

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

1  
2 The Hooksett Town Council met on Wednesday, August 26, 2020 at 6:00 in the Hooksett Municipal  
3 Building.

4  
5 **CALL TO ORDER**

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

7  
8 **PROOF OF POSTING**

9 Administrative Services Coordinator Donna Fitzpatrick provided proof of posting.

10  
11 **ROLL CALL**

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

15  
16 Councilor Alex Walczyk arrived at 6:04 pm.

17  
18 **Missing:** Councilor Clifford Jones

19  
20 **PLEDGE OF ALLEGIANCE**

21  
22 Chair Sullivan called for the Pledge of the Allegiance.

23  
24 **PUBLIC HEARINGS**

25  
26 **Public Hearing to accept \$32,462.53 in grant funding from the CARES Act funding for elections**  
27 **support**

28  
29 Chair Sullivan: I will read the Public Hearing Notice:

30  
31 The Hooksett Town Council will be holding a public hearing on Wednesday, August 26, 2020, at  
32 6:00 pm at the Hooksett Town Hall in Council Chambers, 35 Main Street, Hooksett, NH. The  
33 purpose of the public hearing is to accept the \$32,462.53 in grant funding from the CARES Act  
34 funding for elections' support. For further information please contact Town Clerk Todd Rainier at  
35 [trainier@hooksett.org](mailto:trainier@hooksett.org) or 603-485-9534.

36  
37 T. Rainier: The CARES Act has not neglected the election process; the Secretary of State has received  
38 \$3.5 million and has chosen to allocate the funds to each town in the State according to a formula they  
39 have developed. This is intended to cover the overage in absentee ballot requests, returns and  
40 processing. I will prepare a report after each election of the number of absentee ballots requested and  
41 returned. It is expected that each town which applies will receive the full, allotted amount of funds.

42  
43 T. Tsantoulis: Is this \$32,462.53 for each election in the fall?

44  
45 T. Rainier: It is a total of \$32,462.53 for both elections. That is the whole pool.

46  
47 Chair Sullivan: I am opening the public hearing at 6:11 pm.

48  
49  
50 **SPECIAL RECOGNITION**

51 TC MINUTES 08-26-2020

52 **Sandra Soule, Retirement - 11 years Public Works**

53  
54 Chair Sullivan: Mrs. Soule worked mainly at the Safety Center, and she has a smile for everyone. I am  
55 going to call upon Police Chief Janet Bouchard to say a few words about Mrs. Soule, who is her  
56 mother.

57  
58 Chief Bouchard: My mother asked me to thank you very much for this recognition. She is shy and  
59 doesn't like attention, but she loved her time here. My father is retiring as well, and they will celebrate  
60 their 50<sup>th</sup> wedding anniversary in December.

61  
62 Chair Sullivan: I am going to ask Vice Chair Tsantoulis to make a presentation to Chief Bouchard for  
63 her mother. I wish her a happy retirement.

64  
65  
66  
67 **SCHEDULED APPOINTMENTS**

68  
69 **Merrimack County Sheriff Candidate, Mr. David Croft**

70  
71 D. Croft: Thank you for having me here. I have lived with my family and dogs for over a year now in  
72 Salisbury. Becoming a sheriff has been on my agenda for a long time. I am a 6.5-year Marine Corp  
73 veteran and received my education while in the service, thanks to Uncle Sam. I worked as a corrections  
74 officer at the Merrimack County House of Corrections for three years after my Marine Corp service.  
75 From there I worked as a police officer in Boscawen for 20 years, 12 of those as Chief. I was enlisted to  
76 work on Governor Sununu's Alternative to Prosecution program, whereby we see 800 to 1,000 first-  
77 time, low-level defendants each year and help them return to society. Many of them have substance  
78 abuse and mental health issues. My idea is to assign a deputy sheriff to the prosecutor's office and  
79 engage in early intervention. Instead of locking up these offenders, we offer treatment, housing  
80 employment and insurance. For me, this will be an easy transition because I will be working with the  
81 same people I work with now. I currently create and manage a \$1 million budget, and I never exceed  
82 the expense budget and have always exceeded the revenue projection. Recently, I have been working  
83 on Governor Sununu's task for on law enforcement credibility. Currently, a police officer in NH needs  
84 only eight (8) hours of education to maintain certification. I would like to increase that and change the  
85 atmosphere at the Academy from militaristic to college-like. I want us to focus more on what society is  
86 asking of us as police officers. I would like to see the County government more involved as in other  
87 states. I would have two deputies working 24 hours a day roaming the county to help small  
88 communities. My three areas of focus are giving back, mental health and substance abuse, and  
89 increased education of police officers. Thank you.

