you.

Merrimack County Sheriff Candidate, Mr. Michael Labrecque

M. Labrecque: Thank you for this opportunity. I will be brief. I worked as a corrections officer for five (5) years at the state prison, five (5) years as a police officer in Bow, 12.5 years here in Hooksett and am now Chief of Police in Canterbury. My goals are transparency, professionalism and respect. In Canterbury, I have revamped the entire department from the floor up. Thank you for this opportunity to speak.

Todd Rainier, Town Clerk and Cindy Robertson, Moderator - September 8, 2020 State Election Preparations and Town Clerk Update on Dog Civil Forfeiture Process

Chair Sullivan: On behalf of the Town Council, I want to thank Marc Miville for his service to the Town, both as Town Moderator and as a Town Councilor.

T. Rainier: I also want to thank Marc Miville for his service to Hooksett as Town Moderator. He was an integral member of the election team and his dedication will be sorely missed. In the event of a vacancy

111 in the Moderator position, NH Law tasks the Supervisors of the Checklist with appointing a Moderator to
 112 serve until the next town election. Thankfully for the citizens of Hooksett, Cindy Robertson has
 113 remained in contact and agreed to serve. At the Board of Elections meeting August 10th, the
 114 Supervisors of the Checklist appointed Cindy Robertson to serve as Hooksett Town Moderator, with a
 115 term expiring June 30, 2021. Ms. Robertson has filled this role before, and we want to thank her for
 116 stepping up. Additionally, Cindy has appointed Don Riley to serve as Assistant Moderator through the
 117 fall elections.

118

119 T. Rainier: As anticipated, a record number of absentee ballots has been requested for the fall 2020
 120 elections. As of today, we have fulfilled 849 requests for the September Primary, and 444 voters have
 121 returned their absentee ballots. By comparison, we had just over 700 absentee ballots for the 2016
 122 General Election. The Town Clerk/Tax Collector's office has been very busy, and I would like to thank
 123 our staff – Billie, Kim and Caitlin – for their unwavering support while we navigate this election cycle
 124 together. I have brought in three (3) additional people who have previously worked at the polls to work
 125 several hours per week assisting with the absentee ballots and election preparation. There is lots of
 126 paperwork, and all has been going very well.

127

128 T. Rainier: The NH Legislature has passed a law allowing for the pre-processing of absentee ballots for
 129 the fall 2020 elections only. This is a public session held by the Town Moderator before election day.
 130 For the September Primary, Hooksett will hold this public session in the Council Chambers on Monday,
 131 September 7th (Labor Day) from 9:00 am until 3:00 pm. Four election officials will be present throughout
 132 this process, Thank you to Councilors Boutin, Tsantoulis and Walczyk for volunteering. We need just
 133 one more for that day. The process will be as follows: The Moderator will look at each request, open the
 134 outer envelope, check that all is in order and announce the name. Although the voters' names cannot
 135 be checked off/crossed off the checklist at this time, the names can be highlighted to make them easier
 136 to find on election day. The name will not be announced again at the election. The absentee ballots will
 137 be not be out of sight from that time until cast the next day. With the polls opening at 6:00 am,
 138 casting of absentee ballots will begin at 7:00 am on election day.

139

140 J. Durand: What is the deadline for mailing back absentee ballots?

141

142 T. Rainier: Absentee ballots can be received until 5:00 pm on election day.

143

144 J. Durand: What is the last opportunity to request an absentee ballot?

145

146 T. Rainier: All Town Clerks must be open between 3:00 pm and 5:00 pm on the day before the election.
 147 People may vote at the Town Clerk's office at this time. As far as what to expect on election day, in-
 148 person State elections are enshrined in the NH Constitution. Hooksett polls at Cawley Middle School will
 149 be open to the mask-wearing public from 6:00 am until 7:00 pm. In accordance with school policy, all
 150 persons entering the school must wear a mask at all times while in the building. Two (2) representatives
 151 from the Hooksett Fire Department will be present at the voter entrance to offer masks to those without
 152 one and to encourage voters to sanitize hands before entering. No one will be allowed entry to the
 153 school without a mask.

154

155 T. Rainier: Moderator Robertson, with guidance from the NH Attorney General and Secretary of State,
 156 and the approval of Hooksett legal counsel, has developed accommodations for voters who cannot/will
 157 not wear a mask to still register to vote and cast a ballot. An election person outside the school with a
 158 two-way radio and will be alerted to escort a voter behind the school near the cafeteria where a tent will
 159 be set up for registration and voting. Speaking at this meeting is important for getting the message out.

160

161 T. Rainier: In accordance with school policy all workers and volunteers must complete a health
 162 screening before entry and wear a mask at all times while in the school. Election workers will have
 163 shorter shifts than usual. The primary is a sort of trial run for November. I think it will work well. Proper

164 distances will be marked on the floor with painter's tape to ensure voters are queueing safely. Ballot
165 clerk stations and voting booths will be distanced to the degree possible. The voting booths are linked
166 units, but we will be working with the Highway Department to arrange them as safely as possible.
167 Luckily, there is no school that day and we have the whole auditorium.

168
169 T. Rainier: Voters will be provided a disposable pen and protective shield for placement on the writing
170 surface with their ballot. Ballot clerk training is extensive this year. Per the NH Constitution, Selectmen
171 (Councilors) must be present throughout every election. In an effort to collaborate, I have called each of
172 you in the last week and had great conversations with many of you, and I thank you for your
173 cooperation. I have the blank schedule for you to fill in times you each are able to work at the polls on
174 September 8th. Please keep in mind we need a minimum of three (3) Councilors to witness the ballots
175 being sealed in boxes and to sign the box seals. The schedule can be signed tonight, and I appreciate
176 your help. The health screening and mask requirement apply to you as well. I thank you in advance for
177 your help.

178
179 C. Robinson: We are asking all workers to arrive 15 minutes early for screening.

180
181 T. Tsantoulis: I was concerned about Moderator position, and I want to thank both of you for all the
182

183 Chair Sullivan: The Town of Hooksett is a model for others to follow when it comes to elections.
184

185 T. Rainier: The SOS has provided a lot of support. We have had bi-weekly, one-hour meetings and two
186 hour-long meetings with Benjamin Chan. The SOS has provided PPE - pens, masks, and plexiglass
187 shields. The ballot clerks will sit behind a six-foot- wide table with shields in front of them.

188
189 A. Garron: I have been at all of these presentations. The plan is a good one, addressing all details.
190 I would like to take this opportunity to announce that the Conservation Commission has been awarded
191 a grant from RTP to help with the Riverwalk project.

192
193 C. Robinson: We were thrilled to be notified that we will receive \$80,000 from RTP to help with Phase 3
194 of the Riverwalk project. Five years ago, we received \$50,000.

195
196 Chair Sullivan: Kudos to everyone who has been working on this development.

197
198 T. Rainier: Turning to civil forfeitures, this body voted to proceed with the civil forfeiture process on
199 June 10, 2020 at a virtual meeting. Over the next two weeks, I obtained seven of nine Councilor
200 signatures as of June 24th. Civil forfeiture notices were printed and sent via certified mail on July 15th.
201 Our office was delayed in getting the notices out due to office traffic and catching up on urgent
202 transactions, which gave residents an extra month to renew without civil forfeiture penalties. Taking
203 advantage of this, residents renewed their dogs' licenses or contacted the Town Clerk's office, resulting
204 in status updates for almost 100 dogs. We began with a list of 743 unlicensed dogs as of June 10,
205 2020. Bear in mind that notices go to households, many of which have more than one dog.

206
207 T. Rainier: This was an exceptional year in terms of negative feedback, some of which was
208 constructive, and I will work to provide additional communication to Hooksett dog owners in 2021.
209 Numerous residents cited the closure of Town Hall as a barrier to licensing their dogs. As of today,
210 there are 172 unlicensed dogs. Gary Blanchette from the Hooksett Police Department is in the process
211 of hand delivering 63 unclaimed notices to the owners of record.

212
213 Chair Sullivan: I am closing the Public Hearing on the CARES Act election funding at 6:51 pm.

214
215

216 ***D. Boutin made a motion to waive Town Council rules of procedure and vote the same night as***
 217 ***the public hearing to accept the CARES grant awarded in the amount of \$32,463.53 to the Town***
 218 ***of Hooksett for the Town elections per RSA 31:95-b III (a), and to have the Council Chair sign the***
 219 ***Certificate of Authority for the Town Administrator to sign the contract. A. Walczyk seconded***
 220 ***the motion.***

221
 222 Chair Sullivan called for a roll call vote on the motion.

223

224 **Roll Call Vote #2**

225 ***R. Duhaime Aye***

226 ***J Durand Aye***

227 ***C. Jones Not present***

228 ***R. Lapierre Aye***

229 ***A. Walczyk Aye***

230 ***D. Boutin Aye***

231 ***C. Karolian Aye***

232 ***T. Tsantoulis Aye***

233 ***J. Sullivan Aye***

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

235

236 **Deb Miville and Andy Janosz, Parks & Recreation Advisory Board - Lambert's Park Pavilion**
 237 **Project**

238

239 B. Thomas: I am here with member and past chair Deb Miville and Chair Andy Janosz of the Parks &
 240 Recreation Advisory Board regarding the Pavilion Project for Lambert's Park. In March of this year,
 241 Town residents approved a warrant article to purchase and install a pavilion at Lambert's Park to
 242 replace the existing 12 X 12-foot gazebo constructed by an Eagle Scout about 25 years ago. The
 243 Warrant Article for \$93,390.00 was passed. The project was advertised in the Manchester Union
 244 Leader and on the Town website, in addition to being sent to several contractors. Three bids were
 245 received, and the low bidder was Probuilt Designs, LLC, for a base bid of \$89,919.00 plus \$18,900.00
 246 for a concrete pad. The total was \$102,719.00. In order to keep costs within the budget, we negotiated
 247 with the contractor, who agreed to install the pavilion without a concrete or bituminous pad, but with a
 248 stone dust surface, bringing the total down to the amount of the warrant article - \$93,390.00. The
 249 project was approved by the Parks & Rec Advisory Board at their August 10, 2020 meeting. The other
 250 two contractors were contacted to see if they could meet the bid of Probuilt; both said they could not.
 251 References for Probuilt were all positive, the best one saying that Probuilt has the hardest working
 252 crews, the owner is a "go-to guy" and that he goes "above and beyond."

253

254 B. Thomas: Funding will consist of \$50,000.00 from the Public Recreation Facilities Impact Fees
 255 Special Revenue account and \$43,390.00 from the Parks & Rec Facilities Development Capital
 256 Reserve account. We have not yet selected colors but the Board members favor evergreen (dark)
 257 green for the roof and beige posts. The size is 52 X 24 feet.

258

259 C. Karolian: I have a few questions: The amount of \$93,390.00 is a very precise amount. How did you
 260 arrive at that specific amount?

261

262 B. Thomas: I came up with that amount based on estimates for the project, including electrical service
 263 for the pavilion.

264

265 C. Karolian: No one came in at exactly \$93,390.00. Did you say the other two bidders couldn't come
 266 down in price?

267

268 B. Thomas: Yes, I did.

269

270 C. Karolian: This is a metal structure with a metal roof. I believe the Planning Board wants to avoid
271 metal structures in Hooksett in order to improve aesthetics. I think Chair Sullivan once said they want to
272 avoid used car lots and storage facilities.

273

274 R. Duhaime: Aesthetically, we would like to see more masonry and wood than steel, but this is not a
275 building. It is a meeting place, and if it is constructed of wood it will require a lot more maintenance.

276

277 D. Boutin: The Planning Board has no policy regarding metal structures. They prefer other construction
278 materials for businesses, but this is not out of character and looks nice.

279

280 T. Tsantoulis: I am not a huge fan of tin shacks. They do not look good and don't bring much revenue to
281 the town. However, this is a recreational structure.

282

283 Chair Sullivan: I will read Warrant Article #16:

284

285 To see if the town will vote to raise and appropriate the sum of \$93,390.00 to purchase and
286 install a pavilion for community use; of this amount, not to exceed \$50,000.00 is authorized to
287 be withdrawn from the Public Recreation Facilities Impact Fees Special Revenue and not to
288 exceed \$43,390.00 to be withdrawn from the Parks and Recreation Facilities Development
289 Capital Reserve. No amount to be raised from general taxation. Approved by the Town Council
290 8-1 and by the Budget Committee 10-0.

291

292 Chair Sullivan said that the accompanying information for voters says this is for a 24 X 52-foot shelter
293 with a concrete or rice gravel floor.

294

295 B. Thomas: The rice gravel is ADA compatible, as is stone dust.

296

297 E. Labonte: Stone dust meets ADA specs for wheelchairs, and I assume that rice gravel does as well.

298

299 Chair Sullivan: We could contribute \$15,000.00 for a concrete floor and get it done now. We could do it
300 right the first time.

301

302 D. Boutin: We would be hard-pressed to do that. How do we tell the voters we are spending another
303 \$15,000.00, and they don't have the right to vote on it?

304

305 J. Durand: I agree with Councilor Boutin.

306

307 D. Boutin: The stone dust or rice gravel is better for children and the elderly.

308

309 T. Tsantoulis: I agree with Councilor Boutin.

310

311 R. Lapierre: This is the second time I have seen departments devise creative solutions to stay within a
312 budgeted amount.

313

314 R. Duhaime: We should stay with what the voters want. Furthermore, we should have a wish list of
315 things we would like to do. I can think of a lot of things for the list.

316

317 **J. Durand motioned to award the pavilion contract to Probuilt Designs for the Base Bid of**
318 **\$89,919.00 plus \$3,471.00 for the stone dust surface, for a total bid amount of \$93,390.00. D.**
319 **Boutin seconded the motion.**

320

321 C. Karolian: A kid could tip back and bang his head on a metal post. Stone dust will turn to mud and run
322 off. I just want to do what the warrant article says. You can vote the way you want to.

323

324 R. Lapierre: The ground material is not in the warrant article; it is in the explanation.

325

326 Chair Sullivan: It is assumed we will adhere to what the additional voter information says.

327

328 B. Thomas: What if you change the motion to say "...stone dust or rice gravel"?

329

330 C. Karolian: If we don't know what it is, we shouldn't be doing this. I am looking at what is right and
331 what is wrong.

332

333 ***J. Durand motioned to revised his motion to add "or rice gravel" for the surface. D. Boutin***
334 ***seconded the revision.***

335

336 A roll call vote was taken on the motion.

337

338 **Roll Call Vote #3**

339 ***D. Boutin Aye***

340 ***C. Jones Not present***

341 ***A. Walczyk Aye***

342 ***J. Durand Aye***

343 ***R. Duhaime Aye***

344 ***T. Tsantoulis Aye***

345 ***R. Lapierre Aye***

346 ***C. Karolian Nay***

347 ***J. Sullivan Aye***

348 ***Voted in favor (7-1).***

349

350 **CONSENT AGENDA**

351 **Accept the donation of \$500.00 from the Hooksett Kiwanis Foundation to the Town of Hooksett**
352 **for DPW Parks & Recreation Division per RSA 31:95-b: III(b).**

353 **Motion to accept the donation of Dunkin gift cards from an anonymous citizen, valued at \$40.00**
354 **(4 - \$10.00 Cards), to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-e:**
355 **II and 31:95-b, III(b).**

356 **Motion to accept the donation of 12 First Responder Kits from Shannon Earnshaw of Hooksett,**
357 **unknown value (less than \$5,000.00), to the Town of Hooksett for the Hooksett Police**
358 **Department per RSA 31:95-e: II**

359 **Acceptance of NH DOJ Grant Round 2**

360

361 ***T. Tsantoulis motioned to approve the four (4) Consent Agenda items. D. Boutin seconded the***
362 ***motion.***

363

364 A roll call vote was taken on the motion.

365

366 **Roll Call Vote #4**

367 ***A. Walczyk Aye***

368 ***R. Lapierre Aye***

369 ***C. Jones Not present***

370

377 **R. Duhaime Aye**

378 **J. Durand Aye**

379 **C. Karolian Aye**

380 **T. Tsantoulis Aye**

381 **D. Boutin Aye**

382 **J. Sullivan Aye**

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

384

385 **TOWN ADMINISTRATOR'S REPORT**

386

387 A. Garron: Your packet includes a draft travel policy. It addresses things that have been issues.
388 Hooksett presently does not have an approved travel policy. We contacted the town's legal counsel in
389 the preparation of the policy, which reads as follows:

390

391 The Town of Hooksett continues to monitor guidance and information provided by the State of
392 New Hampshire and the Center for Disease Control (CDC) relative to COVID-19 and take the
393 appropriate steps to protect the health and safety of our employees. In response to the travel
394 guideline published by the NH Department of Public Health Services (DPHS) on July 22, 2020,
395 the Town will take the following course of action, effective (date to be determined).

396

397 The Town of Hooksett strongly discourages international travel, cruise ship travel and travel out-
398 side of New England.

399

400 Any employee who chooses to travel internationally, on a cruise ship, or outside of New
401 England is required to do the following for each instance of travel:

402

- 403 ▪ Notify your supervisor as soon as possible of your plans to travel.
- 404 ▪ Within 2 to 4 calendar days of your return from travel, submit to a COVID-19 test.
- 405 ▪ Upon return to work, wear a cloth face covering over your nose and mouth at all times
406 while indoors and when unable to maintain a 6' distance while outdoors, until such time
407 as a negative COVID-19 test is received or 14 days have passed since your return from
408 travel, whichever is earlier.
- 409 ▪ Notify your supervisor immediately if you develop COVID-like symptoms at any time
410 within 14 days of your return from travel.

411

412 Any employee who chooses not to submit to a COVID-19 test and/or wear an appropriate face
413 covering must quarantine for 14 days. During the 14-day quarantine period, employees must
414 use available accrued time or emergency paid sick leave or go without pay if neither accrued
415 time nor emergency paid sick leave are available.

416

417 This policy will remain in effect through December 31, 2020, or until such time as the CDC
418 and/or NH DPHS revises its current travel guidelines.

419

420 A. Garron: Our dilemma now is that the CDC recently took out the 14-day quarantine requirement.
421 Should we follow the State or the CDC?

422

423 J. Durand: That was just this week, wasn't it?

424

425 A. Garron: Yes. The town attorney says we should follow the CDC.

426

427 Chair Sullivan: Which guidelines do you follow?

428

429 A. Garron: Actually, we follow both
 430
 431 J. Durand: The testing requirement is fair.
 432
 433 R. Lapierre: If someone refuses to be tested, they would have to quarantine for 14 days.
 434
 435 A. Garron: And if someone tests positive, they would be sent home immediately.
 436
 437 R. Lapierre: I assume everyone with whom they work would be sent home too.
 438
 439 C. Karolian: Is there a concern about HIPPA violations?
 440
 441 A. Garron: Employees must review a list of questions posted on the door and notify their supervisors if
 442 they answer 'yes' to any of the questions. This is not divulging medical information.
 443
 444 D. Fitzpatrick: This draft travel policy includes the opinions of the town attorney and Primex. This is an
 445 exception for the welfare of all.
 446
 447 C. Karolian: Could disciplinary action be taken if an employee does not comply?
 448
 449 A. Garron: Yes, it could.
 450
 451 J. Durand: Do employees sign the policy?
 452
 453 D. Fitzpatrick: Yes, they acknowledge receipt. If they don't comply, their actions could be seen as
 454 insubordination.
 455
 456 D. Boutin: Mr. Serge made it clear that this should be discussed with the town employees, and
 457 especially the unions.
 458
 459 D. Fitzpatrick: The draft policy was sent to the unions, not for consent but as information.
 460
 461 A. Garron: The Town Council can set the effective date. I would like to have a week to prepare.
 462
 463 ***R. Lapierre motioned to amend the second bullet of the draft policy, removing "2 to." R.***
 464 ***Duhaime seconded the motion.***
 465
 466 A roll call vote was taken on the motion.
 467
 468 **Roll Call Vote #5**
 469 ***T. Tsantoulis Aye***
 470 ***C. Jones Not present***
 471 ***R. Duhaime Aye***
 472 ***A. Walczyk Aye***
 473 ***R. Lapierre Aye***
 474 ***C. Karolian Nay***
 475 ***J. Durand Aye***
 476 ***D. Boutin Aye***
 477 ***J. Sullivan Aye***
 478 ***Voted in favor (7-1).***
 479

480

481 R. Duhaime: I would like to change "international travel" to "non-essential travel" in the second
482 paragraph.

483

484 Chair Sullivan: How do you define "non-essential?" It is a subjective term.

485

486 ***R. Lapierre motioned to amend the draft Travel Policy by striking everything up to the comma***
487 ***before "until" in the third bullet and replacing it with, "Do not return to work." A Walczyk***
488 ***seconded the motion.***

489

490 R. Lapierre: This avoids the scenario whereby someone who is positive doesn't know until the test
491 results are received, and by then a whole office must be sent home.

492

493 D. Boutin: That is arbitrary.

494

495 R. Lapierre: This is a serious public health issue, a pandemic. These are the guidelines used in
496 schools.

497

498 A. Walczyk: And at the YMCA as well.

499

500 ***C. Karolian motioned to call the question. T. Tsantoulis seconded the motion to call the***
501 ***question.***

502

503 A roll call vote was taken on the motion.

504

505 ***Roll Call Vote #6***

506 ***J. Durand Aye***

507 ***R. Lapierre Nay***

508 ***C. Karolian Aye***

509 ***D. Boutin Aye***

510 ***C. Jones Not present***

511 ***T. Tsantoulis Aye***

512 ***A. Walczyk Nay***

513 ***R. Duhaime Nay***

514 ***J. Sullivan Nay***

515 ***Motion failed (4-4).***

516

517 T. Tsantoulis: There are too many moving parts. I am not comfortable with changing at this point.

518

519 Chair Sullivan called for a roll call vote on the amendment offered by Councilor Lapierre.

520

521 ***Roll Call Vote #7***

522 ***C. Jones Not present***

523 ***C. Karolian Nay***

524 ***R. Lapierre Aye***

525 ***R. Duhaime Aye***

526 ***A. Walczyk Aye***

527 ***J. Durand Nay***

528 ***T. Tsantoulis Nay***

529 ***D. Boutin Nay***

530 ***J. Sullivan Nay***

531 **Motion failed (3-5).**

532

533 **D. Boutin motioned to adopt the COVID-19 Travel Policy as presented by Town Administrator**
 534 **Garron for effective date September 2, 2020. J. Durand seconded the motion.**

535

536 A. Walczyk: I would like this to be effective immediately. Better sooner than later. We can't know every
 537 scenario. We shouldn't table this; it will take forever.

538

539 A roll call vote was taken on the motion.

540

541 **Roll Call Vote #8**

542 **R. Lapierre Aye**

543 **R. Duhaime Aye**

544 **T. Tsantoulis Abstained**

545 **A. Walczyk Aye**

546 **J. Durand Aye**

547 **C. Jones Not present**

548 **D. Boutin Aye**

549 **C. Karolian Abstained**

550 **J. Sullivan Aye**

551 **Voted unanimously in favor with two abstentions (6-0). Councilor Tsantoulis abstained because**
 552 **he didn't understand and was confused, and Councilor Karolian abstained because he had**
 553 **unanswered questions.**

554

555 J. Durand: Mr. Garron needs time to get the notice out.

556

557 C. Karolian: How does the employee get paid while in quarantine?

558

559 A. Garron: An employee can use emergency paid leave, sick leave, or unpaid sick leave.

560

561 A. Garron said that Administrative Services Coordinator Donna Fitzpatrick has good news regarding
 562 insurance.

563

564 D. Fitzpatrick: I have very good news. Health Trust is our broker of medical and dental insurance.
 565 Because of a significant reduction in claims, they have a surplus which, per State law, must be returned
 566 to the political subdivision paying for the insurance – in this case, the Town of Hooksett. The estimated
 567 amount to be returned to Hooksett is \$93,693.73. We will know the actual amount on October 6, 2020,
 568 the same date when they will set the new rate for January 1, 2021.

569

570 D. Boutin: Who gets the money?

571

572 D. Fitzpatrick: The Town of Hooksett.

573

574 A. Garron: This was a welcome surprise, especially since we don't know what we will have for revenues
 575 from Highway Block Grants or the Meals & Lodging tax.

576

577 Mr. Garron: The Kiwanis Club has decided not to hold its trail race this fall.

578

579 Mr. Garron: I am pleased to report that GOFERR is adding one more date for reporting COVID
 580 expenses – October 15th. We also received an indication that the full amount of the current submission,
 581 \$81,287.17 has been approved.

582

583 Mr. Garron: I have completed a review of employees. In the coming months we will do some
584 reorganizations and job description updates. As all of you know, we have a great staff.

585

586 Mr. Garron: Police Chief Bouchard has agreed to provide you with a summary of the work of the State
587 Commission on Police Accountability, Community and Transparency

588

589 Chief Bouchard: This group of 12 from several areas of government and other organizations has met
590 once or twice a week since being formed in June. I have followed their discussions in order to know
591 what issues they are looking at and to assess how the Hooksett Police Department measures up. The
592 Commission's draft report emphasizes the importance of having a good relationship with the
593 community. The Hooksett PD has a very good relationship with the community and works hard at it.
594 The Commission discussed the importance of removing implicit bias. Hooksett police officers could
595 benefit from training in this area, and we are reviewing department policies. The collection and analysis
596 of data regarding race and gender was identified as very important by the Commission. They may
597 decide to gather this information at the state level, which would be good. We keep our own data
598 currently. Some members seemed to think that SRO's are arresting students. Their role is mostly to
599 counsel students. Officer Bergeron does a great job at our schools. We also have a juvenile detective,
600 which the Commission recommends.

601

602 Chief Bouchard: The Commission wants to legalize marijuana, decriminalize all drugs and make
603 possession a misdemeanor. They also advocate police officer training about mental illness, substance
604 abuse and working with veterans – specifically, supporting a veteran mobile assessment team.

605

606 D. Boutin: What have they done with the Laura List?

607

608 Chief Bouchard: Some want it to be public. They have an Exculpatory Evidence Schedule, and police
609 departments are to report to the Attorney General about untruthful officers.

610

611 A. Garron: We are negotiating a land swap for the sewer pump station, which is part of the Route 3A
612 TIF. We will get a larger piece of land for future development. We are also pursuing an Economic
613 Development Administrative Grant, working with the Southern NH Regional Planning Commission. The
614 TIF project fits the criteria.

615

616 T. Tsantoulis: What do you know about the gypsy paving company setting up camp on Bypass 28?

617

618 A. Garron: I am aware of the situation, as is Code Enforcement Officer Matt Lavoie. They will be
619 submitting a Site Plan to the Planning Board, but in the meantime, they have been issued a Cease &
620 Desist order.

621

622 **OLD BUSINESS**

623

624 **2020 Paving Update (Rescind vote of 07/15/2020 and seeking new vendor approval)**

625

626 E. Labonte: After awarding this work to Pike Industries, they found an error in their bid, and the amount
627 of the bid is higher than what was approved. We missed the error too.

628

629 ***T. Tsantoulis motioned to rescind the original action awarding the 2020 Resurfacing bid to Pike***
630 ***Industries, Inc. In the amount of \$339,563.50. J. Durand seconded the motion.***

631

632 A roll call vote was taken.

633

634 **Roll Call Vote #9**

635 **J. Durand Aye**
 636 **D. Boutin Aye**
 637 **C. Jones Not present**
 638 **R. Duhaime Aye**
 639 **C. Karolian Aye**
 640 **A. Walczyk Aye**
 641 **T. Tsantoulis Aye**
 642 **R. Lapierre Aye**
 643 **J. Sullivan Aye**

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

645
 646 T. Tsantoulis: Weren't there questions regarding the integrity of GMI when they worked on Hackett Hill
 647 Road?

648
 649 E. Labonte: That was two years ago, and I wasn't here. GMI could have been removed from future
 650 bidding in Hooksett or suspended from bidding for a period of time, but no action was taken. Their
 651 recommendations are good.

