

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

1  
2 The Hooksett Town Council met on Wednesday, November 18, 2020 at 6:00 in the Hooksett Municipal  
3 Building.

4  
5 **CALL TO ORDER**

6 Chair Sullivan called the meeting of 18 Nov 2020 to order at 6:04 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 Roger Duhaime, Councilor David Boutin, Councilor Timothy Tsantoulis, Councilor Clark  
14 Karolian, and Councilor Alex Walczyk

15  
16 **Missing:** Councilor Clifford Jones

17  
18 **PLEDGE OF ALLEGIANCE**

19 Chair Sullivan called for the Pledge of Allegiance

20  
21 Chair Sullivan: Please remain standing for a moment of silence for William Shackford, a member of the  
22 Hooksett family for 35 years who died on November 9<sup>th</sup> at the age of 93. He was a Hooksett Police  
23 Officer and a Firefighter. He worked at the Merrimack County Sheriff's office and as the head of the  
24 Civil Defense Committee for 25 years. When he was in his 80's, he helped solve a 25-year-old murder  
25 case. He was also a cofounder of the Tri-Town EMS ambulance service. We are appreciative of Bill's  
26 service to Hooksett and offer our sympathy to his family.

27  
28 **SPECIAL RECOGNITION**

29  
30 **Hooksett Youth Achiever of the Month - Shannon Ernshaw**

31  
32 T. Tsantoulis: A highlight of our meetings is when we honor young men and women of Hooksett who  
33 have done exceptional things. We receive many nominations, which is a reflection on the type of  
34 families we have in Hooksett. Shannon Ernshaw's name was submitted by Police Chief Janet  
35 Bouchard. Shannon created kits full of items to help young children deal with difficult times in their lives.  
36 The kits include such items as small toys, dolls, and coloring books & crayons. These got out into the  
37 cruisers. It is great to see people doing things like this to benefit others who are less fortunate.  
38 Shannon, who is 17 years old, is in her senior year at Central High School. She maintains a grade point  
39 average between 3.5 and 4.0, ranking 36 in a class of 295 students. She is in the National Honor  
40 Society and the National English Honor Society. She is a member of Kiwanis and the Key Club. She is  
41 the sports editor for The Little Green, Central's school newspaper, and a member of the Amnesty Club.  
42 Shannon also writes for the Oracle, a literary magazine at Central. She participated in the Head of the  
43 Charles Regatta, which requires a lot of teamwork, and she plays soccer for the Hooksett Strikers.  
44 Congratulations to Shannon and to her parents. I am proud of the families we have in Hooksett, and  
45 these youth achievers are the result of good parenting.

46  
47 Police Chief Bouchard: I was impressed with Shannon's initial presentation. Overall, she is an  
48 impressive young woman. Her kits are great and have been helpful in comforting children who are sad  
49 or frightened. Shannon has promised to replenish the supply of kits, and we are grateful for that.  
50 Congratulations and thank you, Shannon.

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**Hooksett Fire-Rescue:**

**Retirements**

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

**Promotions**

**Kristy Tobin, Lieutenant**  
**Seth Miller, Lieutenant**

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

**Hooksett Municipal Employee - New Hire**

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

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

**SCHEDULED APPOINTMENTS**

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

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

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

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

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

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

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

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

207  
208 T. Tsantoulis: Eversource is an energy delivery system, and they will bring electricity to the customer at  
209 the customer's cost. There is no reason not to. This is a simple line extension. It is revenue for them.  
210  
211 **R. Lapierre motioned to approve of the Town Administrator signing Amendment No. 2 of**  
212 **Underwood Engineering's contract with the Town of Hooksett to increase the existing contract**  
213 **by \$40,800 for a new contract amount of \$1,245,400.00. D. Boutin seconded the motion.**

214  
215 **Roll Call Vote #2**

216 **R. Duhaime** *Nay*  
217 **J Durand** *Nay*  
218 **C. Jones** *Not present*  
219 **R. Lapierre** *Aye*  
220 **A. Walczyk** *Aye*  
221 **D. Boutin** *Aye*  
222 **C. Karolian** *Nay*  
223 **T. Tsantoulis** *Aye*  
224 **J. Sullivan** *Aye*  
225 **Voted in favor (5-3).**

