

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, June 24, 2020**

1
2 The Hooksett Town Council met on Wednesday, June 24, 2020 at 5:30 in the Hooksett Municipal
3 Building.

4
5 **CALL TO ORDER**

6 Chair Sullivan called the meeting of 24 Jun 2020 to order at 5:30 pm.

7
8 **PROOF OF POSTING**

9 Administrative Services Coordinator Donna Fitzpatrick provided proof of posting.

10
11 **ROLL CALL - ATTENDANCE**

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

14
15 **Missing:** Councilor John Durand, Councilor Avery Comal, Councilor James Levesque

16
17 **NON-PUBLIC SESSION #1 NH RSA 91-A:3 II (a) & (c)**

18 (6:00 pm: Non-public minutes to be amended at July 15, 2020 Town Council meeting)

19
20 Chair Sullivan: We are back in Public Session at 6:30 pm.

21
22 **PLEDGE OF ALLEGIANCE**

23 Chair Sullivan called for the Pledge of Allegiance.

24
25 Chair Sullivan: We are live tonight after three virtual meetings. Thank you for your patience over the last
26 few months.

27
28 **SPECIAL RECOGNITION**

29 **Hooksett Youth Achiever(s) of the Month - Parker Boulanger and Mackenzie Conner.**

30
31
32 T. Tsantoulis: I would like to introduce Parker Boulanger, the Hooksett Youth Achiever for April 2020.
33 Parker, I apologize for the delay in recognizing you. This impressive 11-year-old is an inventor, and it's
34 hard to believe what he has accomplished at such a young age. His proud mother, Ashley Boulanger,
35 nominated him for this award and this is what she wrote:

36
37 Parker Boulanger is a hard-working young inventor and a fifth-grade student at Hooksett
38 Memorial. He dreams of being a famous inventor and scientist. His heroes are Nikola Tesla,
39 Benjamin Franklin, Leonardo da Vinci, the Wright Brothers, Henry Ford and Albert Einstein.
40 Parker's love for inventing began in second grade, when he was introduced to the Young
41 Inventor Program at Fred C. Underhill School. He has continued inventing throughout
42 elementary school and has created four inventions, each of which has been successful in its
43 own way. Every year, Parker works harder than the last to solve everyday problems that impact
44 the lives of so many. He invented the Glove Dryer 2000 in 2017. This was a piece that went
45 inside gloves to hold them open for adequate air flow while drying. It was heat-safe and able to
46 go in the dryer. Parker won third place at the school level and participated at the regional level.
47 In 2018, he invented Sherly Accessible, a one-handed food cutting tool for people with
48 disabilities or injuries to the hand or arm. He won first place at the school level and the special
49 needs award at the regional convention. This invention took Parker all the way to the Henry
50 Ford Museum in Dearborn, Michigan to participate in the National Invention Convention. He

51 invented the Brace Case in 2019, a customizable case to safely carry orthotic braces, for which
52 he won second place at the school level and the special needs award at the regional
53 convention. This took him back to the Henry Ford Museum to participate again in the National
54 Invention Convention. In 2020, he invented Calm Critters, a customizable stress relieving
55 stuffed animal for children with anxiety and special needs. He won first place at the school level
56 and two awards at the regional level: The Adaptive/Assistive Technology Award and Best in
57 Grade. He will return to the national convention this year and will also enter Calm Critters
58 Into Innovation World's Global Invention Convention. Parker hopes to inspire other inventors to
59 always do their best and never give up.

60
61 T. Tsantoulis: This is impressive, Parker, and I know your mother is proud of you. We have this award
62 for you and wish you luck with your future inventions.

