



AGENDA

Town of Hooksett Town Council

Wednesday, December 9, 2020 at 5:30 PM

A meeting of the Town Council will be held Wednesday, December 9, 2020 in the Hooksett Municipal Building commencing at **5:30 PM**.

Page

1. **CALL TO ORDER**
2. **PROOF OF POSTING**
3. **ROLL CALL-ATTENDANCE**
4. **NON-PUBLIC SESSION #1 NH RSA 91-A:3 II**
5. **PUBLIC SESSION WILL BEGIN IMMEDIATELY FOLLOWING THE NON-PUBLIC SESSION NOTED ABOVE**
6. **PLEDGE OF ALLEGIANCE**
7. **AGENDA OVERVIEW**
8. **PUBLIC HEARINGS**
9. **SPECIAL RECOGNITION (TOWN HALL GYMNASIUM)**
 - 9.1. Hooksett Police Departmental Annual Awards Ceremony
 - 9.2. Hooksett Municipal Employee - New Hire
10. **SCHEDULED APPOINTMENTS**
 - 10.1. Keith Judge, Business Agent, Teamsters Local 633 (see items 16.1 and 17.1 for details)
11. **CONSENT AGENDA**
 - 11.1. To accept a \$1,000.00 (Check #821691) donation, from PROCON LLC, to the Town of Hooksett for the Hooksett Police Department (Donation Line) per RSA 31:95-b III(b). 5 - 6
[Staff Report - SR-20-216 - Pdf](#)
 - 11.2. Donation of a check in the amount of \$400.00 from Kenneth and Joanne McHugh to the Town of Hooksett for the Family Services Department to benefit children and families in need through the Hooksett Family Services Department per RSA 31:95-b, III (b). 7
[Staff Report - SR-20-220 - Pdf](#)
 - 11.3. Donation of a check in the amount of \$200.00 from Anita Wolcott to the Town of Hooksett for the Family Services Department for the Holiday Assistance Program to benefit children and families in need through the Hooksett Family Services Department per RSA 31:95-b, III (b). 9
[Staff Report - SR-20-222 - Pdf](#)
 - 11.4. Donation of a check in the amount of \$1,000.00 from Russell Pelletier Construction SVCS, LLC to the Town of Hooksett for the Family Services 11
Anyone requesting auxiliary aids or services is asked to contact the Administration Department five business days prior to the meeting.

Department for the Holiday Assistance Program to benefit children and families in need through the Hooksett Family Services Department per RSA 31:95-b, III (b).

[Staff Report - SR-20-221 - Pdf](#)

- 11.5. Partial Surety Release from \$79,321.25 to \$58,475.00 – Dion/Walnut Hill Road off Goffstown Road 13 - 16

[Staff Report - SR-20-217 - Pdf](#)

- 11.6. Eversource Lot at 13 Legends Drive Construction Bond Reduction \$184,009.66 to \$20,000 17 - 24

[Staff Report - SR-20-218 - Pdf](#)

- 11.7. Surety Bond Release of \$15,000 for the S&H Land Services Site at #141 Londonderry Turnpike 25 - 28

[Staff Report - SR-20-225 - Pdf](#)

12. TOWN ADMINISTRATOR'S REPORT

13. PUBLIC INPUT - 15 MINUTES

14. NOMINATIONS AND APPOINTMENTS

- 14.1. December Nominations and Appointments 29 - 45

[Staff Report - SR-20-226 - Pdf](#)

15. BRIEF RECESS

16. OLD BUSINESS

- 16.1. FY 2021-22 Budget and Warrant Article Review 47 - 48

[Staff Report - SR-20-223 - Pdf](#)

17. NEW BUSINESS

- 17.1. Town of Hooksett, NH and Teamsters Local 633 Collective Bargaining Agreement 07/01/2021-06/30/2024

- 17.2. Status of #81 Corriveau Drive and Future Driveway and Subdivision Plans Relating to Abutting "Future Access" Road to Demers Property. 49 - 73

[Staff Report - SR-20-224 - Pdf](#)

- 17.3. Town Councilor Training on Laptops with Nick Germain

18. APPROVAL OF MINUTES

- 18.1. Public: 10/28/2020 75 - 92

[TC Minutes 10282020](#)

- 18.2. Public: 11/04/2020 93 - 104

[TC Minutes 11042020](#)

- 18.3. Public: 11/18/2020 105 - 124

[TC Minutes 11182020\[12928\]](#)

- 18.4. Non-Public: 10/28/2020

- 18.5. Non-Public: 11/04/2020

- 18.6. Non-Public: 11/18/2020

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

- 19. **SUB-COMMITTEE REPORTS**
- 20. **PUBLIC INPUT**
- 21. **NON-PUBLIC SESSION #2 NH RSA 91-A:3 II**
- 22. **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: Twon Council
Title: To accept a \$1,000.00 (Check #821691) donation, from PROCON LLC, to the Town of Hooksett for the Hooksett Police Department (Donation Line) per RSA 31:95-b III(b).
Meeting: Town Council - 09 Dec 2020
Department: Police Department
Staff Contact: Jake Robie, Captain

BACKGROUND INFORMATION:

On November 12, 2020, the Hooksett Police Department received a thank you letter from PROCON LLC. The letter read: "Thank you for all that you do to keep our community safe. We appreciate your team and just wanted to send a token of our appreciation". Enclosed was check #821691 in the amount of \$1,000.00.

FINANCIAL IMPACT:

Increase to the donation line

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Accept the donation

SUGGESTED MOTION:

Motion to accept a \$1,000.00 (Check #821691) donation, from PROCON LLC, to the Town of Hooksett for the Hooksett Police Department (Donation Line) per RSA 31:95-b III(b).

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Thank You Letter](#)

Hooksett Police-

Thank you for all that
you do to keep our community
safe. we appreciate your
team and just wanted to
send a token of our
appreciation.

With Sincere Gratitude,
The PROCON team



| | | | |
|---|--|---|---------------------------------|
| <small>WARNING: THIS CHECK IS PROTECTED BY SPECIAL SECURITY FEATURES</small> | | | |
| PROCON LLC PO BOX 4430 MANCHESTER, NH 03108 | | People's United Bank Portsmouth, NH | |
| | | DATE October 16, 2020 | CHECK NO. 821691 |
| | | 62143 112 AMOUNT *****1,000.00 | |
| Pay: *****One thousand dollars and no cents | | | |
| PAY TO THE ORDER OF | Hooksett Police Department 15 Legends Drive Hooksett, NH 03106 | | |
| | | | Signing as agent for PROCON LLC |
| <small>SECURITY FEATURES INCLUDE MICROPRINTING • VOID PANTOGRAPHY • ENDORSEMENT BACKER • BROWNSTAIN CHEMICAL REACTANT</small> | | | |
| ⑈0821691⑈ ⑆221172186⑆ ⑆2360005421⑈ | | | |

Town Council
STAFF REPORT



To: Town Council
Title: Donation of a check in the amount of \$400.00 from Kenneth and Joanne McHugh to the Town of Hooksett for the Family Services Department to benefit children and families in need through the Hooksett Family Services Department per RSA 31:95-b, III (b).
Meeting: Town Council - 09 Dec 2020
Department: Family Services
Staff Contact: Abby Reeves, Family Services

BACKGROUND INFORMATION:

Kenneth and Joanne McHugh have donated a check in the amount of \$400.00 to assist children and families in need identified through the Hooksett Family Services Department.

FINANCIAL IMPACT:

+\$400.00

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Town Council accept the donation of \$400.00 from Kenneth and Joanne McHugh to the Town of Hooksett for the Family Services Department to assist children and families in need per RSA 31:95-b, III (b).

SUGGESTED MOTION:

Council motion to accept the donation of \$400.00 from Kenneth and Joanne McHugh to the Town of Hooksett for the Family Services Department to assist children and families in need per RSA 31:95-b, III (b).

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

Town Council
STAFF REPORT



To: Town Council
Title: Donation of a check in the amount of \$200.00 from Anita Wolcott to the Town of Hooksett for the Family Services Department for the Holiday Assistance Program to benefit children and families in need through the Hooksett Family Services Department per RSA 31:95-b, III (b).
Meeting: Town Council - 09 Dec 2020
Department: Family Services
Staff Contact: Abby Reeves, Family Services

BACKGROUND INFORMATION:

Anita Wolcott has donated a check in the amount of \$200.00 to assist children and families in need identified through the Hooksett Family Services Department for the Holiday Assistance Program.

FINANCIAL IMPACT:

+\$200.00

RECOMMENDATION:

Town Council accept the donation of \$200.00 from Anita Wolcott to the Town of Hooksett for the Family Services Department to assist children and families in need for the Holiday Assistance Program per RSA 31:95-b, III (b).

SUGGESTED MOTION:

Council motion to accept the donation of \$200.00 from Anita Wolcott to the Town of Hooksett for the Family Services Department to assist children and families in need for the Holiday Assistance Program per RSA 31:95-b, III (b).

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

Town Council
STAFF REPORT



To: Town Council
Title: Donation of a check in the amount of \$1,000.00 from Russell Pelletier Construction SVCS, LLC to the Town of Hooksett for the Family Services Department for the Holiday Assistance Program to benefit children and families in need through the Hooksett Family Services Department per RSA 31:95-b, III (b).
Meeting: Town Council - 09 Dec 2020
Department: Family Services
Staff Contact: Abby Reeves, Family Services

BACKGROUND INFORMATION:

Russell Pelletier Construction SVCS, LLC have donated a check in the amount of \$1,000.00 to assist children and families in need identified through the Hooksett Family Services Department for the Holiday Assistance Program.

FINANCIAL IMPACT:

+\$1,000

RECOMMENDATION:

Town Council accept the donation of \$1,000.00 from Russell Pelletier Construction SVCS, LLC to the Town of Hooksett for the Family Services Department to assist children and families in need for the Holiday Assistance Program per RSA 31:95-b, III (b).

SUGGESTED MOTION:

Council motion to accept the donation of \$1,000.00 from Russell Pelletier Construction SVCS, LLC to the Town of Hooksett for the Family Services Department to assist children and families in need for the Holiday Assistance Program per RSA 31:95-b, III (b).

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

Town Council **STAFF REPORT**



To: Town Council
Title: Partial Surety Release from \$79,321.25 to \$58,475.00 – Dion/Walnut Hill Road off Goffstown Road
Meeting: Town Council - 09 Dec 2020
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

Dan Dion the developer of the Walnut Hill Road subdivision off Goffstown Road, has requested a partial release of Surety being held on the subdivision.

The current road bond is \$79,321.25. I recommend reducing the bond to \$58,475.00, returning \$20,846.25 to the developer. The bulk of the work remaining is the final pavement wearing course, property marker installation, miscellaneous landscape stabilization and as-built drawings. The attached spreadsheet further defines what has been completed and what remains to be completed.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Recommend the reduction of the Irrevocable Standby Letter of Credit #6301 from \$79,321.25 to \$58,475.00, returning \$20,846.25 to the Eastern Bank.

SUGGESTED MOTION:

Motion to reduce the Irrevocable Standby Letter of Credit #6301 for the Dion/Walnut Hill Road subdivision off Goffstown Road from \$79,321.25. to \$58,475.00, returning \$20,846.25 to the Eastern Bank.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[0 Road Bond Calculation - Dion Rev 11-17-20](#)

[0 Dion Memo to Release Bond 11-19-20](#)

| Dion/Walnut Hill Avenue (off Goffstown Road) Bond Partial Release Road Bond Calculation, B.A.T. 11-17-20 | | | | | | | | | | |
|---|----------------------|-------------|-----------------------|-------------|-----------------------|-------------|-----------------------|-------------|-----------------------|--|
| Item | Initial Escrow Value | Release 1 | Value After Release 1 | Release 2 | Value After Release 2 | Release 3 | Value After Release 3 | Release 4 | Value After Release 4 | Comments |
| Clearing and Grubbing | \$21,000.00 | \$21,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| Excavation | \$24,000.00 | \$16,000.00 | \$8,000.00 | \$0.00 | \$8,000.00 | \$7,000.00 | \$1,000.00 | \$0.00 | \$1,000.00 | |
| Sand Base (18") | \$59,580.00 | \$59,580.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| Gravel (18") | \$79,440.00 | \$79,440.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| Crushed Gravel (9") | \$42,750.00 | \$42,750.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| Hot Bit. Pavement (2.5")- Binder | \$47,730.00 | \$42,957.00 | \$4,773.00 | \$0.00 | \$4,773.00 | \$0.00 | \$4,773.00 | \$0.00 | \$4,773.00 | Amount retained for patching if necessary. |
| Hot Bit. Pavement (1.5") - Wearing Course | \$28,860.00 | \$0.00 | \$28,860.00 | \$0.00 | \$28,860.00 | \$0.00 | \$28,860.00 | \$0.00 | \$28,860.00 | |
| 12" HDPE Pipe | \$15,120.00 | \$7,560.00 | \$7,560.00 | \$7,560.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| 18" HDPE Pipe | \$3,600.00 | \$3,600.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| Rip Rap | \$1,680.00 | \$1,680.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| 12" Headwall | \$3,600.00 | \$3,600.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| 18" Headwall | \$3,600.00 | \$3,600.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| 6" Underdrain | \$42,900.00 | \$42,900.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| 12" HDPE End-Section | \$320.00 | \$0.00 | \$320.00 | \$320.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| Concrete Bounds/Pins | \$11,500.00 | \$0.00 | \$11,500.00 | \$0.00 | \$11,500.00 | \$0.00 | \$11,500.00 | \$6,500.00 | \$5,000.00 | |
| Erosion Control | \$8,500.00 | \$4,250.00 | \$4,250.00 | \$0.00 | \$4,250.00 | \$0.00 | \$4,250.00 | \$0.00 | \$4,250.00 | |
| Loam and Seed | \$21,908.75 | \$0.00 | \$21,908.75 | \$0.00 | \$21,908.75 | \$11,908.75 | \$10,000.00 | \$5,000.00 | \$5,000.00 | |
| Construction Entrance | \$2,500.00 | \$2,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| As-Builts | \$2,550.00 | \$0.00 | \$2,550.00 | \$0.00 | \$2,550.00 | \$0.00 | \$2,550.00 | \$0.00 | \$2,550.00 | |
| Traffic Signs | \$125.00 | \$0.00 | \$125.00 | \$0.00 | \$125.00 | \$125.00 | \$0.00 | \$0.00 | \$0.00 | |
| Stop Bars (18") | \$42.00 | \$0.00 | \$42.00 | \$0.00 | \$42.00 | \$0.00 | \$42.00 | \$0.00 | \$42.00 | |
| Cistern | \$80,000.00 | \$0.00 | \$80,000.00 | \$70,000.00 | \$10,000.00 | \$10,000.00 | \$0.00 | \$0.00 | \$0.00 | |
| Treatment Swales | \$14,000.00 | \$0.00 | \$14,000.00 | \$0.00 | \$14,000.00 | \$10,000.00 | \$4,000.00 | \$3,000.00 | \$1,000.00 | |
| Detention Basins | \$15,000.00 | \$0.00 | \$15,000.00 | \$0.00 | \$15,000.00 | \$13,000.00 | \$2,000.00 | \$1,000.00 | \$1,000.00 | |
| Outlet Structure | \$7,200.00 | \$0.00 | \$7,200.00 | \$0.00 | \$7,200.00 | \$7,200.00 | \$0.00 | \$0.00 | \$0.00 | |
| Subtotal: | \$537,505.75 | | \$206,088.75 | \$77,880.00 | \$128,208.75 | \$59,233.75 | \$68,975.00 | \$15,500.00 | \$53,475.00 | |
| Engineering/Contingencies (15%): | | | \$30,913.31 | \$11,682.00 | \$19,231.31 | \$8,885.06 | \$10,346.25 | | \$5,000.00 | Contingency set at \$5,000 |
| Total: | | | \$237,002.06 | \$89,562.00 | \$147,440.06 | \$68,118.81 | \$79,321.25 | \$15,500.00 | \$58,475.00 | |



Town of Hooksett

COMMUNITY DEVELOPMENT DEPARTMENT

Bruce A. Thomas, P.E., Town Engineer

Memo

To: James Sullivan, Chairman, Town Council
From: Bruce A. Thomas, P.E., Town Engineer *BAT*
Cc: Andre Garron, Town Administrator
Nicholas Williams, Town Planner
Date: November 19, 2020
Re: Dion/Walnut Hill Avenue (off Goffstown Road) Bond Partial Release

Please be advised that a significant amount of work on the referenced project has been completed and approved by me.

The current road bond is \$79,321.25. I recommend reducing the bond to \$58,475.00, returning \$20,846.25 to the developer. The bulk of the work remaining is the final pavement wearing course, property marker installation, miscellaneous landscape stabilization and as-built drawings. The attached spreadsheet further defines what has been completed and what remains to be completed.

I will be available at the next Town Council meeting scheduled for December 9, 2020 with a copy of the construction plans to answer any questions you may have. Please don't hesitate to contact me with any questions that you may have before the meeting as well.

| Town of Hooksett | | 11/17/2020 | |
|---|--------------------------------------|------------|---------------|
| Performance Sureties Located at the Finance Dept | | | |
| Project Name | Reason | Amount | Released Date |
| Walnut Hill Subdivision Eastern Bank Irrevocable Standby Letter of Credit #630 | Subdivision surety | 618,131.65 | 08/01/18 |
| | Reduced on 1/9/19 to \$237,022.06 | 237,002.06 | 12/26/18 |
| | Reduced on 5/8/19 to \$147,440.06 | 147,440.06 | 05/08/19 |
| | Reduced on 5/04/22/20 to \$79,321.25 | 79,321.25 | 05/18/20 |

Town Council
STAFF REPORT



To: Town Council
Title: Eversource Lot at 13 Legends Drive Construction Bond Reduction \$184,009.66 to \$20,000
Meeting: Town Council - 09 Dec 2020
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

Eversource has nearly completed construction on a lot at 13 Legends Drive. See attached locus plan for specific location. The work is complete with the exception of stabilizing the slope along the east edge of the site, and some stabilization of a small area along the west side of the site but outside of the fenced in area.

After discussing this with representatives of Eversource, I recommend that of the \$184,009.66 being held, \$164,009.56 be released, leaving a performance bond of \$20,000 until the stabilization work described above is completed.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Reduce the Performance Bond for Eversource to the Travelers Casualty and Surety Company of America #106931174 from \$184,009.66 to \$20,000.00.

SUGGESTED MOTION:

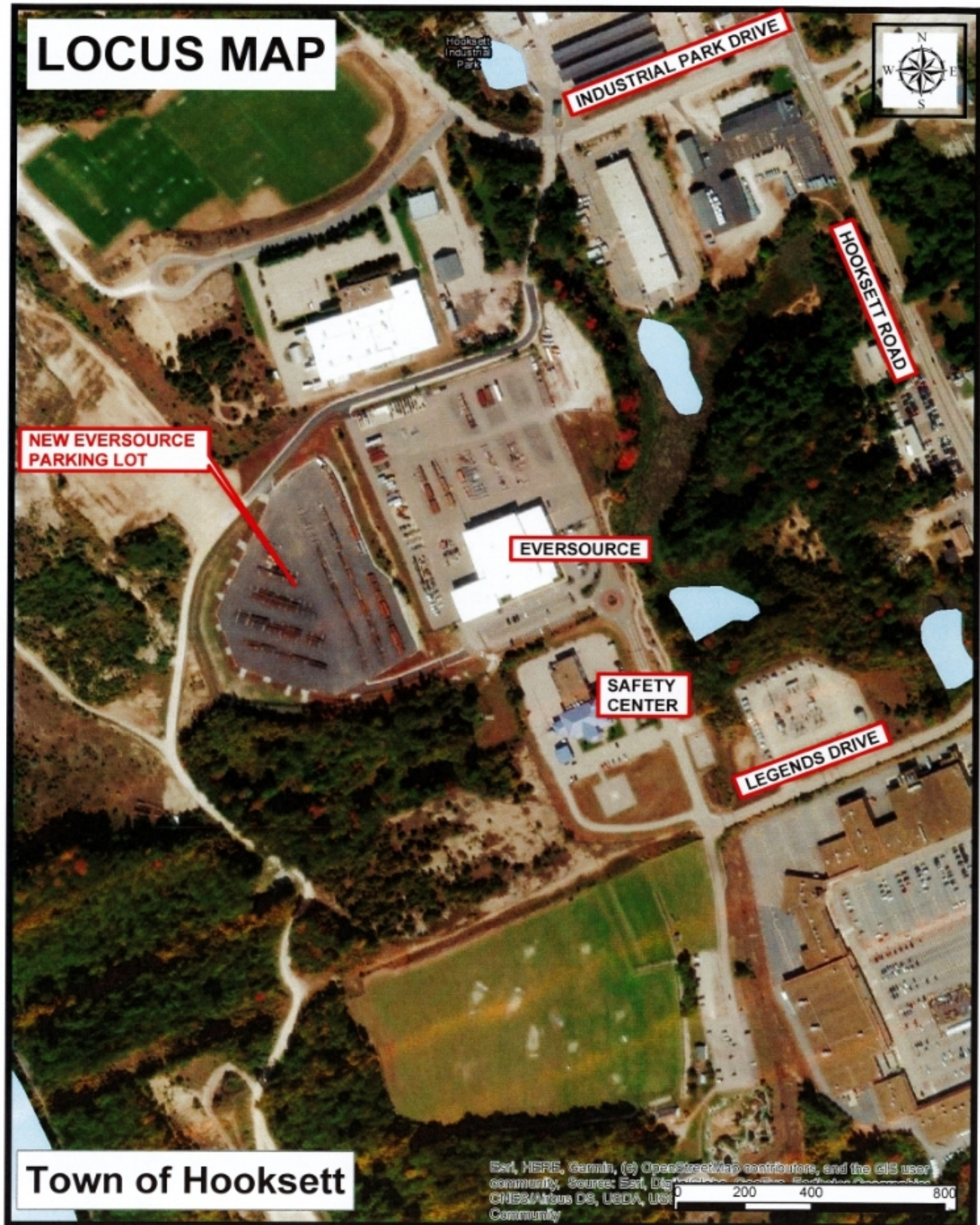
Motion to reduce the Performance Bond for the Eversource lot located at 13 Legends Drive to the Travelers Casualty and Surety Company of America #106931174 from \$184,009.66 to \$20,000.00.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[0 Eversource Site Bond Backup Documents](#)
[Eversource Memo to Release Bond 11-19-20](#)





1 Eversouce Site Stabilization - View Facing East Embankment



2 Eversouce Site Stabilization - East Embankment



3 Eversouce Site Stabilization - East Embankment



4 Eversouce Site Stabilization West of Lot



5 Eversouce Site Stabilization West of Lot

| Town of Hooksett | | 11/17/2020 | |
|---|--------|------------|---------------|
| Performance Sureties Located at the Finance Dept | | | |
| Project Name | Reason | Amount | Released Date |
| Legends Drive Pole Storage Yard | | | |
| Performance bond | | | |
| Travelers Casualty and Surety Co of American #106931174 | | 184,006.68 | 08/06/18 |
| Public Service Company of NH dba Eversource Energy | | | |

Site Restoration Estimate

Project Name: Legends Drive Pole Storage Yard

Address: 13 Legends Drive, Hooksett, NH

Date: 8/2/2018

Prepared By: N.Golon

| Item | Unit | Quantity | Unit Price | Price |
|--|------|----------|----------------------------|--------------|
| Site | | | | |
| Site Grading & Excavation | Ac | 11.24 | \$17,000.00 | \$191,080.00 |
| Clearing & Grubbing | Ac | 0.91 | \$10,165.57 | \$9,250.67 |
| Turf Establishment w/mulch & tackifier | S.Y. | 54402 | \$1.30 | \$70,722.60 |
| Loam | C.Y. | 7401 | \$23.68 | \$175,255.68 |
| Compost Sock for Perimeter Berm | LF | 1560 | \$4.30 | \$6,708.00 |
| Temporary Slope Stabilization Type B | S.Y. | 2061 | \$1.79 | \$3,689.19 |
| Riprap | C.Y. | 95 | \$38.52 | \$3,659.40 |
| Miscellaneous Items | | | | |
| Mobilization, Site Cleanup & Safety Measures | L.S. | 1 | \$153,000.00 | \$153,000.00 |
| | | | Subtotal | \$613,365.54 |
| | | | Restoration Estimate (30%) | \$184,009.66 |



Town of Hooksett

COMMUNITY DEVELOPMENT DEPARTMENT
Bruce A. Thomas, P.E., Town Engineer

Memo

To: James Sullivan, Chairman, Town Council

From: Bruce A. Thomas, P.E., Town Engineer

Cc: Andre Garron, Town Administrator

Nicholas Williams, Town Planner

Date: November 19, 2020

Re: Eversource Lot Bond Partial Release

Please be advised that a significant amount of work on the referenced project has been completed and approved by me.

