



AGENDA

Town of Hooksett Town Council

Wednesday, April 27, 2022 at 6:00 PM

A meeting of the Town Council will be held Wednesday, April 27, 2022 in the Hooksett Municipal Building commencing at **6:00 PM**.

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1. CALL TO ORDER	
2. PROOF OF POSTING	
3. ROLL CALL	
4. PLEDGE OF ALLEGIANCE	
5. AGENDA OVERVIEW	
6. PUBLIC HEARINGS	
7. SPECIAL RECOGNITION	
7.1. BICENTENNIAL MOMENT	
7.2. Hooksett Municipal Employee - New Hire	
8. PUBLIC INPUT - 15 MINUTES	
9. SCHEDULED APPOINTMENTS	
9.1. Annual Update from the Heritage Commission - Tony Lacasse, Chair Staff Report - SR-22-054 - Pdf	5
9.2. Annual Update from the Cemetery Commission - Mike Horne, Chair Staff Report - SR-22-056 - Pdf	7
9.3. Annual Update from the Historical Society - James Sullivan, Member Staff Report - SR-22-057 - Pdf	9
10. CONSENT AGENDA	
10.1. Accept a donation totaling \$100.00 from George & Daniel Bureau to the Town of Hooksett for the Family Services Department programs per RSA 31:95-b, III (b) Staff Report - SR-22-062 - Pdf	11
10.2. Accept a donation totaling \$100.00 from Linda M. Frawley to the Town of Hooksett for the Hooksett Heritage Commission in memory of Kathie Northrup per RSA 31:95-b, III (b) Staff Report - SR-22-058 - Pdf	13
10.3. Accept the 2021 Annual Monitoring Incentive Award in the amount of \$250.00 from LCHIP to the Town of Hooksett for the preservation of the Old Town Hall per RSA 31:95-b, III (b). Staff Report - SR-22-059 - Pdf	15 - 16

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

- 10.4. Donation of 200 ice cream cups valued at \$880.00 from the Puritan Restaurant to the Town of Hooksett for the July 2, 2022 Bicentennial event per RSA 31:95-e, II 17

[Staff Report - SR-22-061 - Pdf](#)

11. TOWN ADMINISTRATOR'S REPORT

12. NOMINATIONS AND APPOINTMENTS

13. BRIEF RECESS

14. OLD BUSINESS

- 14.1. Town Personnel Plan Updates (tabled at 04/13/22 TC Mtg) 19 - 30

[Staff Report - SR-22-020 - Pdf](#)

15. NEW BUSINESS

- 15.1. To Approve joining The Greater Boston Police Council Cooperative Purchasing Program. This will facilitate the purchasing of new police vehicles 31 - 33

[Staff Report - SR-22-060 - Pdf](#)

- 15.2. ARPA Committee Update

16. APPROVAL OF MINUTES

- 16.1. Public: 04/13/2022 35 - 47

[TC Minutes 04132022](#)

- 16.2. Non-Public: 03/23/2022

- 16.3. Non-Public: 04/13/2022

17. SUB-COMMITTEE REPORTS

18. PUBLIC INPUT

19. NON-PUBLIC SESSION NH RSA 91-A:3 II

20. 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.

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

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.

Town Council
STAFF REPORT



To: Town Council
Title: Annual Update from the Heritage Commission - Tony Lacasse, Chair
Meeting: Town Council - 27 Apr 2022
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

Hooksett's Town Charter requires Town Boards and Committees to come before Town Council annually and report on their activity. The Heritage Commission's Chair, Tony LaCasse, has requested April 27th to formally brief the council on the Commission's efforts, answer questions, and promote coordination between the two bodies.

FINANCIAL IMPACT:

Listen to an update from the Heritage Commission's Chair, Tony Lacasse

RECOMMENDATION:

Listen to the Chair of the Heritage Commission, and ask questions as necessary to be informed.

Town Council **STAFF REPORT**



To: Town Council
Title: Annual Update from the Cemetery Commission - Mike Horne, Chair
Meeting: Town Council - 27 Apr 2022
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

Hooksett's Town Charter requires Town Boards and Committees to come before Town Council annually and report on their activity. The Cemetery Commission chair, Mike Horne, has requested April 27th to formally brief the council on the Commissions efforts, answer questions, and promote coordination between the two bodies.

RECOMMENDATION:

Listen to the update and ask questions to stay informed.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Listen to an update from the Cemetery Commission chair, Mike Horne

Town Council
STAFF REPORT



To: Town Council
Title: Annual Update from the Historical Society - James Sullivan, Member
Meeting: Town Council - 27 Apr 2022
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

Hooksett's Town Charter requires Town Boards and Committees to come before Town Council annually and report on their activity. The Historical Society member, James Sullivan, has requested April 27th to formally brief the council on the Commissions efforts, answer questions, and promote coordination between the two bodies.

RECOMMENDATION:

Listen to the presentation and ask questions as necessary to stay informed.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Listen to update from a representative of the Hooksett Historical Society

Town Council
STAFF REPORT



To: Town Council
Title: Accept a donation totaling \$100.00 from George & Daniel Bureau to the Town of Hooksett for the Family Services Department programs per RSA 31:95-b, III (b)
Meeting: Town Council - 27 Apr 2022
Department: Family Services
Staff Contact: Peter Flynn, Family Services Director

BACKGROUND INFORMATION:

George & Daniel Bureau are donating \$100.00 for the Family Services Department programs.

RECOMMENDATION:

Accept a donation totaling \$100.00 from George & Daniel Bureau to the Town of Hooksett for the Family Services Department programs per RSA 31:95-b, III (b)

SUGGESTED MOTION:

Motion to accept a donation totaling \$100.00 from George & Daniel Bureau to the Town of Hooksett for the Family Services Department programs per RSA 31:95-b, III (b)

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

Town Council
STAFF REPORT



To: Town Council
Title: Accept a donation totaling \$100.00 from Linda M. Frawley to the Town of Hooksett for the Hooksett Heritage Commission in memory of Kathie Northrup per RSA 31:95-b, III (b)
Meeting: Town Council - 27 Apr 2022
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

The Hooksett Heritage Commission has received an additional donation in the amount of \$100.00 in memory of Kathie Northrup.

RECOMMENDATION:

Motion to accept \$100.00 in donations to the Town of Hooksett for the Hooksett Heritage Commission per RSA 31:95-b, III (b).

SUGGESTED MOTION:

Motion to accept \$100.00 in donations to the Town of Hooksett for the Hooksett Heritage Commission per RSA 31:95-b, III (b).

