



AGENDA

Town of Hooksett Town Council

Wednesday, March 24, 2021 at 5:30 PM

A meeting of the Town Council will be held Wednesday, March 24, 2021 in the Hooksett Municipal Building commencing at **5:30 PM**.

Page

1. **CALL TO ORDER**
2. **PROOF OF POSTING**
3. **ROLL CALL-ATTENDANCE**
4. **NON-PUBLIC SESSION NH RSA 91-A:3 II (A)**
5. **PUBLIC SESSION WILL BEGIN IMMEDIATELY FOLLOWING THE NON-PUBLIC SESSION NOTED ABOVE**
6. **PLEDGE OF ALLEGIANCE**
7. **AGENDA OVERVIEW**
8. **PUBLIC HEARINGS**
9. **SPECIAL RECOGNITION**
 - 9.1. Hooksett Municipal Employee - New Hire
10. **SCHEDULED APPOINTMENTS**
 - 10.1. Gianna Valentino - Town Council Seat 5 - 16
[Valentino 03242021](#)
 - 10.2. Michelle Goodnow and Troy Laprise, Granite State YMCA / YMCA of Downtown Manchester - Hooksett Daycamp Program (see item 17.1 for details)
 - 10.3. Matthew Barrett - Economic Development Advisory Committee - RSA 72:80 17
Commercial and Industrial Construction Exemption (see item 17.2 for details -
tabled at 10/14/2020 Town Council Meeting)
[Staff Report - SR-21-031 - Pdf](#)
11. **CONSENT AGENDA**
 - 11.1. Donation of \$500.00 from Donald E. Duval to Fire-Rescue 19
[Staff Report - SR-21-026 - Pdf](#)
12. **TOWN ADMINISTRATOR'S REPORT**
13. **PUBLIC INPUT - 15 MINUTES**
14. **NOMINATIONS AND APPOINTMENTS**
15. **BRIEF RECESS**
16. **OLD BUSINESS**
 - 16.1. 2021 MS-232 Report of Appropriations Actually Voted totaling \$22,818,295. 21 - 26

Anyone requesting auxiliary aids or services is asked to contact the Administration Department five business days prior to the meeting.

[Staff Report - SR-21-014 - Pdf](#)

- 16.2. Create Trust Fund for Hooksett's Bicentennial Celebration 27 - 28

[Staff Report - SR-21-030 - Pdf](#)

17. NEW BUSINESS

- 17.1. Granite State YMCA / YMCA of Downtown Manchester MOU with Town of Hooksett / SAU 15 29 - 33

[Staff Report - SR-21-033 - Pdf](#)

- 17.2. Economic Development Advisory Committee - RSA 72:80-83 Commercial and Industrial Construction Exemption (tabled at 10/14/2020 Town Council Meeting) 35 - 39

[Staff Report - SR-21-032 - Pdf](#)

- 17.3. Lilac Bridge Memorial Landscaping – Approve of award of Landscaping Contract to Blue Ribbon Property Improvements for \$7,250 and to Fund the Project with Public Recreation Facilities Impact Fee funds. 41 - 55

[Staff Report - SR-21-025 - Pdf](#)

- 17.4. Street Name Approval Request Starlight Drive (Off Goffstown Road) 57 - 58

[Staff Report - SR-21-028 - Pdf](#)

- 17.5. Town Personnel Plan Updates 59 - 63

[Staff Report - SR-21-034 - Pdf](#)

- 17.6. Town Council Rules of Procedures - Council Chair Discussion of Proposed Amendments 65 - 73

[TC Rules TC Approved 10282020](#)

- 17.7. New Hooksett Fire Chief Contract

18. APPROVAL OF MINUTES

- 18.1. Public: 02/06/2021 Special Meeting 75

[TC Minutes Special Meeting 02.06.2021](#)

- 18.2. Public: 02/10/2021 77 - 84

[TC Minutes 02102021\[13898\]](#)

- 18.3. Public: 03/10/2021 85 - 95

[TC Minutes 03102021 \(003\)](#)

- 18.4. Public: 02/24/2021 97 - 111

[TC Minutes 02242021 \(003\)14150](#)

- 18.5. Non-Public: 02/10/2021 #2 unsealed 113 - 115

[02102021 NON-PUBLIC - 2 NOT SEALED](#)

- 18.6. Non-Public: 02/10/2021 #1

- 18.7. Non-Public: 02/24/2021 #1

- 18.8. Non-Public: 02/24/2021 #2

- 18.9. Non-Public: 03/10/2021

Anyone requesting auxiliary aids or services is asked to contact the Administration Department five business days prior to the meeting.

- 19. **SUB-COMMITTEE REPORTS**
- 20. **PUBLIC INPUT**
- 21. **NON-PUBLIC SESSION NH RSA 91-A:3 II**
- 22. **ADJOURNMENT**

PUBLIC INPUT

- 1. Two 15-minute Public Input sessions will be allowed during each Council Meeting. Time will be divided equally among those wishing to speak, however, no person will be allowed to speak for more than 5 minutes.
- 2. No person may address the council more than twice on any issue in any meeting. Comments must be addressed to the Chair and must not be personal or derogatory about any other person.
- 3. Any questions must be directly related to the topic being discussed and must be addressed to the Chair only, who after consultation with Council and Town Administrator, will determine if the question can be answered at that time. Questions cannot be directed to an individual Councilor and must not be personal in nature. Issues raised during Public Input, which cannot be resolved or answered at that time, or which require additional discussion or research, will be noted by the Town Administrator who will be responsible for researching and responding to the comment directly during normal work hours or by bringing to the Council for discussion at a subsequent meeting. The Chair reserves the right to end questioning if the questions depart from clarification to deliberation.
- 4. Council members may request a comment be added to New Business at a subsequent meeting.
- 5. No one may speak during Public Input except the person acknowledged by the Chair. Direct questions or comments from the audience are not permitted during Public Input.

Anyone requesting auxiliary aids or services is asked to contact the Administration Department five business days prior to the meeting.

Donna Fitzpatrick

From: GIANNA VALENTINO <giavalentino@yahoo.com>
Sent: Saturday, March 13, 2021 3:09 AM
To: Donna Fitzpatrick
Subject: This is for the TC packet

Follow Up Flag: Follow up
Flag Status: Flagged





📶 Xfinity Mobile 📶

16:27



Philip Croasdale

16:25

To: GIANNA VALENTINO >

Re:

No

Sent from my iPhone

On Feb 14, 2021, at 4:07 PM, GIANNA VALENTINO <giavalentino@yahoo.com> wrote:

It's illegal to put a political sign on the utility pole, did you give this individual permission to put political signs on your property?

ELECTION LAW COMPLAINT
State of New Hampshire

Use this form to report a violation of Title III of the Help America Vote Act

COMPLAINANT INFORMATION

Name Gianna Valentine Home Phone Me
Address 125 Chestnut St County Me
City Hooksett State NH
Email Address giavalentine@yahoo.com

**PERSON, CANDIDATE, POLITICAL COMMITTEE, ELECTED OFFICIAL, OR VENDOR
DISTRICT AGAINST WHOM COMPLAINT IS BROUGHT**

Name Timothy Tsantoulis Home Phone Me
Address 39 Lindsay Rd County Me
City Hooksett
Email Address tttsantoulis@hooksett-nh.com

STATEMENT OF FACTS

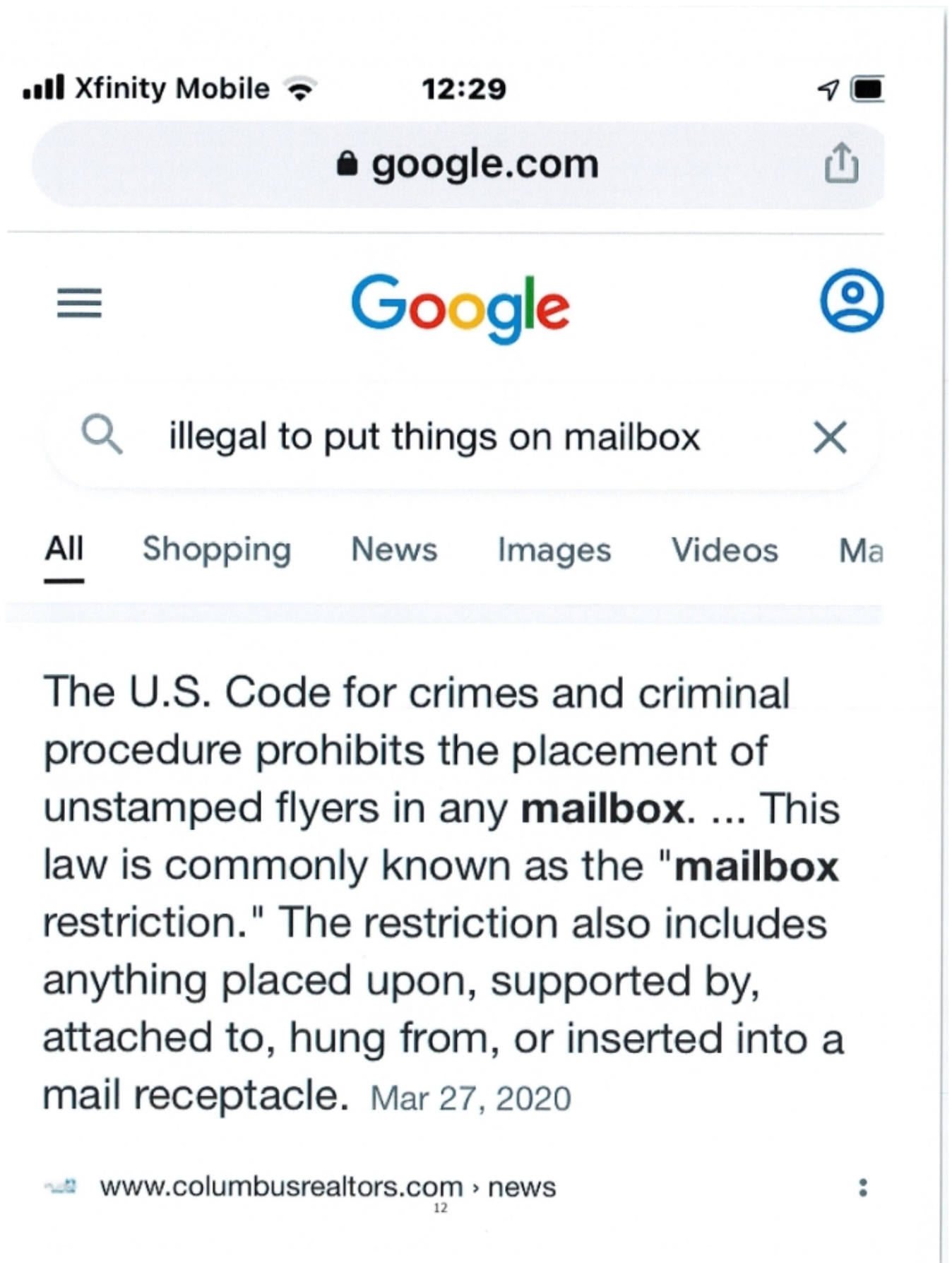
Location of Violation Hooksett
Date and Time of Violation Feb 14, 2014

Please explain the basis for your complaint. If necessary, attach additional information.

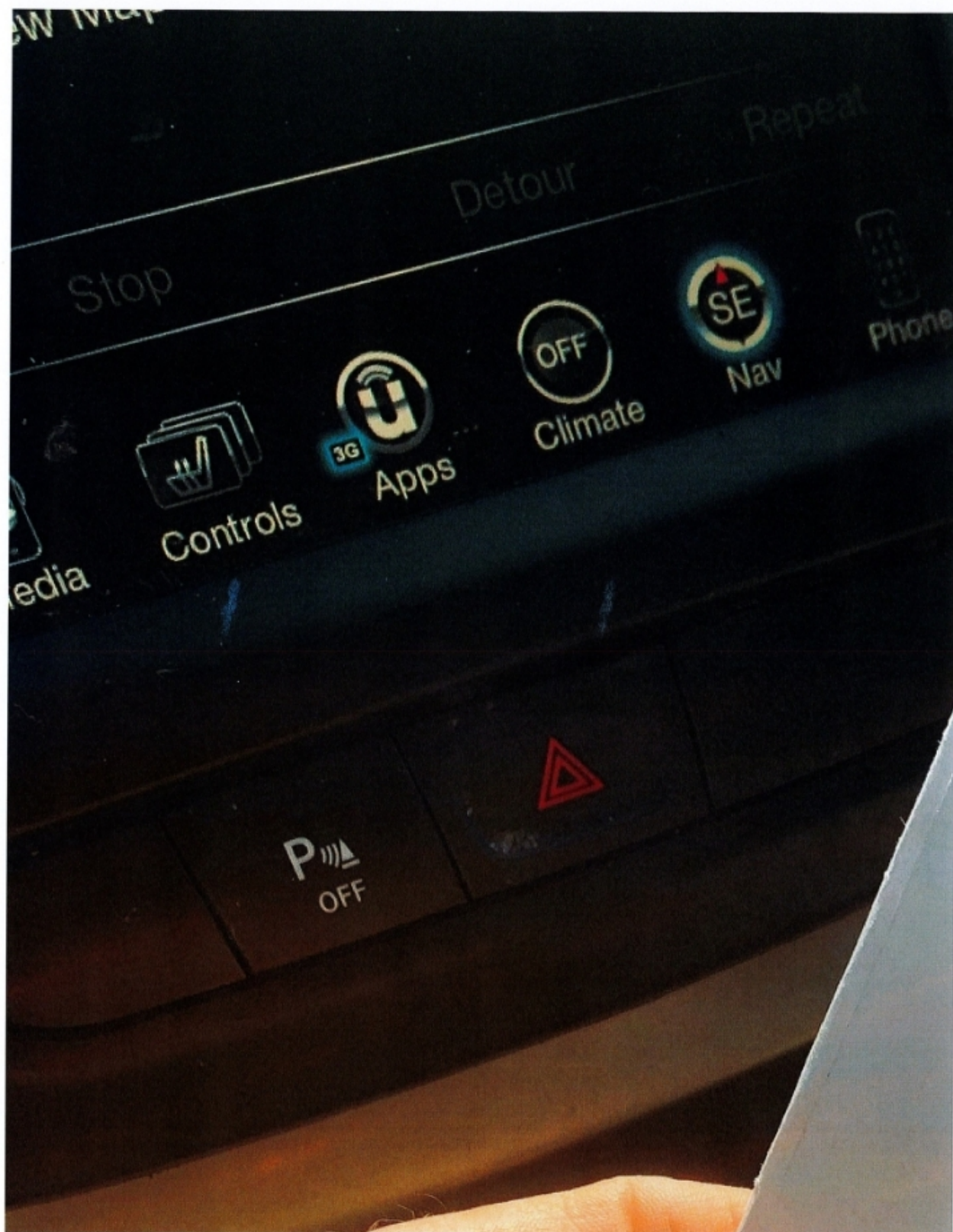
MR Tsantoulis posted a sign on a utility pole in Hooksett. I was notified by this way. It was posted on 2/14 @ noon. I

Names and phone numbers of witnesses or other victims: Tina









XM Wi-Fi

15:46



faq.usps.com

stamp, permit imprint, or meter impression.

Notes:

- USPS regulations do not govern what can be placed in a mail slot on your door. This means that if a local business wants to put a flyer in the mail slot, they can do so.
- For further questions (or to report occurrences) regarding flyers being placed into your mailbox without first going through the postal system, please refer to the [local Post Office](#).

Can I affix a flyer or poster to a United States Postal Service® Collection Box®?

United States Postal Service Collection boxes are the property of the Postal Service. You are not allowed to affix anything to them, including flyers, signs about missing items or animals, and advertisements.

*125 Chester Tpk
03106*

*Office of Attorney General
11 St*

ELECTION LAW COMPLAINT FORM

State of New Hampshire

Use this form to report a violation of Title III of the Help America Vote Act of 2002, or any New Hampshire Election Law.

COMPLAINANT INFORMATION

Name Granna Valentine Home Phone _____ Work Phone _____
 Address 125 Chester Tpk County _____ Cell Phone 781 698 81
 City Hackett State NH Zip Code 03106
 Email Address granna.valentino@yahoo.com

**PERSON, CANDIDATE, POLITICAL COMMITTEE, ELECTION OFFICIAL, TOWN, CITY, OR VILLAGE
DISTRICT AGAINST WHOM COMPLAINT IS BROUGHT**

Name Timothy Tsantoulis Home Phone 603 669 6999 Work Phone _____
 Address 39 Lindsay Rd County Merrimack Cell Phone 603 785 1
 City Hackett State NH Zip Code 03106
 Email Address TTsantoulis@hackett.org

STATEMENT OF FACTS

Location of Violation Mailboxes on Lindsay, Virginia Ct
 Date and Time of Violation March 5+6 2021

Please explain the basis for your complaint. If necessary, attach additional sheets.

Please see prior complaint on MR Tsantoulis
 Filed Feb 2021. Please see Hackett PD
 report on this incident. I received a ph
 call on 3/5 from MR Paglierani telling me
 Names and phone numbers of witnesses or other victims: Officer Richard Foster Hackett
 [redacted] 603 [redacted]
 Police Report @ Hackett.

State or Federal Statute you believe was violated (if known) Federal Law/USPS
 Mail

SIGNATURE

By signing and filing this complaint, you are stating under penalty of law that the information you are providing is true and correct to the best of your knowledge.

Signature G. Valentine Date 3/9/21 1836

Below For Federal Title III Complaints ONLY:

THE STATE OF NEW HAMPSHIRE

On the _____ day of _____, 20____, before me, _____ (Print name of
 Notary Public/Justice of the Peace), the undersigned officer, appeared _____ (Print name of
 person whose signature is being notarized) (known to me) (or satisfactorily proven) (circle one) to be the person
 whose name appears above, and s/he subscribed his/her name to the foregoing complaint and swore that the facts
 contained in this Affidavit are true to the best of his/her knowledge and belief.

Commission expires: _____ Notary Public/Justice of the Peace _____

Gianna Valentino

Emails are dictated. Please excuse spelling and incorrect grammar.

Town Council

STAFF REPORT



To: Town Council
Title: Matthew Barrett - Economic Development Advisory Committee - RSA 72:80
Commercial and Industrial Construction Exemption (see New Business Item for
details)
Meeting: Town Council - 24 Mar 2021
Department: Community Development
Staff Contact: Leann Fuller, Community Development Clerk

RECOMMENDATION:

See new business item for details - Presentation by Nicholas Williams, Town Planner and Matthew Barrett, Economic Development Advisory Committee

TOWN ADMINISTRATOR'S RECOMMENDATION:

See New Business recommendation

Town Council
STAFF REPORT



To: Town Council
Title: Donation of \$500.00 from Donald E. Duval to Fire-Rescue
Meeting: Town Council - 24 Mar 2021
Department: Fire and Rescue
Staff Contact: James Burkush, Chief of Hooksett Fire&Rescue

BACKGROUND INFORMATION:

Donation in appreciation for multiple medical responses provided to him and his wife. Stated he "really appreciates the professionalism of our employees and wanted to thank them".

SUGGESTED MOTION:

Motion to accept \$500.00 donation from Donald E. Duval to Town of Hooksett for the Hooksett Fire-Rescue Donation Line per RSA 31:95-b III(b)

Town Council

STAFF REPORT



To: Town Council
Title: 2021 MS-232 Report of Appropriations Actually Voted totaling \$22,818,295.
Meeting: Town Council - 24 Mar 2021
Department: Finance
Staff Contact: Christine Soucie, Finance Director

BACKGROUND INFORMATION:

The Town is required to complete the State Form MS-232 Report of Appropriations Actually Voted. This report informs the State on the gross appropriations that were passed at town meeting. Revenues are reported to the State in the fall.

#	Warrant	
3	Operating Budget	
	Town	18,422,886
	Wastewater	2,383,045
6	Other Union	17,239
8	Merrimack Riverfront Trail System Phase III (\$20,950 CR, \$80K Grant, \$20k CC Fund \$200K Taxes)	320,950
9	R&T Auto Truck (\$125K from Solid Waste Disposal Fund and \$175 for automated CR)	300,000
10	CR Fund - Fire Apparatus	250,000
11	CR Fund - Public Works' Vehicles	200,000
12	R&T Front End Loader (From Solid Waste Disposal Fund)	150,000
13	Retirement Expendable Trust Fund (Assigned Fund Balance)	150,000
14	Non-Union Wages	140,387
15	CR Fund - Town Building Maintenance	100,000
16	Fire Command Vehicle (\$50,000 from FB and \$15,000 for Taxes)	65,000
17	CR Funds - Fire (TA's \$20K Air Packs; \$35K Tools & Equipment and \$0 Cistern)	55,000
19	CR Fund - Drainage Upgrades	50,000
20	CR Fund - Automated Collection Equipment	30,000
21	CR Fund - Parks & Recreation Facilities Development	25,000
22	CR Fund - Revaluation	20,000
23	CR Fund - Improvements of Conservation Land	10,000
	Totals	\$ 22,818,295

FINANCIAL IMPACT:

Estimated town share of the tax rate for 2021 is \$6.43. This is 80 cents more than the 2020 town rate of \$5.63. This estimated rate does not include fund balance used to reduce rate in 2021. Council reduced the 2020 tax rate by 68 cents by applying fund balance.

The estimated tax rate impact is simply an estimate based on the information we have today. Revenues and the Town's property assessments will be revised in the fall prior to setting the tax rate.

