

**Town of Hooksett  
Town Council Meeting Minutes  
Wednesday, September 9, 2020**

1  
2 The Hooksett Town Council met on Wednesday, September 9, 2020 at 6:00 in the Hooksett Municipal  
3 Building.

4  
5 **CALL TO ORDER**

6 Chair Sullivan called the meeting of 09 Sep 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 Robert Duhaime, Councilor John Durand,  
13 Councilor Roland Lapierre, Councilor David Boutin, Councilor Clifford Jones, Councilor Timothy  
14 Tsantoulis, and Councilor Alex Walczyk

15  
16 Councilor Clark Karolian attended remotely.

17  
18 **PLEDGE OF ALLEGIANCE**

19 Chair Sullivan called for the Pledge of Allegiance.

20  
21  
22 **PUBLIC HEARINGS**

23 **Public Hearing to accept the donation of Personal Protective Equipment, Hand sanitizer, and**  
24 **Thermometers from Ocean State Job Lot, valued at \$11,150.00, to the Town of Hooksett for the**  
25 **Hooksett Police and Fire Departments per RSA 31:95-e II.**

26  
27  
28 Chief Bouchard: Ocean State Job Lots contacted Chief Burkush and myself about this donation. Over  
29 the past several months they held a fund raiser. Customers could make donations when making  
30 purchases. The supplies, valued at \$11,500.00, were split evenly between the Fire and Police  
31 Departments. We were given huge boxes of surgical masks, hand sanitizers, thermometers and face  
32 shields, giving us a back supply of these items. This is a very generous donation.

33  
34 **SPECIAL RECOGNITION**

35 **Hooksett Municipal Employee - New Hire**

36  
37  
38 A. Garron: We have no new hires to report at this time.

39  
40 C. Karolian: I propose that we should have a freeze on new hires until we get over this situation with  
41 COVID, into the next fiscal budget.

42  
43 Chair Sullivan: I will ask you to hold that until the appropriate time during the Town Administrator's  
44 report.

45  
46  
47 **SCHEDULED APPOINTMENTS**

48  
49 None.

50  
51 **CONSENT AGENDA**

52

53 None.

54

55 **TOWN ADMINISTRATOR'S REPORT**

56

57 A. Garron: I would ask for the Council's indulgence for a presentation on Hooksett's Stormwater Asset  
58 Management Program. Town Engineer Bruce Thomas, Public Works Director Earl Labonte, and a  
59 consultant from Hoyle/Tanner will make the presentation. This is part of the MS-4 program for DES.

60

61 B. Thomas: I would like to introduce Mr. John Jackman from Hoyle/Tanner and Ms. Deborah Louiselle,  
62 who is the Stormwater Coordinator for NHDES. We have a PowerPoint presentation on Hooksett's  
63 Stormwater Asset Management plan, which was started to meet the NHDES requirement for the MS-4.  
64 That is the primary purpose. It outlines a plan for monitoring stormwater outfalls and things like that,  
65 with the goal of pollution prevention. This presentation will cover Public Works & Utilities, Asset  
66 Management Challenges and Hooksett's Asset Management Program. To provide some background,  
67 in June of 2017, pre-application was made for \$30,000 from the State Revolving Fund (SRF). A warrant  
68 article was passed in March of 2018, the full application was completed in June of 2018, and this  
69 presentation represents the completed project. Public Works elements include the stormwater system,  
70 road system, Parks & Rec areas, and the Public Works facilities. The challenges Hooksett faces  
71 include updating the GIS map, comprehensive preventative maintenance & financial forecasting,  
72 responding to and tracking emergency responses, and customer service tracking. We have come quite  
73 a way with the GIS map. These challenges include the following increases: 1) demand on services 2)  
74 age of infrastructure 3) accountability 4) unfunded/underfunded mandates 5) requirements to be  
75 sustainable & resilient and 6) regulatory requirements.

76

77 Chair Sullivan: In what regard are you talking about sustainability and resiliency?

78

79 B. Thomas: That means having equipment that we are maintaining in good condition. We want to  
80 establish realistic ways to maintain our equipment without spending too much.

81

82 B. Thomas: Elements of the Asset Management Program include inventory, maintenance, condition  
83 assessment, criticality, life cycle costs, and level of service. All of these are typical MS-4 requirements.  
84 We need to keep track of our assets more efficiently.