652
 653 **Chair Sullivan motioned to approve and consent to award the 2020 Resurfacing bid to GMI**
 654 **Asphalt, LLC, the lowest bidder, for \$344,546.60, to be funded out of the current FY 2020-2021**
 655 **budget. D. Boutin seconded the motion.**

656
 657 T. Tsantoulis: What would be different now?

658
 659 E. Labonte: I heard they weren't being monitored at the Hackett Hill job two years ago. That won't
 660 happen now because we will have a DPW employee there all of the time.

661
 662 C. Karolian: When do you pay them?

663
 664 E. Labonte: They submit a pay application about every 30 days. We retain about ten percent until near
 665 completion.

666
 667 C. Karolian: I want to remind everyone about COVID and the effect it might have on revenues. We don't
 668 know how much our losses might be, and tax bills go out in December. Was Pike's bid about
 669 \$15,000.00 more than the lowest bid? What is their business address?

670
 671 E. Labonte: The business address is out of state.

672
 673 A. Walczyk: I want to remind Councilor Karolian that we invested in an analysis of our roads to have a
 674 data driven plan. Mr. Labonte, is the correct figure on the table inserted on page 37 \$5,000 or \$1,000?

675
 676 E. Labonte: It is \$1,000.

677
 678 A. Walczyk: I am not familiar with *Contingencies as Ordered and Approved by Town* in that same table.

679
 680 E. Labonte: That is in case of overruns so we don't have to come back before the Council.

681
 682 Chair Sullivan: You don't have to choose the lowest bid, do you?

683
 684 E. Labonte: No, we have to make a decision in the best interest of the town.

685

686 R. Duhaime: I would like to see Pike do this project. In this case, the lowest bidder isn't the best
687 because of the issues we had with GMI. Hooksett has Pike's largest plant. The asphalt will be warm.
688
689 T. Tsantoulis: It would be good to have the materials here in Hooksett. The temperature of the asphalt
690 is important, especially in the fall.
691
692 E. Labonte: GMI gets some of its materials from Pike.
693
694 D. Boutin: Is GMI's bid on page 37 the lowest? Is it reasonable?
695
696 E. Labonte: It is the lowest and it's what we asked for.
697
698 D. Boutin: What is Pike's bid?
699
700 E. Labonte: It is \$360,563.50.
701
702 C. Karolian: Too many times I hear that something has to be done urgently – eleventh hour decisions.
703 These are uncertain times. We shouldn't be spending \$400,000 now. Take a ride up Dale and Morse.
704
705 **C. Karolian motioned to table this item. T. Tsantoulis seconded the motion.**
706
707 Chair Sullivan: Since this is a motion to table, there is no discussion.
708
709 D. Boutin: We can discuss a motion to table.
710
711 Chair Sullivan: We can only ask for more information, for clarification.
712
713 D. Boutin: We want more information, but we are one week from September and the temperature was
714 57 degrees in Hooksett this morning. How late in the year can you pave roads?
715
716 E. Labonte: We are supposed to stop paving by November 15th.
717
718 Chair Sullivan called for a roll call vote on the motion to table.
719
720 **Roll Call Vote #10**
721 **C. Karolian Aye**
722 **T. Tsantoulis Aye**
723 **R. Lapierre Nay**
724 **C. Jones Not present**
725 **D. Boutin Nay**
726 **J. Durand Aye**
727 **A. Walczyk Nay**
728 **R. Duhaime Nay**
729 **J. Sullivan Nay**
730 **Motion failed (3-5).**
731
732 Chair Sullivan called for a roll call vote on the motion to award the contract to GMI, the lowest bid.
733
734 **Roll Call #11**
735 **T. Tsantoulis Nay**
736 **R. Lapierre Aye**

737 **J. Durand** **Nay**
 738 **C. Jones** **Not present**
 739 **C. Karolian** **Nay**
 740 **A. Walczyk** **Aye**
 741 **R. Duhaime** **Nay**
 742 **D. Boutin** **Aye**
 743 **J. Sullivan** **Aye**
 744 **Motion failed (4-4).**

745
 746

747 **T. Tsantoulis motioned to approve and consent to award the 2020 Resurfacing bid to Pike**
 748 **Industries in the amount of \$360,563.50.**

749

750 Chair Sullivan asked Councilor Tsantoulis to add to his motion waiving the Administrative Code rules.

751

752 D. Boutin: This is wrong. You need to waive the rules first.

753

754 **D. Boutin motioned not to waive the rules. R. Lapierre seconded the motion.**

755

756 Chair Sullivan: A motion should be expressed in the positive.

757

758 D. Boutin: My motion was totally legitimate.

759

760 C. Karolian: I have a point or order. Now you are waiving the rules to get something passed.

761

762 R. Lapierre: If I vote no, is that a vote to waive the rules?

763

764 Chair Sullivan: No, it is a vote against not waiving the rules

765

766 T. Tsantoulis: It is a motion that does nothing.

767

768 Chair Sullivan: I would like to have a motion stated in the positive.

769

770 D. Boutin: I will withdraw my motion.

771

772 R. Lapierre: Councilor Tsantoulis was going to make a motion and Councilor Boutin jumped in.

773

774 D. Boutin: I did not jump in.

775

776 **C. Karolian motioned to waive the rules of the Administrative Code. J. Durand seconded the**
 777 **motion.**

778

779 A roll call vote was taken.

780

781 **Roll Call Vote #12**

782 **D. Boutin** **Nay**

783 **A. Walczyk** **Aye**

784 **J. Durand** **Nay**

785 **C. Karolian** **Nay**

786 **R. Lapierre** **Aye**

787 **T. Tsantoulis** **Aye**

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788 **R. Duhaime Aye**
 789 **C. Jones Not present**
 790 **J. Sullivan Aye**
 791 **Voted in favor (5-3).**

792
 793 **T. Tsantoulis motioned to approve and consent to award the 2020 Resurfacing bid to Pike**
 794 **Industries in the amount of \$360,563.50. R. Duhaime seconded the motion.**

795
 796 A roll call vote was taken on the motion.

797
 798 **Roll Call Vote #13**

799 **C. Karolian Nay**
 800 **D. Boutin Nay**
 801 **T. Tsantoulis Aye**
 802 **R. Lapierre Aye**
 803 **A. Walczyk Aye**
 804 **R. Duhaime Aye**
 805 **J. Durand Nay**
 806 **C. Jones Not present**
 807 **J. Sullivan Aye**
 808 **Voted in favor (5-3).**

809
 810 T. Tsantoulis: I was voting against the contractor, not the Resurfacing.

811
 812 C. Karolian: I want to ask my fellow Councilors if they have driven up Morse and Dale.

813
 814 **T. Tsantoulis motioned to continue the meeting at 9:30 pm. A. Walczyk seconded the motion.**

815
 816 A roll call vote was taken on the motion.

817
 818 **Roll Call Vote #14**

819 **R. Duhaime Aye**
 820 **J Durand Nay**
 821 **C. Jones Not present**
 822 **R. Lapierre Nay**
 823 **A. Walczyk Aye**
 824 **D. Boutin Nay**
 825 **C. Karolian Nay**
 826 **T. Tsantoulis Aye**
 827 **J. Sullivan Aye**
 828 **Motion failed (4-4).**

829
 830 The meeting ended.

831 Respectfully submitted,

832 *Kathleen Donnelly*

833 Kathleen Donnelly

834 Recording Clerk

835

836

837 **Please see subsequent meeting minutes for any amendments to these minutes.**

**Town of Hooksett
Town Council Budget Review Meeting Minutes
Wednesday, September 2, 2020**

The Hooksett Town Council met on Wednesday, September 2, 2020 at 6:00 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting to order at 6:02 pm.

PROOF OF POSTING

Town Administrator André Garron provided proof of posting.

ROLL CALL

In Attendance: Councilor James Sullivan, Councilor Roger Duhaime, Councilor John Durand, Councilor Roland Lapierre, Councilor David Boutin, Councilor Timothy Tsantoulis,

Virtual Attendance: Councilor Clark Karolian, Councilor Alex Walczyk

Missing: Councilor Clifford Jones

PLEDGE OF ALLEGIANCE

Chair Sullivan called for the Pledge of Allegiance.

OTHER

A. Garron: I ask for the Council's indulgence for one item. The Department of Justice grant you accepted last week in the amount of \$92,556.00 requires another authorization for the Town Administrator to sign the contract. This was done in May and needs to be done again.

Chair Sullivan: The staff report on this was sent to all Councilors at 11:29 this morning.

D. Boutin motioned to accept the US Department of Justice, Office of Justice Program, Bureau of Justice Assistance FY2020 coronavirus Emergency Supplemental Funding Program CFDA 16-034 to the Town of Hooksett for the Hooksett Fire & Rescue, for overtime staffing, including fringe benefits, to maintain shift strength of seven (7) firefighters/EMS personnel in the approximate amount of \$92,556.00 to respond to the COVID-19 pandemic crisis until December 31, 2020, and to have the Town Council Chair sign the certificate of authority for the Town Administrator to sign the contract. T. Tsantoulis seconded the motion.

C. Karolian: If this money wasn't there, would be staffing people on overtime to cover this without reimbursement? Would we be staffing this anyway or are we staffing it because of the reimbursement? I don't know. I don't know what the answer is. When I read the email attachment, it sounds that they want to put a minimum staffing of seven (7) firefighters on overtime for EMS to cover for COVID. I'm not sure what that means, other than we want to get reimbursement or we want the funds to be able to provide the seven (7) staffers on overtime. If we don't have overtime, are we staffing with straight time or is it going empty?

Chair Sullivan: In previous discussion with Fire Chief Burkush, I believe he indicated that he is still maintaining the tradition of seven (7) straight time employees and these funds will be used to offset overtime hours due to the pandemic.

A. Garron: This covers overtime for COVID-19 related calls. We would be funding this anyway, whether or not COVID-19 was the purpose of these calls. These funds are specifically for COVID-related calls. In the event of a non-COVID emergency, if overtime were involved, we would cover that.

C. Karolian: That is not my question. Would we have these firefighters on overtime to fill shifts if we did not have COVID, or is this overtime being added because of COVID? Has there been an increase in calls?

A. Garron: The Fire Chief has said that people are hesitant to call 911 because they don't want to go to the hospital because of COVID. He reported 22 COVID-related calls in April, with Hooksett having the highest rate in the state. They have averaged two (2) transports per day for COVID. The crisis hasn't gone away, and Chief Burkush said we are one of nine communities to receive this grant.

R. Lapierre: This is the same motion which carried unanimously on August 26th.

Chair Sullivan: The Fire Department is maintaining a staff of seven (7).

T. Tsantoulis: The process is longer when dealing with a COVID patient. They spent money at the beginning to house two (2) COVID patients. The ambulance and everything in it must be sanitized after each transport of a possible COVID case. This is a duplication of what we talked about on August 26th.

Chair Sullivan called for a roll call vote on the motion regarding acceptance of the DOJ grant.

Roll Call Vote #2

R. Duhaime Aye

J Durand Aye

C. Jones Not present

R. Lapierre Aye

A. Walczyk Aye

D. Boutin Aye

C. Karolian Aye

T. Tsantoulis Aye

J. Sullivan Aye

Voted unanimously in favor (8-0).

BUDGET OVERVIEW OF FISCAL YEAR 2021-2022

A Garron: I will present my budget overview and then the department budgets will be reviewed one by one. Beginning with general information, the Town Administrator's recommended operating budget of \$17,291,635.00 (excluding Wastewater, Library, committees, commissions and debt) is an increase of \$618,074.00 or 3.71%. This recommended budget supports: 1) a reclassification of a part-time Secretary to a full-time Administrative Assistant in Administration 2) funds for the Bicentennial celebration coming up in a couple of years 3) a reorganization in the Fire-Rescue Department and 4) addition funds for road maintenance. The Administrator's recommendation includes level funding of the employee health and dental insurance and NH Retirement. We anticipate receiving the new rates in October or November. It is anticipated that the NH Retirement rates will increase approximately 25%, adding \$285,000 to the Administrator's recommendation. This is information which we just received. Had we known sooner, we would have adjusted the budget recommendation, and we will suggest reductions during this process and throughout the budget year to offset this unexpected increase. The rate will be set on September 8th, and additional information will be provided at the September 16th

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100 meeting. The budget includes 117 full-time employees, including one additional full-time employee, and
101 27 part-time employees, which is the same as the current year.

102
103 Chair Sullivan: Is the increase of \$285,000 for NH Retirement part of the \$618,074 increase or is it in
104 addition to that?

105
106 A. Garron: It is in addition.

107
108 D. Boutin: When I was on the Town Council a few years ago, it was policy that the budget was never
109 increased more than two percent (2%). We shouldn't be increasing taxes.

110
111 Chair Sullivan: In recent years, we have not had such a policy. We could consider that.

112
113 T. Tsantoulis: I am concerned about where we will be headed six months from now. I see difficulties. I
114 share the concern of Councilor Boutin. And now there is an increase of \$285,000 on top of the
115 \$618,074. We will have to tweak this to make it more palatable.

116
117 A. Garron: We can work on that tonight and in future months.

118
119 A. Garron: The next chart shows the budget increase over the last few years, broken down by Salaries
120 & Benefits, General Operations, and Equipment. The next slide begins a comparison between the
121 Administrator's Recommendations for each department as compared with the current year's budget.
122 The Administration budget increased in total approximately \$100,000. The increases are primarily from:
123 1) reclassifying the part-time employee to full-time, 2) computer software and programs and new
124 equipment and 3) Bicentennial celebrations.

125
126 D. Boutin: Can you explain the full-time Administrative Assistant. You already have one, Mr. Germain.

127
128 A. Garron: Mr. Germain is a project coordinator for Hooksett.

129
130 D. Boutin: He acts like an Administrative Assistant. You should consider dropping that.

131
132 Chair Sullivan: When we get to that part of the budget review, we can discuss that.

133
134 D. Boutin: Can you explain the Fire & Rescue reorganization?

135
136 A. Garron: They will use the same personnel, but there may be pay increases.

137
138 R. Duhaime: Why did the NH Retirement go up 25%?

139
140 C. Soucie: Every two years they do an actuary study and adjust their rates.

141
142 Chair Sullivan: Can you reach out for more information?

143
144 C. Soucie: Yes, I will do that.

145
146 D. Boutin: I thought you said you were not going to increase the budget by \$285,000.

147
148 Chair Sullivan: Mr. Garron will try to absorb that increase.

149

150 A. Garron: If we had had the information in July, we would have worked with it. Now we have to find
151 ways to offset that increase during this process and in the months to come.
152

153 A. Garron: Continuing, the Assessing budget reflects an increase of approximately \$11,000, mainly due
154 to increased professional services. The Community Development budget reflects a decrease of \$1,700
155 from this year, and the Family Services budget reflects a decrease of approximately \$6,000 from the
156 current year, due to a reduction in the welfare line, offset by the added cost of running the bus service
157 five days a week. The Finance budget reflects an increase of approximately \$5,000. This is directly
158 related to the cost of the GASB 45/75 actuary study of post-employment benefits other than pensions.
159 The Fire-Rescue budget has increased by approximately \$300,000. Changes include an additional
160 \$100,000 for union raises approved by the voters and increases due to the reorganization of the
161 department. There are funds budgeted for new hydrants in Brookview, Autumn Frost, University and
162 Crawford developments, and the remaining increases are in various line throughout the operating
163 budget. The Police budget has increased by approximately \$45,000. Changes to the budget include an
164 additional \$95,000 for union raises approved by the voters, offset by reductions in part-time employees
165 and in overtime lines. The Public Works budget increased approximately \$170,000 over the current
166 year's budget. The Highway Division includes an additional \$300,000 for road construction, bringing
167 that line up to \$900,000 as recommended by the Roadway Management Plan to keep the roads from
168 further deterioration. The NPDES Stormwater line (aka Municipal Separate Storm Sewer Systems, aka
169 MS-4) has been reduced by \$75,000. There are also savings in the electrical costs for streetlights due
170 to the new LED lights. The Parks, Recreation & Cemeteries division has an increase in cost for new
171 equipment to replace a riding mower. The Recycling and Transfer Division reflects approximately
172 \$8,000 in increases. Tipping fees are currently level funded. The Tax Collector budget reflects an
173 increase of \$3,500. The largest increase is for a new lockbox service for processing property tax
174 payments. The Town Clerk and Elections overall budget reflects an estimated decrease of \$16,000 for
175 the upcoming year, due to the fact that there are no scheduled State or Federal elections.
176

177 A. Garron: Looking at the Default budget, the recommended operating budget is \$434,915 or 2.5%
178 higher than the working default budget. The main changes in the default are increases for the Fire and
179 Police union contracts, the repayment of the TIF Sewer & Other Infrastructure bond approved by the
180 voters, and a decrease for the excavator lease. Note that in 2018, House Bill 1307 revised Chapter 241
181 by changing the definition of "Contract" for default budget calculation. The new law limits "contract" to
182 only those contracts "previously approved, and in the amount so approved, by the legislative body in
183 either the operating budget authorize for the previous year or...a separate warrant article for the
184 previous year."
185

186 A. Garron: Estimated revenues, which will impact the tax rate, show a slight downturn in the FY 2021-
187 22 budget. The proposed budget reflects level funding for motor vehicle registrations and building
188 permits. The impact on State Revenues of COVID-19 is still unknown. I would recommend using the
189 Unreserved Fund Balance to make any shortfalls in State Revenues whole for the next two budget
190 years. Revenues which have been reduced include 1) Interest and Penalties due to the change in the
191 interest rates, 2) Interest on Investments due to low interest rates and 3) State Highway Block Grants.
192 For increases, the TIF district will pay for the bonds related to the district in the amount of \$307,375.

193 A. Garron: The next slide lists possible warrant articles.

194

Warrant	Department Request	Recommended By Town Administrator
Merrimack Riverfront Trail System Phase III (\$20,950 CR, \$80K Grant & \$220K Taxes)	320,950	320,950
R & T Auto Truck (125K Solid Waste Disposal Fund & 175 from automated CR	300,000	300,000
CR Fund – Fire Apparatus	250,000	250,000
CR Fund – Public Works' Vehicles	200,000	200,000
Non-Union Wages	unknown	
DPW Union	unknown	
R&T Front-end Loader (Solid Waste Disposal Fund)	150,000	150,000
Retirement Expendable Trust Fund (assigned fund balance)	150,000	150,000
CR Fund – Town Building Maintenance	100,000	100,000
CR Funds – Fire (\$20K Air Packs; \$35K Tools & Equipment; \$20K Cistern) TA reduced Air Packs & Bottles from \$25K to \$20K	80,000	75,000
Fire Command Vehicle (\$50K from Fund Balance; \$15K from taxes)	65,000	65,000
CR Fund – Emergency Radio Communications	50,000	50,000
CR Fund - Drainage Upgrades	50,000	50,000
CR Fund – Automated Collection Equipment	30,000	30,000
CR Fund – Revaluation	20,000	20,000
CR Fund – Parks & Recreation Facilities Development	25,000	25,000
CR Fund – Improvements on Conservation Land	10,000	10,000
Totals	1,800,950	1,795,950

195

196

197 D. Boutin: Are these in the 3.71% increase?

198

199 A. Garron: No, they are not.

200

201 D. Boutin: Are they from the CIP?

202

203 A. Garron: Some are projects from CIP, those for the capital budget next year.

204

205 D. Boutin: This circumvents the Planning Board and Town Council votes.

206

207 Chair Sullivan: We will be looking at the CIP as part of our budget review. The Council has prevue over which warrant articles go on the ballot.

208

209 T. Tsantoulis: We have to bear in mind that we decide if an item is placed on the ballot, and the voters have the final say.

210

211 A. Garron: This does not circumvent the Planning Board. We removed the replacement pool car and moved \$200,000 from year five to next year for the Historical Town Hall.

212

213 D. Boutin: Could we go over the TIMELINE?

214

215 C. Soucie: The Town Council reviews the budget between tonight, September 2nd and September 23rd. The Council submits the budget to the Budget Committee on September 25th, and they will review the TC MINUTES BUDGET REVIEW 09-02-2020 5

216

budget from October 4th through January 14th. You have until January 19, 2021 to decide about the warrant articles, although sooner is better than later. The Budget Committee will hold its first public hearing on January 14, 2021 and will recommend warrant articles on January 21st. The Warrant must be posted by January 25th, and the Deliberative Session will be held on February 6th. Finally, March 9th is the Town Election.

Chair Sullivan: We do not have representatives present from the Budget Committee or the Cemetery Commission, so we will begin with the Conservation Commission.

CONSERVATION COMMISSION (TAB 15)

C. Robinson: We have no changes from this year's budget, so our request is \$1,817.00.

D. Boutin motioned to approve the Conservation Commission 2021-22 budget in the amount of \$1,817.00. C. Karolian seconded the motion.

Roll Call Vote #3

D. Boutin Aye

C. Jones Not present

A. Walczyk Aye

J. Durand Aye

R. Duhaime Aye

T. Tsantoulis Aye

R. Lapierre Aye

C. Karolian Aye

J. Sullivan Aye

Voted unanimously in favor (8-0).

ASSESSING (TAB 3)

J. Duhamel: We expect a lot of appeals on commercial abatement decisions and will need professional appraiser services, adding about \$11,000 to our budget.

T. Tsantoulis: Are you sure about these appeals?

J. Duhamel: We are anticipating them. Walmart has already filed an appeal.

D. Boutin: Can't you handle these with your staff? It seems to me you should be able to do abatements.

J. Duhamel: Yes, we can do abatements, but these are appeals of abatements, and we are not appraisers. We can't go to court to defend our abatement decisions.

A. Walczyk: I am curious about the one dollar (\$1) in your New Equipment line.

J. Duhamel: We purchased the two new printers we needed last year.

C. Karolian: Is your Clerk hourly?

J. Duhamel: Yes, and full time.

270 R. Duhaime: Do you have any savings in case of a shortfall due to COVID?

271

272 A. Garron: I would suggest that all department shortfalls be covered by the Unreserved Fund Balance.

273

274 D. Boutin: Going to court for abatement appeals is expensive, isn't it?

275

276 J. Duhamel: It's more expensive if we don't.

277

278 Chair Sullivan: I assume you decide if a case is worth pursuing.

279

280 J. Duhamel: Yes, we do.

281

282 ***D. Boutin motioned to approve the Assessing Department 2021-22 budget in the amount of***
 283 ***\$220,901. T Tsantoulis seconded the motion.***

284

285 **Roll Call Vote #4**

286 ***A. Walczyk Aye***

287 ***R. Lapierre Aye***

288 ***C. Jones Not present***

289 ***R. Duhaime Aye***

290 ***J. Durand Aye***

291 ***C. Karolian Aye***

292 ***T. Tsantoulis Aye***

293 ***D. Boutin Aye***

294 ***J. Sullivan Aye***

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

296

297 **TAX COLLECTOR (TAB 10)**

298

299 K. Blichmann: Our budget increase is \$3,517. We are adding a lockbox system for processing property
 300 tax bills. In that system, the return envelopes go to a PO box. Century Bank will process them and send
 301 us a file, including the scanned checks. This will speed up revenue collection and help those who are
 302 unable to visit the office. We are adding CLASSIFAX to our telephone service at a cost of \$120.00.
 303 Community Development and Finance already have this service. We need our existing FAX line in case
 304 we need to send something to the State. We are also replacing the last of the State printers, which are
 305 over ten (10) years old. This is the third year of a three-year replacement program.

306

307 T. Tsantoulis: What is the cost of the lockbox system?

308

309 K. Blichmann: It is about \$2,500, which is \$0.21 per bill. This is on page 4 of the backup material.

310

311 D. Boutin: What is the percentage of your budget increase?

312

313 K. Blichmann: It is about one percent (1%).

314

315 C. Karolian: Referring to the first page of your backup, you have a Tax Collector and a Clerk/Deputy
 316 Tax Collector. Can you explain that?

317

318 K. Blichmann: I am the Tax Collector. Todd Rainier is the Clerk/Deputy Tax Collector. 90% of his time is
 319 allotted to the Tax Collector function and 10% to the Town Clerk function. We are a hybrid office.

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320

C. Karolian: Can you explain the stipend for opting out?

322

K. Blichmann: That is done through the Town.

324

C. Soucie: There is an opt out stipend of \$5,000.00 for employees who do not take health insurance benefits because they have spouses who provide their health insurance. The amount is \$2,400.00 if the spouse works for the Town.

328

K. Blichmann: And again, this is split 90/10 for the Town Clerk/Deputy Tax Collector.

330

A. Walczyk: You have postage at \$0.50; shouldn't that be \$0.55?

332

K. Blichmann: Yes, I have not changed that, but will correct it for the Budget Committee.

334

C. Soucie: I wish we had time to redo the backup material before presenting out budget to the Budget Committee, but we do not.

337

A. Walczyk: What about the time clock on page 9 of your backup material?

339

K. Blichmann: That has been moved to the Administration budget.

340

D. Boutin motioned to approve the Tax Collector 2021-22 budget in the amount of \$270,555.00.

342

T. Tsantoulis seconded the motion.

343

Roll Call Vote #5

345

T. Tsantoulis Aye

346

C. Jones Not present

347

R. Duhaime Aye

348

A. Walczyk Aye

349

R. Lapierre Aye

350

C. Karolian Aye

351

J. Durand Aye

352

D. Boutin Aye

353

J. Sullivan Aye

354

Voted unanimously in favor (8-0).

355

Chair Sullivan: We want to deal with as many of these questions about changes as we can, or they will prompt the same questions from the Budget Committee.

356

D. Boutin: I am still waiting to hear from the Town Administrator about the budget cuts he suggests to make up for the NH Retirement increase.

359

Chair Sullivan: Mr. Garron will let us know as we go through each budget.

362

J. Durand: Will he try to make up just the \$285,000 or will he also be trying to reduce the \$618,074 overall budget increase?

363

A. Garron: The answer is both.

364

370 T. Tsantoulis: We have three (3) big budgets coming up – Fire, Police and DPW. There is not much
 371 extra in these smaller budgets.
 372
 373 C. Karolian: If the Tax Collector is still here, I would like to know the percentage of unpaid tax bills from
 374 July.
 375
 376 K. Blichmann: I haven't run those numbers, but I can have them for your next meeting.
 377
 378 C. Karolian: I am wondering about residents defaulting or asking for extensions. If they can't pay the
 379 July bill, how will they pay in December?
 380
 381 R. Duhaime: Do the NH Retirement amounts in the individual department budgets include the 25%
 382 increase?
 383
 384 A. Garron: No, they do not.
 385
 386 R. Lapierre: So, they will all have different numbers. Will we have to vote on all of these again?
 387
 388 C. Soucie: No. At your next meeting, you will make one motion to increase the budget by \$285,000, or
 389 whatever the actual amount is.
 390
 391 **TOWN CLERK (TAB 11)**
 392
 393 T. Rainier: The Town Clerk budget shows an overall decrease, due to the fact that there are no
 394 scheduled State or Federal elections in the 2021-22 budget year. There could be special elections.
 395
 396 R. Lapierre: What about return postage for absentee ballots?
 397
 398 T. Rainier: The voter pays that. The increase overall in absentee voting will affect the cost of postage
 399 for the Town Election because that ballot is several pages long. However, that is a smaller election.
 400
 401 D. Boutin: Do you expect that absentee voting will level off in a year or so when we are past the
 402 pandemic?
 403
 404 T. Rainier: I have seen an overall upward trend in absentee voting since I have been the Town Clerk.
 405 Voters tend to stick with it, having done it once.
 406
 407 ***D. Boutin motioned to approve the Town Clerk 2021-22 budget in the amount of \$29,639. T.***
 408 ***Tsantoulis seconded the motion.***
 409
 410 C. Karolian: The Town Clerk is an elected position with a stipend, correct?
 411
 412 T. Rainier: Yes.
 413
 414 C. Karolian: I am seeing overtime expenses in your budget.
 415
 416 T. Rainier: That is for the Deputy Town Clerk.
 417
 418 Chair Sullivan called for a roll call vote on the motion to approve the Town Clerk budget.
 419

420 **Roll Call Vote #6**

421 **J. Durand Aye**

422 **R. Lapierre Aye**

423 **C. Karolian Aye**

424 **D. Boutin Aye**

425 **C. Jones Not present**

426 **T. Tsantoulis Aye**

427 **A. Walczyk Aye**

428 **R. Duhaime Aye**

429 **J. Sullivan Aye**

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

431

432 **PUBLIC WORKS (TAB 9)**

433

434 E. Labonte: The Public Works budget has an increase of 4.1%, due mainly to the increase in the
435 Paving line from \$600,000 to \$900,000, which was recommended by the study that was done. The rest
436 of the budget is basically flat. We strive to make corrections that will accurately reflect where the costs
437 are. For example, we had pagers under an old fee and are now paying \$2.00 per month instead of
438 \$57.00 per month.

