

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

1
2 The Hooksett Town Council met on Wednesday, October 28, 2020 at 6:00 in the Hooksett Municipal
3 Building.

4
5 **CALL TO ORDER**

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

7
8 **PROOF OF POSTING**

9 Human Resources Coordinator Donna Fitzpatrick provided proof of posting.

10
11 **ROLL CALL**

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

14
15 Councilor Alex Walczyk arrived at 6:08 pm

16 Councilor Roger Duhaime arrived at 6:09 pm

17
18 **Missing:** Councilor Clifford Jones

19
20 **PLEDGE OF ALLEGIANCE**

21 Chair Sullivan called for the Pledge of Allegiance.

22
23 Chair Sullivan asked for a moment of silence upon the passing of Norman Morrisette who served 26
24 years as a Hooksett Firefighter, retiring as a Captain, and also for Mr. Richard Tuohy, a former
25 Hooksett educator who was active in the HYAA as a coach.

26
27 **SCHEDULED APPOINTMENTS**

28
29 **Todd Rainier, Town Clerk; Cindy Robertson, Moderator and Don Riley, Assistant Moderator-**
30 **November 3, 2020 Presidential Election Preparations**

31
32 T. Rodd: We have received 2,800 requests for absentee ballots, of which almost 2,500 have been
33 returned. According to the Checklist Supervisors, Hooksett has 11,040 registered voters. The Checklist
34 Supervisors met last night for voter registration, and the checklist is now frozen until Election Day, when
35 residents may register to vote at the polls. We have held six (6) training sessions for the 100+ people
36 who will be working at the polls next Tuesday. This does not include those who will be coming to help at
37 end of the night. I want to thank everyone who is helping. It is appreciated and much needed.
38 Tomorrow, we will be preprocessing absentee ballots.

39
40 C. Robertson: Preprocessing of absentee ballots will take place tomorrow, here in the Chambers, from
41 7:00 am till 6:00 pm. For each absentee ballot received, we will be opening the large, outer envelope
42 and comparing the signature on the inner envelope with that on the absentee ballot request. We will
43 have six (6) teams of two working on this. We will be notifying those whose ballots are rejected so they
44 will have an opportunity to come in and fill out another ballot or to go to the polls to vote. We will
45 attempt to reach these voters by telephone or email, and they will have Friday, Monday or Tuesday to
46 complete an acceptable ballot. This step is not required but is a "best practice" recommendation of the
47 SOS office. The actual absentee ballots will be opened and placed in the ballot box on election day.
48 Tomorrow, we will be highlighting on the checklist the names of those submitting accepted absentee
49 ballots, which will speed up this process next Tuesday.

50
51 T. Rainier: We do need to have three (3) Town Councilors present at end of night, and we appreciate
52 your participation. A new, efficient traffic pattern has been created for the school parking lot. DPW
53 employees will be assisting in the parking lot all day, and Police Officers will be working at the polls all
54 day as well. Members of the Fire Department will be at both entrances, making sure voters have
55 masks. We have created a notice regarding what to expect on Election Day and sent it to many
56 recipients at several locations to notify as many voters as possible. We have a very good plan.
57

58 D. Riley: Our team has been working since August to prepare for the Primary and this Presidential
59 Election. It has taken a lot of time, especially because of the contentious environment and the
60 pandemic. Your help is invaluable. State law allows for any Councilor who cannot be at the polls to
61 appoint a Councilor pro temp.
62

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

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

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

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

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

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

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

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

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

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

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

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

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

100 A. Garron: Stephanie Perrin, our Health Trust Benefits Advisor, is here to talk about the health
101 insurance renewal rates and surplus funds.
102

103 D. Fitzpatrick: This is the time of year when we get our renewal rates. I want to welcome Stephanie
104 Perrin and thank her for being with us to explain the new rates and the surplus we are receiving for a
105 period of time in 2020, which is addressed on pages 7-38 of your packets. We are looking at fiscal year
106 and calendar year information. The renewal rate for medical coverage is up 8.3%. For transparency,
107 Mr. Garron, Ms. Soucie and I are all on the plan. Stephanie will be explaining how it is possible to have
108 both a surplus and a rate increase.
109