The current road bond is \$184,099.66. I recommend reducing the bond to \$20,000.00, returning \$164,099.66 to the developer. The work is complete with the exception of stabilizing the slope along the east edge of the site, and some stabilization of a small area along the west side of the site but outside of the fenced in area.

I will be available at the next Town Council meeting scheduled for December 9, 2020 with a copy of the construction plans to answer any questions you may have. Please don't hesitate to contact me with any questions that you may have before the meeting as well.

Town Council
STAFF REPORT



To: Town Council
Title: Surety Bond Release of \$15,000 for the S&H Land Services Site at #141 Londonderry Turnpike
Meeting: Town Council - 09 Dec 2020
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

The developer of the S&H Land Services Site at #141 Londonderry Turnpike site has requested that his bond be released.

The current site bond is \$15,000. The work has been completed to my satisfaction, therefore I recommend releasing the bond and returning \$15,000 to the developer.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Recommend the release of the site bond of \$15,000 (Cash-MBIA #225) for the site located at #141 Londonderry Turnpike to the developer Steven Ventures, LLC.

SUGGESTED MOTION:

Motion to release of the site bond of \$15,000 (Cash-MBIA #225) for the site located at #141 Londonderry Turnpike to the developer Steven Ventures, LLC.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[2 Memo to Release Bond](#)

[3 Londonderry Turnpike #141 Photos](#)



Town of Hooksett

COMMUNITY DEVELOPMENT DEPARTMENT
Bruce A. Thomas, P.E., Town Engineer

Memo

To: James Sullivan, Chairman, Town Council
From: Bruce A. Thomas, P.E., Town Engineer *BAT*
Cc: Andre Garron, Town Administrator
Nicholas Williams, Town Planner
Date: November 24, 2020
Re: #141 Londonderry Turnpike Bond Release

Please be advised that the site work at the referenced project has been completed and approved by me.

I recommend that the bond amount of \$15,000 be released.

I will be available at the next Town Council meeting scheduled for December 11, 2020 with a copy of the construction plans to answer any questions you may have. Please don't hesitate to contact me with any questions that you may have before the meeting as well.

| Town of Hooksett | | 11/23/2020 | |
|--|----------------------------------|------------|---------------|
| Performance Sureties Located at the Finance Dept | | | |
| Project Name | Reason | Amount | Released Date |
| 141 Londonderry Turnpike Cash - MBIA # 225 | Steven Ventures LLC Site Bond | 15,000.00 | 5/29/2020 |



1 S & H LAND SERVICES - 141 LONDONDERRY TURNPIKE



2 S & H LAND SERVICES - 141 LONDONDERRY TURNPIKE

Town Council **STAFF REPORT**



To: Town Council
Title: December Nominations and Appointments
Meeting: Town Council - 09 Dec 2020
Department: Administration
Staff Contact: Nick Germain, Project Coordinator

BACKGROUND INFORMATION:

On November 17th, Town Council voted to nominate the following individuals:

Robert Duhaime, Planning Board as an Alternate 6/30/2023 and Bicentennial Committee 6/30/2023
Yolande Cotnoir-Walsh, Heritage Commission expiring 6/30/2023
David Scarpetti, Tax Increment Financing Advisory Board, 6/30/2023
Denise Pichette Volk, Planning Board Alternate, 6/30/2020 & Town Hall Preservation Committee, 6/30/2023
Nathan Duplessis, Parks and Recreation Advisory Board, 6/30/2023
Mark Chagnon, Parks and Recreation Advisory Board, 6/30/2023

Town Council further requested that they be invited to attend, which Administration carried out.

FINANCIAL IMPACT:

N/A

POLICY IMPLICATIONS:

N/A

RECOMMENDATION:

Vote to appoint all individuals to the requested positions.

SUGGESTED MOTION:

"I motion to appoint Robert Duhaime as an Alternate to the Planning Board to a term expiring 6/30/2022"

"I motion to appoint Robert Duhaime to the Bicentennial Committee to a term expiring 6/30/2023"

"I motion to appoint Cotnoir-Walsh to the Heritage Commission to at term expiring 6/30/2023"

"I motion to appoint David Scarpetti to the Tax Increment Financing Advisory Board to a term expiring 6/30/2023"

"I motion to appoint Denise Pichette Volk as an Alternate to the Planning Board to a term expiring 6/30/2020"

"I motion to appoint Denise Pichette Volk as an Alternate to the Town Hall Preservation Committee to a term expiring 6/30/2023"

"I motion to appoint Nathan Duplessis to the Parks and Recreation Advisory Board to a term expiring 6/30/2023."

"I motion to appoint Mark Chagnon to the Parks and Recreation Advisory Board to a term expiring 6/30/2023"

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur with all appointments

ATTACHMENTS:

[nominations and appointments december 2020](#)

Available Appointed Town Positions

| Entity | Assigned Councillor | Available Positions | Expiration | Contact Town Staff |
|--|------------------------|--------------------------|------------|--------------------------|
| Heritage Commission | James Sullivan | (x2) Commissioner | 6/30/2021 | Administration |
| | | (x2) Alternate | 6/30/2021 | Administration |
| Bicentennial Committee | James Sullivan | (TBD) Member | 6/30/2023 | Administration |
| Economic Development Advisory Committee | James Sullivan | 1 Business Member | 6/30/2021 | Community Development |
| Town Hall Preservation Committee | James Sullivan | (x4) Committee Member | 6/30/2021 | Administration |
| Tax Increment Financing Advisory Board | David Boutin | x1 Member | 6/30/2022 | Community Development |
| Planning Board | David Boutin | Alternate | 6/30/2021 | Community Development |
| | | Alternate | 6/30/2022 | |
| Parks and Recreation Adviosry Board | Alex Walczyk | 1 Member | 6/30/2021 | Public Works |
| Recycling and Transfer Advisory Board | Clark Karolian | 1 Member | 6/30/2023 | Public Works |
| Zoning Board of Adjustment | Roger Duhaime | | | Community Development |
| | | 1 Alternate | 6/30/2021 | Community Development |
| | | 1 Alternate | 6/30/2022 | Community Development |



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: October 29, 2020
 Name: Yolande Cotnoir-Walsh Phone: (603) 669-7757
 Address: 14 Whitehall Road
 Email Address: calligraphy@comcast.net
 Signature: Yolande Cotnoir-Walsh

 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 checked="" type="checkbox"/> Heritage Commission | <u>Regular</u> |
| <input type="checkbox"/> Parks & Recreation Advisory Board | _____ |
| <input type="checkbox"/> Planning Board | _____ |
| <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.) _____ | _____ |
| _____ | _____ |
| _____ | _____ |

How long have you been a resident of Hooksett?

I have been a resident of Hooksett for 36.5 years. My husband and I moved to Hooksett in May of 1984.

Why are you seeking this position?

I became aware of the Heritage Commission when they held a meeting to "Save the Stone House". I immediately contacted Kathie Northrup and Jim Sullivan with ideas, people to contact, and possible fundraising suggestions.

Do you have any specific goals or objectives?

To assist in "Saving the Stone House" and any other notable properties that might be threatened with demolition or in need of preservation.

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

I am a good listener. I have a great admiration for all historical buildings, especially those with unique architectural that is artistic in nature.

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

I have no knowledge of any possible conflicts of interest at this time but would be willing to recuse myself if I believe that such a conflict should arise.

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

I am a retired art teacher (35 years) in the city of Manchester. I continue to volunteer at my husband's business, Frank's Signs LLC and have been involved in helping Kathie Northrup with signs in Hooksett as well as the cemetery commission and Eagle Scout projects in town.

I have a Fine Arts degree from Notre Dame College (another architecturally beautiful property threatened). I have been a member of the Order of United Commercial Travelers of America, a fraternal benefit society that contributes much to communities in the US and Canada. I love volunteering in communities.

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

None to date.



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 10/30/20
 Name: Robert Duhaime Phone: 603-315-2999
 Address: 1779 Hooksett Rd
 Email Address: robdur@gmail.com
 Signature: Robert Duhaime

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>Alternate, Regular</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.) <u>Bicentennial</u> | _____ |
| <u>Committee</u> | _____ |

2

How long have you been a resident of Hooksett?

Since 73

Why are you seeking this position?

Get back on the
Team

Do you have any specific goals or objectives?

help oil the wheels

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

Past experience, Landscape
Professional

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

That brother? same initials

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

Years working with neighbors

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

Planning Board — 2004 - 13
Town Council 13 - 20

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: _____

Robert Dehaine

Print Name: _____

Robert Dehaine

Date Signed: _____

10/30/20

Department Head Signature: _____



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 6-12-17

Name: Chris Pearson Phone: 603-641-5257

Address: 3 Jaime Lane Hooksett NH

Email Address: cpearson@paragonelect.com

Signature: Chris Pearson

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

- ☐ Conservation Commission
- ☐ Economic Development Study Committee
- ☐ Heritage Commission
- ☐ Parks & Recreation Advisory Board
- ☐ Planning Board
- ☐ Recycling & Transfer Advisory Committee
- ☐ Town Hall Preservation Committee
- ☒ Zoning Board of Adjustment
- ☐ Other (Please specify.)

2

How long have you been a resident of Hooksett?

20 years

Why are you seeking this position?

Renew Membership

Do you have any specific goals or objectives?

continue to support town as best I can

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

Current member of ZBA

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

None

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

Current member of ZBA

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

ZBA member I bleive since 2003



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 6/27/17
 Name: DAVID SCARPETTI Phone: 603 493 9155
 Address: 27 Cindy Dr Hooksett
 Email Address: boardwalkdev@yahoo.com
 Signature: D Scarpetti

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

- ☐ Conservation Commission
- ☐ Economic Development Study Committee
- ☐ Heritage Commission
- ☐ Parks & Recreation Advisory Board
- ☐ Planning Board
- ☐ Recycling & Transfer Advisory Committee
- ☐ Town Hall Preservation Committee
- ☐ Zoning Board of Adjustment

☒ Other (Please specify.)

Tax Increment Financing District Advisory Committee

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: _____

David Scarpetti

Print Name: _____

DAVID SCARPETTI

Date Signed: _____

6/27/17

Department Head Signature: _____



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 11-9-20
 Name: Denise Pichette Volk Phone: 485-5244 H; 494-9025 C
 Address: 6 Highland Street
 Email Address: Hooksett, NH 03106
 Signature: Denise Pichette Volk

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>none</u> |
| <input type="checkbox"/> Recycling & Transfer Advisory Committee | _____ |
| <input checked="" type="checkbox"/> Town Hall Preservation Committee | <u>none</u> |
| <input type="checkbox"/> Zoning Board of Adjustment | _____ |
| <input type="checkbox"/> Other (Please specify.) _____ | _____ |
| _____ | _____ |
| _____ | _____ |

2

How long have you been a resident of Hooksett?

Lifelong - 70 years

Why are you seeking this position?

Civic pride

Do you have any specific goals or objectives?

Master Plan refinement/execution

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

50 year career in health care administrative roles, most recently in project management for clinical applications and clinical facility construction

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

n/a

Please list any work, volunteer, and/or educational experience you would like to have considered:
Former Committee Chairman - BSA Troop 292

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

Prior Hooksett Town Council, Budget Committee, High School Study Committees, Ambulance Committee



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: _____

Name: _____ Phone: _____

Address: _____

Email Address: _____

Signature:

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 type="checkbox"/> Planning Board | _____ |
| <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.) | _____ |

How long have you been a resident of Hooksett?

Why are you seeking this position?

Do you have any specific goals or objectives?

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

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

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

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

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: _____

Date Signed: _____

Department Head Signature: _____

Town Council

STAFF REPORT



To: Town Council
Title: FY 2021-22 Budget and Warrant Article Review
Meeting: Town Council - 09 Dec 2020
Department: Finance
Staff Contact: Christine Soucie, Finance Director

BACKGROUND INFORMATION:

1) Vote needed to recommend DPW Union Contract as written below:

"To see if the town will vote to approve the cost items included in the collective bargaining agreement reached between the Hooksett Town Council and the Public Works' Employees Local 633, Teamsters which calls for the following increases in salaries and benefits at the current staffing level:

| <u>Estimated increase over prior year</u> | | | |
|--|-----------------|-----------------|---------------------------|
| <u>Fiscal Year</u> | <u>Salaries</u> | <u>Benefits</u> | <u>Estimated Increase</u> |
| 2021-22 | \$ 62,326.00 | \$ 16,462.00 | \$ 78,788.00 |
| 2022-23 | \$ 25,067.00 | \$ 5,129.00 | \$ 30,196.00 |
| 2023-24 | \$ 25,439.00 | \$ 5,154.00 | \$ 30,593.00 |

and further to raise and appropriate **\$78,788.00** for the current fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels. Estimated tax rate impact is \$0.04. "

2) Vote needed to add a second article(see below) to the warrant that would allow the Town to hold a town meeting if the DPW Union Contract fails.

"Shall the town, if ARTICLE # ____ is defeated, authorize the governing body to call one special meeting, at its option, to address ARTICLE # ____ cost items only?"

Warrant articles

Non-union raises
 Old Town Hall
 Others

FINANCIAL IMPACT:

4 cents on the November 2021 tax bill.

SUGGESTED MOTION:

1) Motion to recommend the collective bargaining agreement between the Town and the Public Works' Employees Local 633, Teamsters with an increase of \$78,788 in year one, \$30,196 in year two and \$30,593 in year three. (tally vote required)

2) Motion to add an article to allow for one special town meeting if the DPW union contract does not pass. (no tally needed)

TOWN ADMINISTRATOR'S RECOMMENDATION:

Town Council approval as negotiated



STAFF REPORT

To: Town Council
Title: Status of #81 Corriveau Drive and Future Driveway and Subdivision Plans Relating to Abutting "Future Access" Road to Demers Property.
Meeting: Town Council - 09 Dec 2020
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

On November 16, 2020, I received a voice mail from Mrs. Sandra Moser who was concerned about a development to be constructed next to her home.

#81 Corriveau Drive (Lot 27-46-22) is a 5.15 acre lot and is located adjacent to a "Future Access" road to property owned by Developer Dennis Demers (Lot 27-4) approximately 12 acres in size. Mrs. Demers was concerned that any developments proposed for the site could be detrimental to her property with particular concern of excessive runoff that could result in erosion and damage to their property.

I've spoken to Dennis Demers regarding his plans for his property located at the end of the "Future Access" road. At this time he plans to build a single family house or other use as allowed by the established Zoning of the lot (see Zoning description below). Mr. Demers said that he has met with the Mosers who live adjacent to the ROW and has told them that he will put in his deed that no other development will take place on his property if they support his project of building a single family house.

I met with Mrs. And Mr. Moser at their property on November 16, 2020. Dan Demers was present. I told Mrs. Moser that walking her property at this time was not necessary because I haven't received any plan or permit applications to date. I told her that once I received an application and/or plan, I would contact her and we would conduct a site walk on her property.

Current Zoning of the Demers Property:

Map 27, Lot 4 is zoned Low Density Residential (LDR). A brief summary of allowed uses are as follows:

- Single family dwellings (Accessory Dwelling Units are allowed in a single family dwelling)
- Religious facilities and grounds for games and sports
- General farming and forestry activities
- Subdivisions for manufactured housing

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

None - For Informational Use Only.

SUGGESTED MOTION:

For Informational Use Only, No Motion Required.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Informational meeting only

ATTACHMENTS:

[1 Locus Plan - Corriveau Drive](#)

[2 Subdivision Plan Labeled](#)

[3 Small Site Plan AERIAL](#)

[4 Small Site Plan 11 x 17 landscape](#)

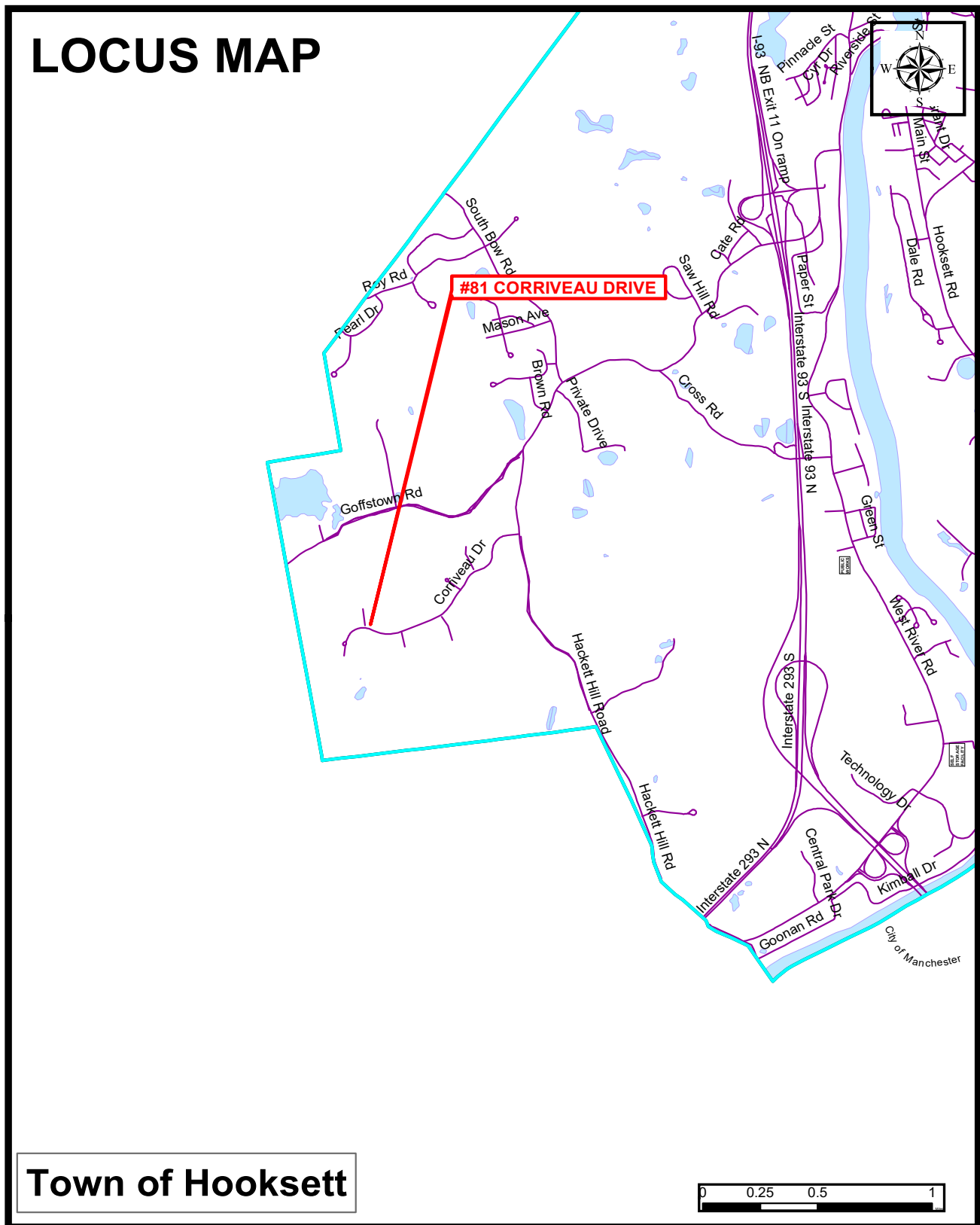
[5 Property Plan 11 x 17 landscape](#)

[6 TC Public Hearing 8-23-17](#)

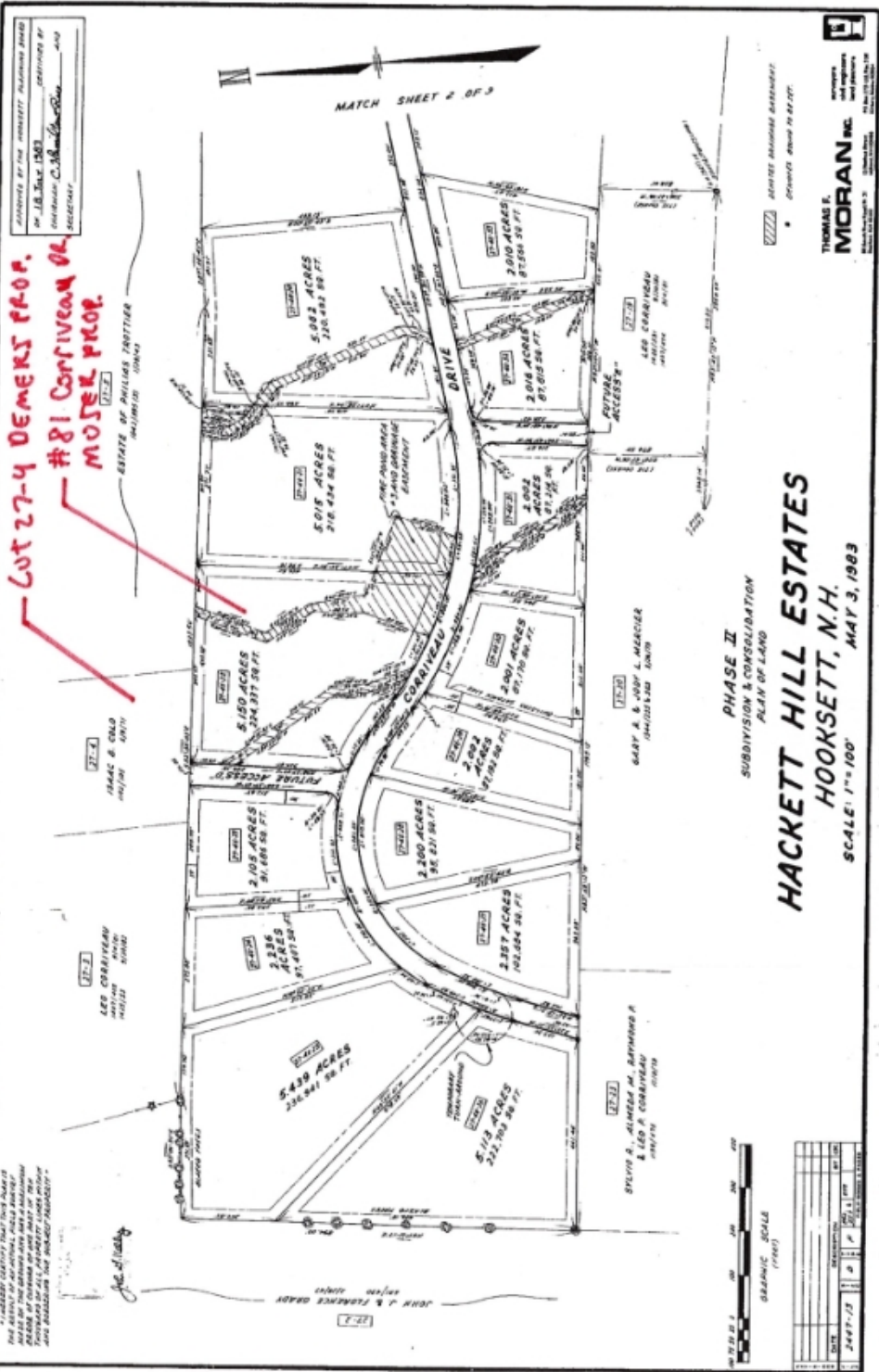
[7 TC Public Hearing Back Up Doc 8-23-17](#)

[8 TC Minutes 4-10-19 Corriveau Site](#)

[9 Additional Backup Material](#)



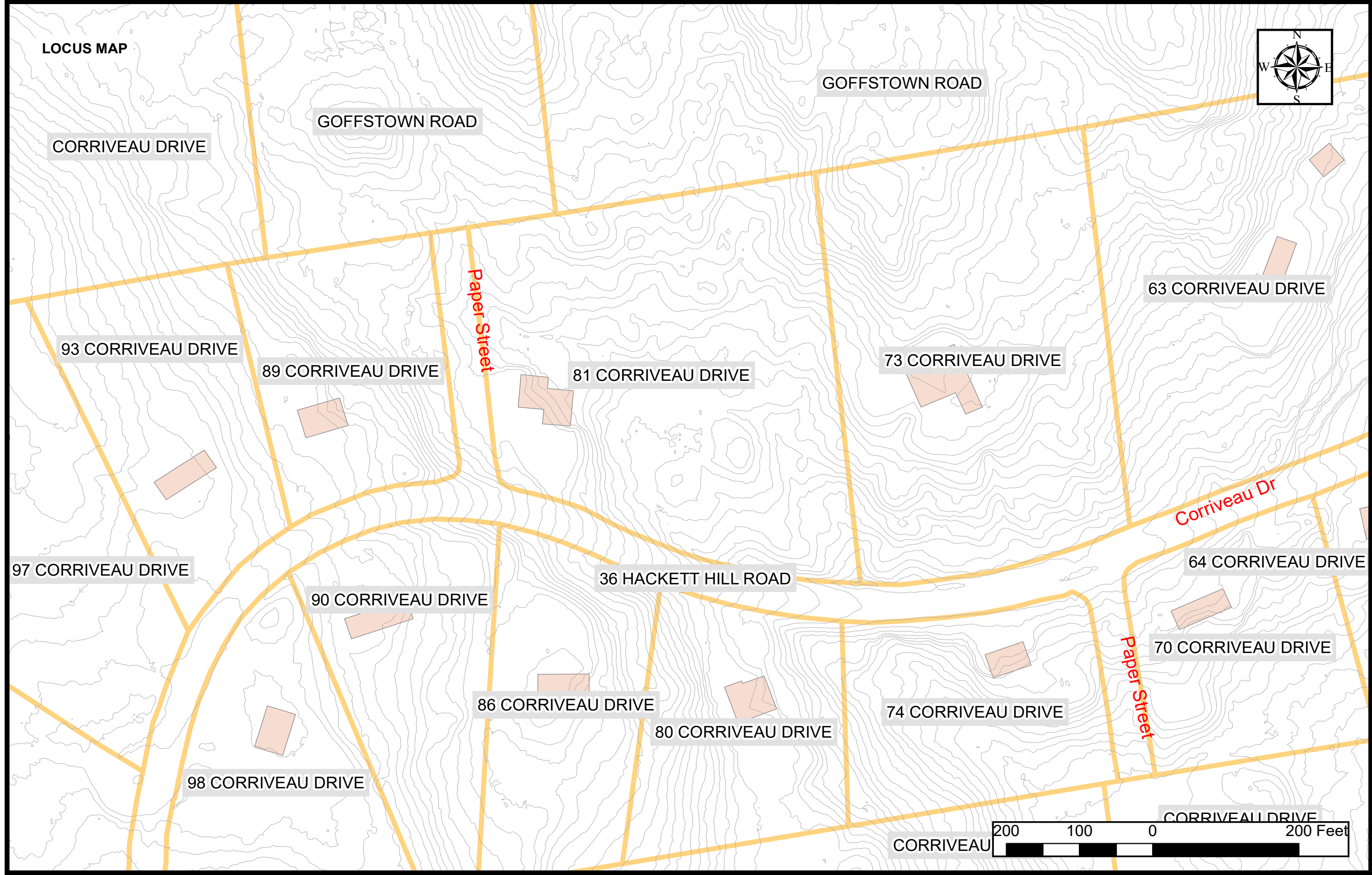
77222 Received Jan. 18, 9:50 A.M. 1984
 Sheet 3 of 3
 Order: Mapless & Hooksett, Register.