RECOMMENDATION:

Motion to sign the "2021 MS-232 Report of Appropriations Actually Voted" totaling \$22,818,295.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur to have town Council sign the MS-232 Report

ATTACHMENTS:

[MS 232](#)



New Hampshire
Department of
Revenue Administration

2021
MS-232

Report of Appropriations Actually Voted
Hooksett

For the period beginning July 1, 2021 and ending June 30, 2022

Form Due Date: **20 Days after the Annual Meeting**

GOVERNING BODY CERTIFICATION

This is to certify that the information contained in this form, appropriations actually voted by the town/city meeting, was taken from official records and is complete to the best of our knowledge and belief. Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Name	Position	Signature
James Sullivan	Chair - At Large	
John Durand	District 4	
Alex Walczyk	At Large	
Timothy Tsantoulis	Vice Chair – District 1	
Clark Karolian	District 5	
Cliff Jones	At Large	
Roger Duhaime	District 3	
David Boutin	District 2	
Randall Lapierre	District 6	

This form must be signed, scanned, and uploaded to the Municipal Tax Rate Setting Portal:

<https://www.proptax.org/>

For assistance please contact:
NH DRA Municipal and Property Division
(603) 230-5090
<http://www.revenue.nh.gov/mun-prop/>



New Hampshire
Department of
Revenue Administration

2021
MS-232

Report of Appropriations Actually Voted

Account	Purpose	Article	Appropriations As Voted
General Government			
4130-4139	Executive	03,14	\$532,445
4140-4149	Election, Registration, and Vital Statistics	03	\$29,789
4150-4151	Financial Administration	03,06,14	\$754,891
4152	Revaluation of Property	03,06,14	\$209,872
4153	Legal Expense	03	\$100,000
4155-4159	Personnel Administration	03,04,06	\$207,549
4191-4193	Planning and Zoning	03,06,14	\$397,321
4194	General Government Buildings	03,04,14	\$519,993
4195	Cemeteries	03	\$6,660
4196	Insurance	03	\$241,776
4197	Advertising and Regional Association	03	\$15,000
4199	Other General Government	03	\$1
General Government Subtotal			\$3,015,297
Public Safety			
4210-4214	Police	03,14	\$4,980,095
4215-4219	Ambulance		\$0
4220-4229	Fire	03,06,14	\$4,649,037
4240-4249	Building Inspection	03,14	\$100,693
4290-4298	Emergency Management	03	\$4,302
4299	Other (Including Communications)		\$0
Public Safety Subtotal			\$9,734,127
Airport/Aviation Center			
4301-4309	Airport Operations		\$0
Airport/Aviation Center Subtotal			\$0
Highways and Streets			
4311	Administration	03,04,14	\$260,318
4312	Highways and Streets	03,04,06	\$1,876,793
4313	Bridges	03	\$1
4316	Street Lighting	03	\$30,001
4319	Other	03,04	\$243,040
Highways and Streets Subtotal			\$2,410,153
Sanitation			
4321	Administration	03,04,06	\$163,564
4323	Solid Waste Collection	03,04	\$307,714
4324	Solid Waste Disposal	03,04,14	\$789,262
4325	Solid Waste Cleanup		\$0
4326-4328	Sewage Collection and Disposal		\$0
4329	Other Sanitation		\$0



New Hampshire
Department of
Revenue Administration

2021
MS-232

Report of Appropriations Actually Voted

Sanitation Subtotal

\$1,260,540

Water Distribution and Treatment

4331	Administration		\$0
4332	Water Services		\$0
4335-4339	Water Treatment, Conservation and Other		\$0
Water Distribution and Treatment Subtotal			\$0

Electric

4351-4352	Administration and Generation		\$0
4353	Purchase Costs		\$0
4354	Electric Equipment Maintenance		\$0
4359	Other Electric Costs		\$0
Electric Subtotal			\$0

Health

4411	Administration	03	\$1
4414	Pest Control		\$0
4415-4419	Health Agencies, Hospitals, and Other		\$0
Health Subtotal			\$1

Welfare

4441-4442	Administration and Direct Assistance	03,14	\$122,309
4444	Intergovernmental Welfare Payments	03	\$35,443
4445-4449	Vendor Payments and Other		\$0
Welfare Subtotal			\$157,752

Culture and Recreation

4520-4529	Parks and Recreation	03,04,06	\$670,082
4550-4559	Library	03,14	\$925,587
4583	Patriotic Purposes	03	\$2,945
4589	Other Culture and Recreation	03	\$36,500
Culture and Recreation Subtotal			\$1,635,114

Conservation and Development

4611-4612	Administration and Purchasing of Natural Resources	03	\$1,219
4619	Other Conservation		\$0
4631-4632	Redevelopment and Housing		\$0
4651-4659	Economic Development	03	\$1,000
Conservation and Development Subtotal			\$2,219

Debt Service

4711	Long Term Bonds and Notes - Principal	03	\$350,000
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New Hampshire
Department of
Revenue Administration

2021
MS-232

Report of Appropriations Actually Voted

4721	Long Term Bonds and Notes - Interest	03	\$94,095
4723	Tax Anticipation Notes - Interest	03	\$1
4790-4799	Other Debt Service		\$0
Debt Service Subtotal			\$444,096

Capital Outlay

4901	Land	03	\$1
4902	Machinery, Vehicles, and Equipment	09,12,16	\$515,000
4903	Buildings		\$0
4909	Improvements Other than Buildings	08	\$320,950
Capital Outlay Subtotal			\$835,951

Operating Transfers Out

4912	To Special Revenue Fund		\$0
4913	To Capital Projects Fund		\$0
4914A	To Proprietary Fund - Airport		\$0
4914E	To Proprietary Fund - Electric		\$0
4914O	To Proprietary Fund - Other		\$0
4914S	To Proprietary Fund - Sewer	03	\$2,383,045
4914W	To Proprietary Fund - Water		\$0
4915	To Capital Reserve Fund	10,11,15,17,18,19,20,21,22,23	\$790,000
4916	To Expendable Trusts/Fiduciary Funds	13	\$150,000
4917	To Health Maintenance Trust Funds		\$0
4918	To Non-Expendable Trust Funds		\$0
4919	To Fiduciary Funds		\$0
Operating Transfers Out Subtotal			\$3,323,045

Total Voted Appropriations			\$22,818,295
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Town Council

STAFF REPORT



To: Town Council
Title: Create Trust Fund for Hooksett's Bicentennial Celebration
Meeting: Town Council - 24 Mar 2021
Department: Finance
Staff Contact: Christine Soucie, Finance Director

BACKGROUND INFORMATION:

RSA 31:19 I. " Towns may take and hold in trust gifts, legacies, and devises made to them for the establishment, maintenance, and care of libraries, reading-rooms, schools, and other educational facilities, parks, cemeteries, and burial lots, the planting and care of shade and ornamental trees upon their highways and other public places, and for any other public purpose that is not foreign to their institution or incompatible with the objects of their organization."

These private trusts are held with the Trustees of the Trust Fund, and are accounted for separately from and not commingled with tax dollars. Annual accounting and report of activities of the trust shall be presented and published in the annual report. When the trust is no longer needed Council can close it and the monies in the trust are returned to the Treasurer.

Once the trust are established the Town Council will needed to accept the funds following:

RSA 31:95-b III " (a) For unanticipated moneys in the amount of \$10,000 or more, the selectmen or board of commissioners shall hold a prior public hearing on the action to be taken. Notice of the time, place, and subject of such hearing shall be published in a newspaper of general circulation in the relevant municipality at least 7 days before the hearing is held.

(b) The board of selectmen may establish the amount of unanticipated funds required for notice under this subparagraph, provided such amount is less than \$10,000. For unanticipated moneys in an amount less than such amount, the board of selectmen shall post notice of the funds in the agenda and shall include notice in the minutes of the board of selectmen meeting in which such moneys are discussed. The acceptance of unanticipated moneys under this subparagraph shall be made in public session of any regular board of selectmen meeting."

Section 5.14 of the Town Charter states, "The Council may, in accordance with the provisions of State law, apply for, accept and expend without further action by town meeting, money or gifts of personal property, which may be offered for any public purpose, from the state, federal or other governmental units or a private source, which becomes available during the fiscal year."

The Bicentennial Committee has asked that the Town sets up a Private Trust for donations or gifts related to Hooksett's Bicentennial Celebration in 2022.

SUGGESTED MOTION:

Motion to establish a trust fund under RSA 31:19 for the purpose of Hooksett's Bicentennial Celebration.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

Town Council STAFF REPORT



To: Town Council
Title: Granite State YMCA / YMCA of Downtown Manchester MOU with Town of Hooksett / SAU 15
Meeting: Town Council - 24 Mar 2021
Department: Administration
Staff Contact: Nick Germain, Project Coordinator

BACKGROUND INFORMATION:

In 2018, the Town of Hooksett and Granite State YMCA entered into an agreement to offer a youth summer program to Hooksett residents. Previously, a similar program existed that was administered directly by the Town of Hooksett and overseen by the Public Works Department. The instrument to conduct this relationship was a "Memorandum of Understanding" (MOU) between the involved organizations. A new MOU has been subsequently signed each year to renew the relationship.

During the summer of 2020, the program continued as normal aside from operational changes necessitated by the COVID-19 pandemic. Since then, some further administrative changes have occurred internally with the state YMCA, hence the new MOU's incorporation of the Downtown Manchester YMCA.

Financial details in the MOU are as follows:

"VII. The Provider will collect a one-time \$30 registration fee and a weekly resident fee of \$184.00 for the first enrolled child and \$169 for each additional family sibling for each of the weeks enrolled. Non-resident youth will be charged the same registration fee as residents, a \$204 weekly rate for the first child and \$189 for additional siblings. The Town of Hooksett will once again provide \$20,000 additional funding to assist Hooksett families in need of financial assistance to attend the summer camp program. Monies collected by the Provider from this registration and weekly fee process will serve as the remuneration for services provided to coordinate, staff, manage and operate the 2021 Hooksett Summer Camp.

VIII. The Hooksett Town Council agrees to provide \$10,000 for necessary equipment and program supplies to provide a safe and enjoyable day camp experience for the youth of Hooksett. The Provider will present the list of proposed equipment purchases. The equipment purchased will be owned by the Town of Hooksett. The YMCA will submit invoices to the Department of Public Works attention to Evelyn Horn with receipts for reimbursement."

The YMCA collects the fees from enrolling families while the Town of Hooksett's Family Services Department coordinates with the local Salvation army to provide financial support. The Public Works and Administration Departments provide other operational support functions.

FINANCIAL IMPACT:

\$20,000 in financial assistance for Hooksett residents in need of aid to participate ; \$10,000 in equipment / supplies support.

POLICY IMPLICATIONS:

Signing the MOU will provide another year of a Summer Program for Town of Hooksett residents. Youth of other communities can participate in the same program to fill unfilled spots, but Hooksett residents have first shake.

RECOMMENDATION:

Review the MOU and listen to staff explanations and presentations by the YMCA's Michelle Goodnow and Troy Laprise. Vote to authorize the Town Administrator to fulfill any required duties to enact the program.

SUGGESTED MOTION:

"I motion to authorize the Town Administrator to sign the contract with Granite YMCA for the 2021 Summer Day Camp on behalf of the Council" Second required.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[2021 Day Camp MOU revised 3-12-21](#)

**HOOKSETT SUMMER PROGRAM AGREEMENT
BETWEEN TOWN COUNCIL OF HOOKSETT;
HOOKSETT SAU, HOOKSETT, NH
AND
THE GRANITE YMCA, YMCA of Downtown Manchester, NH
SUMMER 2021**

WHEREAS, the Town of Hooksett, Town Council located in Merrimack County, state of New Hampshire, is desirous of having a summer recreational camp program for Hooksett residents' children, and local families seeking summer daycamp care.

WHEREAS, The Granite YMCA (hereinafter called "the Provider"), with a principle place of business located at 117 Market St, Manchester, NH, is desirous of providing such service,

WITNESS that:

I. The central goal of this program is to provide nine (9) weeks (Monday, June 21, 2021 – Friday, August 20, 2021) of a safe, quality summer recreational camp for Hooksett children, ages 5 through 13, and ages 14 (LIT Program) and 15-16 (CIT program) in response to a stated need by the Hooksett Recreation Department and Town Councilors.

II. The Provider has been selected to operate and manage this summer program with the permission and support of the Hooksett Town Council and Hooksett SAU. The YMCA Downtown Manchester, a branch of The Granite YMCA, will be the managing partners responsible for the promotion, registration, organization and day to day oversight of The YMCA Day Camp of Hooksett. With the Hooksett Town Councilors' and SAU supporting the promotion and registration process at designated times within the Hooksett community, in order for families to register for the summer camp, in addition to online methods established and communicated by the Provider.

III. The Hooksett Memorial School will make dedicated space at the 5 Memorial Drive location available for this program, June 21 through August 20, 2021, between the hours of 8:00 AM – 4:00 PM, Monday through Friday. During before and after camp hours 7:30-8:00 AM and 4-5:30 PM, the Provider is agreeable to sharing fields, courts and playground spaces with non-camp participants. The Provider will request access to all designated camp indoor and outdoor spaces if feasible, a minimum of one week prior to the camp opening date to install, set-up, and prepare indoor and outdoor spaces for campers and for staff training. This will be done in coordination with the Memorial School Principal and Provider staff. Indoor spaces being requested for use by the Provider include: Teacher Break Room, Nurses Office, Cafeteria seating space, Gymnasium and student restrooms. Provider will plan virtual camp open houses in the spring for parent Q & A and registration information. The SAU will permit the Provider to hold in July and August two nights of program for Camp Family and Character Recognition activities. These events will only occur if the provider and Town feel they can occur safely after reviewing the Providers Covid-19 safety protocols.

The Provider will not be required to pay for use of these facilities

IV. The premises for the summer program are made available to Provider and will be maintained by the same in a neat and clean condition during camp hours. All maintenance relating to the general use of the school building or individual rooms within the building, daily thorough sanitation of restrooms, fieldwork and mowing will be the responsibility of the Town of Hooksett Town Council. Any and all utility expenses incurred at the premises during this Agreement will be the sole responsibility of the Town of Hooksett. The Hooksett

SAU staff will be responsible to invoice the Town Administrator's office for all janitorial and utility costs related to the 9 weeks of the YMCA Day Camp. The SAU Business Administrator will provide the Provider with a School Use Form to be completed prior to the commencement of the 2021 camp period.

V. The Provider shall schedule and supervise the daily day camp experiences, a weekly specialty theme day, and onsite special activities. All costs associated with these activities will be paid for by the Provider.

VI. It is the sole responsibility of the Provider to handle all administrative duties related to the program enrollment, including but not limited to: the registration process, health forms, accounts receivable, payroll, confirmation communications and rosters. The Hooksett Town Council will make available the mailing/contact list of the addresses for Hooksett residents with school age children and allow the YMCA to promote the Camp Hooksett daycamp on SAU website and school newsletters.

VII. The Provider will collect a one-time \$30 registration fee and a weekly resident fee of \$184.00 for the first enrolled child and \$169 for each additional family sibling for each of the weeks enrolled. Non-resident youth will be charged the same registration fee as residents, a \$204 weekly rate for the first child and \$189 for additional siblings. The Town of Hooksett will once again provide \$20,000 additional funding to assist Hooksett families in need of financial assistance to attend the summer camp program. Monies collected by the Provider from this registration and weekly fee process will serve as the remuneration for services provided to coordinate, staff, manage and operate the 2021 Hooksett Summer Camp.

VIII. The Hooksett Town Council agrees to provide \$10,000 for necessary equipment and program supplies to provide a safe and enjoyable day camp experience for the youth of Hooksett. The Provider will present the list of proposed equipment purchases. The equipment purchased will be owned by the Town of Hooksett. The YMCA will submit invoices to the Department of Public Works attention to Evelyn Horn with receipts for reimbursement.

IX. The Provider shall maintain general liability and workers compensation insurance for the premises, operations and all Provider employees at all times during the terms of this Agreement. The Town of Hooksett and the Hooksett SAU shall be named additional insureds on the Provider's general liability policy. The Provider will not be responsible for the negligence of the Town of Hooksett, which may cause bodily injury, property damage or advertising injury.

X. The Town of Hooksett Town Council, the Superintendent's Office and their representatives retain the right to enter and inspect the premises, as they deem appropriate at any time, with or without notice.

XI. This Agreement constitutes the entire Agreement between the parties and supersedes all prior other Agreements or understandings, written or oral, prior to the signing of this document. This Agreement can only be amended through written Addendum and no oral understanding will be valid and enforceable until agreed to in writing.

IN WITNESS WHEREOF, we have hereunto set our hands this _____ day of _____ 2021, in the presence of

William Rearick
Superintendent of Schools
Hooksett School District

Andre Garron
Town of Hooksett
Town Administrator

Michele Sheppard
Chief Operating Officer
The Granite YMCA

Troy Laprise
Executive Director
YMCA of Downtown Manchester

DRAFT

Town Council

STAFF REPORT

To: Town Council
Title: Economic Development Advisory Committee - RSA 72:80-83 Commercial and Industrial Construction Exemption
Meeting: Town Council - 24 Mar 2021
Department: Community Development
Staff Contact: Leann Fuller, Community Development Clerk

BACKGROUND INFORMATION:

This economic development tool incentivizes new construction in commercial zones, industrial zones, or both. Under advisement of the Economic Development Advisory Committee, the Town Council may specify certain parcels of land to which this exemption applies. The exemption includes up to 50% of the increased municipal property tax as a result of new construction, or renovations/additions/improvements to existing structures. The exemption may not exceed a period of 10 years from the date the application is granted. The goal is to attract new businesses and to generate jobs in commercial and/or industrial sectors at short term forfeitures in property tax revenues, while potentially benefitting from new construction in the long term in terms of net gains/increases in property tax revenue and employment. Ideally, this exemption would be applied to specific lots or parcels of vacant/underutilized land which the Town would like to see developed, or which is located within an economically distressed commercial/industrial area. Adoption of this tax incentive program was originally proposed by the Economic Development Advisory Committee with input from the Planning Board. See the attached meeting minutes and motion.

FINANCIAL IMPACT:

Short term forfeiture of up to 25% of net property tax revenues on new construction/improvements to these parcels for a period of up to 5 years. Properties will continue to be taxed at their assessed value at the time of application for a period of up to 5 years, then taxed at the assessed value of new construction/improvements, resulting in potential to recapture revenues over the long term. The specific figures will largely depend on the assessed value of new construction at the time the exemption is lifted. The Town does not risk a reduction in property tax revenues if any one of these properties is never developed.

POLICY IMPLICATIONS:

As spelled out in the economic development section of the Master Plan, the Town will adopt economic development goals and policies which implement a variety of incentives for new development and the business community of southern New Hampshire to locate in Hooksett, and to define the Town as a preferred, businesses-friendly community within the region.

RECOMMENDATION:

Adopt the provisions of RSA 72:80-83 for the properties listed within the suggested motion section of this staff report.

SUGGESTED MOTION:

Motion to adopt as proposed by EDAC and reviewed by the Planning Board:

Note* Please review attached meeting minutes for a brief description of each parcel included in this motion.

“Motion to adopt the provisions of New Hampshire RSA 72: 80- 83 – the Commercial and Industrial Construction Property Tax Incentive – for the following parcels of land (must be specified in motion):

- Map 49 Lot 1-8
- Map 49 Lot 2
- Map 49 Lot 4
- Map 49 Lot 48
- Map 18 Lot 2
- Map 18 Lot 44
- Map 18 Lot 47
- Map 18 Lot 48
- Map 18 Lot 48-1
- Map 18 Lot 49D
- Map 13 Lot 73
- Map 14 Lot 18
- Map 14 Lot 19
- Map 25 Lot 80-3
- Map 35 Lot 7
- Map 41 Lot 10
- Map 44 Lot 38

This exemption shall require an application for review and approval of the Town Council, with a recommendation by the Economic Development Advisory Committee, and shall apply only for municipal and local school property taxes assessed by the Town of Hooksett. This exemption shall apply only to those parcels of land expressly listed in this motion, and furthermore shall apply only to those uses deemed either commercial or industrial in nature by the designated Town zoning enforcement official. This motion shall exempt any increases in real property taxable value as a result of new structures, new additions, renovations, or improvements to existing structures up to 25% annually for a period of time not to exceed 5 years from the date of application approval. No part of this motion shall override or supersede the legal requirements of state statutes governing this local tax exemption, under New Hampshire RSA 72: 80-83, which provides for the due process and impartial review procedures required by both the applicant and the granting governing body. Once enacted, this exemption shall remain in effect for a period of 5 calendar years, at which time a motion to extend shall be required by the Town Council if so desired.”

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[111820 minutes](#)

2020 Hooksett Economic Development Advisory Committee

**HOOKSETT ECONOMIC DEVELOPMENT ADVISORY COMMITTEE
MEETING MINUTES**

Wednesday November 18th, 2020

5:00 P.M.

Room 105 Town Office

Pledge of Allegiance 5pm

**Attendance: David Scarpetti - Chair, Paul Scarpetti, Mark Chagnon, Jim Sullivan – Town Council
Representative, Matt Barrett, Alden Beauchemin, Nicholas Williams – Town Planner**

**Approval of Minutes: 09/16/2020 Motion to approve made by Jim Sullivan, 2nd by Mark Chagnon
Site Walk 10/27/2020 – No motion was made**

Discussion:

171) Mike Somers – President & CEO of New Hampshire Lodging & Restaurant Association:

An overview of how the pandemic has impacted the restaurant industry in NH

Nicholas W with the COVID 19 rates and thinking about the “what if “another lock down is possible, I invited Mike Somers here to discuss resources for our local restaurant owners and how best we can support them.

Mike S Our hospitality industry has been impacted on March 16 within days our restaurants and hotels lost so much in food they had to throw out & alcohol revenue for St Patrick’s Day and then employees that were sent home. I sit on the Governor’s Reopening Task Force. I am working on the restaurant & hotel safe guidance applications with the state. The addition to add take out for alcohol we wrote, and it became very helpful, then came outdoor dining guidelines, the COVID numbers declined and we saw revenue for restaurants and hotels climb back 100%. The Governor relaxed restrictions and for some restaurants they were allowed inside seating @ 50 % or what could handle seating with 6ft social distancing. We have worked with owners for ideas to construct barriers between tables and with that we saw most restaurants get creative and found they can seat up to 80%. Some establishments with cares act money were able to get through the tough time but we saw about 10% of businesses that we have lost. Now over the next few months we are looking at our most difficult time. Without so much of the work we have done to keep them going, which it has helped, now the weather has us moving indoors and with media feeding on infection rate and all the COVID negativity it has added to the population becoming more terrified of this thing and they are staying away again, even without a shut down. The state is terrified of the numbers after that happened after Halloween and they know the Thanksgiving Holiday will create a spike. Business is down 50 - 60 % in just the last 2 weeks. We have been actively working with NH.gov for businesses in the hospitality industry that are affected, and congress has to take action to support these businesses. Small business needs it!

Nicholas W in the event we go back into a lock down I would like to have something available on the town web site to possibly help point them in the right direction

Mike S I would not take that on, the guidelines are constantly changing and to maintain the updates takes to much time.

Mike S guide them to the states web site and the state is helping there BEA website. We have a page that we try to take all the information for state and federal and drill it down to information that is specifically for this industry. As far as a shut down from the Governor’s office, we have been assured that it is not going to happen again. It did so much damage the first time and we have more knowledge to do more to help them to in ways other than a shut down. If you close then the loss rate will go out the roof.

Alden B what about indoor infiltration systems?