90  
91  
92  
93 **Merrimack County Sheriff Candidate, Mr. Michael Labrecque**

94  
95 M. Labrecque: Thank you for this opportunity. I will be brief. I worked as a corrections officer for five (5)  
96 years at the state prison, five (5) years as a police officer in Bow, 12.5 years here in Hooksett and am  
97 now Chief of Police in Canterbury. My goals are transparency, professionalism and respect. In  
98 Canterbury, I have revamped the entire department from the floor up. Thank you for this opportunity to  
99 speak.

100  
101  
102  
103 **Todd Rainier, Town Clerk and Cindy Robertson, Moderator - September 8, 2020 State Election**  
104 **Preparations and Town Clerk Update on Dog Civil Forfeiture Process**

105  
106 Chair Sullivan: On behalf of the Town Council, I want to thank Marc Miville for his service to the Town,  
107 both as Town Moderator and as a Town Councilor.

108  
109 T. Rainier: I also want to thank Marc Miville for his service to Hooksett as Town Moderator. He was an  
110 integral member of the election team and his dedication will be sorely missed. In the event of a vacancy

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

118  
119 T. Rainier: As anticipated, a record number of absentee ballots has been requested for the fall 2020  
120 elections. As of today, we have fulfilled 849 requests for the September Primary, and 444 voters have  
121 returned their absentee ballots. By comparison, we had just over 700 absentee ballots for the 2016  
122 General Election. The Town Clerk/Tax Collector's office has been very busy, and I would like to thank  
123 our staff – Billie, Kim and Caitlin – for their unwavering support while we navigate this election cycle  
124 together. I have brought in three (3) additional people who have previously worked at the polls to work  
125 several hours per week assisting with the absentee ballots and election preparation. There is lots of  
126 paperwork, and all has been going very well.

127  
128 T. Rainier: The NH Legislature has passed a law allowing for the pre-processing of absentee ballots for  
129 the fall 2020 elections only. This is a public session held by the Town Moderator before election day.  
130 For the September Primary, Hooksett will hold this public session in the Council Chambers on Monday,  
131 September 7<sup>th</sup> (Labor Day) from 9:00 am until 3:00 pm. Four election officials will be present throughout  
132 this process, Thank you to Councilors Boutin, Tsantoulis and Walczyk for volunteering. We need just  
133 one more for that day. The process will be as follows: The Moderator will look at each request, open the  
134 outer envelope, check that all is in order and announce the name. Although the voters' names cannot  
135 be checked off/crossed off the checklist at this time, the names can be highlighted to make them easier  
136 to find on election day. The name will not be announced again at the election. The absentee ballots will  
137 be not be out of sight from that time until cast the next day. With the polls opening at 6:00 am,  
138 casting of absentee ballots will begin at 7:00 am on election day.

139  
140 J. Durand: What is the deadline for mailing back absentee ballots?

141  
142 T. Rainier: Absentee ballots can be received until 5:00 pm on election day.

143  
144 J. Durand: What is the last opportunity to request an absentee ballot?

145  
146 T. Rainier: All Town Clerks must be open between 3:00 pm and 5:00 pm on the day before the election.  
147 People may vote at the Town Clerk's office at this time. As far as what to expect on election day, in-  
148 person State elections are enshrined I the NH Constitution. Hooksett polls at Cawley Middle School will  
149 be open to the mask-wearing public from 6:00 am until 7:00 pm. In accordance with school policy, all  
150 persons entering the school must wear a mask at all times while in the building. Two (2) representatives  
151 from the Hooksett Fire Department will be present at the voter entrance to offer masks to those without  
152 one and to encourage voters to sanitize hands before entering. No one will be allowed entry to the  
153 school without a mask.

154  
155 T. Rainier: Moderator Robertson, with guidance from the NH Attorney General and Secretary of State,  
156 and the approval of Hooksett legal counsel, has developed accommodations for voters who cannot/will  
157 not wear a mask to still register to vote and cast a ballot. An election person out side the school with a  
158 two-way radio and will be alerted to escort a voter behind the school near the cafeteria where a tent will  
159 be set up for registration and voting. Speaking at this meeting is important for getting the message out.