110 S. Perrin: Thank you for having me. I want to explain that the rate increase and the surplus are two
111 separate things. We usually look at 12 months of claims – July 1st through June 30th - for rate setting.
112 For this year only, our actuaries have advised us to look at March of 2019 through February of 2020;
113 claims were higher during that timeframe than for the July through June time period, because of
114 COVID. The amount of claims accounts for about 93% of the calculation of the new rate. There were
115 many deferred claims because of COVID, and some of these will never happen. Postponed surgeries
116 and other procedures are expected to be done between January and June of 2021. At the end of the
117 fiscal year, an audit is done to determine the surplus. This year, we were required to return the extra
118 surplus.
119

120 D. Fitzpatrick: Ms. Perrin is referring to the Capital Adequacy Reserve described on page 19 of your
121 packets.
122

123 S. Perrin: Our Capital Adequacy Reserve was at \$85 million. This would help us survive three or four
124 bad years. Our actuaries advised increasing our reserves to somewhere between \$90 million and \$140
125 million. Our Board of Directors decided on \$90 million.
126

127 D. Boutin: Is the surplus \$27,431.00?
128

129 S. Perrin: It is a lot more than that.
130

131 D. Fitzpatrick: Councilor Boutin, you are looking at the check on page 35, which is a separate surplus
132 from NH Interlocal Trust (Harvard Pilgrim). That has nothing to do with Health Trust.
133

134 S. Perrin: The amount of the Health Trust surplus is on page 32. It is \$100,484.02.
135

136 Chair Sullivan: Why is there no increase for dental insurance?
137

138 S. Perrin: Our actuaries advised us to increase the dental rate by one percent (1%), but the Board of
139 Directors decided to have no rate increase for dental. There was a massive reduction in dental claims
140 because the dentists basically shut down because of COVID. The dental plan maximum is being
141 increased by 50% this year, anticipating that people will get dental work done that was put off.
142

143 Chair Sullivan: Are there any changes in the health plans being offered?
144

145 S. Perrin: There are no changes in the plans. I would refer you to page 20 in your packets for a list of
146 plan enhancements and updates.
147

148 Chair Sullivan: Will COVID testing and treatment be covered 100%?
149

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

151

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

153

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

155

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

173

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

175

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

177

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

181

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

183

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

185

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

187

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

189

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

192

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

- 194 1. HealthTrust-Anthem Blue HMO AB201PDED (01L)-R10/25/40M10/40/70/3K(L) - \$250/\$750
195 a. 15% employee premium contribution
196 b. allow the employee to establish their own FSA account
197
198 2. HealthTrust-Anthem Blue HMO ABSOS20/40/1KDED (01L)- R10/25/40M10/40/70/55K(L)-
199 \$1,000/\$3,000

- 200 a. no employee premium contribution
201 b. allow the employee to establish their own FSA account
202 c. Town pays 50% of deductible through HRA account after the first * below is paid by the
203 employee
204 i. *Single plan =- \$400
205 ii. *Two-person plan = \$750
206 iii. *Family plan = \$1,000
207
208 3. HealthTrust-Anthem Lumenos 2500 (01L) \$2,500/\$5,000
209 a. no employee premium contribution
210 b. allow the employee to establish their own HSA account
211 c. allow the employee to establish their own limited FSA account (dental and vision only)
212
213 4. Health Trust – Delta Dental plans 1 flx, 2A flx, 5 flx
214

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

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

- 219
220 1. HealthTrust-Anthem Blue HMO AB201PDED (01L)-R10/25/40M10/40/70/3K(L) - \$250/\$750
221 a. 100% employee premium contribution
222
223 2. HealthTrust-Anthem Blue HMO ABSOS20/40/1KDED (01L)- R10/25/40M10/40/70/55K(L)-
224 \$1,000/\$3,000
225 a. 100% employee premium contribution
226
227 3. HealthTrust-Anthem Lumenos 2500 (01L) \$2,500/\$5,000
228 a. 100% employee premium contribution
229 b. allow the employee to establish their own HSA account
230 c. allow the employee to establish their own limited FSA account (dental and vision only)
231
232 4. Health Trust – Delta Dental plans 1 flx, 2A flx,
233

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

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

242 C. Karolian: Is there a change in the dollar amounts?
243

244 D. Fitzpatrick: The premium is up 8.3%, but that doesn't show here.
245

246 Chair Sullivan: What is the total increase in cost?
247

248 C. Soucie: The budgeted amount is \$2,076,605.00. This assumes the highest possible cost to the
249 Town, based on plan enrollment. For 2019-20, the amount was \$1.6 million, which is two years ago.
250