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

Town Council
STAFF REPORT



To: Town Council
Title: Accept the 2021 Annual Monitoring Incentive Award in the amount of \$250.00 from LCHIP to the Town of Hooksett for the preservation of the Old Town Hall per RSA 31:95-b, III (b).
Meeting: Town Council - 27 Apr 2022
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

The Town of Hooksett applied and received a \$19,000 grant from LCHIP in 2018 for assistance in the restoration of the Old Town Hall. With the acceptance of this grant came a 5-year Stewardship Agreement. One requirement of the agreement was to submit annual monitoring reports for the property to LCHIP. This was completed and the Town received an Annual Monitoring Incentive Award from LCHIP.

RECOMMENDATION:

Motion to accept the 2021 Annual Monitoring Incentive Award in the amount of \$250.00 from LCHIP to the Town of Hooksett for the Old Town Hall preservation per RSA 31:95-b, III (b).

SUGGESTED MOTION:

Motion to accept the 2021 Annual Monitoring Incentive Award in the amount of \$250.00 from LCHIP to the Town of Hooksett for the Old Town Hall preservation per RSA 31:95-b, III (b).

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[2021 Annual Monitoring Report Award Letter](#)



April 8, 2022

Andre Garron, Town Administrator
Town of Hooksett
35 S. Main St
Hooksett, NH 03106

Greetings,

The New Hampshire Land and Community Heritage Investment Program (LCHIP) is pleased to provide the Town of Hooksett the enclosed incentive payment, acknowledging submission of the required 2021 annual monitoring report(s) for:

- Hooksett Town Hall

Annual incentive payments are made possible LCHIP's enabling legislation, NH RSA 227-M, which established the Community Conservation Endowment (CCE) to help ensure that resources protected with LCHIP assistance remain in compliance with associated legal agreements.

Please direct any questions regarding this payment to Cassie Bernyk, Operations Coordinator at 603-224-4113 or Officemgr@LCHIP.org. Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Paula Bellemore", with a long, sweeping horizontal line extending to the right.

Paula Bellemore,
Executive Director

Enc. Check # 2424

NH Land and Community Heritage Investment Program 3 N. Spring St. Ste 100 Concord, NH 03301

Town Council
STAFF REPORT



To: Town Council
Title: Donation of 200 ice cream cups valued at \$880.00 from the Puritan Restaurant to the Town of Hooksett for the July 2, 2022 Bicentennial event per RSA 31:95-e, II
Meeting: Town Council - 27 Apr 2022
Department: Administration
Staff Contact: Donna Fitzpatrick, Human Resource Coordinator

BACKGROUND INFORMATION:

Puritan Restaurant donating 200 ice cream cups valued at \$4.40 each total \$880.00 to the Town of Hooksett for the July 2, 2022 Bicentennial event.

FINANCIAL IMPACT:

Donation

POLICY IMPLICATIONS:

N/A

RECOMMENDATION:

Accept donation of 200 ice cream cups valued at \$880.00 from the Puritan Restaurant to the Town of Hooksett for the July 2, 2022 Bicentennial event per RSA 31:95-e, II

SUGGESTED MOTION:

Motion to accept donation of 200 ice cream cups valued at \$880.00 from the Puritan Restaurant to the Town of Hooksett for the July 2, 2022 Bicentennial event per RSA 31:95-e, II

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

Town Council

STAFF REPORT



To: Town Council
Title: Town Personnel Plan Updates (tabled at 04/13/22 TC Mtg)
Meeting: Town Council - 27 Apr 2022
Department: Administration
Staff Contact: Donna Fitzpatrick, Human Resource Coordinator

BACKGROUND INFORMATION:

The Town Personnel Plan (TPP) was last updated with the Council on May 24, 2021. Thirteen (13) sections of the TPP are now being proposed to the Council for amendments to align with 1) current practice and/or 2) union contract(s). Non-union town management team provided their input and approve of the amendments. See attached for details (~~removed~~ and added) and below for summary:

SECTION 3 - EMPLOYMENT CONDITIONS

1. Policy on Hours of Work for Salaried Exempt Employees

- Amended content and retitled to "Policy on Town Business Hours" to align with current practice on business hours
- Operational management to keep Town offices open to provide services to the taxpayers
- Safety Center open 24/7 with renovation to move Dispatch to building entrance

2. Compensatory time

- Amended content to align with the Teamsters Local 633 Mid-Management CBA
- Police and Fire Union CBA have ability to swap their time
- Save on O.T. line by providing future bank of time vs. paying for O.T. hours worked with department head approval based on operational management

3. Flextime

- Amended content to align with the Teamsters Local 633 Mid-Management CBA
- Police and Fire Union CBA have ability to swap their time
- Work/Life balance to provide employees ability to adjust their work schedule on temporary basis for personal reasons or due to exceeding 40 hours at evening meetings or other work commitments with department head approval based on operational management

SECTION 4 - WORKPLACE CONDUCT

4. Drugs and alcohol in the workplace and testing - C. Post Accident

- Amended content to include Town Attorney language in first paragraph and waiver of process due to extenuating circumstances
- Risk management to minimize liability to the Town, while maintaining services to the taxpayers

SECTION 9 - LEAVES OF ABSENCE

5. Vacation Leave

- Amended 120 hour carry over content to align with: a) Teamsters Local 633 Mid-Management CBA, b) Teamsters Local 633 PW CBA and c) Fire CBA

- Amended salaried exempt accrual usage under 40 hours worked to match: a) Teamster Local 633 Mid-Management CBA
- Fire CBA a) have ability to swap their time; reducing need to use accruals and b) vacation denied, for reason beyond the employee's control, the Town of Hooksett shall buy those hours at the employees existing regular hourly rate - if more than 120 hours when they reach their anniversary date, overage hours will be paid.
- Police CBA a) have ability to swap their time; reducing need to use accruals and b) 42.5 hours of vacation may be carried over as of the employee's anniversary date of Town of Hooksett NH employment. Employee scheduled vacation cancelled by the Chief of Police, for the good of the department, employee may request to carry over to next fiscal year at Chief's decision.

6. Sick Leave

- Amended salaried exempt accrual usage under 40 hours worked to align with: a) Teamster Local 633 Mid-Management CBA

7. Unpaid Leave of Absence

- Amended content to align with current practice

SECTION 10 - INSURANCES

8. Health

- Amended content as outcome of Teamsters Local 633 Mid-Management CBA negotiations
- Administer cost effective health insurance premiums & HRA fees by limiting a town employee to enroll into a separate town plan when their spouse is enrolled on a town plan
- a) Teamsters Local 633 Mid-Management CBA, b) Fire CBA, c) Police CBA - Health on same terms and conditions as provided to other employees of the Town
- Teamsters Local 633 PW - Health on same terms and conditions as outlined in the Town's Personnel Plan.