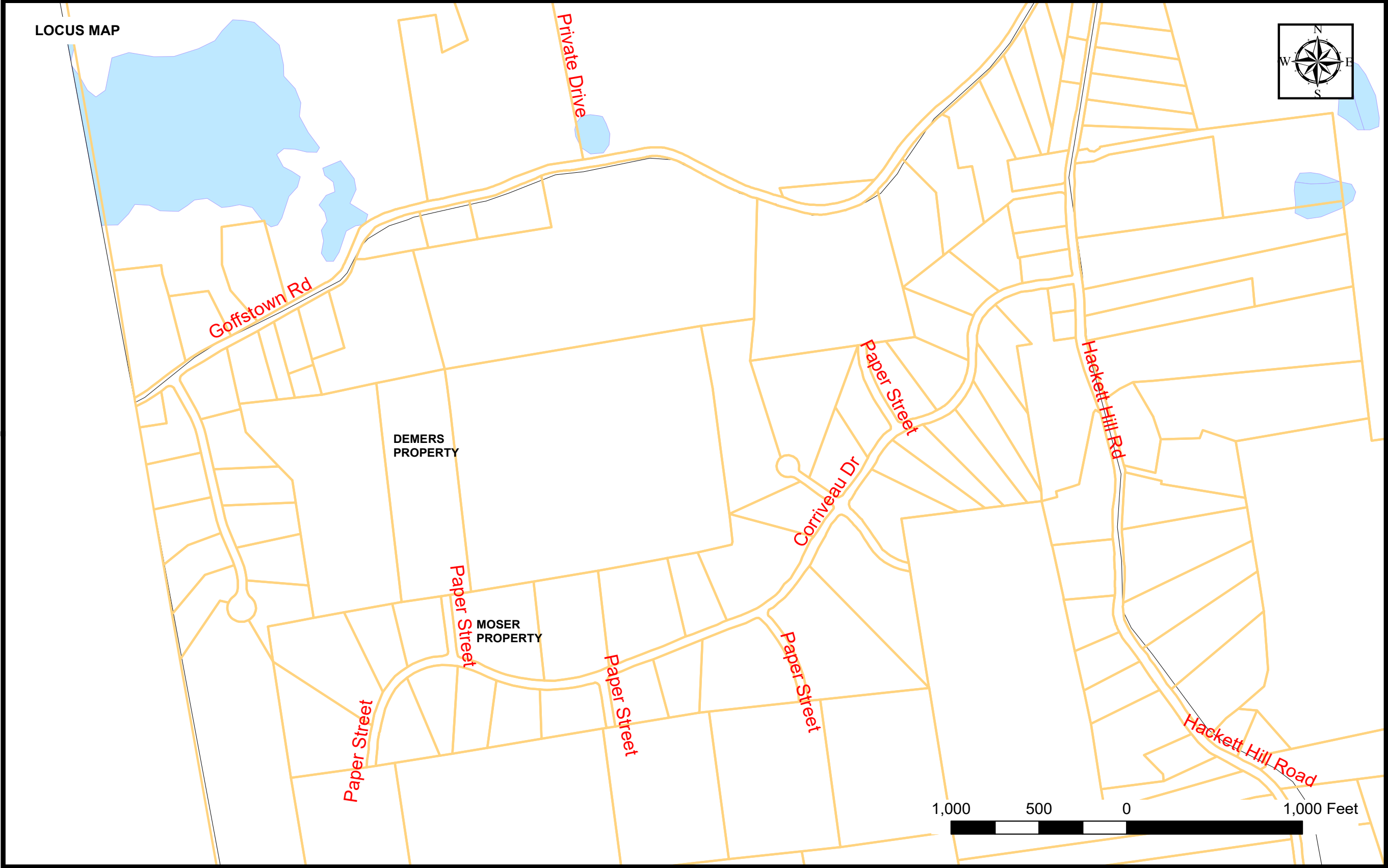


THOMAS F. MORAN INC.
 ENGINEERS
 AND ARCHITECTS
 100 CORVETTES DRIVE
 HOOKSETT, N.H. 03044
 PHONE: 263-1111
 FAX: 263-1112

SHEET 3 OF 3









TOWN COUNCIL MINUTES - UNOFFICIAL
Regular Meeting
Wednesday, August 23, 2017
6:00 PM
Council Chambers

1. CALL TO ORDER

Chairman James Sullivan called the meeting to order at 6:01 p.m.

2. PROOF OF POSTING

Town Administrator, Dr. Dean Shankle, stated that the meeting notice was posted on August 2, 2017 at 11:45 a.m.

3. ROLL CALL

In Attendance: Councilor John Giotas, Councilor Timothy Tsantoulis, Councilor James Levesque, Councilor Alex Walczyk, Councilor Marc Miville, Councilor David Ross, and Chairman James Sullivan.

Missed: Councilors Donald Winterton and Robert Duhaime

4. PLEDGE OF ALLEGIANCE

5. SPECIAL RECOGNITIONS

5.a Hooksett Fire-Rescue = Swearing-in Ceremony new firefighter

Fire Rescue Chief, James Burkush, came forward to swear in the newest member of the Fire Department, Matthew Tropiano. He thanked everyone for attending. Matt is graduating in September with a degree in pre-medicine. He is a US Marine having been deployed twice – to Iraq and Afghanistan. He is recognized by the military as a rifle sharp shooter. From Georgia, he and his family recently moved to NH. Chief Burkush administered the oath of office, and Matt's wife placed his badge. Chairman Sullivan welcomed him to the Hooksett family and thanked him for his federal service.

Diane Boyce, Director of the Department of Public Works was asked to come forward to recognize new employee, Josh Hebert. Director Boyce said Josh is in the process of getting his CDL and she is very proud to have him on board.

6. SCHEDULED APPOINTMENTS

7. APPROVAL OF MINUTES

7.a Public: 08/09/2017

Councilor Tsantoulis moved, second by Councilor Giotas, to approve the August 9, 2017 Town Council public meeting minutes, as amended. Motion passed unanimously, 7-0.

8. AGENDA OVERVIEW

9. PUBLIC HEARINGS

9.a Public Hearing under RSA 674:40-a for the Town Council to accept the following Streets as public highways: "Future Access A", "Future Access B", "Future Access C", "Future Access D", and "Future Access E" on the May 3, 1983 Phase II Hackett Hill Estates Subdivision plan approved by the Hooksett Planning Board and recorded at the Merrimack County Registry of Deeds as Plan#7722.

[17.08.04.Public Notice.Hackett Hill Estates Streets Acceptance Vote.docx](#)

Chairman Sullivan opened the public hearing and read the notice as follows:

Pursuant to RSA 674:40-a; notice is hereby given of a public hearing to be held by the Hooksett Town Council on August 23, 2017 at 6:00 p.m. at the Hooksett Town Hall Council Chambers, 35 Main Street, Hooksett, NH.

The Town Council shall hold the public hearing under RSA 674:40-a for the acceptance of the following streets as public highways: "Future Access A", "Future Access B", "Future Access C", "Future Access D", and "Future Access E" on the May 33, 1983 Phase II Hackett Hill Estates Subdivision plan approved by the Hooksett Planning Board and recorded at the Merrimack County Registry of Deed as Plan #7722. This plan is available for viewing at the Office of the Town Clark at the address above.

Chairman Sullivan said at the recommendation of the attorney, the Council will not act on this matter tonight.

Louise Marple of 11 Darton Street came forward to state that upon closure of four roads she will be landlocked without access to her own property.

Leo Corriveau of 117 Goffstown Road said the purpose of the right of way (ROW) is to get the back land. He said to make this a public road invites trespassing with people dumping trash and stealing wood and asked if there was a law forcing the town to do this. Dr. Shankle said "no" but there is a requirement to have a public hearing.

Kevin Van Horn of 44 Corriveau Drive rose to state he agreed with Ms. Marple and Mr. Corriveau. Is it a ROW or a public road? The problem is the logger is squatting on public land and the road is not being used as an access point; it's being used by the logger. He is storing equipment, wood. He is cutting wood to length and loading wood on this property and doing this 15 feet from the town's bus stop. The logger is not using this ROW as an access point. He said he talked to Matt Lavoie and Dr. Shankle and doesn't understand why it doesn't violate town permits. It's a residential neighborhood; not zoned for business. The logger is doing whatever he wants on this property because there is no ownership. Taxpayers don't want a timber cutting process on their street. Councilor Miville asked if the logger was still on the property. Mr. Van Horn said "yes, he starts around 7:00 a.m."

Ron Tremblay of 17 Corriveau Drive said Corriveau Drive is not a highway according to Zoning Board rules. He described the difficulty in handling two emergency situations simultaneously. Mr. Tremblay said "you can't arbitrarily say it's a highway". Chairman

101 Sullivan said it is the Council's responsibility to accept roads. Councilor Ross pointed out that
102 "highways" is just a word.

103
104 Tom Armour of 38 Corriveau Drive said he is on the other side of Mr. Van Horn and is
105 disappointed that no action would be taken tonight on the matter. He is concerned that the
106 issue is being "kicked down the road". He said there seems to be a remedy via RSA 231:51
107 where a dedicated way doesn't have to be accepted. If that hasn't been put forward, the
108 town would have more control over what happens and see if there is a solution for all those in
109 this area. The area is being abused right now. Chairman Sullivan said he would place Mr.
110 Armour's email into the record.

111
112 Dr. Shankle said since this is a legal matter, counsel does not want his legal strategy
113 exposed; hence the request for the Council to not take action tonight. Councilor Ross said
114 the Council must do things in the proper order and would have to waive the rules in order to
115 authoritatively take action tonight. The public hearing is a chance for the public to weigh in.
116 In response to Chairman Sullivan, Dr. Shankle said the town does not own the land. The
117 engineer can go out and check if the logger is staying within the ROW; if on someone's
118 private land, that becomes an issue. Councilor Levesque asked how a property owner could
119 get the logger off their property. Dr. Shankle said that would be trespassing and they should
120 contact the police. Dr. Shankle further stated that they are "doing everything we can within
121 the law".

122
123 Councilor Tsantoulis suggested that the purpose of the public hearing was to hear from
124 citizens and they should be allowed more time to speak. Jane Cook of 47 Corriveau Drive
125 thought there would be more explanation in the letter she received. Councilor Miville said at
126 the last Council meeting he asked Dick Marshall, Chair of the Planning Board, to provide
127 insight into the matter. Mr. Marshall informed the Council that 35 years ago the property
128 should have been posted as a ROW. Ms. Cook thought the communication "was odd". Dr.
129 Shankle said they have gone beyond what is required by law.

130
131 Roger Boissonault of 37 Corriveau Drive asked about the town's liability. Councilor
132 Tsantoulis again suggested that Councilors cease conversation as requested by the Town
133 Administrator at the beginning of the public hearing. The purpose of the public hearing was
134 to hear from the public. Phil Carl of Corriveau Drive urged the Council to expedite action on
135 the matter. Toni Hoyle of 90 Corriveau Drive reminded the Council of repaving having to be
136 done a few years back. She does not want that to happen again at taxpayers' expense. She
137 urged the Council to make sure to do what is best for her and her neighbors.

138
139 Mr. Van Horn said he didn't think the town engineer did give this person permission to use
140 this access road because he didn't go look at it. He thought it was a ROW but it was forest.
141 Now there is risk. Dr. Shankle said the logger was wrong but the town could do nothing since
142 it never had control over the property.

143
144 Chairman Sullivan kept the hearing open.

145
146 9.b Public Hearing for request from Eversource to Cut Trees on Goffstown Road which is s
147 Scenic Road
148 [082317 EVERSOURCE CUTTING.doc](#)
149 [HooksettScenic.doc](#)
150 [335X2Scenic Removals.pdf](#)

CORRIVEAU DRIVE

On Wednesday, August 23rd, 2017 the Town Council is holding a Public Hearing to accept the following streets as public highways: "Future Access A", "Future Access B", "Future Access C", "Future Access D", and "Future Access E".

When Corriveau Drive was built the Town never accepted the Right of Ways that were dedicated to the Town. They were not deeded to anyone. These public highways will be labeled as Class VI roads and will not be maintained by the Town.

Building requirements for a Class VI road is reviewed under RSA 674:41. Under RSA 674:41, no building permit can be issued, nor can any building be built, on any lot unless that lot has access from one of these types of streets:

- A Class V or better public highway.
- A road shown on a plat approved by the planning board.
- A Class VI highway, but only if the governing body has adopted a policy allowing building on that particular Class VI highway and then only if the owner has recorded a notice in the Registry of Deeds acknowledging that the town is not liable for maintenance or any damage that might occur as a result of the use of that road.
- A private road, but only if the governing body has adopted a policy allowing building on that particular private road.
- A street shown on a subdivision plat that was approved by the zoning board or governing body before the planning board was granted subdivision jurisdiction. The street must already have at least one building on it and must be constructed prior to July 23, 2004.

Generally, the lot must have actual frontage on one of the five types of streets. An easement giving access to a "back lot" over the land of another will not meet the statutory standard unless the easement itself either is a public highway or is shown on a recorded plat approved by the planning board.

If the lot is located on a Class VI or private road, the governing body has the authority to allow a building permit to be issued so long as the requirements of the statute are met. In either case, the governing body must first consult with the planning board and then decide whether buildings will be allowed on that specific Class VI or private road.

To grant the exception and allow the building to be erected, the ZBA must find all of the following:

- The enforcement of the minimum frontage requirements in RSA 674:41 would "entail practical difficult or unnecessary hardship".
- Circumstances of the case do not require the building, structure or part thereof to be related to existing or proposed streets.
- The erection of the building will not tend to distort the official map or increase the difficulty of carrying out the master plan.

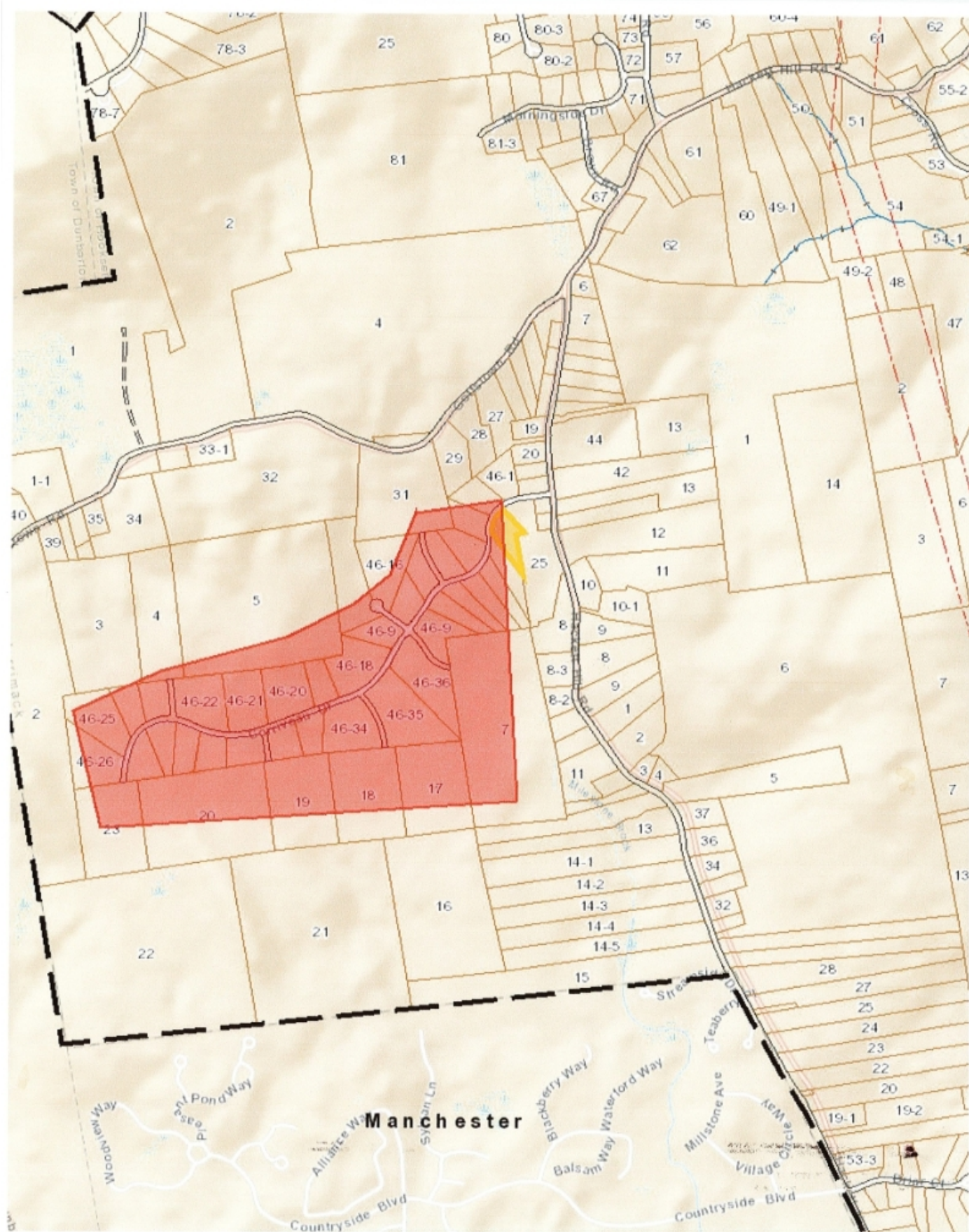
- The erection of the building will not cause hardship to future purchasers or undue financial impact on the municipality.

Although the four standards listed above might possibly be met in the case of an agricultural shed or primitive hunting camp, they will virtually never be met in the case of a proposed year-round home because the "circumstances of the case" always require some relation to "existing or proposed streets." Also, because a lot with a year-round home but no access to maintained highways is cut off from emergency vehicles and other services, it likely will always constitute "hardship to future purchasers."

Municipal officers and boards frequently are pressured to issue building permits by an owner who insists they have a "right" to access the lot and build on it regardless of the status or condition of the road. The only authority the municipality has is to follow the statute and either grant or deny the building permit based on the facts at hand. Owner's belief about guaranteed access is a common misconception. The only statute that comes close to a guaranteed access is the owner consent section of RSA 231:43, which reserve an owner the right to access over a previously discontinued highway unless the owner gives it up in writing.

if an owner obtains a private easement over another owner's property, they must still meet the public requirements of RSA 674:41:

- Submit a street plat to the planning board showing the easement over the other owners land as a driveway. The problem is deciding what street standards the planning board should apply. Unless the town's regulations contain relaxed driveway standards, the street standards in the subdivision regulations would apply, unless waived or relaxed by the planning board.
- The owner can request an exception under RSA 674:41, II from the ZBA. The board can add conditions such as appropriate width and construction standards for the driveway to make sure that granting the exception complies with the standards.
- The owner could petition the select board for a layout under the statutes, or petition the town meeting to accept the driveway as a public highway.
- If the owner intends to construct a new driveway or "alter in any way" the manner in which the driveway enters the town highway, they also need a driveway or curb cut permit.



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

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

CALL TO ORDER

Chair Sullivan called the meeting of 10 Apr 2019 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 John Giotas, Councilor James Levesque, Councilor David Ross, Councilor Timothy Tsantoulis, and Councilor Alex Walczyk

PLEDGE OF ALLEGIANCE

Chair Sullivan called for the Pledge of Allegiance.

SCHEDULED APPOINTMENTS

Scheduled Activity Update - Cemetery Commission

Michael Horne, Chairman of the Cemetery Commission: I have distributed a Cemetery Commission Update. The Commission has three members: Sharron Champagne, Denise Cascio Bolduc and myself as Chair. On May 1, 2019 Nancy Philbrick will fill the position being vacated by Denise Cascio Bolduc. I have met with her and she is very excited about this position. The update includes the Cemetery Commission duties, a reference to the Hooksett Administrative Code Section 4.2, and the roles of two town departments – Community Development and Parks, Recreation & Cemeteries. Hooksett has two cemeteries with vacant lots for sale: Martins Cemetery on Cemetery Road off Martins Ferry Road and Head Cemetery on Pleasant Street. Together they have almost 500 grave lots available. Casket graves are being divided for cremations. The Highway Department does grave openings and closings. The cemetery files are in Community Development. We would like to get them in better shape going forward. We found some old deeds in file drawers at the Highway Department. We are requesting some administrative help for assistance in taking meeting minutes and maintaining the permanent cemetery files.

R. Duhaime: Are you looking for administrative help regarding minutes and filing?

M. Horne: Yes. Maybe someone has some spare time to validate and organize historic records.

APPROVAL OF MINUTES

Public: 03/13/19

*T. Tsantoulis made a motion to approve the minutes of the March 13, 2019 public session as amended. R. Duhaime seconded the motion.
Voted unanimously in favor.*

Public: 03/27/19

J. Levesque made a motion to approve the minutes of the March 27, 2019 public session as amended. R. Duhaime seconded the motion.

Chair Sullivan: Speaking as a member who has only one vote like all other members and as chairman running the meetings, optics and timing are valid concerns. We always have the ability to change decisions, according to the charter. The important thing is that all was done according to the charter, which is now almost 30 years old.

A roll call vote was taken on the motion to reconsider.

Roll Call Vote #5

T. Tsantoulis No

D. Ross No

R. Duhaime No

A. Walczyk No

J. Levesque No

J. Durand Yes

J. Giotas No

J. Sullivan No

The motioned failed (1-7).

NEW BUSINESS

Chair Sullivan closed the public hearing on the Hills Road extension at 8:01 pm.

Acceptance of Hills Road extension

R. Duhaime motioned to accept the extension of Hills Road from the previous end in Auburn to Park Lane in Hooksett. A. Walczyk seconded the motion.

A roll call vote was taken on the motion.

Roll Call Vote #6

J. Durand Yes

J. Levesque Yes

J. Giotas Yes

D. Ross Yes

T. Tsantoulis Yes

A. Walczyk Yes

R. Duhaime Yes

J. Sullivan Yes

Voted unanimously in favor (8-0).

Hackett Hill Estates - Future Access

N. Williams: I am Nick Williams, the Town Planner, and I would like to introduce Attorney Greg Michaels and property owner Dennis Demers. We are looking at Lot 27-4. This is a simple request to construct a driveway to access a landlocked parcel via a future access deed, an implied easement. Legal counsel has advised making a motion to allow the driveway to be constructed per the specs of the town.