63
64 T. Tsantoulis: Next, we honor Mackenzie Conner as the March recipient of the Hooksett Youth Achiever
65 Award. Mackenzie attends Roger Williams University and has an impressive resume. She created a
66 virtual tour of Head Cemetery for her Girl Scout Gold Award project, which is the highest-level project
67 for Girl Scouts. She approached the Heritage Commission and the Cemetery Commission with her
68 idea. Kathleen Northrup, Heritage Commission Chair, served as her project advisor, and Michael
69 Horne, Cemetery Commission Chair, assisted as an informal project advisor. Mackenzie researched six
70 historically significant families and related events for this project, overcoming many obstacles. She then
71 created nine stations at the Cemetery where people can use their smart phones at QR-coded signs and
72 view an in-depth account of people and events. The sites can also be viewed through a website from
73 any location.

74
75 K. Northrup: I want to present Mackenzie with a copy of Hooksett Historical Sketches and a copy of the
76 Hooksett Town Report from the year of her birth. Mackenzie's work is a great addition to historic
77 resources for the Town, and is the first of its kind. The tour was opened to the public last fall and has
78 been well received.

79
80 **Bruce Kudrick, Wastewater Treatment Plant Superintendent - 47 years+ dedicated service**
81 **(01/08/1973-05/31/2020)**

82
83 Chair Sullivan: Mr. Kudrick retired on May 31, 2020 after 47 years of employment at the Hooksett
84 Wastewater Treatment Plan. He holds the record in New Hampshire for the greatest number of years
85 holding a Wastewater Treatment Operator Certificate. He graduated from Southern Maine Vocational-
86 Technical School in 1973, and after eight years at the Wastewater Treatment Plant, became the
87 Superintendent, a position he held for the next 39 years. He tells us the Plant was only three years old
88 when he began working there. In 2018 he received the Outstanding Public Outreach Award from the
89 DES Wastewater Engineering Bureau. He has provided tours for fourth graders every year and says it
90 is "all about the kids."

91
92 R. Duhaime: We would like to present you with this key chain, noting your 47 years of service and this
93 photograph. Thank you for your service. Hooksett has been lucky to have you, and you have left the
94 Plant in good shape.

95
96 B. Kudrick: Thank you. We have the Solar Farm project now that I am proud of.

97
98 **Town Councilors Ending Terms – Robert Duhaime (District #2), James Levesque (District #3)**
99 **and Avery Comai (District #6)**

100
101 Chair Sullivan: Tonight, we recognize three Councilors whose terms are ending. Two of them are not
102 present tonight: James Levesque, who served District #3 for ten years, and Avery Comai, who served

103 District #6 for one year. We thank them for their service and dedication. Robert Duhaime is with us
104 tonight, and Councilor Walczyk has a presentation for him.

105

106 A. Walczyk: We have a plaque for you, recognizing your dedicated service to the Town and the
107 Council. Thank you and best of luck.

108

109 **Hooksett Municipal Employee – New Hire**

110

111 A. Garron: We have one new employee to recognize. We welcome Mitchell Dean as a firefighter. He is
112 an EMT and a paramedic, and he will begin on June 29th.

113

114

115 **CONSENT AGENDA**

117 **Motion to accept the donation of services/disinfectant fogger to sanitize 13 police vehicles with**
118 **a hospital grade disinfectant fogger valued at \$715.00 (\$55 per vehicle) from Soil-Away Cleaning**
119 **& Restoration Services, LLC, of Hooksett, NH, to the Town of Hooksett for the Hooksett Police**
120 **Department per RSA 31:95-e:II.**

122 **Accept the donation of \$500.00 from the Rice Family Charitable Fund to the Town of Hooksett**
123 **Conservation Commission fund per RSA 31:95-b: III(b).**

124 **Fasadex Designs, #36 Londonderry Turnpike, Release of \$15,240 to the North American**
125 **Specialty Insurance Company.**

127 **Blue Sky Tower, #14 Mammoth Road, Release of \$8,500 Site Bond to the Hanover Insurance**
128 **Company**

131

132 ***T. Tsantoulis motioned to approve the four items on the Consent Agenda. A. Walczyk seconded***
133 ***the motion.***

134

135 C. Karolian: If this free sanitizing of vehicles was done between March 26th and April 16th, why was it
136 not on the agenda sooner than this?