2020 Hooksett Economic Development Advisory Committee

- 52 **Mike S** the restaurant air systems are not like an office system. The hood system is so much more that it
53 replaces the air every 8 mins.
- 54 **Alden B** so it is safer to be in a restaurant
- 55 **Mike S** It is! We are working on how to get this information out that the air is cycled better. We are
56 working on messaging for that important information.
- 57 Other air treatments and what is not clear what is that the effectiveness no one really knows, not even the
58 CDC. There is some much out there being sold as effective, but it is not proven, and It is very costly to
59 add these systems to clean the air without scientific proof.
- 60 **Mark C** it has affected so many, even the churches that are struggling to raise money.
- 61 **Mike S** the next 3 to 4 months will be interesting. Congress will help, but not right now. Some businesses
62 have capitol that they can pull from to get them through the tough times. The small ones through do not
63 have anything in the till to get them through shutting down.
- 64 **Jim S** the restaurant I work at is nowhere near peak business. One thing you touch at, was the outdoor
65 dining that was allowed. I appreciate the town did that for its businesses. From the safety end and the
66 safety protocols we have to move to is important. Get out the word they are putting these measures in
67 place.
- 68 **Mike S** we have tried but it was not picked up by the media they only want the other side of the
69 pandemic. We are struggling to break through the noise.
- 70 **Matt B** sometimes it is not feasible to only have 50% capacity.
- 71
- 722) **RSA 72:80 – 83 Commercial and Industrial Construction Tax Exemption**
- 73
- 74 **Review and revise list of Parcels this exemption applies and motion to recommend to**
75 **Town Council for approval**
- 76
- 77 **David Scarpetti and Paul Scarpetti have recused themselves from this discussion and action**
- 78 **Matt Barrett acting Chair** - we are here to make recommendation to Town Council for application of
79 RSA 72:80-83 and the parcels that have been identified for this exemption.
- 80 **Nicholas W** reviewed the staff report prepared for Town Council - Recommend RSA 72:80. I want to be
81 clear it is a recommendation for Town Council to approve. They can add or remove any
82 recommendations. I have not added or remove any that had been previously recommended.
- 83 **Mark C** does the property owner get this if they just say they are going to do work?
- 84 **Nicholas W** they have to apply for site plan approval to Planning Board and present an application to
85 Town Council. There is a 20% of improvement to the property and the exemption is only for a
86 determined amount of time
- 87 **Roger Duhaime joined the meeting at 5:33**
- 88 **Jim S** these parcels that is on the list were chosen because of certain criteria, if another parcel is not on
89 this list then they could apply if they meet these criteria?
- 90 **Nicholas W** So the only criteria required to be designate is IND or COM use. When we looked at this list
91 with Planning Board, these were chosen because they were underutilized or dilapidated. This is the
92 original list.
- 93 **Motion by send the Staff Report as presented to Town Council for approval was made by Mark**
94 **Chagnon, 2nd by Matt Barrett.**
- 95 **All in favor, motion passed**
- 96 **David S** we had a TIF update and the sewer department has agreed to work with customers to set up
97 payment plans for connection fees. We have met with several businesses and we need to continue to
98 get together with these businesses. Things are going along well. These discussions have determined
99 some alternative line locations that provide cost savings to the parcel owners.
- 100 **Nicholas invited Alden to speak on a new topic.**
- 101 **Alden B** I am asking for impute from EDAC on a group that wants to develop off Technology Dr, at exit
102 10. They have an agreement in place with Amazon for additional parking. They have used vacant spaces

2020 Hooksett Economic Development Advisory Committee

103 in different locations for necessary parking but now they are looking to flatten a parcel at the end of
 104 Technology Dr with blasting. They are in a Mixed Use District and the parking is not an allowed use and I
 105 am looking to add remote parking to the allowed use. Nicholas gave me guidance as to help. At the end
 106 of the day we want to keep good businesses. We want to keep Amazon and other businesses that need
 107 remote parking. In COM districts it is an allowed use, that area of Technology Dr is not zoned COM. The
 108 way the rules are written they have to build a building but to justify the construction of a building the
 109 size required for that many parking spaces is not realistic. We need to propose remote parking for an
 110 accessory use. We don't want to see an ordinance where we allow parking lots but if we allow accessory
 111 parking then a site can be shovel ready. The best use may not be parking but if you have the
 112 infrastructure then the property will become more valuable.

113 **Paul S** would it be paved? I think it should be required to be paved and have a sunset clause to allow for
 114 a 1 yr basis or maybe 2. This may show that we are willing to work with them and we want them to stay
 115 and support them.

116 **Roger D** when this has happened in other communities that have been granted temporary parking with
 117 and expiration clause and at the end of the term they did end up staying and building.

118 **Alden B** we have a window right now and possibly propose this to the Planning Board. They have an
 119 agreement with Amazon and they are ready to go.

120 **Mark C** I was looking over the Ambassador program I would like to tackle bring that back myself with the
 121 board approval I think there is a lot we can do with that program.

122 **David S** we can bring that discussion to the next meeting

123 **Motion to adjourn made by Mark C 2nd by Paul S @ 5:50, all in favor**

124 **Next Scheduled Meeting: December 16th @ 5pm**

125

126 **Minutes Respectfully Submitted by:**

127 **Kathy Lawrence**

128

129 **How to sign up for E-Alerts:**

130 [Go to Hooksett.org](#) > from the home page on the right hand side, in yellow, click on E-Alerts > then you
 131 have a list of options to choose from that you may want alerts for. They send to your email when we
 132 post agendas, minutes, announcements and meeting updates or cancellations.

133

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Town Council

STAFF REPORT



To: Town Council
Title: Lilac Bridge Memorial Landscaping – Approve of award of Landscaping Contract to Blue Ribbon Property Improvements for \$7,250 and to Fund the Project with Public Recreation Facilities Impact Fee funds.
Meeting: Town Council - 24 Mar 2021
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

Last year the memorial for the Lilac Bridge was constructed. The Memorial was a requirement of the pedestrian bridge project completed several years ago. Also required is to install flowers and lilacs at the site. I developed a Request for Quotes and sent the request to five local landscaping companies. The following is attached:

- Locus Map
- Plan showing required landscaping as part of the bridge project.
- Memo – Recommendation of award
- Request for Quotes
- Landscaping plan included with RFQ

I contacted the following companies and requested that they provide me with a quote for landscaping of the area surrounding the Lilac bridge Memorial:

- Alliance Landscaping
- Blue Ribbon Property Improvements
- Faulkner's Landscaping
- Grapevine Landscaping
- Martin's Landscaping & Construction

Two quotes were received:

- Alliance Landscaping \$32,906
- Blue Ribbon Property Improvements \$20,007

The company who provided the lowest quote was Blue Ribbon Property Improvements. The Town Administrative Code requires that projects over \$15,000 be competitively bid, however, I requested that the quotes provided be broken out by item and I believe that the intent of the procurement code will be satisfied by awarding the project based on the individual item prices.. The following is a table showing those items and the quotes provided:

	ALLIANCE LANDSCAPING	BLUE RIBBON PROPERTIES	ALLIANCE LANDSCAPING (ADJUSTED)	BLUE RIBBON PROPERTIES (ADJUSTED)
--	-------------------------	------------------------------	---------------------------------------	--

Cost of Lilac Trees and Installation:	\$2,421	\$3,150	\$2,421	\$3,150
Cost of Flowers and Flower Beds:	\$8,240	\$3,150	\$8,240	\$3,150
Cost of Stone Dust and Installation:	\$4,640	\$950	\$4,640	\$950
Cost of Loam and Seeding:	\$7,580	\$8,197		
Cost of Granite Curb Installation:	\$10,025	\$4,560		
Total Cost:	\$32,906	\$20,007	\$15,301	\$7,250

Blue Ribbon Landscaping provided the lowest overall quote, but is willing to install the lilacs, the flowers, flower beds, and the stone dust walkway for \$7,250, which is well under the \$15,000 threshold required to obtain formal bids. The curb installation will be eliminated from the project. The loam and seed installation will be done by the Department of Public works within their budget.

Based on the above, I recommend that the Town hires Blue Ribbon Properties to do the work for \$7,250. I further recommend that the project funding be provided from the Public Recreation Facilities Impact Fee account also known as the "Parks Impact Fees" funds. As of January 31, 2021, the balance in this account was \$123,376.29. The balance after this project is completed will be \$116,126.29. The public works director has approved of this funding source.

FINANCIAL IMPACT:

The award price of \$7,250 will be funded as follows:

Public Recreation Facilities Impact Fees:	\$7,250
---	---------

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

The Staff recommends that Blue Ribbon Property Improvements be contracted to do the work for \$7,250 and further recommends that the project funding be provided from the Public Recreation Facilities Impact Fee account.

SUGGESTED MOTION:

Motion to award the project to Blue Ribbon Property Improvements and contract with them to do the work for \$7,250 and fund the project from the "Public Recreation Facilities Impact Fee" account.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

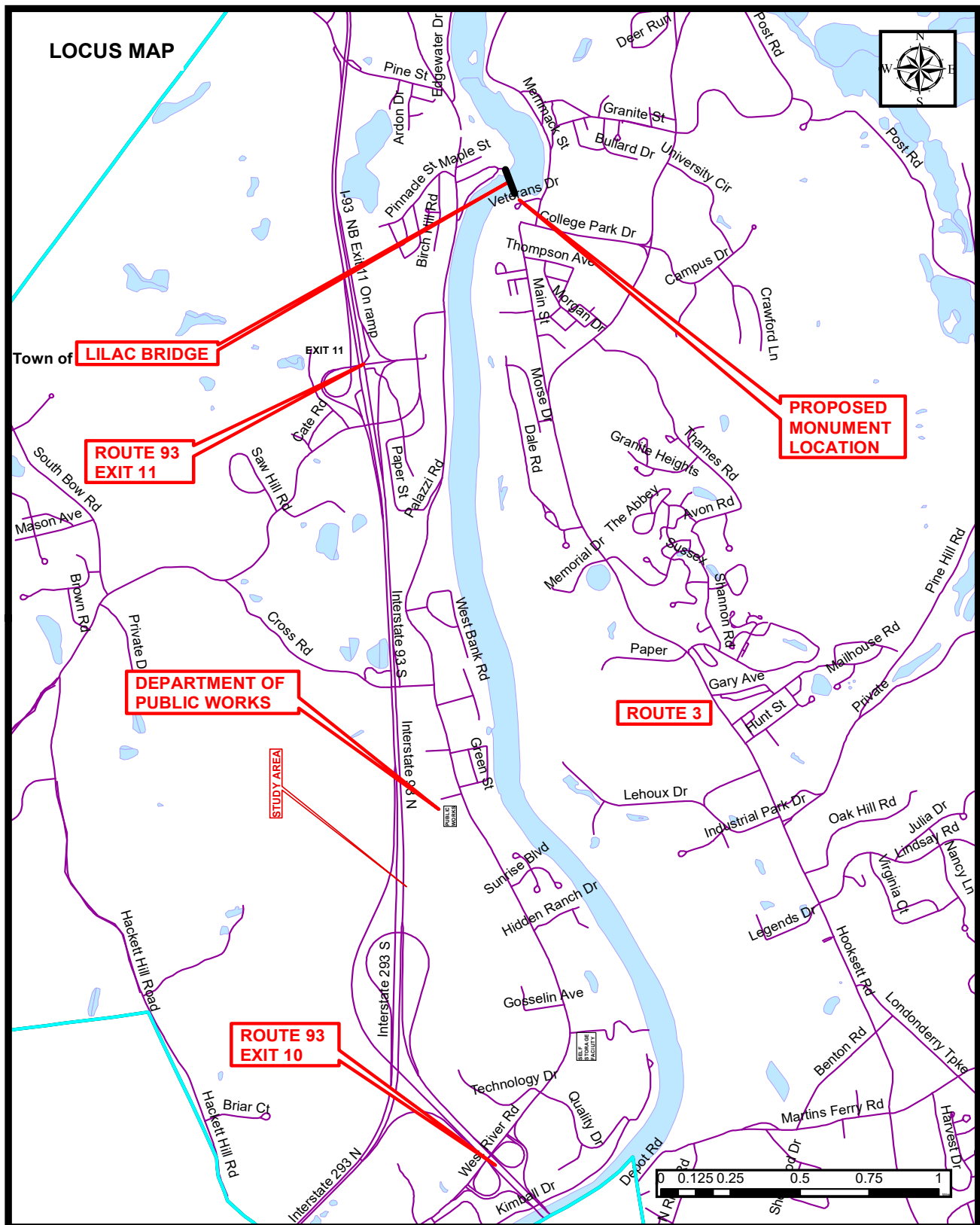
[02 Locus Plan - Lilac Bridge Monument](#)

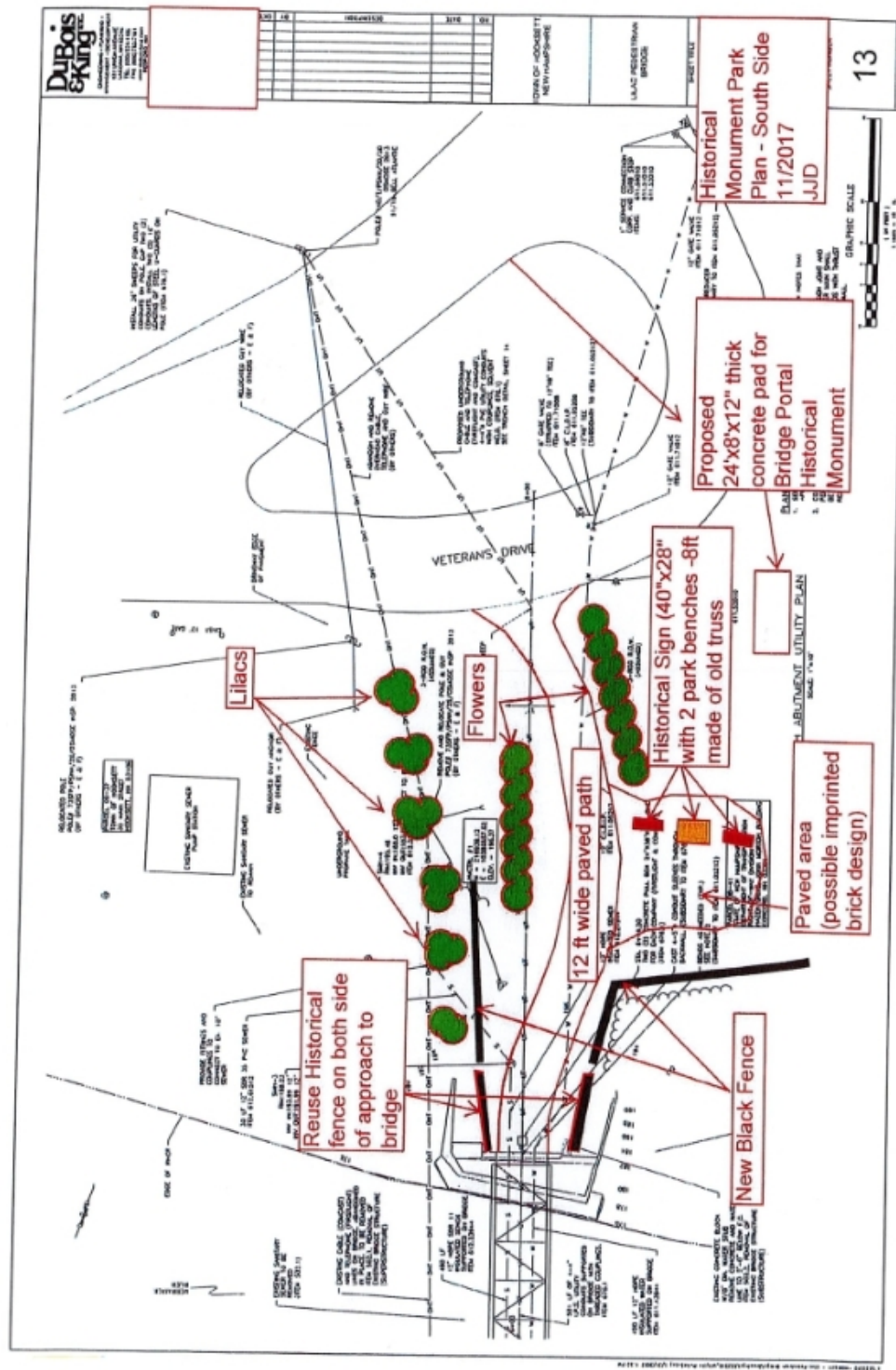
[Lilac Bridge Landscaping State Requirements](#)

[Lilac Bridge Landscaping Recommendation](#)

[01 Request for Quotes Lilac Bridge Landscaping 2021](#)

[03 Lilac Bridge Landscape Plan 11 x 17](#)





**Town of Hooksett
Community Development**

Memo

To: Andre Garron, Town Administrator
From: Bruce A. Thomas, P.E., Town Engineer *BAT*
Cc: Earl Lebonte, Director of Public Works
Date: February 25, 2021
Re: Lilac Bridge Memorial Project - Landscaping

I contacted the following companies and requested that they provide me with a quote for landscaping of the area surrounding the Lilac bridge Memorial:

- Alliance Landscaping
- Blue Ribbon Property Improvements
- Faulkner's Landscaping
- Grapevine Landscaping
- Martin's Landscaping & Construction

Two quotes were received:

- Alliance Landscaping \$32,906
- Blue Ribbon Property Improvements \$20,007

The company who provided the lowest quote was Blue Ribbon Property Improvements. The Town Administrative Code requires that for projects over \$15,000 be competitively bid, however, I requested that the quotes provided be broken out by item. The following is a table showing those items and the quotes provided:

	ALLIANCE LANDSCAPING	BLUE RIBBON PROPERTIES	ALLIANCE LANDSCAPING (ADJUSTED)	BLUE RIBBON PROPERTIES (ADJUSTED)
Cost of Lilac Trees and Installation:	\$2,421	\$3,150	\$2,421	\$3,150
Cost of Flowers and Flower Beds:	\$8,240	\$3,150	\$8,240	\$3,150
Cost of Stone Dust and Installation:	\$4,640	\$950	\$4,640	\$950
Cost of Loam and Seeding:	\$7,580	\$8,197		
Cost of Granite Curb Installation:	\$10,025	\$4,560		
Total Cost:	\$32,906	\$20,007	\$15,301	\$7,250

Blue Ribbon Landscaping provided the lowest overall quote, but is willing to install the lilacs, the flowers, flower beds, and the stone dust walkway for \$7,250, which is well under the \$15,000 threshold to obtain formal bids. The curb installation will be eliminated from the project. The loam and seed installation will be done by the Department of Public works within their budget.

Based on the above, I recommend that (providing the funding be identified) we hire Blue Ribbon Properties to do the work for \$7,250.

Town of Hooksett



**January 29, 2021
REQUEST FOR QUOTES**

LILAC BRIDGE MONUMENT LANDSCAPING— 2021

The Town of Hooksett Community Development Department is seeking Services to install landscaping at the Lilac Bridge in Hooksett, New Hampshire. The project consists of the installation of lilac trees, flowers and a flower bed, stone dust pad walkway installation and granite curb..

Quotes for “Lilac Bridge Monument Landscaping” shall be delivered to Bruce Thomas, P.E., Town Engineer by email or to the Town Hall, 35 Main Street, Hooksett, New Hampshire, 03106 by **3:00 pm Thursday, February 18, 2021**

Quote packages will be available through Bruce A. Thomas, P.E. at the Hooksett Community Development Department, 35 Main Street Hooksett, NH 03106 or by contacting him at 419-4003, or bthomas@hooksett.org.

The Town of Hooksett reserves the right to reject any or all quotes, to waive technical or legal deficiencies, and to accept any quote that it may deem to be in the best interest of the Town.

SCOPE OF SERVICES:

Install landscaping per the attached plan entitled “Lilac Bridge Monument Landscaping Plan, 2021”. The work includes the following:

1. Installation of six lilac trees (6 EA).
2. Installation of flower beds and flowers as shown on the plan. The number and type of flowers and the size of the beds should be recommended by the Contractor supplying the quote. Note that the plan currently shows two flower beds approximately 70’ long each. Assuming 3’ wide each would be 210 SF (24 SY) for a total of 420 SF (48 SY) of flower bed area.
3. Install stone dust 6” thick in areas totaling approximately 700 SF (80 SY).

4. Install 95' linear feet of straight granite curb around cul-de-sac as shown on the plan and per NHDOT 609.01 and attached detail. Curb shall be backfilled with concrete.
5. Loam and seed and turf establishment in the areas shown on the attached plans (including area north of the pedestrian bridge). Total area = 11,710 SF (1300 SY).

The Contractor is welcome to provide ideas (selections) that enhance the project and that will minimize future maintenance costs.

Proposals shall address all labor, materials, supplies, equipment, and work necessary to complete the project.

The successful Contractor will be required to provide an insurance certificate with the limits provided below.

Included in this Request for Quotes is the following:

1. A locus map of the site.
2. A plan of the proposed improvements.
3. NHDOT Granite Curb Installation Detail.
4. Photos of the area.

SUBMISSION REQUIREMENTS:

Three (3) copies of the "Quote" may be either mailed or emailed to Bruce A. Thomas, P.E., Town Engineer, 35 Main Street, Hooksett, NH 03106 or hand delivered to the Hooksett Municipal Center, 35 Main Street, Hooksett, NH, Attention: Bruce A. Thomas, P. E., Town Engineer.

The estimate to complete the work shall be broken down as follows:

Cost of Lilac Trees and Installation:	\$ _____
Cost of Flowers and Flower Beds:	\$ _____
Cost of Stone Dust and Installation:	\$ _____
Cost of Loam and Seeding:	\$ _____
Cost of Granite Curb Installation:	\$ _____
Total Cost:	\$ _____

Note: Total cost shall address all labor, materials, supplies, equipment, and work necessary to complete the project.

Any questions concerning this “Request for Quotes” should be made to Mr. Bruce A. Thomas, P.E., Town Engineer at (603) 419-4003 or bthomas@hooksett.org.

CRITERIA FOR REVIEWING QUOTES

The scope of work and cost of the quote will be the primary criteria for selection, however, other factors include:

1. Cost
2. Background and experience of contractor.
3. Contractor availability.

CONDITIONS OF QUOTE:

A. Insurance and Indemnification Requirements

The successful contractor shall agree to indemnify and hold harmless the Town from and against any and all claims whatsoever arising out of or occurring and occasioned directly or indirectly by its’ error or omission, negligence or fault. Prior to the Town’s entering into a contract, the successful contractor shall produce evidence satisfactory to the Town of adequate professional liability insurance coverage in this regard, naming the Town as additional insured while contractor is performing duties under contract with the Town. Contractor shall provide evidence of Worker’s Compensation insurance in the amounts required by NH Law.

The successful contractor shall agree to indemnify and hold harmless the Town from and against any and all claims whatsoever arising out of or occurring and occasioned directly or indirectly by its error or omission, negligence or fault. Prior to the Town’s entering into a contract, the successful contractor shall produce evidence satisfactory to the Town of adequate liability insurance coverage in this regard, naming the Town as additional insured while contractor is performing duties under contract with the Town. Contractor shall provide evidence of Workers Compensation insurance in the amounts required by New Hampshire Law. **Note:** See complete outline of indemnification and insurance requirements, included with this Request for Quotes as “ATTACHMENT A”.

B. No Conflict

The Contractor, in submitting a quote shall agree and *so state in its Quote* that no person acting for or employed by the Town, has a direct or indirect financial interest in the quote or in any portion of the profits which may be derived therefrom.

C. Legal Structure and Authority

Each quote shall include the legal name of the organization and a statement as to whether or not it is a sole proprietorship, a partnership, a corporation or any other

legal entity. A quote by a corporation shall also give the state of incorporation and have a corporate seal affixed, identify the principal place of business and any local office including address and telephone numbers. Each quote shall be signed by a person legally authorized to bind the Contractor to a contract.

D. Compliance with Law

1. The Contractor shall be required to comply with all applicable provisions of federal, state and local law both in its response hereto and in provision of any services by the selected Contractor.
2. Each quote shall include a statement indicating that the Contractor has read and understood all conditions as outlined in the RFP.

E. Quote Held Open

1. No Contractor shall be permitted to withdraw its quote for a period of sixty (60) days after the time and date of the submission of the quote as set forth in this document. All quotes shall remain valid and binding for that period of time.
2. The Contractor whose quote is selected for recommendation shall not withdraw its quote for an additional thirty (30) days after notice of selection or recommendation. The selected Contractor shall execute a contract for services within ten (10) days of being requested to do so.

F. Town Reservation of Rights

1. The Town reserves the right to accept any quote, in whole or in part, to negotiate further regarding any terms of the quote to achieve the best quote as determined by the Town at its sole discretion and to reject any or all quotes for any reason whatsoever, should it be deemed in the best interests of the Town to do so.
2. Negotiation if undertaken by the Town, is intended to result in a contract which is deemed by the Town, in its sole discretion, to be in the Town's best interests. Any such negotiations will use the selected quote as a basis to reach a final agreement. Any and all such negotiations shall be binding upon the Contractor.
3. The Town reserves the right to include in the contract for services other terms and conditions not specifically set forth here, including, but not limited to, terms and conditions required by funding sources; and additional work which may be identified subsequent to the starting date of the contract.
4. The Town reserves the right to waive or disregard any informality, irregularity or deficiency in any quote received.