85

86 R. Duhaime: Do you have a list of assets?

87

88 B. Thomas: Yes, we do, and we will get to that.

89

90 Chair Sullivan: This is similar to our Roadway Management program, isn't it?

91

92 B. Thomas: Yes, and when I came to Hooksett, there were streets without names. Now, all of the  
93 streets have been named and they are color-coded by State, Town and private roads. With Mr.  
94 Jackman's help, we have identified all drain pipes, catch basins, and outfalls. I was able to put together  
95 a map with all outfall locations identified in just ten minutes today. In another 15 minutes, all were  
96 numbered, with a description of where they are and their current condition. We have put the size and  
97 age of each pipe into a database

98

99 D. Boutin: Why are there no drain lines on some of these?

100

101 B. Thomas: It is not necessary to have drainage everywhere.

102

103 C. Jones: If you come to Bert Street after a heavy rain, you can see the flooding that I deal with.

104

105 J. Jackman: That is good to know and is one of the ways we gather information. This next slide  
106 demonstrates the way we analyze assets, which is based on maintenance needs, criticality, condition  
107 and value.  
108  
109 R. Duhaime: Do we have a list of assets?  
110  
111 J. Jackman: Using GPS, we located over 2,000 storm structures owned by the Town. I do not have that  
112 list with me, but we have the diameter, material, year and length recorded. Public Works is constantly  
113 updating this information while doing maintenance.  
114  
115 R. Lapierre: Regarding data criticality, are condition and value based on quantitative or qualitative  
116 data?  
117  
118 J. Jackman: Because we are at the beginning of the program, we are working from the top down. Detail  
119 will be improved over time.  
120  
121 R. Lapierre: Do you have a scale such as 1 – 5 for rating the assets?  
122  
123 J. Jackman: When Public Works employees are cleaning a structure, they do a condition analysis to  
124 determine what needs to be done. Criticality is based on diameter, the year installed and the material of  
125 the pipe. We have developed a risk score. If that asset fails, what are the consequences? Is it close to  
126 a school or a hospital? What is the traffic volume? I caution that we are at the beginning of this process.  
127  
128 R. Lapierre: Do these factors affect value?  
129  
130 J. Jackman: Value is based on current replacement cost.  
131  
132 R. Lapierre: Do you multiply criticality times value to establish expected repair costs per year?  
133  
134 J. Jackman: Risk is probability times the consequences of failure.  
135  
136 D. Boutin: What is criticality?  
137  
138 J. Jackman: If an asset fails, what are the financial, environmental and social impacts?  
139  
140 D. Boutin: How do you put it all together?  
141  
142 J. Jackman: Included in the GIS is how we will interpret the data so that we understand and can act.  
143 This will take time. In two years, we will have better data. Public Works employees have phones,  
144 tablets and maps. The risk model has not yet been developed.  
145  
146 D. Boutin: Who will train the employees?  
147  
148 J. Jackman: They are doing it now, but do we need more training and more data? Yes. I am available to  
149 help with this. Hooksett has come a long way, but there is a long way to go.  
150  
151 Chair Sullivan: Maybe you can come back in a year and give us an update.  
152  
153 J. Jackman: Yes. Part of the program involves developing levels of service for various elements. We  
154 had a workshop with representatives from NHDES, Hooksett staff and Hoyle/Tanner. The purpose was  
155 to develop a scorecard on how well Hooksett is doing regarding such factors as outfalls, culverts,  
156 stormwater and street sweeping. Upon evaluation, for goals not achieved, reasons for failure can be

157 identified. Was the failure preventable? This is a top down capital planning tool. It will allow for better  
158 budget analysis. Hooksett has a \$50 million collection system and a stormwater deficit of \$9.4 million of  
159 pipes that are failing.  
160  
161 D. Boutin: Does the CIP have funds for stormwater management?  
162  
163 E. Labonte: Yes, three (3) areas have been identified and programed out.  
164  
165 J. Durand: Is Sherwood Drive on that list?  
166  
167 E. Labonte: Yes, it is.  
168  
169 J. Jackman: This program is always ongoing and updated.  
170  
171 A. Walczyk: We have a roadway management system. Can we leverage that to correlate road work  
172 with work on the stormwater system?  
173  
174 E. Labonte: We don't have a good camera for the drainage pipes.  
175  
176 B. Thomas: If we know what road is going to be done, we can zoom in on the condition of the pipes.  
177  
178 R. Duhaime: Has this been done for the work to be done on Dale and Morris?  
179  
180 E. Labonte: In that situation, the pipes are outside of the paving and there is very little drainage there.  
181 Also, those roads are in such bad condition that we would have to do them anyway. In the future, yes,  
182 we can try to coordinate road work with drainage work.  
183  
184 R. Duhaime: What about the outfalls?  
185  
186 B. Thomas: We inspect the outfalls as part of the MS-4 program. It is required, and the data will go into  
187 the program.  
188  
189 E. Labonte: We have LeRoux, Sherwood and Scott Drives in the CIP now.  
190  
191 D. Boutin: What is the timetable for this?  
192  
193 B. Thomas: This is from now until the end of time.  
194  
195 D. Boutin: How will this be paid for?  
196  
197 B. Thomas: The staff will be doing the work. It would be helpful to have more equipment, but the work  
198 will be done when routine work is being done.  
199  
200 Chair Sullivan: If you start today, how long will it take?  
201  
202 J. Jackman: Employees do this when doing their daily jobs. For example, when they are cleaning a  
203 catch basin, they can take a photograph. If the catch basin is in poor condition, an email report can be  
204 sent. Establishing the database will take about five years.  
205  
206 B. Thomas: Ms. Deborah Louiselle, Stormwater Coordinator for the NHDES would like to address the  
207 Council.