439

440 C. Karolian: You have only two full-time people in your office, yet you are showing an expense of
441 \$3,000 for food and meals. Can you explain that?

442

443 E. Labonte: That is for the entire department and is mostly to provide meals when employees are
444 plowing overtime during long winter storms. They sometimes work for two or three days without going
445 home. If they have been plowing all night, we provide breakfast for them. We also provide water for
446 those working outside in the heat, per OSHA.

447

448 Chair Sullivan: I see that Fuel is down about \$6,000 and that the Salt line has been reduced as well.

449

450 A. Garron: The Salt budget was reduced, based on historical trends.

451

452 R. Duhaime: Even though you have a lot of new vehicles, your vehicle maintenance costs are not
453 down. Can you explain that?

454

455 E. Labonte: We still have a lot of older vehicles, which require a lot of maintenance. The newer vehicles
456 have different maintenance requirements, due to new technologies. Some of our vehicles are 20 years
457 old.

458

459 A. Garron: As a general note, I have reduced unleaded fuel from \$2.75 per gallon to \$2.50 per gallon.
460 Diesel remains at \$2.75.

461

462 A. Garron: I am recommending a reduction of the Resurfacing budget from \$900,000 to \$750,000,
463 reducing the increase by \$150,000. This is still higher than the \$600,000 of last year and will allow for
464 some of the paving to be done. I considered spreading this reduction over two years.

465

466 **J. Durand motioned to reduce the Resurfacing line in the Public Works 2021-22 budget to**
467 **\$750,000. T. Tsantoulis seconded the motion.**

468

469 A. Walczyk: Page 8 of 19 in your backup information says you change the plow edges and chains
470 twice a year. Is this sufficient?

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471
 472 E. Labonte: Yes, this is adequate. We are trying a new blade that is supposed to be more efficient.
 473
 474 A roll call vote was taken on the motion to reduce the Resurfacing line.
 475
 476 **Roll Call Vote #7**
 477 **C. Jones Not present**
 478 **C. Karolian Nay**
 479 **R. Lapierre Aye**
 480 **R. Duhaime Aye**
 481 **A. Walczyk Nay**
 482 **J. Durand Aye**
 483 **T. Tsantoulis Aye**
 484 **D. Boutin Aye**
 485 **J. Sullivan Aye**
 486 **Voted in favor (6-2).**
 487
 488 **C. Karolian motioned to reduce the Resurfacing line to one dollar (\$1.00).**
 489
 490 C. Karolian: We don't know the future. I keep beating that same drum.
 491
 492 Chair Sullivan: There is no second to your motion, so we cannot discuss it.
 493
 494 R. Lapierre: On page 17 of 19, you have Building Maintenance twice.
 495
 496 Chair Sullivan: One line is TB and one is CH is for the Courthouse, which is a lease so it is broken out.
 497
 498 A. Walczyk: Referring to the Electric line item #622, that has been reduced from \$98,700 to \$92,000.
 499 Can you explain that reduction?
 500
 501 E. Labonte: That is based on history.
 502
 503 R. Duhaime: Are Custodial Supplies for the Fire Station in your budget?
 504
 505 E. Labonte: Yes, that comes out of our budget.
 506
 507 R. Duhaime: What about the van that is in the Building Maintenance Account?
 508
 509 E. Labonte: That is not in the fleet. We maintain it.
 510
 511 R. Duhaime: Do you have a total for all vehicle maintenance costs?
 512
 513 E. Labonte: No. They have to be added separately.
 514
 515 D. Boutin: Where are your new vehicles in this budget?
 516
 517 E. Labonte: You saw them in the Vehicle Capital Reserve Fund.
 518
 519 C. Karolian: There is money budgeted for Parks & Recreation overtime. Are the fields being used even
 520 with COVID-19?
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521

522 E. Labonte: The fields are being used for athletics, but not as much as usual. They also maintain flower
523 beds at Memorial Field and do digging for burials. Some of this requires overtime.

524

525 C. Karolian: I don't see flower beds and burials in the explanation.

526

527 E. Labonte: I can add those next year.

528

529 D. Boutin: The amount of \$673,000 seems excessive.

530

531 E. Labonte: Payroll is \$300,000 of that.

532

533 Chair Sullivan: Benefits and insurance add about \$75,000 to that.

534

535 E. Labonte: This is seven (7) full-time employees and two (2) unfilled seasonal positions. They maintain
536 all of the school fields and do the mowing at Routes 3 and 3A.

537

538 D. Boutin: What about the \$15,000 in overtime?

539

540 E. Labonte: Since we don't have the seasonal workers, the full-time employees must maintain all of the
541 fields and the flower beds, and prepare for burials.

542

543 D. Boutin: I would like a better explanation.

544

545 C. Karolian: Don't the funeral homes pay for the burials?

546

547 C. Soucie: Individuals purchase cemetery plots for \$300; that money goes to the Cemetery Trust Fund.
548 The purchasers of the plots pay \$150 for the digging, which goes to the Grave Services revenue
549 account.

550

551 C. Karolian: Why do your employees have GPS devices? Can't they find their way around the town?

552

553 E. Labonte: The GPS devices are in all Public Works vehicles. We get complaints about speeding and
554 other things, and we want to verify these complaints. It is for the safety of our employees. People call to
555 say that someone threw something out the window of a town vehicle, and since we know where our
556 employees are, we can determine if the complaint is valid.

557

558 ***R. Lapierre motioned to approve the Public Works 2021-22 budget in the amount of \$4,859,799.***

559 ***T. Tsantoulis seconded the motion.***

560

561 **Roll Call Vote #8**

562 ***R. Lapierre Aye***

563 ***R. Duhaime Aye***

564 ***T. Tsantoulis Aye***

565 ***A. Walczyk Aye***

566 ***J. Durand Aye***

567 ***C. Jones Not present***

568 ***D. Boutin Aye***

569 ***C. Karolian Nay***

570 ***J. Sullivan Aye***

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571 ***Voted in favor (7-1).***

572

573 **FAMILY SERVICES (TAB 5)**

574

575 A. Garron: This budget has a reduction of \$6,000, due to a reduction in the Welfare line, offset by the
576 added cost of running the bus service five days a week.

577

578 Chair Sullivan: Could this be reduced more?

579

580 C. Soucie: If the moratorium on evictions is lifted, this situation would change. Also, the \$600 increase
581 in monthly unemployment has reduced the demand for assistance, and that could change as well.

582

583 ***D. Boutin motioned to approve the Family Services 2021-22 budget in the amount of \$157,026. T.***
584 ***Tsantoulis seconded the motion.***

585

586 **Roll Call Vote #9**

587 ***J. Durand Aye***

588 ***D. Boutin Aye***

589 ***C. Jones Not present***

590 ***R. Duhaime Aye***

591 ***C. Karolian Nay***

592 ***A. Walczyk Aye***

593 ***T. Tsantoulis Aye***

594 ***R. Lapierre Aye***

595 ***J. Sullivan Aye***

596 ***Voted in favor (7-1)***

597

598 C. Karolian: This department is going to need more.

599

600 **BUDGET COMMITTEE (TAB 12)**

601

602 ***T. Tsantoulis motioned to approve the Budget Committee 2021-22 budget in the amount of***
603 ***\$7,780.00. D. Boutin seconded the motion.***

604

605 C. Karolian: Is the Secretary earning \$5,000 for 18 meetings an appointed position? There is another
606 secretary as well.

607

608 Chair Sullivan: The first is a person hired to take minutes. The second probably has the role which
609 Councilor Durand has for the Council.

610

611 R. Duhaime: This is \$278.00 per meeting. Is that standard?

612

613 A. Garron: Yes, it is.

614

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

616

617 **Roll Call Vote #10**

618 ***C. Karolian Nay***

619 ***T. Tsantoulis Aye***

620 ***R. Lapierre Aye***

621 **C. Jones** *Not present*
 622 **D. Boutin** *Aye*
 623 **J. Durand** *Aye*
 624 **A. Walczyk** *Aye*
 625 **R. Duhaime** *Aye*
 626 **J. Sullivan** *Aye*
 627 **Voted in favor (7-1).**

628
 629 **CEMETERY COMMISSION (TAB 14)**
 630

631 **J. Durand** *motioned to approve the Cemetery Commission 2021-22 budget in the amount of*
 632 **\$1,660.00. D. Boutin** *seconded the motion.*
 633

634 A. Walczyk: The backup information lists \$5,000.
 635

636 C. Soucie: That is in the DPW budget under Parks, Recreation & Cemeteries. It is for expansion.
 637

638 **Roll Call #11**

639 **T. Tsantoulis** *Aye*
 640 **R. Lapierre** *Aye*
 641 **J. Durand** *Aye*
 642 **C. Jones** *Not present*
 643 **C. Karolian** *Aye*
 644 **A. Walczyk** *Aye*
 645 **R. Duhaime** *Aye*
 646 **D. Boutin** *Aye*
 647 **J. Sullivan** *Aye*
 648 **Voted unanimously in favor (8-0).**
 649

650 **ADMINISTRATION (TAB 2)**
 651

652 A. Garron: I had planned in this budget to make the part-time Administrative Assistant full-time, but I am
 653 going to remove that and leave the position part-time for this year. We do need the extra help, but I
 654 want to offset the NH Retirement increase. I will calculate the increase in salary and benefits for the full-
 655 time position and deduct that. I will have those numbers for the next meeting.
 656

657 D. Boutin: Is the Administrative Services Coordinator position staying?
 658

659 A. Garron: Yes. That is Donna Fitzpatrick and she is staying.
 660

661 C. Karolian: What is the situation with the Amoskeag Rowing Club? I thought we dealt with this last
 662 year. I am looking at \$5,000 for this.
 663

664 A. Garron: The Club gives us \$5,000 per year and we can offer a town employee a scholarship. We
 665 have to budget \$5,000 for it, which is offset by the revenue from the Club.
 666

667 C. Karolian: I have the contract here with me, and I beg to differ with you. The information I have is
 668 contrary to the explanation you just gave.
 669

670 A. Garron: The contract states, on page 3, that the Club will pay the Town \$5,000 per year which may
671 be used for various purposes, including membership for a town employee wishing to join but lacking the
672 financial ability.

673
674 Chair Sullivan: It is similar to the arrangements for cemetery plots and burials.
675

676 A. Garron: This agreement goes back many years and was formalized in 2007.
677

678 **Chair Sullivan motioned to reduce the 2021-22 budget amount for the Amoskeag Rowing Club to**
679 **one dollar (\$1.00). T. Tsantoulis seconded the motion.**
680

681 **Roll Call Vote #12**

682 **D. Boutin Nay**

683 **A. Walczyk Aye**

684 **J. Durand Aye**

685 **C. Karolian Aye**

686 **R. Lapierre Nay**

687 **T. Tsantoulis Aye**

688 **R. Duhaime Nay**

689 **C. Jones Not present**

690 **J. Sullivan Aye**

691 **Voted in favor (5-3).**
692

693 A. Garron: We have budgeted \$25,000 for the Bicentennial Celebration. It is our best estimate of what
694 will be needed for planning the event. The Council may have a different view about how much to
695 budget.
696

697 Chair Sullivan: We had our first committee meeting today. This amount makes sense. We can add to it
698 as we go along with the planning, and we may get donations.
699

700 R. Duhaime: Would you explain the \$1,000 for Drug & Alcohol Testing per quarter?
701

702 A. Garron: This covers all departments when there is an incident and an employee needs to be sent to
703 a clinic for a test. We have pre-employment testing as well. If there are funds left over in this account,
704 they go to the Undesignated Fund Balance.
705

706 R. Duhaime: How many new employees have you hired this year?
707

708 A. Garron: Approximately ten.
709

710 A. Walczyk: I would like to add a line item in the amount of \$5,000 for longevity gifts, which are given
711 out at our Employee Appreciation Picnic. Every year, we scrounge for donations. We give \$50.00 gift
712 cards to those with five (5) years of service; \$100.00 gift cards for ten (10) years of service; \$150.00
713 cards for 15 years of service and \$200.00 for 20 years of service or more.
714

715 **A. Walczyk motioned to add a line item in the amount of \$5,000.00 for longevity gift cards to be**
716 **given out at the Employee Appreciation Picnic.**
717

718 No second was offered.
719

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720 **A. Walczyk motioned to increase the amount budgeted for the Employee Appreciation Picnic in**
 721 **the 2021-22 budget from \$1,000 to \$1,500. R. Duhaime seconded the motion.**
 722

723 J. Durand: It seems odd that when he doesn't get his way, he rewords it. This is ridiculous and a waste
 724 of time.

725

726 A. Walczyk: For the last few years, we have relied on donations of food and drinks. This is separate
 727 from the longevity awards.

728

729 R. Duhaime: If we are going to do this right, we need more money to fund it.

730

731 **Roll Call Vote #13**

732 **C. Karolian** *Nay*

733 **D. Boutin** *Nay*

734 **T. Tsantoulis** *Nay*

735 **R. Lapierre** *Aye*

736 **A. Walczyk** *Aye*

737 **R. Duhaime** *Aye*

738 **J. Durand** *Nay*

739 **C. Jones** *Not present*

740 **J. Sullivan** *Not present*

741 **Motion failed (3-4).**

742

743 R. Lapierre: Could we put a time limit on the extension of the meeting?

744

745 **D. Boutin motioned to extend the meeting at 9:30 pm until 10:00 pm. R. Lapierre seconded the**
 746 **motion.**

747

748 **Roll Call Vote #14**

749 **R. Duhaime** *Aye*

750 **J Durand** *Aye*

751 **C. Jones** *Not present*

752 **R. Lapierre** *Aye*

753 **A. Walczyk** *Aye*

754 **D. Boutin** *Aye*

755 **C. Karolian** *Nay*

756 **T. Tsantoulis** *Aye*

757 **J. Sullivan** *Aye*

758 **Voted in favor (7-1).**

759

760 C. Karolian left the meeting at 9:30 pm.

761

762 R. Duhaime: The amount for Workers' Compensation is \$202,000. That is one third of your budget. Can
 763 you explain?

764

765 A. Garron: That is for all town employees. Many items in the Administration budget are for all town
 766 employees.

767

768 **COMMUNITY DEVELOPMENT (TAB 4)**

769

770 D. Boutin: The Code Enforcement Division has \$98,630. What does that cover?

771

772 A. Garron: That is for the COE's salary, insurance, and other benefits, and also part-time vacation
773 coverage.

774

775 ***T. Tsantoulis motioned to approve the 2021-22 Community Development budget in the amount***
776 ***of \$482,192. D. Boutin seconded the motion.***

777

778 **Roll Call Vote #15**

779 ***D. Boutin Aye***

780 ***C. Jones Not present***

781 ***A. Walczyk Aye***

782 ***J. Durand Aye***

783 ***R. Duhaime Nay***

784 ***T. Tsantoulis Aye***

785 ***R. Lapierre Aye***

786 ***C. Karolian Not present***

787 ***J. Sullivan Aye***

788 ***Voted in favor (6-1).***

789

790 **FINANCE (TAB 6)**

791

792 C. Soucie: The Finance Department increase of \$4,262 is due to the GASB 45/75 compliance done
793 every two years at a cost of \$4,500.

794

795 ***D. Boutin motioned to approve the Finance 2021-22 budget in the amount of \$250,800. T.***
796 ***Tsantoulis seconded the motion.***

797

798 **Roll Call Vote #16**

799 ***A. Walczyk Aye***

800 ***R. Lapierre Aye***

801 ***C. Jones Not present***

802 ***R. Duhaime Aye***

803 ***J. Durand Aye***

804 ***C. Karolian Not present***

805 ***T. Tsantoulis Aye***

806 ***D. Boutin Aye***

807 ***J. Sullivan Aye***

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

809

810 **DEBT (PRINCIPAL, INTEREST & TANS) (TAB 13)**

811

812 Chair Sullivan: There are no more leases.

813

814 C. Soucie: The increase in principal is because of the TIF. The total amount of \$307,375 for principal
815 and interest will be offset, and this amount will expand with more improvements.

816

817 ***Chair Sullivan motioned to approve the Debt (Principal, Interest & Tans) 2021-22 budget in the***
818 ***amount of \$307,375. D. Boutin seconded the motion.***

819

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820 **Roll Call Vote #17**

821 **T. Tsantoulis Aye**

822 **C. Jones Not present**

823 **R. Duhaime Aye**

824 **A. Walczyk Aye**

825 **R. Lapierre Aye**

826 **C. Karolian Not present**

827 **J. Durand Aye**

828 **D. Boutin Aye**

829 **J. Sullivan Aye**

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

831

832 T. Tsantoulis: The Fire Department increase of 15% should be a call to action.

833

834 **Chair Sullivan motioned to adjourn at 9:46 pm. T. Tsantoulis seconded the motion.**

835

836 **Roll Call Vote #18**

837 **J. Durand Aye**

838 **R. Lapierre Aye**

839 **C. Karolian Not present**

840 **D. Boutin Aye**

841 **C. Jones Not present**

842 **T. Tsantoulis Aye**

843 **A. Walczyk Aye**

844 **R. Duhaime Aye**

845 **J. Sullivan Aye**

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

847

848 Respectfully submitted,

849 *Kathleen Donnelly*

850 Kathleen Donnelly

851 Recording Clerk

852

853

854 **Please see subsequent meeting minutes for any amendments to these minutes.**

855

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, September 9, 2020**

The Hooksett Town Council met on Wednesday, September 9, 2020 at 6:00 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of 09 Sep 2020 to order at 6:02 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 Roland Lapierre, Councilor David Boutin, Councilor Clifford Jones, Councilor Timothy Tsantoulis, and Councilor Alex Walczyk

Councilor Clark Karolian attended remotely.

PLEDGE OF ALLEGIANCE

Chair Sullivan called for the Pledge of Allegiance.

PUBLIC HEARINGS

Public Hearing to accept the donation of Personal Protective Equipment, Hand sanitizer, and Thermometers from Ocean State Job Lot, valued at \$11,150.00, to the Town of Hooksett for the Hooksett Police and Fire Departments per RSA 31:95-e II.

Chief Bouchard: Ocean State Job Lots contacted Chief Burkush and myself about this donation. Over the past several months they held a fund raiser. Customers could make donations when making purchases. The supplies, valued at \$11,500.00, were split evenly between the Fire and Police Departments. We were given huge boxes of surgical masks, hand sanitizers, thermometers and face shields, giving us a back supply of these items. This is a very generous donation.

SPECIAL RECOGNITION

Hooksett Municipal Employee - New Hire

A. Garron: We have no new hires to report at this time.

C. Karolian: I propose that we should have a freeze on new hires until we get over this situation with COVID, into the next fiscal budget.

Chair Sullivan: I will ask you to hold that until the appropriate time during the Town Administrator's report.

SCHEDULED APPOINTMENTS

None.

CONSENT AGENDA

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1

None.

TOWN ADMINISTRATOR'S REPORT

A. Garron: I would ask for the Council's indulgence for a presentation on Hooksett's Stormwater Asset Management Program. Town Engineer Bruce Thomas, Public Works Director Earl Labonte, and a consultant from Hoyle/Tanner will make the presentation. This is part of the MS-4 program for DES.

B. Thomas: I would like to introduce Mr. John Jackman from Hoyle/Tanner and Ms. Deborah Louiselle, who is the Stormwater Coordinator for NHDES. We have a PowerPoint presentation on Hooksett's Stormwater Asset Management plan, which was started to meet the NHDES requirement for the MS-4. That is the primary purpose. It outlines a plan for monitoring stormwater outfalls and things like that, with the goal of pollution prevention. This presentation will cover Public Works & Utilities, Asset Management Challenges and Hooksett's Asset Management Program. To provide some background, in June of 2017, pre-application was made for \$30,000 from the State Revolving Fund (SRF). A warrant article was passed in March of 2018, the full application was completed in June of 2018, and this presentation represents the completed project. Public Works elements include the stormwater system, road system, Parks & Rec areas, and the Public Works facilities. The challenges Hooksett faces include updating the GIS map, comprehensive preventative maintenance & financial forecasting, responding to and tracking emergency responses, and customer service tracking. We have come quite a way with the GIS map. These challenges include the following increases: 1) demand on services 2) age of infrastructure 3) accountability 4) unfunded/underfunded mandates 5) requirements to be sustainable & resilient and 6) regulatory requirements.

Chair Sullivan: In what regard are you talking about sustainability and resiliency?

B. Thomas: That means having equipment that we are maintaining in good condition. We want to establish realistic ways to maintain our equipment without spending too much.

B. Thomas: Elements of the Asset Management Program include inventory, maintenance, condition assessment, criticality, life cycle costs, and level of service. All of these are typical MS-4 requirements. We need to keep track of our assets more efficiently.

R. Duhaime: Do you have a list of assets?

B. Thomas: Yes, we do, and we will get to that.

Chair Sullivan: This is similar to our Roadway Management program, isn't it?

B. Thomas: Yes, and when I came to Hooksett, there were streets without names. Now, all of the streets have been named and they are color-coded by State, Town and private roads. With Mr. Jackman's help, we have identified all drain pipes, catch basins, and outfalls. I was able to put together a map with all outfall locations identified in just ten minutes today. In another 15 minutes, all were numbered, with a description of where they are and their current condition. We have put the size and age of each pipe into a database

D. Boutin: Why are there no drain lines on some of these?

B. Thomas: It is not necessary to have drainage everywhere.

C. Jones: If you come to Bert Street after a heavy rain, you can see the flooding that I deal with.

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2

105 J. Jackman: That is good to know and is one of the ways we gather information. This next slide
 106 demonstrates the way we analyze assets, which is based on maintenance needs, criticality, condition
 107 and value.
 108
 109 R. Duhaime: Do we have a list of assets?
 110
 111 J. Jackman: Using GPS, we located over 2,000 storm structures owned by the Town. I do not have that
 112 list with me, but we have the diameter, material, year and length recorded. Public Works is constantly
 113 updating this information while doing maintenance.
 114
 115 R. Lapierre: Regarding data criticality, are condition and value based on quantitative or qualitative
 116 data?
 117
 118 J. Jackman: Because we are at the beginning of the program, we are working from the top down. Detail
 119 will be improved over time.
 120
 121 R. Lapierre: Do you have a scale such as 1 – 5 for rating the assets?
 122
 123 J. Jackman: When Public Works employees are cleaning a structure, they do a condition analysis to
 124 determine what needs to be done. Criticality is based on diameter, the year installed and the material of
 125 the pipe. We have developed a risk score. If that asset fails, what are the consequences? Is it close to
 126 a school or a hospital? What is the traffic volume? I caution that we are at the beginning of this process.
 127
 128 R. Lapierre: Do these factors affect value?
 129
 130 J. Jackman: Value is based on current replacement cost.
 131
 132 R. Lapierre: Do you multiply criticality times value to establish expected repair costs per year?
 133
 134 J. Jackman: Risk is probability times the consequences of failure.
 135
 136 D. Boutin: What is criticality?
 137
 138 J. Jackman: If an asset fails, what are the financial, environmental and social impacts?
 139
 140 D. Boutin: How do you put it all together?
 141
 142 J. Jackman: Included in the GIS is how we will interpret the data so that we understand and can act.
 143 This will take time. In two years, we will have better data. Public Works employees have phones,
 144 tablets and maps. The risk model has not yet been developed.
 145
 146 D. Boutin: Who will train the employees?
 147
 148 J. Jackman: They are doing it now, but do we need more training and more data? Yes. I am available to
 149 help with this. Hooksett has come a long way, but there is a long way to go.
 150
 151 Chair Sullivan: Maybe you can come back in a year and give us an update.
 152
 153 J. Jackman: Yes. Part of the program involves developing levels of service for various elements. We
 154 had a workshop with representatives from NHDES, Hooksett staff and Hoyle/Tanner. The purpose was
 155 to develop a scorecard on how well Hooksett is doing regarding such factors as outfalls, culverts,
 156 stormwater and street sweeping. Upon evaluation, for goals not achieved, reasons for failure can be

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157 identified. Was the failure preventable? This is a top down capital planning tool. It will allow for better
158 budget analysis. Hooksett has a \$50 million collection system and a stormwater deficit of \$9.4 million of
159 pipes that are failing.

160
161 D. Boutin: Does the CIP have funds for stormwater management?

162
163 E. Labonte: Yes, three (3) areas have been identified and programed out.

164
165 J. Durand: Is Sherwood Drive on that list?

166
167 E. Labonte: Yes, it is.

168
169 J. Jackman: This program is always ongoing and updated.

170
171 A. Walczyk: We have a roadway management system. Can we leverage that to correlate road work
172 with work on the stormwater system?

173
174 E. Labonte: We don't have a good camera for the drainage pipes.

175
176 B. Thomas: If we know what road is going to be done, we can zoom in on the condition of the pipes.

177
178 R. Duhaime: Has this been done for the work to be done on Dale and Morris?

179
180 E. Labonte: In that situation, the pipes are outside of the paving and there is very little drainage there.
181 Also, those roads are in such bad condition that we would have to do them anyway. In the future, yes,
182 we can try to coordinate road work with drainage work.

183
184 R. Duhaime: What about the outfalls?

185
186 B. Thomas: We inspect the outfalls as part of the MS-4 program. It is required, and the data will go into
187 the program.

188
189 E. Labonte: We have LeRoux, Sherwood and Scott Drives in the CIP now.

190
191 D. Boutin: What is the timetable for this?

192
193 B. Thomas: This is from now until the end of time.

194
195 D. Boutin: How will this be paid for?

196
197 B. Thomas: The staff will be doing the work. It would be helpful to have more equipment, but the work
198 will be done when routine work is being done.

199
200 Chair Sullivan: If you start today, how long will it take?

201
202 J. Jackman: Employees do this when doing their daily jobs. For example, when they are cleaning a
203 catch basin, they can take a photograph. If the catch basin is in poor condition, an email report can be
204 sent. Establishing the database will take about five years.

205
206 B. Thomas: Ms. Deborah Louiselle, Stormwater Coordinator for the NHDES would like to address the
207 Council.

208

209 D. Louiselle: I am here for Katie Zink, who could not make the meeting. She wants to applaud the great
210 work done by Bruce Thomas, Earl Labonte and Tom Bartula on the development of this plan. With the
211 help of their consultant, Hoyle/Tanner, they have created a prioritized inventory of assets, which will
212 save Hooksett money in the long run.

213

214 R. Duhaime: We have a lot of State roads in Hooksett, and I have about questions about plans for the
215 Merrimack River watershed.

216

217 D. Louiselle: There are lots of grant opportunities outside the area of asset management. Assuming a
218 warrant article is needed, Hooksett could start now and get ahead of the curve. We have a lot of low
219 interest loans.

220

221 Chair Sullivan: Next, we have Town Clerk Todd Rainier, Moderator Cindy Robinson and Assistant
222 Moderator Don Riley with a report on the primary election.