251 C. Karolian: Does that include the surplus?
252
253 C. Soucie: No, it does not.
254
255 C. Karolian: If the increase is about \$100,000.00, and the surplus coming back is \$100,000.00, isn't that
256 a wash?
257
258 C. Soucie: Yes, it is. If we return the employees' share to them, and the Town keeps its share, the
259 Town will receive about \$96,000.00.
260
261 R. Lapierre: If we vote no, are we looking at finding another provider?
262
263 D. Fitzpatrick: There are options: We can tweak the plan, we can change plans, or we can put out an
264 RFP. Bear in mind that we have unions with contracts through 2021. That would involve negotiations
265 and sidebars, which also require a 30-day notice. Once an insurance provider is chosen, we are locked
266 in for two years.
267
268 Chair Sullivan called for a roll call vote on the amendment put forth by Councilor Walczyk.
269

270 **Roll Call Vote #2**

271 **R. Duhaime Aye**
272 **J Durand Aye**
273 **C. Jones Not present**
274 **R. Lapierre Aye**
275 **A. Walczyk Aye**
276 **D. Boutin Aye**
277 **C. Karolian Aye**
278 **T. Tsantoulis Aye**
279 **J. Sullivan Aye**
280 **Voted unanimously in favor (8-0).**

281
282 C. Karolian: If we vote in favor of the budget amount on page 3, is the tax rate going up by five cents?
283
284 C. Soucie: If you add the amount on page 3 to the budget as a separate motion, the tax rate will go up
285 by five cents. If the surplus is applied, the tax rate impact is zero cents.
286

287 Chair Sullivan called for a roll call vote on the motion, as amended, to continue the current health and
288 dental plan options and contributions for 2021 non-union employees, retirees under 65, and retirees 65
289 years of age and older.
290

291 **Roll Call Vote #3**

292 **D. Boutin Aye**
293 **C. Jones Not present**
294 **A. Walczyk Aye**
295 **J. Durand Aye**
296 **R. Duhaime Aye**
297 **T. Tsantoulis Aye**
298 **R. Lapierre Aye**
299 **C. Karolian Aye**

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

302
303 Chair Sullivan: Does anyone wished to offer the first suggested motion on page 3 regarding increasing
304 the budget to cover the increased cost of employee health insurance?

305
306 **D. Boutin motioned to increase the FY 2021-22 Town Council's recommended budget by**
307 **\$100,076.00 to cover the increased cost of employee health insurance. T. Tsantoulis seconded**
308 **the motion.**

309
310 T. Tsantoulis: To expedite the process, we can vote this evening on the budget increase and have the
311 public hearing next week.

312
313 **Roll Call Vote #4**

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

324
325 Chair Sullivan: Next, does anyone wish to make a motion on the property and liability increase from
326 Primex?

327
328 C. Soucie: On October 15th, I received a notice from Primex, which is on page six.

329
330 **D. Boutin motioned to increase the FY 2021-22 Town Council's recommended budget by**
331 **\$10,588.00 to cover the Not-To-Exceed increase in property and liability insurance. T. Tsantoulis**
332 **seconded the motion.**

333
334 R. Duhaime: How often do we go out for an RFP for this?

335
336 C. Soucie: There is no plan, but it is usually every three years.

337
338 C. Karolian: Back to the budget process, had we cut the budget back then, we could have absorbed
339 this. We didn't, so now we can't. That is just a statement.

340
341 T. Tsantoulis: Is this out of the ordinary or unexpected?

342
343 C. Soucie: The increase has consistently been between 6% and 9%. When we switched to Travelers,
344 we had good rates and saved some money.

345
346 C. Soucie: To update you on the work of the Budget Committee, they have increased the Town Council
347 budget by \$82,000.00. This is a net increase, with some reductions and some increases. For
348 clarification regarding a question asked at the last Council meeting, although we do not yet have the tax

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

351

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

353

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

355

356 **Roll Call Vote #5**

357 ***T. Tsantoulis Aye***

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

359 ***R. Duhaime Aye***

360 ***A. Walczyk Aye***

361 ***R. Lapierre Aye***

362 ***C. Karolian Nay***

363 ***J. Durand Nay***

364 ***D. Boutin Aye***

365 ***J. Sullivan Aye***

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

367

368 **TOWN ADMINISTRATOR'S REPORT**

369

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

375

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

380

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

387

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

390

391 **OLD BUSINESS**

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

393

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

395

396 **NEW BUSINESS**

397

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

402
403 This item was covered under **SCHEDULED APPOINTMENTS** earlier in the meeting.