137

138 Chief Bouchard: The delay is due to the amount of work we have had over the past few months.

139

140 C. Karolian: The total on the invoice in our packets is incorrect. Is this a typo?

141

142 Chair Sullivan: That is a sample invoice, showing the cost of \$95.00 for each Fire Department vehicle
143 and \$55.00 for each Police Department vehicle. The Fire Department will present its Consent Agenda
144 item at the next meeting.

145

146 Chair Sullivan called for a vote on the motion to approve the four Consent Agenda items.

147

148 ***Voted unanimously in favor (6-0).***

149

150

151 **TOWN ADMINISTRATOR'S REPORT**

152

153 A. Garron: We have updated our webpage regarding the reopening of Town Hall, which was set for
154 June 22nd but delayed until June 23rd in order to complete the second doorway for the Town Clerk/Tax
155 Collector's office. We appreciate the patience of the residents. The lines were long, but people were
156 cordial. A yeoman's job was done by the employees of the Town Clerk/Tax Collector's office, many of
157 whom stayed past closing to complete necessary work. The Parks, including the Dog Park, are open.

158

159

160

161 Residents using the playground do so at their own risk because it is impossible to sanitize that
162 equipment constantly. I received an email from a resident inquiring about the bathrooms. The
163 bathrooms were opened June 15th for amateur and youth sports. They are open from 7:30 am until 3:30
164 pm. The Police and Fire departments have been open throughout the pandemic, meeting people by
165 appointment in their lobbies, as necessary. The Library is not open but has Porch Pickup, which is
166 explained on their website. The Wastewater Treatment Plant is open. We have set up shielding for the
167 Town Clerk/Tax Collector's office and for Community Development (Family Services). Floor markers for
168 social distancing have been purchased and placed. We are sanitizing regularly, per the guidelines.
169

170 A. Garron: We received a GOEFRR check in the amount of \$16,755.96. We have two more
171 opportunities to submit COVID-19 expenses: July 15th and September 15th. Regarding revenue
172 shortfalls, according to NHMA updates, it is possible that the State will provide funding to make up for
173 lost revenue from Meals & Rooms and Highway Block Grants. There are some budget items we will not
174 be going forward with, and we are on track with the budget, as approved. Revenue is behind, but not as
175 much as we thought it might be. There is some talk, according to NHMA, that the State may re-allocate
176 some CARES Act funds to make up for revenue shortfalls.
177

178 A. Garron: I met with Mr. Labonte and Councilor Durand about the crosswalk situation near Donati
179 Park. We will place a sign indicating that vehicles must stop for pedestrians in the crosswalk. This is the
180 least costly remedy. If this doesn't work, there are more expensive steps we can take.
181

182 A. Garron: Next, I have a question for the Council. We are looking for ways to improve the health safety
183 in Town buildings. Mr. Labonte and I have looked into adding ionizing units to the air conditioning. We
184 have one quote of \$22,000.00, which includes 32 units for all Town buildings. I am reasonably sure that
185 this would be covered by GOEFFR funds. There is a time issue involved with getting three quotes.
186

187 A. Walczyk: What is the likelihood that you will be able to get three bids?
188

189 A. Garron: We have not put this out to bid.
190

191 E. Labonte: It is likely we will not get more. There is some urgency in this situation.
192

193 C. Jones: Are other towns using this process? How will you pay for this?
194

195 A. Garron: The Fire Department has acknowledged that they exist. We haven't researched other towns.
196

197 E. Labonte: Funds will come from the Building Maintenance Account.
198

199 C. Jones: Are you required to go out to bid in order to get reimbursed?
200

201 A. Garron: No, not for GOEFRR funds.
202

203 T. Tsantoulis: I don't know enough about this to make a decision. I would like you to try to determine if
204 this will be reimbursed.
205

206 Chair Sullivan: We will have this on the July 1st agenda.
207

208 C. Jones: I would like to see information from other towns as well.
209

210 A. Garron: Continuing with my report, we have been allowed use of the school for the YMCA program.
211 It will start next Monday and end one week early so that the school can be prepared for the fall. Mr.
212 McKenney is relieved about this.