223

224 T. Rainier: We did the pre-processing of absentee ballots on Labor Day, working basically from 9:00 am
225 to 5:00 pm. This worked well, and I want to thank Councilors Boutin, Sullivan, Tsantoulis and Walczyk
226 for giving up their holiday to help us. We had 10,718 registered voters on the checklist when the
227 election began. A total of 2,922 votes were cast, including 848 absentee ballots. Of the request for
228 absentee ballots, only 200 did not come back. As compared with the same election in 2016, we had
229 1,000 more ballots. The Checklist Supervisors registered 92 new voters. From the Fire Department, we
230 had Captain Stalker and Assistant Chief Colburn at the entrance all day, serving as buffers. They
231 arrived before 6:00 am and were there until after 7:00 pm. They were the right people for that role, and
232 we were grateful for their help. The Police Department supplied officers for two shifts, morning and
233 afternoon, and we thank them as well. We had two voters who could not wear masks and another two
234 who would not. We handled them as we had planned. We are now starting to plan for November.

235

236 R. Duhaime: Will you need more tables with plexiglass for November?

237

238 T. Rainier: We are working on how to fit everything we will need into the area for November. We can
239 move the Checklist Supervisors into the cafeteria, and we need to plan for distancing in the hallway and
240 out the door.

241

242 Chair Sullivan: Do you need something you don't have?

243

244 T. Rainier: The pre-processing of absentee ballots was a time-saver, but we still worked all of election
245 day on the absentee ballots. No doubt there will be many more in November.

246

247 C. Robinson: I want to point out that elections are getting bigger and more complex. I was not able to
248 close the polls until 7:15 pm. An enormous amount of time and manpower are needed. We need many
249 more volunteers. Our Supervisors of the Checklist need brand new laptops. They now have refurbished
250 ones; one didn't even work and the others did not work well. They want ones with built-in Wi Fi. Best
251 Buy has them for less than \$1,000. Another challenge is the way the absentee ballots are organized.
252 The State software arranges them alphabetically by district, but the checklist is arranged alphabetically
253 by the whole town.

254

255 Chair Sullivan: The Council will help in any way we can to get more volunteers.

256

257 D. Riley: The way we organized the absentee ballots cost us 10-15% in efficiency. We need to get rid of
258 the program at the State level which kicks them out by district. It is a simple programing issue.

259

260 C. Robinson: Many of the large, national stores, such as Target, have programs whereby they will pay
261 their employees for working at the polls. It would be good if someone could check with the one in
262 Hooksett to see if they are willing to do this.

263
264 A. Garron: Can we get the State to change the format? Can we control that?
265

266 T. Rainier: The program breaks the list into districts, as if they are city wards. If we don't eliminate our
267 districts, we can't change this. It is a Charter issue.
268

269 A. Garron: What can we do to change this?
270

271 J. Durand: Why can't we get the printout arranged alphabetically by the whole town?
272

273 T. Rainier: That would be something to discuss with the Secretary of State's office.
274

275 A. Garron: If we purchase laptops for the Checklist Supervisors, it will come out of our current budget
276 for computers.
277

278 ***R. Duhaime motioned to direct the Town Administrator to provide the three (3) laptops***
279 ***necessary for the Supervisors of the Checklist. A. Walczyk seconded the motion.***
280

281 T. Tsantoulis: I think we should postpone this motion in order to get more information about what
282 laptops they want.
283

284 Chair Sullivan: We could have a presentation at the budget workshop next week to provide that
285 information.
286

287 C. Jones: Can we look at IBMs as well as Apples? The Apple laptops are more expensive.
288

289 C. Robinson: I just gave an example.
290

291 R. Duhaime: I withdraw my motion.
292

293 A. Garron: I have an update on the streetlight conversion. Affinity has started analyzing the ledger.
294 They have between 70 and 90 minor issues regarding ownership of the 435 lights. The dashboard will
295 be up soon.
296

297 A. Garron: Chief Bouchard has a brief report on an activity in her department.
298

299 Chief Bouchard: September is Suicide Prevention month, and my officers came up with an activity to
300 support awareness of suicide in the veteran population. Today, several of us went to the Vet Center in
301 Hooksett to do 22 pushups in awareness of the 22 veterans who die each day from suicide. The Police
302 Association presented a check for \$2,200 to the Vet Center.
303

304 R. Duhaime: Is the Tax Collector's office all caught up on car registrations?
305

306 A. Garron: From what I know, they are pretty much caught up.
307

308 R. Duhaime: I had a constituent call about a fire inspection. Where does that stand?
309

310 A. Garron: Assistant Chief Colburn his doing his best, with a two-week backlog at this time.

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Chair Sullivan: Why is there a backlog?

A. Garron: Assistant Chief Colburn wears multiple hats. This was a separate position at one time. Also, there is more activity in Town with development and the pandemic.

C. Karolian motioned to institute a hiring freeze on new employees, effective immediately. T. Tsantoulis seconded the motion.

C. Karolian: We don't know the financial impact of COVID on revenue, etc. A freeze is a wise and prudent thing. I don't know how many vacancies we currently have, but we should have up to a 10% cut in each department. We haven't gotten anything about where we are with revenue, how far behind we are. Keep in mind this will go into the 2022 fiscal year.

A. Garron: Revenues that are lagging include the State Highway Block Grants and interest income on our investments. My concern with a freeze is that we have made two offers for firefighters and one for a police officer. We would be replacing some due to retirement or resignations. Could we consider allowing replacements, but no new positions? In the upcoming budget for 2021-22, there are a couple of new positions. I withdrew one of these. There will be another next week. I can have the numbers for the budget review meeting next week.

E. Labonte: We are at 50% staffing at Recycling & Transfer. We have one vacancy at Highway and one in Parks & Rec. We do not have seasonal workers because we have had no applications for those positions.

Chief Burkush: In addition to the two currently open positions for which we have made offers, we have two lieutenants retiring this fall. A freeze would severely hurt our operation. We have two firefighters out on workers comp and with an injury

C. Karolian: Would you describe your shifts in terms of supervisory manpower?

Chief Burkush: At Station 1, we have a lieutenant and two firefighters. At Central, we have one lieutenant and three or four firefighters. The DOJ grant is keeping us at seven per shift. Group One is two lieutenants and five firefighters; Group Two is one lieutenant, one captain and five firefighters; Group Three is one captain, one lieutenant and five firefighters; and Group Four is two lieutenants and five firefighters. That is at two stations.

Chief Bouchard: We have one full-time officer position open. Certified candidates are best because they are already trained. We have had a part-time Administrative Assistant position open since March, and just advertised for it.

C. Karolian: Is a full complement 30?

Chief Bouchard: Yes, and we are at 29.

T. Tsantoulis: I hate saying this, but difficult times require difficult decisions. We all know that restaurants are not serving many customers. Therefore, town revenue from Meals & Lodging taxes will be down. Our three largest department represent a four percent (4%) increase in the proposed budget. I don't like talking about this and I don't want to be a doomsayer, but we could be in trouble this time next year. It's a real possibility.

C. Jones: With a four-man shortage, will EMT services be affected?

363

Chief Burkush: COVID has affected our budget from top to bottom in many different ways. We have dealt with hiring issues, quarantine and training. The CARES Act has given us funds for the loss of ambulance revenue. We have applied for grants for emergency personnel and have been successful so far. We have received \$200,000 DOJ grants. We have been working with the Town Council through this crisis. A hiring freeze is premature. With a 10% reduction, I would have to close one station.

369

C. Jones: Do you need to have a minimum staff to get federal grants?

371

Chief Burkush: That is not the focus with COVID grants.

373

C. Jones: I am concerned about winter storms if Public Works cannot keep up with them.

375

Chief Bouchard: We are fortunate to be at 29 for staffing, but we could have officers leaving whom we could not replace. Then we would have a public safety issue.

378

Chair Sullivan: If we reduce the budget by 9.5 employees, will the tax rate be affected?

380

A. Garron: The current staff of employees are in the budget. We have worked to maintain a fund balance between 8 and 15%.

383

Chair Sullivan: How long would this hiring freeze last?

385

C. Karolian: I would like to keep that open and see up to 10% budget cuts in all departments.

387

D. Boutin: I agree with the freeze but would like to see a timeframe – possibly six months.

389

D. Boutin motioned to limit the timeframe for the hiring freeze to six months. T. Tsantoulis seconded the motion.

392

T. Tsantoulis motioned to move the question.

394

A. Garron: With an immediate freeze, we cannot proceed with the two offers we have made and if other employees leave, we cannot replace them.

397

A. Walczyk: We are already asking our employees to do more work. We don't have much information available to make this decision. There are a dozen employees we may not hire because of this. How much money would we save? I am still not clear on where we stand with revenue.

401

A. Walczyk motioned to table this item so that a data-driven decision can be made. R. Lapierre seconded the motion.

404

Roll Call Vote #2

406

R. Duhaime Aye

407

J Durand Nay

408

C. Jones Aye

409

R. Lapierre Aye

410

A. Walczyk Aye

411

D. Boutin Nay

412

C. Karolian Nay

413

T. Tsantoulis Nay

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414 **J. Sullivan Aye**
 415 **Voted in favor (5-4).**
 416

417 C. Karolian: I have a procedural question. Councilor Tsantoulis motioned to move the question.

418
 419 Chair Sullivan: That is correct.
 420

421 D. Boutin: A motion to move the questions takes precedent over all others.

422
 423 Chair Sullivan: That is correct. I'm not sure if that motion had a second, but let's assume that it did.
 424

425 J. Durand: I will second it.

426
 427 Chair Sullivan: We will wait for Councilor Duhaime to return to take the vote.
 428

429 C. Karolian: Going forward, are we holding up a vote waiting for a Councilor to return? I have left the
 430 meeting before and votes were not held.

431
 432 A roll call vote was taken on the motion to move the question, requiring a two-thirds vote.
 433

434 **Roll Call Vote #3**

435 **D. Boutin Aye**
 436 **C. Jones Nay**
 437 **A. Walczyk Nay**
 438 **J. Durand Aye**
 439 **R. Duhaime Not present**
 440 **T. Tsantoulis Aye**
 441 **R. Lapierre Nay**
 442 **C. Karolian Aye**
 443 **J. Sullivan Nay**
 444 **Motion failed (4-4).**
 445

446 **A. Walczyk again motioned to table this item so that a data-driven decision can be made. R.**
 447 **Lapierre seconded the motion.**
 448

449 D. Boutin: What are you looking for that hasn't been offered?

450
 451 Chair Sullivan: A motion to table cannot be debated. Councilor Walczak stated that he needs
 452 information to make a data-driven decision.
 453

454 **Roll Call Vote #4**

455 **A. Walczyk Aye**
 456 **R. Lapierre Aye**
 457 **C. Jones Aye**
 458 **R. Duhaime Aye**
 459 **J. Durand Nay**
 460 **C. Karolian Nay**
 461 **T. Tsantoulis Nay**
 462 **D. Boutin Nay**
 463 **J. Sullivan Aye**
 464 **Voted in favor (5-4).**

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C. Karolian: So, will we be taking this up in two weeks? Next week is a budget review meeting.

Chair Sullivan: We can take this up under Other at the budget review meeting next week.

NOMINATIONS AND APPOINTMENTS

Chair Sullivan: We have no nominations or appointments. A Budget Committee representative is needed. If no one volunteers we will have to have a team approach. I would love to serve but I cannot because I am a member of the School Board.

OLD BUSINESS

Recommended Changes to the Administrative Code to Add Section for Procurement of Professional Services

B. Thomas: The purpose of this is to add a new section to the Administrative Code for the hiring of engineers and other professional services. I will walk you through the three changes suggested by Councilors when this was first presented. The bottom of page 12 and top of page 13 address projects costing from \$0 to \$15,000. This section won't change. At the bottom of page 15, I have crossed out what I previously proposed and simply added language saying that, for professional services of \$15,000 or less, see Section 5.3.2. The second change, suggested by Councilor Lapierre, is just above Section 5.3.4 on page 14. It says that, for professional services greater than \$15,000, see Section 5.3.6. The third change is on the bottom of page 16, addressing concerns about the list of factors. I have added 'Other factors as deemed necessary.' This is in addition to existing language in the introductory paragraph which says 'such as the following.'

A. Walczyk: I want to suggest one edit. On page 16, Section 5.3.6 I would change 'a minimum of ten business days to 'seven calendar days' to be consistent with the RFP language.

B. Thomas: That is a good suggestion.

C. Karolian: If you add 'and professional services' after the word 'purchases' on page 12, Section 5.3.2 and on page 13, you can eliminate all of the other stuff. You don't have to reinvent the wheel.

A. Garron: If I understand Councilor Karolian, this would eliminate the process we are trying to create for these types of services.

D. Boutin motioned to approve the changes to the procurement requirements set forth in the Administrative Code, as presented and modified, with the added change on page 16 from 'ten business days' to seven calendar days. R. Duhaime seconded the motion.

D. Boutin: This tightens up the Administrative Code with changes that address the issue.

R. Lapierre: According to the staff report, the Town Administrator concurs with the changes. Does the language as it exists reflect your recommendation, Mr. Garron?

A. Garron: Yes, it does.

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

Roll Call Vote #5

T. Tsantoulis Aye

C. Jones Not present

R. Duhaime Aye

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10

518 **A. Walczyk** *Aye*
 519 **R. Lapierre** *Aye*
 520 **C. Karolian** *Nay*
 521 **J. Durand** *Nay*
 522 **D. Boutin** *Aye*
 523 **J. Sullivan** *Aye*
 524 **Voted in favor (6-2).**

525
 526 **Town Council Technology Update**

527
 528 A. Garron: Mr. Germain will make a presentation on his research. This discussion started at the August
 529 Workshop meeting. We are looking at the audio here in the Chambers, technology improvements for
 530 the Board, and an update of the gymnasium as a secondary meeting site when more space is needed.
 531 We have a quote from an outfit which has already done work on this room in the past. As promised, Mr.
 532 Germain sent all of you a survey regarding your preferences.

533
 534 N. Germain: Looking first at the audio, I asked someone from the company which has done work for us
 535 in the past and who we trust to evaluate our options. He immediately ruled out the ceiling array option
 536 because this room is too big. Another wireless option is lavalier (KA lav) mics. The estimate for these is
 537 about \$32,000, a price which includes rewiring this room. Boundary mics like those used for conference
 538 calls would cost about \$20,000. Both the lav mics and the boundary mics would make Zoom
 539 conferencing easier. Our staff favors the boundary mics, in part because lav mics are fragile and often
 540 taken home by mistake.

541
 542 Chair Sullivan: Boundary mics could be taken to someone in the audience.

543
 544 N. Germain: Actually, we would use a floor mic for that.

545
 546 T. Tsantoulis: It is fiscally irresponsible to go further than making decisions on these items.

547
 548 A. Garron: These would be eligible for GOEFRR funds, because of their portability.

549
 550 T. Tsantoulis: I didn't know that these expenses fall within that category. I missed that. I'm sorry.

551
 552 J. Durand: So, if we don't spend the funds, we don't get them, right?

553
 554 Chair Sullivan: That is correct.

555
 556 A. Walczyk: Are the boundary mics the ones you wear?

557
 558 N. Germain: No. They sit on the table.

559
 560 A. Walczyk: And the cost is \$20,000?

561
 562 N. Germain: Yes, approximately.

563
 564 A. Walczyk: These are the ones the staff prefers, right?

565
 566 N. Germain: That is correct.

567

568 C. Karolian: Are you sure...Have you checked on eligibility for all of this? Has it been asked and
569 answered?

570

571 A. Garron: We were unprepared when employees had to start working from home and had to order
572 laptops for them. That was part of the \$81,000 reimbursement we received. The wireless mics would
573 allow us to spread out or move to the gym.

574

575 C. Karolian: What is the cost?

576

577 N. Germain: \$20,000.

578

579 ***D. Boutin motioned to purchase boundary mics for improved audio in the Chamber and/or the***
580 ***gymnasium. T. Tsantoulis seconded the motion.***

581

582 A. Garron: We have a timing issue with the requirement for an RFP and three bids. The option is a sole
583 source procurement. The deadline for submission of COVID-19 related items is October 15th.

584

585 R. Lapierre: For reimbursement, must these products and services be purchased and paid for in order
586 to be eligible?

587

588 A. Garron: Yes, they do.

589

590 C. Karolian: What is the cost?

591

592 D. Boutin: \$20,000

593

594 **Roll Call Vote #6**

595 ***J. Durand Aye***

596 ***R. Lapierre Aye***

597 ***C. Karolian Nay***

598 ***D. Boutin Aye***

599 ***C. Jones Aye***

600 ***T. Tsantoulis Nay***

601 ***A. Walczyk Aye***

602 ***R. Duhaime Aye***

603 ***J. Sullivan Aye***

604 ***Voted in favor (7-2).***

605

606 ***Chair Sullivan motioned to waive the bid process for audio equipment/installation and for the***
607 ***update of the gymnasium. D. Boutin seconded the motion.***

608

609 **Roll Call Vote #7**

610 ***C. Jones Aye***

611 ***C. Karolian Nay***

612 ***R. Lapierre Aye***

613 ***R. Duhaime Aye***

614 ***A. Walczyk Aye***

615 ***J. Durand Aye***

616 ***T. Tsantoulis Nay***

617 ***D. Boutin Aye***

618 ***J. Sullivan Aye***

619 ***Voted in favor (7-2).***

620

621 R. Lapierre: What is the cost for the work in the gym?

622

623 N. Germain: We have a quote for \$34,849, which includes the equipment and installation.

624

625 R. Lapierre: I just looked at the NH website for GOFERR and it says the deadline for the last
626 submission is September 15th.

627

628 A. Garron: One more month was added to give communities more time to document COVID expenses.
629 The amount of money is the same. Our portion is still \$346,000.

630

631 N. Germain: For the gymnasium, we will have duplicate presentation capabilities.

632

633 ***Chair Sullivan motioned to authorize the Town Administrator to spend \$34,849 via GOFERR***
634 ***funds for the proposed update to the audio system in the gymnasium to accommodate large***
635 ***groups and social distancing due to COVID-19. R. Lapierre seconded the motion.***

636

637 **Roll Call Vote #8**

638 ***R. Lapierre Aye***

639 ***R. Duhaime Aye***

640 ***T. Tsantoulis Nay***

641 ***A. Walczyk Aye***

642 ***J. Durand Aye***

643 ***C. Jones Aye***

644 ***D. Boutin Aye***

645 ***C. Karolian Nay***

646 ***J. Sullivan Aye***

647 ***Voted in favor (7-2).***

648

649 N. Germain: I received five responses to my mini-survey. Microsoft laptops are preferred.

650

651 T. Tsantoulis: Can we use our own, and can it be an Apple product?

652

653 N. Germain: I am fairly sure we can work with an Apple laptop. The Fire Department has Apple iPads.
654 My concern with using your own laptop is the possibility of a digital right-to-know request.

655

656 T. Tsantoulis: I am used to what I have. It's the old 'you can't teach an old dog new tricks' issue.

657

658 D. Boutin: Could we have a larger screen that is easier to read?

659

660 N. Germain: I will get you some options. It will be no smaller than 14 inches.

661

662 R. Duhaime: What about a touch screen?

663

664 N. Germain: That would cost more. We will need to get a consensus.

665

666 Chair Sullivan: This will benefit the Town. We will save paper, ink and postage. It is not a luxury.

667

668 C. Karolian: What would be the cost?

669

670 A. Garron: Each one would be between \$1,000 and \$1,100.

671

672 **Proposed Charter Amendment**

673

674 Chair Sullivan: Two years ago, we changed the Town Election from May to March so that it would be at
675 the same time as the School Election. With a July 1st start date, the lame duck period is three and a half
676 months.

677

678 N. Germain: Some people say they want the same members who vote in budget to see it through.

679

680 J. Durand: In a previous situation, there was a problem with the quarterly stipend when a change was
681 made.

682

683 Chair Sullivan: That can be adjusted. If a stipend is \$1,000, that person would receive \$250 every three
684 months.

685

686 C. Karolian: Wasn't this changed a year ago so that all elected and appointed officials would start on
687 July 1st?

688

689 Chair Sullivan: Yes. That was Section 10.2 of the Charter.

690

691 C. Karolian: What would be the cost of legal fees for this?

692

693 N. Germain: It would be simple, so it would only be a couple of hours.

694

695 A. Garron: It would probably be between \$300 and \$500. I can check on that.

696

697 R. Duhaime: Who proposed this?

698

699 Chair Sullivan: I did. I wanted to see if there were concerns.

700

701 ***D. Boutin motioned to amend Sections 3.1 and 10.2 of the Charter so that all elected and***
702 ***appointed officials would take office on April 1st. R. Duhaime seconded the motion.***

703

704 D. Boutin: This is a reasonable approach to the three-and one-half month lag.

705

706 A. Walczyk: I don't know the total impact. What about the Town Clerk or the Budget Committee?

707

708 Chair Sullivan: The Budget Committee would be okay. A public hearing is required, so we are just
709 voting on whether or not to start the process.

710

711 C. Karolian: This is a disservice to those serving. It only benefits the newly elected. We would be going
712 through the whole process again only one year later. We should check with legal on the benefits and
713 the cost.

714

715 ***C. Karolian motioned to table this item in order to get more information. T. Tsantoulis seconded***
716 ***the motion.***

717

718 **Roll Call Vote #9**

719 ***J. Durand Aye***

720 ***D. Boutin Nay***

721 C. Jones Nay
 722 R. Duhaime Nay
 723 C. Karolian Aye
 724 A. Walczyk Nay
 725 T. Tsantoulis Aye
 726 R. Lapierre Nay
 727 J. Sullivan Nay
 728 **Motion failed (3-6).**

729
 730 Chair Sullivan called for a vote on the motion to amend the Charter.

731 **Roll Call Vote #10**

732 C. Karolian Nay
 733 T. Tsantoulis Nay
 734 R. Lapierre Nay
 735 C. Jones Nay
 736 D. Boutin Aye
 737 J. Durand Nay
 738 A. Walczyk Aye
 739 R. Duhaime Aye
 740 J. Sullivan Aye
 741 **Motion failed (4-5)**

742
 743 **T. Tsantoulis motioned to extend the meeting for non-public items and Section 15.1 only. J.**
 744 **Durand seconded the motion.**

745
 746 **Roll Call #11**

747 T. Tsantoulis Aye
 748 R. Lapierre Aye
 749 J. Durand Aye
 750 C. Jones Nay
 751 C. Karolian Aye
 752 A. Walczyk Nay
 753 R. Duhaime Aye
 754 D. Boutin Nay
 755 J. Sullivan Nay
 756 **Voted in favor (5-4).**

757
 758 Chair Sullivan: We will have to start our next regular meeting earlier or we will never catch up.

759
 760 Chair Sullivan closed the public hearing at 9:30 pm.

761
 762 **A. Walczyk motioned to accept the donation of Personal Protective Equipment, hand sanitizer,**
 763 **and thermometers from Ocean State Job Lot, valued at \$11,150.00 to the Town of Hooksett for**
 764 **the Hooksett Police and Fire Departments per RSA 31: 95-e II. J. Durand seconded the motion.**

765
 766 **Roll Call Vote #12**

767 D. Boutin Aye
 768 A. Walczyk Aye
 769 J. Durand Aye
 770 C. Karolian Aye
 771 R. Lapierre Aye

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772 **T. Tsantoulis Aye**
 773 **R. Duhaime Aye**
 774 **C. Jones Aye**
 775 **J. Sullivan Nay**
 776 **Voted in favor (8-1).**

777
 778 C. Jones left the meeting at 9:32 pm.
 779

780 **Chair Sullivan motioned to enter non-public session at 9:35 pm under the provisions of RSA 91-**
 781 **A:3, II (a), (c) and (l). T. Tsantoulis seconded the motion.**
 782

783 RSA 91 - A:3, II (a) *The dismissal, promotion, or compensation of any public employee or*
 784 *the disciplining of such employee, or the investigation of any charges against him or her,*
 785 **unless** *the employee affected (1) has a right to a public meeting, and (2) requests that the*
 786 *meeting be open, in which case the request shall be granted.*
 787

788 RSA 91-A:3, II (c) *Matters which, if discussed in public, would likely affect adversely the reputation*
 789 *of any person, other than a member of this board, unless such person requests an open meeting.*
 790 *This exemption shall extend to include any application for assistance or tax abatement or waiver of*
 791 *a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*
 792

793 RSA 91-A:3 II (l) *Consideration of legal advice provided by legal counsel, either in writing or orally, to*
 794 *one or more members of the public body, even where legal counsel is not present.*
 795

796 **Roll Call Vote #13**

797 **C. Karolian Nay**
 798 **D. Boutin Aye**
 799 **T. Tsantoulis Aye**
 800 **R. Lapierre Aye**
 801 **A. Walczyk Nay**
 802 **R. Duhaime Aye**
 803 **J. Durand Aye**
 804 **C. Jones Not present**
 805 **J. Sullivan Aye**
 806 **Voted in favor (6-2).**
 807

808 C. Karolian left the meeting at 9:34 pm.
 809

810 **T. Tsantoulis motioned to exit non-public session of 09/09/2020 at 10:05 pm. Seconded by J.**
 811 **Durand.**
 812 **Voted unanimously in favor (7-0).**
 813

814 **Chair Sullivan motioned to seal the minutes of the non-public session because it is determined**
 815 **that divulgence of this information likely would affect adversely the reputation of any person**
 816 **other than a member of this Board or render a proposed action ineffective. T. Tsantoulis**
 817 **seconded the motion.**
 818

819 **Roll Call Vote #14**

820 **R. Duhaime Aye**
 821 **J Durand Aye**
 822 **C. Jones Not present**

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16

823 **R. Lapierre** *Aye*
824 **A. Walczyk** *Aye*
825 **D. Boutin** *Aye*
826 **C. Karolian** *Not present*
827 **T. Tsantoulis** *Aye*
828 **J. Sullivan** *Aye*
829 ***Voted unanimously in favor (7-0).***

830

831 **ADJOURNMENT**

832 ***Chair Sullivan motioned to adjourn at 10:10 pm. T. Tsantoulis seconded the motion.***

833 ***Voted in favor (7-0).***

834

835 Respectfully submitted,

836 *Kathleen Donnelly*

837 Kathleen Donnelly

838 Recording Clerk

839

840

841 **Please see subsequent meeting minutes for any amendments to these minutes.**

1

**Town of Hooksett
Town Council Budget Review Meeting Minutes
Wednesday, September 16, 2020**

2

3

The Hooksett Town Council met on Wednesday, September 16, 2020 at 6:00 in the Hooksett Municipal Building.

4

5

6

CALL TO ORDER

7

Chair Sullivan called the meeting of 16 Sep 2020 to order at 6:05 pm.

8

9

PROOF OF POSTING

10

Administrative Services Coordinator Donna Fitzpatrick provided proof of posting.

11

12

ROLL CALL

13

In Attendance: Councilor James Sullivan, Councilor John Durand, Councilor Roland Lapierre, Councilor David Boutin, Councilor Clifford Jones, Councilor Timothy Tsantoulis, and Councilor Alex Walczyk

14

15

16

Councilor Robert Duhaime arrived at 6:23 pm.

17

18

Councilor Clark Karolian attended remotely.

19

20

21

PLEDGE OF ALLEGIANCE

22

Chair Sullivan called for the Pledge of Allegiance.

23

24

OTHER

25

Supervisors of the Checklist – computers

26

27

A. Garron: At the September 9, 2020 Town Council meeting, Moderator Cindy Robertson asked for the Council's help in purchasing three new laptops for the Supervisors of the Checklist. A motion made by Councilor Duhaime and seconded by Councilor Walczyk directing me to provide the three necessary laptops for the Supervisors of the Checklist was tabled.

28

29

30

31

Chair Sullivan motioned to remove this item from the table. D. Boutin seconded the motion.