R. Duhaime: What is the size of the lot?

D. Demers: It is 12 acres, a rectangle.

D. Ross: This easement crosses wetlands. Why is this not before the Conservation Commission?

N. Williams: This is a drainage easement; it is not wetlands.

R. Duhaime: Mr. Labonte will be sure that the drainage easement is managed when it is filled.

J. Levesque: I would like to postpone this vote until we have a better map. And what about the abutters? We had trouble with another right of way on this road.

G. Michaels: The right of way is for this purpose. It is the use originally planned by the town. The Planning Board laid this out for potential future development. It is a dedicated way.

D. Ross: Could it be a road?

G. Michaels: That is a hypothetical question. It is allowed by law.

R. Duhaime: Some easements are for larger parcels. This is a driveway for a single-family home.

G. Michaels: Yes.

Ross: With access to a 12-acre lot, do they intend to have more than one residence?

G. Michaels: Then they would have to come back and the whole process would start again with Planning and Zoning.

D. Ross: We need to be equitable to everyone. Another party was contacted about how they intended to use a parcel.

G. Michaels: You've asked and I've answered.

N. Williams: This is a signed, recorded plan. It is dedicated but not accepted. This is a paper road.

G. Michaels: This is laid out as dedicated way.

A. Walczyk: Is there an address?

G. Michaels: That won't happen unless something is built.

T. Tsantoulis: If we vote in favor, what is the next step? Is there still an opportunity to reject it?

N. Williams: If a subdivision is proposed, the Planning Board would be involved.

J. Levesque: If we are going to grant a right of way, we shouldn't give town land a way. We should make it a town road.

R. Duhaime: It would be a driveway now, with the easement, and it could be a town road later.

G. Michaels: That is a good analysis. The town could still build a road over that area.

D. Ross: Who owns the property now? We should find out with specificity the intent of the original implied easement. We should seek legal counsel.

G. Michaels: It doesn't matter who owns it.

Chair Sullivan: I have a communication from Attorney Serge addressed to Nicholas Williams, the Town Planner. He says he agrees that the next step is to bring this to the Town Council for consideration. This is dedicated but not accepted, and thus a paper street, with an implied easement. The Council would require the property owner to comply with the standards of the town regarding the construction of driveways.

A. Walczyk Is there a timeline associated with this?

G. Michaels: Probably sometime in the next few months.

T. Tsantoulis: It sounds like the landowner and his representative are well within their rights. Matt Serge greenlighted this driveway.

R. Duhaime motioned to allow the property owner of Map 27, Lot 4 to construct a driveway to Town specifications in the area labeled Future Access D on the plans titled Hackett Hill Estates. T. Tsantoulis seconded the motion.

R. Duhaime: Will the town easement be paved? It is better than dirt because of the drainage easement. It saves future problems.

G. Michaels: We will follow the recommendations of Public Works.

J. Levesque offered an amendment to the motion, changing 'driveway' to 'roadway.' There was no second to the motion.

D. Ross: The attorney did not greenlight this. There are other lots back here. What if they want to use the driveway? It is effectively private property now.

G. Michaels: You are not giving up town rights.

A. Walczyk motioned to move the question. R. Duhaime seconded the motion. Voted unanimously in favor.

A roll call vote was taken on the motion to allow the construction of a driveway for Map 27, Lot 4.

Roll Call Vote #7

D. Ross No
J. Levesque No
R. Duhaime Yes
A. Walczyk Yes
J. Durand Yes
T. Tsantoulis Yes
J. Giotas Yes
J. Sullivan Yes
Voted in favor (6-2).

Command Vehicle Purchase for Fire-Rescue

STAFF REPORT – Status of #81 Corriveau Drive and Future Driveway and Subdivision Plans Relating to Abutting Right-of-Way.

On November 16th I received a voice mail from Mrs. Sandra Moser who was concerned about a development to be constructed next to her home.

#81 Corriveau Drive (Lot 27-46-22) is a 5.15 acre lot and is located adjacent to a right-of-way owned by Developer Dan Demers. Mrs. Demers was concerned that any developments proposed for the site could be detrimental to her property with particular concern of excessive runoff that could result in erosion and damage to their property.

I met with Mrs. And Mr. Moser at their property. Dan Demers was present. I told Mrs. Moser that walking her property at this time was not necessary because I haven't received any plan or permit applications to date. I told her that once I received an application and/or plan, I would contact her and we would conduct a site walk on her property.

Financial Impact: None.

Recommendation: None.

Suggested Motion: For Informational Use Only, No Motion Required.

November 21, 2020

Mr. Andre Garron
Town Administrator
Town of Hooksett
35 Main Street
Hooksett, NH 03106

Dear Mr. Garron:

In speaking with council chair Jim Sullivan at the town council meeting on November 18, 2020 it was suggested we contact you and request the ROW on Map 27 between lots 36 and 9 be added to the agenda at the next town council meeting. We would suggest this ROW be considered part of "old business" and therefore be recognized prior to the discussion of the ROW between lots 22 & 23.

With regard to the first ROW, the council chair eluded to the issue as having been resolved. It has been over two years since Cease & Desist was ordered by the judge. Further litigation was dismissed yet the equipment remains on the ROW. Recent communication with Matt Lavoie indicated the town with the sheriff's office were attempting to seize the equipment and sell it at auction since the logger Mr. Trimbur owed money to the town. Proof of ownership apparently is the current complication.


Attached is a copy of the staff report approving the excavation permit and correspondence represented on Trimbur Forests letterhead indicating reclamation work to be performed by forester and covered by Bond. The residents of Corriveau Drive are now seeing a second ROW potentially becoming accessed while the first ROW's issues remain unresolved. No restoration has been done.

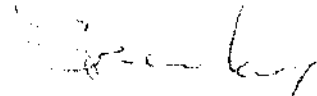
Perhaps a third agenda item would be addressing the paper streets/future access ways on Corriveau Drive and in the town of Hooksett. The areas in question on Corriveau Drive represent the worst pieces of land as they are mostly wetlands or there are slope/incline issues. They are hardly the most reasonable access points to land locked parcels. A potential remedy may be for the town to declare the paper streets/future access ways revert to the abutters.

Corriveau Drive has been a great neighborhood to many families in Hooksett. We are looking to assure any activity in our area be done to code, with the least detrimental environmental impact and with the best interests of the residents and the town thoroughly considered. There is much negative history to raise our concerns

Thank you for your time and consideration of our request. We remain available to contact should you have any questions or wish to discuss any of the concerns mentioned. On behalf of several residents on Corriveau Drive, we await your reply and trust both ROWs will be addressed at the December 9, 2020 town council meeting.

Respectfully,


Margaret Avedisian-DeFreest
56 Corriveau Drive
mdefreest@comcast.net
603/591-1268


Steve Petrosky
89 Corriveau Drive
sjpetrosky@gmail.com
603/418-4837

Attachments: Town Letter
Staff Report
Trimbur Forests
Map 27
Photo of Equipment



Town of Hooksett

COMMUNITY DEVELOPMENT DEPARTMENT

COPY

June 22, 2017

Hooksett Abutter:
Map 27 Lot 7

Re: TRIMBUR FORESTS

You are invited to an informational meeting regarding the proposed restoration plan by forester, Tim Trimbur, on the Valley View Drive access right of way.

Mr. Trimbur will be making his presentation to Town Council during their regularly scheduled meeting June 28th 2017 @ 6pm, 35 Main Street, Town Offices, room 105, on his request to use the right of way for access to the back properties for logging purposes and proposed to perform the work over the next 12-16 months.

Thank you,

Kathy Lawrence
Administrative Assistant
Community Development
35 Main St
Hooksett NH 03106
603-485-4117

Staff Report**COPY**

Title: Excavation permit approval with Tim Trimbur Forestry for access across Valley View Drive Right of Way
Date: 6/28/2017

| |
|---|
| Background and Discussion of Issues |
| Tim Trimbur Forester is requesting approval to access Lot 27-7 for forestry operations with access over the Valley View Drive Drive right of way (approximately 500 ft). An excavation permit will require a reclamation pplan along with a bond for the value of the proposed restoration improvements with the bond approved by Town Attorney and also a certificate of insurance with the Town listed as additional insured. |
| Recommendation (including suggested motion, if appropriate) |
| Review and approve the proposed reclamation plan of Valley View drive as part of Tim Trumbur Forestry's access across the right of way to Lot 27-7. |
| Fiscal Impact |
| No fiscal impact as reclamation work to be performed by forester and covered by Bond |
| Report prepared by: James J. Donison, P.E., Assistant DPW/Town Engineer |
| Town Administrator's Recommendation |
| Concur |



TRIMBUR FORESTS

6-21-17
 Upon completion of operation **COPY** restoration of
 the right of way shall be conducted with
 the removal of the crushed stone apron,
 apply top soil and seed landing area, plant
 hardwoods approximately 1 to 2 inch in diameter,
 4 to 6 feet tall with in 6 foot spacing.

In the skid trail plantings of hardwood
 and soft wood will be planted, rocks will
 be replaced, and any debris will be removed
 upon the completion of use. Approx cost \$5000.00
 Surveyors Art Scilliano will be
 marking out R.O.W.

Trimbur Forests will keep all
 material from work within R.O.W.
 work will continue throu & summer
 of 2018.

A. Scilliano

603-860-2652

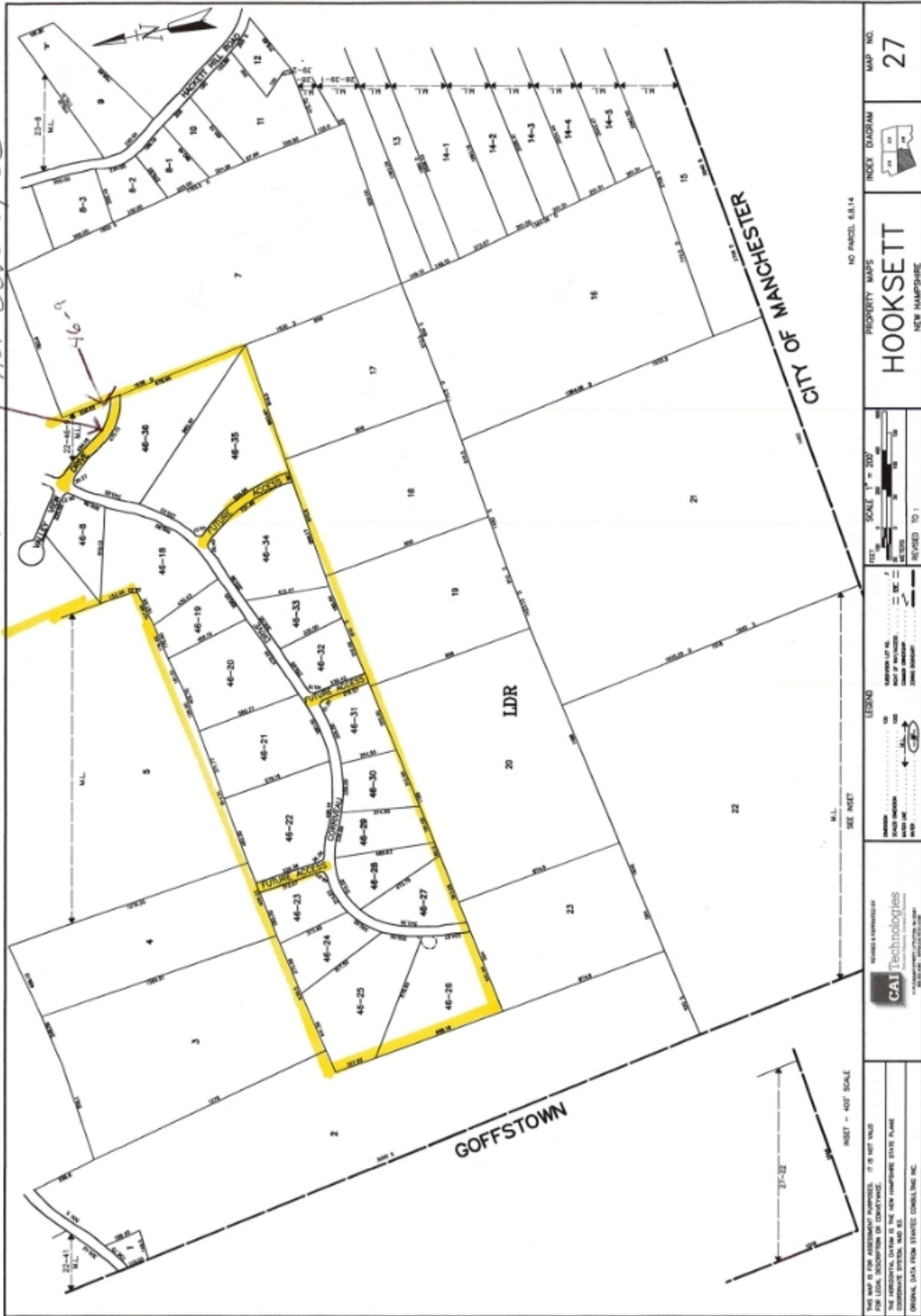
TrimburForsts@gmail.com



P.O. 276 New Boston N.H. 03070

Approved subdivision Phase II Hackett Hill Estates

Future Access NOT developed





**Town of Hooksett
Town Council Meeting Minutes
Wednesday, October 28, 2020**

The Hooksett Town Council met on Wednesday, October 28, 2020 at 6:00 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of 28 Oct 2020 to order at 6:01 pm.

PROOF OF POSTING

Human Resources Coordinator Donna Fitzpatrick provided proof of posting.

ROLL CALL

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

Councilor Alex Walczyk arrived at 6:08 pm

Councilor Roger Duhaime arrived at 6:09 pm

Missing: Councilor Clifford Jones

PLEDGE OF ALLEGIANCE

Chair Sullivan called for the Pledge of Allegiance.

Chair Sullivan asked for a moment of silence upon the passing of Norman Morrisette who served 26 years as a Hooksett Firefighter, retiring as a Captain, and also for Mr. Richard Tuohy, a former Hooksett educator who was active in the HYAA as a coach.

SCHEDULED APPOINTMENTS

Todd Rainier, Town Clerk; Cindy Robertson, Moderator and Don Riley, Assistant Moderator- November 3, 2020 Presidential Election Preparations

T. Rodd: We have received 2,800 requests for absentee ballots, of which almost 2,500 have been returned. According to the Checklist Supervisors, Hooksett has 11,040 registered voters. The Checklist Supervisors met last night for voter registration, and the checklist is now frozen until Election Day, when residents may register to vote at the polls. We have held six (6) training sessions for the 100+ people who will be working at the polls next Tuesday. This does not include those who will be coming to help at end of the night. I want to thank everyone who is helping. It is appreciated and much needed. Tomorrow, we will be preprocessing absentee ballots.

C. Robertson: Preprocessing of absentee ballots will take place tomorrow, here in the Chambers, from 7:00 am till 6:00 pm. For each absentee ballot received, we will be opening the large, outer envelope and comparing the signature on the inner envelope with that on the absentee ballot request. We will have six (6) teams of two working on this. We will be notifying those whose ballots are rejected so they will have an opportunity to come in and fill out another ballot or to go to the polls to vote. We will attempt to reach these voters by telephone or email, and they will have Friday, Monday or Tuesday to complete an acceptable ballot. This step is not required but is a "best practice" recommendation of the SOS office. The actual absentee ballots will be opened and placed in the ballot box on election day. Tomorrow, we will be highlighting on the checklist the names of those submitting accepted absentee ballots, which will speed up this process next Tuesday.

TC MINUTES

10-28-2020

1

50
51 T. Rainier: We do need to have three (3) Town Councilors present at end of night, and we appreciate
52 your participation. A new, efficient traffic pattern has been created for the school parking lot. DPW
53 employees will be assisting in the parking lot all day, and Police Officers will be working at the polls all
54 day as well. Members of the Fire Department will be at both entrances, making sure voters have
55 masks. We have created a notice regarding what to expect on Election Day and sent it to many
56 recipients at several locations to notify as many voters as possible. We have a very good plan.

57
58 D. Riley: Our team has been working since August to prepare for the Primary and this Presidential
59 Election. It has taken a lot of time, especially because of the contentious environment and the
60 pandemic. Your help is invaluable. State law allows for any Councilor who cannot be at the polls to
61 appoint a Councilor pro temp.

62
63 Chair Sullivan: Will you be reporting a preliminary tally?
64

65 D. Riley: We do not speak until we have reconciled the number of ballots with the number of voters
66 checked off on the Checklist.
67

68 T. Rainer: I want everyone to know that the preprocessing of absentee ballots tomorrow is a public
69 session. We still anticipate 7,000 people voting in person on Tuesday, while maintaining six (6) feet
70 between them at all times.
71

72 T. Tsantoulis: Do you see it as an advantage or a disadvantage to have so many absentee ballots?
73

74 T. Rainier: It should reduce the numbers voting in person. However, absentee ballots take a lot of time.
75 Notation has to be made on the Checklist of each absentee voter.
76

77 D. Riley: We have three (3) times the number of absentee ballots, compared with other elections. This
78 is the first time we have done it this way. It is new territory. Highlighting wasn't done in advance at the
79 Primary; there was a change in the law for this election only.
80

81 T. Tsantoulis: At the Primary, the process was slow, though it was no one's fault.
82

83 C. Robertson: As compared with the Primary, there will be only one ballot, and voters will not be
84 returning to undeclared, as they were at the Primary.
85

86 Chair Sullivan: You should be expecting an 85% turnout, which should hold for the March election as
87 well!
88

89 T. Rainer: We are actually expecting a 90% turnout.
90

91 R. Lapierre: Will the voters enter through the main door and queue up alphabetically?
92

93 T. Rainier: Yes. We will have 12 ballot clerks instead of the usual five (5). The Checklist Supervisors
94 will be in the cafeteria. We will set up a ballot location there also. It will be a locked box, and those
95 ballots will be transferred to the ballot counting machines periodically throughout the day.
96

97 **Stephanie Perrin, HealthTrust Benefits Advisor - Town of Hooksett, NH CY2021 Health Insurance**
98 **Renewal Rates and FY2020 Surplus of Funds (See Item 15.1 for details)**
99

100 A. Garron: Stephanie Perrin, our Health Trust Benefits Advisor, is here to talk about the health
101 insurance renewal rates and surplus funds.

102
103 D. Fitzpatrick: This is the time of year when we get our renewal rates. I want to welcome Stephanie
104 Perrin and thank her for being with us to explain the new rates and the surplus we are receiving for a
105 period of time in 2020, which is addressed on pages 7-38 of your packets. We are looking at fiscal year
106 and calendar year information. The renewal rate for medical coverage is up 8.3%. For transparency,
107 Mr. Garron, Ms. Soucie and I are all on the plan. Stephanie will be explaining how it is possible to have
108 both a surplus and a rate increase.

109
110 S. Perrin: Thank you for having me. I want to explain that the rate increase and the surplus are two
111 separate things. We usually look at 12 months of claims – July 1st through June 30th - for rate setting.
112 For this year only, our actuaries have advised us to look at March of 2019 through February of 2020;
113 claims were higher during that timeframe than for the July through June time period, because of
114 COVID. The amount of claims accounts for about 93% of the calculation of the new rate. There were
115 many deferred claims because of COVID, and some of these will never happen. Postponed surgeries
116 and other procedures are expected to be done between January and June of 2021. At the end of the
117 fiscal year, an audit is done to determine the surplus. This year, we were required to return the extra
118 surplus.

119
120 D. Fitzpatrick: Ms. Perrin is referring to the Capital Adequacy Reserve described on page 19 of your
121 packets.

122
123 S. Perrin: Our Capital Adequacy Reserve was at \$85 million. This would help us survive three or four
124 bad years. Our actuaries advised increasing our reserves to somewhere between \$90 million and \$140
125 million. Our Board of Directors decided on \$90 million.

126
127 D. Boutin: Is the surplus \$27,431.00?

128
129 S. Perrin: It is a lot more than that.

130
131 D. Fitzpatrick: Councilor Boutin, you are looking at the check on page 35, which is a separate surplus
132 from NH Interlocal Trust (Harvard Pilgrim). That has nothing to do with Health Trust.

133
134 S. Perrin: The amount of the Health Trust surplus is on page 32. It is \$100,484.02.

135
136 Chair Sullivan: Why is there no increase for dental insurance?

137
138 S. Perrin: Our actuaries advised us to increase the dental rate by one percent (1%), but the Board of
139 Directors decided to have no rate increase for dental. There was a massive reduction in dental claims
140 because the dentists basically shut down because of COVID. The dental plan maximum is being
141 increased by 50% this year, anticipating that people will get dental work done that was put off.

142
143 Chair Sullivan: Are there any changes in the health plans being offered?

144
145 S. Perrin: There are no changes in the plans. I would refer you to page 20 in your packets for a list of
146 plan enhancements and updates.

147
148 Chair Sullivan: Will COVID testing and treatment be covered 100%?

149

150 S. Perrin: Yes, everything related to COVID is 100% covered.

151

152 D. Boutin: Will Lantus and Humulin be covered for diabetic insulin?

153

154 S. Perrin: All diabetic insulin is covered, for a maximum of \$30.00 per month.

155

156 D. Fitzpatrick: As a brief overview, we have 158 individuals on the Town medical insurance. This
 157 includes active Town employees, retirees and Wastewater employees. The Library employees have
 158 their own plan. Of the 158 enrollees, there are 42 members on the HMO plan, which has an employee
 159 contribution; 54 individuals have the Site of Service plan, which has the lowest premium; and ten have
 160 the Lumenos plan, which has a high deductible. At this time, 12 receive a \$5,000.00 annual stipend for
 161 not participating in the health care plan; there are five (5) Wastewater employees taking the stipend as
 162 well. We have 32 retirees on the Town's health insurance, 11 of which are 65 years of age or older, 19
 163 who are under 65 and two (2) from the Wastewater facility. The Town pays no portion of the health
 164 insurance of retirees. We have three unions as well – Fire, Police and Public Works. Right now, Public
 165 Works is in contract negotiations; they currently have a contract through July 2021. There is the
 166 potential of a new union being added, which would consist of 12 of our approximately 45 non-union
 167 employees. When family members are added, we have about 300 people benefiting from the Town's
 168 health insurance. Open enrollment will take place between November 16th and December 11th this year.
 169 A decision does not have to be made tonight, but must be made by November 4th, the date of the next
 170 Town Council meeting. All contracts must be signed by November 25th. You can find suggested
 171 motions on page 38 of your packets. The surplus is a separate matter, which requires a public hearing.
 172 That has been scheduled for your November 4th meeting, and was advertised in the newspaper today.

173

174 S. Perrin: The precise number of people covered through Health Trust in Hooksett is 277.

175

176 R. Duhaime: How do this year's claims compare with the last two or three years?

177

178 S. Perrin: The claims in 2019, including prescriptions, totaled \$1,877,340.00. 2018 was the year
 179 Hooksett came back to Health Trust, so we don't have a full year of data. Also, we take out claims
 180 greater than \$150,000.00 and spread that among the pool.

181

182 R. Duhaime: What do you anticipate for deferred claims due to COVID?

183

184 S. Perrin: That is on page 22, line J. The amount is \$21,067.00.

185

186 R. Duhaime: What do you anticipate claims to be?

187

188 S. Perrin: I have no way to predict that.

189

190 ***D. Boutin motioned to continue the current health and dental plan options and contributions for***
 191 ***2021 non-union employees. T. Tsantoulis seconded the motion.***

192

193 The details are as follows, effective January 1, 2021:

194

1. HealthTrust-Anthem Blue HMO AB201PDED (01L)-R10/25/40M10/40/70/3K(L) - \$250/\$750
 - a. 15% employee premium contribution
 - b. allow the employee to establish their own FSA account

196

2. HealthTrust-Anthem Blue HMO ABSOS20/40/1KDED (01L)- R10/25/40M10/40/70/55K(L)-
 \$1,000/\$3,000

199

- 200 a. no employee premium contribution
- 201 b. allow the employee to establish their own FSA account
- 202 c. Town pays 50% of deductible through HRA account after the first * below is paid by the
- 203 employee
- 204 i. *Single plan =- \$400
- 205 ii. *Two-person plan = \$750
- 206 iii. *Family plan = \$1,000

- 207
- 208 3. HealthTrust-Anthem Lumenos 2500 (01L) \$2,500/\$5,000
- 209 a. no employee premium contribution
- 210 b. allow the employee to establish their own HSA account
- 211 c. allow the employee to establish their own limited FSA account (dental and vision only)
- 212

- 213 4. Health Trust – Delta Dental plans 1 flx, 2A flx, 5 flx
- 214

215 **A. Walczyk offered an amendment to the motion, to include retirees under 65 years of age and**
 216 **retirees 65 years of age and older.**

217
 218 Details for retirees under 65 years of age, are as follows, as of January 1, 2021:

- 219
- 220 1. HealthTrust-Anthem Blue HMO AB201PDED (01L)-R10/25/40M10/40/70/3K(L) - \$250/\$750
- 221 a. 100% employee premium contribution
- 222
- 223 2. HealthTrust-Anthem Blue HMO ABSOS20/40/1KDED (01L)- R10/25/40M10/40/70/55K(L)-
- 224 \$1,000/\$3,000
- 225 a. 100% employee premium contribution
- 226
- 227 3. HealthTrust-Anthem Lumenos 2500 (01L) \$2,500/\$5,000
- 228 a. 100% employee premium contribution
- 229 b. allow the employee to establish their own HSA account
- 230 c. allow the employee to establish their own limited FSA account (dental and vision only)
- 231

- 232 4. Health Trust – Delta Dental plans 1 flx, 2A flx,
- 233

234 Details for retirees 65 years of age and older are as follows, as of January 1, 2021:

- 235
- 236 1. MC3 (01L)-R10/25/40M10/40/70(LCY)
- 237
- 238 2. MCNRX (01L)
- 239
- 240 3. Health Trust – Delta Dental plans 1 flx, 2A flx
- 241

242 C. Karolian: Is there a change in the dollar amounts?

243
 244 D. Fitzpatrick: The premium is up 8.3%, but that doesn't show here.