213
214 R. Duhaime: Do you have an update about American Asphalt on DW Highway & the 28 Bypass?
215

216 A. Garron: Matt Lavoie, Code Enforcement Officer, issued a Cease & Desist Order. This may go to
217 court.

218
219 R. Duhaime: Can we get an update on the Fire Department overtime line and the part-time lines?
220

221 C. Soucie: Both lines are over budget due to COVID-19. A seventh person has been added to each
222 shift. We do expect reimbursement for this, so I anticipate this will not be over budget at the end of the
223 fiscal year. Sources for reimbursement include the DOJ grant, GOEFRR funds and FEMA
224 reimbursements.

225
226 R. Duhaime: Why is the budget over in May but not in March and April?
227

228 Chief Burkush: That is because of vacancies and injuries.
229

230 Chair Sullivan: Do you expect to fill the vacancies?
231

232 Chief Burkush: We have lots of candidates, but the State has stopped its portion of the testing, so only
233 lateral moves are possible.
234

235 C. Karolian: Regarding the Bypass 28 construction which is encroaching on wetlands – Randy Owen’s
236 business – there may be a business running out of there. I don’t know that for a fact.
237

238 Chief Burkush: Their permits expired and they now have all six of them. We will do our inspection on
239 July 6th. Code Enforcement Officer Matt Lavoie had issued a Cease & Desist Order.
240

241
242

NOMINATIONS AND APPOINTMENTS

243
244 **Nominations and (Re)appointments - June 24th**
245

246 ***T. Tsantoulis motioned to nominate and (re)appoint the following members:***

247 ***Richard Marshall – Southern NH Reg. Planning Commission, term ending June 30, 2024***

248 ***Tom Walsh – Planning Board, term ending June 30, 2023***

249 ***Jo Carol Woodburn – Conservation Commission, term ending June 30, 2023***

250 ***Rudy Makara – Parks & Rec Advisory Board, term ending June 30, 2023***

251 ***Timothy Stewart – ZBA alternate appointment, term ending June 30, 2023***

252 ***A. Walczyk seconded the motion. Voted unanimously in favor (6-0).***
253

254 ***R. Duhaime motioned to nominate and appoint Brett Scott as a full member of the Planning***
255 ***Board. A. Walczyk seconded the motion. Voted unanimously in favor (6-0).***
256

257 ***Chair Sullivan nominated Michael Summers as a member of the Planning Board.***
258

259 ***R. Duhaime motioned to nominate and appoint Anne Stelmach as a full member of the ZBA,***
260 ***term ending June 30, 2022. T. Tsantoulis seconded the motion.***

261 ***Voted unanimously in favor (6-0).***

262

263 N. Germain: David Ross has informed me that he wishes to be reappointed to the Conservation
264 Commission.

265

266 ***R. Duhaime motioned to nominate and appoint David Ross to the Conservation Commission,***
267 ***term expiring June 30, 2023. C. Karolian seconded the motion. Voted unanimously in favor (6-0).***

268

269 N. Germain: The Cemetery Commission is an elected position but was inadvertently left off of the
270 March ballot. The Town Attorney advises that the Town Council appoint a member for a one-year term.

271

272 Chair Sullivan: We will have that on the next agenda. Thank you to everyone who serves on these
273 boards and committees. There are still several open positions.