208

209 D. Louiselle: I am here for Katie Zink, who could not make the meeting. She wants to applaud the great  
210 work done by Bruce Thomas, Earl Labonte and Tom Bartula on the development of this plan. With the  
211 help of their consultant, Hoyle/Tanner, they have created a prioritized inventory of assets, which will  
212 save Hooksett money in the long run.

213  
214 R. Duhaime: We have a lot of State roads in Hooksett, and I have about questions about plans for the  
215 Merrimack River watershed.

216  
217 D. Louiselle: There are lots of grant opportunities outside the area of asset management. Assuming a  
218 warrant article is needed, Hooksett could start now and get ahead of the curve. We have a lot of low  
219 interest loans.

220  
221 Chair Sullivan: Next, we have Town Clerk Todd Rainier, Moderator Cindy Robinson and Assistant  
222 Moderator Don Riley with a report on the primary election.

223  
224 T. Rainier: We did the pre-processing of absentee ballots on Labor Day, working basically from 9:00 am  
225 to 5:00 pm. This worked well, and I want to thank Councilors Boutin, Sullivan, Tsantoulis and Walczyk  
226 for giving up their holiday to help us. We had 10,718 registered voters on the checklist when the  
227 election began. A total of 2,922 votes were cast, including 848 absentee ballots. Of the request for  
228 absentee ballots, only 200 did not come back. As compared with the same election in 2016, we had  
229 1,000 more ballots. The Checklist Supervisors registered 92 new voters. From the Fire Department, we  
230 had Captain Stalker and Assistant Chief Colburn at the entrance all day, serving as buffers. They  
231 arrived before 6:00 am and were there until after 7:00 pm. They were the right people for that role, and  
232 we were grateful for their help. The Police Department supplied officers for two shifts, morning and  
233 afternoon, and we thank them as well. We had two voters who could not wear masks and another two  
234 who would not. We handled them as we had planned. We are now starting to plan for November.

235  
236 R. Duhaime: Will you need more tables with plexiglass for November?

237  
238 T. Rainier: We are working on how to fit everything we will need into the area for November. We can  
239 move the Checklist Supervisors into the cafeteria, and we need to plan for distancing in the hallway and  
240 out the door.

241  
242 Chair Sullivan: Do you need something you don't have?

243  
244 T. Rainier: The pre-processing of absentee ballots was a time-saver, but we still worked all of election  
245 day on the absentee ballots. No doubt there will be many more in November.

246  
247 C. Robinson: I want to point out that elections are getting bigger and more complex. I was not able to  
248 close the polls until 7:15 pm. An enormous amount of time and manpower are needed. We need many  
249 more volunteers. Our Supervisors of the Checklist need brand new laptops. They now have refurbished  
250 ones; one didn't even work and the others did not work well. They want ones with built-in Wi Fi. Best  
251 Buy has them for less than \$1,000. Another challenge is the way the absentee ballots are organized.  
252 The State software arranges them alphabetically by district, but the checklist is arranged alphabetically  
253 by the whole town.

254  
255 Chair Sullivan: The Council will help in any way we can to get more volunteers.

256  
257 D. Riley: The way we organized the absentee ballots cost us 10-15% in efficiency. We need to get rid of  
258 the program at the State level which kicks them out by district. It is a simple programing issue.

259

260 C. Robinson: Many of the large, national stores, such as Target, have programs whereby they will pay  
261 their employees for working at the polls. It would be good if someone could check with the one in  
262 Hooksett to see if they are willing to do this.  
263  
264 A. Garron: Can we get the State to change the format? Can we control that?  
265  
266 T. Rainier: The program breaks the list into districts, as if they are city wards. If we don't eliminate our  
267 districts, we can't change this. It is a Charter issue.  
268  
269 A. Garron: What can we do to change this?  
270  
271 J. Durand: Why can't we get the printout arranged alphabetically by the whole town?  
272  
273 T. Rainier: That would be something to discuss with the Secretary of State's office.  
274  
275 A. Garron: If we purchase laptops for the Checklist Supervisors, it will come out of our current budget  
276 for computers.  
277  
278 **R. Duhaime motioned to direct the Town Administrator to provide the three (3) laptops**  
279 **necessary for the Supervisors of the Checklist. A. Walczyk seconded the motion.**  
280  
281 T. Tsantoulis: I think we should postpone this motion in order to get more information about what  
282 laptops they want.  
283  
284 Chair Sullivan: We could have a presentation at the budget workshop next week to provide that  
285 information.  
286  
287 C. Jones: Can we look at IBMs as well as Apples? The Apple laptops are more expensive.  
288  
289 C. Robinson: I just gave an example.  
290  
291 R. Duhaime: I withdraw my motion.  
292  
293 A. Garron: I have an update on the streetlight conversion. Affinity has started analyzing the ledger.  
294 They have between 70 and 90 minor issues regarding ownership of the 435 lights. The dashboard will  
295 be up soon.  
296  
297 A. Garron: Chief Bouchard has a brief report on an activity in her department.  
298  
299 Chief Bouchard: September is Suicide Prevention month, and my officers came up with an activity to  
300 support awareness of suicide in the veteran population. Today, several of us went to the Vet Center in  
301 Hooksett to do 22 pushups in awareness of the 22 veterans who die each day from suicide. The Police  
302 Association presented a check for \$2,200 to the Vet Center.  
303  
304 R. Duhaime: Is the Tax Collector's office all caught up on car registrations?  
305  
306 A. Garron: From what I know, they are pretty much caught up.  
307  
308 R. Duhaime: I had a constituent call about a fire inspection. Where does that stand?  
309  
310 A. Garron: Assistant Chief Colburn his doing his best, with a two-week backlog at this time.

