

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, March 25, 2020**

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2 The Hooksett Town Council met on Wednesday, March 25, 2020 at 6:00 in the Hooksett Municipal
3 Building.

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5 **CALL TO ORDER**

6 Chair Sullivan called the meeting of 25 Mar 2020 to order at 6:05 pm.

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8 **PROOF OF POSTING**

9 Administrative Services Coordinator Donna Fitzpatrick provided proof of posting, stating that the
10 meeting was posted on March 18, 2020.

11
12 Chair Sullivan: Prior to taking a roll call, I want to ask the Town Administrator if we are meeting
13 according to the Governor's proclamation.

14
15 A. Garron: Yes, we are.

16
17 Chair Sullivan: We are meeting under a different format in accordance with RSA 91-A where certain
18 requirements are set forth for public forums and the keeping of minutes under emergency
19 circumstances. We have coordinated efforts to establish this format because of the need to have a
20 meeting. We are acting under Emergency Executive Order #12 pursuant to the Governor's order
21 # 2020-04, temporary modification of public access to meetings under RSA 91-A. The Governor's order
22 #2020-04, paragraph eight, provides use of the emergency meeting provisions of RSA 91-A. State and
23 local government bodies are permitted (encouraged) to meet via electronic means while preserving to
24 the extent feasible the public's right to notice of such meetings and the ability to observe and listen
25 contemporaneously. Pursuant to #2020-04, gatherings of more than ten people are prohibited. We now
26 have ten people occupying an area which previously comprised two classrooms. To implement these
27 orders and recommendations, the requirements of RSA 91-A:2, III (b) that a quorum of a public body be
28 present unless immediate action is imperative is waived for the duration of the emergency state. Also,
29 RSA 91-A:2, III (c), the requirement that each part of the public body be audible and otherwise
30 discernible to the public at the location specified in the meeting notice, is waived in #2020-04, so long
31 as the public body provides public access to the meeting via phone with the addition of video or other
32 electronic means and a public notice with necessary information on how to access the meeting and a
33 mechanism for the public to alert the public body if they are unable to access the meeting. The public
34 meeting must be adjourned if the public body is unable to meet these requirements. This notice was
35 given on March 23, 2020.

36
37 Chair Sullivan called for a roll call of attendance.

38
39 **ROLL CALL**

40 **In Attendance:** Councilor James Sullivan, Councilor Robert Duhaime, by phone; Councilor John
41 Durand, Councilor Timothy Tsantoulis, by phone; and Councilor Alex Walczyk, by phone

42
43 **Missing:** Councilor Clark Karolian, Councilor Avery Comai, Councilor James Levesque, and Councilor
44 Clifford Jones

45
46 Chair Sullivan: There is no quorum, so no business may be transacted. I want to ask the Town
47 Administrator to provide a COVID 19 update.

48

49 A. Garron: I want to update the community regarding actions the town has taken in response to COVID
50 19. The DPW garage, Library, and Wastewater facility are closed to the public, as is Town Hall. This is
51 in line with the strategy at the state and national level regarding social distancing. Governor Sununu
52 has declared a state of emergency to stem the spread of the virus. Initially, Town Hall was open, but on
53 March 19, 2020 at noon, it was closed until further notice. Residents are encouraged to use online
54 services whenever possible. The town website has contact information for all town departments. I
55 commend the staff for doing all they can to minimize the impact of closing Town Hall. They have gone
56 above and beyond. As an example, employees of the Town Clerk/Tax Collector's office are going in
57 pairs, and with proper protection, to cars in the parking lot when physical signatures are required on
58 documents. The Public Works transfer station is open for recycling, but the office is closed to the public.
59 Residents are asked to limit items requiring cash to change hands because of the health risk. The Fire
60 and Police Departments, as our first responders, are open, with lobby restrictions. Again, the Library is
61 closed. The schools closed on March 16, 2020 and will remain closed at least until April 3, 2020. The
62 Town Hall gym is closed until further notice. The Wastewater facility is operating but is closed to the
63 public. We ask for everyone's cooperation, please. There are changes from day to day. We will try to
64 keep you informed via the town website.

65
66 Chair Sullivan: The town website is hooksett.org. The Town Administrator's phone number is [485-8472](tel:485-8472).

67
68 Fire Chief Burkush: Emergency management in Hooksett is a joint effort, including the department
69 heads, the Town Administrator, and the Fire Chief. We are working closely with the state and federal
70 government under ever-changing conditions. Just today, 29 new cases were reported in New
71 Hampshire. Hooksett is in the Manchester catchment. The Fieldhouse at SNHU has been set up with
72 250 beds as an auxiliary hospital. This is for low acuity patients, alternative care for those recovering
73 from the virus. There is a COVID 19 hotline, [668-1547](tel:668-1547). This is for people with mild symptoms who have
74 no doctor and who wish to talk with a nurse. I will post this number on the town website tomorrow.
75 People with extremely high fevers and/or breathing problems should contact their doctors or call 911
76 immediately. The Fire Department will continue in a full response mode. Both the Police and Fire
77 Departments are fully operational. Fire permits are available on line. The lobby of the Safety Center is
78 closed.

79
80 Chair Sullivan: We still do not have a quorum so we must cancel this meeting. I am setting April 22,
81 2020 as the date for the next meeting. Per the Charter, we must meet at least once each month. For
82 the April 22nd meeting, we will have a limited agenda. People are encouraged to not be physically
83 present. Our last great crisis was the flood in March of 1936. My grandfather was the chairman at that
84 time. He did the best that he could, and we will do the same, with our fine Town Administrator and
85 department heads.

86
87 There being no quorum, the meeting was closed at 6:25 pm.

88
89 Respectfully submitted,

90
91
92 Kathleen Donnelly
93 Recording Clerk