274

275 **NEW BUSINESS** (Item 7.3 moved up for consideration prior to Encumbrances)

276 **Awarding RFP #20-05 (LED Streetlight Conversion Project) Winner**

277

278 A. Garron: One of my goals set last August was to work on LED Streetlight Conversion. I have been
279 working with Nick Germain on this and we created an RFP for the project. Tonight, Nick has a
280 PowerPoint presentation for the Council. We want to thank Councilor Tsantoulis, who provided a great
281 deal of assistance, having worked for Eversource for many years.

282

283 N. Germain: You will remember that in 2018 a proposal for LED conversion was rejected by the Town
284 Council because of concerns that the Town didn't provide enough depth in its technical specifications
285 for bidders to have a level playing field. We have now done extensive research on the technology of
286 LED lighting and on the lighting conditions in Town. LED stands for Light-emitting Diodes. A solid-state
287 device converts electricity into light, a very simple process. It was developed in the 1950's, but the
288 technology has improved dramatically in the last 20 years. The standard now is LED for streetlights. It
289 enables people to see more clearly and the efficiency is high, with savings ranging from 20% to 50%. It
290 is more durable than traditional street lighting, with a longer life span and light that doesn't dim over
291 time. In addition, there are rebate programs to incentivize conversions. NH Saves offers a rebate of
292 \$150 per light, and Hooksett has 408 streetlights. Even better, they recently offered an additional \$25
293 per light rebate. We selected a mid-range light – bright enough but not too bright - for our RFP. We
294 posted this in April, with a May deadline, and received seven proposals.

295

296 N. Germain: The review team included Town Administrator Andre Garron, Public Works Director Earl
297 Labonte, Town Engineer Bruce Thomas, Councilor Tim Tsantoulis and myself. Our RFP had broad
298 variations with a goal of getting more proposals. The ability to provide GIS and auditing services was
299 important, as well as being able to assist with lighting design. Our light ledger is not accurate most of the
300 time. We were looking for quality, clarity and professionalism in the proposals. After a systematic review
301 of the proposals, we selected three. One was \$400,000 higher than the others. We conducted
302 interviews and believe we have chosen the best – Affinity LED Lighting. They have lots of experience,
303 and they offer GIS services and assistance with design. The NH DOT uses them on the State highways
304 and reports having a positive experience with them.

305

306 R. Duhaime: Can the lights be controlled electronically?

307

308 T. Tsantoulis: Not in their current state, but they can be adapted.

309

310 N. Germain: There are lots of future possibilities for on/off control and for dimming.

311

312 R. Duhaime: Where is the company located?

313

314 N. Germain: They are in Dover, NH, and the lights are made by veterans.

315

316 T. Tsantoulis: This is not like changing a light bulb at home. Nick put an awful lot of effort into this and
317 did a lot of research. I commend him. This saves money for the Town and is good for the environment.
318 It is cleaner, clearer and more consistent than traditional streetlights. In five years, they will have the
319 same light quality as when they were first installed. And, the payback is impressive. This is a win-win
320 for Hooksett

321

322 Chair Sullivan: Thank you, Nick. That was an excellent presentation.

323

324 C. Karolian: I commend Mr. Germain as the project manager. The report was articulated very well. I
325 have my concerns about revenue, but I want to see more streetlights. This is a no-brainer.

326

327 Mr. Germain: If we do this project soon, a conservative estimate of rebates is \$50,000.

328

329 ***A. Walczyk motioned to accept the proposal put forward by Affinity LED Lighting in the amount***
330 ***of \$112,054.97. T. Tsantoulis seconded the motion.***

331

332 ***Roll Call Vote #5***

333 ***T. Tsantoulis Aye***

334 ***C. Jones Aye***

335 ***R. Duhaime Aye***

336 ***A. Walczyk Aye***

337 ***J. Levesque Not present***

338 ***C. Karolian Aye***

339 ***J. Durand Not present***

340 ***A. Comai Not present***

341 ***J. Sullivan Aye***

342 ***Voted unanimously in favor (6-0).***

343

344

345 **OLD BUSINESS**

346 **FY 2019-20 Budget Encumbrances (pending item 17.3 RFP#20-05 LED)**

347

348
349 A. Garron: At the last meeting, we had a conversation about the water heater at Donati Park. Mr.
350 Labonte is prepared with answers to your questions.