245
 246 Chair Sullivan: What is the total increase in cost?

247
 248 C. Soucie: The budgeted amount is \$2,076,605.00. This assumes the highest possible cost to the
 249 Town, based on plan enrollment. For 2019-20, the amount was \$1.6 million, which is two years ago.

250

251 C. Karolian: Does that include the surplus?

252

253 C. Soucie: No, it does not.

254

255 C. Karolian: If the increase is about \$100,000.00, and the surplus coming back is \$100,000.00, isn't that
256 a wash?

257

258 C. Soucie: Yes, it is. If we return the employees' share to them, and the Town keeps its share, the
259 Town will receive about \$96,000.00.

260

261 R. Lapierre: If we vote no, are we looking at finding another provider?

262

263 D. Fitzpatrick: There are options: We can tweak the plan, we can change plans, or we can put out an
264 RFP. Bear in mind that we have unions with contracts through 2021. That would involve negotiations
265 and sidebars, which also require a 30-day notice. Once an insurance provider is chosen, we are locked
266 in for two years.

267

268 Chair Sullivan called for a roll call vote on the amendment put forth by Councilor Walczyk.

269

270 **Roll Call Vote #2**

271 **R. Duhaime Aye**

272 **J Durand Aye**

273 **C. Jones Not present**

274 **R. Lapierre Aye**

275 **A. Walczyk Aye**

276 **D. Boutin Aye**

277 **C. Karolian Aye**

278 **T. Tsantoulis Aye**

279 **J. Sullivan Aye**

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

281

282 C. Karolian: If we vote in favor of the budget amount on page 3, is the tax rate going up by five cents?

283

284 C. Soucie: If you add the amount on page 3 to the budget as a separate motion, the tax rate will go up
285 by five cents. If the surplus is applied, the tax rate impact is zero cents.

286

287 Chair Sullivan called for a roll call vote on the motion, as amended, to continue the current health and
288 dental plan options and contributions for 2021 non-union employees, retirees under 65, and retirees 65
289 years of age and older.

290

291 **Roll Call Vote #3**

292 **D. Boutin Aye**

293 **C. Jones Not present**

294 **A. Walczyk Aye**

295 **J. Durand Aye**

296 **R. Duhaime Aye**

297 **T. Tsantoulis Aye**

298 **R. Lapierre Aye**

299 **C. Karolian Aye**

300 **J. Sullivan Aye**
 301 **Voted unanimously in favor (8-0).**
 302

303 Chair Sullivan: Does anyone wished to offer the first suggested motion on page 3 regarding increasing
 304 the budget to cover the increased cost of employee health insurance?
 305

306 **D. Boutin motioned to increase the FY 2021-22 Town Council's recommended budget by**
 307 **\$100,076.00 to cover the increased cost of employee health insurance. T. Tsantoulis seconded**
 308 **the motion.**
 309

310 T. Tsantoulis: To expedite the process, we can vote this evening on the budget increase and have the
 311 public hearing next week.
 312

313 **Roll Call Vote #4**

314 **A. Walczyk Aye**
 315 **R. Lapierre Aye**
 316 **C. Jones Not present**
 317 **R. Duhaime Aye**
 318 **J. Durand Nay**
 319 **C. Karolian Nay**
 320 **T. Tsantoulis Aye**
 321 **D. Boutin Aye**
 322 **J. Sullivan Aye**
 323 **Voted in favor (6-2).**
 324

325 Chair Sullivan: Next, does anyone wish to make a motion on the property and liability increase from
 326 Primex?
 327

328 C. Soucie: On October 15th, I received a notice from Primex, which is on page six.
 329

330 **D. Boutin motioned to increase the FY 2021-22 Town Council's recommended budget by**
 331 **\$10,588.00 to cover the Not-To-Exceed increase in property and liability insurance. T. Tsantoulis**
 332 **seconded the motion.**
 333

334 R. Duhaime: How often do we go out for an RFP for this?
 335

336 C. Soucie: There is no plan, but it is usually every three years.
 337

338 C. Karolian: Back to the budget process, had we cut the budget back then, we could have absorbed
 339 this. We didn't, so now we can't. That is just a statement.
 340

341 T. Tsantoulis: Is this out of the ordinary or unexpected?
 342

343 C. Soucie: The increase has consistently been between 6% and 9%. When we switched to Travelers,
 344 we had good rates and saved some money.
 345

346 C. Soucie: To update you on the work of the Budget Committee, they have increased the Town Council
 347 budget by \$82,000.00. This is a net increase, with some reductions and some increases. For
 348 clarification regarding a question asked at the last Council meeting, although we do not yet have the tax

349 rate for next year, the current Town's portion of the tax rate is \$5.49. If everything proposed passes in
350 March, the rate will go down to \$5.11. That is our best guess at this point.

351

352 Chair Sullivan: That is a decrease of \$0.38.

353

354 Chair Sullivan called for a roll call vote on the motion regarding property and liability insurance.

355

356 **Roll Call Vote #5**

357 ***T. Tsantoulis Aye***

358 ***C. Jones Not present***

359 ***R. Duhaime Aye***

360 ***A. Walczyk Aye***

361 ***R. Lapierre Aye***

362 ***C. Karolian Nay***

363 ***J. Durand Nay***

364 ***D. Boutin Aye***

365 ***J. Sullivan Aye***

366 ***Voted in favor (6-2).***

367

368 **TOWN ADMINISTRATOR'S REPORT**

369

370 A. Garron: Unfortunately, the number of COVID cases in Hooksett is up to 14, where it had been
371 between one and four. This is attributed to people spending more time indoors as the weather gets
372 colder. We submitted our last request for GOEFFR funds and have used all of the \$346,080.00
373 attributed to us. We included projected costs and revenue loss. If we are able to capture lost State
374 revenue, it would be very advantageous to the Town.

375

376 A. Garron: Regarding the legal case against the Town put forth by Ms. Valentino, the Supreme Court
377 affirmed the decision of the Superior Court and ruled for Hooksett, refusing Ms. Valentino permission to
378 further admit her claim. The issue was the Town's plan for parking spaces in the right-of-way for the
379 Clay Pond conservation area. The court decision affirmed the Town's right to install the parking spaces.

380

381 A. Garron: In addition to the information provided by the Finance Director on the work of the Budget
382 Committee, I would add that they made reductions to the Public Works budget totaling about
383 \$15,500.00, including a \$6,500.00 reduction in the Fleet line, \$4,000.00 in Fuel budget lines, and
384 \$5,000.00 in the Recycling and Transfer budget. For Assessing, Mr. Duhamel and I opted to withdraw
385 \$38,000.00 from the Measures and Listing line. This will be needed as we lead up to the next
386 revaluation, but we will submit it next year through the proper process.

387

388 A. Garron: I will be requesting a non-public session to update the Council on union negotiations and
389 some legal matters.

390

391 **OLD BUSINESS**

392 **FY 2021-22 Budget and Warrant Article Review**

393

394 This item was covered under **SCHEDULED APPOINTMENTS** earlier in the meeting.

395

396 **NEW BUSINESS**

397

398

400 **CY2021 Health Insurance Renewal Rates (medical & dental) & Health Insurance Surplus of**
 401 **Funds (NHIT 2016, HealthTrust 2020)**
 402

403 This item was covered under **SCHEDULED APPOINTMENTS** earlier in the meeting.
 404

405 **Motion to transfer \$285,427.78 from the School Impact Fee Special Revenue Fund to the**
 406 **Hooksett School District.**
 407

408 ***D. Boutin motioned to transfer \$285,427.78. from the School Impact Fee Special Revenue Fund***
 409 ***to the Hooksett School District. A. Walczyk seconded the motion.***
 410

411 C. Soucie: This is an annual transfer of impact fees collected for the School. Regarding their bond
 412 issued in 2002, as of June 30, 2020, the balance was \$3.3 million. There is about two years left on the
 413 bond.
 414

415 D. Boutin: Is this from development in Hooksett?
 416

417 C. Soucie: Yes. Impact fees are divided among School, Public Safety (Police & Fire), Public Recreation
 418 and Traffic.
 419

420 Vice Chair Tsantoulis called for a roll call vote on the motion to approve this transfer of impact fees to
 421 the Hooksett School District.
 422

423 **Roll Call Vote #6**

424 ***J. Durand Aye***
 425 ***R. Lapierre Aye***
 426 ***C. Karolian Aye***
 427 ***D. Boutin Aye***
 428 ***C. Jones Not present***
 429 ***T. Tsantoulis Aye***
 430 ***A. Walczyk Aye***
 431 ***R. Duhaime Aye***
 432 ***J. Sullivan Not present***
 433 ***Voted in favor (7-0).***
 434

435 **Brookview Development Request for Street Approval and Partial Release of Letter of Credit of**
 436 **\$184,610.00 to Stinson Hills, Inc.**
 437

438 ***C. Karolian motioned to accept Phase III of the Brookview Subdivision, which is Brookview***
 439 ***Drive from Station 50+00 adjacent to House #151 to Jacob Drive and release \$184,610.00 of***
 440 ***Irrevocable Letter of Credit #532201 to Stinson Hills, Inc., reducing if rom \$234,610.00 to***
 441 ***\$50,000.00. D. Boutin seconded the motion.***
 442

443 B. Thomas: The staff report pretty much speaks for itself. I would like to say it has been a pleasure
 444 working with Dana Finn of Lamonte Builders and Bob Grondin of Summit Excavation who are sitting
 445 behind me tonight. They did an excellent job on this project, taking care of concerns that were
 446 expressed immediately. I have a map indicating the street to be approved.
 447

448 Vice Chair Tsantoulis: I would note that the Town of Hooksett will be responsible for this road when it is
 449 accepted.

450

451 B. Thomas: The detention ponds are the main reason for withholding \$50,000.00. When all of the
452 homes are built and everything is working properly, those funds can be released.

453

454 C. Karolian: School buses have had to stop at the bottom of Brookview and parents have had to bring
455 their kids down to get the bus. I am hoping that the bus will be able to go up the hill to pick up the kids
456 now, although I realize this is not in our wheelhouse. I drove through the area, and they did an excellent
457 job. I wish the Planning Board would require sidewalks and granite curbing in all of these
458 developments.

459

460 Vice Chair Tsantoulis: I would suggest that the Town Engineer notify the School Board of the
461 acceptance of the road so that bus route can be adjusted.

462

463 Vice Chair Tsantoulis called for a roll call vote on the motion to accept Phase III and release the funds.

464

465 **Roll Call Vote #7**

466 **C. Jones Not present**

467 **C. Karolian Aye**

468 **R. Lapierre Aye**

469 **R. Duhaime Aye**

470 **A. Walczyk Aye**

471 **J. Durand Aye**

472 **T. Tsantoulis Aye**

473 **D. Boutin Aye**

474 **J. Sullivan Aye**

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

476

477 Chair Sullivan: Thank you, Mr. Tsantoulis, for filling in for me while I was out of the room.

478

479 **Town Council Rules of Procedures - Amendments/Additions/Deletions**

480

481 Chair Sullivan: We have some rules of procedure to review which were postponed at our annual
482 workshop of August 12, 2020. These are listed on page 45 of our packets. The first task is to review the
483 procedure for the Town Administrator's annual evaluation.

484

485 ***Chair Sullivan motioned to establish a three-member subcommittee to draft a new tool for the***
486 ***evaluation of the Town Administrator. D. Boutin seconded the motion.***

487

488 Chair Sullivan: I will serve on that subcommittee.

489

490 C. Karolian: I volunteer to serve as well.

491

492 R. Lapierre: I will serve on the subcommittee also.

493

494 **Roll Call Vote #8**

495 **R. Lapierre Aye**

496 **R. Duhaime Aye**

497 **T. Tsantoulis Aye**

498 **A. Walczyk Aye**

499 **J. Durand Not present**
 500 **C. Jones Not present**
 501 **D. Boutin Aye**
 502 **C. Karolian Aye**
 503 **J. Sullivan Aye**
 504 **Voted unanimously in favor (7-0).**

505
 506 Chair Sullivan: The next item is the donation of items to the Town.
 507

508 D. Fitzpatrick: There are three categories of donations to consider: perishables, money (checks/cash),
 509 and gift cards. Perishable items do not required acceptance by the Council. For example, the Garden
 510 Club delivers Poinsettia plants to Town Hall offices and other town departments during the holiday
 511 season. People sometimes bring cookies to express thanks for the help of town employees. The
 512 protocol with food items is to place them in the break room. If monetary donations are made, the
 513 Finance Director places them in an account for that purpose, awaiting Council acceptance, at which
 514 time they are allocated. Sometimes, a public hearing is required. We have been placing the donation of
 515 gift cards on the Consent Agenda. One suggestion is to have these received and tracked by the Town
 516 Administrator instead.

517
 518 **D. Boutin motioned that gift cards up to \$1,000.00 be accepted and handled by the Town**
 519 **Administrator. T. Tsantoulis seconded the motion.**

520
 521 D. Boutin: This makes sense. It is a waste of our time to vote on these.
 522

523 R. Lapierre: Could this motion include the donation of services such as the cleaning of Police vehicles?
 524

525 A. Walczyk: We also have donations for cleaning the Police dog, Timber.
 526

527 D. Boutin: My motion is only for gift cards.
 528

529 C. Karolian: Has anyone checked the State law on this?
 530

531 R. Lapierre: After a non-exhaustive search, RSA 31:95 states that donations over \$5,000.00 must be
 532 accepted by the governing body.
 533

534 D. Boutin: I have served on government boards and committees and in the legislature since 1970 and
 535 this has never been an issue.
 536

537 T. Tsantoulis: The issue is transparency. The Town Administrator will be keeping records.
 538

539 Chair Sullivan called for a roll call vote on the motion to allow the Town Administrator to accept and
 540 handle gift card donations up to \$1,000.00.

541
 542 **Roll Call Vote #9**
 543 **J. Durand Aye**
 544 **D. Boutin Aye**
 545 **C. Jones Not present**
 546 **R. Duhaime Not present**
 547 **C. Karolian Nay**

548 **A. Walczyk Aye**
 549 **T. Tsantoulis Aye**
 550 **R. Lapierre Aye**
 551 **J. Sullivan Aye**
 552 **Voted in favor (6-1).**

553
 554 Chair Sullivan: The next topic is Section 6 on Debate, pages 78 & 79 in our packets.
 555

556 C. Karolian: All Councilors need to be reminded that they need to be recognized by the Chair if they
 557 wish to speak. That also applies to being recognized to move the previous question.
 558

559 ***D. Boutin motioned to change the procedure for ending debate by changing the required vote to***
 560 ***a simple majority and deleting the requirement of a two-thirds vote or unanimous consent. R.***
 561 ***Lapierre seconded the motion.***
 562

563 D. Boutin: Why would a two-thirds majority be needed?
 564

565 T. Tsantoulis: There might be Councilors wishing to speak who would not have the opportunity if debate
 566 is stopped too early.
 567

568 R. Lapierre: Two-thirds is a high bar.
 569

570 **Roll Call Vote #10**

571 **C. Karolian Nay**
 572 **T. Tsantoulis Aye**
 573 **R. Lapierre Aye**
 574 **C. Jones Not present**
 575 **D. Boutin Aye**
 576 **J. Durand Aye**
 577 **A. Walczyk Aye**
 578 **R. Duhaime Not present**
 579 **J. Sullivan Aye**
 580 **Voted in favor (6-1).**
 581

582 Chair Sullivan: Next we are looking at the process for tabling items, rescinding votes and reconsidering
 583 votes. These are described on page 82. Town Attorney Matt Serge provided language that we could
 584 add.
 585

586 D. Boutin: The language is appropriate. Councilors need to understand that tabling takes precedent
 587 over the main motion.
 588

589 T. Tsantoulis: I understand that when tabling an item, we should identify the information needed, but I
 590 don't know how we can be sure by what date we will be able to get that information.
 591

592 Chair Sullivan: If we don't have the information for the next meeting, the item can be left on the table or
 593 it can be re-tabled.
 594

595 R. Lapierre: Would it then be classified as Old Business?
 596

597 D. Fitzpatrick: Yes, it would, if it has already been discussed and tabled at a previous meeting.

598

599 ***D. Boutin motioned to accept the procedure for tabling on page 82. T. Tsantoulis seconded the***
600 ***motion.***

601

602 ***Tabling Rules of Procedure details:***

603 ***a. Any Councilor may make the motion to table.***

604 ***b. Tabling is needed when more information on the subject matter is needed for the Council***
605 ***to make a decision.***

606 ***c. Tabling of an agenda item should indicate the date certain of the next time the item is to***
607 ***appear on the Council's agenda and what information the Council is seeking at the***
608 ***meeting.***

609 ***d. Tabling an agenda item takes precedence over any main motion not yet stated by the***
610 ***Chair.***

611 ***e. When the item tabled is to be discussed again, Council first needs to make a motion to***
612 ***remove from the table.***

613

614 ***Roll Call #11***

615 ***T. Tsantoulis Aye***

616 ***R. Lapierre Aye***

617 ***J. Durand Aye***

618 ***C. Jones Not present***

619 ***C. Karolian Aye***

620 ***A. Walczyk Aye***

621 ***R. Duhaime Aye***

622 ***D. Boutin Aye***

623 ***J. Sullivan Aye***

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

625

626 Chair Sullivan: Do we want to discuss or adopt the language regarding rescinding a vote or
627 reconsideration of a vote?

628

629 T. Tsantoulis: I don't believe we need to because those situations do not often come up.

630

631 A. Walczyk: If a vote is being reconsidered, would discussion be allowed or just another vote taken?

632

633 D. Boutin: Discussion would be allowed. The key word is 'reconsideration.'

634

635 A. Garron: Section c under Reconsideration of a prior vote says, "Negative vote may be reconsidered."
636 Why is that spelled out for a negative vote but not for a positive vote?

637

638 Chair Sullivan: If we decide to add that section later, we will get clarification on that. The next workshop
639 item is the development of a process for the Town Council to receive information on an agenda item(s)
640 after receiving the agenda packet and prior to or at the Council meeting.

641

642 D. Fitzpatrick: The agenda must be filed and posted by Wednesday at 5:00 pm the week before the
643 meeting.

644

645 Chair Sullivan: Currently, if we get additional information, we get that out via email as soon as possible.
646 Mr. Garron has been diligent about that, which has been helpful.
647

648 D. Boutin: This says that items to be on the agenda must be received two Thursdays prior to the
649 meeting. Does this mean that citizens must present agenda items to the Town Administrator or the
650 Council Chair by that deadline?
651

652 Chair Sullivan: Yes, it does, but they also can provide information during Public Input, or they can ask
653 Mr. Garron to bring up information in his Town Administrator's Report.
654

655 Mr. Garron: Sometimes we get important legal advice late, and we provide it as quickly as possible.
656

657 Chair Sullivan: There is a long time between the deadline for submitting agenda items and the actual
658 meeting.
659

660 T. Tsantoulis: It is a reasonable, given the amount of work that has to be done to prepare the agenda.
661

662 D. Boutin: Maybe we could allow non-profit organizations to present agenda items within one week of
663 the meeting.
664

665 C. Karolian: We are looking at two different things. Item e on page 45 is about Councilors receiving
666 information in a timely way. It's bad enough that some Councilors don't even look at the agenda until
667 6:00 pm Wednesday. It is unfair that we have to make decisions based on information received at the
668 eleventh hour.
669

670 T. Tsantoulis: We have section a because our town employees have other work to do besides
671 preparing our agenda. It takes a week to get the agenda out.
672

673 D. Fitzpatrick: We use a software program to prepare the agenda. State law only requires that a posted
674 agenda include the date, time and location of the meeting. Our packets have a lot of information and
675 are sometimes over 200 pages long. Everyone, including department heads, has the same Thursday
676 deadline for submitting agenda items. I review the submissions on Friday and prepare a draft for the
677 Chair and the Town Administrator to review. I get their comments on Monday and prepare a final draft
678 on Tuesday. Then, we have a Management Team meeting so that all department heads can see what
679 others have submitted. The Town Administrator approves the draft and adds his comments. Beginning
680 at 8:00 am on Wednesday, packets are put together, a process that can take two to four hours.
681

682 Chair Sullivan: I would say that 99.9% of items submitted go on the agenda.
683

684 D. Boutin: I have to respectfully disagree with you. Any item submitted by a citizen needs to be on the
685 agenda.
686

687 C. Karolian: I am not sure why we are discussing Section 9 on page 86. The workshop item was not
688 about preparation of the agenda.
689

690 Chair Sullivan: This is the spot in the procedures where it fit.
691

692 C. Karolian: This is apples and oranges. It is a violation of item c if information is given out at the
693 meeting.
694

695 ***D. Boutin motioned to adopt section 9 in its entirety.***

696

697 Chair Sullivan: The motion is not necessary because it is already part of our procedures.

698

699 D. Boutin withdrew his motion.

700

701 T. Tsantoulis: The last-minute information helps us make decisions. I am not sure why it is a problem.

702

703 R. Lapierre: I prefer to receive this information electronically – in an email if possible.

704

705 ***T. Tsantoulis motioned to continue the current practice of providing additional information as***
 706 ***soon as possible via email or as a paper copy. D. Boutin seconded the motion.***

707

708 T. Tsantoulis: The information is provided with good intentions by Town Administrator André Garron,
 709 Finance Director Christine Soucie and Human Resources Coordinator Donna Fitzpatrick. There is
 710 nothing nefarious going on.

711

712 R. Lapierre: Even if information is being presented on paper at the beginning of a meeting, I would like
 713 an electronic copy as well, if possible.

714

715 C. Karolian: It is bad enough that some Councilors don't read their agendas until 6:00 pm, but getting
 716 information at the eleventh hour means additional information to digest in a short period of time. I can't
 717 make an informed decision.

718

719 D. Boutin: Councilor Lapierre, would you like to add amending language to address receiving
 720 information electronically? That currently is not addressed.

721

722 R. Lapierre: Thank you. I have made my request. It doesn't need to be codified.

723

724 T. Tsantoulis withdrew his motion to continue the current practice of providing additional information,
 725 and D. Boutin withdrew his second.

726

727 **APPROVAL OF MINUTES**

728

729 **Public: 10/14/2020**

730

731 ***T. Tsantoulis motioned to approve the minutes of the October 14, 2020 minutes as written. A.***
 732 ***Walczyk seconded the motion.***

733

734 **Roll Call Vote #12**

735 ***D. Boutin Aye***

736 ***A. Walczyk Aye***

737 ***J. Durand Aye***

738 ***C. Karolian Aye***

739 ***R. Lapierre Aye***

740 ***T. Tsantoulis Aye***

741 ***R. Duhaime Aye***

742 ***C. Jones Not present***

743 ***J. Sullivan Aye***

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

745

746

Non-Public: 10/14/2020

747

748

D. Boutin motioned to approve the minutes of the October 14, 2020 non-public session as written. T. Tsantoulis seconded the motion.

749

750

751

Roll Call Vote #13

752

C. Karolian Aye

753

D. Boutin Aye

754

T. Tsantoulis Aye

755

R. Lapierre Aye

756

A. Walczyk Aye

757

R. Duhaime Aye

758

J. Durand Aye

759

C. Jones Not present

760

J. Sullivan Aye

761

Voted unanimously in favor (8-0).

762

763

764

765

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

766

767

Chair Sullivan motioned to enter non-public session at 9:19 pm in accordance with the provisions of RSA 91-A:3, II (a) and (c). D. Boutin seconded the motion.

768

769

770

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

771

772

773

774

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

775

776

777

778

779

Roll Call Vote #14

780

R. Duhaime Aye

781

J. Durand Aye

782

C. Jones Not present

783

R. Lapierre Aye

784

A. Walczyk Aye

785

D. Boutin Aye

786

C. Karolian Aye

787

T. Tsantoulis Aye

788

J. Sullivan Aye

789

Voted unanimously in favor (8-0).