5. Any and all expenses incurred by the selected firm shall be the firm's responsibility. The proposed fee shall be all inclusive. The Town *will not* honor requests for payment of so-called reimbursable expenses.

CONTRACTOR'S RESPONSIBILITIES:

The Contractor submitting a quote for this project, shall be aware of all Town requirements, including Liability Insurance Coverage for the Town pertaining to contracting with the Town for Professional Services and proposed fees should reflect any costs in connection with these requirements (see Attachment A).

WORK AUTHORIZATION:

The Contractor will be authorized to do work by being given a "Notice to Proceed" by the Department which will include an approved schedule of work, fees and completion dates. Work shall commence within seven (7) calendar days of receipt of the "Notice to Proceed" and shall proceed continuously to completion. No work beyond the initial contract scope of work shall begin without the expressed written approval of the Town.

TERMINATION:

The Town reserves the right to terminate the contract upon ten (10) days written notice should the contractor fail substantially to perform in accordance with the Agreement. In addition, the Town reserves the right to terminate the contract at any time or to reduce the Scope of Services in order to be consistent with the availability of funds. In the event of termination due to fault other than the Contractor's, the Contractor shall be paid his compensation for services performed to termination date.

ATTACHMENT A

INDEMNIFICATION AND INSURANCE REQUIREMENTS

**CONTRACT INSURANCE REQUIREMENTS FOR THE TOWN OF
HOOKSETT, NH:**

1. The Contractor shall maintain insurance coverage in the following amounts on an ISO Occurrence Form or equivalent during the duration of this contract or any other subcontracts this year.

Umbrella Insurance Coverage	
Per Occurrence	\$1,000,000
Commercial General Liability Insurance	
Each Occurrence Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Products/Completed Operations Aggregate Limit	\$2,000,000
Personal and Advertising Limit	\$1,000,000
Commercial Automobile Insurance (for Owned, Hired, and Non-owned Autos:	
Bodily Injury and Property Damage Liability	
Combined Single Limit (Per Occurrence)	\$ 1,000,000
Professional Liability:	
Each Occurrence Limit	\$1,000,000
Aggregate Limit	\$1,000,000
Workers Compensation/Employers Liability Insurance	
Bodily Injury by Accident Each Accident	
(Coverage B – Employer’s Liability)	\$500,000
Bodily Injury by Disease Aggregate Limit	\$500,000
Bodily Injury by Disease- Each Employee	
(Coverage A – Statutory)	\$500,000

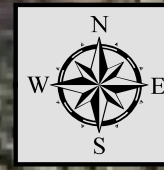
2. Additionally, the Contractor shall carry, at his sole expense, all risk insurance for the full insurable value for damage or loss of personal property of contractor or under the control of or in the possession of contractor, including but not limited to materials, equipment, tools, supplies, scaffolding, and machinery.

3. Certificates of insurance shall be filed with the Contractor prior to the commencement of any work at the project location. The contractor's insurance policies under this provision must name the Town of Hooksett (TOWN) as an additional insured and must provide that such policies cannot be modified, cancelled or not renewed with less than thirty (30) days' notice of such action by mail to the TOWN.
4. Failure to maintain adequate insurance coverage shall be deemed to be a material breach of this Contract and the TOWN shall be entitled to withhold any and all further payments claimed to be due or owing pursuant to this contract.
5. Contractor's general liability insurance policy shall provide that it affords primary insurance and that the insurance company's liability shall not be reduced by the existence of other insurance carried by the Contractor applicable to the loss. Certificates for the contractor's general liability coverage shall be written on an "occurrence" basis.
6. To the fullest extent permitted by law, the Contractor hereby acknowledges and agrees that it shall defend, indemnify and hold harmless the TOWN and any of its officers, directors, employees, agents, affiliates, subsidiaries, and partners from and against all claims, damages, judgments liability, losses and expenses, including attorney's fees arising out of or resulting from, in whole or in part, any act or omission of the Contractor, its employees, agents, and subcontractors, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, provided that any such claim, damage, judgment liability, loss or expense is attributable to bodily injury, sickness, disease or death or to injury to or destruction of tangible property (other than services itself) including loss of use.
7. INCLUDE ON CERTIFICATE OF INSURANCE UNDER "DESCRIPTION OF OPERATIONS":

Town of Hooksett, New Hampshire, 35 Main Street 03106 is included as an additional insured on the General Liability Policy for various work throughout the policy term.

END OF REQUEST FOR QUOTES

LILAC BRIDGE MONUMENT LANDSCAPING PLAN - 2021



INSTALL FLOWERS IN
AREAS SHOWN (TYPE AND
NUMBER TO BE AGREED UPON
WITH TOWN)

40 X 12' STONE
DUST PAD

EXISTING BENCHES
AND HISTORICAL PLAQUE

STONE DUST 6" THICK
AREA = 1100 SF

GRADE TO
DRAIN

LOAM & SEED
AREA SHOWN
AREA = 8,800 SF

4' WIDE STONE DUST
WALKWAY

EXISTING MONUMENT

CONSTRUCT 95 LF OF
STRAIGHT GRANITE CURB
(NHDOT 609.01)

LOAM & SEED
AREA SHOWN
AREA = 2780 SF

INSTALL LILAC TREES
AS SHOWN

Veterans Dr

Legend

- PROPOSED FLOWER BEDS
- PROPOSED LILAC TREE
- PROPOSED CURB
- STONE DUST PATH
- LANDSCAPE AREA

SCALE: 1" = 30'

30 15 0 30 Feet

Town Council

STAFF REPORT



To: Springwood Homes Development
Title: Street Name Approval Request Starlight Drive (Off Goffstown Road)
Meeting: Town Council - 24 Mar 2021
Department: Community Development
Staff Contact: Kathy Lawrence, Community Development Clerk

BACKGROUND INFORMATION:

New approved residential subdivision, off Goffstown Road, with one long shared drive for construction of 2 Single Family homes that required a named private drive. The developer, Springwood Homes is seeking approval for the name Starlight Drive. Review and approval of the new street name has been completed by Hooksett Fire Department, Hooksett Police Department, Code Enforcement and Department of Public Works.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Approval for new private drive, off Goffstown Road, with the street name of Starlight Drive.

SUGGESTED MOTION:

Approval for new private drive, off Goffstown Road, with the street name of Starlight Drive.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Starlight Drive prvt drive](#)

STREET NAME

APPROVAL FORM

To: Hooksett Town Council

Date:

Please review the following name(s) being proposed for new streets in Hooksett. The name(s) have been reviewed for 9-1-1 compatibility and are with the established guidelines. The applicant is presently preparing a submission for the Planning Board and the street name(s) must be approved, by you, prior to being deemed "complete" by the Planning Board.

NAME OF DEVELOPMENT:

NAME OF DEVELOPER:

<u>PROPOSED NAME(S)</u>	<u>LOCATION</u>	<u>DESCRIPTION</u>
Starlight Drive	Goffstown Rd	Shared Driveway

Approved by the Hooksett Town Council: _____
Date

Town Council Chair

Police Department

Fire Department

☒ Public Works

Code Enforcement

[Handwritten signatures for each department]

Town Council

STAFF REPORT



To: Town Council
Title: Town Personnel Plan Updates
Meeting: Town Council - 24 Mar 2021
Department: Administration
Staff Contact: Donna Fitzpatrick, Human Resource Coordinator

BACKGROUND INFORMATION:

The Town Personnel Plan was last updated May 8, 2019. New Language proposed at this time (see attached for details):

Section 3 Employment Conditions - Overtime

New Language: amend to state overtime pay if employee work hours during a pay period exceed a 40 hour work schedule. This language may save Town overtime pay, because part-time employees who will now need to exceed a 40 hour work schedule to receive overtime.

Section 10 Insurance - Worker's Compensation

New Language: a) added separate paragraph to further define "differential pay".
b) added exception for Police Sergeants holiday leave pay as this is the precedent for this group

FINANCIAL IMPACT:

May have savings in overtime pay for work hours during a pay period equal to or under a 40 hour work schedule.

POLICY IMPLICATIONS:

As presented in attached updates.

RECOMMENDATION:

Motion to approve the Town Personnel Plan updates as presented effective March 24, 2021.

SUGGESTED MOTION:

Motion to approve the Town Personnel Plan updates as presented effective March 24, 2021.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Town Personnel Plan Updates 03242021](#)

TOWN OF HOOKSETT

PERSONNEL PLAN



This document supersedes all personnel policies previously established or approved by the Town Council.

Approved - February 17, 2010
Latest revision – ~~May 08, 2019~~ March 24, 2021

3. EMPLOYMENT CONDITIONS

Overtime. An employee who is classified as non-exempt (hourly) is eligible for overtime. Personnel shortages, peak work loads and other emergency situations may make it necessary for an employee to work beyond their regular work schedule in a pay period. An employee is eligible for overtime pay if their work hours during a pay period exceed ~~their regular a 40 hour~~ work schedule. The calculation of work hours includes all approved absences and does not include unapproved absences. Hours above ~~the regular a 40 hour~~ work schedule in a pay period will be paid at the rate of time and one-half. Overtime must have the approval of a supervisor. When promoted, beginning on the first day in the new position, the employee will begin a new rate of pay, will follow a new job description, will have a new job title, and will begin a new probationary period. If the promoted employee will be governed by a CBA or other employment contract, the CBA or employment contract will be followed for these items.

10. INSURANCES

Worker's compensation. On-the-job injuries are covered by workers compensation insurance, which is provided at no cost to the employee. If an employee is injured on the job, no matter how slightly, the employee must report the incident immediately to their supervisor. Employees must complete the necessary workers compensation forms following any injury. Once a claim is approved, the employee will receive a dollar amount for a period of time from the workers compensation company, as specified by State law. Workers compensation is tax exempt and is not considered compensation under the New Hampshire Retirement System.

If an employee has applied for workers compensation and is awaiting approval, the employee may use any available accrued time in order to receive a paycheck. Examples of accrued time are sick, vacation, personal day, floater, etc. The employee must agree in writing that upon receipt of workers compensation a reimbursement will be done to restore the accrued leave time that was used; and, to ensure the employee will not have been paid more than 100% of the employee's regular gross wages between workers comp and the Town. This process will be as follows: On the employee's next regular paycheck, the amount of accrued time previously used, will be reversed from their paycheck and placed back into their accrual account. If the amount of reversal is of a size that cannot be reversed from one paycheck, the amount will be divided up and reversed over multiple paychecks. ~~The employee will keep their workers comp check/wages and the Town will supplement that workers comp payment in an amount that will equal 100% of the employee's gross wages. This is known as the differential. The employee keeps the differential pay. The differential will be paid for up to a maximum of 15 weeks.~~

~~When the employee is approved for workers Compensation, the employee will keep their workers comp check/wages and the Town will supplement that workers comp payment with regular wages in an amount that will equal 100% of the employee's regular gross wages. This is known as the differential pay. The employee keeps the differential pay. The differential will be paid for up to a maximum of 15 weeks. Once the 15 week differential pay has been exhausted, the employee may use any accrued time he/she has in order to be compensated at 100%.~~

If the employee has been denied workers compensation, the employee has the right to appeal and continue to use any available accrued time in order to receive a paycheck while waiting for the appeal decision. Examples of accrued time are sick, vacation, personal day, floater, etc. If the appeal is won, the same reimbursement process would apply.

An employee who has sustained an on-the-job injury will be reinstated to his or her former position within eighteen months of the initial injury if the position exists and is available, and the

employee is not disabled from performing the duties of the position. A fitness-for-duty certificate may be required before an employee is permitted to return to work.

Under New Hampshire law, an employee's reinstatement rights expire eighteen months from the date of injury. An employee also will not be reinstated if they have accepted a job with another employer at any time after the date of the injury, or if there is a medical determination that the employee cannot return to their former position. Other circumstances concerning reinstatement will be governed by the New Hampshire Department of Labor requirements.

Upon return to work the employee will receive any cost of living increase that would have normally occurred while on workers compensation.

Upon return to work the employee will receive, if qualified, any merit increase that was missed while on workers compensation. The same evaluation process will be used as is used for all other employees.

Sick leave and vacation leave will not be accrued while on workers compensation.

Additional holiday pay above workers compensation payments will not be awarded while the employee is on workers compensation (except for Police Sergeants – see Holiday Leave – Police Department Sergeants for details).

Town of Hooksett
Town Council Rules of Procedures
Adopted as of: 01/10/2001
Amended as of: 10/28/2020

Resolved by the Town Council of the Town of Hooksett, NH that the following be and hereby are adopted as the Rules of the Hooksett Town Council.

1. The Following Rules shall be adopted by a majority of the Hooksett Town Council and these rules shall become effective immediately upon their adoption.
 - a. Robert's Rules "Parliamentary Law at a Glance" by E.C. Utter should be used as a guide when proper procedure is in question except where modified herein.
 - b. Acceptable Procedure is determined by the acting Chair.
2. Procedures for electing officers are as follows:
 - a. Annually, at the first meeting of the new Town Council:
 1. The Town Clerk shall swear-in all new Councilors as a group.

Note: The Town Administrator shall act in the role of Council Chair from July 1st until such time the new Town Council has their first meeting to choose their Chair, Vice Chair and a Secretary. The Town Administrator, as acting Council Chair, shall lead this meeting through Town Council Reorganization – Part I.

The members thereof shall:

2. Choose, from among their members, a Chair, a Vice Chair and a Secretary. In addition to the powers conferred upon the Chair, the Vice Chair and the Secretary, they shall continue to have all the rights, privileges and immunities of a member of the Town Council.
3. Motion that the Town Council confirms by a roll call vote, that the Town of Hooksett will adopt RSA 31:104, 31:105 and 31:106 to provide immunity and indemnify all Town Councilors, other elected officials, employees, agents as well as appointed officials that serve on committees and boards within the Town of Hooksett; specifically covering immunity from civil liability for discretionary acts, according to RSA 31:104, indemnification for costs of defense of civil suits, according to RSA 31:105 and indemnification for civil rights claims, according to RSA 31:106.
4. Motion to have the Town Council Chair sign ancillary documents as agent to expend as a result of Town Council prior approval of the documents.
5. Motion to have the Town Council Chair complete the Council's section of the Annual Report.
6. Motion to have the Town Council Chair complete & sign Tax Deed Waivers.
7. Motion to adopt the Town Council Rules of Procedures.
8. Motion to adopt the Administrative Code (which includes the Investment and Fund Balance Policies).
9. Motion to adopt the Family Services Guidelines.
10. Motion to have the Tax Collector sign payment plans for deedable properties.
11. Motion to have the Town Administrator approve payment plans for deedable properties (Town Administrator cannot forgive interest or principal).
12. Motion to have a Councilor work with Administration to coordinate the annual Town Council Old Home Day booth and Employee Appreciation Picnic

Town Council Rules of Procedures

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- b. The above election shall be by majority vote of the Town Council present at the first meeting.
- c. Duties of Officers
 - 1. Chair:
 - a. The Chair with the Town Administrator shall post all meetings and set meeting agenda.
 - b. Lead all meetings in an orderly manner using these procedures, Hooksett's Town Charter, Riggins Rules and Parliamentary Law as guides for appropriate protocol.
 - 2. Vice Chair:
 - a. In the absence of the Chair, the Vice Chair shall conduct the Council Meeting until such time as the Chair is present.
 - 3. Council Secretary:
 - a. The Council Secretary shall be responsible for recording the attendance of Council members by roll call at the beginning of each meeting.
 - b. The Council Secretary shall be responsible for polling and recording all roll call votes.
 - c. If the Council Secretary is absent, the chair shall ask for a volunteer. If there is no volunteer, the Chair shall appoint a Council member to act as Council Secretary until such time as the Council Secretary is present.
 - d. The Town Council Secretary shall act as clerk of the Council and shall review and approve (with or without edits) the draft (unofficial) minutes of the meeting recorded by the Recording Clerk. If there is no Recording Clerk present at meeting, the Town Council Secretary will be asked to keep minutes. Minutes will appear in the Town Council agenda packet. Minutes shall be posted on the Town website.
 - e. The Town Council Secretary shall perform such other duties in the meeting as may be requested by the presiding officer of Council.
 - f. In case of the absence of the Chair and the Vice Chair the Council Secretary shall call the Council to order and act as Chair.

3. Council Meetings

- a. The Council shall meet in regular session on the 2nd and 4th Wednesday of every month, except as noted on Town Calendar, at 6:00pm. When time permits, a regular meeting may be adjointed to a workshop session.
- b. The place of meetings shall be the Council Chambers unless otherwise designated.
- c. A quorum of the Council for the transaction of any business shall be two-thirds (2/3) of the members currently in office. The Council shall not recognize a Councilor's electronic method(s) of participation, attendance, or quorum.
- d. The Council reserves the right to end meetings at 9:30. The Council shall motion to extend public session meetings past 9:30pm as follows "motion to extend public session until meeting is adjourned". Uncovered business will be included in the next meeting agenda. Meeting may be closed by a 2/3 roll call vote.
- e. The Council may meet for an informal workshop session or special meetings by Council vote on an as needed basis, in accordance of Section 3.5 C of the Town Charter. The place of meeting shall be the Council Chambers.
- f. When, after consultation with the Vice Chair and the Town Administrator, the Chair determines that the Council has insufficient business to warrant a meeting, the Chair may cancel said meeting after informing all councilors and receiving individual approval from 2/3 of the council members and shall not be inconsistent with the meeting provisions of

Town Council Rules of Procedures

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the Town Charter. Agenda items scheduled for a meeting that is canceled shall be carried over to the next regular meeting.

- g. Council members shall be seated in Council Chambers as determined by consensus of the Council. The Chair and Vice-Chair shall be seated at the head of the Council table in Chambers. The Secretary shall be seated next to the Town Council Recording Clerk.
- h. Council members, staff and members of the general public participating in meetings shall address all questions or remarks through the Chair confine their remarks to the merit of pending questions; and shall not engage in personalities.
- i. Any member may leave the Council Chambers while in regular session after notice to the Chair of pressing business providing there is no loss of quorum as determined by the Chair.

4. Town Employees

- a. The Town Administrator will attend all regular meetings or request representation from a Town Department to attend in their place.
- b. The Town Administrator shall be responsible for providing the Council with necessary background information on all items of business before the Council.
- c. The Town Administrator may have the head of any department or division or other employee of the Town in attendance at any meeting when items within their responsibility or knowledge is being discussed. All questions shall be directed to the Town Administrator who may, when necessary, defer to a department head or employee. Staff should be made aware of all items on the agenda to be ready to discuss items in respect to their department or area of responsibility.

5. Voting

- a. Councilors may read suggested motions from staff reports to assure key elements of motions do not get missed.
- b. If a vote is immediate after a motion, the motion does not need to be repeated unless requested by a Councilor or staff.
- c. If there is a discussion after a motion, the motion should be repeated prior to the vote of the Council to assure all Councilors and the public are aware what is being voted on.
- d. Every member present, including the Chair, when a question is put shall vote either aye (yes) or nay (no) or abstain and give reason for abstaining, in accordance with the Town Charter.
- e. Council Members wishing to abstain from voting shall so indicate and give reason for doing so.
- f. All votes shall be voice votes unless determined to be a **roll call** vote.
- g. **Roll call** votes should be used anytime there is a motion based on 1) a public hearing item, 2) any monetary item over \$10,000 and 3) at the request of any Councilor for any matter.
- h. **Roll call** votes shall be in a random order with the Chair voting last.

6. Debate

- a. Council members must raise their hand to be recognized by the Chair.
- b. Rules of Debate on all motions shall be as follows:
 - 1. The council member, who introduces a motion, may speak to that motion. Thereafter, every council member may speak to the motion two times only. The sponsoring Council member may also address the motion two times, thereby allowing the sponsor the right to address his or her their motion a total of three times.
 - 2. If by 2/3 vote it is determined additional discussion is needed each council member may only speak an additional 2 times on a motion.

3. Decorum in debate: In order to assist in the carrying out of debate in an orderly and productive manner, Council members shall:
 - a. Address all questions and remarks through the Chair. Do not address audience or council members.
 - b. When commenting on another Councilor's statement or question, identify the speaker, statement and when the statement was made.
 - c. Confine remarks to the merits of the pending question.
 - d. Not engage in personalities or question the motives of other Councilors.
- c. Any member who wishes to force an end to debate must first obtain the floor by being duly recognized to speak by the chair and must then move the Previous Question. Such a motion must be seconded, and then adopted by a simple majority vote. It is not in order to interrupt a speaker with cries of "Question" or "Call the question.", and even if no one is speaking, it is still necessary to seek recognition.

7. Order of Business

The Town Council shall follow the below agenda order whenever possible for ease of transcription, audience participation and possible time restraints. The Council Chair, during the Agenda Overview, will inform the audience of any change in the agenda order for a particular meeting.

- a. Agenda Order of Council Meetings
 - I. Call to Order
 - II. Proof of Posting
 - III. Roll Call
 - IV. Pledge of Allegiance
 - V. Agenda Overview
 - VI. Public Hearings
 - VII. Special Recognitions
 - VIII. Scheduled Appointments
 - IX. Consent Agenda
 - X. Town Administrator's Report
 - XI. Public Input
 - XII. Nominations/Appointments
 - XIII. Brief Recess
 - XIV. Old Business
 - XV. New Business
 - XVI. Approval of Minutes
 - XVII. Subcommittee Reports
 - XVIII. Public Input
 - XIX. Non-Public Session NH RSA 91-A:3 II
 - XX. Adjournment
- b. Public Input
 1. Two 15-minute Public Input sessions will be allowed during each Council Meeting. Time will be divided equally among those wishing to speak; however, no person will be allowed to speak for more than 5 minutes.
 2. No person may address the council more than twice on any issue in any meeting. Comments must be addressed to the Chair and must not be personal or derogatory about any other person.

3. Any questions must be directly related to the topic being discussed and must be addressed to the Chair only, who after consultation with Council and Town Administrator, will determine if the question can be answered at that time. Questions cannot be directed to an individual Councilor and must not be personal in nature. Issues raised during Public Input, which cannot be resolved or answered at that time, or which require additional discussion or research, will be noted by the Town Administrator who will be responsible for researching and responding to the comment directly during normal work hours or by bringing to the Council for discussion at a subsequent meeting. The Chair reserves the right to end questioning if the questions depart from clarification to deliberation.
 4. Council members may request a comment be added to New Business at a subsequent meeting.
 5. No one may speak during Public Input except the person acknowledged by the Chair. Direct questions or comments from the audience are not permitted during Public Input.
 - c. Nominations for all Board and Committee applicants may be made during the nominations/appointments portions of the Council meeting. Boards and Committees shall receive their respective applications and make recommendations for nominations. Appointment vote for a nominee will be scheduled at the next Council meeting. Nominations and appointments for new July terms shall be at the June Town Council meetings.
 - d. Scheduled Appointments
 1. A scheduled appointment shall have one person as a speaker when possible and follow the rules for addressing the Council.
 2. A scheduled appointment shall not exceed 15 minutes to address the Council unless the Council votes to extend.
 3. Board and Committee applicants shall be invited to attend a Council meeting as a scheduled appointment to state their interest. This meeting shall be either prior to or on the same night of their nomination.
 4. Boards and Committees shall meet at minimum once a year as a scheduled appointment to provide an overview of their activities and member attendance reports.
 - e. Old Business
 1. Business carried over from a previous meeting.
 - f. New Business
 1. New Business should be submitted to the Town Administrator or Council Chair.
 2. New Business submitted by end of business two Thursdays before a regular meeting may be considered for the next meeting by request. The Chair may schedule the topic on the Agenda under New Business as the schedule allows. Any new business brought forward at a council meeting shall not be acted upon at that meeting except by a motion to waive this rule by vote of 2/3rd of the members present.
 3. New Business submitted after end of business two Thursdays preceding a regular scheduled meeting will be considered for the next meeting agenda unless time sensitivity is determined by Town Administrator or Chair.
8. Non-Public Session
 - a. The Council Chair shall motion for the appropriate non-public session section of NH RSA 91-A:3 II (a – l) when entering the non-public session based on the subject matter as previously discussed with the Town Administrator. This motion must be seconded by a Councilor and have a roll call vote with the majority in the affirmative. This by no means

Town Council Rules of Procedures

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restricts any Town Councilor from motioning to go into non-public session with the appropriate citation.