226  
227 **CONSENT AGENDA**

228  
229 **Town Council to accept the donation of an EvaClean Electrostatic Sprayer and cleaning solution**  
230 **from the NH Bureau of Emergency Medical Services (EMS), valued at \$948.00 to the Town of**  
231 **Hooksett for the Hooksett Fire Rescue Department's Ambulances under RSA 31:95-e, II.**

232  
233  
234 **Town Council to accept \$5,000 grant from The Center for Technology and Civic Life (CTCL) to**  
235 **the Town of Hooksett and apply to staffing expenses for the November 3, 2020 General Election**  
236 **per RSA 31:95-b, III (b)**

237  
238 **D. Boutin motioned to approve the two Consent Agenda items. T. Tsantoulis seconded the**  
239 **motion.**

240 **Roll Call Vote #3**

241 **D. Boutin** *Aye*  
242 **C. Jones** *Not present*  
243 **A. Walczyk** *Aye*  
244 **J. Durand** *Aye*  
245 **R. Duhaime** *Aye*  
246 **T. Tsantoulis** *Aye*  
247 **R. Lapierre** *Aye*  
248 **C. Karolian** *Aye*  
249 **J. Sullivan** *Aye*  
250 **Voted unanimously in favor (8-0).**

251  
252  
253 **TOWN ADMINISTRATOR'S REPORT**

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

256  
257 A. Garron: Regarding COVID cases, Hooksett now has 45 active cases, up from 20 two weeks ago.  
258 The total since March is now at 196. During this spike there have been fewer hospitalizations. The  
259 Governor issued a new travel policy order dated November 12<sup>th</sup>, based on a new directive from the

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

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

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

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

274 D. Boutin: Why not?  
275

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

327  
328 **Roll Call Vote #4**

- 329 ***A. Walczyk Nay***  
330 ***R. Lapierre Aye***  
331 ***C. Jones Not present***  
332 ***R. Duhaime Aye***  
333 ***J. Durand Nay***  
334 ***C. Karolian Aye***  
335 ***T. Tsantoulis Aye***  
336 ***D. Boutin Nay***  
337 ***J. Sullivan Nay***  
338 ***Motion failed (4-4).***

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

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

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

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

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

354  
355 **Roll Call Vote #5**

- 356 ***T. Tsantoulis Aye***  
357 ***C. Jones Not present***  
358 ***R. Duhaime Nay***  
359 ***A. Walczyk Nay***  
360 ***R. Lapierre Nay***

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

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

369  
370 **Roll Call Vote #6**

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

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

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

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

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

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

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

398 .  
399 **PUBLIC INPUT**

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

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

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



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

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

414  
415 C. Karolian: Nothing I have said is in violation of RSA 91-A.

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

418  
419 C. Karolian: Enlighten us as to what we can and cannot say.

420  
421 Chair Sullivan: Check the guidelines.

422  
423 C. Karolian: I know the guidelines. I am asking for my time back.

424  
425 Chair Sullivan: You are out of order.

426  
427 C. Karolian: He wasn't called out of order when he said something disparaging about me. Explain why  
428 that is. Comments should be directed to the Chair and should not be personal or derogatory.

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

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

435  
436 Chair Sullivan: You are not a member of the public; you are a Councilor. I want to get to these people  
437 who are here for Public Input. You may not like the way I reprimand.

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

440  
441 Chair Sullivan: Mr. Duhaime, what you said to Mr. Karolian was inappropriate and should not happen  
442 again.

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

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

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

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

464  
465 Chair Sullivan: I am going to ask the Town Administrator to work with you and have this put on the  
466 agenda for our next meeting.

467  
468 S. Petrosky: At the April 10, 2019 meeting, someone said you should reconsider or vote again later,  
469 looking at a better map. It was not an official map; it had no signatures. Access roads were built into the  
470 paper map. Good items were raised at that meeting, but not addressed.