351

352 E. Labonte: First, this is no longer on the encumbrances list because the job is done. We had accepted
353 the lowest bid, at \$3,801.00. The closest to that was \$4,800 and the third bid was for \$5,500. We did
354 have a building permit and the Building Inspector approved the installation. The tank is not in the attic; it
355 is on the second floor. The project included plumbing, an electrical upgrade, mixing valves and an
356 expansion tank, so the amount of \$3,801.00 was not just for a water heater. It is a 40-gallon tank.

357

358 C. Karolian: Does the Town Council need to authorize this?

359

360 E. Labonte: No. We needed only the approval of the Town Administrator.

361

362 C. Karolian: Does the money have to be encumbered?

363
364 E. Labonte: It does not require an encumbrance because the project is done.
365
366 C. Soucie: There are no new items on the list of encumbrances, and the total amount is \$430,130.94.
367
368 Chair Sullivan: This document was provided to us before the meeting, but was not included in your
369 packets, as is sometimes the case with updates.
370
371 C. Soucie: Four items have been completed and have been removed – Crack Sealing, Air Conditioning
372 at the Transfer Station, the Water Heater at Donati Park and the Police Tasers. The amount
373 encumbered for the LED Streetlight conversion is \$39,940.00. The original amount of \$105,555.00 is
374 reduced by a conservative estimation of rebates in the amount of \$40,450.00 and \$25,165.00 of
375 savings in electricity costs over eight months. The contingency amount is not included. The paving
376 should be done by Friday of this week, so probably will not be encumbered. As of now, we have about
377 \$1.3 million left in the budget. Other bills will be paid, so I am estimating that we will return about
378 \$800,000 to the Fund Balance. This can be used to reduce the tax rate or to offset revenue losses.
379
380 **A. Walczyk motioned to approve the encumbrances as listed totaling \$430,130.94. T. Tsantoulis**
381 **seconded the motion.**

382
383 **Roll Call Vote #6**

384 **J. Durand Not present**

385 **J. Levesque Not present**

386 **C. Karolian Nay**

387 **A. Comai Not present**

388 **C. Jones Aye**

389 **T. Tsantoulis Aye**

390 **A. Walczyk Aye**

391 **R. Duhaime Aye**

392 **J. Sullivan Aye**

393 **Voted in favor (5-1).**
394

395
396 **NEW BUSINESS**

397 **Purchase and Install a Salt Storage Facility for DPW/Highway Division**

398
399 **TT motioned to approve and consent the purchase of a salt storage facility for the Highway**
400 **Division of Public Works in the amount of \$107,192.00 from ClearSpan. A. Walczyk seconded**
401 **the motion.**

402
403 A. Walczyk: Thank you for repurposing the old salt shed.

404
405 T. Tsantoulis: It is important to store salt properly. The Town could be liable if there are water quality
406 issues.

407
408 C. Karolian: Does this price include the Sourcewell discount?

409
410 E. Labonte: Yes, it does.