404
405 **Motion to transfer \$285,427.78 from the School Impact Fee Special Revenue Fund to the**
406 **Hooksett School District.**

407
408 ***D. Boutin motioned to transfer \$285,427.78. from the School Impact Fee Special Revenue Fund***
409 ***to the Hooksett School District. A. Walczyk seconded the motion.***

410
411 C. Soucie: This is an annual transfer of impact fees collected for the School. Regarding their bond
412 issued in 2002, as of June 30, 2020, the balance was \$3.3 million. There is about two years left on the
413 bond.

414
415 D. Boutin: Is this from development in Hooksett?

416
417 C. Soucie: Yes. Impact fees are divided among School, Public Safety (Police & Fire), Public Recreation
418 and Traffic.

419
420 Vice Chair Tsantoulis called for a roll call vote on the motion to approve this transfer of impact fees to
421 the Hooksett School District.

422
423 **Roll Call Vote #6**

424 ***J. Durand Aye***

425 ***R. Lapierre Aye***

426 ***C. Karolian Aye***

427 ***D. Boutin Aye***

428 ***C. Jones Not present***

429 ***T. Tsantoulis Aye***

430 ***A. Walczyk Aye***

431 ***R. Duhaime Aye***

432 ***J. Sullivan Not present***

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

434
435 **Brookview Development Request for Street Approval and Partial Release of Letter of Credit of**
436 **\$184,610.00 to Stinson Hills, Inc.**

437
438 ***C. Karolian motioned to accept Phase III of the Brookview Subdivision, which is Brookview***
439 ***Drive from Station 50+00 adjacent to House #151 to Jacob Drive and release \$184,610.00 of***
440 ***Irrevocable Letter of Credit #532201 to Stinson Hills, Inc., reducing if rom \$234,610.00 to***
441 ***\$50,000.00. D. Boutin seconded the motion.***

442
443 B. Thomas: The staff report pretty much speaks for itself. I would like to say it has been a pleasure
444 working with Dana Finn of Lamonte Builders and Bob Grondin of Summit Excavation who are sitting
445 behind me tonight. They did an excellent job on this project, taking care of concerns that were
446 expressed immediately. I have a map indicating the street to be approved.

447
448 Vice Chair Tsantoulis: I would note that the Town of Hooksett will be responsible for this road when it is
449 accepted.

450

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

453

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

459

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

462

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

464

465 **Roll Call Vote #7**

466 **C. Jones Not present**

467 **C. Karolian Aye**

468 **R. Lapierre Aye**

469 **R. Duhaime Aye**

470 **A. Walczyk Aye**

471 **J. Durand Aye**

472 **T. Tsantoulis Aye**

473 **D. Boutin Aye**

474 **J. Sullivan Aye**

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

476

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

478

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

480

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

484

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

487

488 Chair Sullivan: I will serve on that subcommittee.

489

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

491

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

493

494 **Roll Call Vote #8**

495 **R. Lapierre Aye**

496 **R. Duhaime Aye**

497 **T. Tsantoulis Aye**

498 **A. Walczyk Aye**

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

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

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

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

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

522
523 R. Lapierre: Could this motion include the donation of services such as the cleaning of Police vehicles?

524
525 A. Walczyk: We also have donations for cleaning the Police dog, Timber.

526
527 D. Boutin: My motion is only for gift cards.

528
529 C. Karolian: Has anyone checked the State law on this?

530
531 R. Lapierre: After a non-exhaustive search, RSA 31:95 states that donations over \$5,000.00 must be
532 accepted by the governing body.

533
534 D. Boutin: I have served on government boards and committees and in the legislature since 1970 and
535 this has never been an issue.

536
537 T. Tsantoulis: The issue is transparency. The Town Administrator will be keeping records.

538
539 Chair Sullivan called for a roll call vote on the motion to allow the Town Administrator to accept and
540 handle gift card donations up to \$1,000.00.