311  
312 Chair Sullivan: Why is there a backlog?  
313  
314 A. Garron: Assistant Chief Colburn wears multiple hats. This was a separate position at one time. Also,  
315 there is more activity in Town with development and the pandemic.  
316  
317 **C. Karolian motioned to institute a hiring freeze on new employees, effective immediately. T.**  
318 **Tsantoulis seconded the motion.**  
319  
320 C. Karolian: We don't know the financial impact of COVID on revenue, etc. A freeze is a wise and  
321 prudent thing. I don't know how many vacancies we currently have, but we should have up to a 10% cut  
322 in each department. We haven't gotten anything about where we are with revenue, how far behind we  
323 are. Keep in mind this will go into the 2022 fiscal year.  
324  
325 A. Garron: Revenues that are lagging include the State Highway Block Grants and interest income on  
326 our investments. My concern with a freeze is that we have made two offers for firefighters and one for a  
327 police officer. We would be replacing some due to retirement or resignations. Could we consider  
328 allowing replacements, but no new positions? In the upcoming budget for 2021-22, there are a couple  
329 of new positions. I withdrew one of these. There will be another next week. I can have the numbers for  
330 the budget review meeting next week.  
331  
332 E. Labonte: We are at 50% staffing at Recycling & Transfer. We have one vacancy at Highway and one  
333 in Parks & Rec. We do not have seasonal workers because we have had no applications for those  
334 positions.  
335  
336 Chief Burkush: In addition to the two currently open positions for which we have made offers, we have  
337 two lieutenants retiring this fall. A freeze would severely hurt our operation. We have two firefighters out  
338 on workers comp and with an injury  
339  
340 C. Karolian: Would you describe your shifts in terms of supervisory manpower?  
341  
342 Chief Burkush: At Station 1, we have a lieutenant and two firefighters. At Central, we have one  
343 lieutenant and three or four firefighters. The DOJ grant is keeping us at seven per shift. Group One is  
344 two lieutenants and five firefighters; Group Two is one lieutenant, one captain and five firefighters;  
345 Group Three is one captain, one lieutenant and five firefighters; and Group Four is two lieutenants and  
346 five firefighters. That is at two stations.  
347  
348 Chief Bouchard: We have one full-time officer position open. Certified candidates are best because  
349 they are already trained. We have had a part-time Administrative Assistant position open since March,  
350 and just advertised for it.  
351  
352 C. Karolian: Is a full complement 30?  
353  
354 Chief Bouchard: Yes, and we are at 29.  
355  
356 T. Tsantoulis: I hate saying this, but difficult times require difficult decisions. We all know that  
357 restaurants are not serving many customers. Therefore, town revenue from Meals & Lodging taxes will  
358 be down. Our three largest department represent a four percent (4%) increase in the proposed budget.  
359 I don't like talking about this and I don't want to be a doomsayer, but we could be in trouble this time  
360 next year. It's a real possibility.  
361  
362 C. Jones: With a four-man shortage, will EMT services be affected?