411
412 C. Karolian: What is the amount of the discount?
413

414 E. Labonte: I don't know.
415
416 C. Karolian: How do you know you are getting a discount if you don't know the amount? Do you have
417 the MSRP?
418
419 E. Labonte: The Sourcewell discount is automatic and always included.
420
421 C. Karolian: Is the Town responsible for putting in the blocks?
422
423 E. Labonte: Yes. We are responsible for paying for them and putting them in.
424
425 C. Karolian: Did you purchase the blocks from ClearSpan?
426
427 E. Labonte: No.
428
429 C. Karolian: The quote includes a cost for hardware. What is that?
430
431 E. Labonte: That is not the blocks; it is the hardware to secure the foundation.
432
433 C. Karolian: What is your source of funding for these expenses?
434
435 E. Labonte: It is the Construction Materials line in the amount of \$1,000.00.
436
437 R. Duhaime: Does the shed include a warranty?
438
439 E. Labonte: It does. I believe it is a 20-year warranty.
440
441 C. Karolian: I am concerned about the freight charge of \$5,200.00, coming from Connecticut.
442
443 E. Labonte: The shed comes disassembled.
444
445 C. Jones: Based on the length of the trailer, a special permit may be needed from each state they pass
446 through. Some require a State Police escort.
447
448 C. Karolian: Being oversized is a function of width, not length.
449
450 E. Labonte: This is more than one truck.
451
452 C. Karolian: So, you are okay with the freight cost?
453
454 E. Labonte: Yes, I am.
455
456 T. Tsantoulis: In these days of free shipping from Amazon, we are used to that. However, this is not a
457 package being left at your front door. A fair amount of materials is involved.
458
459 A. Walczyk: Do you have a timeline for the project?
460
461 E. Labonte: Not yet.
462

463 Chair Sullivan called for a roll call vote on the motion to approve the purchase of a salt storage facility
464 for the Highway Division.

465

466 **Roll Call Vote #7**

467 **C. Jones Aye**

468 **C. Karolian Nay**

469 **J. Levesque Not present**

470 **R. Duhaime Aye**

471 **A. Walczyk Aye**

472 **J. Durand Not present**

473 **T. Tsantoulis Aye**

474 **A. Comai Not present**

475 **J. Sullivan Aye**

476 **Voted in favor (5-1).**

477

478 **OLD BUSINESS (continued)**

479 **Topics for Town Council Workshop - August 12, 2020**

480

481 Chair Sullivan: We listed several topics for the August workshop at our last meeting. Councilor Walczyk
482 emailed me four additional suggested topics.

484

485 D. Fitzpatrick: The list has been updated for your July 1st packets. You have two more meetings to
486 develop topics, and a complete package – including backup information – will be ready for August 5th.

487

488 **NEW BUSINESS (continued)**

489 **Motion to accept funding in the amount of \$142,928.34 from the CARES Act Coronavirus Relief**
490 **Fund for the First Responder COVID-19 Stipend Program under RSA 21-P:43.**

491

492 A. Garron: You voted to participate in this program at a previous meeting. Now you are accepting the
493 funds.

494

495 **R. Duhaime motioned to accept funding in the amount of \$142,928.34 from the CARES Act**
496 **Coronavirus Relief Fund for the First Responder COVID-19 Stipend Program under RSA 21-P:43.**

497 **A. Walczyk seconded the motion.**

498 **Voted unanimously in favor (6-0).**

499

500 R. Duhaime: This ends June 30th, correct?

501

502 A. Garron: Yes, it does.

503

504 C. Karolian: Has this money been received?

505

506 C. Soucie: Yes, it has.

507

510 **Town of Hooksett, NH - Municipal Volunteers (tabled at 04/22/2020 Town Council Meeting)**

511

512 D. Fitzpatrick: We are looking at Hooksett's use of volunteers in terms of recruiting, retaining and
513 evaluating them, but also in terms of liability. We need volunteers. In the past we had barrels at the
514 gateway to town. A Town policy for volunteers - individuals and groups - is needed, and it should
515 prioritize minimizing liability. The question is how far we want to go. Do we want a by-the-book policy?
516 In your packet is material from NHMA, Primex, the FLSA, and the Department of Labor. My review of