541
542 **Roll Call Vote #9**

543 **J. Durand** *Aye*
544 **D. Boutin** *Aye*
545 **C. Jones** *Not present*
546 **R. Duhaime** *Not present*
547 **C. Karolian** *Nay*

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

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

555
556 C. Karolian: All Councilors need to be reminded that they need to be recognized by the Chair if they
557 wish to speak. That also applies to being recognized to move the previous question.

558
559 **D. Boutin motioned to change the procedure for ending debate by changing the required vote to**
560 **a simple majority and deleting the requirement of a two-thirds vote or unanimous consent. R.**
561 **Lapierre seconded the motion.**

562
563 D. Boutin: Why would a two-thirds majority be needed?

564
565 T. Tsantoulis: There might be Councilors wishing to speak who would not have the opportunity if debate
566 is stopped too early.

567
568 R. Lapierre: Two-thirds is a high bar.

569
570 **Roll Call Vote #10**

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

581
582 Chair Sullivan: Next we are looking at the process for tabling items, rescinding votes and reconsidering
583 votes. These are described on page 82. Town Attorney Matt Serge provided language that we could
584 add.

585
586 D. Boutin: The language is appropriate. Councilors need to understand that tabling takes precedent
587 over the main motion.

588
589 T. Tsantoulis: I understand that when tabling an item, we should identify the information needed, but I
590 don't know how we can be sure by what date we will be able to get that information.

591
592 Chair Sullivan: If we don't have the information for the next meeting, the item can be left on the table or
593 it can be re-tabled.

594
595 R. Lapierre: Would it then be classified as Old Business?
596

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

598

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

601

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

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

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

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

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

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

613

614 **Roll Call #11**

615 ***T. Tsantoulis Aye***

616 ***R. Lapierre Aye***

617 ***J. Durand Aye***

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

619 ***C. Karolian Aye***

620 ***A. Walczyk Aye***

621 ***R. Duhaime Aye***

622 ***D. Boutin Aye***

623 ***J. Sullivan Aye***

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

625

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

628

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

630

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

632

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

634

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

637

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

641

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

644

645 Chair Sullivan: Currently, if we get additional information, we get that out via email as soon as possible.
646 Mr. Garron has been diligent about that, which has been helpful.
647
648 D. Boutin: This says that items to be on the agenda must be received two Thursdays prior to the
649 meeting. Does this mean that citizens must present agenda items to the Town Administrator or the
650 Council Chair by that deadline?
651
652 Chair Sullivan: Yes, it does, but they also can provide information during Public Input, or they can ask
653 Mr. Garron to bring up information in his Town Administrator's Report.
654
655 Mr. Garron: Sometimes we get important legal advice late, and we provide it as quickly as possible.
656
657 Chair Sullivan: There is a long time between the deadline for submitting agenda items and the actual
658 meeting.
659
660 T. Tsantoulis: It is a reasonable, given the amount of work that has to be done to prepare the agenda.
661
662 D. Boutin: Maybe we could allow non-profit organizations to present agenda items within one week of
663 the meeting.
664
665 C. Karolian: We are looking at two different things. Item e on page 45 is about Councilors receiving
666 information in a timely way. It's bad enough that some Councilors don't even look at the agenda until
667 6:00 pm Wednesday. It is unfair that we have to make decisions based on information received at the
668 eleventh hour.
669
670 T. Tsantoulis: We have section a because our town employees have other work to do besides
671 preparing our agenda. It takes a week to get the agenda out.
672
673 D. Fitzpatrick: We use a software program to prepare the agenda. State law only requires that a posted
674 agenda include the date, time and location of the meeting. Our packets have a lot of information and
675 are sometimes over 200 pages long. Everyone, including department heads, has the same Thursday
676 deadline for submitting agenda items. I review the submissions on Friday and prepare a draft for the
677 Chair and the Town Administrator to review. I get their comments on Monday and prepare a final draft
678 on Tuesday. Then, we have a Management Team meeting so that all department heads can see what
679 others have submitted. The Town Administrator approves the draft and adds his comments. Beginning
680 at 8:00 am on Wednesday, packets are put together, a process that can take two to four hours.
681
682 Chair Sullivan: I would say that 99.9% of items submitted go on the agenda.
683
684 D. Boutin: I have to respectfully disagree with you. Any item submitted by a citizen needs to be on the
685 agenda.
686
687 C. Karolian: I am not sure why we are discussing Section 9 on page 86. The workshop item was not
688 about preparation of the agenda.
689
690 Chair Sullivan: This is the spot in the procedures where it fit.
691
692 C. Karolian: This is apples and oranges. It is a violation of item c if information is given out at the
693 meeting.
694