160  
161 T. Rainier: In accordance with school policy all workers and volunteers must complete a health  
162 screening before entry and wear a mask at all times while in the school. Election workers will have  
163 shorter shifts than usual. The primary is a sort of trial run for November. I think it will work well. Proper

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

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

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

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

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

185 T. Rainier: The SOS has provided a lot of support. We have had bi-weekly, one-hour meetings and two  
186 hour-long meetings with Benjamin Chan. The SOS has provided PPE - pens, masks, and plexiglass  
187 shields. The ballot clerks will sit behind a six-foot- wide table with shields in front of them.  
188

189 A. Garron: I have been at all of these presentations. The plan is a good one, addressing all details.  
190 I would like to take this opportunity to announce that the Conservation Commission has been awarded  
191 a grant from RTP to help with the Riverwalk project.  
192

193 C. Robinson: We were thrilled to be notified that we will receive \$80,000 from RTP to help with Phase 3  
194 of the Riverwalk project. Five years ago, we received \$50,000.  
195

196 Chair Sullivan: Kudos to everyone who has been working on this development.  
197

198 T. Rainier: Turning to civil forfeitures, this body voted to proceed with the civil forfeiture process on  
199 June 10, 2020 at a virtual meeting. Over the next two weeks, I obtained seven of nine Councilor  
200 signatures as of June 24<sup>th</sup>. Civil forfeiture notices were printed and sent via certified mail on July 15<sup>th</sup>.  
201 Our office was delayed in getting the notices out due to office traffic and catching up on urgent  
202 transactions, which gave residents an extra month to renew without civil forfeiture penalties. Taking  
203 advantage of this, residents renewed their dogs' licenses or contacted the Town Clerk's office, resulting  
204 in status updates for almost 100 dogs. We began with a list of 743 unlicensed dogs as of June 10,  
205 2020. Bear in mind that notices go to households, many of which have more than one dog.  
206

207 T. Rainier: This was an exceptional year in terms of negative feedback, some of which was  
208 constructive, and I will work to provide additional communication to Hooksett dog owners in 2021.  
209 Numerous residents cited the closure of Town Hall as a barrier to licensing their dogs. As of today,  
210 there are 172 unlicensed dogs. Gary Blanchette from the Hooksett Police Department is in the process  
211 of hand delivering 63 unclaimed notices to the owners of record.  
212

213 Chair Sullivan: I am closing the Public Hearing on the CARES Act election funding at 6:51 pm.  
214  
215

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

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

223  
224 **Roll Call Vote #2**

225 ***R. Duhaime Aye***

226 ***J Durand Aye***

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

228 ***R. Lapierre Aye***

229 ***A. Walczyk Aye***

230 ***D. Boutin Aye***

231 ***C. Karolian Aye***

232 ***T. Tsantoulis Aye***

233 ***J. Sullivan Aye***

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

235  
236 **Deb Miville and Andy Janosz, Parks & Recreation Advisory Board - Lambert's Park Pavilion**  
237 **Project**

238  
239 B. Thomas: I am here with member and past chair Deb Miville and Chair Andy Janosz of the Parks &  
240 Recreation Advisory Board regarding the Pavilion Project for Lambert's Park. In March of this year,  
241 Town residents approved a warrant article to purchase and install a pavilion at Lambert's Park to  
242 replace the existing 12 X 12-foot gazebo constructed by an Eagle Scout about 25 years ago. The  
243 Warrant Article for \$93,390.00 was passed. The project was advertised in the Manchester Union  
244 Leader and on the Town website, in addition to being sent to several contractors. Three bids were  
245 received, and the low bidder was Probuilt Designs, LLC, for a base bid of \$89,919.00 plus \$18,900.00  
246 for a concrete pad. The total was \$102,719.00. In order to keep costs within the budget, we negotiated  
247 with the contractor, who agreed to install the pavilion without a concrete or bituminous pad, but with a  
248 stone dust surface, bringing the total down to the amount of the warrant article - \$93,390.00. The  
249 project was approved by the Parks & Rec Advisory Board at their August 10, 2020 meeting. The other  
250 two contractors were contacted to see if they could meet the bid of Probuilt; both said they could not.  
251 References for Probuilt were all positive, the best one saying that Probuilt has the hardest working  
252 crews, the owner is a "go-to guy" and that he goes "above and beyond."

253  
254 B. Thomas: Funding will consist of \$50,000.00 from the Public Recreation Facilities Impact Fees  
255 Special Revenue account and \$43,390.00 from the Parks & Rec Facilities Development Capital  
256 Reserve account. We have not yet selected colors but the Board members favor evergreen (dark)  
257 green for the roof and beige posts. The size is 52 X 24 feet.

258  
259 C. Karolian: I have a few questions: The amount of \$93,390.00 is a very precise amount. How did you  
260 arrive at that specific amount?

261  
262 B. Thomas: I came up with that amount based on estimates for the project, including electrical service  
263 for the pavilion.

264  
265 C. Karolian: No one came in at exactly \$93,390.00. Did you say the other two bidders couldn't come  
266 down in price?