32

33

34

Roll Call Vote #2

35

R. Duhaime Not present

36

J Durand Aye

37

C. Jones Aye

38

R. Lapierre Aye

39

A. Walczyk Aye

40

D. Boutin Aye

41

C. Karolian Aye

42

T. Tsantoulis Aye

43

J. Sullivan Aye

44

Voted unanimously in favor (8-0).

45

46 Javier Olivarez, Supervisor of the Checklist: At the September 8th election, I had an internet connection
 47 problem.
 48
 49 Michael Horne: When I was a Checklist Supervisor, I had a 2009 computer. I was using the one I had
 50 as a Cemetery Trustee to do my work as a Checklist Supervisor.
 51
 52 J. Olivarez: We pick up items three times a week from the Town Clerk's office and work from home
 53 about ten hours a week.
 54
 55 Chair Sullivan: We need to get something for you for the November election. Mr. Garron will work with
 56 you on that.
 57
 58 A. Garron: We purchased two computers in January that are working well.
 59
 60 A. Walczyk: If the Supervisors of the Checklist can't do their job with the tools provided from the Town,
 61 it is frustrating. I know that adjustments have already been made, but I am not confident they have
 62 been resolved.
 63
 64 A. Garron: Of the three computers, one has problem. It is under warranty and can be repaired at no
 65 cost.
 66
 67 A. Walczyk: We need to get them what they need. There is an election this year.
 68
 69 R. Duhaime: We need to make sure they are not disappointed with the results. I understand there is a
 70 Wi Fi problem
 71
 72 M. Horne: Havier's computer has an external Wi Fi that was not working properly.
 73
 74 D. Boutin: I echo what Councilor Walczyk said. There will be thousands of voters in November. We
 75 shouldn't do this half way.
 76
 77 ***D. Boutin motioned authorize the purchase of three laptops for the Supervisors of the Checklist.***
 78 ***R. Duhaime seconded the motion.***
 79
 80 D. Boutin: We've heard clearly that there is a problem. These computers can't fail.
 81
 82 R. Lapierre: My understanding is that two of the computers are working fine.
 83
 84 J. Olivarez: Barb Brennon has issues; her computer was heating up.
 85
 86 C. Karolian: I understand that there were problems in January. Were there problems at the March
 87 election as well?
 88
 89 Chair Sullivan: There were issues in January, and replacements were purchased.
 90
 91 C. Karolian: Was this problem presented in the past?
 92

93 A. Garron: If one of the computers we purchased in January is acting up, it is under warranty.
 94 Replacing the computers is a cost item we did not plan for.
 95
 96 ***J. Durand motioned to amend the previous motion to call for the purchase of one computer***
 97 ***instead of three. C. Jones seconded the motion.***
 98
 99 C. Karolian: Do you have a dollar amount?
 100
 101 A. Garron: We had to find the money for the computers purchased in January because we were at mid-
 102 year and these computers were not in the budget. A new laptop would cost about \$1,000.
 103
 104 N. Germain: We could get a refurbished computer for about \$400; a new one would cost about \$1,000,
 105 as Mr. Garron said. We have employees using computers which are several years old.
 106
 107 D. Boutin: Your argument is suspect, claiming that if you are not buying new computers for employees,
 108 you shouldn't buy them for the Supervisors of the Checklist. That is foolish. I say we should defeat the
 109 amendment and approve the original motion.
 110
 111 Chair Sullivan called for a roll call vote on the amendment.
 112
 113 ***Roll Call Vote #3***
 114 ***D. Boutin Nay***
 115 ***C. Jones Aye***
 116 ***A. Walczyk Nay***
 117 ***J. Durand Aye***
 118 ***R. Duhaime Nay***
 119 ***T. Tsantoulis Nay***
 120 ***R. Lapierre Aye***
 121 ***C. Karolian Aye***
 122 ***J. Sullivan Aye***
 123 ***Voted in favor (5-4).***
 124
 125 Chair Sullivan called for a roll call vote on the motion as amended.
 126
 127 ***Roll Call Vote #4***
 128 ***A. Walczyk Aye***
 129 ***R. Lapierre Aye***
 130 ***C. Jones Aye***
 131 ***R. Duhaime Aye***
 132 ***J. Durand Aye***
 133 ***C. Karolian Aye***
 134 ***T. Tsantoulis Aye***
 135 ***D. Boutin Aye***
 136 ***J. Sullivan Aye***
 137 ***Voted unanimously in favor (9-0).***
 138
 139

140 **BUDGETS**

141

142 ○ **Library (Tab 16)**

143

144 Matt Broderick, Library Trustees Vice Chair: I am here with Mary Farwell, Chair of the Library Trustees,
145 and in the audience are Trustees Linda Kleinschmidt and Barbara Davis. Tammy Hooker is a Trustee
146 and was not able to be here tonight. Heather Rainier, Library Director, is here as well. For the second
147 year in a row, we are proud to have no increase in our proposed budget, in spite of the fact that it was a
148 difficult year. In fact, our proposed budget is over \$2,100 less than last year. We have focused on what
149 is necessary, and we expect to return to normalcy in the 2021 budget year.

150

151 Chair Sullivan: That is fantastic.

152

153 A. Walczyk: You are showing a reduction in custodial hours. Can you explain that?

154

155 H. Rainier: That is purely a result of tweaking.

156

157 A. Walczyk: That is very precise. I am impressed. Looking at Building Maintenance, I have encouraged
158 the Board to plan on handling this as much as possible - which they are already doing – but it is worth
159 mentioning again. I am curious about which online resources you are reducing. I personally have used
160 all of them.

161

162 H. Rainier: We tried out Creative Bug from Joanne Fabric, and the response was not strong. It offers
163 short crafting videos and for a return on investment (ROI), it doesn't qualify.

164

165 A. Garron: The Library budget is presented to the Council but not to me separately, so I have a few
166 questions. The first is about Maintenance. You budgeted \$11,500 this year and your actual is \$42,890.
167 Was this underfunded? Also, you have budgeted only \$13,500 for 2021. Will this be adequate?

168

169 M. Farwell: That is chronically underfunded. In response to the pandemic, we installed touchless
170 faucets and new water bubblers. Because no one was going in and out, we took advantage of that and
171 did porch repairs, LED lighting replacements, and other items on the list.

172

173 A. Garron: I expect much of this will be covered by GOEFRF funds.

174

175 M. Farwell: We are hoping so. We have nothing critical planned for 2021 in terms of maintenance and
176 repairs.

177

178 M. Broderick: We have a relationship with the Town whereby major work is done by the Town, the big-
179 ticket items. Our budget is for small repairs and routine maintenance. This year was an anomaly; it
180 gave us an opportunity to do some delayed maintenance.

181

182 Chair Sullivan: Major projects completed would include the elevator and the pillars.

183

184 A. Garron: Regarding your remote access database, your current year budget is \$6,500 and actual
185 expenses are \$13,082. Will your budgeted amount of \$6,785 be adequate?

186

187 H. Rainier: We saved a lot of money by doing a three-year contract for our A-Z Resources. This was a
188 one-time opportunity of which we took advantage.

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C. Karolian: I strongly suggest we deal with the hiring freeze and the July property tax payments in arrears.

M. Broderick: We just want to let you know that the Library is open. People are coming in and taking out books, as well as accessing electronic resources. Our children's librarian has a number of great programs, and our tech superstar is working with our citizens.

M. Farwell: The Hooksettites are using Zoom.

D. Boutin motioned to accept the Library budget in the amount of \$883,527.00. T. Tsantoulis seconded the motion.

T. Tsantoulis: This is the only budget we have seen or will see without an increase. Some are double-digit increases.

Roll Call Vote #5

T. Tsantoulis Aye

C. Jones Aye

R. Duhaime Aye

A. Walczyk Aye

R. Lapierre Aye

C. Karolian Abstain

J. Durand Aye

D. Boutin Aye

J. Sullivan Aye

Voted unanimously in favor (8-0). Councilor Karolian abstained because he did not have enough information to vote.

- **Police (Tab 8)**

T. Tsantoulis motioned to have the Police Department return with a five percent (5%) budget reduction. C. Karolian seconded the motion.

T. Tsantoulis It was not easy to make this motion. We all have a responsibility to the taxpayers of Hooksett. These are uncharted waters – in Hooksett, the State, the United States and the world. We don't have a handle on the health or the financial impact. An awful lot of people are struggling, and there is no stimulus package available. I hope I am wrong, but these are tough times and we are in dire straits.

C. Karolian: I thank Councilor Tsantoulis for echoing what I have been saying for the last couple of months. No one wants to make these decisions, but we have to. I hope I'm wrong as well. I appreciate the work of the department heads. There is not much information coming from the State regarding a revenue deficit, perhaps because it's pre-election. I believe the best person to reduce a department's budget is the department head. For us to go line-by-line is not appropriate.

D. Boutin: I concur with Councilor Tsantoulis. This is no reflection on the Police Department and how it is running. We need to get down to a less than two percent (2%) overall increase as in past years. And, new positions have been added to the Police and Fire departments.

238

239 A. Garron: There are no new positions in Police and Fire.

240

241 D. Boutin: These were presented when you introduced your budget.

242

243 Chair Sullivan: The positions discussed are not new ones. They are due to attrition and vacancies.

244

245 A. Garron: At the last budget review meeting, we were asked to come back with revenue projections
246 and tax collection history. I would ask that we move to these now before discussing other matters.

247

248 R. Lapierre: A large percentage of the Police budget is contractual amounts. There is not a whole lot of
249 wiggle room to make an additional five percent (5%) reduction.

250

251 Chief Bouchard: I respect what is going on due to the pandemic. Our overall proposed increase is
252 0.92%, less than one percent. As Councilor Lapierre pointed out, much of our budget is contractual
253 items approved by the voters. There is nothing we can do about that portion. To cut five percent (5%)
254 would mean cutting positions. Since I became Chief in 2017, we have worked hard to hire qualified,
255 certified officers. This eliminates the expense of sending them to the Police Academy. It also means we
256 have minimal turnover and are able to attract certified candidates. Having the force at 29 means
257 keeping overtime low.

258

259 C. Jones: What does it cost to send an officer to the Police Academy? I think it is about \$30,000.

260

261 Chief Bouchard: I don't have that information with me, but it sounds accurate. We pay them while they
262 are at the academy, and it is an eight-month process to have them fully trained to work shifts. Our total
263 budget is \$4,888,000, and the amount which is not fixed is about \$360,488, and I just reduced it by
264 about \$4,000.

265

266 Chair Sullivan: Assuming you have budgeted for the 30th officer, how much could you save by not filling
267 that position?

268

269 Chief Bouchard: I can get that information; I don't have the calculation with me.

270

271 C. Karolian: You replace two vehicles per year, per the replacement plan. Is that in your budget?

272

273 Chief Bouchard: It is \$97,000.

274

275 C. Karolian: How many black & whites do you have now?

276

277 Chief Bouchard: We have eight cruisers fully set for patrol with cages, radar and computers. We have
278 one used for K-9 patrol, which doesn't have a cage, and another for supervisors or lieutenants. Our
279 newest vehicle has 25,000 miles on it. The next one has 50,000, the next has 90,000 and the next
280 112,000.

281

282 C. Karolian: I can see all of that. I am trying to expedite things here. There is not a lot spent on
283 maintenance. If you cut two new vehicles right off the top, you could save about \$100,000.

284

285 Chief Bouchard: Actually, we have six (not eight) black & whites, the K-9 vehicle and the supervisor's
286 vehicle.

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A. Garron: I have the figure that Councilor Karolian requested earlier. It is \$89,000 for salary and benefits for the 30th officer.

C. Karolian: With the 30th officer and the two new vehicles, you are halfway to your reduction goal. This is for one fiscal year only; we have to tighten our belts.

D. Boutin: Why does the K-9 vehicle need to be used only by the K-9 officer?

Chief Boutin: He takes the vehicle and the dog home with him and needs to have it when on call. It doesn't have a cage.

Chair Sullivan asked for a roll call vote on the motion to reduce the Police Department budget by five percent.

Roll Call Vote #6

J. Durand Aye

R. Lapierre Nay

C. Karolian Aye

D. Boutin Aye

C. Jones Nay

T. Tsantoulis Aye

A. Walczyk Nay

R. Duhaime Aye

J. Sullivan Nay

Voted in favor (5-4).

Chair Sullivan: Ms. Soucie, what is the bottom line for the Police Department?

C. Soucie: It would be reduced by five percent (5%) of \$4,888,000, which means their budget must be \$4,635,711.

D. Boutin: Is the Town Administrator going to bring in a budget with no greater than a two percent (2%) increase?

Chair Sullivan: We didn't give him any directions. We have done that in the past, but not recently. That was your concern.

D. Boutin motioned to direct the Town Administrator to bring in a budget with no more than a two percent (2%) increase over last year's budget. T. Tsantoulis seconded the motion.

Chair Sullivan: Would this be 2% for each department or a bottom line 2% reduction? I assume the Town Administrator would decide this.

A. Garron: You just reduced the Police budget by 5%, even though it had only an increase of less than one percent.

D. Boutin: The ultimate percentage increase must be no exceed two percent.

335
 336 A. Garron: Do you mean to reduce the budget I presented by 1.7%?
 337
 338 D. Boutin: Yes. What did we just save with the Police Department?
 339
 340 Chair Sullivan: \$244,000. Last year's total operating budget was \$17,975,000.
 341
 342 C. Soucie: This proposed budget should have an increase of only \$359,500.
 343
 344 C. Karolian: I am trying to get clarification. This is 2% of the total operating budget. We just cut the
 345 Police budget by 5%. It would be fair to the Police Department to go department by department.
 346
 347 R. Lapierre: Is this just the operating budget?
 348
 349 D. Boutin: That is my intent. My motion to reduce the overall budget by two percent includes leaving the
 350 5% Police reduction in.
 351
 352 T. Tsantoulis: I had planned to present the same motion for the Fire Department, to reduce its budget
 353 by five percent.
 354
 355 D. Boutin: I withdraw my motion.
 356
 357 A. Garron: We are prepared to give you the information requested at the last meeting, along with the
 358 role of the Fund Balance.
 359
 360 ***C. Jones motioned to hear the presentation on the Fund Balance, the hiring freeze and revenue***
 361 ***situation. R. Lapierre seconded the motion.***
 362
 363 D. Boutin: The request was not about the Fund Balance.
 364
 365 Chair Sullivan called for a roll call vote on the motion to hear the presentation.
 366
 367 **Roll Call Vote #7**
 368 ***C. Jones Aye***
 369 ***C. Karolian Aye***
 370 ***R. Lapierre Aye***
 371 ***R. Duhaime Aye***
 372 ***A. Walczyk Aye***
 373 ***J. Durand Aye***
 374 ***T. Tsantoulis Aye***
 375 ***D. Boutin Nay***
 376 ***J. Sullivan Aye***
 377 ***Voted in favor (8-1).***
 378
 379 ***Chair Sullivan motioned to remove from the table the motion from last week's meeting***
 380 ***regarding the hiring freeze. C. Karolian seconded the motion.***
 381
 382

383 **Roll Call Vote #8**

384 **R. Lapierre Aye**

385 **R. Duhaime Aye**

386 **T. Tsantoulis Aye**

387 **A. Walczyk Aye**

388 **J. Durand Aye**

389 **C. Jones Aye**

390 **D. Boutin Aye**

391 **C. Karolian Aye**

392 **J. Sullivan Aye**

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

394

395 D. Boutin: What information are we getting? The tabled motion was relative to a hiring freeze.

396

397 Chair Sullivan: Information about revenues, tax collection, and the Fund Balance is being presented as
398 well.

399

400 C. Karolian: This was tabled only to determine the financial impact of a hiring freeze. It was only...

401

402 C. Jones: Let's move this along.

403

404 C. Karolian: This information was provided to us today via email. We did not ask about the impact on
405 each department.

406

407 C. Jones: This is a critical decision. I want to hear it all.

408

409 C. Soucie: As of August 31, 2020, 97% of property taxes from the July billing were collected. This is in
410 line with the past three years. Tax collections therefore have not been impacted by COVID. As of June
411 30, 2020, our Fund Balance was \$4.4 million, which is about eight or nine percent of the budget. Last
412 year it was at 4.4% of the budget. This is our safety net for offsetting lost revenue, if necessary. It is
413 true that we haven't heard from the State regarding those revenues. The tax rate should be set in
414 November, and we will know the State revenue impact by spring, if not sooner. We have had
415 unanticipated revenues from GOEFRR totaling \$100,000; from an insurance refund in the amount of
416 \$27,000; and from Health Trust premiums for \$70,000. Motor vehicle registrations and building permits
417 show a slight increase. One decrease we expect is interest on investments, and we expect that impact
418 to be a reduction of about \$50,000.

419

420 A. Garron: For the vacancy list, 14 positions would be affected by the hiring freeze initially. Two more
421 are possible in the next few months. One question we have is whether or not we can fill vacant
422 positions, but not create and fill new ones.

423

424 Chair Sullivan: Would you break down these positions by department?

425

426 A. Garron: In DPW, there are ten; one in Fire, two in Police and one part-time position in Administration.

427

428 Chair Sullivan: What is the current complement in Public Works?

429

430 A. Garron: Highway's full complement is 14 full-time employees and three part-time. Public
431 Works/Parks & Recreation is seven full-time and three part-time. Recycling & Transfer has seven full

432 time and four part-time employees. The savings from not replacing 14 employees would be
 433 \$183,394.47.
 434
 435 Chair Sullivan: So, 30% of the positions are affected in DPW. How can the savings be only
 436 \$183,394.47? How is that possible?
 437
 438 A. Garron: It is mostly because of overtime used to fill in. Also, many of these are part-time and a few
 439 are seasonal.
 440
 441 C. Soucie: When a lieutenant is out, one-on-one replacement is needed. Therefore, it costs more to fill
 442 that position with overtime than is saved by not hiring a lieutenant.
 443
 444 D. Boutin: What are the vacancies in Public Works?
 445
 446 C. Soucie: Public Works has four full-time and six part-time vacancies.
 447
 448 D. Boutin: Mr. Labonte, you have four vacant positions in Public Works. How do you fill those
 449 vacancies?
 450
 451 E. Labonte: We fill them with overtime.
 452
 453 D. Boutin: It is important that we know the dollar amount.
 454
 455 C. Soucie: That information was emailed to all of you this afternoon. I can pass out copies if you would
 456 like me to. That number, Councilor Boutin, is \$123,853. That is wages for DPW. Overtime costs are
 457 \$37,000 for one position and \$9,000 for another. That is for six months.
 458
 459 D. Boutin: What if you add in benefits?
 460
 461 C. Soucie: I would have to do those calculations.
 462
 463 C. Karolian: Didn't the Fire Department say there are six or nine vacancies in the Fire Department?
 464
 465 Chief Burkush: It was two firefighters, and we have filled those positions. We also have a lieutenant
 466 leaving at the end of the month.
 467
 468 C. Karolian: I need clarification. You filled them since we began the discussion of a hiring freeze?
 469
 470 Chief Burkush: We already had signed offers and physicals had been scheduled. They started Monday,
 471 September 14, 2020.
 472
 473 R. Lapierre. I have the result of the calculation requested. It is an positive cost of \$13,000, due to
 474 overtime costs.
 475
 476 C. Karolian: Is the lieutenant position contractual? Is it part of the CBA?
 477
 478 Chief Burkush responded yes to both questions.
 479

480 J. Durand: If a fire lieutenant leaves, don't you promote a firefighter to lieutenant and then fill the
481 firefighter position?

482
483 Chief Burkush: Yes.
484

485 C. Karolian: In that case, wouldn't the overtime pay be for a firefighter, not a lieutenant?
486

487 C. Soucie: That raises the question of whether departments can promote during the freeze. Council
488 direction is needed. I costed a scenario without promotions.
489

490 C. Karolian: Is that promotions versus overtime?
491

492 ***D. Boutin motioned to amend the hiring freeze motion to say it would not prevent temporary or***
493 ***permanent internal promotions. Chair Sullivan seconded the motion.***
494

495 T. Tsantoulis: Let's bear in mind that this is only for six months. Activity slows down in the winter.
496

497 A. Garron: Does this include filling positions.
498

499 D. Boutin: It is only for promotions.
500

501 C. Karolian: Don't we have to vote on the amendment first and then the motion?
502

503 Chair Sullivan: That is what we are doing.
504

505 R. Lapierre: Would you please repeat the amount of the Fund Balance?
506

507 C. Soucie: It is \$4.4 million.
508

509 A. Walczyk: The savings are a mere drop in the bucket. Lives of our residents will be more difficult
510 because of reduced services. This is for a savings of one to two percent. The DPW has the most
511 employees impacted by this, and they are already at 50%. Someone said that things slow down in the
512 winter, but what about plowing? The impact is less to Police and Fire, but there is still an impact. DPW
513 is set up to fail, just because of their business model. It is a small amount. We are asking for more...for
514 less. The bean counter says it's too bad. You need to do better anyway. This is terribly myopic. We
515 shouldn't be considering it this much. It will make the lives of a lot of people miserable. Why not cut
516 back on gas, or tools, or salt? The savings from a hiring freeze are \$183,000 at best.
517

518 Chair Sullivan called for a roll call vote on the motion for a six-month hiring freeze, not to include
519 promotions from within.
520

521 ***Roll Call Vote #10***

522 ***C. Karolian Aye***

523 ***T. Tsantoulis Aye***

524 ***R. Lapierre Nay***

525 ***C. Jones Nay***

526 ***D. Boutin Aye***

527 ***J. Durand Aye***

528 **A. Walczyk** *Nay*

529 **R. Duhaime** *Nay*

530 **J. Sullivan** *Nay*

531 **Motion failed (4-5).**

532

533 Chair Sullivan called for a ten minutes recess, at 8:30 pm. He called the meeting back to order at 8:42
534 pm.

535

536 ***T. Tsantoulis motioned to return the Fire & Rescue budget and asked them to return with a***
537 ***budget with a five percent (5%) overall reduction. C. Karolian seconded the motion.***

538

539 T. Tsantoulis: This is not a comfortable thing to present. Tough times require tough decisions. I don't
540 like this, but it is necessary, given the times we are in. Reducing our two largest budgets by 5% will go
541 a long way toward making the necessary reduction.

542

543 R. Lapierre: Is this 5% of the department budget or of the Town Administrator's budget?

544

545 Chair Sullivan: It is 5% of the Town Administrator's budget of \$4,692,835.

546

547 D. Boutin: How much would that be?

548

549 C. Soucie: That would be \$234,641.

550

551 Chief Burkush: Hydrant rentals continue to go up whatever amount they want. The increases have
552 been substantial, six percent (6%) each year for the past few years. This is a cost we cannot control.
553 Could this be set aside for the 5% decrease calculation?

554

555 C. Jones: Who controls the costs?

556

557 A. Garron: It is the water companies. I would like to propose reducing this budgeted amount by \$34,396
558 to \$300,000. This suggested reduction is based on historical trends and the reduced amount should be
559 adequate. This is for rentals, leases, water, and maintenance costs. I talked with the Village Water
560 Precinct and have a call into Manchester Water Works. There is some uncertainty built into the budget.

561

562 Chair Sullivan: What portion of your budget is contractual?

563

564 Chief Burkush: About 93% of our budget is for salary and benefits.

565

566 R. Lapierre: That means that \$328,500 is not contractual.

567

568 C. Karolian: Mr. Garron, if the hydrant costs cannot be controlled, how do you cut it?

569

570 A. Garron: Village Water used a lower number of hydrants and a lower cost per hydrant than the
571 Fire/Rescue Department. Village Water used \$700 times 152 hydrants; Fire used \$740 times 163
572 hydrants.

573

574 C. Karolian: I am looking at the Capital Area Mutual Aid Fire Compact Dispatcher in the amount of
575 \$82,500. The amount for this is \$160,000.

576

577 Assistant Chief Colburn: The ambulance line pays 50% of this. They met last week and set the total at
578 \$167,000, so we will be short, having budgeted \$82,500.

579

580 C. Karolian: So, more than 50% will have to come out of the ambulance line.

581

582

583

584 Chair Sullivan: Where is the ambulance line?

585

586 Assistant Chief Colburn: It is just a revolving account.

587

588 C. Soucie: There is no budget for the ambulance operation that the Council reviews. There is a
589 management budget. State law has no requirement for an ambulance budget. It's the same for Police
590 and Fire details.

591

592 C. Karolian: If there is no budget, does it fund itself? How do you know if you are losing, breaking even
593 or making money? Where does the money come from?

594

595 Chief Burkush: We have an internal management document for recording the ambulance expenses.
596 This includes three firefighters, dispatch service, ambulance supplies, replacement and training. The
597 ambulance billing is on the monthly financial statements you receive.

598

599 A. Garron: There is a Special Revenue on the last page of Tab 24. Two pages prior is a breakdown of
600 the uses of the funds.

601

602 C. Karolian: Is the Fire Department funding the ambulance crew out of its budget?

603

604 Assistant Chief Colburn: Special Revenue funds three members of the crew on the ambulance. Up until
605 a couple of years ago, it was two members.

606

607 C. Karolian: Do these three crew members only do ambulance work or do they do firefighter work too?

608

609 Chief Burkush: They all are totally cross-staffed. Everyone does everything.

610

611 Chair Sullivan: I recall that we moved money to the ambulance fund a few years ago.

612

613 Assistant Chief Colburn: That was for the third crew member. We had a surplus that year. Each year,
614 \$80,000 goes into an ambulance account for when a new ambulance is needed. If we spend that
615 money elsewhere, we will need a capital reserve fund for ambulance replacement.

616

617 Chair Sullivan: Is it possible that we could access those funds to help with the 5% reduction?

618

619 Chief Burkush: That is set up by law and tied to the ambulance service. If I try to buy a chain saw from
620 the ambulance fund Finance will reject it.

621

622 Assistant Chief Colburn: It runs along balanced.

623

624 J. Durand: I am confused. Why are we discussing their budgets? I don't think we can find the money for
625 the departments.

626
627 Chief Burkush: When do you want us to return with the 5% cut?
628

629 Chair Sullivan: I assume these departments don't have to come back.
630

631 C. Soucie: I would remind the Council that the Budget Committee starts meeting on September 24th.
632 We will need to give them a heads up if our budget will not be ready to present to them on that date.
633 The Council does meet on September 23rd.
634

635 A. Garron: I would think the Council would want to see how the cuts are reflected and what lines they
636 are in.
637

638 Chair Sullivan: And the Councilor representing us on the Budget Committee would need to know.
639

640 J. Durand: I don't think that the timeline should reflect how we vote.
641

642 R. Lapierre: We are asking them to cut five percent. The impact on town safety would be important to
643 know.
644

645 C. Karolian: On the second page of the Fire Department budget, what does the amount of \$4,386,786
646 represent?
647

648 A. Garron: That's the budget in effect currently.
649

650 C. Karolian: Where does the default calculation come from?
651

652 C. Jones: That is the budget if the proposed budget fails.
653

654 Chair Sullivan: The default amount becomes the budget if the proposed budget does not pass. It is
655 based on DRA calculations and formulas. If the Fire Department budget is reduced by 5%, it will be less
656 than the default amount. The Town Administrator's proposed budget for Fire/Rescue is \$4,692,835;
657 with a 5% reduction, it would be \$4,458,193; the default amount is \$4,471,000.
658

659 C. Karolian: Can the default amount be greater than the proposed budget?
660

661 Chair Sullivan: Yes. It is a separate calculation that is not affected by the proposed budget.
662

663 T. Tsantoulis: They have to return with a 5% reduction.
664

665 A. Garron: The deadline is next week. If you try to tackle this on next week's agenda, which is already
666 long, it will be difficult. Maybe we should have a special meeting on September 30th, just for these
667 items, and a few other departments as well.
668

669 Chair Sullivan called for a roll call vote on the motion requiring the Fire/Rescue Department to return
670 with a 5% budget reduction.
671

672 **Roll Call #11**

673 **T. Tsantoulis Aye**

674 **R. Lapierre Nay**

675 **J. Durand Aye**

676 **C. Jones Nay**

677 **C. Karolian Aye**

678 **A. Walczyk Nay**

679 **R. Duhaime Aye**

680 **D. Boutin Aye**

681 **J. Sullivan Nay**

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

683 D. Boutin: Can we adjourn now?

684

685 Chair Sullivan: You can motion to adjourn, but there is just one item we can take care of quickly. It is C
686 under Other on the agenda.