363  
364 Chief Burkush: COVID has affected our budget from top to bottom in many different ways. We have  
365 dealt with hiring issues, quarantine and training. The CARES Act has given us funds for the loss of  
366 ambulance revenue. We have applied for grants for emergency personnel and have been successful so  
367 far. We have received \$200,000 DOJ grants. We have been working with the Town Council through this  
368 crisis. A hiring freeze is premature. With a 10% reduction, I would have to close one station.  
369  
370 C. Jones: Do you need to have a minimum staff to get federal grants?  
371  
372 Chief Burkush: That is not the focus with COVID grants.  
373  
374 C. Jones: I am concerned about winter storms if Public Works cannot keep up with them.  
375  
376 Chief Bouchard: We are fortunate to be at 29 for staffing, but we could have officers leaving whom we  
377 could not replace. Then we would have a public safety issue.  
378  
379 Chair Sullivan: If we reduce the budget by 9.5 employees, will the tax rate be affected?  
380  
381 A. Garron: The current staff of employees are in the budget. We have worked to maintain a fund  
382 balance between 8 and 15%.  
383  
384 Chair Sullivan: How long would this hiring freeze last?  
385  
386 C. Karolian: I would like to keep that open and see up to 10% budget cuts in all departments.  
387  
388 D. Boutin: I agree with the freeze but would like to see a timeframe – possibly six months.  
389  
390 ***D. Boutin motioned to limit the timeframe for the hiring freeze to six months. T. Tsantoulis***  
391 ***seconded the motion.***  
392  
393 ***T. Tsantoulis motioned to move the question.***  
394  
395 A. Garron: With an immediate freeze, we cannot proceed with the two offers we have made and if other  
396 employees leave, we cannot replace them.  
397  
398 A. Walczyk: We are already asking our employees to do more work. We don't have much information  
399 available to make this decision. There are a dozen employees we may not hire because of this. How  
400 much money would we save? I am still not clear on where we stand with revenue.  
401  
402 ***A. Walczyk motioned to table this item so that a data-driven decision can be made. R. Lapierre***  
403 ***seconded the motion.***  
404  
405 **Roll Call Vote #2**  
406 ***R. Duhaime Aye***  
407 ***J Durand Nay***  
408 ***C. Jones Aye***  
409 ***R. Lapierre Aye***  
410 ***A. Walczyk Aye***  
411 ***D. Boutin Nay***  
412 ***C. Karolian Nay***  
413 ***T. Tsantoulis Nay***



414 **J. Sullivan Aye**  
415 **Voted in favor (5-4).**

416  
417 C. Karolian: I have a procedural question. Councilor Tsantoulis motioned to move the question.

418  
419 Chair Sullivan: That is correct.

420  
421 D. Boutin: A motion to move the questions takes precedent over all others.

422  
423 Chair Sullivan: That is correct. I'm not sure if that motion had a second, but let's assume that it did.

424  
425 J. Durand: I will second it.

426  
427 Chair Sullivan: We will wait for Councilor Duhaime to return to take the vote.

428  
429 C. Karolian: Going forward, are we holding up a vote waiting for a Councilor to return? I have left the  
430 meeting before and votes were not held.

431  
432 A roll call vote was taken on the motion to move the question, requiring a two-thirds vote.

433  
434 **Roll Call Vote #3**

435 **D. Boutin Aye**

436 **C. Jones Nay**

437 **A. Walczyk Nay**

438 **J. Durand Aye**

439 **R. Duhaime Not present**

440 **T. Tsantoulis Aye**

441 **R. Lapierre Nay**

442 **C. Karolian Aye**

443 **J. Sullivan Nay**

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

445  
446 **A. Walczyk again motioned to table this item so that a data-driven decision can be made. R.**  
447 **Lapierre seconded the motion.**

448  
449 D. Boutin: What are you looking for that hasn't been offered?

450  
451 Chair Sullivan: A motion to table cannot be debated. Councilor Walczak stated that he needs  
452 information to make a data-driven decision.

453  
454 **Roll Call Vote #4**

455 **A. Walczyk Aye**

456 **R. Lapierre Aye**

457 **C. Jones Aye**

458 **R. Duhaime Aye**

459 **J. Durand Nay**

460 **C. Karolian Nay**

461 **T. Tsantoulis Nay**

462 **D. Boutin Nay**

463 **J. Sullivan Aye**

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

465  
466 C. Karolian: So, will we be taking this up in two weeks? Next week is a budget review meeting.  
467

468 Chair Sullivan: We can take this up under Other at the budget review meeting next week.

#### 469 **NOMINATIONS AND APPOINTMENTS**

470 Chair Sullivan: We have no nominations or appointments. A Budget Committee representative is  
471 needed. If no one volunteers we will have to have a team approach. I would love to serve but I cannot  
472 because I am a member of the School Board.  
473

#### 474 **OLD BUSINESS**

#### 475 **Recommended Changes to the Administrative Code to Add Section for Procurement of** 476 **Professional Services** 477

478  
479 B. Thomas: The purpose of this is to add a new section to the Administrative Code for the hiring of  
480 engineers and other professional services. I will walk you through the three changes suggested by  
481 Councilors when this was first presented. The bottom of page 12 and top of page 13 address projects  
482 costing from \$0 to \$15,000. This section won't change. At the bottom of page 15, I have crossed out  
483 what I previously proposed and simply added language saying that, for professional services of  
484 \$15,000 or less, see Section 5.3.2. The second change, suggested by Councilor Lapierre, is just above  
485 Section 5.3.4 on page 14. It says that, for professional services greater than \$15,000, see Section  
486 5.3.6. The third change is on the bottom of page 16, addressing concerns about the list of factors. I  
487 have added 'Other factors as deemed necessary.' This is in addition to existing language in the  
488 introductory paragraph which says 'such as the following.'  
489

490 A. Walczyk: I want to suggest one edit. On page 16, Section 5.3.6 I would change 'a minimum of ten  
491 business days to 'seven calendar days' to be consistent with the RFP language.  
492