267

268 B. Thomas: Yes, I did.  
269  
270 C. Karolian: This is a metal structure with a metal roof. I believe the Planning Board wants to avoid  
271 metal structures in Hooksett in order to improve aesthetics. I think Chair Sullivan once said they want to  
272 avoid used car lots and storage facilities.  
273  
274 R. Duhaime: Aesthetically, we would like to see more masonry and wood than steel, but this is not a  
275 building. It is a meeting place, and if it is constructed of wood it will require a lot more maintenance.  
276  
277 D. Boutin: The Planning Board has no policy regarding metal structures. They prefer other construction  
278 materials for businesses, but this is not out of character and looks nice.  
279  
280 T. Tsantoulis: I am not a huge fan of tin shacks. They do not look good and don't bring much revenue to  
281 the town. However, this is a recreational structure.  
282  
283 Chair Sullivan: I will read Warrant Article #16:  
284  
285 To see if the town will vote to raise and appropriate the sum of \$93,390.00 to purchase and  
286 install a pavilion for community use; of this amount, not to exceed \$50,000.00 is authorized to  
287 be withdrawn from the Public Recreation Facilities Impact Fees Special Revenue and not to  
288 exceed \$43,390.00 to be withdrawn from the Parks and Recreation Facilities Development  
289 Capital Reserve. No amount to be raised from general taxation. Approved by the Town Council  
290 8-1 and by the Budget Committee 10-0.  
291  
292 Chair Sullivan said that the accompanying information for voters says this is for a 24 X 52-foot shelter  
293 with a concrete or rice gravel floor.  
294  
295 B. Thomas: The rice gravel is ADA compatible, as is stone dust.  
296  
297 E. Labonte: Stone dust meets ADA specs for wheelchairs, and I assume that rice gravel does as well.  
298  
299 Chair Sullivan: We could contribute \$15,000.00 for a concrete floor and get it done now. We could do it  
300 right the first time.  
301  
302 D. Boutin: We would be hard-pressed to do that. How do we tell the voters we are spending another  
303 \$15,000.00, and they don't have the right to vote on it?  
304  
305 J. Durand: I agree with Councilor Boutin.  
306  
307 D. Boutin: The stone dust or rice gravel is better for children and the elderly.  
308  
309 T. Tsantoulis: I agree with Councilor Boutin.  
310  
311 R. Lapierre: This is the second time I have seen departments devise creative solutions to stay within a  
312 budgeted amount.  
313  
314 R. Duhaime: We should stay with what the voters want. Furthermore, we should have a wish list of  
315 things we would like to do. I can think of a lot of things for the list.  
316  
317 **J. Durand motioned to award the pavilion contract to Probuilt Designs for the Base Bid of**  
318 **\$89,919.00 plus \$3,471.00 for the stone dust surface, for a total bid amount of \$93,390.00. D.**  
319 **Boutin seconded the motion.**

320  
321 C. Karolian: A kid could tip back and bang his head on a metal post. Stone dust will turn to mud and run  
322 off. I just want to do what the warrant article says. You can vote the way you want to.  
323  
324 R. Lapierre: The ground material is not in the warrant article; it is in the explanation.  
325  
326 Chair Sullivan: It is assumed we will adhere to what the additional voter information says.  
327  
328 B. Thomas: What if you change the motion to say "...stone dust or rice gravel"?  
329  
330 C. Karolian: If we don't know what it is, we shouldn't be doing this. I am looking at what is right and  
331 what is wrong.  
332

333 ***J. Durand motioned to revised his motion to add "or rice gravel" for the surface. D. Boutin***  
334 ***seconded the revision.***  
335

336 A roll call vote was taken on the motion.  
337

338 **Roll Call Vote #3**

339 ***D. Boutin Aye***  
340 ***C. Jones Not present***  
341 ***A. Walczyk Aye***  
342 ***J. Durand Aye***  
343 ***R. Duhaime Aye***  
344 ***T. Tsantoulis Aye***  
345 ***R. Lapierre Aye***  
346 ***C. Karolian Nay***  
347 ***J. Sullivan Aye***  
348 ***Voted in favor (7-1).***  
349

350 **CONSENT AGENDA**

351 **Accept the donation of \$500.00 from the Hooksett Kiwanis Foundation to the Town of Hooksett**  
352 **for DPW Parks & Recreation Division per RSA 31:95-b: III(b).**  
353  
354

355 **Motion to accept the donation of Dunkin gift cards from an anonymous citizen, valued at \$40.00**  
356 **(4 - \$10.00 Cards), to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-e:**  
357 **II and 31:95-b, III(b).**  
358  
359

360 **Motion to accept the donation of 12 First Responder Kits from Shannon Earnshaw of Hooksett,**  
361 **unknown value (less than \$5,000.00), to the Town of Hooksett for the Hooksett Police**  
362 **Department per RSA 31:95-e: II**  
363  
364