- b. The Council shall motion to exit in non-public. In public session a motion is made to seal the minutes of the non-public session as appropriate.
- c. Non-public sessions do not require motions to extend the meeting past 9:30pm.
- d. A councilor not present at the time non-public session minutes are taken shall receive these sealed minutes along with the rest of the Council.
- e. Non-public minutes, per RSA 91-A:3, shall include the names of members, persons appearing before the public bodies, and a brief description of the subject matter discussed and final decisions. Minutes are not verbatim.
- f. Non-public minutes and/or material in possession of Town Councilors at a Council meeting shall be handed into Administration at the end of the meeting for shredding of confidential information.
- g. All sealed non-public meeting minutes (discussions and materials included) are confidential until such time these minutes are unsealed.
- h. Unsealing of the non-public session minutes for the current fiscal year (June 1st to May 31st) shall occur annually at the Council's last meeting in May when, in the opinion of a majority of members, the circumstances that sealed the minutes no longer apply in accordance with RSA 91:3 III.

9. Filing Agenda items

- a. Every item of business to come before the Council for action must be filed with the Town Administrator or Council Chair no later than end of business two Thursdays prior to the regular Council Meeting.
- b. The Agenda shall be posted by the close of business on the Wednesday prior to the regular Council Meeting.
- c. It shall be the duty of the Town Administrator to mail by first class postage said agenda and any available supporting documents to each Councilor (if not already picked-up) by Thursday of the week prior to the regular Council Meeting unless a Councilor requests, in writing, to receive it in electronic format only.

10. Addressing the Council

- a. Persons other than members of the Council shall not be permitted to address the Council except during the designated agenda Public Input or by invitation of the Chair.
- b. A time limit for addressing the Council may be established by the Chair.
- c. The speaker shall not enter into a debate with any person, the Chair or Council members.

11. Amendment To Rules

- a. Council rules may be suspended by a 2/3-majority vote of all Council members. The purpose for suspension must be clearly stated before the vote is taken and 2/3 of all Council members must declare the matter one of such priority that it would be detrimental to hold over until the next regular Council Meeting.
- b. The rules may be amended or new rules adopted by a 2/3 vote of all members of the Council. Any such proposed alteration or amendment by any Councilor shall be submitted in writing at a regular Council Meeting under the order of new business.

11. Community Outreach

- a. The Council Chair has the authority to act on the Council's behalf to present and/or sign letters of achievement for community outreach to include but not limited to Town of Hooksett departments, businesses, residents, and volunteer or membership groups. This authority is for times when the community outreach happens off-schedule to Town Council meetings.

12. Procedure for Adoption of Ordinances pursuant to Section 3.6 of the Charter.

a. Prior to a Council member introducing an ordinance, the Council shall discuss the contents which may include editorial revisions and textual modifications. An ordinance needing revisions based on this discussion will be brought back to the Council in a final format at their next scheduled meeting. The final version of an ordinance shall be introduced by one Councilor for a public hearing at the Council's next scheduled meeting. No second to a motion and/or vote is required to move an ordinance to a public hearing. The Council shall not take final action on any proposed ordinance until at least seven (7) days after said public hearing(s).

b. After the public hearing the Council shall put the proposed ordinance in final form, which may include editorial revisions and textual modifications resulting from the proceedings of that hearing. An additional public hearing shall be held if the ordinance is substantively altered by the Town Council after public hearing. Subsequent public hearings shall be held at least 14 days after the prior public hearing and with the notice provided in Section 3.5 (A) of the Charter. The Council shall not take final action on any proposed ordinance until at least seven (7) days after said public hearing(s).

13. Procedure for Town Administrator Annual Evaluation

- a. Council's first meeting in May – Council will receive Town Administrator's self-evaluation to include status on his/her goals with comments for period ending June 30th of the same fiscal year along with a blank evaluation form.
- b. Council's second meeting in May = Councilors are to complete and submit the Town Administrator evaluation form via e-mail to the Council Chair and cc: Administrative Services Coordinator (or hand deliver to same at meeting).
- c. First week in June = Administrative Services Coordinator and Council Chair consolidate each Councilor's Town Administrator evaluation data into one report.
- d. Council's first meeting in June – Councilors to review consolidated Town Administrator evaluation report for edits.
- e. Council's second meeting in June – Councilors and Town Administrator to receive Town Administrator evaluation report in agenda packet and review at this meeting.
- f. Council's annual July/August Workshop meeting – New council to establish goals for new fiscal year.

14. Standing Moment of Silence

- a. The Council Chair may call a moment of silence for the deceased with ascent of the Town Council at the beginning of the meeting

15. Special Recognition

- a. Special Recognition may include but is not limited to:
 - Hooksett Youth Achiever of the Month
 - Boston Post Cane Recipient
 - Retiring employees
 - Longevity employees (at Council's last regularly scheduled meeting each September)

16. Town Administrator's Report

Town Council Rules of Procedures

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- a. New hires will be invited and encouraged to attend the Council meeting following his/her hire date when the Town Administrator will announce his/her Department, name and start date.”
17. Approval of Minutes
- a. Public minutes, per RSA 91-A:3, shall include the names of members, persons appearing before the public bodies, and a brief description of the subject matter discussed and final decisions. Minutes are not verbatim.
 - b. Public minutes shall be posted (open to public inspection) not more than 5 business days after the meeting. These minutes, per RSA 91-A:3, shall be treated as permanent records of any public body.
 - c. Councilors, public or staff identifying corrections to Town Council minutes shall submit their corrections to the Town Council Secretary on or before the start of the meeting scheduled for review. Corrections do not include changing or adding wording not stated at the meeting.
 - d. The Council Chair, at the “Approval of Minutes” agenda section, will request the following motion “*Councilor #1 motion to approve the public minutes of Date. Seconded by Councilor #2.*”
 - e. The Council Chair shall inquire with the Town Council Secretary for any corrections to the minutes; Secretary will read the corrections into the record, if applicable.
 - f. If there are corrections to the minutes, amend 17d motion above “*Councilor #1 I amend my motion to add “as corrected”. Seconded by Councilor #2.*”
 - g. A vote of 17d or 17f above is taken (roll call not required).
 - h. If changes are to be made to minutes (17b above), changes are detailed in the minutes of the subsequent meeting. As the minutes are being prepared for permanent storage in paper format, the Town Clerk will add a notation to the permanent record of the first meeting that corrections were made, and give an exact reference to the page where the changes appear in the minutes of the subsequent meeting.
18. Public Hearings
- a. The Town of Hooksett follows the NH State statutes (RSAs) and Town Charter in determining when a public hearing is required for agenda items before the Town Council.

Below are the items that require public hearings (these have a public notice in the Union Leader):

- **New or amended Town Ordinances** - notice is per Chapter 231:132-a of the NH Revised Statutes annotated, and section 3.6 of the Hooksett Town Charter
- **New or amended Town Charter** – notice is per NH RSA 49-B:5
- **Accept Donation/Grant/Reimbursement of Funds over \$10,000** – notice per RSA 31:95-b, III (a) (ex. 1) NHDOT Bridge Aid funds reimbursement for the Benton Road Culvert project, 2) FEMA funds for the reimbursement of February 8th, 9th, & 10th 2013 severe snowstorm expenses, 3) New Hampshire Highway Safety Agency grant to allow for 18 DWI/DUI overtime patrols)
- **Accept Donation of Property over \$5,000** – notice per RSA 31:95 e, II (ex. Catholic Medical Center in Manchester NH to the Hooksett Fire-Rescue Department and the Town of Hooksett in the amount of \$14,500.00 (Physio-Control LUCAS 2 device)
- **New or amended Hazard Mitigation Plan**
- **Town Roadway Improvements** – (ex. project alternatives for the roadway improvements design(s) at the Hooksett Hackett Hill Road and Rte. 3A intersection)
- **Discontinuance of Class VI Town Roadway**
- **Conservation Easements** – notice is per NH RSA 36-A & NH RSA 477:45-47

Note: Land use items require 10 day prior public notice in Union Leader and all other items require 7 days.

Town Council Rules of Procedures

9

Public Hearings not required, however Town may conduct out of courtesy (these do NOT have a public notice in the Union Leader):

- **Establishing Town Roadway Speed Limits**
- **Renaming Town Roadways** - (ex. Water Works Drive, Hooksett, NH for the closed off portion/loop of Industrial Park Dr. that will be closed off due to the GE Expansion)
- **Potential Departmental Reorganizations**

19. Tabling an agenda item

- a. Any Councilor may make the motion to table.
- b. Tabling is needed when more information on the subject matter is needed for the Council to make a decision.
- c. Tabling of an agenda item should indicate the date certain of the next time the item is to appear on the Council's agenda and what information the Council is seeking at that meeting.
- d. Tabling an agenda item takes precedence over any main motion not yet stated by the Chair.
- e. When the item tabled is to be discussed again, Council first needs to make a motion to remove from the table.

**Town of Hooksett
Town Council Special Meeting Minutes
After Town Deliberative Session
Cawley Middle School
February 06, 2021**

CALL TO ORDER

Chair Sullivan called the February 06, 2021 meeting to order at 10:24 am.

PROOF OF POSTING

Human Resources Coordinator Donna Fitzpatrick provided proof of posting.

ROLL CALL

In Attendance: Councilor James Sullivan, Councilor Timothy Tsantoulis, Councilor John Durand, Councilor Randall Lapierre, Councilor David Boutin, Councilor Clifford Jones, Councilor Roger Duhaime

Missing: Councilor Alex Walczyk and Councilor Clark Karolian

NEW BUSINESS

▪ **Warrant Article #16**

D. Boutin motioned to approve the amendment to Warrant Article #16 made at the Deliberative Session on February 06, 2021, stating that \$65,000 for a Fire Command Vehicle will come from the Unassigned Fund Balance, with no amount from general taxation. R. Lapierre seconded the motion.

The motion carried (7-0).

R. Lapierre motioned to adjourn at 10:27 pm. T. Tsantoulis seconded the motion. The motion carried (7-0).

Respectfully submitted,

Recording Clerk
Kathleen Donnelly

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

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, February 10, 2021**

The Hooksett Town Council met on Wednesday, February 10, 2021 at 6:00 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of 10 Feb 2021 to order at 6:01 pm.

NON-PUBLIC SESSION #1 NH RSA 91-A:3 II

D. Boutin motioned to enter non-public session at 6:01 pm, in accordance with the provisions of RSA 91-A:3, II (c) and (I). T. Tsantoulis seconded the motion.

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

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

Roll Call Vote #1

C. Karolian Aye

D. Boutin Aye

T. Tsantoulis Aye

R. Lapierre Aye

A. Walczyk Aye

R. Duhaime Aye

J. Durand Aye

C. Jones Aye

J. Sullivan Aye

Voted unanimously in favor (9-0).

D. Boutin motioned to leave non-public session and return to public session at 6:24 pm. T. Tsantoulis seconded the motion.

Roll Call Vote #2

R. Duhaime Aye

J Durand Aye

C. Jones Aye

R. Lapierre Not present

A. Walczyk Aye

D. Boutin Aye

C. Karolian Aye

T. Tsantoulis Aye

J. Sullivan Aye

Voted in favor (8-0).

Chair Sullivan motioned to seal the minutes of the non-public session because it is

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1

49 *determined that the divulgence of this information would likely render a proposed action*
 50 *ineffective. T. Tsantoulis seconded the motion.*
 51

52 **Roll Call Vote #3**

53 **D. Boutin** Aye
 54 **C. Jones** Aye
 55 **A. Walczyk** Aye
 56 **J. Durand** Aye
 57 **R. Duhaime** Aye
 58 **T. Tsantoulis** Aye
 59 **R. Lapierre** Not present
 60 **C. Karolian** Aye
 61 **J. Sullivan** Aye
 62 **Voted in favor (8-0).**
 63

64 Chair Sullivan called for a brief recess at 6:24 pm.
 65

66 Chair Sullivan called the public meeting to order at 6:29 pm.
 67

68 **PROOF OF POSTING**

69 Human Resources Coordinator Donna Fitzpatrick provided proof of posting.
 70

71 **ROLL CALL- ATTENDANCE**

72 **In Attendance:** Councilor James Sullivan, Councilor Clifford Jones, Councilor John Durand, Councilor
 73 Randall Lapierre, Councilor Roger Duhaime, Councilor David Boutin, Councilor Timothy Tsantoulis,
 74 Councilor Clark Karolian, and Councilor Alex Walczyk
 75

76 **PLEDGE OF ALLEGIANCE**

77 Chair Sullivan called for the Pledge of Allegiance.
 78

79 **SPECIAL RECOGNITION**

80 **Hooksett Fire-Rescue - Swearing-in ceremony new Firefighters/AEMTs**
 81

82
 83 Chair Sullivan called upon Fire Chief James Burkush to conduct the swearing-in ceremony.
 84

85 Chief Burkush: Thank you. We have three new firefighters to be sworn in tonight and we will also be
 86 pinning two new lieutenants. Gregory Beals served in the US Army for four years and then with the
 87 Jaffrey Fire Department. He has completed Firefighter 1 & 2 certification and is an A-EMT. He is now
 88 working on an additional degree from Wesleyan University. Joshua Noyes is 31 years old and spent
 89 three years with the Chichester Fire Department. He is married with three daughters and one son. He
 90 hopes to spend many years with Hooksett Fire. Jacob Andrews is the youngest of the three. He grew
 91 up in Dunbarton and enjoys spending time with his father, who has always been an important part of his
 92 life. He likes to spend his free time outside, playing basketball and doing things with his family. Being a
 93 firefighter requires passion and compassion. The pandemic has put a lot of stress on our families. Our
 94 firefighters have recently stepped up to work at vaccination sites. We are proud of the work we do every
 95 day, which involves rigorous training.
 96

97 Chief Burkush administered the oath to the new firefighters and this part of the ceremony was
 98 concluded with the pinning of badges.
 99

100 Chair Sullivan: As I always say, best of luck and stay safe.

101
102 Chief Burkush: Next I would like to introduce our two new lieutenants. We were tied up with COVID
103 issues and were not able to have this ceremony in the fall. Seth Miller came to us from Litchfield and
104 has been with us for two years. He reminds me of myself when I was young; he lives and breathes his
105 work as a firefighter. He has paramedic certification and is a phenomenal person. His promotion to
106 lieutenant occurred on October 01, 2020. Kristy Tobine has been with Hooksett Fire for five years. She
107 works at Station 1, mentors the female firefighters on the squad, and just welcomed a new grandchild.
108 Her promotion date was November 01, 2020.

109
110 Chair Sullivan: Congratulations to our newest lieutenants, and thanks to the family members here to
111 support them.

112
113 **Hooksett Municipal Employees – New Hires**

114 A. Garron: We have four new employees. The first three are the new firefighters we just met. We also
115 welcome Baxter Palmer, a new heavy equipment operator for the Recycling & Transfer Division of the
116 DPW.

117
118 **CONSENT AGENDA**

119
120 **To accept a \$1,000.00 (Check #11010-38523) donation, from Home Depot (store #3403), to the**
121 **Town of Hooksett for the Hooksett Police Department (Donation Line) per RSA 31:95-b III(b).**

122
123
124 **To accept a \$160.00 (Check #290) donation, from Jillian Pekins of Valley Roofs & More, LLC of**
125 **Pembroke, to the Town of Hooksett for the Hooksett Police Department (Donation Line) per RSA**
126 **31:95-b III(b).**

127
128
129 **Partial Surety Release from \$341,504.63 to \$25,000 for the Cornerstone Park Site located at the**
130 **northwest corner of Smyth Road and Londonderry Turnpike.**

131
132 ***T. Tsantoulis motioned to approve the first two items of the Consent Agenda. D. Boutin***
133 ***seconded the motion.***

134 ***Voted unanimously in favor (9-0).***

135
136 ***D. Boutin motioned to approve the third Consent Agenda item. R. Lapierre seconded the***
137 ***motion.***

138
139 R. Duhaime: What is the status of the landscaping on this project?

140
141 B. Thomas: They are not done with the landscaping.

142
143 R. Duhaime: Will the \$25,000 that remains cover the landscaping? Is there a landscaping bond?

144
145 B. Thomas: I am glad you asked that question. The site plan bond is calculated at 30% of the cost of
146 the entire project. I inflated that a bit. Some of the landscaping is done, and I have no reason to think
147 they won't finish. I also held back some funds for erosion control. This is a good developer.

148
149 C. Karolian: I have a question regarding soil erosion. There is a tremendous amount of difference in the
150 elevation between Smyth Road and their parking lot.

151
152 B. Thomas: They have a lot of stone riff raff to eliminate erosion.

153
154 C. Karolian: Does it go all the way around?

155

156 B. Thomas: No, and that is why I withheld some of the bond. I held back one-half of the amount
157 budgeted for erosion.

158
159 C. Karolian: I have a hard time wrapping my head around this, in general. Why do we require bonds but
160 developers get Cos to run their businesses before the jobs are complete?

161
162 B. Thomas: It would be a hardship on a developer if they place loam and seed in the fall but are not
163 able to open until Spring.

164
165 R. Lapierre: I have a point of order: We should restrict discussion to the matter at hand.

166
167 Chair Sullivan: Councilor Karolian, you can ask your questions during the Town Administrator's report.

168
169 D. Boutin: I call the question.

170
171 R. Duhaime: Can I ask one more question?

172
173 Chair Sullivan: We need to have a roll call on the request to call the question.

174
175 R. Duhaime: That will take more time than it will take to ask my question.

176
177 D. Boutin: I withdraw my request to call the question.

178
179 R. Duhaime: What about fencing? I believe there is fencing in the back on the site plan.

180
181 B. Thomas: They have a guardrail.

182
183 Chair Sullivan called for a vote on the motion to approve the partial surety release for the Cornerstone
184 Park Site.

185
186 ***The motion carried (6-3).***

187
188 **TOWN ADMINISTRATOR'S REPORT**

189 A. Garron: The number of active COVID cases is down to 37 as of yesterday, from 59 as of January
190 20th. The total number of cases in Hooksett stands at 931. We are heading in the right directions. In
191 March the vaccine distribution will move from Phase 1A to Phase 1B. 2A is for teachers, grades K
192 through 12. As Fire Chief Burkush said, his staff is helping with the vaccination process at SNHU.

193
194 A. Garron: The Deliberative Session went well, although the turnout was not very good. I want to thank
195 School Superintendent Rearick and his staff for the exceptional job they did with the set-up. It was very
196 well organized and the necessary precautions were taken. Four rooms were set up for distancing, the
197 sound system was good and we were able to Live Stream the session for those who could not attend. I
198 want to thank Town Clerk Todd Rainier, Assistant Moderator Don Riley, and Kathie Donnelly who
199 recorded and transcribed the minutes of the session.

200
201 A. Garron: Old Home Days has been cancelled for 2021; we are hopeful for 2022, which is our
202 bicentennial year as well.

203
204 A. Garron: We have hired a Building Inspector/Code Enforcement Officer, who will start with us on
205 February 16th. It was a long process but we found a good candidate for the position.

206
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207 A. Garron: DPW has been working with the Fire Department because the small preemption lights are
208 not working. These are the small lights which operate when the regular lights are turned off during a fire
209 or other type of emergency. The State will provide the labor for the installation, which will save the
210 Town a lot of money.

211
212 A. Garron: Senate Bill 99 was brought to my attention last week. It would reinstate the 40% Meals &
213 Lodging Tax distribution to cities and towns in New Hampshire by repealing the suspension of the
214 catch-up formula. The hearing was on February 8th, and I wrote a letter indicating our support of the bill.
215 Currently, we get \$741; that amount would increase to \$580,000 if this bill passes. These funds would
216 go a long way to help with projects and operational costs. The 40% distribution was agreed upon years
217 ago. This bill would re-establish what should have been.

218
219 D. Boutin: Is the new Building Inspector going to serve as Code Enforcement Officer too?

220
221 A. Garron: Yes, he is.

222
223 R. Duhaime: Have you done anything on the wage study? Do you have an update?

224
225 A. Garron I have done a lot of work on the wage study It is a very important project. I am gathering the
226 information now to put together an RFP.

227
228 **PUBLIC INPUT**

229 None.

230
231 **NOMINATIONS AND APPOINTMENTS**

232 Chair Sullivan: Mr. Germain, where do we stand on vacancies?

233
234 Mr. Germain: I can bring that up on the screen for you now. We had a resignation on the TIF Advisory
235 Board, so we need a new member, someone living in or operating a business in the District. The
236 Planning Board positions have been filled.

237
238 Chair Sullivan: We always welcome members to the Bicentennial Committee, and I know we need a
239 business leader for the Economic Development Committee. The Old Town Hall Preservation
240 Committee has two members and would like to have more. Parks & Rec and Recycling each need one
241 more member, and the ZBA is looking for two alternates.

242
243 **OLD BUSINESS**

244 None.

245
246 **NEW BUSINESS**

247
248 **Non-Union Classification Pay Plan Updates**

249
250 D Fitzpatrick: These updates are housekeeping issues. Because of the new Teamsters Mid-
251 management Union, the members of the new union have been removed from the non-union list. If you
252 are looking at the color copy, this is the red section. Those in green have been removed because the
253 position exists in the Public Works union. Those in blue are amended titles, such as mine, which was
254 Administrative Services Coordinator and now is Human Resources Coordinator. Also in blue are
255 reclassified positions. The Code Enforcement Officer (CEO), Grade 16, has been changed from exempt
256 to non-exempt (hourly). This is based on legal advice we received. The Town Attorney said that the
257 CEO is interpreting code, not making decisions. This is similar to the Fire Inspector position discussed
258 at a previous meeting.

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R. Lapierre motioned to approve the updated Classification Pay Plan as presented for effective date February 10, 2021. T. Tsantoulis seconded the motion.
Voted unanimously in favor (9-0).

APPROVAL OF MINUTES

Public: 12/09/2020

Public: 01/13/2021

Public: 01/20/2021

Non-Public: 12/09/2020 (not sealed)

Non-Public: 01/13/2021

D. Boutin motioned to approve the Public minutes of 12/09/2020, 01/13/2021, and 01/20/2021; and the Non-Public minutes of 12/09/2020. T. Tsantoulis seconded the motion.

R. Lapierre: Would you like to include the non-public minutes of 01/13/2021?

C. Karolian: Point of order: The speaker didn't have the floor.

C. Karolian motioned to amend the motion to include the non-public minutes of 01/13/2021.

Chair Sullivan called for a vote on the motion as amended.

Voted unanimously in favor (9-0).