471  
472 A. Garron: That was for one driveway. The subdivision was approved in 1983.

473  
474 D. Boutin: Was that a 12-acre subdivision?

475  
476 A. Garron: No, the property identified as 27-4 was not part of it; that was just for access.

477  
478 S. Petrosky: Three landowners had the intention of subdividing but it didn't happen.

479  
480 D. Boutin: The Town Administrator should send the Town Engineer and the CEO to check this out.

481  
482 A. Garron: For a driveway, a road or a subdivision, they would go before the Planning Board. That  
483 would not be the jurisdiction of the Town Council.

484  
485 E. Moser: It is not just us; it's the whole neighborhood.

486  
487 **RECESS**

488  
489 Chair Sullivan called for a recess at 8:15 pm.

490  
491 Chair Sullivan reconvened the meeting at 8:27 pm.

492  
493 **PUBLIC INPUT (continued)**

494  
495 Paul Kenney: I live at the end of Corriveau Drive, and was a Planning Board alternate when this was  
496 first approved. The intention of the Planning Board was to have an access road for future development.  
497 The site plan presented had access roads, but none of them were good. One was in a wetland and the  
498 others went into wetlands. 101 Realty snookered the Town of Hooksett. The Planning Board never did  
499 anything. The Town Engineer and the CEO should look at this. It will come back to haunt you. I spoke  
500 with an engineer in Concord about a paper street. He said that was a Pandora's Box. The Town should  
501 take the access roads and give them to the abutters.

502  
503 **NOMINATIONS AND APPOINTMENTS**

504  
505 **November 2020 Nominations and Appointments**

506  
507 **T. Tsantoulis motioned to nominate Robert Duhaime as an Alternate to the Planning Board, term**  
508 **ending June 30, 2022; to nominate Robert Duhaime to the Bicentennial Committee, term ending**  
509 **June 30, 2023; and to nominate Yolande Cotnoir-Walsh to the Heritage Commission, term**  
510 **ending June 30, 2023.**

511

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

514

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

517

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

519 **Roll Call Vote #7**

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

521 ***C. Karolian Nay***

522 ***R. Lapierre Aye***

523 ***R. Duhaime Aye***

524 ***A. Walczyk Aye***

525 ***J. Durand Nay***

526 ***T. Tsantoulis Aye***

527 ***D. Boutin Aye***

528 ***J. Sullivan Nay***

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

530

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

533

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

536

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

538

539 **Roll Call Vote #8**

540 ***R. Lapierre Aye***

541 ***R. Duhaime Aye***

542 ***T. Tsantoulis Aye***

543 ***A. Walczyk Aye***

544 ***J. Durand Aye***

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

546 ***D. Boutin Aye***

547 ***C. Karolian Aye***

548 ***J. Sullivan Aye***

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

550

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

556

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

559

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

561

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

563

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

566

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

568

**569 OLD BUSINESS**

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

573

574 This item was approved during Scheduled Appointments.

~~575~~

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

579

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

587

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

589

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

591

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

593

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

595

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

597

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

599

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

601

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

603

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

606

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

609

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

611

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

613

614 D. Boutin: I have known Christine Soucie for a long time, and we are fortunate to have her working for  
615 us.  
616

~~618~~ **NEW BUSINESS**

619 **2017 Tax Deeding**

620  
621 K. Blichmann, Tax Collector: There are 50 properties eligible for Tax Deeding for the outstanding 2017  
622 Tax Liens. I am looking for the will of the Town Council. Tax Deeding has been delayed because of an  
623 Executive Order preventing deeding, which has been lifted. Most of these properties have payment  
624 plans. I have presented two options for your consideration: one is to proceed with Tax Deeding and the  
625 other is to waive the Tax Deeding process.  
626

627 ***T. Tsantoulis motioned that the Town Council direct the Tax Collector to implement the Tax***  
628 ***Deed process for the outstanding 2017 Tax Liens. Per Town Council Rules #9 and #10, the Tax***  
629 ***Collector can sign payment plans and the Town Administrator can approve said plans as long***  
630 ***as they do not forgive interest or principle. J. Durand seconded the motion.***  
631