365 **Acceptance of NH DOJ Grant Round 2**  
366  
367

368 ***T. Tsantoulis motioned to approve the four (4) Consent Agenda items. D. Boutin seconded the***  
369 ***motion.***  
370

371 A roll call vote was taken on the motion.  
372

373 **Roll Call Vote #4**

374 ***A. Walczyk Aye***  
375 ***R. Lapierre Aye***  
376 ***C. Jones Not present***

377 **R. Duhaime** *Aye*  
378 **J. Durand** *Aye*  
379 **C. Karolian** *Aye*  
380 **T. Tsantoulis** *Aye*  
381 **D. Boutin** *Aye*  
382 **J. Sullivan** *Aye*  
383 **Voted unanimously in favor (8-0).**

384  
385 **TOWN ADMINISTRATOR'S REPORT**  
386

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

390  
391 The Town of Hooksett continues to monitor guidance and information provided by the State of  
392 New Hampshire and the Center for Disease Control (CDC) relative to COVID-19 and take the  
393 appropriate steps to protect the health and safety of our employees. In response to the travel  
394 guideline published by the NH Department of Public Health Services (DPHS) on July 22, 2020,  
395 the Town will take the following course of action, effective (date to be determined).

396  
397 The Town of Hooksett strongly discourages international travel, cruise ship travel and travel out-  
398 side of New England.

399  
400 Any employee who chooses to travel internationally, on a cruise ship, or outside of New  
401 England is required to do the following for each instance of travel:

- 402
- 403     ▪ Notify your supervisor as soon as possible of your plans to travel.
  - 404     ▪ Within 2 to 4 calendar days of your return from travel, submit to a COVID-19 test.
  - 405     ▪ Upon return to work, wear a cloth face covering over your nose and mouth at all times  
406 while indoors and when unable to maintain a 6' distance while outdoors, until such time  
407 as a negative COVID-19 test is received or 14 days have passed since your return from  
408 travel, whichever is earlier.
  - 409     ▪ Notify your supervisor immediately if you develop COVID-like symptoms at any time  
410 within 14 days of your return from travel.

411  
412 Any employee who chooses not to submit to a COVID-19 test and/or wear an appropriate face  
413 covering must quarantine for 14 days. During the 14-day quarantine period, employees must  
414 use available accrued time or emergency paid sick leave or go without pay if neither accrued  
415 time nor emergency paid sick leave are available.

416  
417 This policy will remain in effect through December 31, 2020, or until such time as the CDC  
418 and/or NH DPHS revises its current travel guidelines.

419  
420 A. Garron: Our dilemma now is that the CDC recently took out the 14-day quarantine requirement.  
421 Should we follow the State or the CDC?

422  
423 J. Durand: That was just this week, wasn't it?

424  
425 A. Garron: Yes. The town attorney says we should follow the CDC.

426  
427 Chair Sullivan: Which guidelines do you follow?

428



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

480  
481 R. Duhaime: I would like to change “international travel” to “non-essential travel” in the second  
482 paragraph.  
483  
484 Chair Sullivan: How do you define “non-essential?” It is a subjective term.  
485  
486 ***R. Lapierre motioned to amend the draft Travel Policy by striking everything up to the comma***  
487 ***before “until” in the third bullet and replacing it with, “Do not return to work.” A Walczyk***  
488 ***seconded the motion.***  
489  
490 R. Lapierre: This avoids the scenario whereby someone who is positive doesn’t know until the test  
491 results are received, and by then a whole office must be sent home.  
492  
493 D. Boutin: That is arbitrary.  
494  
495 R. Lapierre: This is a serious public health issue, a pandemic. These are the guidelines used in  
496 schools.  
497  
498 A. Walczyk: And at the YMCA as well.  
499  
500 ***C. Karolian motioned to call the question. T. Tsantoulis seconded the motion to call the***  
501 ***question.***  
502  
503 A roll call vote was taken on the motion.  
504  
505 **Roll Call Vote #6**  
506 ***J. Durand Aye***  
507 ***R. Lapierre Nay***  
508 ***C. Karolian Aye***  
509 ***D. Boutin Aye***  
510 ***C. Jones Not present***  
511 ***T. Tsantoulis Aye***  
512 ***A. Walczyk Nay***  
513 ***R. Duhaime Nay***  
514 ***J. Sullivan Nay***  
515 ***Motion failed (4-4).***  
516  
517 T. Tsantoulis: There are too many moving parts. I am not comfortable with changing at this point.  
518  
519 Chair Sullivan called for a roll call vote on the amendment offered by Councilor Lapierre.  
520  
521 **Roll Call Vote #7**  
522 ***C. Jones Not present***  
523 ***C. Karolian Nay***  
524 ***R. Lapierre Aye***  
525 ***R. Duhaime Aye***  
526 ***A. Walczyk Aye***  
527 ***J. Durand Nay***  
528 ***T. Tsantoulis Nay***  
529 ***D. Boutin Nay***  
530 ***J. Sullivan Nay***