493 B. Thomas: That is a good suggestion.  
494

495 C. Karolian: If you add 'and professional services' after the word 'purchases' on page 12, Section 5.3.2  
496 and on page 13, you can eliminate all of the other stuff. You don't have to reinvent the wheel.  
497

498 A. Garron: If I understand Councilor Karolian, this would eliminate the process we are trying to create  
499 for these types of services.  
500

501 ***D. Boutin motioned to approve the changes to the procurement requirements set forth in the***  
502 ***Administrative Code, as presented and modified, with the added change on page 16 from 'ten***  
503 ***business days' to seven calendar days. R. Duhaime seconded the motion.***  
504

505 D. Boutin: This tightens up the Administrative Code with changes that address the issue.  
506

507 R. Lapierre: According to the staff report, the Town Administrator concurs with the changes. Does the  
508 language as it exists reflect your recommendation, Mr. Garron?  
509

510 A. Garron: Yes, it does.  
511

512 Chair Sullivan called for a roll call vote on the motion.  
513

#### 514 **Roll Call Vote #5**

515 ***T. Tsantoulis Aye***

516 ***C. Jones Not present***

517 ***R. Duhaime Aye***

518 **A. Walczyk** *Aye*  
519 **R. Lapierre** *Aye*  
520 **C. Karolian** *Nay*  
521 **J. Durand** *Nay*  
522 **D. Boutin** *Aye*  
523 **J. Sullivan** *Aye*  
524 **Voted in favor (6-2).**

525

## 526 **Town Council Technology Update**

527

528 A. Garron: Mr. Germain will make a presentation on his research. This discussion started at the August  
529 Workshop meeting. We are looking at the audio here in the Chambers, technology improvements for  
530 the Board, and an update of the gymnasium as a secondary meeting site when more space is needed.  
531 We have a quote from an outfit which has already done work on this room in the past. As promised, Mr.  
532 Germain sent all of you a survey regarding your preferences.

533

534 N. Germain: Looking first at the audio, I asked someone from the company which has done work for us  
535 in the past and who we trust to evaluate our options. He immediately ruled out the ceiling array option  
536 because this room is too big. Another wireless option is lavalier (KA lav) mics. The estimate for these is  
537 about \$32,000, a price which includes rewiring this room. Boundary mics like those used for conference  
538 calls would cost about \$20,000. Both the lav mics and the boundary mics would make Zoom  
539 conferencing easier. Our staff favors the boundary mics, in part because lav mics are fragile and often  
540 taken home by mistake.

541

542 Chair Sullivan: Boundary mics could be taken to someone in the audience.

543

544 N. Germain: Actually, we would use a floor mic for that.

545

546 T. Tsantoulis: It is fiscally irresponsible to go further than making decisions on these items.

547

548 A. Garron: These would be eligible for GOEFRR funds, because of their portability.

549

550 T. Tsantoulis: I didn't know that these expenses fall within that category. I missed that. I'm sorry.

551

552 J. Durand: So, if we don't spend the funds, we don't get them, right?

553

554 Chair Sullivan: That is correct.

555

556 A. Walczyk: Are the boundary mics the ones you wear?

557

558 N. Germain: No. They sit on the table.

559

560 A. Walczyk: And the cost is \$20,000?

561

562 N. Germain: Yes, approximately.

563

564 A. Walczyk: These are the ones the staff prefers, right?

565

566 N. Germain: That is correct.

567

568 C. Karolian: Are you sure...Have you checked on eligibility for all of this? Has it been asked and  
569 answered?

570  
571 A. Garron: We were unprepared when employees had to start working from home and had to order  
572 laptops for them. That was part of the \$81,000 reimbursement we received. The wireless mics would  
573 allow us to spread out or move to the gym.

574  
575 C. Karolian: What is the cost?

576  
577 N. Germain: \$20,000.

578  
579 ***D. Boutin motioned to purchase boundary mics for improved audio in the Chamber and/or the***  
580 ***gymnasium. T. Tsantoulis seconded the motion.***

581  
582 A. Garron: We have a timing issue with the requirement for an RFP and three bids. The option is a sole  
583 source procurement. The deadline for submission of COVID-19 related items is October 15<sup>th</sup>.

584  
585 R. Lapierre: For reimbursement, must these products and services be purchased and paid for in order  
586 to be eligible?

587  
588 A. Garron: Yes, they do.

589  
590 C. Karolian: What is the cost?