632 T. Tsantoulis: I would note that unpaid taxes from 2017 are before COVID.  
633

634 J. Durand: If a property owner has a payment plan, is it correct that the property cannot be deeded?  
635

636 K. Blichmann: That is correct.  
637

638 Chair Sullivan called for a roll call vote on the motion to proceed with the Tax Deed process for the  
639 outstanding 2017 Tax Liens.  
640

641 **Roll Call Vote #9**

642 ***J. Durand Aye***

643 ***D. Boutin Aye***

644 ***C. Jones Not present***

645 ***R. Duhaime Aye***

646 ***C. Karolian Aye***

647 ***A. Walczyk Aye***

648 ***T. Tsantoulis Aye***

649 ***R. Lapierre Aye***

650 ***J. Sullivan Aye***

~~651~~ ***Voted unanimously in favor (8-0).***  
~~652~~

654  
655 **Quarterly Financial Report as of September 30, 2020**  
656

657 C. Soucie: This is an unaudited report for the first quarter. I will start with the COVID-19 Impacts.  
658 Hooksett has received seven grants related to the pandemic, for a total of \$690,708 as of November 3,  
659 2020. Direct COVID-related expenses for last year's operating budget totaled \$263,079 and were at  
660 \$149,954 as of October 31, 2020 for the current budget. The Library, Wastewater and Ambulance have  
661 received \$37,659 to date. Awarded funds remaining total \$240,016, to be used for elections, PPE,  
662 overtime and other COVID costs. FEMA expenses, which are for first responders, fires, emergency  
663 management and ambulance services, are not included in this data. Unlike COVID reimbursements,  
664 they have no deadline for submission. The rate of reimbursement from FEMA is 75%. Anticipated lost  
665 revenue for this fiscal year in the amount of \$237,276 is largely due to the decline in interest rates. A  
666 small amount of about \$17,000 is from a decrease in Highway Block Grants. Looking to the next budget  
667 cycle, State revenues from Meals & Lodging and from Highway Block Grants are expected to down by

668 an estimated \$104,000. The General Fund Operating Budget is on target for the first quarter, spent at  
669 23%. The budget increase from the previous year reflects union and non-union wage increases.  
670 Administration expenses, which include the larger expenses for the town, are also on target. The  
671 budget increase is due mainly to staff changes. COVID grants received offset increases related to  
672 remote working and updates to the Chambers and the gym. Fire-Rescue expenses at 23% are in line  
673 with prior years. The department is short two firefighters. Beginning in March, all shifts were filled due to  
674 the pandemic, which also required extra time for transporting patients and disinfecting the ambulance  
675 and equipment. Grant funds helped cover these extra costs. The Police Department's budget is 21%  
676 spent, with only one officer position vacant. Some COVID grant funding was received for the Police.  
677

678 C. Soucie: Turning to Public Works, the Highway Division's budget was only 14% spent at the end of the  
679 first quarter, mainly because of the timing of paving projects. Removing encumbrances, the actual  
680 budget increase over three years is 9%, mostly due to increases in wages and general operations.  
681

682 D. Boutin: Can you explain encumbrances?  
683

684 C. Soucie: For contracted projects which are not completed at the end of the fiscal year, funds are  
685 moved into the next year's budget.  
686

687 C. Soucie: The Recycling & Transfer Division spent only 16% of its budget in the first quarter. This  
688 budget has increased 11% over the past three years because of increased tipping fees and because  
689 more trash is being disposed of due to the change in the recycling market. It is more costly to recycle  
690 many items than to dispose of them as trash.  
691

692 C. Soucie: General Fund Revenues are on target at 25% collected. Motor Vehicle Registration  
693 Revenue is a bright spot in the budget, at 32% for the first quarter, even with an increased projection for  
694 the current fiscal year. Fleet registrations have increased. Hooksett charges only the minimum  
695 municipal rate, so companies have no incentive to register their fleets in another community. When the  
696 tax rate was set, the Motor Vehicle Registration budget was increased from \$4 million to \$4.3 million.  
697