9. Health insurance stipend agreement

- Amended content as outcome of Teamsters Local 633 Mid-Management CBA negotiations
- Administer cost effective health stipends by limiting a town employee who is on their spouse's town plan from receiving a stipend
- a) Teamsters Local 633 PW CBA, b) Police CBA - Health Insurance opt-out terms will be the same as non-union employees
- Teamsters Local 633 Mid-Management - health insurance stipend terms will be as described in the Personnel Plan.
- Fire CBA - Opt-out stipend on the same terms and conditions as provided to other employees of the Town

10. Dental

- Amended content as outcome of Teamsters Local 633 Mid-Management CBA negotiations
- Administer cost effective dental insurance premiums by limiting a town employee to enroll into a separate town plan when their spouse is enrolled on a town plan
- a) Teamsters Local 633 Mid-Management CBA, b) Fire CBA, c) Police CBA - Dental on same terms and conditions as provided to other employees of the Town
- Teamsters Local 633 PW - Dental on same terms and conditions as outlined in the Town's Personnel Plan.

11. Disability

- Amended content to align with current practice - Sick time and vacation time will not accrue when the employee is out of work and has been approved for short/long-term disability - BUT if the employee worked at least half the month the employee accrues for that month
- a) Teamsters Local 633 Mid-Management CBA, b) Fire CBA, c) Police CBA - Disability on same terms and conditions as provided to other employees of the Town

- Teamsters Local 633 PW - Disability on same terms and conditions as outlined in the Town's Personnel Plan.
- Fire CBA - although the language in their CBA is as noted above, an arbitrator sided with the union for these members to be able to accrue sick and vacation time when out-of-work through June 30, 2023

12. Workers' compensation

- Amended content to align with the Teamsters Local 633 Mid-Management CBA
- Employee's injured in the line of duty should be able to accrue vacation and sick time when out-of-work
- Fire CBA - workers' compensation on the same terms and conditions as provided to other employees of the Town
- a) Police CBA and B) Teamsters Local 633 PW CBA - no language to receive accruals while out-of-work on workers' compensation

SECTION 11 - END OF EMPLOYMENT CONDITIONS AND REQUIREMENTS

13. Benefits - end of employment

- Amended content to align with current practice

FINANCIAL IMPACT:

See above comments

POLICY IMPLICATIONS:

See attached to align with 1) current practice and/or 2) current union contract(s).

RECOMMENDATION:

Motion to approve the Town Personnel Plan updates as presented effective April 27, 2022.

SUGGESTED MOTION:

Motion to approve the Town Personnel Plan updates as presented effective April 27, 2022.

TOWN ADMINISTRATOR'S RECOMMENDATION:

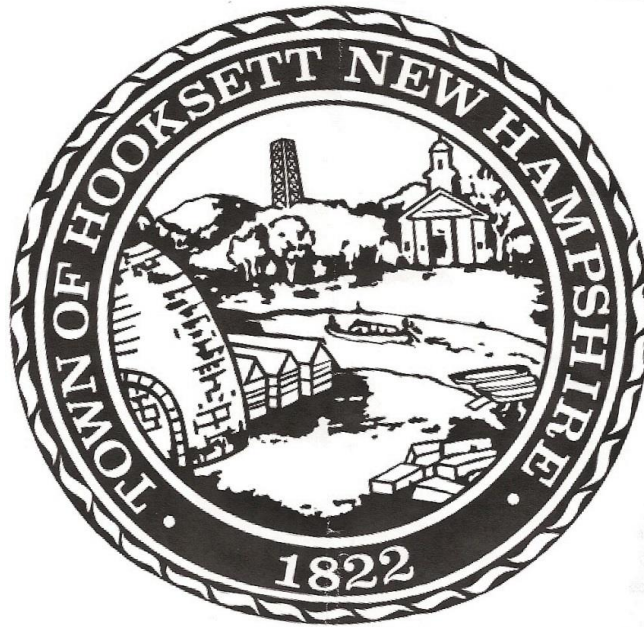
Concur

ATTACHMENTS:

[TPP UPDATES-TC MTG 04272022](#)

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 – ~~March 24, 2021~~ April 27, 2022

REMOVE

ADD

3. EMPLOYMENT CONDITIONS - Policy on Hours of Work for Salaried Exempt Employees

Policy on Hours of Work for Salaried Exempt Employees Town Business Hours

~~Whereas the Town of Hooksett employees a number of salaried exempt employees in various managerial, professional and administrative positions; and~~

~~Whereas the Town Council desires to see that town government provides timely service to our residents, businesses and visitors in an effective and efficient manner; and~~

~~Whereas this service is provided by our town employees charged with this responsibility; and,~~

~~Whereas accountability of employees is guaranteed by, and their access to the information they may need is enhanced by, the presence of their supervisors; and,~~

~~Whereas we believe it is important for the safety of the employees, as well as the first responders, to know, as much as possible, who should be present in the building at any given time;~~

~~We, the Town Council therefore establish the following policy regarding the hours of work for all salaried exempt employees:~~

~~All Salaried exempt employees are generally expected to be present at their duty stations during Town business hours:~~

- ~~• Safety Center, DPW garage: between the hours of 8:00 am and 4:30 pm from Monday through Friday.~~
- ~~• Public Works Department: between the hours of 7:00am-3:30pm Monday through Friday~~
- ~~• Town Hall offices: between the hours of 8:00am and 4:30pm Monday, Tuesday and Thursday, Wednesday 8:00am-6:30pm, and Friday 8:00am-12:00pm.~~

~~Note: The Safety Center is open to the public 24/7 via the Dispatch window.~~

~~The department head is responsible to determine that staffing levels are adequate to meet the departmental operations.~~

~~It is understood that salaried exempt employees may be required to work additional hours for meetings or special events as part of their regular job duties.~~

~~If the employee's duties require them to be away from their primary duty station (e.g., for a meeting, workshop or other) they should inform their immediate supervisor. in writing and in advance.~~

~~Exceptions to this policy for specific positions may be granted by the Council if they feel that the position requires different hours or more flexibility in order to provide the Town of Hooksett with the best possible service. The process for requesting exceptions is as follows: The person presently in the position should write a request to the Council with a copy to the Town Administrator. The Town Administrator will put it on a Council agenda and the Town Administrator will include a recommendation as to whether the Council should or should not grant the exception. The requesting employee will be given a chance to address their request at the Council meeting. The Council's decision will be final.~~

~~We understand that an employee deviating from these hours cannot have his or her salary impacted, but rather that non-compliance is considered a disciplinary matter to be handled in accordance with the town personnel policy.~~

~~This policy will go into effect on 07/01/15, which will give employees time to request exemptions before it takes effect. Policy amended 01/24/18 for Town Hall office new hours.~~

3. EMPLOYMENT CONDITIONS – Compensatory time

Compensatory time. An employee who is classified as hourly (non-exempt) is eligible for compensatory time. An employee is eligible for compensatory time if their work hours during a single pay period exceed their regular work schedule. If the employee chooses compensatory time in lieu of overtime, approval must be obtained from their supervisor. The calculation of work hours includes all approved absences and does not include unapproved absences. Work conducted over the regular work schedule in a single pay period will be given to the employee at a rate of time and one half in the form of paid time off. Employees will be encouraged to use compensatory time as soon as possible after the time is accrued. In no case will an employee be allowed to accrue more than twenty (20) hours of compensatory time. Accrued compensatory time must be used during the fiscal year in which it was accrued. In the rare instance when an employee wants to carry over any unused compensatory time into the next fiscal year, approval must be received from the Town Administrator, otherwise, the leftover compensatory time is forfeited.