SUB-COMMITTEE REPORTS

C. Karolian: The Recycling and Transfer Committee discussed picking up trash in private communities, specifically Berry Hill. The policy for 18+ years has been that the town will pick up trash in private communities if they sign a waiver. This applies to Berry Hill and others. Second, it was reported that the Recycling and Transfer Division will be purchasing new barrels. Third, the cardboard and paper vendor we have been using retired in December. I put them in touch with vendors I know of in Fitchburg and Wilmington MA. On behalf of Mr. Labonte, Ms. Cummings arranged with the Fitchburg vendor to regularly leave an empty trailer and take the full one, paying about \$25 per ton.

A. Walczyk: The Conservation Commission is working on signs for the Riverwalk Trail. We are also working on the designation of a monarch butterfly location. We would receive free milkweed seeds.

T. Tsantoulis: The Board of Assessors met tonight, and we are caught up on the BTLA settlements. A couple more are coming up.

D. Boutin: What is the BTLA?

T. Tsantoulis: It is the Board of Tax & Land Appeals.

R. Duhaime: The ZBA met last night. I wasn't able to attend, but they discussed the impacts of the Hackett Hill developments, including the failure of the intersection at the bottom of hill. SNHRPC is involved.

319 Chair Sullivan: The Old Town Hall Preservation Committee will meet next Wednesday at 3:30 pm.
 320 Nothing is scheduled for the Heritage Commission. The Bicentennial Committee has met four times and
 321 will continue meeting throughout the year. Many activities – large and small – are being planned. The
 322 Town Council will do a ‘Bicentennial Minute.’ The School Board will plan some activities. We are
 323 arranging to have the Vietnam Moving Wall for four days in May. Saturday, July 02, 2022 is the actual
 324 birthday of the town, and we are planning bigger events. We will have a birthday cake, perhaps a Civil
 325 War Encampment, a Firemen’s Muster, a recreation of the signing of the town incorporation papers and
 326 town photographs. The Committee has reached out to the civic organizations in hopes that they will
 327 incorporate the bicentennial theme into their activities in 2022. The Committee is planning on a Battle of
 328 the Departments and the official dedication of the Lilac Walking Bridge, perhaps with a couple of signs
 329 from Kiwanis, if the town permits. It will be lit up. Another plan is to have red, white and blue striping on
 330 the town roads. Another plan is to have open houses and tours of old homes. The Library is planning
 331 several bicentennial-themed events, including local authors, bicentennial-themed trivia nights and photo
 332 contests. The Governor’s Council may hold one of its meeting here in Hooksett, and we also are
 333 planning on concerts and movie nights.

334

335 D. Boutin: Councilor Walczyk, would you explain more about the monarch butterflies?

336

337 A. Walczyk: An area listed as a location or habitat for monarch butterflies gets milkweed seeds to plant,
 338 which is what the caterpillars eat. Last year a field was planted with milkweed, but the field was mowed
 339 before they milkweed could grow and provide food for the caterpillars, which was unfortunate timing.

340

341 D. Boutin: The *Starbucks* which is opening in three weeks on Hooksett Road is a good example of
 342 when it makes sense to issue a CO before all of the landscaping is done.

343

344 **PUBLIC INPUT**

345 None.

346

347 **NON-PUBLIC SESSION #2 NH RSA 91-A:3 II**

348

349 ***Chair Sullivan motioned to enter non-public session at 7:29 pm in accordance with the***
 350 ***provisions of RSA 91-A:3, II (a) & (c). D. Boutin seconded the motion.***

351

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

356

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

361

362 **Roll Call Vote #5**

363 ***T. Tsantoulis Aye***

364 ***C. Jones Aye***

365 ***R. Duhaime Aye***

366 ***A. Walczyk Aye***

367 ***R. Lapierre Aye***

368 ***C. Karolian Not present***

369 ***J. Durand Aye***

370 **D. Boutin Aye**
 371 **J. Sullivan Aye**
 372 **Voted in favor (8-0).**
 373

374 Other persons present during non-public session: Town Administrator André Garron and Human
 375 Services Coordinator Donna Fitzpatrick
 376

377 **D. Boutin motioned to leave non-public session and return to public session at 7:37 pm. T.**
 378 **Tsantoulis seconded the motion.**
 379 **Voted unanimously in favor.**
 380

381 **NEW BUSINESS (continued)**
 382 **Fire Chief Contract**
 383

384 **C. Karolian motioned to accept the letter of resignation from Fire Chief James Burkush, with the**
 385 **last day of employment being March 28, 2021 (as initially received by Chair Sullivan on January**
 386 **20, 2021). T. Tsantoulis seconded the motion.**
 387 **Voted unanimously in favor (9-0).**
 388

389 **ADJOURNMENT**
 390

391 **C. Karolian motioned to adjourn at 7:38 pm. T. Tsantoulis seconded the motion.**
 392 **Voted unanimously in favor (9-0).**
 393

394 Respectfully submitted,
 395 *Kathleen Donnelly*
 396 Kathleen Donnelly
 397 Recording Clerk
 398
 399

400 **Please see subsequent meeting minutes for any amendments to these minutes.**
 401
 402
 403
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 405
 406
 407

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, March 10, 2021**

The Hooksett Town Council met on Wednesday, March 10, 2021 at 6:00 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of 10 Mar 2021 to order at 6:00 pm.

PROOF OF POSTING

Human Resources Coordinator Donna Fitzpatrick provided proof of posting.

ROLL CALL

In Attendance: Councilor James Sullivan, Councilor John Durand, Councilor Randall Lapierre, Councilor Roger Duhaime, Councilor David Boutin, Councilor Timothy Tsantoulis, Councilor Clark Karolian, and Councilor Alex Walczyk

Councilor Clifford Jones attended via Zoom.

PLEDGE OF ALLEGIANCE

Chair Sullivan called for the Pledge of Allegiance.

Chair Sullivan: I would like to call for a moment of silence for William McDonald who died last week at the age of 90. He was serving on the Central Water Precinct Commission at the time of his death. He served on Hooksett's ZBA and Planning Board, and he was on the 1968 committee for the addition to the school.

PUBLIC HEARINGS

None.

AGENDA OVERVIEW

Chair Sullivan: We will be postponing until our next meeting Item 15.7, the discussion of proposed amendments to the Town Council Rules of Procedure.

SPECIAL RECOGNITION

Hooksett Police Departmental Annual Award Ceremony - Part I

Police Chief Bouchard: Before beginning the Annual Award Ceremony, I would like to introduce Officer Jen Neely, who joined the department on March 16, 2020. Because of COVID-19, we were not able to swear her in at a Town Council meeting. Jen graduated from NHTI with a degree in Criminal Justice and worked for the UNH Police Department. She attended the 173rd NH Police Academy and was named Officer of the Year in 2019 of the UNH PD. We are happy to have her on the force.

Police Chief Bouchard: We usually hold our Annual Award Ceremony in the Fall, but because of COVID, it has been postponed a few times. Nominations, which may be put forth by anyone, go to the Awards Committee and then to me. This year, we recognize Administrative Assistant Jessie Ulliani for outstanding achievement. Jessie came to the department in 2006, and has become our Evidence Technician, a stressful and important job, along with her other duties. She was nominated by Sergeant Valerie Lamy, who describes Jessie as hard-working and willing to go out of her way to help others. Valerie praises her work as the department's evidence technician and her willingness to fill in as receptionist as needed. She has an outstanding work ethic and consistently goes above and beyond.

Chief Bouchard: Next, we recognize two officers for their lifesaving actions in February of 2020 during a medical emergency. While having lunch, Officers Travis Mannon and Dean Lombardo noticed a man who was not breathing and had no pulse. They administered CPR and other life-saving actions, so that by the time the EMTs arrived, he was breathing and had a pulse. It was confirmed that the gentleman had had a heart attack. Captain Joe Stalker of Hooksett Fire Rescue nominated the two officers for this award. Officer Lombardi could not be with us tonight, but Officer Mannon is here with his wife, baby daughter, parents and father-in-law Fire Chief Burkush. Given that the survival rate of people having heart attacks outside of a hospital is less than ten percent, what these officers accomplished is significant, and the victim, by all reports, is doing fine.

Chair Sullivan: Congratulations. This recognition is deserved, and we take pride in your service to the town. To you and your entire department, be safe and good luck.

Hooksett Municipal Employee - New Hire

A. Garron: We welcome one new employee this week. Joe Richards began as a full-time Truck Driver/Laborer for the DPW Highway Division on March 8, 2021. We also have one departure. Richard Blake has left his position as Crew Chief for the DPW Recycling & Transfer Division.

SCHEDULED APPOINTMENTS

Todd Rainier, Town Clerk, and Cindy Robertson, Town Moderator, and Don Riley, Assistant Town Moderator - March 9, 2021 Town Election Recap

T. Rainier: Beginning with the numbers, there were 11,415 voters on the checklist at the beginning of the day yesterday. The Checklist Supervisors registered eleven (11) new voters. The turnout was not tremendous, with 789 ballots cast. We sent out 48 absentee ballots prior to the election and all of them were returned. This is the first time, ever, that 100% of the ballots came back. We had one Election Day absentee voter, who voted curbside because of recent back surgery. No voters used the alternative polling area. I want to thank the Hooksett Fire Rescue, Police and DPW for your assistance throughout the day. I also wish to thank the Cawley School custodians for their help. I offer my congratulations to all of those elected. We have several new faces in roles, as well as a couple of familiar faces in new roles. Thanks to all of the Councilors for your contributions throughout the day. I want to note that the School District Clerk and the School Moderator participated in the reconciliation process. We missed David Ross, who has offered significant help over the years. Brian Soucy, Jason Hyde and Tim Tsantoulis did a fantastic job of packing election signage and materials into storage after the polls closed. Thank you. I want to offer special thanks to our elected Supervisors of the Checklist – Barb Brennan, Kim Daggett and Stephen Olivarez – who are truly the unsung heroes of the election process. Their work extends far on both sides of Election Day.

C. Robertson: I want to congratulate the new moderator, Todd Lizotte. I am happy that he ran and was elected. Todd, Don and I will support him in any way that we can. I appreciated the opportunity to serve as the town's appointed moderator for the September and November 2020 elections and for yesterday's Town Election.

D. Riley: Everything worked well yesterday. It was a quiet day, and the reconciliation went smoothly. We were packed up and done by 9:00 pm, which is as it should be. The 48 absentee ballots took only 40 minutes to process. I add my thanks to those of Cindy and Todd.

C. Karolian: You said that only 789 ballots were cast, but when I was leaving just after noon, the counter registered 848.

104 D. Riley: That is because the machine counts each sheet, and each voter had three (3) sheets.
 105 Speaking of the machines, ours are on their last leg. We struggled a lot with the baffle; ballots kept
 106 getting hung up. There is nothing in the pipeline to replace them.

107
 108 T. Tsantoulis: Who owns the machines?
 109

110 D. Riley: The town owns them.
 111

112 T. Rainier: Accuvote is the only machine approved by the State, at this time. They are very old. We
 113 have a maintenance contract with LHS Associates, a company in Salem, NH. They also print our
 114 ballots. We get our money's worth from that contract.

115
 116 D. Riley: It is unlikely that we will survive the 2024 election if these are not replaced.
 117

118 D. Boutin: The Capital Budget Committee is meeting soon, so I suggest that you come up with some
 119 numbers for the cost of new machines.
 120

121 T. Rainier: I have nothing on which to base an estimate. I know it is on the radar of Secretary of State
 122 Bill Gardner and the Ballot Law Commission.
 123

124 D. Riley: Lastly, I want to thank Alex Walczyk, who was a necessary part of the process. Our teams are
 125 instructed on the reconciliation process, they do their work and we accumulate the information from
 126 these teams. Alex watched over them.
 127

128
 129 **Cindy Robertson, Chair of Conservation Commission - Heads Pond Stewardship Plan**
 130

131 C. Robertson: This is a stewardship plan for the Heads Pond Conservation Area. The Conservation
 132 Commission contracted with Moosewood Ecological, LLC to develop the plan. That is what this
 133 company does, employing scientists and foresters for the work involved. I want to give a shout out to
 134 Jeffry Littleton, the principal ecologist, and to Swift Corwin, a licensed forester with Calhoun and Corwin
 135 Forestry. The Heads Pond Conservation Area is 438 acres of land consisting of four properties –
 136 Carriage Manor, University Heights, Town Pond and a School District property. Carriage Manor and
 137 University Heights are private properties with conservation easements. Town Pond is town property,
 138 also with a conservation easement. The fourth parcel is owned by the School District and we have no
 139 control over it. On September 09, 2020, Swift Corwin and I went before the School Board and got their
 140 permission to include their property in the stewardship plan. On November 09, 2020, we held a public
 141 meeting, attended by about 30 people, mostly people living near the Heads Pond Conservation Area.
 142 Interest was expressed in having mountain biking trails and in not allowing ATVs. There are many
 143 informal trails in this area now, and one thing this plan would do is look at these trails. The overall
 144 purpose is to provide for the protection and enhancement of natural resources and biological diversity
 145 while providing scenic enjoyment and low-impact, non-commercial recreational activities that are
 146 consistent with the terms of the conservation easement deeds for Carriage Manor, University Heights
 147 and Town Pond. To this end, specific objectives have been identified for the management of wildlife
 148 habitats, forest, and recreational resources. Some of these are assessment of wildlife to identify areas
 149 to stay away from, such as nesting areas and vernal pools. The plan recommends no timber harvesting
 150 for ten years, designated parking and signage indicating no ATV's. This, by the way, is the same
 151 company we used for the Clay Pond area. The Conservation Commission is looking for the Council to
 152 accept the plan and move forward with its implementation. We have a draft Memorandum of
 153 Understanding (MOU) between the Town and the School, which includes a commitment to do nothing
 154 with the School land without their review and approval.
 155

156 A. Walczyk: That was a good presentation. It was easy to read.

157

158 **A. Walczyk motioned to accept the Heads Pond Stewardship Plan as presented and recommend**
 159 **the Conservation Commission move forward to implement the Stewardship Plan. D. Boutin**
 160 **seconded the motion.**

161

162 Chair Sullivan: Is this just for the town land?

163

164 C. Robertson: No, this is for all four parcels.

165

166 D. Boutin: That was one of the best prepared reports I have read in many years. Congratulations to the
 167 Conservation Commission.

168

169 Chair Sullivan: The whole Stewardship Plan is on the town website under the Conservation
 170 Commission.

171

172 D. Boutin: I would like to vote via roll call to show our support.

173

174 Chair Sullivan: That would be required anyway.

175

176 A. Garron: I would like to add that the Town Council agenda packet is on the town website, and it
 177 includes the Stewardship Plan as well.

178

179 D. Boutin: Why would a roll call be required, even if I had not requested one?

180

181 Chair Sullivan: It is because Councilor Jones is participating remotely, making this a hybrid meeting and
 182 thus requiring all votes be taken by roll call.

183

184 D. Boutin: I would like the record to show that I made an official request for a roll call.

185

186 **Roll Call Vote #2**

187 **R. Duhaime Aye**

188 **J Durand Aye**

189 **C. Jones Aye**

190 **R. Lapierre Aye**

191 **A. Walczyk Aye**

192 **D. Boutin Aye**

193 **C. Karolian Aye**

194 **T. Tsantoulis Aye**

195 **J. Sullivan Aye**

196 **Voted unanimously in favor (9-0).**

197

198 **CONSENT AGENDA**

199

200 **Accept funds totaling \$526.35, from the NH Liquor enforcement grant A.C.E (Alcohol**
 201 **Compliance Education), to the Town of Hooksett for the Hooksett Police Department (Overtime**
 202 **line) per RSA 31:95-b III (b)**

203

204 **R. Lapierre motioned to accept funds totaling \$526.35, from the NH Liquor enforcement grant**
 205 **A.C.E (Alcohol Compliance Education), to the Town of Hooksett for the Hooksett Police**
 206 **Department (Overtime line) per RSA 31:95-b III (b). C. Karolian seconded the motion.**
 207

208

209

Roll Call Vote #3

210 **D. Boutin** Aye

211 **C. Jones** Aye

212 **A. Walczyk** Aye

213 **J. Durand** Aye

214 **R. Duhaime** Aye

215 **T. Tsantoulis** Aye

216 **R. Lapierre** Aye

217 **C. Karolian** Aye

218 **J. Sullivan** Aye

219 **Voted unanimously in favor (9-0).**

220

221

TOWN ADMINISTRATOR'S REPORT

222

223

A. Garron: As requested, I have prepared an outline for my report, which is on the screen now.

224

Regarding COVID, the number of cases in Hooksett stands at 26, down from 35 two weeks ago. The total number of Hooksett cases is now 1,045. According to news reports, hospitalizations have dropped significantly in New Hampshire, and the vaccination rate is 20% in the state; the national rate is 23%.

226

227

228

A. Garron: The MOU for the YMCA camp program should be in place for the next Council meeting on March 24th. We plan to move forward with the program and are working on details with the school.

229

230

231

A. Garron: A letter was sent, as directed, to the owner of logging equipment parked on Corridor B (now a town road) instructing him to remove his logging equipment in two weeks. That deadline is March 17, 2021.

232

233

234

235

A. Garron: I attended the ribbon-cutting ceremony for the NH Sportsdome. Governor Sununu also attended, and it went well. It is neat inside, with room for three or four athletic fields. It is amazing that a structure that big is held up by only air and fabric. Mr. Joel Hatin, the CEO, is now a new business owner in Hooksett.

236

237

238

239

240

A. Garron: On behalf of the town, I applied for the Vietnam Moving Wall to be part of the Bicentennial celebration in 2022 and received a phone call from the non-profit organization responsible for scheduling. We are on the calendar for May 5th through May 8th.

241

242

243

244

A. Garron: The ZBA last night granted a use variance for the proposed warehouse project on the Supreme Industries property.

245

246

247

A. Garron: Congratulations to Alex Walczyk, John Durand and Tim Tsantoulis for your reelection as Town Councilors at yesterday's election.

248

249

250

A. Garron: Lastly, I would like to request a non-public session at the end of this meeting.

251

252

Chair Sullivan: Kudos to the Police Chief for the updated presented at our last meeting. I understand this will now be a monthly update. Other departments could follow that lead.

253

254

255

PUBLIC INPUT

256

257

Harold Murray, 311 Hackett Hill Rd: I am in favor of Assistant Chief Steve Colburn becoming the next Fire Chief. I worked with him on many projects for the 21 years he has been with the department. I

258

TC MINUTES

03-10-2021

5

have watched him grow in knowledge. In the last five years under Chief Burkush, he has been polished to the point that he could serve the town very well.

NOMINATIONS AND APPOINTMENTS

Nominations and appointments for March 10, 2021

N. Germain: I would like to introduce Mr. Alex Glennon, who was nominated at the last Council meeting to the position of ZBA alternate, term expiring June 30, 2022.

A. Glennon, 10 Summerfair Street: I purchased my home in Hooksett in October of 2019. I plan to be here for a long time. Hooksett is experiencing a unique time in terms of growth, and I would like to be part of it and have some influence as to the direction the town goes.

R. Lapierre motioned to appoint Alex Glennon as an Alternate to the Zoning Board of Adjustment to a term expiring June 30, 2022. C. Karolian seconded the motion.

Roll Call Vote #4

A. Walczyk Aye

R. Lapierre Aye

C. Jones Aye

R. Duhaime Aye

J. Durand Aye

C. Karolian Aye

T. Tsantoulis Aye

D. Boutin Aye

J. Sullivan Aye

Voted unanimously in favor (9-0).

N. Germain: I checked with legal counsel and no harm was done when Mr. Denbow served on the ZBA for a time without formal reappointment.

Chair Sullivan: Thank you for checking on that. Mr. Glennon, please see the Town Clerk about being sworn in before the next ZBA meeting.

OLD BUSINESS

None.

NEW BUSINESS

Heads Pond Stewardship Plan

This item was taken up during **SCHEDULED APPOINTMENTS**.

Award Contract to Telephone Service Provider

Mr. Garron: Christine Soucie and Rick Belanger have a report for you on this item.

C. Soucie: We were recently informed that our telephone service contract with Otelco ends on March 23rd, and they will not renew the contract unless we switch to fiber lines. We sent out an RFP, to which we received four (4) responses. These were from Brandywine, Consolidated Communications, TSE Digitalvoice and Stratus Telecom. It has been ten years or so since we have done an RFP for

314 telephone service. We chose TSE Digitalvoice to be our new provider of telephone service. They
 315 offered the lowest monthly rate, \$2,132.00. Their one-time fee of \$5,000.00 is high, but we have the
 316 funds in the operating budget. Representatives of Fire, Police, DPW, Administration and Finance
 317 participated in the decision. TSE will provide service over fiber lines, with automatic redundancy for the
 318 copper wires. We have had challenges with the current service because, when the copper wires went
 319 down, there was a question about who would fix them. They are difficult to fix and have been a
 320 particularly serious problem for the Police Department. We met with TSE to discuss their service. Rick
 321 Belanger checked three references and I checked another three. We were told that TSE offers great
 322 service, a great price, and excellent customer service. One customer expressed concern that TSE's
 323 top-notch customer service would be hurt if they took on more new customers.

324
 325 ***C. Karolian motioned to award TSE Digitalvoice the telephone service contract for three years***
 326 ***and to authorize the Town Administrator to negotiate said contract with an option to extend for***
 327 ***two additional years. D. Boutin seconded the motion.***

328
 329 **Roll Call Vote #5**

330 ***T. Tsantoulis Aye***

331 ***C. Jones Aye***

332 ***R. Duhaime Aye***

333 ***A. Walczyk Aye***

334 ***R. Lapierre Aye***

335 ***C. Karolian Aye***

336 ***J. Durand Aye***

337 ***D. Boutin Aye***

338 ***J. Sullivan Aye***

339 ***Voted unanimously in favor (9-0).***

340

341

342 **Quarterly Financial Report as of December 31, 2020**

343

344 C. Soucie: As of February 02, 2021, Hooksett had received seven (7) grants totaling \$840,567.00
 345 related to COVID-19. The Library, Wastewater and Ambulance fund have received \$83,221.00 to date.
 346 The DOJ funds have been completely expended, and the FEMA reimbursement is now at 100%.
 347 Revenue losses of \$320,000.00 are expected, mostly because of declines in interest income rates and
 348 State revenues. The General Fund budget has increased by \$605,000 over the past three years, mostly
 349 attributable to Police and Fire union contracts and non-union raises. Also, an Administrative Assistant
 350 position was added to the Recycling and Transfer budget. The Administration Department expenditures
 351 have increased in the current year largely due to staff changes and COVID costs. Specifically, laptops
 352 were purchased for remote working connections, and the Chambers and the GYM have been upgraded
 353 for social distancing and better sound. This department received grants of \$72,658 to offset COVID
 354 expenses in 2020; another \$2,585 was received on January of this year. Fire-Rescue's budget
 355 increased 8% over the past three years, attributed to wage increases, overtime, and increases in
 356 contributions to NHRS and health insurance coverage.

357

358 A. Walczyk: Did grants cover the extra person per shift?

359

360 C. Soucie: Yes, that was 100% covered.

361

362 A. Walczyk: Is it an industry standard that uncollected revenue for ambulance service is so high?

363

364 C. Soucie: The Council is presented with long lists of write-offs from time to time. All ambulance
 365 services experience this.