698 D. Boutin: What are some of the fleets?  
699

700 C. Soucie: We have Amazon at Exit 10 and two from Merchant Motors.  
701

702 C. Soucie: Building Permit Revenue, budgeted at \$200,000, was at 36% at the end of the first quarter  
703 and is at about 50% now. The number of permits has increased over the past three years, with the town  
704 issuing permits for Starbucks and the Sports Dome this year. This is difficult to project because of the  
705 economic uncertainty.  
706

707 D. Boutin: There are no big developments before us at this time.  
708

709 C. Soucie: Highway Block Grant revenue was down by \$17,275, and no State Shared Revenue has  
710 been received since 2009-2010. Revenue from Meals & Lodging are expected to be down 14% next  
711 year, which means a loss of about \$100,000 for Hooksett. Finally, revenue from interest on deposits  
712 has tanked. In the first quarter, only 2% of the projected interest revenue had been realized, even  
713 though we are investing the same amount. The low interest rates help spenders but not savers. This is  
714 the largest loss of revenue related to COVID-19.  
715

716 ***Chair Sullivan motioned to extend the meeting at 9:30 pm for a half hour. D. Boutin seconded***  
717 ***the motion.***  
718

719

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

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

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

737  
738 ***D. Boutin motioned to approve the Fire Department reorganization plan and increase the FY 21-***  
739 ***22 budget by \$31,000 in the Full-Time Administration line. A. Walczyk seconded the motion.***  
740

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

742  
743 Chief Burkush: We would like to do that at the end, but this is not a new position. It is a reclassification.  
744

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

747  
748 A. Walczyk: Thank you for the information you have provided. Can you walk me through how this would  
749 work?

750  
751 J. Burkush: Dr. Shankle was doing a reorganization when I first came here because of some immediate  
752 goals. At the time, Assistant Chief Colburn was the Captain of Fire Inspection. He and I were left with  
753 the administration of the department. For a year and a half, we have explored many different options,  
754 including a full-time Fire Inspector and the idea of merging the position of Fire Inspector with that of the  
755 Code Enforcement Officer.

756  
757 Assistant Chief Colburn: Our plan is to pull a person off the floor and reclassify that person to work with  
758 me to learn the job of Fire Inspector. It will take a long time. It takes three or four years to complete all  
759 of the classes. The Fire Investigator training is especially hard to get. We want to do a lot of job  
760 shadowing to create some redundancy in the department and so there would be no mess if something  
761 happens to me.

762  
763 Chief Burkush: We want to get some of the workload off Assistant Chief Colburn.

764  
765 A. Walczyk: Have you determined that this is the best way to do this or should we just hire a full-time  
766 Fire Inspector?

767  
768 Chief Burkush: Economically, it is the best way. We can come back and revisit this if necessary.

769  
770 A. Walczyk: It sounds like this will be needed.