687

688 **2020 Employee Appreciation and Board/Committee Volunteer Appreciation Event Cancellation**

689

690 Chair Sullivan: We are proposing the cancellation of these events because of the pandemic.

691

692 ***D. Boutin motioned to cancel the 2020 Employee Appreciation and Board/Committee Volunteer***
693 ***Appreciation Events due to COVID. T. Tsantoulis seconded the motion.***

694

695 **Roll Call Vote #12**

696 **D. Boutin Aye**

697 **A. Walczyk Aye**

698 **J. Durand Aye**

699 **C. Karolian Aye**

700 **R. Lapierre Aye**

701 **T. Tsantoulis Aye**

702 **R. Duhaime Aye**

703 **C. Jones Aye**

704 **J. Sullivan Aye**

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

706

707 Chair Sullivan: We are starting at 5:00 pm next week. Now we will be adding the CIP and approval of
708 the Administration budget to that agenda.

709

710 ***D. Boutin motioned to adjourn at 9:28 pm. C. Karolian seconded the motion.***

711

712 **Roll Call Vote #13**

713 **C. Karolian Aye**

714 **D. Boutin Aye**

715 **T. Tsantoulis Aye**

716 **R. Lapierre Nay**

717 **A. Walczyk Nay**

718 **R. Duhaime Aye**

719 **J. Durand Aye**

720 **C. Jones** **Nay**
721 **J. Sullivan** **Nay**
722 **Voted in favor (5-4).**

723
724

725 Respectfully submitted,
726 *Kathleen Donnelly*
727 Kathleen Donnelly
728 Recording Clerk

729
730

731 **Please see subsequent meeting minutes for any amendments to these minutes.**

732

733

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, September 23, 2020**

The Hooksett Town Council met on Wednesday, September 23, 2020 at 5:00 pm in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of 23 Sep 2020 to order at 5:02 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 Randall Lapierre, Councilor David Boutin, Councilor Clifford Jones, Councilor Timothy Tsantoulis, and Councilor Alex Walczyk

Councilor Clark Karolian attended remotely.

PLEDGE OF ALLEGIANCE

Chair Sullivan called for the Pledge of Allegiance.

SPECIAL RECOGNITION (TOWN HALL GYMNASIUM)

Chair Sullivan: We are holding the first part of our meeting in the gym to allow for social distancing as we recognize new hires, a retirement and longevity employees.

Chief Burkush: I first want to recognize all of the dedicated members of the Fire Department. I am very proud of them.

Fire-Rescue Department - Swearing-in Ceremony - Firefighter-EMT Joseph Inamorati & Stephanie Lazott-Croteau

Chief Burkush: Tonight, I have the pleasure of swearing in two new employees. First is Stephanie Lazott-Croteau, who grew up in Hooksett and calls it her home. Second is Firefighter/EMT-A Joseph Inamorati, who is from Litchfield and completed studies at Southern Maine Community College in Fire Science.

Chief Burkush administered the Oath of Office.

Daniel Silva, Retirement - 18 yrs. Fire-Rescue

Chief Burkush: When I came to Hooksett five years ago, Daniel Silva made me feel welcome right away and helped me settle in. He is not only friendly, but also does outstanding work.

D. Silva: I want to thank everyone. This was a great experience; there is no better job.

Longevity Employees (07/01/2019-06/30/2020) 5yrs., 10yrs., 15yrs., 20yrs.+

Chair Sullivan: Tonight, we are also recognizing employees with five, ten, 15 and 20+ years of employment with the Town of Hooksett.

TC MINUTES

09-23-2020

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5 YEAR ANNIVERSARY

Robin Page, Finance 3/2/2020
Christopher McMurray, Fire 8/18/2019
Dawn Smith, Police 1/12/2020
Kathryn Roche, Police 12/1/2019

10 YEAR ANNIVERSARY

Michael Zappala, Police 5/31/2020
Ronald Descheneau, Recycle & Transfer 7/1/2019
Brian Williams, Police 10/13/2019

15 YEAR ANNIVERSARY

Joseph Stalker, Fire 8/2/2019
Jesse Gayer, Fire 8/2/2019
Brett Hemeon, Parks & Rec 5/9/2020
Kim Blichmann, Tax 9/16/2019
Heather Rainier, Library 3/9/2020

20+ YEARS ANNIVERSARY

Thomas Bartula, Public Works 6/16/2020 = 20 years
Earl Lincoln, Fire 6/26/2020 = 20 years
Walter Knox, Fire 3/3/2020 = 20 years
Steven Colburn, Fire 7/1/2020 = 20 years
Kathleen Hebert, Library 3/20/2020 = 20 years
Scott Tremaine, Wastewater 5/24/2020 = 21 years
Richard Blake, Public Works 10/21/2019 = 23 years
Francine Swafford, Police 12/11/2019 = 30 years
Linda O'Keefe, Wastewater 10/26/2019 = 32 years
Brian Towle, Wastewater 4/6/2020 = 33 years
Jay Wilson, Police 4/27/2020 = 34 years
Gary Blanchette, Police 9/17/2019 = 35 years

Chief Bouchard: I would like to say a few words about our longest serving employee, Gary Blanchette. After serving as a Marine, he came to the Hooksett Fire Department in 1984 as a part-time officer. Later that year, he became a full-time officer, and in 1987 he was promoted to sergeant, a position he held until 2011. He then returned as a part-time SRO at the Hooksett schools and recently has been working for us as a part-time Civilian Support Specialist.

SCHEDULED APPOINTMENTS

TIF District Sewer - Design Amendment 2- Pump Station Land Swap - David Mercier - Underwood Engineering

A. Garron: I would ask that we postpone this item, as those involved are still working on the land swap.

TF Moran, Inc., Nicholas Golon, PE Sr. Project Mgr. - Presentation on Project Proposal, Map 13, Lot 51 for a 594,700 square foot distribution center on the grounds of the former Ritchie Bros. Auctioneers/Palazzi Corporation site

103 A. Garron: This property is on the east side of I-93, Map 13, Lot 51, off Hackett Hill Road. Many of us
104 participated in a site walk yesterday. Balloons marked where the buildings will go. This presentation is
105 informational only.

106

107 N. Golon: I am a licensed engineer and Senior Project Manager for this proposed development. I
108 represent the developer and owner, Billy Thibeault of Silver City NH, LLC. With me is Paul Roy,
109 Director of Business Development for ProCon. He is our Design/Builder for the distribution center we
110 are proposing. Our commercial real estate services provider is Cushman Wakefield. Tom Fairly has
111 helped us find the best use for this property. As you can see, this land is an island unto itself. It is
112 zoned commercial, and we have requested a ZBA variance for a distribution center, which is not an
113 allowed use. Phase I is a 575,000 square foot building. A possible second phase for full buildout is a
114 plan for a smaller, 150,000 square foot building. We have not presented a proposal for this second
115 phase but are disclosing our plans in the interest of transparency. We will be lowering the grade
116 because we have residential abutters and are working to accommodate them. We were told at our first
117 meeting that the loading bays were on wrong side of the building, and they have been moved to abut
118 the highway. The tree line is on DOT property; more screening will be added. Our access off of Hackett
119 Hill Road has a turning radius for oversized vehicles. There is a limited view from Hackett Hill Road.
120 The trees provide nice buffering. We will be operating with 240 employees with three shifts; most of the
121 employees will be on the first and second shifts. The third will be mostly administrative and custodial
122 employees.

123

124 P. Roy: The building will be constructed of structural steel and precast wall panels. The structure will be
125 44 feet high at the peak and will be 40 feet clear inside. The plan is for a 40 x 60 bays for the rack
126 storage systems which can be single units or subdivided. We were asked to added color and
127 architectural features for the building entrance, which we have done.

128

129 N. Golon: To see similar projects which we have completed, I suggest contacting Kevin Smith,
130 Londonderry's town manager, where residents have enjoyed significant tax base relief from the many
131 projects we have completed in Londonderry. As I said, we will be creating new employment for 240
132 workers. These are skilled, good-paying jobs. The tax base diversity this project offers will ease the
133 residential tax burden. When complete, this facility will have a \$50-60 million value, adding \$1.3 million
134 to the tax base. We will be making infrastructure improvements - water, sewer and roads. This
135 represents redevelopment of underutilized property, which has been cost-prohibitive for national retail
136 entities. We will use the existing TIF, and our facility would be a catalyst for improvement of the traffic
137 issue at Hackett Hill Road and Route 3A. Our traffic study is still being developed, and will be available
138 at the end of the month. This project will add about 80 peak pm trips, including employee vehicles and
139 tractor trailer trucks. All of our cards are on the table at this point.

140

141 A. Garron: This presentation has been provided for your information; no action is needed. I would
142 advise Council members to refrain from questions about impact and aesthetics. If you need any
143 clarification, I'm sure the presenters will answer your questions.

144

145 Chair Sullivan: Thank you for the presentation. Just for the record, the Town Council is not involved in
146 development; that is the job of the Planning Board and the ZBA.

147

148 D. Boutin: I disagree with the Town Administrator. We have the right to ask questions. At the site walk,
149 we heard that 1.66 million cubic feet of sand is to be taken out, which means 95,000 dump truck trips. It
150 will take a couple of years to remove the soil. People on west side of town will be impacted, with 90
151 trips in the morning to the ramp, which will have to be redone, by the way. There will be 82 trips in the
152 evening. This will have a tremendous impact. Residents there are dumbfounded; they will be looking at
153 this building every day. In my opinion, it is uncharacteristic and just doesn't fit in our town. Mr. Golon
154 inferred that the Planning Board and ZBA were supportive. The Planning Board was less than
155 supportive.

156

157 Chair Sullivan: The Town Council is not involved in development projects but we are involved with the
158 vision for Hooksett. Perhaps we could have a forum to address our vision.

159

160 N. Golon: Our intent was to give you a broad brush of the project. The EDC did voice support, but at no
161 time did I make a statement about the Planning Board or the ZBA.

162

163 R. Duhaime: I agree with Councilor Boutin. We have an approved project for 450 homes going in
164 behind Greens Marine, and we already have a traffic problem. Traffic from several other towns comes
165 through as well. We are being reactive, not proactive, as we should be.

166

167 Chair Sullivan: We don't want to have five different points of view. We should all be on the same plane,
168 which is why I am suggesting a special meeting – a forum – to discuss our vision.

169

170 D. Boutin: We already have a vision in the Master Plan. The Town Council has no role with the
171 Planning Board or the ZBA. It would set a bad precedent if we have forum-type meetings.

172

173 A. Garron: Statements made tonight about planning are not far off. Traffic has been an issue for a long
174 time, which is why I contacted the State for a quarter study. We do need to be proactive and look at the
175 big picture, going beyond the traffic circle.

176

177 P. Roy: To follow up on what Councilor Boutin said, our client purchased this property out of
178 bankruptcy. There is a demand for these distribution centers.

179

180 N. Golon: My goal was to speak to the TIF because we can improve roads with funds via the TIF. There
181 is a possibility for significant road improvement and a short turnaround.

182

183

CONSENT AGENDA

184

185 **Motion to accept the donation of Target gift cards from Allstate Insurance Agent - Philip**
186 **Kelahan, Hooksett, NH, valued at \$100.00 (2 - \$50.00 Cards), to the Town of Hooksett for the**
187 **Hooksett Police Department per RSA 31:95-e: II and 31:95-b, III(b).**

188

189 ***R. Lapierre motioned to accept the donation of Target gift cards from Allstate Insurance Agent***
190 ***Philip Kelahan of Hooksett, NH, valued at \$100.00. J. Durand seconded the motion.***

191

192 C. Karolian: I realize the intentions are good, but when people do their job, financial things come the
193 Town's way. There is a reason we don't accept gifts and gift cards.

194

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

196

Roll Call Vote #2

197

198 ***R. Duhaime Aye***

199

200 ***J Durand Aye***

201

202 ***C. Jones Aye***

203

204 ***R. Lapierre Aye***

205

206 ***A. Walczyk Aye***

207

208 ***D. Boutin Aye***

209

210 ***C. Karolian Nay***

211

212 ***T. Tsantoulis Aye***

213

214 ***J. Sullivan Aye***

215

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

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TOWN ADMINISTRATOR'S REPORT

210

211

A. Garron: I am pleased to report that, for the 2020 census, Hooksett ranked 16th out of 221 communities in New Hampshire, with an 80.1% response rate.

213

214

A. Garron: Pro Con, whose headquarters are in Hooksett, has been named the third best company in New Hampshire to work for by *Business NH Magazine*.

215

216

217

A. Garron: Next, I was previously asked to notify the Council if action arises regarding property abutting town property. I received notice of a lot line adjustment for a property which abuts a large parcel of town land. If the Council wishes, I will attend the hearing.

218

219

220

221

T. Tsantoulis: I would like to request more clarification via an email.

222

223

D. Boutin: Does the lot line adjustment affect town land?

224

225

A. Garron: No, it does not.

226

227

D. Boutin: We don't have to do anything else.

228

229

T. Tsantoulis: I would like more information about this because, if residents asked me questions, I prefer not to say that I don't know.

230

231

232

A. Garron: The DOT is planning six working group meetings in October and November regarding the roadway project along Route 3 to Route 28. This is Alice Avenue and Martins Ferry.

233

234

235

D. Boutin: Is this all on Route 3 between Alice Avenue and Martins Ferry?

236

237

A. Garron: Yes, it is.

238

239

D. Boutin: I would be interested in participating.

240

241

R. Duhaime: I would also be interested.

242

243

A. Garron: The HYAA has reported that a soccer player tested positive for COVID-19. The DPW has disinfected the area, including the net. The notifications regarding quarantine have been made.

244

245

246

R. Duhaime: Did the laptops get ordered? Will they be reimbursed?

247

248

A. Garron: I will submit the fourth round 4 of COVID expenses on October 15th. The laptops are in there.

249

250

251

Chair Sullivan: When will be looking at the budget information which was requested?

252

253

A. Garron: That is later in the agenda.

254

255

C. Karolian: Is that the information I received at 5:32 pm today?

256

257

SCHEDULED APPOINTMENTS (continued)

258

Kiwanis, Sandra Mack and Bob Wiley – "Welcome to Hooksett" sign proposal presentation

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259

260 Chair Sullivan: I would like to welcome Sandra Mack, president of the Kiwanis Club, and Past-President
261 Bob Wiley.

262

263 B. Wiley: We are here to present a preliminary proposal for a Welcome to Hooksett sign. At this point,
264 we are only at the conceptual stage. You have a handout depicting some samples to view. Our plan is
265 to ask the Garden Club to provide flowers, and we plan to have signs for organizations such as
266 Kiwanis, Lions, and the Knights of Columbus. The south end of town has a nice sign, but at Exit 10
267 there is nothing, and there is lots of traffic. We have not done much yet with cost analysis. Kiwanis will
268 pay a large part of the cost, and we are hoping that town employees could help put it up. This could be
269 advertised on the town's website and at the Library. With the 200th anniversary of the town coming up,
270 this is a nice time to do a project like this.

271

272 S. Mack: I want to add that we would be happy to include any service organizations that would like to
273 be on the sign. The goal is to bring visibility to our town.

274

275 D. Boutin: Do we have a Rotary Club in Hooksett?

276

277 B. Wiley: They are attempt to get one going right now, in conjunction with Allenstown. We have been
278 thinking that when the sign is complete, we could have a kick-off event for the 200th anniversary
279 celebration.

280

281 C. Jones: Do we know the cost to the town?

282

283 B. Wiley: It would just be labor.

284

285 D. Boutin: In my opinion, the one in the upper left corner is the best. You could add the Rotary Club and
286 the Garden Club.

287

288 R. Duhaime: I love the granite one. Our volunteers need to be supported. This is a win/win.

289

290 T. Tsantoulis: Thank you both for taking the time to enlighten us. I see no reason not to support this.

291

292 A. Walczyk: Thank you for coming in. I will be looking forward to your updates. The sample from
293 Pelham, New York, on last page is a good size. Items could be added, moved around, or updated. We
294 could have a 'don't forget to vote' sign during elections. Looking at the one for Mechanicsburg, my
295 comment is that brick is hard to read.

296

297 PUBLIC INPUT

298

299 David Ross, 565 Sherwood Drive: At the election, I saw that some urinals and sinks are taped over,
300 which means that the pipes are dried out, which trap vapors and creepy crawlies. This is a serious
301 health concern, and it is a Code Enforcement issue. It is one of the stupidest things I have ever seen.
302 Dysentery will kill you faster than COVID. The welcome sign proposed by Kiwanis is a great idea.
303 However, having all sorts of groups on the sign is a concern. Churches? The ATV Club? The
304 Republican Committee? Where does it stop? The Council is are not supposed to promote these
305 organizations. I think you need to take a step back. The Town Council has authority over this.

306

307

308 NOMINATIONS AND APPOINTMENTS

309

310 Chair Sullivan: We do not have a volunteer for the Budget Committee. I suggest the Councilors take
311 turns, and I would ask Town Administrator Garron to organize that.

312

313 **OLD BUSINESS**

314

315 **TIF District Sewer - Design Amendment 2- Pump Station Land Swap**

316

317 Postponed.

318

319

321 **NHMA Legislative Policy Process 2021-2022**

322

323 ***A. Walczyk motioned that the Town Council support all 18 final policy recommendations of the***
324 ***NHMA. D. Boutin seconded the motion.***

325

326 D. Boutin: The NHMA is a good group. They helped me a lot when I had questions about legislation
327 affecting municipalities.

328

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

330

331 **Roll Call Vote #3**

332

332 ***D. Boutin Aye***

333

333 ***C. Jones Aye***

334

334 ***A. Walczyk Aye***

335

335 ***J. Durand Aye***

336

336 ***R. Duhaime Aye***

337

337 ***T. Tsantoulis Aye***

338

338 ***R. Lapierre Aye***

339

339 ***C. Karolian Aye***

340

340 ***J. Sullivan Aye***

341

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

342

343 D. Fitzpatrick: The NHMA Legislative Policy Conference will be held at the Holiday Inn in Concord on
344 Friday, Oct 2, 2020. It will be an in-person event, running from 9:00 am till noon.

345

346 D. Boutin: I would be happy to attend.

347

348

350 **Administrative Code Update - Cellular Phones in the Workplace**

351

352 Chair Sullivan: This was discussed at our workshop meeting. Right now, we have nine (9) employees
353 receiving a stipend because they use their own cell phones for work.

354

355 A. Garron: There was a concern last year because, if there is a Right-to-Know request for information
356 and an employee has left Town employment, it might be difficult to get that information. At this time,
357 nine employees receive a stipend. If we go forward with giving them town-issued phones, we would
358 want to remove that section of the Administrative Code which reimburses them for using their personal
359 phones at work.

360

361 D. Boutin: How many employees do this now?

362

363 A. Garron: It is nine right now.

364

365 D. Boutin: This could cost a lot of money; there might be people who just want a phone.
 366
 367 A. Garron: This is only for those who need a cell phone as part of their jobs. Administration has to clear
 368 them. It includes the Code Enforcement Officer, the Town Engineer, the Assessor, two Fire Department
 369 employees, two Police Department employees, a Parks & Rec employee and a Building Maintenance
 370 employee.
 371
 372 T. Tsantoulis: Referring to the minutes of the September 1, 2019 meeting, I said at that time that this is
 373 a solution looking for a problem. My comment still stands. We need to keep costs down. As problems
 374 arise, we can deal with them. I know that I don't want to carry two phones.
 375
 376 C. Karolian: I respectfully disagree with Councilor Tsantoulis. Right-to-Know is the purpose. Foolish
 377 not to require.
 378
 379 R. Duhaime: What is the cost comparison?
 380
 381 A. Garron: The monthly stipend is \$50.00, and the monthly cost for a town-issued phone would be
 382 \$45.21.
 383
 384 D. Boutin: Councilor Tsantoulis, is your intention that these employees carry two phones?
 385
 386 T. Tsantoulis: My intention is to leave the policy as it is.
 387
 388 ***D. Boutin motioned to leave the cell phone policy as it is. T. Tsantoulis seconded the motion.***

389 **Roll Call Vote #4**
 390
 391 ***A. Walczyk Aye***
 392 ***R. Lapierre Nay***
 393 ***C. Jones Aye***
 394 ***R. Duhaime Aye***
 395 ***J. Durand Nay***
 396 ***C. Karolian Nay***
 397 ***T. Tsantoulis Aye***
 398 ***D. Boutin Aye***
 399 ***J. Sullivan Nay***
 400 ***Voted in favor (5-4).***

401 **NEW BUSINESS**

402 **Town Administrator Goals 2020-2021**

403
 404
 405
 406
 407 Chair Sullivan: The goals for the Town Administrator were addressed at a previous meeting. In our
 408 packets are the five goals suggested by Councilor Walczyk and the six suggested by Town
 409 Administrator Garron. There is duplication regarding solar facilities on town property and concerns
 410 about the bee population.

411
 412 T. Tsantoulis: Regarding the fourth goal on Councilor Walczyk's list – cooperation and collaboration
 413 with SNHU - with schools closed and remote learning because of COVID, it is not fair to saddle Mr.
 414 Garron with this goal. He has plenty to do. I would like it to be left on the list, with the understanding
 415 that his hands are tied.

419 R. Duhaime: I would still like Mr. Garron to make some effort with this because I would like to see
420 younger people involved.

421
422 D. Boutin: I am curious about the bees mentioned in Mr. Walczyk's third goal and Mr. Garron's first
423 goal.

424
425 A. Walczyk: I don't know if we use pesticides, but I would like to look into it.

426
427 D. Boutin: Where do we now have a problem?

428
429 A. Walczyk: This is not just about Hooksett. It is the entire planet.

430
431 D. Boutin: Do we perform town-wide spraying?

432
433 A. Walczyk: I don't know; I would just like to handle this locally for a start.

434
435 A. Garron: The questions are: Is there an issue? Is a ban or restriction in order? This is not the first time
436 I have heard of this. In a town where I previously worked, the bee population had declined and it had an
437 effect on the apple orchards there because it decreased the amount of pollination and affected the
438 apple production.

439
440 E. Labonte: We don't spray with pesticides. We are not licensed to do that. We hire a licensed
441 contractor if we have to spray because of a wasp problem affecting our employees.

442
443 R. Duhaime: I suggest that Mr. Garron might coordinate with SNHU about this as a project for students.

444
445 A. Garron: I would have to check with SNHU to see if there is such a discipline offered.

446
447 A. Walczyk: I would like to leave the fifth item on my list of goals, regarding audio for the Council
448 Chambers, because there is still work to be done regarding the funding of this project through
449 GOEFRR.

450
451 Chair Sullivan read the list of **Tangible Goals for the Town Administrator for 2020-2021**

452
453 Goal 1: Continue to focus on a business retention and expansion program. We need to keep
454 businesses we have and attract additional businesses to Hooksett.

455
456 Goal 2: Implement solar facilities on town-owned property.

457
458 Goal 3: Ban (or restrict/cease) the use of pesticides that are harmful to bees.

459
460 Goal 4: Improve audio for council chambers. It is still difficult to hear the speaker for online meetings.

461
462 Goal 5: Develop and implement a monthly newsletter.

463
464 Goal 6: Improve communication with staff, Council and public.

465
466 Goal 7: Implement Master Plan.

467
468 Goal 8: Develop an evaluation system to better identify town owned parcels to keep and parcels to
469 sell.

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Goal 9: Develop a plan of action for Old Town Hall.

T. Tsantoulis motioned to approve the nine (9) goals listed for Town Administrator Garron. J. Durand seconded the motion.

Roll Call Vote #5

T. Tsantoulis Aye
C. Jones Aye
R. Duhaime Aye
A. Walczyk Aye
R. Lapierre Aye
C. Karolian Aye
J. Durand Aye
D. Boutin Aye
J. Sullivan Aye

Voted unanimously in favor (9-0).

Appoint ADA Coordinator and Adopt ADA Public Notice & ADA Grievance Procedure

R. Lapierre motioned to appoint Donna Fitzpatrick as ADA Coordinator for the Town of Hooksett. A. Walczyk seconded the motion.

R. Lapierre: This makes sense because Ms. Fitzpatrick is already the HR Director for the Town.

A. Walczyk: Because of the added responsibilities, it is necessary that the Town Administrator reevaluate the position's title and job description, as well as compensation for the additional activities. I have done some research, and this is a front-loaded project requiring significant effort to get it going. It will require an action plan, going to the second or third quarter of 2021. Some of the tasks are time-sensitive, and no one is in the job already.

Chair Sullivan: I would suggest that the next motion address these elements.

C. Karolian: I would suggest that the name be removed and replaced with the position, because if that person leaves, we will have to revisit this.

A. Garron: I concur with Councilor Karolian on this, and I would also ask that the issues raised by Councilor Walczyk be included in the motion.

R. Lapierre: I would like to pull back my motion.

Chair Sullivan motioned to appoint the Administrative Services Coordinator as the ADA Coordinator for the Town of Hooksett and to direct the Town Administrator to make necessary changes to the current job description and consider a possible salary change, if necessary. T. Tsantoulis seconded the motion.

A. Garron: I would only add that a change in title might be considered.

Chair Sullivan: That is covered by a change in job description.

520 C. Karolian: I thought it was an additional duty that the Administrative Services Coordinator was taking
521 on. Now you are going to change the title and allow the Town Administrator to adjust the salary
522 upwards as he sees fit?

523

524 Chair Sullivan: If it is necessary to change the salary, the Town Administrator will bring that back to the
525 Council.

526

527 C. Karolian: Who put this forward?

528

529 Chair Sullivan: The Administration put this forward because we do not have an ADA Coordinator. Then
530 Councilor Walczak asked that the job description and salary be reviewed.

531

532 C. Karolian: I would like to know who put this forward.

533

534 A. Garron: The Town of Hooksett does not have an ADA Coordinator and the State asked that we fill
535 that position. Ms. Fitzpatrick volunteered, as no one else was stepping forward.

536

537 J. Durand: I am confused by the motion. Are we giving the Town Administrator permission to raise
538 salaries? He said that Ms. Fitzpatrick volunteered for the position. Now we are throwing salaries in.

539

540 Chair Sullivan: We would have to vote on a change in the job description. That would have to come
541 back.

542

543 A. Garron: I have authority on the compensation of employees - other than department heads – and on
544 reorganizations as well.

545

546 Chair Sullivan: The reorganization would have to come back to us.

547

548 A. Garron: This was addressed by my predecessor. The Town Council gave authority to the Town
549 Administrator for reorganizations.

550

551 Chair Sullivan: I don't remember that. We need to get clarification on that.

552

553 ***C. Karolian motioned to table this item in order to get more information. J. Durand seconded the***
554 ***motion.***

555

556 **Roll Call Vote #6**

557 ***J. Durand Aye***

558 ***R. Lapierre Nay***

559 ***C. Karolian Aye***

560 ***D. Boutin Nay***

561 ***C. Jones Nay***

562 ***T. Tsantoulis Aye***

563 ***A. Walczyk Nay***

564 ***R. Duhaime Nay***

565 ***J. Sullivan Nay***

566 ***Motion failed (3-6).***

567

568 Chair Sullivan: I do not see anything in the Charter about authority for reorganizations.

569

570 A. Garron: I have the answer here. Under Personnel Plans, Job Descriptions, it says that job
571 descriptions are not all inclusive and may be changed with the approval of the Town Administrator.

572
573 Chair Sullivan: Reorganizations would come back to us.
574

575 A. Walczyk: This could be its own position. This has to be added to the job description and title. How
576 else is it established?