Each Department Head will decide if the compensatory time policy will apply to their department. If not allowed, the policy will remain as “not allowed” until the Department Head changes it. If allowed, it applies only to non-exempt hourly employees, per the provisions of the Fair Labor Standards Act.

When the employment of an employee ends, for any reason, the employee will be eligible for payment of accrued compensatory time up to the 20-hour cap.

An employee who is classified as hourly (non-exempt) is eligible for compensatory time. An employee is eligible for compensatory time if their work hours during a single pay period exceed their regular work schedule. If the employee chooses compensatory time in lieu of overtime, approval must be obtained from their supervisor. The calculation of work hours includes all hours paid, but does not include unscheduled sick and unapproved absences. Work conducted over the regular work schedule in a single pay period will be given to the employee at a rate of time and one half (1 ½) in the form of paid time off. Employees will be encouraged to use compensatory time as soon as possible after the time is accrued. In no case will an employee be allowed to accrue more than twenty (20) hours of compensatory time. Accrued compensatory time must be used during the fiscal year in which it was accrued. In the rare instance when an employee wants to carry over any unused compensatory time into the next fiscal year, approval must be received from the Town Administrator, otherwise, the leftover compensatory time is forfeited.

When the employment of an employee ends, for any reason, the employee will be eligible for payment of accrued compensatory time up to the 20-hour cap.

3. EMPLOYMENT CONDITIONS - Flextime

Flextime. Flextime is a schedule or arrangement by which an employee may work an alternate work schedule within specific limits dictated by the needs of the job, confirming to the requirements of the department, and is subject to department head review and approval. As an example, if an employee arrives to work 30 minutes beyond the regularly scheduled start time, but could work an additional 30 minutes at the end of the shift to make up the time, then the department head has the authority to allow that employee to work the additional 30 minutes on that day or another day as long as it's all during the same pay period. Alternatively, an employee who works an extra 30 minutes on a particular day, and wishes to leave work early by 30 minutes on the same day or another, may do so as long as it is within the same pay period and has approval of the department head. The end result being no overtime or comp time would be accrued or used, and the employee would be paid for their normal work week.

When a flextime schedule or arrangement is used, it is the department head's responsibility to ensure that staffing is always available to meet the operational requirements of the department as

well as the needs of the public during normal business hours. The department head has the discretion to determine if staffing coverage is adequate and sufficient to meet the operating requirements of the department. The department head may, at their discretion, implement, continue, discontinue or modify flextime work schedules. The department head has the right to return an employee to a standard work schedule. The department head ensures that flextime is administered consistently and equitably within the department. The employee must plan and organize their time to meet the job requirements established by the department head.

Flextime is a **temporary** schedule or arrangement by which an employee (exempt or non-exempt) may work different hours within the same pay period; subject to department head or designee approval. The end result being no overtime or comp time would be accrued or used, and the employee would be paid for their normal work week.

When a flextime schedule or arrangement is used, it is the department head or designee's responsibility to ensure that staffing is always available to meet the operational requirements of the department as well as the needs of the public during normal business hours. The department head or designee may, at their discretion, implement, continue, discontinue or modify flextime work schedules. The department head or designee has the right to return an employee to a standard work schedule. The department head or designee ensures that flextime is administered consistently and equitably within the department. The employee must plan and organize their time to meet the job requirements established by the department head or designee.

Flextime example: if an employee arrives to work 30 minutes beyond the regularly scheduled start time, but could work an additional 30 minutes at the end of the shift to make up the time, then the department head has the authority to allow that employee to work the additional 30 minutes on that day or another day as long it's all during the same pay period. Alternatively, an employee who works an extra 30 minutes on a particular day, and wishes to leave work early by 30 minutes on the same day or another, may do so as long as it is within the same pay period and has approval of the department head.

Different than flextime, a **permanent** alternate work schedule must be requested in writing by the employee to the Department Head with approval by the Town Administrator.

4. WORKPLACE CONDUCT – Drugs and alcohol in the workplace and testing – Post Accident

Drugs and alcohol in the workplace and testing

C. Post Accident.

When an employee is involved in an accident, it does not necessarily mean that the employee is at fault. For purposes of drug and/or alcohol testing, there is an element of materiality to whether an incident is an accident. Scraping a hubcap or purely cosmetic damage (scrapes, minor dents, flat tires) would generally be excluded from the definition of an accident. Incidents in the public right-of-way (plowing involving mailboxes, irrigation systems and other items) would generally be excluded from the definition of an accident. But if there is material damage to persons or property, then it would generally be considered an accident, whether or not the employee is ultimately determined to be at fault.

After an accident (as defined above) of any type (motor vehicle or non-motor vehicle), an employee may be subject to testing and/or disciplinary action based on reasonable cause. Testing is also required if the accident results in a fatality or injury of any sort, or if the employee is found to be at fault of the accident. The waiver of a post accident drug and/or alcohol testing is at the approval of the Town Administrator or designee based on case-by-case extenuating circumstances (hazardous weather conditions and other situations whereby the Town's consortium cannot provide the testing service on-site or the Town employee cannot be driven to the consortium or occupational testing facility).

See Federal Motor Carrier Safety Administration site: [https://www.fmcsa.dot.gov/regulations-for-current-regulations-regarding-DOT-CDL-\(commercial-motor-vehicle\)-drivers](https://www.fmcsa.dot.gov/regulations-for-current-regulations-regarding-DOT-CDL-(commercial-motor-vehicle)-drivers).

Drug testing must be performed as soon as practicable after the accident. Alcohol testing must be performed within two hours after an accident. If, for unavoidable reasons, alcohol testing is performed beyond two hours but before eight hours post accident, the Department Head must document why there was a delay in testing. If alcohol testing cannot be performed within eight hours post-accident, all attempts to an alcohol test shall stop. The Department Head must document why testing could not be done within the required period. Any employee that is involved in an accident in which alcohol testing is required must abstain from alcohol use until they are alcohol tested; or eight hours have elapsed post accident. Post accident alcohol testing may be performed or referred by trained law enforcement officials in lieu of a medical facility. If testing is performed post accident, follow the procedures outlined under "Reasonable Cause." The employee's supervisor will transport the employee or arrange to have the employee transported to the testing or collection site.