771  
772 Assistant Chief Colburn: Absolutely. Hooksett is poised to grow, and we have to handle that growth.  
773  
774 T. Tsantoulis: I would like to remind everyone that the Fire Department budget has increased by more  
775 than \$500,000, which is 7%, over the past three years. Everyone has to pay for this. Since we are  
776 looking for a Building Inspector, maybe we can combine the two positions. Is this outlandish or could it  
777 be done?  
778  
779 Assistant Chief Colburn: They are two different things. Matt Lavoie and I work very closely together on  
780 a lot of projects. There is a lot going on. You may be looking at two in Building Department before too  
781 long because of all of the development. I hear from contractors who don't want to wait a month for a set  
782 of plans to be approved. I have 17 sets of plans on my desk now, and some of them have been there  
783 for five weeks. A big difference is that the Building Inspector doesn't go back after a building is finished.  
784 The Fire Department inspection, by code, is supposed to be done annually for follow-up inspection. We  
785 have looked at combining the positions; Dr. Shankle looked at it two or three times. One problem is that  
786 there is no space to locate the Building Department at the Safety Center, short of putting on an  
787 addition.  
788  
789 R. Duhaime: Fire Department overtime is excessive. In lean times, you are expected to give more  
790 service with the same amount of money. Your department has the highest increase of all departments,  
791 so the residents expect really good service.  
792  
793 C. Karolian: What rank would the Fire Inspector hold within the Fire Department?  
794  
795 Assistant Chief Colburn: The rank would be Administrative Captain.  
796  
797 C. Karolian: A captain as the Fire Inspector?  
798  
799 Chief Burkush: It would be outside of the collective bargaining group. The job specs have already been  
800 developed. That would give us flexibility...  
801  
802 C. Karolian: Why couldn't a regular firefighter get the credentials and check buildings between calls for  
803 service like they do in Manchester?  
804  
805 Chief Burkush: It is a totally different level of training. Those in Manchester are walk-throughs. They  
806 check doors and emergency lighting. In addition, Manchester has four dedicated Fire Inspectors.  
807  
808 C. Karolian: Are you saying that the Hooksett Fire Inspector would have a higher level of training than  
809 in Manchester?  
810  
811 Chair Sullivan: Our Fire Inspector would be doing the same job as the four inspectors in Manchester.  
812  
813 Assistant Chief Colburn: Correct. I do the same inspections as all of the inspectors in New Hampshire.  
814 In Manchester, because there are a lot of apartment buildings, they supplement with basic walk-  
815 throughs, checking that doors aren't locked that might trap people. They have a hard time keeping up.  
816  
817 C. Karolian: What would Hooksett do above and beyond what Manchester certifies with their walk-  
818 throughs?  
819  
820 Assistant Chief Colburn: Fire Inspections include life safety, sprinklers, alarms, site plan reviews, and  
821 commissioning buildings.



822  
823 C. Karolian: Why couldn't a firefighter get certified and do that?  
824  
825 Assistant Chief Colburn: It is a specialty position, and you are paying for the knowledge and  
826 certification. In terms of dealing with the public, people are more apt to comply when instructions come  
827 from someone with a higher rank. We are just trying to get back to where we were in 2008.  
828  
829 C. Karolian: A firefighter would probably have the same level of authority. Are they captains in  
830 Manchester?  
831  
832 Assistant Chief Colburn: In Manchester they are Fire Marshalls, but the status and pay are comparable  
833 to what we are proposing for a captain.  
834  
835 ***D. Boutin motioned to call the question. R. Lapierre seconded the motion.***  
836  
837 **Roll Call #11**  
838 ***T. Tsantoulis Aye***  
839 ***R. Lapierre Aye***  
840 ***J. Durand Aye***  
841 ***C. Jones Not present***  
842 ***C. Karolian Nay***  
843 ***A. Walczyk Nay***  
844 ***R. Duhaime Nay***  
845 ***D. Boutin Aye***  
846 ***J. Sullivan Aye***  
847 ***Motion failed (5-3). A two-thirds majority needed.***  
848  
849 R. Duhaime: Dr. Shankle put a lot of computers in all of the departments and planned to review all  
850 positions. He started with the Fire Department.  
851  
852 Chair Sullivan called for a roll call vote on the motion regarding the Fire Department reorganization  
853 plan.  
854  
855 **Roll Call Vote #12**  
856 ***D. Boutin Aye***  
857 ***A. Walczyk Aye***  
858 ***J. Durand Nay***  
859 ***C. Karolian Nay***  
860 ***R. Lapierre Aye***  
861 ***T. Tsantoulis Nay***  
862 ***R. Duhaime Nay***  
863 ***C. Jones Not present***  
864 ***J. Sullivan Aye***  
865 ***Motion failed (4-4).***  
866  
867 D. Boutin: Can we have a discussion to try to convince someone to change his vote?  
868  
869 Chair Sullivan: Someone on the prevailing side can ask for reconsideration, but I suggest that be taken  
870 up at the next meeting.  
871

872 T. Tsantoulis: I think we should look at the combined position of Fire Inspector and Building Inspector.

873

874 D. Boutin: Regarding what Mr. Tsantoulis said, that would be too much work for the Building Inspector.

875

876

878 **Fall-Winter Tax Bill Newsletter**

879

880 ***Chair Sullivan motioned to approve the Fall-Winter Tax Bill Newsletter. D. Boutin seconded the***  
881 ***motion.***