790

791

Non-Public #1 Motion

792

793

D. Boutin motioned to send a letter to the Economic Development Advisory Committee (EDAC) talking about conflict of interest issues, requesting that they re-vote on their June 17, 2020

794

TC MINUTES

10-28-2020

16

795 **Commercial & Industrial Tax Exemption motion due to a potential conflict of interest of a**
 796 **member of the EDAC, and the member to recuse himself. T. Tsantoulis seconded the motion.**
 797

798 **Roll Call Vote #15**

799 **D. Boutin Aye**
 800 **C. Jones Not present**
 801 **A. Walczyk Aye**
 802 **J. Durand Aye**
 803 **R. Duhaime Aye**
 804 **T. Tsantoulis Aye**
 805 **R. Lapierre Aye**
 806 **C. Karolian Nay**
 807 **J. Sullivan Aye**
 808 **Voted in favor (7-1).**
 809

810 **Chair Sullivan motioned to exit non-public session at 10:04 pm. D. Boutin seconded the motion.**
 811

812 **Roll Call Vote #16**

813 **A. Walczyk Aye**
 814 **R. Lapierre Aye**
 815 **C. Jones Not present**
 816 **R. Duhaime Aye**
 817 **J. Durand Aye**
 818 **C. Karolian Aye**
 819 **T. Tsantoulis Aye**
 820 **D. Boutin Aye**
 821 **J. Sullivan Aye**
 822 **Voted unanimously in favor (8-0).**
 823

824 **Chair Sullivan motioned to seal the minutes of the non-public session, with the exception of**
 825 **non-public #1 motion. T. Tsantoulis seconded the motion.**
 826

827 **Roll Call Vote #17**

828 **T. Tsantoulis Aye**
 829 **C. Jones Not present**
 830 **R. Duhaime Aye**
 831 **A. Walczyk Aye**
 832 **R. Lapierre Aye**
 833 **C. Karolian Aye**
 834 **J. Durand Aye**
 835 **D. Boutin Aye**
 836 **J. Sullivan Aye**
 837 **Voted unanimously in favor (8-0).**
 838

839 **Chair Sullivan motioned to adjourn at 10:06 pm. T. Tsantoulis seconded the motion.**
 840

841 **Roll Call Vote #18**

842 **J. Durand Aye**
 843 **R. Lapierre Aye**

844 **C. Karolian** **Aye**
845 **D. Boutin** **Aye**
846 **C. Jones** **Not present**
847 **T. Tsantoulis** **Aye**
848 **A. Walczyk** **Aye**
849 **R. Duhaime** **Aye**
850 **J. Sullivan** **Aye**
851 **Voted unanimously in favor (8-0).**

852

853

854 Respectfully submitted,

855 *Kathleen Donnelly*

856 Kathleen Donnelly

857 Recording Clerk

858

859

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

861

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, November 4, 2020**

The Hooksett Town Council met on Wednesday, November 4, 2020 at 6:00 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of 04 Nov 2020 to order at 6:04 pm.

PROOF OF POSTING

Human Resources Coordinator Donna Fitzpatrick provided proof of posting.

ROLL CALL

In Attendance: Councilor James Sullivan, Councilor John Durand, Councilor David Boutin, Councilor Clifford Jones, Councilor Timothy Tsantoulis, Councilor Clark Karolian

Councilor Alex Walczak arrived at 6:05 pm.

Councilor Roger Duhaime arrived at 6:06 pm.

Councilor Randall Lapierre arrived at 7:16 pm.

PLEDGE OF ALLEGIANCE

Chair Sullivan called for the Pledge of Allegiance.

PUBLIC HEARINGS

Public hearing to accept the health insurance surplus of funds from HealthTrust FY2020 not to exceed \$100,484.04 and NH Interlocal Trust (NHIT) FY2016 not to exceed \$27,431.86 for the Town of Hooksett per RSA 31:95-b, III (a).

Chair Sullivan: I am going to read the public hearing notice:

The Hooksett Town Council will be holding a public hearing on Wednesday, November 4, 2020 @ 6:00 pm at the Hooksett Town Hall Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to accept the health insurance surplus of funds from HealthTrust FY2020, not to exceed \$100,484.04 and NH Interlocal Trust (NHIT) FY2016 not to exceed \$27,431.86, for the Town of Hooksett per RSA 31:95-b, III (a). For documentation or questions, contact the Administration Department at 603-485-8472.

Chair Sullivan opened the Public Hearing at 6:08 pm.

C. Soucie: The purpose of this item is to decide how to apportion the surplus premiums being returned to the Town by Health Trust and NH Interlocal.

D. Boutin: How much of the surplus will go to the employees?

C. Soucie: Based on the amounts of the premiums contributed by each group, employees would receive \$11,000 from the Health Trust surplus and \$2,000 from NHIT.

SPECIAL RECOGNITION

Hooksett Municipal Employees

TC MINUTES

11-04-2020

1

A. Garron: We have no new hires to report, but we a promotion in the Public Works Department. Matthew Gordon has been promoted to Highway Assistant Crew Chief, so we keep him in the family and move him toward the head of the table.

SCHEDULED APPOINTMENTS

Todd Rainier, Town Clerk; Cindy Robertson, Moderator; Don Riley, Assistant Moderator - November 3, 2020 Presidential Election

C. Robertson: We spent an amazing number of hours prior to this election preparing for it. We held five (5) training sessions for poll workers and participated in weekly Zoom meetings with the Secretary of State's office. Then, we spent 20 hours at the polls on Election Day. We have received nothing but praise from social media, voters and even challengers who actually assisted us. Councilor Alex Walczyk was invaluable during the reconciliation process and did a fabulous job. There were no long lines; no one waited longer than ten or fifteen minutes. There are many other people we want to thank for their help: Barbara & Bob Thinnis, Sandra Van Dyne, Councilor John Durand, Dave Dixon, Bob Schroeder, Fran Shannis, and School Resource Officer Angela Bergeron. We also want to thank DPW, the Police and the Fire Departments. Hooksett sets the standard for elections in New Hampshire. We did not close the polls until 8:00 pm. The Supervisors of the Checklist registered 750 new voters. We had no problems during the day. The turnout was about 80%, not including SNHU students. Only one person was not wearing a mask (seemingly for medical reasons). and therefore, voted at the separate booth set up for that purpose.

D. Riley: I would like to add my thanks to those of Cindy. I do want to say that this election set the stage for future difficulties. On October 29th, 2,500 absentee ballots were preprocessed by 20 to 25 people. Between October 29th and Election Day, 500 more absentee ballots were processed the old way. With four other workers, I spent 13 hours at the election processing absentee ballots. NH voters are using absentee ballots to vote early, and this will require dedicated resources – a boatload of hours.

T. Rainier: One complaint we received was about the fact that we did not pass out **I Voted** stickers. We had decided not to pass out stickers because of COVID. I want to thank Councilor Roger Duhaime for returning to help in the evening. Somehow, the highway crew managed to get all of the roads salted and still to help us all day.

Chair Sullivan: Thank you for the report and for conducting an excellent election.

T. Tsantoulis: I saw four (4) voters when I was out exercising this morning, and all of their comments were positive.

D. Boutin: This was a fantastic election and a model for the State. Mr. Riley, I can connect you with the chair of the Election Committee in Concord so that you can discuss your concerns about the volume of absentee ballots. Alex Walczyk was amazing.

T. Rainier: When the elected Moderator resigned with two weeks' notice, Cindy Robertson and Don Riley agreed to take over this responsibility. They are true, dedicated volunteers.

D. Boutin: A State Representative asked me why you opened a sealed box, Mr. Rainier. Can you explain why?

T. Rainier: Yes. That was a Federal Office Only box of hand-counted ballots. We needed to check some hand-counted figures. That is the only sealed box we had to open, and it was promptly sealed again.

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Cub Scout Pack 292 Little Library Project – Donation and Installation of Book Swap Boxes

B. Thomas: We have members of Cub Scout Pack 292 here to present their Little Library Project. Phil Armone of Parks & Rec and I will supervise and monitor this project. We have here one of the three Little Libraries built by these cub scouts.

J. Godbout, Den Leader: These boys are mostly fifth graders whose Little Library Project book swap involved building three little libraries to be placed in three locations: Donati Park on Main Street, Fraser Park on K Avenue and The Heads Pond Trailhead. The scouts have collected 200 books already. These boys decided that they want to earn the Messenger of Peace award which has never before been earned by Pack 292.

C. Jones: How do people donate books?

A. Godbout, Committee Chair: People can scan a code on the Little Library with a Smartphone to get to the website.

Chair Sullivan asked the scouts and leaders to introduce themselves.

Adam Godbout, Committee Chair
Jillian Godbout, Den Leader
Matt Flader, Pack Master
Mike Kotrlik, Den Leader
Zoey Godbout, Bear Cub Scout
Jamie Godbout, AOL Cub Scout
Andrew Godbout, Den Chief of Troop 603
Caleb Flader, AOL Cub Scout
Matthew Kotrlik, AOL Cub Scout
Max Laliberte, AOL Cub Scout
Owen Vincent, AOL Cub Scout

T. Tsantoulis: Thank you for this donation. Parents donate a huge amount of time on these projects. This helps to make Hooksett a better place for all of us.

Chair Sullivan: Who is responsible for the design of these libraries?

J. Godbout: We looked at several designs and made a group decision. Adam Godbout drew the blueprint for us, which is in your packets.

D. Boutin motioned to accept three Little Library Project book swap boxes and to allow Cub Scout Pack 292 to install them at the locations in town as approved and to accept this donation to the Town of Hooksett, including the cost of items and labor that does not exceed \$5,000.00 in value, per RSA 31:95-b III (b) and RSA 31:95-e, II. T. Tsantoulis seconded the motion.

D. Boutin: I echo the comments of Councilor Tsantoulis.

Roll Call Vote #2

160 **R. Duhaime Aye**
 161 **J Durand Aye**
 162 **C. Jones Aye**
 163 **R. Lapierre Not present**
 164 **A. Walczyk Aye**
 165 **D. Boutin Aye**
 166 **C. Karolian Aye**
 167 **T. Tsantoulis Aye**
 168 **J. Sullivan Aye**
 169 **Voted in favor (8-0).**

170
 171 C. Karolian: Great job. This is a great idea. Kudos and thank you. This is a good civic thing that you are
 172 doing.
 173

174 **CONSENT AGENDA**

175
 176 **Motion to accept the donation of \$4,770.00 from the Bureau of Justice Assistance; Patrick Leahy**
 177 **Bulletproof Vest Partnership, to the Town of Hooksett for the Hooksett Police Department per**
 178 **RSA 31:91-b: III(b) and return the funds to the Police Department's 2020-2021, 2021-2022 and/or**
 179 **2022-2023 fiscal budgets under the uniform equipment line.**

180
 181 **D. Boutin motioned to approve the Consent agenda item. C. Karolian seconded the motion.**
 182

183 **Roll Call Vote #3**

184 **D. Boutin Aye**
 185 **C. Jones Aye**
 186 **A. Walczyk Aye**
 187 **J. Durand Aye**
 188 **R. Duhaime Aye**
 189 **T. Tsantoulis Aye**
 190 **R. Lapierre Not present**
 191 **C. Karolian Aye**
 192 **J. Sullivan Aye**
 193 **Voted unanimously in favor (8-0).**

194
 195
 196
 197 **TOWN ADMINISTRATOR'S REPORT**

198
 199 A. Garron: At their meeting last week, the Budget Committee reviewed and acted upon the Wastewater
 200 Department budget and several smaller budgets, including the Conservation Commission and the
 201 Budget Committee. Some were lowered, but all were approved. The Town's budget is still approved at
 202 an \$82,000.00 increase over the proposed Town budget. They will start with the School budget and the
 203 warrant articles at their meeting tomorrow The Council still has three warrant articles to consider: a
 204 union contract, the non-union wage increase and the new union contract. Also, a decision remains to
 205 be made on Old Town Hall. The bottom-line increase in the budget over last year's budget is
 206 \$417,106.00.
 207

208 A. Garron: Regarding COVID, unfortunately the number of cases in Hooksett is up from 14 last week to
 209 20 this week. Hooksett has a total of 145 COVID cases from March 1st through the present date.
 210

211 A. Garron: The NHMA will hold its 79th Conference – and it will be virtual – on November 18th. They will
212 cover many topics, and there are funds available for this. Any members of the Council can see me if
213 they would like information about participating.

214
215 A. Garron: I have a couple of non-public items, and Councilor Walczyk has requested one.

216
217 R. Duhaime: What is the schedule for the installation of the sound system?

218
219 A. Garron: We are planning to complete the installations for this room and the gym in the last week of
220 November. This room gets a lot of use, so we want to do it during a lull in activity.

221
222 C. Jones: What is the status regarding our laptops?

223
224 A. Garron: We have these in also. Nick Germain and Block Five are fitting them up.

225
226 Chair Sullivan: We can have a mini-workshop prior to the first meeting during which we use these.

227
228 D. Boutin: Regarding the increase in the proposed budget versus last year's budget, what is the
229 percentage?

230
231 A. Garron: It is a 2.32% increase.

232
233
234 **NOMINATIONS AND APPOINTMENTS**

235
236 D. Boutin: Mr. Germain, did you receive an application from Michael Somers?

237
238 N. Germain: No, not yet.

239
240 D. Boutin: The Planning Board has accepted the resignation of Brett Scott and voted unanimously to
241 recommend that alternate Michael Somers be elevated to a full member status. His application is not
242 wholly relevant because he is already a member of the Board.

243
244 N. Germain: Mr. Robert Duhaime has put in an application to be a full or alternate member of the
245 Planning Board. That will be on the agenda for the next meeting.

246
247 ***D. Boutin motioned to make Michael Somers a full member of the Planning Board, term ending***
248 ***June 30, 2023. T. Tsantoulis seconded the motion.***

249
250 T. Tsantoulis: I have a question about setting a precedent. We have no application before us. We
251 usually review a nomination form.

252
253 Chair Sullivan: I believe that a current alternate gets first consideration when a full position opens on a
254 board.

255
256 N. Germain: That is in the Rules of Procedure, Mr. Chair.

257
258 C. Karolian: Regarding the alternate, I am not in favor of waiving the rules for an appointment.

259
260 R. Duhaime: How long has Mr. Somers been on the Planning Board as an alternate?

261
262 N. Germain: He was appointed in 2019, so he has served for about one year.

263

264

Roll Call Vote #4

265 **A. Walczyk Aye**

266 **R. Lapierre Not present**

267 **C. Jones Abstained**

268 **R. Duhaime Aye**

269 **J. Durand Aye**

270 **C. Karolian Aye**

271 **T. Tsantoulis Aye**

272 **D. Boutin Aye**

273 **J. Sullivan Aye**

274 **Voted unanimously in favor (7-0). C. Jones abstained because of upcoming Council legal**
 275 **issues.**

276

277

OLD BUSINESS

278

279 **Accept the health insurance surplus of funds from HealthTrust FY2020 not to exceed**
 280 **\$100,484.04 and NH Interlocal Trust (NHIT) FY2016 not to exceed \$27,431.86 to the Town of**
 281 **Hooksett per RSA 31:95-b, III (a) and motion on distribution of these funds.**

282

283 Chair Sullivan: We are now distributing a handout which I failed to have sent out to the Councilors, and
 284 I apologize for that. I asked the Finance Director to prepare a chart showing the proposed allocation of
 285 surplus funds, which is what the handout is.

286

287 **D. Boutin motioned to waive Town Council Rules of Procedure and accept the health insurance**
 288 **surplus of funds the same night as the public hearing and to accept the surplus of funds from**
 289 **Health Trust FY 2020 not to exceed \$100,484.04 and NH Interlocal Trust (NHIT) FY 2016 not to**
 290 **exceed \$27,431.86 for the Town of Hooksett per RSA 31:95-b, III (a). A. Walczyk seconded the**
 291 **motion.**

292

293 C. Karolian: Two motions were just combined, and we can only make one motion at a time.

294

295 Chair Sullivan: We usually deal with one motion at a time, but sometimes we combine them. It is better
 296 to take one at a time.

297

298 C. Karolian: If I object to one of the motions and am in favor of the second one, I don't know how to
 299 vote.

300

301 Chair Sullivan: Going forward, we will take one motion at a time.

302

303 R. Lapierre joined the meeting at 7:16 pm.

304

Roll Call Vote #5

306 **T. Tsantoulis Aye**

307 **C. Jones Aye**

308 **R. Duhaime Aye**

309 **A. Walczyk Aye**

310 **R. Lapierre Abstained**

311 **C. Karolian Abstained**

312 **J. Durand Aye**

313 **D. Boutin Aye**

314 **J. Sullivan Aye**

315 ***Voted unanimously in favor (7-0). R. Lapierre abstained because he just arrived and was not***
 316 ***part of the discussion. C. Karolian abstained because he is opposed to one part of the motion***
 317 ***and in favor of the other part.***

318
 319 C. Soucie: The surplus premiums returned by Health Trust are the result of the reluctance of people to
 320 see their doctors or dentists from March 2020 through the end of June because of COVID. The
 321 proposed distribution of surplus funds totaling \$94,812.86 from Health Trust for medical premiums is as
 322 follows: Wastewater – \$6,273.68; Town Employees - \$8,202.33; Retirees - \$10,642.21; Town -
 323 \$69,694.64. The proposed distribution of surplus funds totaling \$5,671.18 from Health Trust for dental
 324 premiums is as follows: Wastewater – \$516.63; Town Employees - \$2,775.98; Retirees - \$456.11;
 325 Town - \$1,922.46.

326
 327 C. Soucie: NHTI's refund is from a period of time in 2016 when excess premiums were paid. The
 328 proposed distribution is as follows: Library - \$1,000.21; Wastewater - \$1712.28; Central Hooksett Water
 329 Precinct - \$704.05; Hooksett Village Water Precinct - \$514.97; Town Employees - \$2178.69; Retirees -
 330 \$2,026.85; Town - \$19,294.81. The total refund amount is \$27,431.86.

331
 332 ***D. Boutin motioned to distribute the Health Trust FY2020 surplus not to exceed \$100,484.04 as***
 333 ***follows: \$6,790.31 to Wastewater; \$10,978.31 to employees; \$11,098.32 to retirees and***
 334 ***\$71,617.10 to the FY 2021-22 town revenue in the form of a Fund Balance. A. Walczyk seconded***
 335 ***the motion.***

336
 337 A. Walczyk: Does this cover the legal fees?

338
 339 C. Soucie: There were no legal fees with Health Trust, and those associated with the NHTI situation
 340 were minor - less than \$2,000.00 - so prorating them did not make sense.

341
 342 **Roll Call Vote #6**
 343 ***J. Durand Aye***
 344 ***R. Lapierre Aye***
 345 ***C. Karolian Aye***
 346 ***D. Boutin Aye***
 347 ***C. Jones Aye***
 348 ***T. Tsantoulis Aye***
 349 ***A. Walczyk Aye***
 350 ***R. Duhaime Not present***
 351 ***J. Sullivan Aye***
 352 ***Voted unanimously in favor (8-0).***

353
 354 ***R. Lapierre motioned to distribute the NH Interlocal Trust (NHIT) FY2016 surplus not to exceed***
 355 ***\$27,431.86 as follows: \$1,000.21 to Hooksett Public Library; \$1,712.28 to Wastewater; \$704.05 to***
 356 ***Central Hooksett Water Precinct; \$514.97 to Hooksett Village Water Precinct; \$2,178.69 to***
 357 ***employees; \$2,026.85 to retirees and \$19,294.81 to the FY 2021-22 town revenue in the form of***
 358 ***Fund Balance. C. Karolian seconded the motion.***

359
 360 Chair Sullivan: Why were other entities such as the Library and the water precincts included in the
 361 surplus from NHIT?

362
 363 C. Soucie: NHTI sent just one check by mistake. I offered to distribute the funds so that they would not
 364 have to cut more checks.

365
 366 **Roll Call Vote #7**

367 **C. Jones Aye**

368 **C. Karolian Aye**

369 **R. Lapierre Aye**

370 **R. Duhaime Aye**

371 **A. Walczyk Aye**

372 **J. Durand Aye**

373 **T. Tsantoulis Aye**

374 **J. Sullivan Aye**

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

376

377 **Town Council Rules of Procedures - Amendments/Additions/Deletions (on 10/28/2020 Town**
378 **Council Agenda)**

379

380 R. Lapierre: I am wondering if we need to have two-thirds majority votes, not just a simple majority,
381 when changing the Rules of Procedure.

382

383 Chair Sullivan: That is a good question. We can check on that, and then check the votes taken at last
384 week's meeting, if necessary.

385

386 **NEW BUSINESS**

387 **Cub Scout Pack 292 Little Library Project – Donation and Installation of Book Swap Boxes at**
388 **Various Locations in Town**

389

390 This item was covered under **SCHEDULED APPOINTMENTS** earlier in the meeting.

391

392 **Unassigned General Fund Balance History and Tax Rate**

393

394 C. Soucie: In the interest of getting property tax bills out as early as possible, I am concerned about
395 waiting until November 18th to decide about using a portion of the Unassigned Fund Balance to reduce
396 the tax rate. This is a decision for the Town Council. As of June 30, 2020, the Unassigned Fund
397 Balance was \$4,459,358, which represents 8.29%. This Fund Balance is available for emergencies and
398 economic downturns, and we follow State guidelines, keeping that balance between five and eight
399 percent. Large swings in the amount used to offset the tax rate are not good for budgeting and
400 planning. Although we do not yet have a tax rate from DRA, using their portal, I made some
401 calculations. If we apply nothing from the Fund Balance, the Town's portion of the tax rate will be \$6.23,
402 an increase of \$0.74 over last year's rate of \$5.49. The School portion of the tax rate, including State
403 Education, will be going up by \$0.68; the County portion will go up \$0.26. The County expenses rose
404 \$600,000 this year. What I recommend is a motion allowing the Town Administrator to allocate between
405 \$1.3 million and \$1.4 million, which would keep the town portion level, and not going below five percent
406 (5%) in the fund balance.

407

408 A. Garron: This is within our five-to-eight percent range, consistent with our financial policy.

409

410 **D. Boutin motioned to allow the Town Administrator to allocate between \$1.3 million and \$1.4**
411 **million of the Unassigned Fund balance to offset the property tax rate, keeping the town portion**
412 **level and not allowing the fund balance to go below five percent (5%). T. Tsantoulis seconded**
413 **the motion.**

414

415 Chair Sullivan: With an allocation of \$1.3 million, what would be the new Fund Balance?

416

417 C. Soucie: That would leave 5.72%.

418

419 T. Tsantoulis: I encourage Councilors not to allow the fund balance to go below five percent (5%).

420

421 TC MINUTES

11-04-2020

8

422
 423 R. Lapierre: The Government Finance Officers Association (GFOA) recommends a fund balance
 424 between 8 and 15%.
 425
 426 C. Soucie: We don't follow those guidelines; we follow the DRA recommendation.
 427
 428 R. Duhaime: Do we know why the County expenses went up so much?
 429
 430 C. Soucie: I have a large packet of information from them in my office but have not gone through it, so I
 431 don't know what caused the large increase.
 432
 433 C. Karolian: How much of the Fund Balance would we need to apply so that there is no increase in the
 434 tax rate?
 435
 436 C. Soucie: You do not have enough for that, and DRA would not allow it.
 437
 438 R. Lapierre: Is the Fund Balance all cash?
 439
 440 C. Soucie: No, it is not. It is an accounting equation: Current Assets – Current Liabilities = Fund
 441 Balance. There is some liquidity in that balance.
 442
 443 R. Lapierre: I am nervous about the 5% without knowing more about it.
 444
 445 C. Soucie: Long-term assets are not part of the Fund Balance.
 446
 447 A. Walczyk: I would like to amend the motion made by Councilor Boutin. I would like to see a seven
 448 percent (7%) fund balance. We made a lot of deep cuts to the budget and are in a risky situation. We
 449 don't know what will happen with COVID.
 450
 451 R. Duhaime: Using \$700,000.00 to reduce the tax rate leaves a seven percent (7%) fund balance,
 452 which is approximately \$3,159,000.00.
 453
 454 D. Boutin: Look at the Union Leader on Thursdays. Homes in Hooksett are selling for \$500,000.00.
 455 They are paying \$10,000.00 per year in property taxes. People are registering new vehicles costing
 456 \$40,000.00 to \$50,000.00. Pickups are \$70,000.00. We are collecting a lot of taxes. A five percent (5%)
 457 balance is very reasonable.
 458
 459 T. Tsantoulis: Would the use of \$1.3 million from the Fund Balance to reduce the tax rate keep the town
 460 portion level?
 461
 462 C. Soucie: Yes, it would.
 463
 464 T. Tsantoulis: So, with the School and County portions, owners of a \$500,000.00 home will pay an
 465 additional \$500.00 in property taxes.
 466
 467 **A. Walczyk motioned to contribute \$700,000.00 from the Fund Balance to reduce the tax rate,**
 468 **leaving a balance of \$3.7 million in the Fund Balance. C. Jones seconded the motion.**
 469
 470 A. Garron: Leaving more in the Fund Balance is protection for next year.
 471
 472 Chair Sullivan called for a roll call vote on the amendment.