577
578 Chair Sullivan: This is not a reorganization. It is a change to a job description.
579

580 J. Durand: Why are we voting on this?
581

582 A. Garron: This is actually two issues in one. We have to assign an ADA Coordinator, as requested by
583 the State. Councilor Walczyk brought up the second issue of duties and responsibilities, saying that
584 maybe they should be looked at.

585
586 C. Jones: We don't need to vote on either of these.
587

588 Chair Sullivan: We voted on the Assistant Health Officer.
589

590 D. Fitzpatrick: The governing body has to vote on appointments such as the ADA Coordinator, just as it
591 did for the appointment of the Assistant Health Officer.
592

593 C. Karolian: The optics are not good. The person who volunteered for the position is assisting with the
594 process of getting it to go forward. This was brought in at the last minute for a salary increase. The staff
595 report gives no indication of this.

596
597 Chair Sullivan: The information in our packets was provided by the Town Administrator regarding the
598 appointment of an ADA Coordinator and adoption of the ADA Public Notice & ADA Grievance
599 Procedure. The request to look at the salary, title and job description was made by Councilor Walczyk.
600 We are doing this properly because we are debating it. The optics are good.

601
602 ***C. Jones motioned to appoint Donna Fitzpatrick as ADA Coordinator for the Town of Hooksett.***
603 ***R. Lapierre seconded the motion.***
604

605 D. Boutin: Are you including the change in job description and/or salary?
606

607 C. Jones: No, I am not. The rest falls under the responsibilities and authority of Mr. Garron.
608

609 **Roll Call Vote #7**

610 ***C. Jones Aye***
611 ***C. Karolian Nay***
612 ***R. Lapierre Aye***
613 ***R. Duhaime Aye***
614 ***A. Walczyk Aye***
615 ***J. Durand Nay***
616 ***T. Tsantoulis Aye***
617 ***D. Boutin Aye***
618 ***J. Sullivan Aye***
619 ***Voted in favor (7-2).***
620

621 ***R. Lapierre motioned to adopt the ADA Public Notice & ADA Grievance Procedure as submitted***
 622 ***in the agenda. T. Tsantoulis seconded the motion.***
 623

624 **Roll Call Vote #8**

625 ***R. Lapierre Aye***
 626 ***R. Duhaime Aye***
 627 ***T. Tsantoulis Aye***
 628 ***A. Walczyk Aye***
 629 ***J. Durand Aye***
 630 ***C. Jones Aye***
 631 ***D. Boutin Aye***
 632 ***C. Karolian Aye***
 633 ***J. Sullivan Aye***

634 ***Voted unanimously in favor (9-0).***
 635

636 **Autumn Frost Subdivision Street Name Approval**
 637

638 ***T. Tsantoulis motioned to approve Marigold Way as the street name for the Autumn Frost***
 639 ***Subdivision located off Summerfare Street. D. Boutin seconded the motion.***
 640

641 R. Lapierre: As a resident of the street, Marigold Way doesn't fit with the use of seasonal names for this
 642 development.
 643

644 D. Boutin: It is seasonal; marigolds are displayed in the summer.
 645

646 C. Karolian: I thought that "Way" was for private properties only.
 647

648 Chair Sullivan: The Library is on Mount Saint Mary's Way. That is not a private road.
 649

650 **Roll Call Vote #10**

651 ***C. Karolian Aye***
 652 ***T. Tsantoulis Aye***
 653 ***R. Lapierre Nay***
 654 ***C. Jones Nay***
 655 ***D. Boutin Aye***
 656 ***J. Durand Aye***
 657 ***A. Walczyk Nay***
 658 ***R. Duhaime Nay***
 659 ***J. Sullivan Aye***
 660 ***Voted in favor (5-4).***
 661

662 **University Commons Street Name Approval**
 663

664 ***T. Tsantoulis motioned to approve Overlook Drive as the street name for the University***
 665 ***Commons development proposed on Map 14, Lots 1-11. D. Boutin seconded the motion.***
 666

667 **Roll Call #11**

668 ***T. Tsantoulis Aye***
 669 ***R. Lapierre Aye***
 670 ***J. Durand Aye***
 671 ***C. Jones Aye***

672 **C. Karolian Aye**
 673 **A. Walczyk Aye**
 674 **R. Duhaime Aye**
 675 **D. Boutin Aye**
 676 **J. Sullivan Aye**
 677 **Voted unanimously in favor (9-0).**

678
 679 **Street Name Approval for property located near Allentown Line, Owner requires access to new**
 680 **construction of a livestock barn**

681
 682 **T. Tsantoulis motioned to approve the street name Thessalonika Drive for Map 1, Lot 14. D.**
 683 **Boutin seconded the motion.**

684
 685 C. Karolian: Do we know the origin of this name? We want to be sure it's not offensive.

686
 687 T. Tsantoulis: I suspect it is a family name.

688
 689 **Roll Call Vote #12**

690 **D. Boutin Aye**
 691 **A. Walczyk Aye**
 692 **J. Durand Aye**
 693 **C. Karolian Nay**
 694 **R. Lapierre Aye**
 695 **T. Tsantoulis Aye**
 696 **R. Duhaime Aye**
 697 **C. Jones Aye**
 698 **J. Sullivan Aye**
 699 **Voted in favor (8-1).**

700
 701
 702 **Town Wide Road Line Striping Bid Acceptance**

703
 704 **T. Tsantoulis motioned that town-wide road striping be cancel for this year. J. Durand second**
 705 **the motion.**

706
 707 T. Tsantoulis: I am generally in favor of street marking. However, the stipes on Hooksett Roads are
 708 worn between 30% and 50%. That can make it one more year.

709
 710 Chair Sullivan: Is this a State requirement?

711
 712 E. Labonte: It is required for safety purposes. This bid includes crosswalks, which the town has been
 713 requiring developers to have. It can be done in the spring to allow time for additional fading. If we do not
 714 accept this bid, we will be doing it in the next budget.

715
 716 R. Lapierre: The documentation says this is to be done by October 1, 2020.

717
 718 E. Labonte: That is adjustable.

719
 720 T. Tsantoulis removed his motion.

721
 722 Chair Sullivan: Can this be postponed until after April 1, 2021?

723

E. Labonte: They often do 50% in the fall and 50% in the spring.

725

R. Lapierre: Will it cost more?

727

E. Labonte: They could withdraw their bid, but I don't believe they will.

729

R. Lapierre motioned to approve and consent to award the Town-wide Road Line Striping bid to Industrial Traffic Lines, Inc. for \$20,524.72 to be funded out of current FY 2020-2021 budget, with the contingency that the work will be done after April 1, 2021. A. Walczyk seconded the motion.

733

C. Karolian: When will they be paid?

735

E. Labonte: They will be paid when the work is completed.

737

C. Karolian: Why not re-introduce this in the Spring?

739

E. Labonte: They may withdraw their bid, and we will have to get new bids.

741

C. Karolian: Again, this is an eleventh-hour item.

743

Chair Sullivan: That is not true. This has been on the agenda for five weeks.

745

Roll Call Vote #13

747

C. Karolian Nay

748

D. Boutin Aye

749

T. Tsantoulis Aye

750

R. Lapierre Aye

751

A. Walczyk Aye

752

R. Duhaime Aye

753

J. Durand Aye

754

C. Jones Aye

755

J. Sullivan Aye

756

Voted in favor (8-1).

757

Custodial Support Bid Acceptance

759

E. Labonte: We have had a problem hiring part-time people. A posting for a custodian at the Courthouse has been posted for more than a year without a single application. The custodian at the Safety Center retired recently after 11 years of service, and the Public Works Department has never had a custodian. Town employees have been working overtime to get this work done. I requested bids for this and received three. The bid I propose accepting costs less than paying overtime to Town employees. Also, if we have a bad winter storm, they will be plowing and not available for custodial work.

767

T. Tsantoulis motioned to approve and consent to award the Custodial Support bid for the Safety Center, Courthouse and Public Works Department to New England Cleaning Solutions for \$825 per month per building (\$29,700 per year) to be funded out of the current FY 2020-2021 budget. D. Boutin seconded the motion.

772

Roll Call Vote #14

773

774 **R. Duhaime** *Aye*
 775 **J. Durand** *Aye*
 776 **C. Jones** *Nay*
 777 **R. Lapierre** *Aye*
 778 **A. Walczyk** *Aye*
 779 **D. Boutin** *Aye*
 780 **C. Karolian** *Nay*
 781 **T. Tsantoulis** *Aye*
 782 **J. Sullivan** *Aye*
 783 **Voted in favor (7-2).**

784

785
 786 **2020 MS-535 Financial Report of the Budget**

787

788 ***T. Tsantoulis motioned to authorize the Town Council to sign the 2020 MS-535 Financial Report***
 789 ***of the Budget for the period ending June 30, 2020 as presented. A. Walczyk seconded the***
 790 ***motion.***

791

792 C. Soucie: The Unassigned Fund Balance is about eight or nine percent (8-9%). Our goal is to have a
 793 minimum of five percent and a target of eight percent. This \$4.4 million will give us flexibility when
 794 setting the tax rate.

795

796 **Roll Call Vote #15**

797 **D. Boutin** *Aye*
 798 **C. Jones** *Aye*
 799 **A. Walczyk** *Aye*
 800 **J. Durand** *Aye*
 801 **R. Duhaime** *Aye*
 802 **T. Tsantoulis** *Aye*
 803 **R. Lapierre** *Aye*
 804 **C. Karolian** *Nay*
 805 **J. Sullivan** *Aye*
 806 **Voted in favor (8-1).**

807

808

809 **FY 2021-22 Budget and Warrant Article Review**

810

811 A. Garron: My understanding from last week's vote is we were directed to decrease the Police and Fire
 812 Department budgets by five percent each and to come back with the reductions in their respective
 813 budgets. The Finance Director will go over the handout entitled **FY 2021-22 Budget a335,695nd**
 814 **Warrant Article Review – Update, September 23, 2020.**

815

816 C. Soucie: The budget stands at \$18,177,901 and includes the changes made by Town Council as well
 817 as suggested changes including the following items: removing all new positions, reducing the DPW
 818 Road Resurfacing line and reducing Police and Fire by five percent. This includes the Library
 819 appropriations and the increase in the employer share of NH Retirement. This recommended budget of
 820 \$18,177,901 is \$203,121 (1.22%) higher than the current year's budget of \$117,974,780 and is
 821 \$157,794 less than the proposed default budget of \$18,335,695.

822

823 Chair Sullivan: I don't think we have voted on the Administration budget.

824

825 C. Soucie: You may, but you don't have to.

826

827 Chief Bouchard: The budget I originally presented was \$6,000 less than the current budget, aside from
828 the 92% which is wages and benefits. I am cognizant of the effect of COVID on budgets and
829 operations. One of our officers just tested positive for the virus. This is our first. He will be out for at
830 least two weeks and two other officers must be quarantined until they test negative.

831

832 R. Lapierre: It looks like you have changes in just about every line, so I would like you to go through all
833 of these reductions.

834

835 Chief Bouchard: First, regarding Overtime and Training, Governor Sununu announced that he supports
836 all 48 recommendations of his Commission on Law Enforcement. More than half of the
837 recommendations require training, which involves overtime. I have cut full-time wages by \$55,859 for
838 the one open position. Not filling this position could result in overtime costs. We will have to pull our full-
839 time SRO out of the schools if she is needed on the streets in order to keep overtime down. I have
840 lowered the hours of our part-time Support Specialist from 16 to 10. This is Gary Blanchette, who
841 cleans cars, does Animal Control and ferries vehicles for service, among other responsibilities. We
842 have been advertising for a part-time clerk in administration; I have lowered these hours from 24 to 16.
843 Our five-year overtime average is \$187,533. I cut the Overtime line by \$49,780. This will be tight
844 because we have to fill shifts, and we may see more officers out due to COVID. Christine Soucie
845 helped me with the calculations for reductions in insurance/benefits.

846

847 R. Duhaime: How many officers do you have on patrol?

848

849 Chief Bouchard: Of our 29 employees, four are in administration, six are sergeants, three are detective
850 and one is the SRO. That leaves 17 for patrols. Seven are on the day shift and six are on evenings.
851 (We would like to have seven.) We have three on midnight patrol. The officers rotate. Evenings are our
852 busiest time. The Education line can't be cut because it is contractual. Of the Uniform line, \$30,000 is
853 by contract. This year, 11 officers need new bullet-proof vests. They are required to be replaced every
854 five years. We may receive grants for some of the cost, but can't count on that. Training has been
855 lowered by an additional \$2,000 to the cuts already made. This includes tasers, cartridges, and ammo.
856 Training is very important to us. It is a great retention tool, and we don't have use of force issues
857 because our training is so good. For the Selection Process, I had budgeted for two sworn and two
858 unsworn. I lowered each of these to one. I took \$15,000 from the Fuel line, based on historical use, the
859 fuel rate of \$2.50 per gallon set by the Town Administrator, and the fact that we hope to purchase two
860 new hybrids. Several lines with small amounts were lowered a bit.

861

862 Chief Bouchard: I would like to spend some time talking about our fleet. I have lowered from two to one
863 the number of new vehicles to be purchased next year. We have six patrol-ready cars, one K-9 car and
864 a sergeant's car. We rotate the cars with high mileage to details and supervisors. Then, we offer them
865 to other departments. We spend \$35,000 each year for each new car. We can manage with just one
866 new car, but I am not overly comfortable having cars out on emergency which have 100,000 miles on
867 them. We are in a good rotation system. The two we have scheduled to rotate have 103,000 and
868 100,000 miles on them. We get a lot out of our vehicles and they are well maintained. One new vehicle
869 versus two means higher maintenance costs, in the long run.

870

871 D. Boutin: I would like to allow the Police Department to purchase two vehicles. This is the bread and
872 butter of their department.

873

874 C. Jones: In 2005, when I was a police officer in Allentown, I had a domestic call. Driving a cruiser with
875 90,000 miles, I broke down on the way. It took a while for another vehicle to get to the scene. The
876 woman died four days later from her injuries. The SRO does a lot of great things, and I would not want
877 that position to disappear. I would like to have a more workable cut; I would suggest 2% versus 5%.

878

879 C. Karolian: The Town Council should not go line by line on these budgets. That should be done with
880 the Town Administrator. The vehicle cut was just a suggestion. We are spinning our wheels.

881
882 Chair Sullivan: Councilor Tsantoulis asked them to come back with where the cuts would be.
883

884 T. Tsantoulis: I did ask the Fire and Police Chiefs to come back with 5% cuts. Where the cuts come
885 from should be up to the department heads, as opposed to going line by line with the Council.
886

887 ***C. Jones motioned to instruct the Police Department to reduce its budget by two percent (2%),***
888 ***not five percent (5%). R. Lapierre seconded the motion.***
889

890 C. Jones: We, like the rest of the country, are panicking unnecessarily.
891

892 R. Lapierre: We are looking at vehicles which are end of life, along with staffing and overtime issues.
893 Cutting emergency services will have a serious impact. I wanted a line-by line report because we need
894 to know how services could be affected by these budget cuts. The number plucked from the air by
895 Councilor Tsantoulis could result in lack of emergency services.
896

897 D. Boutin: Councilor Tsantoulis has been involved for a long time, and he understands budgets. I
898 support the reductions in the Police Department except for the vehicle cut.
899

900 J. Durand: A vehicle can break down at 10,000 miles.
901

902 D. Boutin: The likelihood is not there.
903

904 J. Durand: New cars can get over 100,000 miles.
905

906 ***R. Lapierre motioned to call the question. T. Tsantoulis seconded the motion.***
907

908 R. Lapierre removed his motion.
909

910 R. Duhaime: We are looking for tax cuts, not to reduce services. One new car is enough. I am proud of
911 our police force, but lots of people are making sacrifices.
912

913 T. Tsantoulis: The State is looking at a \$500 million shortfall. This is not easy; I don't enjoy it. But
914 someone said not to panic six months ago, and thousands of people have died.
915

916 Chair Sullivan: I thought 5% was too much. The reduction of one officer and one vehicle is about 2.5%.
917

918 R. Lapierre: From the Highway Block Grant, the worst-case scenario is a 15% loss, which is \$150,000.
919

920 C. Karolian: The Town Administrator's budget of \$177,461 is lower than the Town Council's budget of
921 \$18,177 and also lower than the Department's budget.
922

923 C. Soucie: As we said earlier, the Town Administrator's budget does not include the Library because he
924 does not review that budget. It is increased by the amount of \$226,000 because of the NH Retirement
925 increase.
926

927 Chair Sullivan called for a roll call vote on the motion for a two percent (2%) budget cut.
928

929 **Roll Call Vote #16**

930 **A. Walczyk Aye**
 931 **R. Lapierre Aye**
 932 **C. Jones Aye**
 933 **R. Duhaime Nay**
 934 **J. Durand Nay**
 935 **C. Karolian Nay**
 936 **T. Tsantoulis Nay**
 937 **D. Boutin Nay**
 938 **J. Sullivan Aye**
 939 **Motion failed (4-5).**

940
 941 **D. Boutin motioned to approve the Police Department revised budget, with the addition of**
 942 **\$50,145 for a second new vehicle. Chair Sullivan seconded the motion.**
 943

944 **Roll Call Vote #17**

945 **T. Tsantoulis Nay**
 946 **C. Jones Aye**
 947 **R. Duhaime Nay**
 948 **A. Walczyk Aye**
 949 **R. Lapierre Aye**
 950 **C. Karolian Nay**
 951 **J. Durand Nay**
 952 **D. Boutin Aye**
 953 **J. Sullivan Aye**
 954 **Voted in favor (5-4).**

955
 956 Chief Burkush: This budget doesn't support two stations, not all of the time. We have a 4% contractual
 957 raise of \$102,114. The Town Administrator cut our budget by 5%.

958
 959 C. Jones: The Town Administrator cut the Fire Department 5% we are cutting it 5% more? I was not
 960 aware of this.

961
 962 D. Boutin: Councilor Jones, the Town Administrator cut 4.1% and the Town Council cut it 5%, for a
 963 total of 9.1%.

964
 965 Chief Burkush: The Town Administrator also cut our hydrant budget by \$3,450, but we still have
 966 \$300,000 costs in this line over which we have no control.

967
 968 A. Garron: The Fire Department's request was up 12% over last year. I wish I had looked at the hydrant
 969 costs when I first reviewed the budget.

970
 971 Chief Burkush: The impact of an additional 5% cut to our budget is nearly catastrophic to our
 972 operations. We are in the middle of an unprecedented pandemic crisis with unknown ramifications 18
 973 months from now. These cuts could severely impact services provided to the Town. These are the
 974 potential cuts: salary and benefits (\$71,001), which eliminates the much-needed proposed fire
 975 Prevention Captain/FF reorganization plan and a part-time administrative assistant; overtime (\$71,890),
 976 leaving insufficient funds to operate two fire stations continually; Uniforms (\$10,000); Training & Dues
 977 (\$13,750); Equipment Maintenance (\$500); Vehicle Maintenance (\$10,000); Rentals & Leases
 978 (\$34,000); Forest Fires (\$1,500); Office Supplies (\$500); Meals/Food (\$500); New Equipment (\$15,000)
 979 (hose replacement program); Operating Equipment (\$1,000) and Emergency Management New
 980 Equipment (\$5,000). Our actual vehicle repairs last year were \$152,582, and with a cut of \$10,000, that
 981 budget amount is only \$90,000. We have sought out and received over \$300,000 in grants to fund

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19

982 unexpected COID costs, grant funds which may not be available next year. We received two EMS
 983 awards last year and the Heart Safe EMS Award. A Councilor called us recently because a new
 984 business contacted him about the long time it takes to get an inspection. We don't have a full-time
 985 inspector. This Councilor was not interfering; he was getting an explanation for a resident.
 986

987 **Chair Sullivan motioned to set the Fire Department budget at the default amount of \$4,541,237.**
 988 **R. Lapierre seconded the motion.**
 989

990 C. Karolian: On the handout we received late today, the Fire/Rescue budget is \$4,896,028. This does
 991 not agree with the Finance Department handout.
 992

993 Chair Sullivan: It does not include the EMT amount.
 994

995 C. Karolian: I would like to know why not.
 996

997 **Roll Call Vote #18**

998 **J. Durand Aye**

999 **R. Lapierre Aye**

1000 **C. Karolian Nay**

1001 **D. Boutin Nay**

1002 **C. Jones Aye**

1003 **T. Tsantoulis Nay**

1004 **A. Walczyk Aye**

1005 **R. Duhaime Nay**

1006 **J. Sullivan Aye**

1007 **Voted in favor (5-4).**
 1008

1009 **NON-PUBLIC SESSION NH RSA 91-A:3, II**

1010 **Chair Sullivan motioned to enter non-public session at 9:45 pm in accordance with the**
 1011 **provisions of RSA 91-A:3, II (a (c) & (e) T. Tsantoulis seconded the motion.**
 1012

1013 NH RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the
 1014 disciplining of such employee, or the investigation of any charges against him or her, **unless** the
 1015 employee affected (1) has a right to a public meeting, and (2) requests that he meeting be open, in
 1016 which case the request shall be granted.
 1017

1018 NH RSA 91-A:3 II (c) Matters which, if discussed in public, would likely affect adversely the reputation
 1019 of any person, other than a member of the public body itself.
 1020

1021 NH RSA 91-A:3, II (e) Consideration or negotiation of pending claims or litigation which has been
 1022 threatened in writing or filed by or against the public body or any subdivision thereof, or by or against
 1023 any member thereof because of his or her membership in such public body, until the claim or litigation
 1024 has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law,
 1025 with any body or board shall not constitute a threatened or filed litigation against any public body for the
 1026 purposes of this subparagraph.

1027 **Roll Call Vote #19**

1028 **C. Jones Left meeting**

1029 **C. Karolian No**

1030 **R. Lapierre Aye**

1031 **R. Duhaime Aye**

1032 **A. Walczyk Aye**

1033 **J. Durand Aye**
 1034 **T. Tsantoulis Aye**
 1035 **D. Boutin Out of the room for roll call**
 1036 **J. Sullivan Aye**
 1037 **Voted in favor (6-1).**
 1038
 1039 **Chair Sullivan motioned to exit non-public session of 09.23.2020 at 10:15 pm. C. Karolian**
 1040 **seconded the motion.**
 1041
 1042 **Roll Call Vote #20**
 1043 **R. Lapierre Aye**
 1044 **R. Duhaime Aye**
 1045 **T. Tsantoulis Aye**
 1046 **A. Walczyk Aye**
 1047 **J. Durand Aye**
 1048 **C. Jones Left meeting**
 1049 **D. Boutin Aye**
 1050 **C. Karolian Aye**
 1051 **J. Sullivan Aye**
 1052 **Voted in favor (8-0).**
 1053
 1054 **Back in public session at 11:14pm**
 1055
 1056 **Chair Sullivan motioned to seal the minutes of the non-public session as they might adversely**
 1057 **affect someone not a member of the Council. D. Boutin seconded the motion.**
 1058
 1059 **Roll Call Vote #21**
 1060 **J. Durand Aye**
 1061 **D. Boutin Aye**
 1062 **C. Jones Left meeting**
 1063 **R. Duhaime Aye**
 1064 **C. Karolian Aye**
 1065 **A. Walczyk Aye**
 1066 **T. Tsantoulis Aye**
 1067 **R. Lapierre Aye**
 1068 **J. Sullivan Aye**
 1069 **Voted unanimously in favor (8-0).**
 1070
 1071 **ADJOURNMENT**
 1072
 1073 **Chair Sullivan made a motion to adjourn at 10:16 pm. Councilor Karolian seconded the motion.**
 1074
 1075 **Roll Call Vote #22**
 1076 **C. Karolian Aye**
 1077 **T. Tsantoulis Aye**
 1078 **R. Lapierre Aye**
 1079 **C. Jones Left meeting**
 1080 **D. Boutin Aye**
 1081 **J. Durand Aye**
 1082 **A. Walczyk Aye**
 1083 **R. Duhaime Aye**

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21

1084 **J. Sullivan Aye**
1085 **Voted in favor (8-0).**
1086

1087
1088 Respectfully submitted,
1089 *Kathleen Donnelly*
1090 Kathleen Donnelly
1091 Recording Clerk
1092

1093
1094 **Please see subsequent meeting minutes for any amendments to these minutes.**

**Town of Hooksett
Town Council Budget Review Special Meeting Minutes
Wednesday, September 30, 2020**

1
2 The Hooksett Town Council met on Wednesday, September 30, 2020 at 6:00 in the Hooksett
3 Municipal Building.
4
5 **CALL TO ORDER**
6 Chair Sullivan called the meeting of 30 Sep 2020 to order at 6:00 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 John Durand, Councilor Randall Lapierre,
13 Councilor David Boutin, Councilor Clifford Jones, Councilor Timothy Tsantoulis
14
15 Councilor Alex Walczyk arrived at 6:03 pm.
16
17 Councilor Clark Karolian attended remotely, joining the meeting at 7:26 pm.
18
19 Missing: Councilor Roger Duhaime
20
21 **PLEDGE OF ALLEGIANCE**
22 Chair Sullivan called for the Pledge of Allegiance.
23
24 Chair Sullivan: For next year, the Town Council requests a calendar of meeting dates from the
25 Budget Committee so that we can meet their requests, as we are willing to do.
26
27 **BUDGET REVIEWS**
28 **Recommend Town Council's FY 2021-22 budget to the Budget Committee**
29 Chair Sullivan: We were unable to finalize the budget at the last meeting. We plan to
30 finalize it this evening so that it can be given to the Budget Committee for their meeting
31 tomorrow evening.
32 A. Garron: Thank you for agreeing to meet this evening. What you have before you is the
33 final budget amount, which takes into consideration the cuts to Fire & Police and the
34 amended Administration budget with the removal of a full-time position, as well as the cost
35 for New Hampshire retirement, is \$18,323,910.00. Page 4 of your packets illustrates this in
36 more detail. There are no changes from last week to this week.
37 A. Walczyk: Thank you for putting this together.
38 A. Garron: The credit goes to the Finance Director.
39 A. Walczyk: Would you refresh my memory about the removal of new positions?
40 A. Garron: In the Administration budget, a part-time position was proposed to become full-
41 time and has been returned to part-time. A part-time position in the Fire Department has
42 been removed, as has a reorganization in the Fire Department to create a Fire Prevention
43 Officer.

- 44 J. Durand: I just want to say 'hats off' to Mr. Garron and his staff for going with Councilor
45 Boutin's proposal to keep the budget increase to two percent. This has required a lot of
46 work.
- 47 Chair Sullivan: Can you explain the difference between the Fire Department's proposed
48 budget and the default budget for them which was approved as their budget last week?
- 49 A. Garron: Referring to page 2, \$83,043.00 went back into the Fire Department's budget,
50 bringing that budget up to \$4,541,237.00.
- 51 D. Boutin: Column 2 on page 2 has Fire Department actual expenses of \$4,078,321.00.
52 How did they get to \$4,541,237.00, which is an increase of \$500,000.00?
- 53 A. Garron: You are looking at actual expenses from FY 2019-2020. The budgeted amount
54 for that fiscal year was \$4,187,405.00, so they actually underspent their budget that year.
55 The increase is due mainly to increased hydrant rental & lease costs and contractual salary
56 increases.
- 57 R. Lapierre: This is a two-year increase, of which \$300,000.00 is contractual salary
58 increases of about 3.5% each of the two years.
- 59 A. Garron: We brought to you the figures you all agreed to last week.
- 60 T. Tsantoulis: I just want to point out that not all Councilors agreed to the figure. That is the
61 figure that was voted on and passed.
- 62 R. Lapierre: There are many reasons to vote 'no' on a motion. There may have been many
63 different reasons. My reason was that the cuts to Police & Fire were too severe, impacting
64 personnel and services to the residents of Hooksett.
- 65 ***Chair Sullivan motioned to approve the amount of \$18,323,910.00 for the FY 2021-22***
66 ***budget. D. Boutin seconded the motion.***
67
- 68 **Roll Call Vote #2**
69 ***R. Duhaime Not present***
70 ***J Durand Nay***
71 ***C. Jones Nay***
72 ***R. Lapierre Nay***
73 ***A. Walczyk Aye***
74 ***D. Boutin Nay***
75 ***C. Karolian Not present***
76 ***T. Tsantoulis Nay***
77 ***J. Sullivan Aye***
78 ***Motion failed (2-5).***
79
- 80 ***R. Lapierre motioned to recommend the default budget amount of \$18,378,495.00, which***
81 ***does not include Wastewater. Chair Sullivan seconded the motion.***
- 82 C. Soucie: I just want to point out that the NH Retirement amount has been added to both the
83 proposed budget and the default budget.
- 84 R. Lapierre: I made this motion to get some movement, because no one else has a concept of
85 how to get an agreement.
- 86 D. Boutin: You are going in the wrong direction.