882

883 **Roll Call Vote #13**

884 ***C. Karolian*    *Nay***

885 ***D. Boutin*    *Aye***

886 ***T. Tsantoulis* *Aye***

887 ***R. Lapierre*    *Aye***

888 ***A. Walczyk*    *Aye***

889 ***R. Duhaime*    *Aye***

890 ***J. Durand*    *Aye***

891 ***C. Jones*    *Not present***

892 ***J. Sullivan*    *Aye***

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

894

895 Chair Sullivan said that anyone with tweaks should contact the Town Administrator.

896

897 **SUB-COMMITTEE REPORTS**

898

899 ***Chair Sullivan motioned to approve spending \$2,500 to reserve the Moving Wall for the***  
900 ***Bicentennial Celebration. D. Boutin seconded the motion.***

901

902 **Roll Call Vote #14**

903 ***R. Duhaime*    *Aye***

904 ***J Durand*    *Aye***

905 ***C. Jones*    *Not present***

906 ***R. Lapierre*    *Aye***

907 ***A. Walczyk*    *Aye***

908 ***D. Boutin*    *Aye***

909 ***C. Karolian*    *Aye***

910 ***T. Tsantoulis* *Aye***

911 ***J. Sullivan*    *Aye***

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

913

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

915

916 ***Chair Sullivan motioned to enter non-public session at 10:00 pm in accordance with the***  
917 ***provisions of RSA 91-A:3, II (a). T. Tsantoulis seconded the motion.***

918

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

923

924 **Roll Call Vote #15**  
925 **D. Boutin Aye**  
926 **C. Jones Not present**  
927 **A. Walczyk Aye**  
928 **J. Durand Aye**  
929 **R. Duhaime Aye**  
930 **T. Tsantoulis Aye**  
931 **R. Lapierre Nay**  
932 **C. Karolian Aye**  
933 **J. Sullivan Aye**  
934 **Voted in favor (7-1).**

935  
936 ***D. Boutin motioned to leave non-public session and return to public session at 10:03 pm. Chair***  
937 ***Sullivan seconded the motion.***

938  
939 **Roll Call Vote #16**  
940 **A. Walczyk Aye**  
941 **R. Lapierre Aye**  
942 **C. Jones Not present**  
943 **R. Duhaime Aye**  
944 **J. Durand Aye**  
945 **C. Karolian Aye**  
946 **T. Tsantoulis Aye**  
947 **D. Boutin Aye**  
948 **J. Sullivan Aye**  
949 **Voted unanimously in favor (8-0).**

950  
951 ***Chair Sullivan motioned to seal the minutes of the non-public session. A. Walczyk seconded the***  
952 ***motion.***

953  
954 **Roll Call Vote #17**  
955 **T. Tsantoulis Aye**  
956 **C. Jones Not present**  
957 **R. Duhaime Aye**  
958 **A. Walczyk Aye**  
959 **R. Lapierre Aye**  
960 **C. Karolian Aye**  
961 **J. Durand Aye**  
962 **D. Boutin Aye**  
963 **J. Sullivan Aye**  
964 **Voted unanimously in favor (8-0).**

965  
966 **ADJOURNMENT**

967  
968 ***Chair Sullivan motioned to adjourn at 10:05 pm. C. Karolian seconded the motion.***

969  
970 **Roll Call Vote #18**  
971 **J. Durand Aye**  
972 **R. Lapierre Aye**  
973 **C. Karolian Aye**

974 **D. Boutin** **Aye**  
975 **C. Jones** **Not present**  
976 **T. Tsantoulis** **Aye**  
977 **A. Walczyk** **Aye**  
978 **R. Duhaime** **Aye**  
979 **J. Sullivan** **Aye**  
980 **Voted unanimously in favor (8-0).**

981

982

983 Respectfully submitted,  
984 *Kathleen Donnelly*

985 Kathleen Donnelly

986 Recording Clerk

987

988

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

990

991

992

993