If an employee is injured, unconscious, or otherwise unable to consent to testing, all reasonable steps will be taken to obtain a sample. The Department Head will notify the hospital or medical treatment facility where the employee has been taken, of the need to obtain specimens for drug and alcohol testing. Necessary medical attention will not be delayed in order to collect any specimen and any injury to the employee should be treated first.

The consequence for a positive post accident test result is immediate discharge. An employee will be suspended without pay pending the result of post accident test(s). In the event that the test(s) are negative, the employee will be reinstated without loss of pay or benefits, unless other conduct warrants discipline under Town policy.

9. LEAVES OF ABSENCE – Vacation Leave

Vacation Leave. The purpose of vacation leave is to provide full-time employees the opportunity for a break in their work schedule. The amount of vacation time earned annually is based on the number of years employed (employee's anniversary date). Vacation time is accrued monthly. Vacation accruals are as follows effective July 1, 2019, available for August 1st:

Vacation leave shall be accrued at the following rates for full-time employees beginning with their first month of employment. The employee must start work by the 15th of the month in order to accrue in the first month.

Years of Service Completed	Vacation Time Accrual per month	Vacation Time Max Carry Over as of June 30 th each year
0-4.99 Years	7.79 hours	400 hours <u>120 hours</u>
5-9.99 Years	11.33 hours	
10-14.99 Years	14.88 hours	
15 Years +	17.71 hours	

Vac prior to 7/1/19. Vacation earned prior to July 1, 2019 will be tracked in a separate bank called "Vac prior to 7/1/19" and can be used at the employee's discretion. No more time can be added to this bank and no more than the following hours can be carried over as of June 30th each year for employees continuous service:

- 240 hours less than 15 years
- 320 hours 15 years or more

If accruals exceed the maximum caps listed above, the accrual overages are forfeited. No vacation leave shall be taken before accrual. Each month's accrual will be officially accrued once

the month has been completed and will be eligible for use on the first day of the following month. As an example, vacation time accrued for January will be available for use on February 1st. If a holiday occurs during a vacation, the employee may extend their vacation for one day or take the vacation day at another time. Use of vacation leave at a particular time is contingent upon whether the employee's services can be spared. Employees must submit their vacation requests as early as possible in the calendar year. Supervisors shall approve vacation requests taking into consideration that the remaining work force at all times will be adequate to cope with the expected work load. In cases where too many requests are made for a particular date, employees with the earliest request with sufficient accrued leave will be given preference.

Salaried exempt employees must use the appropriate leave(s) (vacation, sick, personal) for a workweek with less than 40 hours worked.

9. LEAVES OF ABSENCE – Sick leave

Sick Leave. Full-time employees will receive paid sick leave. The employee will accrue sick leave at a rate of eight hours per month. Full-time Police Sergeants will accrue sick leave at a rate of eight and ½ (8.50) hours per month. Sick leave may be accrued up to a 240-hour cap. At the end of the fiscal year, any sick leave over the 240-hour cap will be reimbursed to the employee at half pay.

Sick leave shall be accrued for full-time employees beginning with their first month of employment. The employee must start work by the 15th of the month in order to accrue in the first month.

No sick leave shall be taken before accrual. Each month's accrual will be officially accrued once the month has been completed and will be eligible for use on the first day of the following month. As an example, sick time accrued for January will be available for use on February 1st.

Sick leave may be used only to cover absences resulting from bona-fide sickness or injury; to cover absences required by exposure to contagious disease; to cover absences resulting from a necessity to attend to an ill member of the employees household or a family member; for a medical provider office visit; physical therapy; or, any type of medically related use. All sick leave must be approved by the supervisor.

In order to receive pay for sick leave, the Department Head or appropriate supervisor must be notified of the absence no later than fifteen minutes after the start of the employee's work day. Certain departments may have a more strict departmental policy in place for this, so the employee must check with the Department Head. Upon return to work, the employee must fill out the appropriate paperwork to use sick leave. The Town may require a doctor's note/statement for any sick leave absences of three days or more. The doctors note/statement must be provided upon request. The doctors note/statement may be required before being allowed to return to work.

Each fiscal year, 16 hours of annual sick leave will be considered 'personal leave' for the employee to use for personal reasons during the current fiscal year. These 16 hours will be taken from the employee's sick leave account when used. All personal leave will follow the same procedure as sick leave when applied for. At the end of the fiscal year, unused personal leave will be converted back to sick leave and will be carried over into the next fiscal year. This will result in the employee having a total of no more than 16 hours of personal time per fiscal year.

Chronic cases of absenteeism may be reviewed by the Department Head and a determination will be made regarding continued employment. If an employee is suspected or known to be misusing sick leave for reasons other than sickness or a medically related issue, the Department Head or designee may require a doctors note, and/or conduct an investigation into the alleged misuse. Upon conclusion of the investigation, the employee may or may not be required to reimburse the paid sick leave depending on the investigation results. If found to be misusing sick leave, discipline will be issued up to and including dismissal.

Salaried exempt employees must use the appropriate leave(s) (vacation, sick, personal) for a workweek with less than 40 hours worked.

9. LEAVES OF ABSENCE – Unpaid Leave of Absence

Unpaid Leave of Absence. Any employee who requests time off but has no accrued leave available may be granted an unpaid leave of absence. Unpaid leave of absence may be granted by the Department Head with concurrence of the Town Administrator for a period not to exceed 30 days. An employee who has taken an unpaid leave of absence will have no loss of insurance benefits or seniority but will not accrue leave benefits such as vacation, sick, etc. An exception to accruals is an employee who has worked for at least half of the month will accrue sick leave and vacation leave. Insurance benefits will be paid by the Town in accordance with the established level of contribution and the employee will be responsible to pay for their weekly payroll deductions and any previously agreed upon financial obligations. When the unpaid leave of absence ends, the employee will be reinstated to the position held before the leave was granted.

10. INSURANCES - Health

Health. The Town shall maintain health insurance for single, two-person, and family plans, paid by the Town to a maximum monthly premium and/or a percentage determined by the Town Council. The employee shall be responsible to pay the difference through payroll deductions. In the event the Town changes health carriers, this health section becomes null and void, and the new health policy will be adhered to. Employees with a spouse covered under the Town's health insurance plan are not eligible to enroll as a subscriber on a separate Town health insurance plan.

10. INSURANCES – Health insurance stipend agreement

Health insurance stipend agreement. The Town agrees to pay five-thousand dollars annually, disbursed per pay period at a rate of \$96.15, to each full-time regular employee not covered under the Town's health insurance plan, provided the employee does the following:

- Provides proof of equivalent coverage with another health insurance provider.
- Submits annually certification of equivalent coverage from the health insurance provider.
- Immediately notifies the Town of any changes in health insurance coverage or provider or of the termination of coverage.
- Receives no coverage under the Town's health insurance plan from a spouse or other relative employed by the Town and is not a subscriber on a separate Town health insurance plan.