473

474 **Roll Call Vote #8**

475 ***R. Lapierre*** *Nay*

476 ***R. Duhaime*** *Aye*

477 ***T. Tsantoulis*** *Nay*

478 ***A. Walczyk*** *Aye*

479 ***J. Durand*** *Nay*

480 ***C. Jones*** *Aye*

481 ***D. Boutin*** *Nay*

482 ***C. Karolian*** *Nay*

483 ***J. Sullivan*** *Nay*

484 ***Motioned failed (3-6).***

485

486 Chair Sullivan called for a roll call vote on the original motion to allow the Town Administrator to use
487 between \$1.3 million and \$1.4 million to offset the tax rate increase, keeping the town portion of the tax
488 rate level, and not allowing the Fund Balance to go below five percent (5%).

489

490 **Roll Call Vote #9**

491 ***J. Durand*** *Aye*

492 ***D. Boutin*** *Aye*

493 ***C. Jones*** *Nay*

494 ***R. Duhaime*** *Nay*

495 ***C. Karolian*** *Aye*

496 ***A. Walczyk*** *Nay*

497 ***T. Tsantoulis*** *Aye*

498 ***R. Lapierre*** *Aye*

499 ***J. Sullivan*** *Nay*

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

501

502 **SUB-COMMITTEE REPORTS**

503

504 C. Karolian: The Recycling and Transfer Committee discussed picking up trash at private
505 developments, such as the 50 homes at Granite Hill. A policy change in 2004 allowed for picking up
506 trash in private developments as long as they signed a waiver holding the Town harmless for damages
507 to their property. This is related to our discussions about hydrants and might be coming in the future

508

509 ***T. Tsantoulis motioned to establish a committee to investigate collecting trash on private***
510 ***property. D. Boutin seconded the motion.***

511

512 **Roll Call Vote #10**

513 ***C. Karolian*** *Nay*

514 ***T. Tsantoulis*** *Aye*

515 ***R. Lapierre*** *Nay*

516 ***C. Jones*** *Aye*

517 ***D. Boutin*** *Aye*

518 ***J. Durand*** *Aye*

519 ***A. Walczyk*** *Nay*

520 ***R. Duhaime*** *Nay*

521 ***J. Sullivan*** *Nay*

522 ***Motion failed (4-5).***

523 A. Walczyk: The Parks & Rec Committee and HYAA are exploring the best way to preserve or replace
524 the name signs on the trees at Donati Park. The signs have deteriorated over 25 years. They will be
525 looking for Council permission, which I don't think they need.

526

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

528

529 ***Chair Sullivan motioned to enter non-public session at 8:37 pm in accordance with the***
530 ***provisions of RSA 91-A:3, II (a) and (c). D. Boutin seconded the motion.***

531

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

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

540

541 **Roll Call #11**

542 ***T. Tsantoulis Aye***

543 ***R. Lapierre Aye***

544 ***J. Durand Aye***

545 ***C. Jones Aye***

546 ***C. Karolian Aye***

547 ***A. Walczyk Aye***

548 ***R. Duhaime Aye***

549 ***D. Boutin Aye***

550 ***J. Sullivan Aye***

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

552

553 ***T. Tsantoulis motioned to leave nonpublic session and return to public session at 9:03 pm.***

554 ***R. Duhaime seconded the motion.***

555

556 **Roll Call Vote #12**

557 ***D. Boutin Aye***

558 ***A. Walczyk Aye***

559 ***J. Durand Aye***

560 ***C. Karolian Aye***

561 ***R. Lapierre Aye***

562 ***T. Tsantoulis Aye***

563 ***R. Duhaime Aye***

564 ***C. Jones Nay***

565 ***J. Sullivan Aye***

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

567

568 ***Chair Sullivan motioned to seal the minutes of the non-public session. D. Boutin seconded the***
569 ***motion.***

570

571 **Roll Call Vote #13**

572 ***C. Karolian Nay***

573 ***D. Boutin Aye***

574 **T. Tsantoulis Aye**
 575 **R. Lapierre Aye**
 576 **A. Walczyk Aye**
 577 **R. Duhaime Aye**
 578 **J. Durand Aye**
 579 **C. Jones Aye**
 580 **J. Sullivan Aye**
 581 **Voted in favor (8-1).**

582
 583 Councilor Karolian: I object to tonight's non-public session #1 discussion under RSA 91-A:3 II (c).
 584

585 Councilor Boutin: There is a State of NH Road Improvement Project #29611 in Hooksett for US 3/NH
 586 28, with improvements from Alice Ave/West Alice Ave to NH 27 (Whitehall Road)/Martin's Ferry
 587 Road. On Wednesday, November 18th at 9:00 am, the State is holding a meeting on this project and I
 588 plan to participate.

589
 590 **ADJOURNMENT**

591
 592 **Chair Sullivan motioned to adjourn at 9:06 pm. T. Tsantoulis seconded the motion.**
 593

594 **Roll Call Vote #14**
 595 **R. Duhaime Aye**
 596 **J Durand Aye**
 597 **C. Jones Aye**
 598 **R. Lapierre Aye**
 599 **A. Walczyk Aye**
 600 **D. Boutin Aye**
 601 **C. Karolian Aye**
 602 **T. Tsantoulis Aye**
 603 **J. Sullivan Aye**
 604 **Voted unanimously in favor (9-0).**

605
 606
 607 Respectfully submitted,
 608 *Kathleen Donnelly*
 609 Kathleen Donnelly
 610 Recording Clerk

611
 612
 613 **Please see subsequent meeting minutes for any amendments to these minutes.**
 614
 615
 616

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, November 18, 2020**

The Hooksett Town Council met on Wednesday, November 18, 2020 at 6:00 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of 18 Nov 2020 to order at 6:04 pm.

PROOF OF POSTING

Human Resources Coordinator Donna Fitzpatrick provided proof of posting.

ROLL CALL

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

Missing: Councilor Clifford Jones

PLEDGE OF ALLEGIANCE

Chair Sullivan called for the Pledge of Allegiance

Chair Sullivan: Please remain standing for a moment of silence for William Shackford, a member of the Hooksett family for 35 years who died on November 9th at the age of 93. He was a Hooksett Police Officer and a Firefighter. He worked at the Merrimack County Sheriff's office and as the head of the Civil Defense Committee for 25 years. When he was in his 80's, he helped solve a 25-year-old murder case. He was also a cofounder of the Tri-Town EMS ambulance service. We are appreciative of Bill's service to Hooksett and offer our sympathy to his family.

SPECIAL RECOGNITION

Hooksett Youth Achiever of the Month - Shannon Ernshaw

T. Tsantoulis: A highlight of our meetings is when we honor young men and women of Hooksett who have done exceptional things. We receive many nominations, which is a reflection on the type of families we have in Hooksett. Shannon Ernshaw's name was submitted by Police Chief Janet Bouchard. Shannon created kits full of items to help young children deal with difficult times in their lives. The kits include such items as small toys, dolls, and coloring books & crayons. These got out into the cruisers. It is great to see people doing things like this to benefit others who are less fortunate. Shannon, who is 17 years old, is in her senior year at Central High School. She maintains a grade point average between 3.5 and 4.0, ranking 36 in a class of 295 students. She is in the National Honor Society and the National English Honor Society. She is a member of Kiwanis and the Key Club. She is the sports editor for The Little Green, Central's school newspaper, and a member of the Amnesty Club. Shannon also writes for the Oracle, a literary magazine at Central. She participated in the Head of the Charles Regatta, which requires a lot of teamwork, and she plays soccer for the Hooksett Strikers. Congratulations to Shannon and to her parents. I am proud of the families we have in Hooksett, and these youth achievers are the result of good parenting.

Police Chief Bouchard: I was impressed with Shannon's initial presentation. Overall, she is an impressive young woman. Her kits are great and have been helpful in comforting children who are sad or frightened. Shannon has promised to replenish the supply of kits, and we are grateful for that. Congratulations and thank you, Shannon.

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Hooksett Fire-Rescue:

Retirements

Patricia Bona, 23 years Chaplain
Earl Lincoln, 20 years Lieutenant

Promotions

Kristy Tobin, Lieutenant
Seth Miller, Lieutenant

A. Garron: This ceremony will take place tomorrow, November 19th, at the Fire Station between noon and 2:00 pm for anyone who would like to stop by to wish the retirees well and to congratulate those being promoted

Hooksett Municipal Employee - New Hire

A. Garron: We are pleased to announce the hiring of Joshua Stefanilo as a Highway Department Driver/Laborer.

A. Garron: We wish to thank Bonnie Smith for her service to Hooksett. She is retiring, effective today, from her position as a part-time Administrative Assistant in the Administration Department. Bonnie will be missed. She is a pleasant person and did her job well. We wish her the best.

SCHEDULED APPOINTMENTS

David Mercier, Underwood Engineering and Arleigh Greene, property owner - TIF District Sewer - Design Amendment 2 for \$40,800 - Pump Station Relocation and Easement Discussion

A. Garron: In September, we postponed a Scheduled Appointment for discussion of a potential land swap related to the pump station to be constructed at Route 3A. This is part of the TIF District infrastructure development, bringing pipes under the Merrimack River. There were concerns about space for future expansion, and the discussion turned from a land swap to creation of permanent easements. That is, the town would allow Mr. Greene an easement onto our property for recreation, while he allowed us an easement on his property during construction and for maintenance. Bringing sewer and water under the Merrimack River is an important component of this project. Mr. David Mercier of Underwood Engineering and Town Engineer Bruce Thomas will present the details and answer your questions.

D. Boutin: This use of Mr. Greene's land is a tremendous advantage to the town in terms of savings on water, electricity and natural gas.

T. Tsantoulis: Would you please explain the difference between a land swap and a permanent easement?

B. Thomas: We consulted with the Town Attorney and learned that it would be just as easy to have a permanent easement as to have a land swap.

A. Garron: Mr. Greene has a piece of land on Quality Drive which he was going to deed to the town by subdividing off a small section. The Sewer Department suggested a perpetual easement instead, allowing Mr. Greene to keep all of his 3.1 acres, for density purposes. The town owns a parcel next to the river. There will be extra costs but also substantial savings in the cost of bringing utility services to the site.

107 B. Thomas: The new location is a bit to the right of the original site. It will cost money to relocate it, but
 108 utility connections will be much closer. The redesign will cost \$40,800; the savings for the water main,
 109 gas, and electric will exceed \$200,000. The easement will allow us to maintain the sewer forced main.
 110
 111 D. Mercier: It is important to point out that the easements are tied to the property deeds. Quite a lot of
 112 work has been done already; the design is 50% complete, and we will have to recreate all of these
 113 things.
 114
 115 Sid Baines, Sewer Commission Chair: We are happy with the plan.
 116
 117 R. Lapierre: When do we see the savings?
 118
 119 B. Thomas: They will charge a lot less for the utilities.
 120
 121 D. Mercier: The savings will be realized at the point of construction in 2022.
 122
 123 J. Durand: If we stay with the original plan, how far is it to the river?
 124
 125 D. Mercier: About 900 feet, versus less than 50 feet with the revised plan.
 126
 127 J. Durand: I heard that you cannot put three-phase electricity near a body of water. Isn't that the real
 128 reason for moving the pump station?
 129
 130 D. Mercier: No. All of these types of stations are on rivers. The change is to be closer to the utilities. I
 131 will look into what you said, but in 25 years of doing this type of engineering I have never heard of that
 132 restriction.
 133
 134 T. Tsantoulis: In more than three decades of working for PSNH and Eversource, I know of no such
 135 restriction. I also have a question: Since Quality Drive has underground utilities, will they continue
 136 underground here?
 137
 138 D. Mercier: Yes, they will continue underground. Regarding electric service, perhaps this could be built
 139 on single phase, since these are only 15 horsepower pumps.
 140
 141 T. Tsantoulis: That would not be efficient.
 142
 143 R. Duhaime: Is there any dry sewer pipe on Quality Drive?
 144
 145 B. Thomas: No, there is not.
 146
 147 R. Duhaime: Why does Mr. Greene want the easement?
 148
 149 A. Greene: I want it for recreation – picnic tables, grills, maybe a dock. I didn't want to subdivide my
 150 3.1-acre lot because I would lose density.
 151
 152 R. Duhaime: I don't know if you remember be, but ten years ago I was on the ZBA and you were
 153 supposed to give the town some land for a fire station. What happened?
 154
 155 A. Greene: The Fire Department didn't want it.
 156

157 R. Duhaime: What do you want to do with the land?
 158
 159 A. Greene: Residential. The folks there want it to be residential. I would need a zone change or a
 160 variance.
 161
 162 C. Karolian: From the proposed new location on the north side, where is the line going from the new
 163 pump station? How does it get from the pumping station to the river?
 164
 165 D. Mercier: The forced main comes back south on Kimball Drive across the town land and under the
 166 Merrimack River. The previous plan cut across the town-owned land and under the River. From the
 167 east, it would go up near the Kimball Drive pump station and obtain an easement to cross under the
 168 railroad.
 169
 170 C. Karolian: So, it won't go under any of the properties of abutters?
 171
 172 D. Mercier: Correct. It is not the shortest route, but the town owns the land.
 173
 174 C. Karolian: Is the right-of-way for Mr. Greene to be able to access the water, or is it an exclusive
 175 easement to use as he sees fit, such as to build a boat ramp? Have the neighbors on Kimball Drive
 176 been notified of the change? Has Eversource agreed to bring three-phase power to the property
 177 identified as 29-53?
 178
 179 B. Thomas: The easement is for Mr. Greene's exclusive use, but the town can maintain the forced
 180 main. I have nothing in writing from Eversource, but they didn't express any reservations. I don't think
 181 they are going to have any objections. They probably are happy that we are staying on Quality Drive.
 182
 183 C. Karolian: Why was it not planned this way in the beginning?
 184
 185 B. Thomas: We wouldn't have thought to solicit property for a pump station since we own land there.
 186
 187 C. Karolian: Will the recreation area be for general public use?
 188
 189 B. Thomas: No, it will be for Mr. Greene's use exclusively.
 190
 191 C. Karolian: Do the abutters need to be notified?
 192
 193 B. Thomas: We have notified those from whom we need easements.
 194
 195 D. Mercier: Nothing has been done yet that requires notifications. The next phase, which is the
 196 permitting phase, will require abutter notification.
 197
 198 D. Boutin: What is the advantage of this design?
 199
 200 B. Thomas: The cost is less, the roadway is better maintained, and it provides the Sewer Commission
 201 better access.
 202
 203 D. Boutin: The town parcel is small, so there is not much room for expansion. Is Mr. Greene's property
 204 better for expansion?
 205
 206 B. Thomas: Yes, it is.

207

208

T. Tsantoulis: Eversource is an energy delivery system, and they will bring electricity to the customer at the customer's cost. There is no reason not to. This is a simple line extension. It is revenue for them.

209

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214

R. Lapierre motioned to approve of the Town Administrator signing Amendment No. 2 of Underwood Engineering's contract with the Town of Hooksett to increase the existing contract by \$40,800 for a new contract amount of \$1,245,400.00. D. Boutin seconded the motion.

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Roll Call Vote #2

R. Duhaime Nay

J Durand Nay

C. Jones Not present

R. Lapierre Aye

A. Walczyk Aye

D. Boutin Aye

C. Karolian Nay

T. Tsantoulis Aye

J. Sullivan Aye

Voted in favor (5-3).

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CONSENT AGENDA

Town Council to accept the donation of an EvaClean Electrostatic Sprayer and cleaning solution from the NH Bureau of Emergency Medical Services (EMS), valued at \$948.00 to the Town of Hooksett for the Hooksett Fire Rescue Department's Ambulances under RSA 31:95-e, II.

Town Council to accept \$5,000 grant from The Center for Technology and Civic Life (CTCL) to the Town of Hooksett and apply to staffing expenses for the November 3, 2020 General Election per RSA 31:95-b, III (b)

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D. Boutin motioned to approve the two Consent Agenda items. T. Tsantoulis 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).

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252

253

TOWN ADMINISTRATOR'S REPORT

254

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259

A. Garron: The Budget Committee has been working on the School budget and will be returning to the Town budget in December.

A. Garron: Regarding COVID cases, Hooksett now has 45 active cases, up from 20 two weeks ago. The total since March is now at 196. During this spike there have been fewer hospitalizations. The Governor issued a new travel policy order dated November 12th, based on a new directive from the

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260 CDC, which means the Town is update its travel policy for town employees and looking for approval by
 261 the Town Council. According to a NH Department of Public Health Services newsletter, those traveling
 262 out of New England, must quarantine for 14 days upon returning from non-essential, high risk trips,
 263 unless they get a negative molecular (PRC) test on the seventh day of their return.
 264

265 A. Walczyk: I assume the molecular test is not a rapid one. So, employees will be out of work for eight
 266 to nine days, and possibly ten to eleven days.
 267

268 D. Boutin: My concern is that an employee could be out of work for ten days for possibly no reason. I
 269 object to that.
 270

271 Assistant Fire Chief Colburn: You can get a rapid molecular test. The technology is rapidly changing.
 272 Some labs are backed up because of test demands. The tests can't be an antigen test.
 273

274 D. Boutin: Why not?
 275

276 Assistant Chief Colburn: It is because of the failure rate.
 277

278 D. Boutin: What is the purpose of waiting seven days to be tested?
 279

280 Assistant Chief Colburn: That gives the virus time to develop; research indicates that it shows up by
 281 seven days.
 282

283 D. Boutin: Will the town be paying these employees?
 284

285 R. Lapierre: The back page of the handout we received says that employees must use available
 286 accrued time or emergency paid sick leave or go without pay if neither accrued time nor emergency
 287 paid sick leave is available.
 288

289 D. Boutin: This is highly objectionable. The town says employees have to stay home for seven days but
 290 is not going to pay them? This is putting these employees at risk. If they are out of work for a week,
 291 how are they going to support their families?
 292

293 R. Lapierre: They just went on a vacation. This is only for high-risk travel, and the employees will sign a
 294 document indicating that they are aware of the policy. If they come back, they are putting all of the other
 295 employees at risk.
 296

297 D. Boutin: I understand that, but we are not giving them a chance to support their families. Do they get
 298 covered by insurance to take the test?
 299

300 Chair Sullivan: My understanding is that no one pays for COVID testing.
 301

302 D. Fitzpatrick: Speaking only as your Human Resources Coordinator, not as your Emergency
 303 Operations Commander or your Health Officer, the town is not paying for testing. Employees on the
 304 Town's insurance, which is provided by Anthem, are covered. I don't know how many tests are
 305 covered. I don't know if there is a maximum. From what I know, all health insurance covers COVID
 306 testing, but I can't vouch for companies other than Anthem. The federal government covers 80 hours of
 307 sick time for COVID-related situations. That took effect April 1st of this year and goes through
 308 December 31, 2020. Some employees have exhausted that. They can also use sick time and vacation
 309 time in their banks. I join Councilor Lapierre in pointing out that this is a Governor's order.
 310

311 D. Boutin: A Governor's order is not binding, I don't think. This was not approved by the legislature or
312 the Executive Council. The employee is getting the shaft. He/she cannot feed his/her family for a week.

313
314 Chair Sullivan: You are entitled to your opinion, but the employee returning from high risk travel is
315 putting the other employees at risk. This is what the Governor is suggesting.

316
317 R. Lapierre: When would you want this to go into effect?

318
319 A. Garron: We are planning on Monday, November 23rd. We will notify all employees.

320
321 ***R. Lapierre motioned to approve the Town of Hooksett revised travel policy and to make it***
322 ***effective as of Monday, November 23, 2020. C. Karolian seconded the motion***

323
324 D. Fitzpatrick: This is not a suggestion; the order says 'must comply.'

325
326 ***C. Karolian motioned to move the previous question. J. Durand seconded the motion.***

327
328 **Roll Call Vote #4**

329 ***A. Walczyk*** ***Nay***

330 ***R. Lapierre*** ***Aye***

331 ***C. Jones*** ***Not present***

332 ***R. Duhaime*** ***Aye***

333 ***J. Durand*** ***Nay***

334 ***C. Karolian*** ***Aye***

335 ***T. Tsantoulis*** ***Aye***

336 ***D. Boutin*** ***Nay***

337 ***J. Sullivan*** ***Nay***

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

339
340 D. Boutin: The problem with this being effective next Monday is that people have already made their
341 travel plans. They can't turn in their plane tickets to Michigan or their train tickets to DC. I would like this
342 to be effective on December 1, 2020.

343
344 Chair Sullivan: They would still have to comply with the revised policy because it would be in effect
345 when they returned.

346
347 D. Boutin: I disagree, because it would not have been in effect when they left.

348
349 A. Garron: Keep in mind that this is not a suggestion; it is an order from the Governor, and it was dated
350 November 12, 2020.

351
352 ***D. Boutin motioned to amend the effective date of the revised travel policy of the Town of***
353 ***Hooksett to December 1, 2020. T. Tsantoulis seconded the motion.***

354
355 **Roll Call Vote #5**

356 ***T. Tsantoulis*** ***Aye***

357 ***C. Jones*** ***Not present***

358 ***R. Duhaime*** ***Nay***

359 ***A. Walczyk*** ***Nay***

360 ***R. Lapierre*** ***Nay***

361 **C. Karolian** *Nay*
 362 **J. Durand** *Nay*
 363 **D. Boutin** *Aye*
 364 **J. Sullivan** *Nay*
 365 **Motion failed (2-6).**

366
 367 Chair Sullivan called for a roll call vote on the motion to approve the revised travel policy, to be effective
 368 November 23, 2020.

369
 370 **Roll Call Vote #6**
 371 **J. Durand** *Aye*
 372 **R. Lapierre** *Aye*
 373 **C. Karolian** *Aye*
 374 **D. Boutin** *Nay*
 375 **C. Jones** *Not present*
 376 **T. Tsantoulis** *Aye*
 377 **A. Walczyk** *Aye*
 378 **R. Duhaime** *Aye*
 379 **J. Sullivan** *Aye*
 380 **Voted in favor (7-1).**

381
 382 A. Garron: The iWave Air Purifiers have been installed and are working.

383
 384 A. Garron: The pavilion project is in the process of obtaining a Shoreland Protection permit. With that
 385 permit in hand, they will commence work in the spring of 2021.

386
 387 A. Garron: The Administrative Department's Administrative Assistant retired, effective today, and the
 388 Code Enforcement Officer is leaving in early December.

389
 390 A. Garron: The Fire-Rescue ceremony that was scheduled for this evening will be held instead
 391 tomorrow from noon to 2:00 pm at the Fire Station, 15 Legends Drive.

392
 393 Chair Sullivan: I would ask the Town Administrator to make a presentation at tomorrow's ceremony on
 394 behalf of the Town Council. We thank Patricia Bona for her 23 years of service as Chaplain and are
 395 especially grateful for her service at the time of the then Fire Chief's death in the 1990's.

396
 397 A. Garron: I have one brief item for non-public session.

398
 399 **PUBLIC INPUT**

400 C. Karolian, 25 Helen Drive: Because of the audio problem we have, I have not been able to hear all
 401 that is said at the meetings. I have gone over some of the Town Council videos, specifically the
 402 November 4th meeting, when I took exception to having two motions being combined in a single vote.

403
 404 Chair Sullivan: I am recognizing you as a Councilor.

405
 406 C. Karolian: I am speaking as a citizen. Councilor Duhaime took the floor and scolded me about how
 407 much time was being taken, saying I should be considerate of the Councilors' time. He said he didn't
 408 see me working at the election the previous day. I take exception to that and to the Chair breaking the
 409 rules in allowing Duhaime to address his question to me. I have very thick skin. I don't know who he

410 thinks he is, calling out another Councilor and questioning me. He talked about how late he had been
411 up and how early. It is not for him to question me.

412
413 Chair Sullivan: Point of order. Be careful. There are guidelines to follow for Public Input.
414

415 C. Karolian: Nothing I have said is in violation of RSA 91-A.

416
417 Chair Sullivan: I am referring to the guidelines for Public Input.
418

419 C. Karolian: Enlighten us as to what we can and cannot say.

420
421 Chair Sullivan: Check the guidelines.
422

423 C. Karolian: I know the guidelines. I am asking for my time back.

424
425 Chair Sullivan: You are out of order.
426

427 C. Karolian: He wasn't called out of order when he said something disparaging about me. Explain why
428 that is. Comments should be directed to the Chair and should not be personal or derogatory.