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

696

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

698

699 D. Boutin withdrew his motion.

700

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

702

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

704

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

707

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

711

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

714

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

718

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

721

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

723

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

726

727 **APPROVAL OF MINUTES**

728

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

730

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

733

734 **Roll Call Vote #12**

735 **D. Boutin Aye**

736 **A. Walczyk Aye**

737 **J. Durand Aye**

738 **C. Karolian Aye**

739 **R. Lapierre Aye**

740 **T. Tsantoulis Aye**

741 **R. Duhaime Aye**

742 **C. Jones Not present**

743 **J. Sullivan Aye**

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

745
746 **Non-Public: 10/14/2020**

747
748 ***D. Boutin motioned to approve the minutes of the October 14, 2020 non-public session as***
749 ***written. T. Tsantoulis seconded the motion.***

750
751 **Roll Call Vote #13**

- 752 ***C. Karolian Aye***
- 753 ***D. Boutin Aye***
- 754 ***T. Tsantoulis Aye***
- 755 ***R. Lapierre Aye***
- 756 ***A. Walczyk Aye***
- 757 ***R. Duhaime Aye***
- 758 ***J. Durand Aye***
- 759 ***C. Jones Not present***
- 760 ***J. Sullivan Aye***
- 761 ***Voted unanimously in favor (8-0).***

762
763
764
765 **NON-PUBLIC SESSION NH RSA 91-A:3 II**

766
767 ***Chair Sullivan motioned to enter non-public session at 9:19 pm in accordance with the***
768 ***provisions of RSA 91-A:3, II (a) and (c). D. Boutin seconded the motion.***

769
770 *RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the disciplining*
771 *of such employee, or the investigation of any charges against him or her, **unless** the employee affected*
772 *(1) has a right to a public meeting, and (2) requests that he meeting be open, in which case the request*
773 *shall be granted.*

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

778
779 **Roll Call Vote #14**

- 780 ***R. Duhaime Aye***
- 781 ***J Durand Aye***
- 782 ***C. Jones Not present***
- 783 ***R. Lapierre Aye***
- 784 ***A. Walczyk Aye***
- 785 ***D. Boutin Aye***
- 786 ***C. Karolian Aye***
- 787 ***T. Tsantoulis Aye***
- 788 ***J. Sullivan Aye***
- 789 ***Voted unanimously in favor (8-0).***

790
791 **Non-Public #1 Motion**

792
793 ***D. Boutin motioned to send a letter to the Economic Development Advisory Committee (EDAC)***
794 ***talking about conflict of interest issues, requesting that they re-vote on their June 17, 2020***

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

797

798 **Roll Call Vote #15**

799 **D. Boutin Aye**

800 **C. Jones Not present**

801 **A. Walczyk Aye**

802 **J. Durand Aye**

803 **R. Duhaime Aye**

804 **T. Tsantoulis Aye**

805 **R. Lapierre Aye**

806 **C. Karolian Nay**

807 **J. Sullivan Aye**

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

809

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

811

812 **Roll Call Vote #16**

813 **A. Walczyk Aye**

814 **R. Lapierre Aye**

815 **C. Jones Not present**

816 **R. Duhaime Aye**

817 **J. Durand Aye**

818 **C. Karolian Aye**

819 **T. Tsantoulis Aye**

820 **D. Boutin Aye**

821 **J. Sullivan Aye**

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

823

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

826

827 **Roll Call Vote #17**

828 **T. Tsantoulis Aye**

829 **C. Jones Not present**

830 **R. Duhaime Aye**

831 **A. Walczyk Aye**

832 **R. Lapierre Aye**

833 **C. Karolian Aye**

834 **J. Durand Aye**

835 **D. Boutin Aye**

836 **J. Sullivan Aye**

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

838

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

840

841 **Roll Call Vote #18**

842 **J. Durand Aye**

843 **R. Lapierre Aye**

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

852
853

854 Respectfully submitted,
855 *Kathleen Donnelly*

856 Kathleen Donnelly
857 Recording Clerk

858
859

860 **Please see subsequent meeting minutes for any amendments to these minutes.**
861