10. INSURANCES - Dental

Dental. The Town shall maintain dental insurance for single, two-person, and family plans, paid by the Town to a maximum monthly premium and/or a percentage determined by the Town Council. The employee shall be responsible to pay the difference through payroll deductions. In the event the Town changes dental carriers, this dental section becomes null and void, and the new dental policy will be adhered to. Employees with a spouse covered under the Town's dental insurance plan are not eligible to enroll as a subscriber on a separate Town dental plan.

10. INSURANCES - Disability

Disability. The employees present disability plan provides benefits based on 67% (short-term disability) and 66 2/3% (long-term disability) of regular wages. Disability plan benefits are payable starting with the fifteenth (15th) day in the event of nonoccupational accident or sickness and continues for the duration of total disability, subject to a maximum duration.

- **During the 14-day wait period before the present disability plan will process the STD claim** for time missed from work, the employee must use their accrued sick time, comp time or holiday time (vacation time cannot be used per the disability plan requirements) - Per Town Personnel Plan an employee cannot have an unpaid leave of absence if they have accrued time available
- **While waiting for the STD claim to be processed by the disability Claim Rep.** the employee must use their accrued sick time, comp time or holiday time (vacation time cannot be used per the disability plan requirement) – Per Town Personnel Plan below an employee cannot have an unpaid leave of absence if they have accrued time available
- **Upon receiving disability payments from the insurance company,** the employee may use their accrued sick time, comp time or holiday time to make their wages whole (100%) – (vacation time cannot be used per the disability plan requirement) – this is an option to make wages whole and It is the employee's responsibility to notify the Finance Department of this choice.
The Town Personnel Plan unpaid leave of absence policy would not apply since employee is receiving an income.

This plan contains a nonduplication clause which stipulates that the 2/3 benefit will include any benefits from a statutory plan (i.e., social security, NH Retirement System, and/or disability, etc.).

In the event the Town changes disability carriers, this disability section becomes null and void, and the new disability policy will be adhered to.

Pay raises, sick leave, vacation leave and holiday pay will not accrue while on disability. An exception to accruals is an employee who has worked for at least half of the month will accrue sick leave and vacation leave.

While on disability all insurance benefits will continue and the employee will continue to be responsible for any payroll deductions associated with and required on health and dental insurances.

See Human Resources for more information on the current disability coverage.

10. INSURANCES – Workers' compensation

Workers' 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.

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 accrue 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).

11. END OF EMPLOYMENT CONDITIONS and REQUIREMENTS

Benefits – end of employment. Employees who are dismissed will receive all accrued vacation leave and shall forfeit any applicable sick leave which is normally paid over the 30-day cap at 50%.

Employees who retire, resign, or end their employment for reasons other than dismissal will receive all accrued vacation leave and applicable sick leave which is normally paid over the 30-day cap at 50%. Unused personal days will be converted back to sick days in order that they may be applied to the total accrual of sick days. Accrued sick leave will be to the date of separation from employment. Each month's accrual will be officially accrued once the month has been completed and will be eligible for use on the first day of the following month. Exception to the End of Employment accruals is an employee retiring under NHRS. These retirees would get their last monthly accruals on the last day of the month.

Town Council

STAFF REPORT

**To:**

Title: To Approve joining The Greater Boston Police Council Cooperative Purchasing Program. This will facilitate the purchasing of new police vehicles

Meeting: Town Council - 27 Apr 2022

Department: Police Department

Staff Contact: Janet Bouchard, Police Chief

BACKGROUND INFORMATION:

According to the Town of Hooksett Administrative Code section 5.3.3 Special Exceptions "No competitive bids shall be required when purchasing through a Town Council approved Cooperative Purchasing Program. Exhibit "F" is a list of approved Cooperative Purchasing Programs. While searching for dealerships to purchase new police vehicles, Dispatch Supervisor Belanger located available vehicles at McGovern Ford in Massachusetts. That dealership currently holds 3 Massachusetts State Bids. The Ford Police vehicles we are interested in purchasing are under the Greater Boston Police Council. In order to purchase from that program, the Town of Hooksett must become a member. The price to join is an annual fee of \$306. Due to the shortage of vehicles and difficulty in locating them, it would be beneficial to have the ability to purchase from this vendor. It would be recommended to join for one year then reassess next year before we join again.

FINANCIAL IMPACT:

\$306

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Motion to approve the Town of Hooksett joining The Greater Boston Police Council and adding them to the list of Approved Cooperative Purchasing Programs in the Town of Hooksett Administrative Code. The cost of \$306.00 shall be paid from the Hooksett Police Department operating budget.

SUGGESTED MOTION:

Motion to approve the Town of Hooksett joining The Greater Boston Police Council and adding them to the list of Approved Cooperative Purchasing Programs in the Town of Hooksett Administrative Code. The cost of \$306.00 shall be paid from the Hooksett Police Department operating budget.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[20220414122603672](#)



The Greater Boston Police Council

2 Winter Street, Suite 302
Waltham, MA 02451
Telephone: (781) 899-3331 • Fax: (781) 647-9501
E-Mail: mail@gbpc.org
<http://www.gbpc.org>

FID # 04-3113657

Thank you for your interest in membership with the Greater Boston Police Council. To become a member, please complete this form and return with payment to the Greater Boston Police Council at the address listed above.

APPLICATION FOR GBPC ASSOCIATE MEMBERSHIP

Name of Agency: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____

Fax: _____

Chief Executive Title: _____

Chief Executive Name: _____

Contact Person: _____

Email Address: _____

Dues Included (check one): _____ \$256 Massachusetts Agency

_____ \$306 Out of Massachusetts Agency

Upon receipt of your membership application and payment, the GBPC will e-mail you a notice confirming your membership. To be eligible for current pricing, please present your confirmation notice and advise dealers that you are making the purchase off of a GBPC contract. Please note that annual membership dues for Associate Members are invoiced on or around July 1st of each year.

For a listing of current GBPC Contract Opportunities, please visit the Metropolitan Area Planning Council web site at: <http://www.mapc.org/gbpc>

Questions? Please contact GBPC at 781-899-3331 or mail@gbpc.org. Thank you again for your interest in the Greater Boston Police Council!

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, April 13, 2022**

The Hooksett Town Council met on Wednesday, April 13, 2022, at 6:00 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of 13 Apr 2022 to order at (6:00) pm.

PROOF OF POSTING

Human Resource 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

Absent: Councilor David Ross

PLEDGE OF ALLEGIANCE

Those present and able stood for the pledge of allegiance.

Chairman J. Sullivan offered a moment of Silence for former employee Richard Blake.

AGENDA OVERVIEW

PUBLIC HEARINGS

6.2 Public Hearing to accept federal grant funds awarded to the Town of Hooksett, NH in the amount of \$89,367.78 for Hooksett Fire-Rescue Department overtime staffing from July 1, 2021-September 30, 2021, per NH RSA 31:95-b III(a).