87 **Roll Call Vote #3**

88 **D. Boutin** *Nay*

89 **C. Jones** *Nay*

90 **A. Walczyk** *Aye*

91 **J. Durand** *Nay*

92 **R. Duhaime** *Not present*

93 **T. Tsantoulis** *Nay*

94 **R. Lapierre** *Aye*

95 **C. Karolian** *Not present*

96 **J. Sullivan** *Aye*

97 **Motion failed (3-4).**

98

99 **D. Boutin** *motioned to recommend a budget of \$18,000,910.00. T. Tsantoulis seconded the motion.*

100

101

102 R. Lapierre: This is another cut of \$323,000.00 from last week's figure.

103

104 D. Boutin: This is a more reasonable budget, more affordable to the taxpayers. I also want the
105 Town Administrator to decide where the cuts will come from.

106

107 T. Tsantoulis: I concur with Councilor Boutin. The voters would be more willing to accept this.

108

109 Chair Sullivan: This is a little too much of a cut.

110

111 R. Lapierre: The amount of \$18,323,910.00 is a 2.09 percent increase from the previous budget.

112 Councilor Boutin asked for an increase of two percent. Now he is against it.

113

114 Chair Sullivan: How much does 0.09% amount to in dollars?

115

116 R. Lapierre: It is about \$150.00.

117

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

119

120 **Roll Call Vote #4**

121 **A. Walczyk** *Nay*

122 **R. Lapierre** *Nay*

123 **C. Jones** *Nay*

124 **R. Duhaime** *Not present*

125 **J. Durand** *Aye*

126 **C. Karolian** *Not present*

127 **T. Tsantoulis** *Aye*

128 **D. Boutin** *Aye*

129 **J. Sullivan** *Nay*

130 **Motion failed (3-4).**

131

132 Chair Sullivan: As a compromise, I am thinking of \$18,200,000.00.

133

134 T. Tsantoulis: I was thinking of the same amount.

135

136 ***T. Tsantoulis motioned to recommend a budget of \$18,200,000.00. D. Boutin seconded***
 137 ***the motion.***

138

139 **Roll Call Vote #5**

140 ***T. Tsantoulis Aye***

141 ***C. Jones Nay***

142 ***R. Duhaime Not present***

143 ***A. Walczyk Nay***

144 ***R. Lapierre Nay***

145 ***C. Karolian Not present***

146 ***J. Durand Aye***

147 ***D. Boutin Aye***

148 ***J. Sullivan Aye***

149 ***Voted in favor (4-3).***

150

151 Chair Sullivan: As a suggestion, the paving line could be cut by another \$150,000.00. What is
 152 the proposed amount for paving and what was the reduction?

153

154 A. Garron: The proposed amount was \$900,000.00, up from \$600,000.00 in the previous
 155 budget. We reduced that to \$750,000.00.

156

157 T. Tsantoulis: I would prefer that the Town Administrator and his department heads sit down
 158 and hammer out the amount to make this work.

159

160 **CAPITAL IMPROVEMENTS PLAN**

161 **Capital Improvement Plan FY Ending 2022-2027 Overview**

162

163 Chair Sullivan: We will start with Conservation Commission Chair Cindy Robertson.

164

165 C. Robertson: We started the Merrimack Riverwalk Trail project five years ago. We have
 166 finished Phases I and II. We want to complete the third phase out by the dog park to finish
 167 the loop. Going across the metal bridge and the wooden one, this phase turns to the right
 168 and loops back to Phase II. The total cost is \$320,950.00. We recently received a
 169 Recreational Trails Program (RTP) grant for \$80,000.00 to help with the expense of the
 170 project. We would provide \$20,950.00 from the capital reserve account, so we are looking
 171 for \$220,000.00 to come from taxation. More people are walking now, probably because of
 172 the pandemic. This bring people to Hooksett and keeps them here. It promotes the town,
 173 beautifies it, and demonstrates that we are conservation-minded. Phase IV is not likely to
 174 be done until Allenstown finishes its piece, and there will probably be funding from other
 175 sources for that.

176

177 T. Tsantoulis: I agree with what Ms. Robertson has said. A lot of people have commented
 178 on the trail and are getting out there. Having gone this far, we should try to finish the loop.

179

180 Chair Sullivan: Does the Conservation Commission have other funds available for this?

181

182 C. Robertson: We do have Conservation Commission funds. That amount was

183 \$336,587.36 as of July 31, 2020. Per RSA 227-M, the L-Chip program, it is recommended
184 that we keep an amount in reserve for stewardship and monitoring. That amount is
185 \$269,000.00.

186
187 Chair Sullivan: A lower figure might be more acceptable to the voters. If the Conservation
188 Commission has other funds, why not use them?
189

190 ***D. Boutin motioned to raise and appropriate the sum of \$320,950.00 for the purpose***
191 ***of constructing Phase III of the Merrimack Riverfront Trail, with \$20,950.00 to come***
192 ***from the Conservation Land Improvements Capital Reserve fund, \$80,000.00 from a***
193 ***NH Parks and Recreational Trail Program Grant, \$20,000.00 from the Conservation***
194 ***Commission budget, and \$200,000.00 from taxation. T. Tsantoulis seconded the***
195 ***motion.***
196

197 **Roll Call Vote #6**

198 ***J. Durand Aye***
199 ***R. Lapierre Aye***
200 ***C. Karolian Not present***
201 ***D. Boutin Aye***
202 ***C. Jones Nay***
203 ***T. Tsantoulis Aye***
204 ***A. Walczyk Aye***
205 ***R. Duhaime Not present***
206 ***J. Sullivan Aye***
207 ***Voted in favor (6-1).***
208

209 A. Garron: At what rate is the account replenished?
210

211 C. Robertson: When land that is in current use comes out of current use, the penalty paid goes
212 to the Conservation Commission. It is a difficult amount to predict.
213

214 A. Walczyk: Are the funds sufficient if \$20,000.00 is put toward Phase III or will this place you in
215 jeopardy?
216

217 C. Robertson: Yes, the funds are sufficient.
218

219 A. Walczyk: The voter information on page 9 of our packet says, "Additional sources of funding
220 are being applied for." This sentence should be removed, as the funds have already been
221 received.
222

223 ***Chair Sullivan motioned to see if the town will vote to raise and appropriate the sum of***
224 ***\$10,000.00 to be added to the Conservation Land Improvements Capital Reserve Fund***
225 ***previously established. D. Boutin seconded the motion.***
226

227 **Roll Call Vote #7**

228 ***C. Jones Nay***
229 ***C. Karolian Not present***
230 ***R. Lapierre Aye***
231 ***R. Duhaime Not present***

232 **A. Walczyk Aye**
 233 **J. Durand Aye**
 234 **T. Tsantoulis Aye**
 235 **D. Boutin Aye**
 236 **J. Sullivan Aye**
 237 **Voted in favor (6-1).**

238
 239 **CAPITAL IMPROVEMENT PLAN**
 240

241 A. Garron: I would remind the Council that the CIP material is informational. The Warrant
 242 Articles are the financial arm of this planning. I was charged last year with reigniting the CIP
 243 process and forming a committee. Along with staff members, the CIP Committee is made up of
 244 representatives from the Town Council, the Planning Board and the Budget Committee. We do
 245 not yet have all members in place, but we have made progress with long term thinking. We have
 246 projects which should have been part of the CIP, such as the recreation shed and the Route 3A
 247 quarter. Projects costing more than \$25,000.00 and with a greater than three-year life should be
 248 in the CIP, which is the financial arm of the Master Plan. The department heads did a good job
 249 of identifying projects. This is a fluid document which can be revisited. The minimum is a six-
 250 year plan, and it has the blessing of the Planning Board. It is to be a guide for the Town Council
 251 and the Budget Committee to help with budgeting. The goal is to avoid peaks and valleys in the
 252 budget and thus with the tax rate. This was our first year to move forward with a CIP. We started
 253 meeting in April and concluded in June. The Planning Board suggested two changes: the
 254 removal of a replacement pool car and the moving up of the Historic Old Town Hall project from
 255 Year Five to Year One. Besides the Merrimack Riverwalk Trail Phase III, there are 12 additional
 256 items in the CIP Plan for 2022-2027 as follows:

- 257
 258 2) Engine #4 Replacement for \$700,000.00, funded from Fire Apparatus Capital Reserve.
 259 3) Car #3 Replacement for \$65,000.00, funded by \$50,000.00 from Fund Balance and
 260 \$15,000.00 from tax dollars.
 261 4) Cruiser Replacement for \$97,090.00, funded with tax dollars.
 262 5) Route 3A Corridor Improvement Study for \$250,000.00; funding of \$200,000.00 from the
 263 State and \$50,000.00 from tax dollars.
 264 6) Town-wide Paving for \$900,000.00, funded from tax dollars.
 265 7) Pickup Truck P4-08 Replacement for \$40,000.00, funding from DPW Vehicle Capital
 266 Reserve.
 267 8) Pickup Truck PR1-08 Replacement for \$50,000.00, funding from DPW Vehicle Capital
 268 Reserve.
 269 9) Public Works' Building Upgrades for \$250,000.00, funding from Town Building Maintenance
 270 Capital Reserve.
 271 10) Historic Old Town Hall for \$200,000.00, funding from tax dollars.
 272 11) Parks Maintenance Building at Donati for \$150,000.00, funding from P&R Facilities Capital
 273 Reserve and Parks Impact Fees.
 274 12) Cat Loader SW-924 for \$150,000.00, funding from Solid Waste Special Revenue Fund.
 275 13) Auto #1 Replacement for \$300,000.00, funded by \$175,000.00 from Automated Collection
 276 Capital Reserve and \$125,000.00 from Solid Waste Special Revenue Fund.
 277

278 D. Boutin: Mr. Garron, I don't see the Town Engineer's vehicle. The 2017 Tahoe is supposed to
 279 go to him from the Fire Department. He is driving a pretty old buggy.
 280

281 A. Garron: The Town Engineer's vehicle is scheduled for replacement in FY2023-24. There was
282 some discussion at the Planning Board about changing this, but there was no vote.

283

284 J. Durand: How is the Fire Department done with this vehicle after only three years?

285

286 Assistant Chief Colburn: The plan is for the replacement of Car 3, the 2007 vehicle, which has
287 116,000 miles on it.

288

289 Chair Sullivan: Will that vehicle go to another department, maybe Highway?

290

291 Assistant Chief Colburn: I would caution that this vehicle has a lot of corrosion on the underside
292 of it. We often trade in these vehicles to help with the cost of the extended warranty. We look to
293 recycle these vehicles before 100,000 miles.

294

295 Chair Sullivan: Regarding the Historic Old Town Hall, I don't think this should be a \$200,000.00
296 warrant article this year because I don't think it would pass. I agree that it should have been on
297 the CIP plan ten years ago. A lot of money has gone into this building already, some from
298 grants. The tin ceiling was removed, the windows were replaced, and the second floor was
299 removed. My suggestion is to have warrant articles in the amount of \$50,000.00 per year for the
300 next four years. Projects such as electricity, plumbing and heating could be done one at a time.
301 If this is moved to the fifth year, it won't be ready for the Bicentennial. If we are going to support
302 this, I believe this is the best way. We do have a plan, but it hasn't been fine-tuned.

303

304 A. Garron: The CIP is a fluid document. Moving from Year Five to Year One is not an actionable
305 plan.

306

307 D. Boutin: I disagree with both the Chair and Mr. Garron. The Planning Board was adamant
308 about this. They voted for a \$200,000.00 warrant article now and would be very disappointed to
309 wait until 2025.

310

311 A. Walczyk: It makes sense to start saving now. It doesn't make sense to kick the can down the
312 road. The purpose of the CIP is to level out spending. It's true that \$200,000.00 might be a
313 'spicy meatball to stay in the kitchen' for the voters. We need to make people aware. We need
314 to get eyes on it and get some funding. It is worthy of a warrant article.

315

316 Chair Sullivan: I have been on the committee since day one. We have had ten years of doing
317 this piecemeal. It would have been nice if the Planning Board had contacted the committee
318 about this. I am saying that \$200,000.00 didn't pass last year and it won't pass this year.

319

320 D. Boutin: I will tell you why it didn't pass: You don't sell the plan. The plan was not shared with
321 the public. You need a presentation where the voters can see it near the front.

322

323 Chair Sullivan: You are right. We didn't do the educational piece.

324

325 T. Tsantoulis: At Old Home Day, which we were not able to have this year, there are special
326 booths for presentations. If this is presented properly to the people, it would have a better
327 chance. There is also the Town website and a flyer can be sent with the tax bills.

328

329 A. Garron: We are all on the same page about getting this done, but we need a plan of action.
 330 Will it be used for a meeting place? We don't have a plan to present to the people. I don't think
 331 we are there yet. We are close, but we all need to be clear on the end result.
 332
 333 D. Boutin: It is your job to put this together. You have plenty of time to get a picture ready.
 334 Kathie Northrop could tell you in a heartbeat.
 335
 336 C. Karolian: How many times has this gone out to the voters as a warrant article?
 337
 338 Chair Sullivan: Once. This is because it was decided to do it one project at a time as money was
 339 available.
 340
 341
 342 **OTHER**
 343 **Warrant Article Review**
 344
 345 Chair Sullivan: If the Council wishes, we can start looking at the warrant articles.
 346
 347 C. Jones: That will be hard to do without knowing the impact on the tax rate.
 348
 349 A. Garron: I would suggest voting on the warrant articles at the November 4th meeting.
 350
 351 A. Walczyk: We can go through them. If we have questions, we can get them answered.
 352
 353 R. Lapierre: Half of these warrant articles don't have a tax impact, so we could act on them.
 354 Also, I don't see a warrant article for the Historic Old Town Hall.
 355
 356 ***T. Tsantoulis motioned to see if the town will raise and appropriate the sum of***
 357 ***\$300,000.00 to purchase an Auto Collection Truck to haul trash to the Recycling and***
 358 ***Transfer Division of Public Works, with \$125,000.00 to come from the Solid Waste***
 359 ***Disposal Special Revenue Fund and \$175,000.00 to come from the Automated Collection***
 360 ***Equipment Capital Reserve, with no amount to be raised from general taxation. D. Boutin***
 361 ***seconded the motion.***
 362
 363 **Roll Call Vote #8**
 364 ***R. Lapierre Aye***
 365 ***R. Duhaime Not present***
 366 ***T. Tsantoulis Aye***
 367 ***A. Walczyk Aye***
 368 ***J. Durand Aye***
 369 ***C. Jones Aye***
 370 ***D. Boutin Aye***
 371 ***C. Karolian Abstained***
 372 ***J. Sullivan Aye***
 373 ***Voted in favor (7-0) C. Karolian abstained because he did not receive a packet***
 374 ***electronically to review.***
 375
 376 T. Tsantoulis: Could we get an approximate tax rate amount from the Finance Director?

377

378 C. Soucie: Using last year's rate, it would be twelve cents on \$250,000.00

379

380 ***D. Boutin motioned to see if the town will vote to raise and appropriate the sum of***
 381 ***\$250,000.00 to be added to the Fire Apparatus Capital Reserve Fund previously***
 382 ***established, with an estimated tax rate impact of \$0.12. T. Tsantoulis seconded the***
 383 ***motion.***

384

385 Assistant Chief Colburn: This would replace Engine 4 next year. The vehicle would be ordered
 386 next year, with a 12 to 14 month build time. By then, Engine 4 will approach 130,000 miles. We
 387 pay cash up front to save money on financing costs.

388

389 **Roll Call Vote #9**

390 ***J. Durand Aye***
 391 ***D. Boutin Aye***
 392 ***C. Jones Aye***
 393 ***R. Duhaime Not present***
 394 ***C. Karolian Nay***
 395 ***A. Walczyk Aye***
 396 ***T. Tsantoulis Aye***
 397 ***R. Lapierre Aye***
 398 ***J. Sullivan Aye***
 399 ***Voted in favor (7-1).***

400

401 ***D. Boutin motioned to see if the town will vote to raise and appropriate the sum of***
 402 ***\$200,000.00 to be added to the Public Works' Vehicles Capital Reserve Fund previously***
 403 ***established, with an estimated tax impact rate of \$0.10. T. Tsantoulis seconded the***
 404 ***motion.***

405

406 **Roll Call Vote #10**

407 ***C. Karolian Abstained***
 408 ***T. Tsantoulis Aye***
 409 ***R. Lapierre Aye***
 410 ***C. Jones Aye***
 411 ***D. Boutin Aye***
 412 ***J. Durand Aye***
 413 ***A. Walczyk Aye***
 414 ***R. Duhaime Not present***
 415 ***J. Sullivan Aye***
 416 ***Voted in favor (7-0). C. Karolian abstained because he just received a packet***
 417 ***electronically and has not had time to review the information.***

418

419 ***Chair Sullivan motioned to see if the town will vote to raise and appropriate the sum of***
 420 ***\$150,000.00 to purchase a Front End Loader to process, load and haul trash for the***
 421 ***Recycling and Transfer division of Public Works, with said funds to come from the Solid***
 422 ***Waste Disposal Special Revenue Fund. No amount is to be raised from general taxation.***
 423 ***D. Boutin seconded the motion.***

424

425 **Roll Call #11**

426 **T. Tsantoulis** Aye

427 **R. Lapierre** Aye

428 **J. Durand** Aye

429 **C. Jones** Aye

430 **C. Karolian** Abstained

431 **A. Walczyk** Aye

432 **R. Duhaime** Not present

433 **D. Boutin** Aye

434 **J. Sullivan** Aye

435 **Voted in favor (7-0). C. Karolian abstained because he just received a packet**
 436 **electronically and has not had time to review the information.**

437

438 **T. Tsantoulis motioned to see if the town will vote to establish a Retirement Expendable**
 439 **Trust Fund per RSA 31:19-a, for payment paid out to retiring employees and to raise and**
 440 **appropriate \$150,000.00 to put in the fund, with the amount to come from assigned fund**
 441 **balance; further to name the Town Administrator as agent to expend from said fund. No**
 442 **amount is to be raised from general taxation. D. Boutin seconded the motion.**

443

444 **Roll Call Vote #12**

445 **D. Boutin** Aye

446 **A. Walczyk** Aye

447 **J. Durand** Aye

448 **C. Karolian** Abstained

449 **R. Lapierre** Aye

450 **T. Tsantoulis** Aye

451 **R. Duhaime** Not present

452 **C. Jones** Aye

453 **J. Sullivan** Nay

454 **Voted in favor (6-1). C. Karolian abstained because he just received a packet**
 455 **electronically and has not had time to review the information.**

456

457 **T. Tsantoulis motioned to see if the town will vote to raise and appropriate the sum of**
 458 **\$100,000.00 to be added to the Town Building Maintenance Capital Reserve Fund**
 459 **previously established. The estimated tax rate impact is \$0.05. D. Boutin seconded the**
 460 **motion.**

461

462 **T. Tsantoulis:** I expect someone will wordsmith the warrant articles and Voters' Guide.

463

464 **Chair Sullivan:** Please let Ms. Soucie know if you find errors in spelling and grammar, or if you
 465 have other suggestions about the warrant articles or the Voters' Guide information.

466

467 **Roll Call Vote #13**

468 **C. Karolian** Nay

469 **D. Boutin** Aye

470 **T. Tsantoulis** Aye

471 **R. Lapierre** Aye

472 **A. Walczyk** Aye

473 **R. Duhaime Not present**
 474 **J. Durand Aye**
 475 **C. Jones Aye**
 476 **J. Sullivan Aye**
 477 **Voted in favor (7-1).**

478
 479 **D. Boutin motioned to see if the town will vote to raise and appropriate the sum of**
 480 **\$55,000.00 to be added to the previously established Capital Reserve Funds and to**
 481 **apportion as follows: Air Packs & Bottles - \$20,000.00; Fire Rescue Tools & Equipment -**
 482 **\$35,000.00. T. Tsantoulis seconded the motion.**
 483

484 T. Tsantoulis: I want to point out that the voters have the final say on all of the articles we are
 485 voting on tonight.
 486

487 **Roll Call Vote #14**

488 **R. Duhaime Not present**
 489 **J Durand Aye**
 490 **C. Jones Aye**
 491 **R. Lapierre Aye**
 492 **A. Walczyk Aye**
 493 **D. Boutin Aye**
 494 **C. Karolian Abstain**
 495 **T. Tsantoulis Aye**
 496 **J. Sullivan Aye**
 497 **Voted in favor (7-0). C. Karolian abstained because he just received a packet**
 498 **electronically and has not had time to review the information.**
 499

500 **D. Boutin motioned to see if the town will vote to raise and appropriate the sum of**
 501 **\$65,000.00 to purchase a Fire Command vehicle for the Fire-Rescue Department, with**
 502 **\$50,000.00 to come from Fund Balance and \$15,000.00 to be raised by general taxation.**
 503 **R. Lapierre seconded the motion.**
 504

505 T. Tsantoulis: Will you have to wait for this vehicle?
 506

507 Assistant Chief Colburn: No, this is a standard vehicle that is readily available. The vehicle
 508 being replaced will have 120,000 miles on it by the time we get the replacement.
 509

510 **Roll Call Vote #15**

511 **D. Boutin Aye**
 512 **C. Jones Aye**
 513 **A. Walczyk Aye**
 514 **J. Durand Nay**
 515 **R. Duhaime Not present**
 516 **T. Tsantoulis Nay**
 517 **R. Lapierre Aye**
 518 **C. Karolian Nay**
 519 **J. Sullivan Aye**
 520 **Voted in favor (5-3).**

521

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568

A. Walczyk motioned to see if the town will vote to raise and appropriate the sum of \$50,000.00 to be added to the Emergency Radio Communications Capital Reserve Fund previously established. D. Boutin seconded the motion.

A. Walczyk: I suggest removing this sentence in the Voters' Guide explanation. "A portion of the fund was used in 2020 to purchase new portable radios." It is out of place.

Roll Call Vote #16

A. Walczyk Aye

R. Lapierre Aye

C. Jones Aye

R. Duhaime Not present

J. Durand Aye

C. Karolian Nay

T. Tsantoulis Aye

D. Boutin Aye

J. Sullivan Aye

Voted in favor (7-1).

T. Tsantoulis motioned to see if the town will vote to raise and appropriate the sum of \$50,000.00 to be added to the Drainage Upgrades Capital Reserve Fund previously established. The estimated tax rate impact is \$0.02. D. Boutin seconded the motion.

E. Labonte: The plan is to address drainage on Lehoux Drive in FY2021-22 and Scott Avenue and Sherwood Drive in FY2022-23.

T. Tsantoulis: What happens when you have an issue which suddenly arises as it did with Winter Drive?

E. Labonte: We would have to shuffle projects around. The Winter Drive problem was not sudden; it was ongoing but ignored for five years.

Roll Call Vote #17

T. Tsantoulis Aye

C. Jones Aye

R. Duhaime Not present

A. Walczyk Aye

R. Lapierre Aye

C. Karolian Nay

J. Durand Aye

D. Boutin Aye

J. Sullivan Aye

Voted in favor (7-1).

D. Boutin motioned to see if the town will vote to raise and appropriate the sum of \$30,000.00 to be added to the Automated Collection Equipment Capital Reserve previously established. A. Walczyk seconded the motion.

569

570 **Roll Call Vote #18**

571 **J. Durand Aye**

572 **R. Lapierre Aye**

573 **C. Karolian Nay**

574 **D. Boutin Aye**

575 **C. Jones Aye**

576 **T. Tsantoulis Aye**

577 **A. Walczyk Aye**

578 **R. Duhaime Not present**

579 **J. Sullivan Aye**

580 **Voted in favor (7-1).**

581

582 ***D. Boutin motioned to see if the town will vote to raise and appropriate the sum of***
 583 ***\$20,000.00 to be added to the Revaluation Capital Reserve Fund. Chair Sullivan seconded***
 584 ***the motion.***

585

586 A. Walczyk: If the revaluation cost \$161,000.00 in 2009, we will be coming up short by adding
 587 only \$20,000.00 per year to this fund? Is the cost reduced because we have an Assessor now?

588

589 Chair Sullivan: Yes. Mr. Duhamel will do some of the residential revaluations, but none of the
 590 commercial properties.

591

592 **Roll Call Vote #19**

593 **C. Jones Aye**

594 **C. Karolian Nay**

595 **R. Lapierre Aye**

596 **R. Duhaime Not present**

597 **A. Walczyk Aye**

598 **J. Durand Aye**

599 **T. Tsantoulis Aye**

600 **D. Boutin Aye**

601 **J. Sullivan Aye**

602 **Voted in favor (7-1).**

603

604 ***R. Lapierre motioned to see if the town will vote to raise and appropriate the sum of***
 605 ***\$25,000.00 to be added to the Parks & Recreation Facilities Development Capital Reserve***
 606 ***Fund previously established. D. Boutin seconded the motion.***

607

608 T. Tsantoulis: I want to state again that the voters have the final say on these warrant articles.
 609 The Town Councilors may vote 'Yes' tonight and 'No' at the election, or vice versa. It may seem
 610 that we are spending a lot, but the voters have the final say.

611

612 **Roll Call Vote #20**

613 **R. Lapierre Aye**

614 **R. Duhaime Not present**

615 **T. Tsantoulis Aye**

616 **A. Walczyk Aye**

617 **J. Durand Aye**
 618 **C. Jones Aye**
 619 **D. Boutin Aye**
 620 **C. Karolian Nay**
 621 **J. Sullivan Aye**
 622 **Voted in favor (7-1).**

623
 624 **Appoint Town Councilor as the Budget Committee Representative**

625
 626 Chair Sullivan: I would like to serve on the Budget Committee but I'm not allowed to because I
 627 am a School Board member. When we get a Budget Committee schedule, we will set up a tag
 628 team because we are required to have a representative on the Budget Committee. For the
 629 meeting tomorrow night, I can sit in the back and answer questions if necessary. I will not vote.
 630 The Budget Committee was disappointed that we did not have a representative at last week's
 631 meeting. Ms. Soucie, do you know when the Budget Committee meets?

632
 633 C. Soucie: They meet every Thursday at 6:30 pm.

634
 635 C. Soucie: You still have warrant articles coming for the unions and the non-union wages. A
 636 warrant article can be drafted for the Historic Old Town Hall if the Council wishes.

637
 638 **Chair Sullivan motioned to adjourn at 8:25 pm. T. Tsantoulis seconded the motion.**

639
 640 **Roll Call Vote #21**

641 **J. Durand Aye**
 642 **D. Boutin Aye**
 643 **C. Jones Aye**
 644 **R. Duhaime Not present**
 645 **C. Karolian Aye**
 646 **A. Walczyk Aye**
 647 **T. Tsantoulis Aye**
 648 **R. Lapierre Aye**
 649 **J. Sullivan Aye**
 650 **Voted in favor (8-0).**

651
 652 Respectfully submitted,
 653 *Kathleen Donnelly*
 654 Kathleen Donnelly
 655 Recording Clerk

656
 657
 658 **Please see subsequent meeting minutes for any amendments to these minutes.**
 659
 660
 661