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

532  
533 **D. Boutin motioned to adopt the COVID-19 Travel Policy as presented by Town Administrator**  
534 **Garron for effective date September 2, 2020. J. Durand seconded the motion.**

535  
536 A. Walczyk: I would like this to be effective immediately. Better sooner than later. We can't know every  
537 scenario. We shouldn't table this; it will take forever.

538  
539 A roll call vote was taken on the motion.

540  
541 **Roll Call Vote #8**

542 **R. Lapierre Aye**

543 **R. Duhaime Aye**

544 **T. Tsantoulis Abstained**

545 **A. Walczyk Aye**

546 **J. Durand Aye**

547 **C. Jones Not present**

548 **D. Boutin Aye**

549 **C. Karolian Abstained**

550 **J. Sullivan Aye**

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

554  
555 J. Durand: Mr. Garron needs time to get the notice out.

556  
557 C. Karolian: How does the employee get paid while in quarantine?

558  
559 A. Garron: An employee can use emergency paid leave, sick leave, or unpaid sick leave.

560  
561 A. Garron said that Administrative Services Coordinator Donna Fitzpatrick has good news regarding  
562 insurance.

563  
564 D. Fitzpatrick: I have very good news. Health Trust is our broker of medical and dental insurance.  
565 Because of a significant reduction in claims, they have a surplus which, per State law, must be returned  
566 to the political subdivision paying for the insurance – in this case, the Town of Hooksett. The estimated  
567 amount to be returned to Hooksett is \$93,693.73. We will know the actual amount on October 6, 2020,  
568 the same date when they will set the new rate for January 1, 2021.

569  
570 D. Boutin: Who gets the money?

571  
572 D. Fitzpatrick: The Town of Hooksett.

573  
574 A. Garron: This was a welcome surprise, especially since we don't know what we will have for revenues  
575 from Highway Block Grants or the Meals & Lodging tax.

576  
577 Mr. Garron: The Kiwanis Club has decided not to hold its trail race this fall.

578  
579 Mr. Garron: I am pleased to report that GOFERR is adding one more date for reporting COVID  
580 expenses – October 15<sup>th</sup>. We also received an indication that the full amount of the current submission,  
581 \$81,287.17 has been approved.

582  
583 Mr. Garron: I have completed a review of employees. In the coming months we will do some  
584 reorganizations and job description updates. As all of you know, we have a great staff.  
585  
586 Mr. Garron: Police Chief Bouchard has agreed to provide you with a summary of the work of the State  
587 Commission on Police Accountability, Community and Transparency  
588  
589 Chief Bouchard: This group of 12 from several areas of government and other organizations has met  
590 once or twice a week since being formed in June. I have followed their discussions in order to know  
591 what issues they are looking at and to assess how the Hooksett Police Department measures up. The  
592 Commission's draft report emphasizes the importance of having a good relationship with the  
593 community. The Hooksett PD has a very good relationship with the community and works hard at it.  
594 The Commission discussed the importance of removing implicit bias. Hooksett police officers could  
595 benefit from training in this area, and we are reviewing department policies. The collection and analysis  
596 of data regarding race and gender was identified as very important by the Commission. They may  
597 decide to gather this information at the state level, which would be good. We keep our own data  
598 currently. Some members seemed to think that SRO's are arresting students. Their role is mostly to  
599 counsel students. Officer Bergeron does a great job at our schools. We also have a juvenile detective,  
600 which the Commission recommends.  
601  
602 Chief Bouchard: The Commission wants to legalize marijuana, decriminalize all drugs and make  
603 possession a misdemeanor. They also advocate police officer training about mental illness, substance  
604 abuse and working with veterans – specifically, supporting a veteran mobile assessment team.  
605  
606 D. Boutin: What have they done with the Laura List?  
607  
608 Chief Bouchard: Some want it to be public. They have an Exculpatory Evidence Schedule, and police  
609 departments are to report to the Attorney General about untruthful officers.  
610  
611 A. Garron: We are negotiating a land swap for the sewer pump station, which is part of the Route 3A  
612 TIF. We will get a larger piece of land for future development. We are also pursuing an Economic  
613 Development Administrative Grant, working with the Southern NH Regional Planning Commission. The  
614 TIF project fits the criteria.  
615  
616 T. Tsantoulis: What do you know about the gypsy paving company setting up camp on Bypass 28?  
617  
618 A. Garron: I am aware of the situation, as is Code Enforcement Officer Matt Lavoie. They will be  
619 submitting a Site Plan to the Planning Board, but in the meantime, they have been issued a Cease &  
620 Desist order.  
621  
622 **OLD BUSINESS**  
623  
624 **2020 Paving Update (Rescind vote of 07/15/2020 and seeking new vendor approval)**  
625  
626 E. Labonte: After awarding this work to Pike Industries, they found an error in their bid, and the amount  
627 of the bid is higher than what was approved. We missed the error too.  
628  
629 ***T. Tsantoulis motioned to rescind the original action awarding the 2020 Resurfacing bid to Pike***  
630 ***Industries, Inc. In the amount of \$339,563.50. J. Durand seconded the motion.***  
631  
632 A roll call vote was taken.  
633  
634 **Roll Call Vote #9**