591  
592 D. Boutin: \$20,000

593  
594 ***Roll Call Vote #6***

595 ***J. Durand Aye***

596 ***R. Lapierre Aye***

597 ***C. Karolian Nay***

598 ***D. Boutin Aye***

599 ***C. Jones Aye***

600 ***T. Tsantoulis Nay***

601 ***A. Walczyk Aye***

602 ***R. Duhaime Aye***

603 ***J. Sullivan Aye***

604 ***Voted in favor (7-2).***

605  
606 ***Chair Sullivan motioned to waive the bid process for audio equipment/installation and for the***  
607 ***update of the gymnasium. D. Boutin seconded the motion.***

608  
609 ***Roll Call Vote #7***

610 ***C. Jones Aye***

611 ***C. Karolian Nay***

612 ***R. Lapierre Aye***

613 ***R. Duhaime Aye***

614 ***A. Walczyk Aye***

615 ***J. Durand Aye***

616 ***T. Tsantoulis Nay***

617 ***D. Boutin Aye***

618 ***J. Sullivan Aye***

619 ***Voted in favor (7-2).***

620

621 R. Lapierre: What is the cost for the work in the gym?

622

623 N. Germain: We have a quote for \$34,849, which includes the equipment and installation.

624

625 R. Lapierre: I just looked at the NH website for GOEFRR and it says the deadline for the last  
626 submission is September 15<sup>th</sup>.

627

628 A. Garron: One more month was added to give communities more time to document COVID expenses.  
629 The amount of money is the same. Our portion is still \$346,000.

630

631 N. Germain: For the gymnasium, we will have duplicate presentation capabilities.

632

633 ***Chair Sullivan motioned to authorize the Town Administrator to spend \$34,849 via GOEFRR***  
634 ***funds for the proposed update to the audio system in the gymnasium to accommodate large***  
635 ***groups and social distancing due to COVID-19. R. Lapierre seconded the motion.***

636

637 **Roll Call Vote #8**

638 ***R. Lapierre Aye***

639 ***R. Duhaime Aye***

640 ***T. Tsantoulis Nay***

641 ***A. Walczyk Aye***

642 ***J. Durand Aye***

643 ***C. Jones Aye***

644 ***D. Boutin Aye***

645 ***C. Karolian Nay***

646 ***J. Sullivan Aye***

647 ***Voted in favor (7-2).***

648

649 N. Germain: I received five responses to my mini-survey. Microsoft laptops are preferred.

650

651 T. Tsantoulis: Can we use our own, and can it be an Apple product?

652

653 N. Germain: I am fairly sure we can work with an Apple laptop. The Fire Department has Apple iPads.  
654 My concern with using your own laptop is the possibility of a digital right-to-know request.

655

656 T. Tsantoulis: I am used to what I have. It's the old 'you can't teach an old dog new tricks' issue.

657

658 D. Boutin: Could we have a larger screen that is easier to read?

659

660 N. Germain: I will get you some options. It will be no smaller than 14 inches.

661

662 R. Duhaime: What about a touch screen?

663

664 N. Germain: That would cost more. We will need to get a consensus.

665

666 Chair Sullivan: This will benefit the Town. We will save paper, ink and postage. It is not a luxury.

667

668 C. Karolian: What would be the cost?

669

670 A. Garron: Each one would be between \$1,000 and \$1,100.

671

672 **Proposed Charter Amendment**

673

674 Chair Sullivan: Two years ago, we changed the Town Election from May to March so that it would be at  
675 the same time as the School Election. With a July 1<sup>st</sup> start date, the lame duck period is three and a half  
676 months.

677

678 N. Germain: Some people say they want the same members who vote in budget to see it through.

679

680 J. Durand: In a previous situation, there was a problem with the quarterly stipend when a change was  
681 made.

682

683 Chair Sullivan: That can be adjusted. If a stipend is \$1,000, that person would receive \$250 every three  
684 months.

685

686 C. Karolian: Wasn't this changed a year ago so that all elected and appointed officials would start on  
687 July 1<sup>st</sup>?

688

689 Chair Sullivan: Yes. That was Section 10.2 of the Charter.

690

691 C. Karolian: What would be the cost of legal fees for this?

692

693 N. Germain: It would be simple, so it would only be a couple of hours.

694

695 A. Garron: It would probably be between \$300 and \$500. I can check on that.

696

697 R. Duhaime: Who proposed this?

698

699 Chair Sullivan: I did. I wanted to see if there were concerns.

700

701 ***D. Boutin motioned to amend Sections 3.1 and 10.2 of the Charter so that all elected and***  
702 ***appointed officials would take office on April 1<sup>st</sup>. R. Duhaime seconded the motion.***

703

704 D. Boutin: This is a reasonable approach to the three-and one-half month lag.

705

706 A. Walczyk: I don't know the total impact. What about the Town Clerk or the Budget Committee?

707

708 Chair Sullivan: The Budget Committee would be okay. A public hearing is required, so we are just  
709 voting on whether or not to start the process.

710

711 C. Karolian: This is a disservice to those serving. It only benefits the newly elected. We would be going  
712 through the whole process again only one year later. We should check with legal on the benefits and  
713 the cost.