429
430 Chair Sullivan: I spoke with you prior to this meeting because of your concerns. In my way, when
431 Councilor Durand said that Councilor Duhaime was out of order, I said that we should be careful,
432 considerate, and patient with one another, and work with each other.

433
434 C. Karolian: That courtesy was not extended to me when Duhaime was making remarks about me.
435

436 Chair Sullivan: You are not a member of the public; you are a Councilor. I want to get to these people
437 who are here for Public Input. You may not like the way I reprimand.

438
439 C. Karolian: You did not specifically reprimand Duhaime. This isn't about you; it's about him.
440

441 Chair Sullivan: Mr. Duhaime, what you said to Mr. Karolian was inappropriate and should not happen
442 again.

443
444 Chair Sullivan: I apologize. I do this job because I like it and have served the town in various capacities
445 since 1988.

446
447 C. Karolian: I get snarky, sarcastic, juvenile remarks from Councilors to your left, Mr. Chair. I don't hear
448 them at the meetings, but I hear them when I listen to the recordings.

449
450 Steve Petrosky, 89 Corriveau Drive: I am here with Eugene Moser of 81 Corriveau Drive. We are
451 abutters to the right of access off Corriveau Drive that was approved at your meeting of April 10, 2019.
452 The vote was 6-2. Future access is in both of our deeds. However, the map used at the meeting was
453 made in 1983 before several houses were developed on Corriveau Drive, impacting easements,
454 drainage, wetlands, and landscaping. Also, the 11 units on Walnut Drive are also impacting easements,
455 drainage, wetlands and landscaping 200 yards to the northwest. The right of access is crossing
456 wetlands. We saw a surveyor working in the area - unbeknownst to us because neither of us were
457 contacted. He said he was working on a driveway where they would build one or more houses on the
458 ten to twelve acres there. At the April 10, 2019 meeting, a Councilor asked if the abutters had been
459 notified. The question was not answered. Who owns this? It is not the town and it is not us. Someone at
460 the meeting said it would be better if it were paved for the later subdivision plan. The intent was vague.

461 There is a lot of wetland there. Another right of access was granted in 2017. The equipment is still
462 sitting there, and it is an eyesore. It is leaking oil and has flat tires. They have drainage concerns
463 because of the wetlands. There is even a creek there when the water is high enough.

464

465 Chair Sullivan: I am going to ask the Town Administrator to work with you and have this put on the
466 agenda for our next meeting.

467

468 S. Petrosky: At the April 10, 2019 meeting, someone said you should reconsider or vote again later,
469 looking at a better map. It was not an official map; it had no signatures. Access roads were built into the
470 paper map. Good items were raised at that meeting, but not addressed.

471

472 A. Garron: That was for one driveway. The subdivision was approved in 1983.

473

474 D. Boutin: Was that a 12-acre subdivision?

475

476 A. Garron: No, the property identified as 27-4 was not part of it; that was just for access.

477

478 S. Petrosky: Three landowners had the intention of subdividing but it didn't happen.

479

480 D. Boutin: The Town Administrator should send the Town Engineer and the CEO to check this out.

481

482 A. Garron: For a driveway, a road or a subdivision, they would go before the Planning Board. That
483 would not be the jurisdiction of the Town Council.

484

485 E. Moser: It is not just us; it's the whole neighborhood.

486

487 RECESS

488

489 Chair Sullivan called for a recess at 8:15 pm.

490

491 Chair Sullivan reconvened the meeting at 8:27 pm.

492

493 PUBLIC INPUT (continued)

494

495 Paul Kenney: I live at the end of Corriveau Drive, and was a Planning Board alternate when this was
496 first approved. The intention of the Planning Board was to have an access road for future development.
497 The site plan presented had access roads, but none of them were good. One was in a wetland and the
498 others went into wetlands. 101 Realty snookered the Town of Hooksett. The Planning Board never did
499 anything. The Town Engineer and the CEO should look at this. It will come back to haunt you. I spoke
500 with an engineer in Concord about a paper street. He said that was a Pandora's Box. The Town should
501 take the access roads and give them to the abutters.

502

503 NOMINATIONS AND APPOINTMENTS

504

505 November 2020 Nominations and Appointments

506

507 T. Tsantoulis motioned to nominate Robert Duhaime as an Alternate to the Planning Board, term
508 ending June 30, 2022; to nominate Robert Duhaime to the Bicentennial Committee, term ending
509 June 30, 2023; and to nominate Yolande Cotnoir-Walsh to the Heritage Commission, term
510 ending June 30, 2023.

511

512 Chair Sullivan: No second is required for nominations, and we will take up these appointments at our
513 next meeting.

514
515 N. Germain: The ZBA has asked us to consider appointing Chris Pearson to the ZBA as soon as
516 possible.

517
518 ***R. Lapierre motioned to waive the rules for appointments. R. Duhaime seconded the motion.***

519 **Roll Call Vote #7**

520 ***C. Jones Not present***

521 ***C. Karolian Nay***

522 ***R. Lapierre Aye***

523 ***R. Duhaime Aye***

524 ***A. Walczyk Aye***

525 ***J. Durand Nay***

526 ***T. Tsantoulis Aye***

527 ***D. Boutin Aye***

528 ***J. Sullivan Nay***

529 ***Voted in favor (5-3).***

530

531 ***R. Lapierre motioned to nominate and appoint Chris Pearson to the ZBA, term expiring June 30,***
532 ***2023. D. Boutin seconded the motion.***

533

534 D. Boutin: I personally know Mr. Pearson. He is a fine gentleman who has the interest of Hooksett at
535 heart.

536

537 Chair Sullivan: Mr. Pearson previously served on the ZBA for six to ten years.

538

539 **Roll Call Vote #8**

540 ***R. Lapierre Aye***

541 ***R. Duhaime Aye***

542 ***T. Tsantoulis Aye***

543 ***A. Walczyk Aye***

544 ***J. Durand Aye***

545 ***C. Jones Not present***

546 ***D. Boutin Aye***

547 ***C. Karolian Aye***

548 ***J. Sullivan Aye***

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

550

551 ***R. Lapierre motioned to nominate David Scarpetti to the TIF Advisory Board, term ending June***
552 ***30, 2023; to nominate Denise Pichette-Volk as a Planning Board Alternate, term ending June 30,***
553 ***2021; to nominate Denise Pichette-Volk to the Town Hall Preservation Committee, term ending***
554 ***June 30, 2023; and to nominate Nathan DePlessis to the Parks & Rec Advisory Board, term***
555 ***ending June 30, 2023.***

556

557 N. Germain: Mark Chagnon told me today that he would like to serve on the Parks & Rec Advisory
558 Board. He is currently a member of the HYAA and serves on the Economic Development Committee.

559

560 ***Chair Sullivan motioned to nominate Mark Chagnon to the Parks & Rec Advisory Committee.***

561

562 Chair Sullivan: The expiration date can be provided at the next meeting.

563

564 D. Boutin: Are any of these individuals coming before the Town Council to share their experiences and
565 what they want to do?

566

567 Chair Sullivan: I will ask Mr. Germain to invite all of them.

568

569 OLD BUSINESS

570 TIF District Sewer - Design Amendment 2 for \$40,800 - Pump Station Relocation and Easement
571 Discussion

572

573 This item was approved during Scheduled Appointments.

574

575 FY 2021-22 Budget and Warrant Article Review

576

580 C. Soucie: The operating budget is now 2.37% over the 2020 budget proposal. The Budget Committee
581 will continue its review for two more meetings, and I expect there will be more changes. At this point,
582 the Committee has added about \$81,000 to the budget. It restored one full-time police officer position
583 and \$62,000 in Fire Department overtime. They made several other small adjustments. Because of the
584 position restored by the Budget Committee, the Default budget has been adjusted. The new Default
585 budget is on page 37, and it is under the purview of the Town Council to approve it when all
586 adjustments have been made. At this point, it is \$55,000 higher than last year's Default budget.

587

588 D. Boutin: How much do the warrant articles add to the tax rate?

589

590 C. Soucie: All budget decisions haven't been made yet, so I don't have that figure.

591

592 D. Boutin: How many fiscal warrant articles are there?

593

594 C. Soucie: There are three we haven't seen yet. There are 12 which have fiscal impact.

595

596 D. Boutin: How much do these add up to?

597

598 C. Soucie: Forty-two cents (\$0.42).

599

600 D. Boutin: That would bring the budget increase over three percent (3%), wouldn't it?

601

602 Chair Sullivan: It would not be \$0.42 because 12 of the warrant articles were approved last year.

603

604 D. Boutin: Our friends and neighbors are out of work because of COVID. We can't willy-nilly increase
605 the tax rate. We need to consider them.

606

607 Chair Sullivan: We did consider them when we created the operating budget. Regarding the warrant
608 articles, the voters have their say because they vote 'yes' or 'no' on each one.

609

610 D. Boutin: Isn't it unusual for the Default budget to be higher than the operating budget?

611

612 C. Soucie: That's because you did such a good job on the operating budget.

613

D. Boutin: I have known Christine Soucie for a long time, and we are fortunate to have her working for us.

NEW BUSINESS

2017 Tax Deeding

K. Blichmann, Tax Collector: There are 50 properties eligible for Tax Deeding for the outstanding 2017 Tax Liens. I am looking for the will of the Town Council. Tax Deeding has been delayed because of an Executive Order preventing deeding, which has been lifted. Most of these properties have payment plans. I have presented two options for your consideration: one is to proceed with Tax Deeding and the other is to waive the Tax Deeding process.

T. Tsantoulis motioned that the Town Council direct the Tax Collector to implement the Tax Deed process for the outstanding 2017 Tax Liens. Per Town Council Rules #9 and #10, the Tax Collector can sign payment plans and the Town Administrator can approve said plans as long as they do not forgive interest or principle. J. Durand seconded the motion.

T. Tsantoulis: I would note that unpaid taxes from 2017 are before COVID.

J. Durand: If a property owner has a payment plan, is it correct that the property cannot be deeded?

K. Blichmann: That is correct.

Chair Sullivan called for a roll call vote on the motion to proceed with the Tax Deed process for the outstanding 2017 Tax Liens.

Roll Call Vote #9

J. Durand Aye

D. Boutin Aye

C. Jones Not present

R. Duhaime Aye

C. Karolian Aye

A. Walczyk Aye

T. Tsantoulis Aye

R. Lapierre Aye

J. Sullivan Aye

Voted unanimously in favor (8-0).

Quarterly Financial Report as of September 30, 2020

C. Soucie: This is an unaudited report for the first quarter. I will start with the COVID-19 Impacts. Hooksett has received seven grants related to the pandemic, for a total of \$690,708 as of November 3, 2020. Direct COVID-related expenses for last year's operating budget totaled \$263,079 and were at \$149,954 as of October 31, 2020 for the current budget. The Library, Wastewater and Ambulance have received \$37,659 to date. Awarded funds remaining total \$240,016, to be used for elections, PPE, overtime and other COVID costs. FEMA expenses, which are for first responders, fires, emergency management and ambulance services, are not included in this data. Unlike COVID reimbursements, they have no deadline for submission. The rate of reimbursement from FEMA is 75%. Anticipated lost revenue for this fiscal year in the amount of \$237,276 is largely due to the decline in interest rates. A small amount of about \$17,000 is from a decrease in Highway Block Grants. Looking to the next budget cycle, State revenues from Meals & Lodging and from Highway Block Grants are expected to down by

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an estimated \$104,000. The General Fund Operating Budget is on target for the first quarter, spent at 23%. The budget increase from the previous year reflects union and non-union wage increases. Administration expenses, which include the larger expenses for the town, are also on target. The budget increase is due mainly to staff changes. COVID grants received offset increases related to remote working and updates to the Chambers and the gym. Fire-Rescue expenses at 23% are in line with prior years. The department is short two firefighters. Beginning in March, all shifts were filled due to the pandemic, which also required extra time for transporting patients and disinfecting the ambulance and equipment. Grant funds helped cover these extra costs. The Police Department's budget is 21% spent, with only one officer position vacant. Some COVID grant funding was received for the Police.

C. Soucie: Turning to Public Works, the Highway Division's budget was only 14% spent at the end of the first quarter, mainly because of the timing of paving projects. Removing encumbrances, the actual budget increase over three years is 9%, mostly due to increases in wages and general operations.

D. Boutin: Can you explain encumbrances?

C. Soucie: For contracted projects which are not completed at the end of the fiscal year, funds are moved into the next year's budget.

C. Soucie: The Recycling & Transfer Division spent only 16% of its budget in the first quarter. This budget has increased 11% over the past three years because of increased tipping fees and because more trash is being disposed of due to the change in the recycling market. It is more costly to recycle many items than to dispose of them as trash.

C. Soucie: General Fund Revenues are on target at 25% collected. Motor Vehicle Registration Revenue is a bright spot in the budget, at 32% for the first quarter, even with an increased projection for the current fiscal year. Fleet registrations have increased. Hooksett charges only the minimum municipal rate, so companies have no incentive to register their fleets in another community. When the tax rate was set, the Motor Vehicle Registration budget was increased from \$4 million to \$4.3 million.

D. Boutin: What are some of the fleets?

C. Soucie: We have Amazon at Exit 10 and two from Merchant Motors.

C. Soucie: Building Permit Revenue, budgeted at \$200,000, was at 36% at the end of the first quarter and is at about 50% now. The number of permits has increased over the past three years, with the town issuing permits for Starbucks and the Sports Dome this year. This is difficult to project because of the economic uncertainty.

D. Boutin: There are no big developments before us at this time.

C. Soucie: Highway Block Grant revenue was down by \$17,275, and no State Shared Revenue has been received since 2009-2010. Revenue from Meals & Lodging are expected to be down 14% next year, which means a loss of about \$100,000 for Hooksett. Finally, revenue from interest on deposits has tanked. In the first quarter, only 2% of the projected interest revenue had been realized, even though we are investing the same amount. The low interest rates help spenders but not savers. This is the largest loss of revenue related to COVID-19.

Chair Sullivan motioned to extend the meeting at 9:30 pm for a half hour. D. Boutin seconded the motion.

720 **Roll Call Vote #10**
 721 **C. Karolian** *Nay*
 722 **T. Tsantoulis** *Aye*
 723 **R. Lapierre** *Aye*
 724 **C. Jones** *Not present*
 725 **D. Boutin** *Aye*
 726 **J. Durand** *Aye*
 727 **A. Walczyk** *Aye*
 728 **R. Duhaime** *Nay*
 729 **J. Sullivan** *Aye*
 730 **Voted in favor (6-2).**

731
 732 **Fire Department Reorganization for Fire Inspector**
 733

734 A. Garron: In my preparation of this year's budget, I included this reorganization, but it was taken out by
 735 the Town Council. Chief Burkush felt strongly about it, so I redirected him from the Budget Committee
 736 to the Council.
 737

738 ***D. Boutin motioned to approve the Fire Department reorganization plan and increase the FY 21-***
 739 ***22 budget by \$31,000 in the Full-Time Administration line. A. Walczyk seconded the motion.***
 740

741 D. Boutin: Is the intent to hire a fire inspector?
 742

743 Chief Burkush: We would like to do that at the end, but this is not a new position. It is a reclassification.
 744

745 D. Boutin: Anywhere I ever lived or worked had a fire inspector. Several years ago, Hooksett got rid of
 746 this position. With all of the activity in town, this is important for safety.
 747

748 A. Walczyk: Thank you for the information you have provided. Can you walk me through how this would
 749 work?
 750

751 J. Burkush: Dr. Shankle was doing a reorganization when I first came here because of some immediate
 752 goals. At the time, Assistant Chief Colburn was the Captain of Fire Inspection. He and I were left with
 753 the administration of the department. For a year and a half, we have explored many different options,
 754 including a full-time Fire Inspector and the idea of merging the position of Fire Inspector with that of the
 755 Code Enforcement Officer.
 756

757 Assistant Chief Colburn: Our plan is to pull a person off the floor and reclassify that person to work with
 758 me to learn the job of Fire Inspector. It will take a long time. It takes three or four years to complete all
 759 of the classes. The Fire Investigator training is especially hard to get. We want to do a lot of job
 760 shadowing to create some redundancy in the department and so there would be no mess if something
 761 happens to me.
 762

763 Chief Burkush: We want to get some of the workload off Assistant Chief Colburn.
 764

765 A. Walczyk: Have you determined that this is the best way to do this or should we just hire a full-time
 766 Fire Inspector?
 767

768 Chief Burkush: Economically, it is the best way. We can come back and revisit this if necessary.
 769

770 A. Walczyk: It sounds like this will be needed.

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771

772 Assistant Chief Colburn: Absolutely. Hooksett is poised to grow, and we have to handle that growth.

773

774 T. Tsantoulis: I would like to remind everyone that the Fire Department budget has increased by more
775 than \$500,000, which is 7%, over the past three years. Everyone has to pay for this. Since we are
776 looking for a Building Inspector, maybe we can combine the two positions. Is this outlandish or could it
777 be done?

778

779 Assistant Chief Colburn: They are two different things. Matt Lavoie and I work very closely together on
780 a lot of projects. There is a lot going on. You may be looking at two in Building Department before too
781 long because of all of the development. I hear from contractors who don't want to wait a month for a set
782 of plans to be approved. I have 17 sets of plans on my desk now, and some of them have been there
783 for five weeks. A big difference is that the Building Inspector doesn't go back after a building is finished.
784 The Fire Department inspection, by code, is supposed to be done annually for follow-up inspection. We
785 have looked at combining the positions; Dr. Shankle looked at it two or three times. One problem is that
786 there is no space to locate the Building Department at the Safety Center, short of putting on an
787 addition.

788

789 R. Duhaime: Fire Department overtime is excessive. In lean times, you are expected to give more
790 service with the same amount of money. Your department has the highest increase of all departments,
791 so the residents expect really good service.

792

793 C. Karolian: What rank would the Fire Inspector hold within the Fire Department?

794

795 Assistant Chief Colburn: The rank would be Administrative Captain.

796

797 C. Karolian: A captain as the Fire Inspector?

798

799 Chief Burkush: It would be outside of the collective bargaining group. The job specs have already been
800 developed. That would give us flexibility...

801

802 C. Karolian: Why couldn't a regular firefighter get the credentials and check buildings between calls for
803 service like they do in Manchester?

804

805 Chief Burkush: It is a totally different level of training. Those in Manchester are walk-throughs. They
806 check doors and emergency lighting. In addition, Manchester has four dedicated Fire Inspectors.

807

808 C. Karolian: Are you saying that the Hooksett Fire Inspector would have a higher level of training than
809 in Manchester?

810

811 Chair Sullivan: Our Fire Inspector would be doing the same job as the four inspectors in Manchester.

812

813 Assistant Chief Colburn: Correct. I do the same inspections as all of the inspectors in New Hampshire.
814 In Manchester, because there are a lot of apartment buildings, they supplement with basic walk-
815 throughs, checking that doors aren't locked that might trap people. They have a hard time keeping up.

816

817 C. Karolian: What would Hooksett do above and beyond what Manchester certifies with their walk-
818 throughs?

819

820 Assistant Chief Colburn: Fire Inspections include life safety, sprinklers, alarms, site plan reviews, and
821 commissioning buildings.

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822

823

C. Karolian: Why couldn't a firefighter get certified and do that?

824

825

Assistant Chief Colburn: It is a specialty position, and you are paying for the knowledge and certification. In terms of dealing with the public, people are more apt to comply when instructions come from someone with a higher rank. We are just trying to get back to where we were in 2008.

828

829

C. Karolian: A firefighter would probably have the same level of authority. Are they captains in Manchester?

830

831

832

Assistant Chief Colburn: In Manchester they are Fire Marshalls, but the status and pay are comparable to what we are proposing for a captain.

833

834

835

D. Boutin motioned to call the question. R. Lapierre seconded the motion.

836

837

Roll Call #11

838

T. Tsantoulis Aye

839

R. Lapierre Aye

840

J. Durand Aye

841

C. Jones Not present

842

C. Karolian Nay

843

A. Walczyk Nay

844

R. Duhaime Nay

845

D. Boutin Aye

846

J. Sullivan Aye

847

Motion failed (5-3). A two-thirds majority needed.

848

849

R. Duhaime: Dr. Shankle put a lot of computers in all of the departments and planned to review all positions. He started with the Fire Department.

850

851

852

Chair Sullivan called for a roll call vote on the motion regarding the Fire Department reorganization plan.

853

854

855

Roll Call Vote #12

856

D. Boutin Aye

857

A. Walczyk Aye

858

J. Durand Nay

859

C. Karolian Nay

860

R. Lapierre Aye

861

T. Tsantoulis Nay

862

R. Duhaime Nay

863

C. Jones Not present

864

J. Sullivan Aye

865

Motion failed (4-4).

866

867

D. Boutin: Can we have a discussion to try to convince someone to change his vote?

868

869

Chair Sullivan: Someone on the prevailing side can ask for reconsideration, but I suggest that be taken up at the next meeting.

870

871

872 T. Tsantoulis: I think we should look at the combined position of Fire Inspector and Building Inspector.
873
874 D. Boutin: Regarding what Mr. Tsantoulis said, that would be too much work for the Building Inspector.

875
876

877 **Fall-Winter Tax Bill Newsletter**

879

880 *Chair Sullivan motioned to approve the Fall-Winter Tax Bill Newsletter. D. Boutin seconded the*
881 *motion.*

882

883 **Roll Call Vote #13**

884 **C. Karolian** *Nay*

885 **D. Boutin** *Aye*

886 **T. Tsantoulis** *Aye*

887 **R. Lapierre** *Aye*

888 **A. Walczyk** *Aye*

889 **R. Duhaime** *Aye*

890 **J. Durand** *Aye*

891 **C. Jones** *Not present*

892 **J. Sullivan** *Aye*

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

894

895 Chair Sullivan said that anyone with tweaks should contact the Town Administrator.

896

897 **SUB-COMMITTEE REPORTS**

898

899 *Chair Sullivan motioned to approve spending \$2,500 to reserve the Moving Wall for the*
900 *Bicentennial Celebration. D. Boutin seconded the motion.*

901

902 **Roll Call Vote #14**

903 **R. Duhaime** *Aye*

904 **J Durand** *Aye*

905 **C. Jones** *Not present*

906 **R. Lapierre** *Aye*

907 **A. Walczyk** *Aye*

908 **D. Boutin** *Aye*

909 **C. Karolian** *Aye*

910 **T. Tsantoulis** *Aye*

911 **J. Sullivan** *Aye*

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

913

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

915

916 *Chair Sullivan motioned to enter non-public session at 10:00 pm in accordance with the*
917 *provisions of RSA 91-A:3, II (a). T. Tsantoulis seconded the motion.*

918

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

923

924 **Roll Call Vote #15**

925 **D. Boutin** Aye
 926 **C. Jones** Not present
 927 **A. Walczyk** Aye
 928 **J. Durand** Aye
 929 **R. Duhaime** Aye
 930 **T. Tsantoulis** Aye
 931 **R. Lapierre** Nay
 932 **C. Karolian** Aye
 933 **J. Sullivan** Aye
 934 **Voted in favor (7-1).**

935
 936 **D. Boutin motioned to leave non-public session and return to public session at 10:03 pm. Chair**
 937 **Sullivan seconded the motion.**

938
 939 **Roll Call Vote #16**

940 **A. Walczyk** Aye
 941 **R. Lapierre** Aye
 942 **C. Jones** Not present
 943 **R. Duhaime** Aye
 944 **J. Durand** Aye
 945 **C. Karolian** Aye
 946 **T. Tsantoulis** Aye
 947 **D. Boutin** Aye
 948 **J. Sullivan** Aye
 949 **Voted unanimously in favor (8-0).**

950
 951 **Chair Sullivan motioned to seal the minutes of the non-public session. A. Walczyk seconded the**
 952 **motion.**

953
 954 **Roll Call Vote #17**

955 **T. Tsantoulis** Aye
 956 **C. Jones** Not present
 957 **R. Duhaime** Aye
 958 **A. Walczyk** Aye
 959 **R. Lapierre** Aye
 960 **C. Karolian** Aye
 961 **J. Durand** Aye
 962 **D. Boutin** Aye
 963 **J. Sullivan** Aye
 964 **Voted unanimously in favor (8-0).**

965
 966 **ADJOURNMENT**

967
 968 **Chair Sullivan motioned to adjourn at 10:05 pm. C. Karolian seconded the motion.**

969
 970 **Roll Call Vote #18**

971 **J. Durand** Aye
 972 **R. Lapierre** Aye
 973 **C. Karolian** Aye

974 **D. Boutin** **Aye**
975 **C. Jones** **Not present**
976 **T. Tsantoulis** **Aye**
977 **A. Walczyk** **Aye**
978 **R. Duhaime** **Aye**
979 **J. Sullivan** **Aye**
980 **Voted unanimously in favor (8-0).**

981

982

983 Respectfully submitted,

984 *Kathleen Donnelly*

985 Kathleen Donnelly

986 Recording Clerk

987

988

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

990

991

992

993