J. Sullivan opened the PH 6:08 and read the following into record:

Public Hearing to accept federal grant funds awarded to the Town of Hooksett, NH in the amount of \$89,367.78 for Hooksett Fire-Rescue Department overtime staffing from July 1, 2021-September 30, 2021, per NH RSA 31:95-b III(a).

Fire Chief Steven Colburn- This is the same thing that you have already voted on that was taken up on the March 9th meeting, after we voted on it 7-0-1 we realized that we needed to hold a public hearing and that is what we are doing here tonight. With the oversight we had to go back and do it again.

C. Karolian- why does it say relaxed COVID-19 restrictions. If relaxed why the need for overtime?

S. Colburn- as the restrictions got rolled back from last summer there was an increase in the fall as those restrictions got rolled backwards, there was an opportunity to seek a grant to cover some of the additional overtime to deal with the increase in covid call volume.

C. Karolian- did the calls increase?

S. Colburn- correct

51 C. Karolian- was it mostly ambulatory?
52
53 S. Colburn- yeah for the most part that's what most of the covid costs were.
54
55 C. Karolian- so this money is to go towards the ambulatory fund?
56
57 S. Colburn- no this goes back into the overtime fund to offset overtime money that was already spent.
58
59 C. Karolian- I was under the impression that the ambulance fund was already self-funded, and that
60 overtime and staffing was included in that budget.
61
62 S. Colburn- when it comes to ambulance billing yes it goes back into the ambulance revolving fund,
63 staffing of 3 members is paid out of the ambulance fund. Overtime is not and comes out of the OT
64 operating budget. This grant offsets that and will go back into the budget to replace what was already
65 spent.
66
67 R. Duhaime- with the police budget we had some savings will this help you in overtime savings?
68
69 S. Colburn- no this is basically a grant to replace what has already been spent. As we have in the past,
70 we have sought out grants to help offset the additional costs. The money is already spent it is
71 recouping money for the taxpayers. So yes in a way a savings.
72
73 A. Garron- at the end of the year we will have a potential fund balance.
74
75 T. Tsantoulis- we had additional call volume during the year due to covid. If we didn't have this
76 \$89,367.78 coming back in then it is safe to say that we could have seen the budget climb up to that
77 amount, so if you add this money back in from the grant than we would be looking at a budget that may
78 have been increased by this amount.
79
80 R. Lapierre- in the notice for the public hearing it said to call the FD did you get any calls?
81
82 R. Colburn- No
83
84 With no further public comment J. Sullivan closed the Public Hearing at 6:14.
85
86 ***D. Boutin motioned to waive Council rules and accept the NH DOJ 2021 ARPA Municipalities***
87 ***grant in the same night as the public hearing in the amount of \$89,367.78 per NH RSA 31:95-b III***
88 ***(a) and to have Council Chair sign a Certificate of Authority to authorize the Town Administrator***
89 ***to sign all associated documents; seconded by T. Tsantoulis.***
90
91 **Roll Call Vote #2**
92 ***R. Duhaime Aye***
93 ***J Durand Aye***
94 ***D. Ross NP***
95 ***R. Lapierre Aye***
96 ***A. Walczyk Aye***
97 ***D. Boutin Aye***
98 ***C. Karolian Nay***
99 ***T. Tsantoulis Aye***
100 ***J. Sullivan Aye***
101
102 ***Vote in favor 7-1***
103
104 **6.1 Public hearing to accept the donation of \$36,500.00 from the Hooksett Youth Athletic**
105 **Association to the Town of Hooksett for Department of Public Works (Peters Brook Field) RSA**
106 **31:95-e, II.**
107
108 J. Sullivan opened the PH 6:19 and read the following into record:
109

110 ***The Hooksett Town Council will be holding a public hearing on Wednesday, April 13, 2022 @***
 111 ***6:00pm at the Hooksett Town Hall Chambers, 35 Main Street, Hooksett, NH. The purpose of the***
 112 ***public hearing is to accept a donation of \$18,000 (in the form of 2 scoreboards) and \$18,500 (for***
 113 ***installation of 2 scoreboards) from the Hooksett Youth Athletic Association to the Town of***
 114 ***Hooksett for the Department of Public Works (Peters Brook Field) per RSA 31:95-e, II. For***
 115 ***documentation or questions, please contact the Hooksett Public Works Department at 603-668-***
 116 ***8019.***
 117

118 Peter Soucy sitting chair of the Hooksett Youth Athletic Association- as Peter's Brook Park has become
 119 more developed and Lacrosse has moved the need for a scoreboard has become more important. We
 120 are proposing a scoreboard in between the lacrosse field and the soccer field so that both get to
 121 benefit. The other smaller one will go to a small soccer field. We are here to have you accept the
 122 donation of these to the town.
 123

124 T. Tsantoulis- I read this earlier, the direct trenching and installation of the pipes is that included in the
 125 cost? Or will DPW have to do it?
 126

127 P. Soucy- nope that is all included in our costs. The installation is way more than the costs of the
 128 scoreboards. The total donation packet is about \$36,500, about \$18,000 for the scoreboards the price
 129 of installation is \$18,500 and that is without electrical going to them that is just to erect them, and those
 130 are dollars that HYAA has taken on.
 131

132 T. Tsantoulis- where are the funds for that electrical installation coming from?
 133

134 P. Soucy- it will come out of HYAA funds.
 135

136 With no further public comments chair Sullivan closed the public hearing.
 137

138 ***D. Boutin motioned to waive Council rules and accept the same night as the public hearing the***
 139 ***donation of \$36,500.00 from the Hooksett Youth Athletic Association to the Town of Hooksett***
 140 ***for Department of Public Works (Peters Brook Field) RSA 31:95-e, II. Seconded by C. Karolian.***
 141

142 **Roll Call Vote #3**

143 ***D. Boutin Aye***

144 ***D. Ross NP***

145 ***A. Walczyk Aye***

146 ***J. Durand Aye***

147 ***R. Duhaime Aye***

148 ***T. Tsantoulis Aye***

149 ***R. Lapierre Aye***

150 ***C. Karolian Aye***

151 ***J. Sullivan Aye***
 152

153 ***Vote in favor 8-0***
 154

155 **15.1 Approval of Memorandum of Understanding between the Town of Hooksett and Hooksett**
 156 **Youth Athletic Association, re: Maintenance of Scoreboards at all Town Fields.**
 157

158 A. Garron- the MOU has a little history, Mr. Soucy's predecessor had arrears in the electrical payments
 159 that were due, spurred the discussion on an MOU and make clear who was responsible for what. There
 160 was also a concession stand and it was not clear on who was responsible for that either. So, we started
 161 talking about an MOU to clear it up. We added all the other scoreboards that had been donated by
 162 HYAA in the past. The arrangement of this MOU is centered on what was offered by HYAA as to once
 163 the warranty expires, they will pick up the maintenance of the scoreboards. Our legal council has
 164 looked at this and offered comment.