366

367 C. Soucie: The Police Department is on track with prior years. They have had only one vacant position
368 all year, which is better than prior years. Only one-half of one percent of their budget increase over the
369 last three years is in operating costs. Aside from paving encumbrances, Public Works has seen an
370 8.5% increase in expenses over the past three years – 5.5% of which has been in operations. There
371 have been four changes in full-time positions. Half of this year's paving was done in the fall. The Town
372 streetlights were switched to LEDs in the fall at a cost of \$46,250.00. This should provide better lighting
373 and savings in electricity costs. A mild winter thus far has resulted in savings on salt and overtime. The
374 Recycling and Transfer Division has experienced increases in the cost of trash disposal for two
375 reasons: First, the tipping fee has increased from \$71.77 per ton to \$74.66 per ton, a three-year
376 increase of four percent. Secondly, due to changes in the market for recyclables, more trash is being
377 disposed of. Hooksett ended single stream curbside collection in April of 2019.

378

379 C. Soucie: Turning to revenue, the amount collected as of the end of December 2020 was at 60%,
380 similar to past years. Motor vehicle registration revenue, the town's top source, was on target at 50%, in
381 spite of substantial increases in the budgeted amounts over the past three years. The number of fleet
382 registrations has increased. November through April are slow months for vehicle registrations.

383

384 R. Lapierre: Are fleets registered all year round?

385

386 C. Soucie: Yes, they are. I am not sure what it is based on. They pay the same rate as other vehicles;
387 there are just more of them. Interest & penalties on property tax revenue is on target. The number of
388 building permits issued is high – 852 versus 630 for the same period last year. The projects, however,
389 are generally smaller. Looking at State revenues, I expect a loss of about \$100,000. The effects of
390 COVID are unknown for the next budget year. The State reports that Meals & Rooms revenue is down,
391 but not to the extent expected. Senate Bill 99 holds hope for municipalities receiving the 40% of Meals
392 & Rooms revenue to which they are entitled. FY 2009-10 was the last time State Shared Revenue was
393 received. One-time allocations totaling about \$150,000 were received in FY 2019-20 and FY 2020-21
394 as Municipal Aid. Interest on deposit revenue was at 34% at the end of December 2020, in spite of the
395 budgeted amount being reduced from \$250,000 in 2019-2020 to \$30,000 in 2020-21. The budgeted
396 amount of \$30,000 probably won't be achieved. By contrast, in 2007 Hooksett was earning about
397 \$500,000 per year from deposit interest.

398

399 **Hooksett YMCA Daycamp Program**

400 (This item was moved to March 24, 2021 Town Council Agenda.)

401

402 **Hooksett Bicentennial Update**

403

404
405 A. Garron: First, I asked Finance Director Christine Soucie about setting up a special fund for
406 sponsorships and donations for the Bicentennial Celebration. Her response was that we could set up a
407 trust fund, per RSA 31:19-a.

408

409 Chair Sullivan: Could we make that an agenda item for the March 24th meeting?

410

411 A. Garron: Yes, we can. As to whether or not we need permission to use the Town Seal, I am waiting to
412 hear back from legal counsel about that. I have also verified that there would be bidding requirements
413 for certain events.

414

415 Chair Sullivan: Although Old Home Day has been cancelled for 2021, there has been a request that it
416 be a two-day event in 2022. With Old Home Day cancelled for this year, I am wondering if we might
417 encumber the funds which would have been used for the fireworks this year in September and use
418 them for the Bicentennial celebration next year on July 2nd.

419

420 **A. Walczyk motioned to have the Town Administrator get a quote for fireworks and encumber**
 421 **the funds for the Bicentennial event on July 02, 2022. C. Jones seconded the motion.**
 422

423 C. Karolian: Are you asking the Town Administrator to engage in a contract and then the Council would
 424 encumber the funds?
 425

426 Chair Sullivan: I think we would need the contract before encumbering the funds.
 427

428 C. Karolian: I think we are going about this the wrong way – getting a contract in order to establish an
 429 encumbrance. I'm not questioning the legality but the procedure.
 430

431 D. Boutin: I am sympathetic to the motion of Councilor Walczyk. We should ask the Town Administrator
 432 to put a report together. We should hold off on voting.
 433

434 A. Walczyk: I will withdraw my motion.
 435

436 T. Tsantoulis: I think we should give the Town Administrator more than two weeks for this. He has his
 437 other responsibilities to take care of.
 438

439 **Naming of Pedestrian "Walking" Bridge** 440

441 **C. Karolian motioned to recommend that the Town Administrator create a survey for Hooksett**
 442 **citizens to select one of the following names: a) Lilac Pedestrian Crossing; b) Lilac Pedestrian**
 443 **Bridge; c) Lilac Walking Bridge; or d) Lilac Crossing AND the one that receives the most votes**
 444 **will be the official designated name for the walking bridge AND will be duly dedicated in 2022.**
 445 **The survey will be available for a one-month period and will begin on a TBD date. T. Tsantoulis**
 446 **seconded the motion.**
 447

448 **Roll Call Vote #6**

449 **J. Durand Aye**

450 **R. Lapierre Aye**

451 **C. Karolian Aye**

452 **D. Boutin Aye**

453 **C. Jones Aye**

454 **T. Tsantoulis Aye**

455 **A. Walczyk Aye**

456 **R. Duhaime Aye**

457 **J. Sullivan Aye**

458 **Voted unanimously in favor (9-0).**
 459

460 **Town Council Rules of Procedures - Council Chair Discussion of Proposed Amendments**

461 (This item was moved to March 24, 2021 Town Council Agenda.)
 462
 463

464 **Hooksett Fire Chief** 465

466 **NON-PUBLIC SESSION #1 NH RSA 91-A:3 II** 467

468
 469 **J. Sullivan motioned to enter non-public session at 7:53 pm in accordance with the provisions**
 470 **of RSA 91-A:3, II (a) & (c). T. Tsantoulis seconded the motion.**
 471

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

476
 477 RSA 91-A:3, II (c) *Matters which, if discussed in public, would likely affect adversely the reputation*
 478 *of any person, **other than a member of this board**, unless such person requests an open meeting.*
 479 *This exemption shall extend to include any application for assistance or tax abatement or waiver of*
 480 *a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*

481
 482 **Roll Call Vote #7**

483 **C. Jones Aye**
 484 **C. Karolian Aye**
 485 **R. Lapierre Aye**
 486 **R. Duhaime Aye**
 487 **A. Walczyk Aye**
 488 **J. Durand Aye**
 489 **T. Tsantoulis Aye**
 490 **D. Boutin Aye**
 491 **J. Sullivan Aye**

492 ***Voted unanimously in favor (9-0).***

493
 494 ***T. Tsantoulis motioned to leave non-public session and return to public session at 10:18 pm. R.***
 495 ***Lapierre seconded the motion.***

496
 497 **Roll Call Vote #10**

498 **C. Karolian Aye**
 499 **T. Tsantoulis Aye**
 500 **R. Lapierre Aye**
 501 **C. Jones Aye**
 502 **D. Boutin Nay**
 503 **J. Durand Aye**
 504 **A. Walczyk Aye**
 505 **R. Duhaime Nay**
 506 **J. Sullivan Nay**
 507 ***Voted in favor (6-3).***

508
 509 ***Chair Sullivan motioned to seal the minutes of the non-public session. R. Lapierre seconded the***
 510 ***motion.***

511
 512 **Roll Call #11**

513 **T. Tsantoulis Aye**
 514 **R. Lapierre Aye**
 515 **J. Durand Aye**
 516 **C. Jones Aye**
 517 **C. Karolian Aye**
 518 **A. Walczyk Aye**
 519 **R. Duhaime Aye**
 520 **D. Boutin Aye**
 521 **J. Sullivan Aye**

522 ***Voted unanimously in favor (9-0).***

523

524 ***Councilor Tsantoulis motioned that the Council, as recommended by the Town Administrator***
 525 ***and per Town Charter Section 4.6, advises and consents to Steven Colburn for the position of***
 526 ***Hooksett Fire Chief and to move forward with an employment contract. D. Boutin seconded the***
 527 ***motion.***

528

529 **Roll Call Vote #12**

530 ***D. Boutin Aye***

531 ***A. Walczyk Aye***

532 ***J. Durand Nay***

533 ***C. Karolian Nay***

534 ***R. Lapierre Aye***

535 ***T. Tsantoulis Nay***

536 ***R. Duhaime Nay***

537 ***C. Jones Aye***

538 ***J. Sullivan Aye***

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

540

541 ***Adjournment***

542 ***Tsantoulis motioned to adjourn the meeting at 10:19 pm. D. Boutin seconded the motion.***

543

544 Councilor Duhaime requested a non-public session.

545

546 ***Chair Sullivan motioned to enter non-public session at 10:19 pm under NH RSA 91-A:3 II (a) &***
 547 ***(c). C. Karolian seconded the motion***

548

549 Councilor Karolian withdrew his second on the above motion for non-public session.

550

551 **Roll Call #13 (adjournment)**

552 ***C. Karolian – Nay***

553 ***D. Boutin – Aye***

554 ***T. Tsantoulis – Aye***

555 ***R. Lapierre – Aye***

556 ***A. Walczyk – Nay***

557 ***R. Duhaime – Nay***

558 ***J. Durand – Aye***

559 ***C. Jones – Aye***

560 ***J. Sullivan – Aye***

561 ***Vote in favor (6-3).***

562

563 Respectfully submitted,

564 *Kathleen Donnelly*

565 Kathleen Donnelly

566 Recording Clerk

567

568

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

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, February 24, 2021**

The Hooksett Town Council met on Wednesday, February 24, 2021 at 5:00 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of 24 Feb 2021 to order at 5:05 pm.

PROOF OF POSTING

Human Resources Coordinator Donna Fitzpatrick provided proof of posting.

ROLL CALL- ATTENDANCE

In Attendance: Councilor James Sullivan, Councilor Randall Lapierre, Councilor Roger Duhaime, Councilor David Boutin, Councilor Timothy Tsantoulis, Councilor Clark Karolian

Councilor John Durand arrived at 5:39 pm.

Missing: Councilor Alex Walczyk, Councilor Clifford Jones

NON-PUBLIC SESSION #1 NH RSA 91-A:3 II

J. Sullivan motioned to enter non-public session at 5:14 pm in accordance with the provisions of RSA 91-A:3, II (c). D. Boutin seconded the motion.

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

Roll Call Vote #2

R. Duhaime Aye

J Durand Not present

C. Jones Not present

R. Lapierre Aye

A. Walczyk Not present

D. Boutin Aye

C. Karolian Aye

T. Tsantoulis Aye

J. Sullivan Aye

Voted unanimously in favor (6-0).

J. Sullivan motioned to leave nonpublic session and return to public session at 5:40 pm. D. Boutin seconded the motion.

Voted unanimously in favor (6-0).

J. Sullivan motioned to seal the minutes of the non-public session. R. Lapierre seconded the motion.

Voted unanimously in favor (7-0).

48 **PUBLIC SESSION**

49 Chair Sullivan called the Public Session to order at 5:49 pm.

50

51 **PLEDGE OF ALLEGIANCE**

52 Chair Sullivan called for the Pledge of Allegiance.

53

54 **AGENDA OVERVIEW**

55 Chair Sullivan: The Special Recognition item, Hooksett Police Departmental Annual Award Ceremony –
56 Part I, has been postponed to a later meeting. I will ask the Council to move up New Business items
57 17-1 and 17-2, to be taken up after the Public Hearing.

58

59 **PUBLIC HEARINGS**

61 **Public Hearing to accept the donation of Personal Protective Equipment, Hand Wipes and Hand**
62 **Sanitizer from Ocean State Job Lot, valued at approximately \$12,000.00, to the Town of Hooksett**
63 **for the Hooksett Police and Fire Departments per RSA 31:95-e II.**

64

65 Chair Sullivan: On behalf of the Town Council, I am opening the Public Hearing at 5:52 pm on the
66 acceptance of the donation of Personal Protective Equipment, Hand Wipes and Hand Sanitizer from
67 Ocean State Job Lot, valued at approximately \$12,000.00, to the Town of Hooksett for the Hooksett
68 Police and Fire Departments per RSA 31:95-e II.

69

70 T. Tsantoulis: Whether or not this donation is accepted, I believe a note should be sent to Ocean State
71 Job Lot acknowledging their generosity now and in the past.

72

73 Chair Sullivan: A thank you note is always sent for donations.

74

75 Chair Sullivan closed the public hearing at 5:53 pm.

76

77 **NEW BUSINESS (moved up)**

78

79 *C. Karolian made a motion to waive Town Council rules of procedure and vote same night as*
80 *public hearing. R. Lapierre seconded the motion.*

81 *Voted unanimously in favor (7-0).*

82

83 *C. Karolian made a motion to accept the donation of Personal Protective Equipment, Hand*
84 *Wipes and Hand Sanitizer from Ocean State Job Lot, valued at \$12,000.00, to the Town of*
85 *Hooksett Police and Fire Department per RSA 31:95-e II. T. Tsantoulis seconded the motion.*
86 *Voted unanimously in favor (7-0).*

87

88 **New Appointment of Health Officer - Dana Pendergast and Renewal of Deputy Health Officer -**
89 **Cpt. Joe Stalker**

90

91 Chair Sullivan asked Town Administrator Garron to introduce the new Code Enforcement Officer.

92

93
94 A. Garron: I would like to welcome and introduce Dana Pendergast as the town's new Code
95 Enforcement Officer/Building Inspector. He comes to us from Pembroke and has been filling in a couple
96 of days a week since former CEO Matt Lavoie left us. He comes to us with a lot of experience.

97

98 C. Karolian: I would like to suspend the rules and move up item 16.1.

99

100

101 Chair Sullivan: We can move up that item after we have a motion regarding the appointments of the
102 Health Officer and Deputy Health Officer.

103
104 ***R. Lapierre motioned, per RSA 128, to end the appointment of Hooksett Health Officer Matthew***
105 ***Lavoie, effective February 10, 2021, to recommend the appointment of Dana Pendergast as***
106 ***Hooksett Health Officer for a three (3) year term, and to reappoint Hooksett Deputy Health***
107 ***Officer, Captain Joe Stalker, to a three (3) year term, which shall run concurrently with the***
108 ***Health Officer's term, with a renewal date of February 24, 2024. D. Boutin seconded the motion.***
109 ***Voted unanimously in favor (7-0).***

110
111 **OLD BUSINESS (moved up)**

112 **Corriveau Drive - Further Discussions Regarding Status of Future Driveway and Subdivision**
113 **Plans Relating to Abutting "Future Access" Roads to Demers Property and Other Properties**
114 **and Disposition of Logging Equipment on "Future Access Road E".**

115
116 ***C. Karolian motioned, in accordance with NH RSA 231.51, to Release and Discharge all town***
117 ***interest in the Future Access Ways A, B, C, D, and E, as shown on the approved Hackett Hill***
118 ***Estates subdivision plan as dedicated Future Access Ways. J. Durand seconded the motion.***
119

120 C. Karolian: We have been going around with this, and there are lots of different opinions. We have to
121 do what is legal and in the best interest of the people of the town, as well as those who live in the
122 subdivision. We have every right to exercise this option to Release and Discharge, per RSA 231.51.
123 There is no liability for the town. It has been 38 years, and it is time to move on.

124
125 T. Tsantoulis: Regardless of the amount of time that has passed, 38 years, the land is still there and
126 there has always been the possibility that something could happen. The adjacent buyers knew of this
127 possibility and still know. We could be creating a precedent for other subdivisions.

128
129 D. Boutin: This could have a chilling effect on the Planning Board because of the effect on the
130 development of backlands which are dependent upon these access roads.

131
132 R. Duhaime: I agree with Councilor Boutin. This was put in by the Planning Board years ago. By taking
133 away access, there is still an issue. As with issues that come before the ZBA, two neighbors have to
134 work this out.

135
136 Chair Sullivan: It is clearly within the authority of the Town Council to make this motion, per our legal
137 counsel. Planning Board Chair Richard Marshall was on the Planning Board in 1983. This is not just
138 affecting Corriveau Drive. What would be the rationale to allow others? They would be hesitant to
139 approve future access roads because of the precedent this would set.

140
141 C. Karolian: We have to keep a few things in mind. The Planning Board, in 1983, required these future
142 access roads. If they hadn't, we wouldn't be here. The question at hand is Corriveau Drive, not future
143 development in Hooksett. The RSA allows this release with no precedent being set. It is a case-by-case
144 basis.

145
146 R. Duhaime: The landowner behind access road E, since 1983, has thought he has access.

147
148 A. Garron: This is a procedural issue. This item was tabled on January 20, 2021. It needs to be
149 removed from the table.

150
151 ***D. Boutin motioned to remove this item from the table. C. Karolian seconded the motion.***

152 ***Voted unanimously in favor (7-0).***
 153

154 Chair Sullivan: We have an individual with a Scheduled Appointment who wishes to speak on this issue
 155 and others in the public wishing to do so. We should accommodate them. Does the Council wish to
 156 hear them?
 157

158 D. Boutin: We have heard from the neighbors three or four times, including their attorneys. We have
 159 had advice from our Town Attorney and the Town Administrator. I move the question.
 160

161 C. Karolian: I have a motion on the floor. If it doesn't pass, we can listen to those wishing to speak.
 162

163 Chair Sullivan: I would like to have a roll call vote on allowing the public to speak.
 164

165 D. Boutin: Mr. Chair, I moved the question.
 166

167 Chair Sullivan called for a roll call vote on moving the question.
 168

169 **Roll Call Vote #5**

170 ***T. Tsantoulis Aye***

171 ***C. Jones Not present***

172 ***R. Duhaime Aye***

173 ***A. Walczyk Not present***

174 ***R. Lapierre Aye***

175 ***C. Karolian Aye***

176 ***J. Durand Aye***

177 ***D. Boutin Aye***

178 ***J. Sullivan Nay***

179 ***Voted in favor (6-1).***
 180

181 Chair Sullivan called for a roll call vote on the motion to Release and Discharge all town interest in the
 182 Future Access Ways on Hackett Hill Estates.
 183

184 **Roll Call Vote #6**

185 ***J. Durand Aye***

186 ***R. Lapierre Nay***

187 ***C. Karolian Aye***

188 ***D. Boutin Nay***

189 ***C. Jones Not present***

190 ***T. Tsantoulis Nay***

191 ***A. Walczyk Not present***

192 ***R. Duhaime Nay***

193 ***J. Sullivan Nay***

194 ***Motion failed (2-5).***
 195

196 ***D. Boutin motioned that Hooksett accept authority to Future Access Ways A, B, C, D, and E, as***
 197 ***shown on the approved Hackett Hill Estates subdivision plan, as accepted dedicated ways. T.***
 198 ***Tsantoulis seconded the motion.***
 199

200 D. Boutin: These future access ways were identified on a legally approved subdivision plan. There is no
 201 negative precedent set because each situation is evaluated on its own merits.

202

203 T. Tsantoulis: The unfortunate reality is that we cannot make everyone happy. We have to do what is
204 truly correct and right for the town.

205

206 C. Karolian: I am pretty sure the residents of Corriveau Drive knew that these could be future access
207 ways because that information should be on their deeds.

208

209 Chair Sullivan: I am inclined to let people speak. If Councilor Boutin's motion passes, how does it affect
210 the 2019 motion to grant a driveway? Would a roadway have to be built and who would build it?

211

212 A. Garron: If the town accepts these access ways, they become public ways. A developer wishing to
213 develop the backland would have to build the road.

214

215 R. Lapierre: Do we have an approved or pending driveway permit?

216

217 A. Garron: Not to my knowledge. In 2019, the Council granted access, not a driveway permit.

218

219 R. Lapierre: RSA 251:31 was amended in 1989 to eliminate the 20-year time limit for accepting the
220 roads. Since there is no driveway permit before us, this action is premature.

221

222 T. Tsantoulis: My response to Councilor Lapierre is that we are kicking the can down the road. Taking
223 action tonight makes it more final. Part of why we have the logging problem is because this was not
224 decided. The town would have been able to act more quickly.

225

226 C. Karolian: We have two options. The first is to accept the access ways, and the only thing that can be
227 built is a legally accepted road built to State or Town standards. Anybody in the town or the State could
228 park and hang out there because you can't give exclusive rights to a public way to any individuals or
229 groups of individuals. The second option is to not accept the access ways, which is what I proposed in
230 my motion.

231

232 D. Boutin: Addressing Councilor Lapierre, we can approve a subdivision without knowing what is going
233 in. We don't want to shut down development. Addressing Councilor Karolian, the future access ways
234 were not a requirement of the Planning Board; the plan was submitted that way.

235

236 Chair Sullivan called for a roll call vote on the motion to accept the future access ways.

237

238 **Roll Call Vote #7**

239 **C. Jones Not present**

240 **C. Karolian Nay**

241 **R. Lapierre Nay**

242 **R. Duhaime Aye**

243 **A. Walczyk Not present**

244 **J. Durand Nay**

245 **T. Tsantoulis Aye**

246 **D. Boutin Aye**

247 **J. Sullivan Aye**

248 **Voted in favor (4-3).**

249

250 **Chair Sullivan motioned to direct the Town Administrator, as a result of the Cease & Desist**
251 **order, to order the removal of the logging equipment on Access Way E by the owner of the**
252 **equipment within two weeks; that failing, the Town Administrator shall have the equipment**

TC MINUTES

02-24-2021

5

removed by the town at the expense of the owner of the equipment. D. Boutin seconded the motion.

Chair Sullivan: That equipment doesn't belong there now.

Roll Call Vote #8

R. Lapierre Aye

R. Duhaime Aye

T. Tsantoulis Aye

A. Walczyk Not present

J. Durand Aye

C. Jones Not present

D. Boutin Aye

C. Karolian Aye

J. Sullivan Aye

Voted unanimously in favor (7-0).

A. Garron: Moving the equipment onto private property satisfies the Cease & Desist order.

C. Karolian: If the equipment is moved to a private lot, can they use the dedicated way to go back and forth?

A. Garron: If they have pulled the proper permits, yes.

SCHEDULED APPOINTMENTS

Police Chief Janet Bouchard - Presentation on Police Protocols

Chief Bouchard: The Police Department operates on pride, trust and transparency. We have a solid relationship with the community. 2020 was unprecedented, and I am proud of how my staff and officers handled the challenges. Some days, I issued new directions three or four times a day. Crime didn't stop because of the pandemic. My officers performed their duties at work and dealt with challenges and burdens at home because of the pandemic. Then, in May of last year, George Floyd was brutally killed by a police officer, increasing anger toward police and more scrutiny of them. In June, Governor Sununu established a Commission on Law Enforcement Accountability, Community and Transparency. In October, he endorsed all of the recommendations of the Commission, including the importance of community policing, fair and impartial policing, transparency, improved data collection and analysis, investigation of police misconduct, removal of implicit bias, de-escalation of situations, SRO training and recruitment of minorities. We were already following these practices, though we realize there is always room for improvement. Captain Robie compiles statistics for the department and I want to share some of them. Regarding use of force, in 2020 we had 13,316 calls and 665 arrests, for which force was used 41 times in relation to 23 incidents. All were deemed justified.

D. Boutin: What is the number of domestic abuse cases?

Chief Bouchard: I don't have those numbers with me, but I can get them for you.

D. Boutin: It is an important issue because it has gotten worse with the pandemic. It is not just husband/wife abuse but also abuse of children by parents.