517 these materials indicates that a policy on volunteers should include, for each project, the scope of
518 duties, a roster, supervision and waivers. Supervision is not well-defined, and waivers do not provide
519 100% protection for the Town. Anyone can choose to sue. Volunteers are not covered under workers'
520 compensation. Our property-liability insurance with Primex covers up to \$10,000 in out of pocket
521 expenses, which likely would not cover all of these expenses for a back injury, for example. Defining
522 the scope of work would provide some protection if a volunteer were to perform a task outside of the
523 defined scope. Maybe we should try for risk management. When we have celebrations, we have a lot of
524 volunteers. Recently, the Garden Club, working with Parks & Rec, planted flowers at the bridge.
525

526 Chair Sullivan: What is the coverage for members of committees and boards and the Town Council?
527

528 D. Fitzpatrick said that these people are paid a stipend and therefore are covered.
529

530 R. Duhaime: I want to do an audit on this to demonstrate that we are working on a policy. Volunteering
531 is down, and it is the same people all of the time.
532

533 A. Walczyk: The waiver is important. Per the NHMA guidelines, chaperoning or supervising depends
534 upon the activity. The staff has to exercise judgement. Do we want to pay employees to watch
535 volunteers? Waivers are highest on my list. Insurance is important, too.
536

537 C. Karolian: What are the consequences and what is the liability if we don't go by the book?
538

539 D. Fitzpatrick: Primex won't cover an injury performed outside the defined scope of work, but the Town
540 is still liable.
541

542 ***A. Walczyk motioned to have the Town Administrator put together a policy for Council review. T.***
543 ***Tsantoulis seconded the motion.***
544 ***Voted unanimously in favor (6-0).***
545

546 Chair Sullivan: Does the Council want a deadline for this report from the Town Administrator?
547

548 A. Garron: I would suggest September.
549

550 **Unsealing of Council Non-Public session minutes (June 2019 - May 2020), if in the opinion of a**
551 **majority of members, the circumstances that sealed the minutes no longer apply in accordance**
552 **with RSA 91A:3 III.**
553

554 Chair Sullivan: We will take up this item in non-public session.
555

556 **APPROVAL OF MINUTES**

557 **Public: 06/10/2020**
558

559 ***T. Tsantoulis motioned to accept the minutes of the June 10, 2020 public session. R. Duhaime***
560 ***seconded the motion***
561 ***Voted unanimously in favor (6-0).***
562

563 ~~563~~
564 **Non-Public: 06/10/2020**
565

566 ***T. Tsantoulis motioned to accept the minutes of the June 10, 2020 non-public session. A.***
567 ***Walczyk seconded the motion***
568 ***Voted unanimously in favor (6-0).***

TC MINUTES 06-24-2020

569
570
571 **SUB-COMMITTEE REPORTS**
572 T. Tsantoulis: We have one more Hooksett Youth Achiever Award to present. Assessing has a lot of
573 business to take care of.
574
575 ***Chair Sullivan motioned to enter non-public session in accordance with NH RSA-A:3 II (a, b, c,***
576 ***d, e, & I) at 9:15 pm. A. Walczyk seconded the motion.***
577
578 **Roll Call Vote #8**
579 ***J. Levesque Not present***
580 ***R. Duhaime Aye***
581 ***T. Tsantoulis Aye***
582 ***A. Walczyk Aye***
583 ***J. Durand Not present***
584 ***C. Jones Aye***
585 ***A. Comai Not present***
586 ***C. Karolian Aye***
587 ***J. Sullivan Aye***
588 ***Voted unanimously in favor (6-0).***
589
590 **NON-PUBLIC SESSION #2 NH RSA 91-A:3 II**
591 (Non-public minutes to be amended at July 15, 2020 Town Council meeting)
592
593 **ADJOURNMENT**
594 ***Chair Sullivan motioned to adjourn at 9:45 pm. A. Walczyk seconded the motion.***
595 ***Voted unanimously in favor (6-0).***
596
597 Respectfully submitted,
598 *Kathleen Donnelly*
599
600 Kathleen Donnelly
601 Recording Clerk
602