635 **J. Durand Aye**  
636 **D. Boutin Aye**  
637 **C. Jones Not present**  
638 **R. Duhaime Aye**  
639 **C. Karolian Aye**  
640 **A. Walczyk Aye**  
641 **T. Tsantoulis Aye**  
642 **R. Lapierre Aye**  
643 **J. Sullivan Aye**  
644 **Voted unanimously in favor (8-0).**

645  
646 T. Tsantoulis: Weren't there questions regarding the integrity of GMI when they worked on Hackett Hill  
647 Road?

648  
649 E. Labonte: That was two years ago, and I wasn't here. GMI could have been removed from future  
650 bidding in Hooksett or suspended from bidding for a period of time, but no action was taken. Their  
651 recommendations are good.

652  
653 **Chair Sullivan motioned to approve and consent to award the 2020 Resurfacing bid to GMI**  
654 **Asphalt, LLC, the lowest bidder, for \$344,546.60, to be funded out of the current FY 2020-2021**  
655 **budget. D. Boutin seconded the motion.**

656  
657 T. Tsantoulis: What would be different now?

658  
659 E. Labonte: I heard they weren't being monitored at the Hackett Hill job two years ago. That won't  
660 happen now because we will have a DPW employee there all of the time.

661  
662 C. Karolian: When do you pay them?

663  
664 E. Labonte: They submit a pay application about every 30 days. We retain about ten percent until near  
665 completion.

666  
667 C. Karolian: I want to remind everyone about COVID and the effect it might have on revenues. We don't  
668 know how much our losses might be, and tax bills go out in December. Was Pike's bid about  
669 \$15,000.00 more than the lowest bid? What is their business address?

670  
671 E. Labonte: The business address is out of state.

672  
673 A. Walczyk: I want to remind Councilor Karolian that we invested in an analysis of our roads to have a  
674 data driven plan. Mr. Labonte, is the correct figure on the table inserted on page 37 \$5,000 or \$1,000?

675  
676 E. Labonte: It is \$1,000.

677  
678 A. Walczyk: I am not familiar with *Contingencies as Ordered and Approved by Town* in that same table.

679  
680 E. Labonte: That is in case of overruns so we don't have to come back before the Council.

681  
682 Chair Sullivan: You don't have to choose the lowest bid, do you?

683  
684 E. Labonte: No, we have to make a decision in the best interest of the town.

685

686 R. Duhaime: I would like to see Pike do this project. In this case, the lowest bidder isn't the best  
687 because of the issues we had with GMI. Hooksett has Pike's largest plant. The asphalt will be warm.  
688  
689 T. Tsantoulis: It would be good to have the materials here in Hooksett. The temperature of the asphalt  
690 is important, especially in the fall.  
691  
692 E. Labonte: GMI gets some of its materials from Pike.  
693  
694 D. Boutin: Is GMI's bid on page 37 the lowest? Is it reasonable?  
695  
696 E. Labonte: It is the lowest and it's what we asked for.  
697  
698 D. Boutin: What is Pike's bid?  
699  
700 E. Labonte: It is \$360,563.50.  
701  
702 C. Karolian: Too many times I hear that something has to be done urgently – eleventh hour decisions.  
703 These are uncertain times. We shouldn't be spending \$400,000 now. Take a ride up Dale and Morse.  
704  
705 ***C. Karolian motioned to table this item. T. Tsantoulis seconded the motion.***  
706  
707 Chair Sullivan: Since this is a motion to table, there is no discussion.  
708  
709 D. Boutin: We can discuss a motion to table.  
710  
711 Chair Sullivan: We can only ask for more information, for clarification.  
712  
713 D. Boutin: We want more information, but we are one week from September and the temperature was  
714 57 degrees in Hooksett this morning. How late in the year can you pave roads?  
715  
716 E. Labonte: We are supposed to stop paving by November 15<sup>th</sup>.  
717  
718 Chair Sullivan called for a roll call vote on the motion to table.  
719  
720 **Roll Call Vote #10**  
721 ***C. Karolian Aye***  
722 ***T. Tsantoulis Aye***  
723 ***R. Lapierre Nay***  
724 ***C. Jones Not present***  
725 ***D. Boutin Nay***  
726 ***J. Durand Aye***  
727 ***A. Walczyk Nay***  
728 ***R. Duhaime Nay***  
729 ***J. Sullivan Nay***  
730 ***Motion failed (3-5).***  
731  
732 Chair Sullivan called for a roll call vote on the motion to award the contract to GMI, the lowest bid.  
733  
734 **Roll Call #11**  
735 ***T. Tsantoulis Nay***  
736 ***R. Lapierre Aye***