714

715 ***C. Karolian motioned to table this item in order to get more information. T. Tsantoulis seconded***  
716 ***the motion.***

717

718 **Roll Call Vote #9**

719 ***J. Durand     Aye***

720 ***D. Boutin     Nay***

721 C. Jones Nay  
722 R. Duhaime Nay  
723 C. Karolian Aye  
724 A. Walczyk Nay  
725 T. Tsantoulis Aye  
726 R. Lapierre Nay  
727 J. Sullivan Nay  
728 **Motion failed (3-6).**

729  
730 Chair Sullivan called for a vote on the motion to amend the Charter.

731 **Roll Call Vote #10**

732 C. Karolian Nay  
733 T. Tsantoulis Nay  
734 R. Lapierre Nay  
735 C. Jones Nay  
736 D. Boutin Aye  
737 J. Durand Nay  
738 A. Walczyk Aye  
739 R. Duhaime Aye  
740 J. Sullivan Aye  
741 **Motion failed (4-5)**

742  
743 ***T. Tsantoulis motioned to extend the meeting for non-public items and Section 15.1 only. J. Durand seconded the motion.***

744  
745  
746 **Roll Call #11**

747 T. Tsantoulis Aye  
748 R. Lapierre Aye  
749 J. Durand Aye  
750 C. Jones Nay  
751 C. Karolian Aye  
752 A. Walczyk Nay  
753 R. Duhaime Aye  
754 D. Boutin Nay  
755 J. Sullivan Nay  
756 **Voted in favor (5-4).**

757  
758 Chair Sullivan: We will have to start our next regular meeting earlier or we will never catch up.

759  
760 Chair Sullivan closed the public hearing at 9:30 pm.

761  
762 ***A. Walczyk motioned to accept the donation of Personal Protective Equipment, hand sanitizer, and thermometers from Ocean State Job Lot, valued at \$11,150.00 to the Town of Hooksett for the Hooksett Police and Fire Departments per RSA 31: 95-e II. J. Durand seconded the motion.***

763  
764  
765  
766 **Roll Call Vote #12**

767 D. Boutin Aye  
768 A. Walczyk Aye  
769 J. Durand Aye  
770 C. Karolian Aye  
771 R. Lapierre Aye

772 **T. Tsantoulis Aye**  
773 **R. Duhaime Aye**  
774 **C. Jones Aye**  
775 **J. Sullivan Nay**  
776 **Voted in favor (8-1).**

777  
778 C. Jones left the meeting at 9:32 pm.

779  
780 **Chair Sullivan motioned to enter non-public session at 9:35 pm under the provisions of RSA 91-**  
781 **A:3, II (a), (c) and (l). T. Tsantoulis seconded the motion.**

782  
783 RSA 91 - A:3, II (a) *The dismissal, promotion, or compensation of any public employee or*  
784 *the disciplining of such employee, or the investigation of any charges against him or her,*  
785 **unless** *the employee affected (1) has a right to a public meeting, and (2) requests that the*  
786 *meeting be open, in which case the request shall be granted.*

787  
788 RSA 91-A:3, II (c) *Matters which, if discussed in public, would likely affect adversely the reputation*  
789 *of any person, other than a member of this board, unless such person requests an open meeting.*  
790 *This exemption shall extend to include any application for assistance or tax abatement or waiver of*  
791 *a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*

792  
793 RSA 91-A:3 II (l) *Consideration of legal advice provided by legal counsel, either in writing or orally, to*  
794 *one or more members of the public body, even where legal counsel is not present.*

795  
796 **Roll Call Vote #13**

797 **C. Karolian Nay**  
798 **D. Boutin Aye**  
799 **T. Tsantoulis Aye**  
800 **R. Lapierre Aye**  
801 **A. Walczyk Nay**  
802 **R. Duhaime Aye**  
803 **J. Durand Aye**  
804 **C. Jones Not present**  
805 **J. Sullivan Aye**  
806 **Voted in favor (6-2).**

807  
808 C. Karolian left the meeting at 9:34 pm.

809  
810 **T. Tsantoulis motioned to exit non-public session of 09/09/2020 at 10:05 pm. Seconded by J.**  
811 **Durand.**  
812 **Voted unanimously in favor (7-0).**

813  
814 **Chair Sullivan motioned to seal the minutes of the non-public session because it is determined**  
815 **that divulgence of this information likely would affect adversely the reputation of any person**  
816 **other than a member of this Board or render a proposed action ineffective. T. Tsantoulis**  
817 **seconded the motion.**

818  
819 **Roll Call Vote #14**

820 **R. Duhaime Aye**  
821 **J Durand Aye**  
822 **C. Jones Not present**



823 **R. Lapierre** *Aye*  
824 **A. Walczyk** *Aye*  
825 **D. Boutin** *Aye*  
826 **C. Karolian** *Not present*  
827 **T. Tsantoulis** *Aye*  
828 **J. Sullivan** *Aye*  
829 **Voted unanimously in favor (7-0).**

830

831 **ADJOURNMENT**

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

833 **Voted in favor (7-0).**

834

835 Respectfully submitted,

836 *Kathleen Donnelly*

837 Kathleen Donnelly

838 Recording Clerk

839

840

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