304 Chief Bouchard: Yes, there has definitely been an increase because people are at home more. With
 305 President Trump's executive order on safe policing, the DOJ said that police departments had to be in
 306 compliance in order to receive federal grants. With the change of one small sentence in our policy, we
 307 were already in compliance. I sent a letter on February 1st indicating our compliance. Regarding
 308 complaints about our officers, we always have them in writing. I call the complainant to be sure I have
 309 all of the facts. The conduct of the officers involved is scrutinized at many levels. In 2020, we had seven
 310 (7) complaints involving five (5) officers. Five of these were exonerated, one was sustained and one
 311 was unfounded. Hooksett police officers require a low level of disciplining, and they receive many
 312 accolades. We are required to file and report on exculpatory evidence; we had none in 2020. I have
 313 nothing but praise for my captain, lieutenants, sergeants, detectives, officers and staff. No one is more
 314 important than anyone else in the department. I want to thank the community for its support of the
 315 department for voting in favor of our negotiated union contracts. I also want to thank the Town
 316 Administrator, the Town Council, and everyone who contributes to our success as a department.

317
 318 D. Boutin: On behalf of the Town Council, we appreciate your dedicated service and the way you have
 319 complimented those in your department.

320
 321 A. Garron: When I read this report from Chief Bouchard, I thought it was important that she share it with
 322 the Council. The Police Department has a lot to be proud of, and I commend you for being ahead of the
 323 curve.

324
 325 Chair Sullivan: Thank you, Chief Bouchard. As I always say – and it is not a cliché – be safe.

326
 327 Chair Sullivan called for a five-minute break at 7:07 pm.

328
 329 **Todd Rainier, Town Clerk and Cindy Robertson, Town Moderator & Don Riley, Assistant Town**
 330 **Moderator - March 9, 2021 Town Election Preparations**
 331

332 T. Rainier: I am here with Town Moderator Cindy Robertson. Assistant Town Moderator Don Riley
 333 could not be here because of a schedule conflict. The Town and School Elections, hopefully the last of
 334 this year, will be held at the Cawley Middle School on March 9, 2021. The polls will be open from 6:00
 335 am until 7:00 pm. We will be using the same format and safety protocols as we used for the fall
 336 elections, as follows: Stay at home if you have tested positive for COVID-19 or are showing COVID-19
 337 symptoms, were exposed to someone with COVID-19, or have travel risk exposure. Masks must be
 338 properly worn at all times while inside the school building and outside while within six (6) feet of others.
 339 Inside the school, six-foot distancing will be identified. Personnel from Hooksett Fire Rescue will again
 340 assist at the main entrance to the polls – assuring voters have masks properly worn and offering hand
 341 sanitizer for all before entering the school. Because school will be in session, voters should use only
 342 the entrance on the left. Councilors are election officials and must be present throughout the day. I will
 343 pass the sign-up sheet around tonight. Three Councilors who are **not** on the ballot need to be present
 344 at the end of the night when the polls close to help with reconciliation and the sealing of the ballot
 345 boxes. The sealing of the boxes allows the turnover of the ballots from the Moderator to the Town
 346 Clerk. The Hooksett Supervisors of the Checklist will hold a meeting on Saturday, February 27, 2021 at
 347 11:00 am in the Council Chambers in the Town Municipal Building, 35 Main Street. This is the final
 348 opportunity to register to vote, although you may register and vote at the polls on the day of the
 349 election. The ballots have not arrived yet; when they are received, a sample will be posted on
 350 **Hooksett.org**. So far, we have only three (3) requests for absentee ballots, and these will be fulfilled
 351 when the ballots are received. Ballot Clerk training is scheduled for February 25th at 3:00 pm in Council
 352 Chambers, and the counting of unmarked ballots and testing of the Accuvote tabulator is scheduled for
 353 Wednesday, March 3rd at 3:00 pm, also in Council Chambers.

354
 355 Chair Sullivan: Between the School and the Town, the ballots contain \$54 million in spending.

Jason Reimers, BCM Environmental and Land Law - Corriveau Drive

J. Reimers: The permission given in 2019, although invalid, is now void because you can't have a driveway permit over other people's property. There is no implied easement. They never asked you to release them. You voted not to listen to me or the residents of Corriveau Drive. Can you explain to them why you wouldn't listen to them?

Chair Sullivan: The agenda is fluid. I will be more hesitant, in the future, about changing the order and more careful about keeping to the agenda order. We don't accept public comments while discussing an item. We could possibly move up Public Input to after the Pledge of Allegiance.

J. Reimers: These people hired an attorney for which they spent money.

C. Karolian: I was the one requesting to move up the Corriveau Drive item. I meant no disrespect. After hearing from the attorney for the residents, and from the residents themselves, and after talking with our Town Attorney, I thought it was a 'no brainer.' I wanted to expedite things. I had no ill intent.

PUBLIC INPUT

Karen Carle, 35 Corriveau Drive: First, I want to say that there is a school bus stop at Corridor B where the logging equipment is. I hope the moving of that equipment can be timed so as not to endanger students getting on or off the bus. Second, I ask that logging trucks use private driveways and not the town road, if possible. Third, hydraulic fluid has leaked onto the ground from the logging equipment. I assume the town will be cleaning that up. Finally, we have a neighborhood watch, and I hope we will have additional police presence because a public way attracts unsavory people and inappropriate activities.

Chair Sullivan: I suggest that the Town Administrator can assist you with your concerns. Please email him those four items or provide him with your contact information so that he can reach out to you.

R. Duhaime: I would like to be cc'd as well. That is my district.

Steve Petrosky, 89 Corriveau Drive: I would like some clarification about these access roads, because they go directly to one lot. How do other back lots get access to these public ways? Is there a gatekeeper? There is lots you don't fully understand. Will the town plow and maintain these public ways?

Chair Sullivan: The Town Administrator will help you with your questions and concerns.

Tom Armor, 38 Corriveau Drive: I am a property owner who is adversely affected by this decision. While I appreciate your desire to take on these issues, I find it disappointing that you didn't hear us before making your decision. Also, I assume you will be taking care of the oil-soaked ground. That is a crude road. It doesn't meet town standards. I assume it will be improved before it is used. The direction this went is disappointing. You are granting private use for one owner. Where is the public interest?

CONSENT AGENDA

\$2,000 check from HealthTrust to the Town of Hooksett for the 2021 town-wide wellness program(s) per RSA 31:95-b, III (b) and return said amount to the Administration line item 001-000.220.029.000.

408 ***T. Tsantoulis motioned to approve the Consent Agenda item. D. Boutin seconded the motion.***
 409 ***Voted unanimously in favor.***
 410

411 **SPECIAL RECOGNITION**

412 **Hooksett Police Departmental Annual Award Ceremony – Part I**

413 Postponed.
 414

416 **Hooksett Municipal Employee - New Hires**
 417

418 A. Garron: In addition to Dana Pendergast, our new Code Enforcement Officer, Building Inspector and
 419 Health Officer, we have three additional new hires. We welcome Austin Allgire as a Truck
 420 Driver/Laborer in the Highway Division of DPW; Mark Sargent in the DPW as a Custodian for the Police
 421 Safety Center and the Courthouse, and Kathie Donnelly as a part-time Secretary in the Administration
 422 Department. Kathie will continue to transcribe minutes for the Town Council until that position is filled.
 423

424 Chair Sullivan: Congratulations everyone. We are happy to have you.
 425

426 **TOWN ADMINISTRATOR'S REPORT**
 427

428 A. Garron: COVID cases in Hooksett are at 35 as of this week, down from 38 on February 10th. The
 429 total number of cases in Hooksett stands at 1,000. The trend is downward, and we need to continue to
 430 do our due diligence until everyone is vaccinated.
 431

432 A. Garron: Both the Police and Fire Rescue departments have received Emergency Management
 433 directives from the State, whereby the State will reimburse towns for assistance with the vaccination
 434 process. Chief Burkush received the directive for his department in the middle of last week; Chief
 435 Bouchard received hers on Monday. Time is of the essence for these.
 436

437 Chief Burkush: Hooksett firefighters have been working at the East Side Drive location, administering
 438 vaccinations and helping to coordinate the effort. We need authorization for Town Administrator Garron,
 439 Deputy Chief Colburn, and myself to sign the paperwork.
 440

441 Chief Bouchard: We have been providing security at the site and will be billing this as detail work.
 442

443 ***T. Tsantoulis motioned to authorize the Council Chair to sign the certificates of authority to***
 444 ***move forward with the Emergency Management directives for Police and Fire. R. Lapierre***
 445 ***seconded the motion.***
 446

447 T. Tsantoulis: The town is stepping up to help and is getting reimbursed. That is a 'no-brainer.'
 448

449 C. Karolian: I have seen first-hand the work these people are doing. Kudos to all.
 450

451 Chief Bouchard: When the National Guard first set up, we started bringing our Emergency Response
 452 vehicle there to give them a place to warm up. We dropped it off in the morning and picked it up in the
 453 evening. Hooksett made a good impression.
 454

455 Chair Sullivan called for a vote on the motion.
 456

457 ***Voted unanimously in favor (7-0).***
 458

459 R. Duhaime: I thought at our last meeting we asked Mr. Garron to prepare a bullet list for his Town
460 Administrator's report.

461
462 A. Garron: My report is written, so I can easily put it up on the screen.
463

464 Chair Sullivan: It won't be in your packets because many issues arise after the packets are sent out.

465
466 C. Karolian: Are you looking for an outline?
467

468 R. Duhaime: Yes. There are recurring items for which Mr. Garron provides updates. It would help to
469 keep track of them. I lost track of where we were on the agenda tonight.

470
471 Chair Sullivan: The Town Administrator keeps a list of items brought up for future agendas.
472

473 A. Garron: The Athletic Dorm has opened up behind Merchants Motors. A ribbon cutting ceremony will
474 take place on March 1st; I plan to attend, and Governor Sununu will be there as well.

475
476 A. Garron: We received the full rebate for the LED project; we had estimated \$40,450.00 and received
477 \$40,400.00. Now, Project Coordinator Nick Germain and I are looking into a new, systematic streetlight
478 request process that is fair for everyone. We now have 409 streetlights.

479
480 A. Garron: We have had an internal posting for the hiring of a new Fire Chief. We have one internal
481 candidate. If the panel decides to recommend that candidate, we will bring that to the Council. If not, we
482 will have an external posting. The panel has been set up and includes a former fire chief who now
483 works at UNH, so we will have an expert on the panel.

484
485 A. Garron: Regarding the wage study, the cost estimate of between \$5,000.00 and \$15,000.00 was
486 based on the 40 non-union employees. It would not include the Library or Wastewater, as they have
487 had their own studies done. The scope of the study is pay scales, job descriptions, titles and longevity.
488 It will look at comparable communities with similar tax valuations. I would ask the Council if we should
489 keep this focus or expand.

490
491 R. Duhaime: As I said before, I would like you to look inhouse first.
492

493 Chair Sullivan: Will you attempt to have the project done inhouse before seeking a consultant?

494
495 A. Garron: My proposal, which was approved, was to hire a consultant. This would be more expedient
496 because using town employees would mean that this project would compete with the many other
497 projects they are working on.

498
499 T. Tsantoulis: When we hire a department head, we should have confidence and trust in their abilities.
500 We should not have to second guess and negate their decisions. I am in favor of letting people do their
501 jobs.

502
503 Chair Sullivan: I assume some of the work has already been done.
504

505 A. Garron: Yes, we will be drafting an RFP for the project, and there are other tasks to be done before
506 the consultant begins and while they are working. If the cost exceeds \$15,000.00, I will be back before
507 the Council. I am assuming the Council is willing to go forward.

508

509 A. Garron: I spoke at the last meeting about Senate Bill 99, which would restore to municipalities the
510 40% of the Meals & Rooms Tax revenue to which they were originally entitled. Hooksett now receives
511 \$741,000 and would receive an additional \$500,000 if this bill is passed. NHMA supports this, and I
512 would like Hooksett to send a letter of support for this.

513

514 Chair Sullivan: The consensus of the Council is to support this, and I would direct the Town
515 Administrator to send a letter of support on our behalf.

516

517 A. Garron: There is also legislation for Municipal Aid Property Tax Relief which is moving to the full
518 Senate. This would provide \$20 million in aid to municipalities, with 60% earmarked for property tax
519 reduction. It has good support. There is also a proposed Constitutional amendment which would set a
520 maximum two percent (2%) for property tax increases per year. This is not widely supported, and it
521 could have unintended consequences.

522

523 R. Duhaime: Is this a cap?

524

525 A. Garron: Yes.

526

527 A. Garron: A warrant article numbering issue was brought up at the Deliberative Session. Donna
528 Fitzpatrick will speak on that.

529

530 D. Fitzpatrick: The Teamsters called me because they are getting ready to put signs up. This raised the
531 question of whether the Voters' Guide matches the ballot, in terms of numbering of the Warrant Articles.
532 I checked with Town Clerk Todd Rainier and he confirmed that the ballot proof matches the numbering
533 in the Voters' Guide. On January 13th, the Finance Director requested that the articles relating to union
534 and non-union wages be grouped together. Christine Soucie is not here to speak on this, but it was
535 approved by the Town Council and did not happen.

536

537 Chair Sullivan: We should leave it as it is.

538

539 T. Rainier: Many voters refer to the Voters' Guide as they vote.

540

541 A. Garron: This is a gentle reminder that laptops were provided to you, and if you have an issue with
542 yours, please see me or Nick Germain for help. We can keep them here for you, but we are hoping to
543 cut down on the cost of preparing and mailing out packets if you keep them with you.

544

545 A. Garron: My last item is that we need a Town Council representative for the CIP Committee. This
546 group meets from April through June each year.

547

548

549 **NOMINATIONS AND APPOINTMENTS**

550

551 ***R. Lapierre nominated Alexander Glennon as a ZBA alternate member, term expiring June 30,***
552 ***2022.***

553

554 ***N. Germain: Phil Denbow's term on the ZBA expired June 30, 2020,*** but due to a misunderstanding,
555 he has continued to serve without being reappointed. To rectify this, the Council can reappoint him
556 tonight and then we can get clarification about what to do about the time he has served when he was
557 not officially appointed.

558

559 C. Karolian: There could be a problem if he has been serving without being appointed and has cast a
560 deciding vote on the Board.

561
562 ***R. Duhaime motioned to appoint Phil Denbow to the ZBA, term expiring June 30, 2023. D. Boutin***
563 ***seconded the motion.***

564 ***Voted in favor (6-1).***

565

566 **OLD BUSINESS**

567

568 **Safety Center Access Control Bids**

569

570
571 ***T. Tsantoulis motioned to allow the exception to lowest bid under Section 5.3.5 of the***
572 ***Procurement Code and award the Bid #21-01 to Pro Technologies for \$36,973.41. D. Boutin***
573 ***seconded the motion.***

574

575 Chief Burkush: This project will allow us to have one door-operating system at the Safety Center
576 instead of three different ones. The bids received are identical in terms of the work to be done. Pro
577 Technologies has done previous work in the facility, is a local company and is within \$1,000 of the
578 lowest bid.

579

580 J. Durand: Did you ask Pro Technologies to drop its bid?

581

582 Chief Burkush: No. What happened is that we scheduled a mandatory walk-through, and we had a
583 snowstorm on that day, so only the local bidder came. We opened the bids in public. Then, we had to
584 rebid the job, and the company from Billerica, having seen the bid of Pro Technologies, changed its bid
585 so that it would come in lower.

586

587 T. Tsantoulis: The Staff Report says this is funded by a grant. What grant is it?

588

589 R. Lapierre: It is an Emergency Management Performance Grant from FEMA.

590

591 Chief Burkush: The Council accepted that grant in November.

592

593 Chair Sullivan called for a roll call vote on the motion to allow the exception to lowest bid under Section
594 5.3.5 of the Procurement Code and award Bid #21-01 to Pro Technologies.

595

596 **Roll Call Vote #9**

597 ***J. Durand Aye***

598 ***D. Boutin Aye***

599 ***C. Jones Not present***

600 ***R. Duhaime Abstained***

601 ***C. Karolian Nay***

602 ***A. Walczyk Not present***

603 ***T. Tsantoulis Aye***

604 ***R. Lapierre Aye***

605 ***J. Sullivan Aye***

606 ***Voted in favor (5-1). Councilor Duhaime abstained because he was distracted.***

607

608

609 **APPROVAL OF MINUTES**

610 **Public: 02/06/2021 Special Meeting**

611

612 TC MINUTES

02-24-2021

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Public: 02/10/2021

Non-Public: 02/10/2021 #2 unsealed

Non-Public: 02/10/2021 #1 sealed

All postponed.

SUB-COMMITTEE REPORTS

Chair Sullivan: The EDC had a discussion of the Exit 11 projects. Due to a change of heart, they voted to support the project on the west side of the highway because they are reclaiming an area they dug out. The Committee held off on a decision about the east side because of concerns that need to be addressed first. A lot of things are coming. We had a review of the Master Plan, which is the responsibility of all boards and committees. It is in good shape, but a lot of work is needed. We need consistency among the boards and committees, and the tools for new development

R. Duhaime: Some of the ZBA members do not feel that they are supported by the Town Council. We wanted Mr. Garron to talk with the State about Exit 11. They are spending \$50 million on Exit 11. We can't get help. We need things to get done. TF Moran did it years ago. It was a failed intersection then, and now there will be 450 new homes at Greens Marine. That was a serious, fatal decision.

A. Garron: I have no problem reaching out to the State, but I need a directive from the Town Council or the ZBA.

R. Duhaime: The motion to have you reach out failed.

Chair Sullivan: We can put this on the agenda and invite the Planning Board and the ZBA.

C. Karolian: Which side of the highway at Exit 11 are we talking about?

R. Duhaime: It is both sides. Items for both sides are coming up on March 9th.

C. Karolian: We want to make sure this is not that saying that we have to support them. The Town Council can have a different opinion.

R. Duhaime: We are just looking for information. We can make our own decisions.

D. Boutin: The DOT will not respond until they have a site plan. We don't have one for the east side of Hackett Hill Road. I sympathize with Councilor Duhaime.

A. Garron: The ZBA made a decision about Regional Impact. If traffic is an issue, I'd be surprised if they are not already engaged. Concurrently, the town opted for a Corridor study of 3A, going from Bow to Manchester. The town ran into a snag with the roundabout. The price escalated. More had to be done. That intersection can't work independent of the Main Street intersection. The corridor study will take a broader look. We can have some influence once we have the data.

Chair Sullivan: We should be careful about comments which could slight other boards and committees. We can put this on the agenda and invite the Planning Board and the ZBA.

667 D. Boutin: I have some advice for the Town Council and the Chair. You should put this on the agenda,
668 invite the applicant, and notify the abutters. Otherwise, there could be a legal case and the Council
669 would lose.

670
671 R. Duhaime: I totally disagree with you, Councilor Boutin.
672

673 **PUBLIC INPUT**
674

675 Cynthia Marple, off Corriveau Drive: I am the owner of the property where the logging equipment is,
676 going back several generations. You have a very tough job to do. I just want to tell you that I can't reach
677 Timothy Trimbur, and I don't want to do business with him. I just want it to be clear that he, not I, will
678 pay the cost of removing the equipment.
679

680 **NON-PUBLIC SESSION #2 NH RSA 91-A:3 II**
681

682 *J. Sullivan motioned to enter non-public session at 8:50 pm in accordance with the provisions*
683 *of RSA 91-A:3, II (c). C. Karolian seconded the motion.*
684

685 RSA 91-A:3, II (c) *Matters which, if discussed in public, would likely affect adversely the reputation*
686 *of any person, other than a member of this board, unless such person requests an open meeting.*
687 *This exemption shall extend to include any application for assistance or tax abatement or waiver of*
688 *a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*
689

690 **Roll Call Vote #10**
691

691 **C. Karolian Aye**
692 **T. Tsantoulis Aye**
693 **R. Lapierre Aye**
694 **C. Jones Not present**
695 **D. Boutin Aye**
696 **J. Durand Aye**
697 **A. Walczyk Not present**
698 **R. Duhaime Aye**
699 **J. Sullivan Aye**

700 ***Voted unanimously in favor (7-0).***
701

702 Chair Sullivan left the meeting at 8:55 pm.
703

704 ***T. Tsantoulis motioned to leave nonpublic session at 9:11 pm. R. Lapierre seconded the motion.***
705 ***Voted in favor (6-0).***
706

707 ***T. Tsantoulis motioned to seal the minutes of the nonpublic session. R. Lapierre seconded the***
708 ***motion.***
709 ***Voted unanimously in favor (6-0).***
710

711

712 **ADJOURNMENT**
713

713 ***T. Tsantoulis motioned to adjourn at 9:12 pm. R. Lapierre seconded the motion.***
714 ***Voted unanimously in favor (6-0).***
715

716 Respectfully submitted,

717 *Kathleen Donnelly*

718 Kathleen Donnelly

719 Recording Clerk

720

721

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

**Nonpublic Session Minutes
Hooksett Town Council**

Date: 2/10/2021 #2

Not
Sealed

Council Members Present: "X" if present

Chair James Sullivan X
 Vice-Chair Timothy Tsantoulis X
 Secretary James Durand X
 Alex Walczyk X
 Cliff Jones X
 Clark Karolian Not present at start - back in room 17:32
 Roger Duhaime X
 Randall Lapierre X
 David Boutin X

Motion to enter Nonpublic Session made by Sullivan seconded by Boutin

Specific Statutory Reason cited as foundation for the nonpublic session:

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

____ RSA 91-A:3, II(b) *The hiring of any person as a public employee.*

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

____ RSA 91-A:3, II(d) *Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.*

____ RSA 91-A:3, II(e) *Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against this board or any subdivision thereof, or by or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled*

____ RSA 91-A:3, II(i) *Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.*

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

Roll Call vote to enter nonpublic session: YES OR NO Roll Call #5

Tsantoulis (Y)N
Jones (Y)N
Duhaine (Y)N
Walczyk (Y)N
Lapierre (Y)N
Karolien ~~YN~~ left room
Durand (Y)N
Bowlin (Y)N
Sullivan (Y)N

(8-0)

Remove public meeting tape (if applicable).

Entered nonpublic session at 7:29 a.m./p.m. (p.m.)

Other persons present during nonpublic session: André Garron, Town Administrator and Donna Fitzpatrick, Human Resource Coordinator (HR)

Description of matters discussed and final decisions made:

(A)(C) Discussion #1 - Fire Chief James Burkush - Contract #16 + resignation effective 03/08/2021

Note: Under RSA 91-A:3, III. Minutes of proceedings in nonpublic sessions shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would affect adversely the reputation of any person **other than a member of this board**, or render the proposed action of the board ineffective, or pertain to terrorism. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.

Motion to leave nonpublic session and return to public session by Bowlin, seconded by Tsantoulis.

Motion: PASSED / DID NOT PASS (circle one) (9-0)

Nonpublic meeting tape removed, public meeting tape replaced (if applicable).

Public session reconvened at 7:37 a.m./p.m.

Motion made to seal these minutes? If so, motion made by _____, seconded by _____, because it is determined that divulgence of this information likely would...

_____ Affect adversely the reputation of any person other than a member of this board

_____ Render a proposed action ineffective

_____ Pertains to preparation or carrying out of actions regarding terrorism

Not Sealed

Roll Call Vote to seal minutes: yes or no

_____ Y N

_____ Y N

_____ Y N

_____ Y N

_____ Y N

_____ Y N

_____ Y N

_____ Y N

_____ Y N

Motion: PASSED / DID NOT PASS (circle one)

These minutes recorded by: Donna J. Fitzpatrick