737 **J. Durand** **Nay**  
738 **C. Jones** **Not present**  
739 **C. Karolian** **Nay**  
740 **A. Walczyk** **Aye**  
741 **R. Duhaime** **Nay**  
742 **D. Boutin** **Aye**  
743 **J. Sullivan** **Aye**  
744 **Motion failed (4-4).**

745  
746

747 **T. Tsantoulis motioned to approve and consent to award the 2020 Resurfacing bid to Pike Industries in the amount of \$360,563.50.**

749

750 Chair Sullivan asked Councilor Tsantoulis to add to his motion waiving the Administrative Code rules.

751

752 D. Boutin: This is wrong. You need to waive the rules first.

753

754 **D. Boutin motioned not to waive the rules. R. Lapierre seconded the motion.**

755

756 Chair Sullivan: A motion should be expressed in the positive.

757

758 D. Boutin: My motion was totally legitimate.

759

760 C. Karolian: I have a point or order. Now you are waiving the rules to get something passed.

761

762 R. Lapierre: If I vote no, is that a vote to waive the rules?

763

764 Chair Sullivan: No, it is a vote against not waiving the rules

765

766 T. Tsantoulis: It is a motion that does nothing.

767

768 Chair Sullivan: I would like to have a motion stated in the positive.

769

770 D. Boutin: I will withdraw my motion.

771

772 R. Lapierre: Councilor Tsantoulis was going to make a motion and Councilor Boutin jumped in.

773

774 D. Boutin: I did not jump in.

775

776 **C. Karolian motioned to waive the rules of the Administrative Code. J. Durand seconded the motion.**

777

778 A roll call vote was taken.

779

780 **Roll Call Vote #12**

781 **D. Boutin** **Nay**

782 **A. Walczyk** **Aye**

783 **J. Durand** **Nay**

784 **C. Karolian** **Nay**

785 **R. Lapierre** **Aye**

786 **T. Tsantoulis** **Aye**

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788 **R. Duhaime Aye**  
789 **C. Jones Not present**  
790 **J. Sullivan Aye**  
791 **Voted in favor (5-3).**

792  
793 **T. Tsantoulis motioned to approve and consent to award the 2020 Resurfacing bid to Pike**  
794 **Industries in the amount of \$360,563.50. R. Duhaime seconded the motion.**

795  
796 A roll call vote was taken on the motion.

797  
798 **Roll Call Vote #13**

799 **C. Karolian Nay**  
800 **D. Boutin Nay**  
801 **T. Tsantoulis Aye**  
802 **R. Lapierre Aye**  
803 **A. Walczyk Aye**  
804 **R. Duhaime Aye**  
805 **J. Durand Nay**  
806 **C. Jones Not present**  
807 **J. Sullivan Aye**  
808 **Voted in favor (5-3).**

809  
810 T. Tsantoulis: I was voting against the contractor, not the Resurfacing.

811  
812 C. Karolian: I want to ask my fellow Councilors if they have driven up Morse and Dale.

813  
814 **T. Tsantoulis motioned to continue the meeting at 9:30 pm. A. Walczyk seconded the motion.**

815  
816 A roll call vote was taken on the motion.

817  
818 **Roll Call Vote #14**

819 **R. Duhaime Aye**  
820 **J Durand Nay**  
821 **C. Jones Not present**  
822 **R. Lapierre Nay**  
823 **A. Walczyk Aye**  
824 **D. Boutin Nay**  
825 **C. Karolian Nay**  
826 **T. Tsantoulis Aye**  
827 **J. Sullivan Aye**  
828 **Motion failed (4-4).**

829  
830 The meeting ended.  
831 Respectfully submitted,  
832 *Kathleen Donnelly*  
833 Kathleen Donnelly  
834 Recording Clerk

835  
836  
837 **Please see subsequent meeting minutes for any amendments to these minutes.**