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C. Karolian- #7 on page 24 says this MOU is effective upon signing and will remain in effect until either party terminates this agreement in writing. Said termination will take effect 30 days after written notice is provided to the other party. So, they can walk away later down the road and will leave us with the maintenance and repair of the signs?

A. Garron- we would have to look at the arrangements and decide as a council what to do moving forward.

P. Soucy- this agreement was drafted without HYAA. In speaking with our Board and the MOU it was surprising that all boards were included in the MOU, when HYAA was only donating 2 boards. It's not like we are unwilling to accept it, it was just surprising. We as a Board would like to address item #6 where it states that the parties agree that HYAA will be responsible for replacing the scoreboards when needed. We would like to change it to read" the parties agree that HYAA will be responsible for replacing the scoreboards when HYAA deems needed. We would not like to be told by the town when the towns decide to be replaced and we want to make it clear by adding those two words.

A. Garron- after speaking with attorney Soucy we stand with the language. If both parties agree and I think parties should be involved. Case and point there is a defunct football scoreboard that is no longer in use, I don't think the town has made any gesture to have that removed. I think when it comes to a health hazard, then we should have the right to have it removed.

P. Soucy- I agree with that when it comes to safety, but it does not say remove in a state of disrepair or remove it says replace.

D. Boutin- I disagree with Mr. Soucy in this. He is indicating that the council has no role in this. I can't think of a time when the council has interfered with HYAA.

J. Durand- I agree with Mr. Soucy and I don't see anything wrong with changing it.

C. Karolian- I concur. There are other things that come into play such as funding. I think any MOU should be mutually agreed upon. If they are the ones getting the donations and funds and maintaining it then they should be the ones to say when they remove or replace it.

T. Tsantoulis- as it is written the sign could be deemed replaced just due to esthetics. And that is not reasonable.

R. Lapierre- how long do the scoreboards last? The fact that HYAA buys and donates these I feel it is out of order to have the town tell them when to replace them.

P. Soucy- the company that we are purchasing them from in the northeast are still functioning after 20 years. These scoreboards will come with wireless controls.

J. Sullivan motioned to amend the section in # 6 to read "the parties agree that HYAA will be responsible for replacing the scoreboards when needed when mutually agreed upon between the 2 parties"; seconded by D. Boutin.

C. Karolian- 1-4 says that all the responsibilities are on HYAA but because it is on town property it falls under our property liability. I feel it unfair for us to put HYAA in a box in this MOU.

D. Boutin motioned to approve the proposed Memorandum of Understanding between the Town of Hooksett and Hooksett Youth Athletic Association, re: Maintenance of Scoreboards at all Town Fields to include an amendment to item #6 to read: the parties agree that HYAA will be responsible for replacing the scoreboards when needed when mutually agreed upon between the 2 parties" seconded by J. Sullivan.

Roll Call Vote #4

A. Walczyk Aye

R. Lapierre Aye

D. Ross NP

R. Duhaime Aye

J. Durand Aye

TC MINUTES

4-13-2022

4

227 **C. Karolian** *Nay*
 228 **T. Tsantoulis** *Aye*
 229 **D. Boutin** *Aye*
 230 **J. Sullivan** *Aye*

231
 232 **Vote in favor 7-1**

233
 234 C. Karolian expressed that the MOU was unfair to HYAA and therefore voted nay on the roll call vote.

235
 236 P. Soucy- asked if in the future the TC may entertain the thought of using ARPA funds to pay for the
 237 installation of the scoreboards.

238
 239 **BICENTENNIAL MOMENT**

240
 241 J. Sullivan presented the Bicentennial Moment on Dundee Mills. The Mills were built in 1770 once
 242 located on the site of Lambert Park. The full PowerPoint presentation can be found on the town
 243 website.

244
 245 **15.4 Waste Disposal Agreement**

246
 247 Denise Cummings Recycling & Transfer Crew Chief- we have been transporting trash to wheelabrator
 248 for the last 20 years and we have an understanding of how they work. The option to traveling out to
 249 Rochester to the landfill we would lose an additional 2 hours of man time just in travel time to the
 250 transfer station and 2 hours while at the transfer station. That salary comes to about \$20,800. I
 251 ballparked the cost of fuel at \$5 a gallon at about 12,400 miles annually at \$18,000 which puts waste
 252 management in line with what wheelabrator is charging. I also looked at the tractor replacement
 253 schedule and the wear and tear on the trucks. Casella is a farther distance, and we would essentially
 254 be losing an employee for a whole day and would be troublesome in the winter. Casella also is running
 255 out of space and no guarantee in the next 2 years for capacity.

256
 257 J. Sullivan- so the department head and the administration is recommending wheelabrator and I know
 258 the subcommittee will vote as well.

259
 260 C. Karolian- in your calculations you are listing man hours at \$40 and hour can you explain.

261
 262 D. Cummings- I based that off of what my current employee is paying and added in fringe benefits.

263
 264 R. Lapierre- for further comparison I would like to see the rate of burden which benefits would and
 265 should be included in the calculations. I would have liked to see it broken out more for ease of
 266 comparison.

267
 268 T. Tsantoulis- you set up shop in southern NH and Northern NH and near the Seacoast. You have to
 269 look at the entire picture of the costs and yes, the northern facility is cheaper but it is going to cost us
 270 more to get it there.

271
 272 A. Garron- given the data and given the history and location of wheelabrator, I see the reasons why we
 273 are moving forward to stay with wheelabrator.

274
 275 ***D. Boutin motioned to 1) Waive the requirement for the three competitive bids. 2) Accept Waste***
 276 ***Innovation 10-year contract starting July 1, 2023. Seconded by A. Walczyk.***

277
 278 D. Cummings- it wasn't a competitive bid, I reached out to get the quotes.

TC MINUTES

4-13-2022

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331
332

C. Karolian- why didn't they go out to RFP?

A. Garron- I would ask the same to the advisory committee.

C. Karolian- we are an advisory committee, and it is on the TC and the administration.

A. Garron- when this was presented to us, I asked why we are not following the process. I then asked them to go out and get quotes but not by following the RFP process. If the council does not feel this was and supports this, then we vote no and go out and follow the RFP process.

Roll Call Vote #5

T. Tsantoulis Aye

D. Ross NP

R. Duhaime Aye

A. Walczyk Aye

R. Lapierre Aye

C. Karolian Aye

J. Durand Aye

D. Boutin Aye

J. Sullivan Aye

Vote in favor 8-0

Hooksett Municipal Employee - New Hire

A. Garron- Christopher Porter a new addition to our PW department as a Truck Driver Laborer as a rehire. The other hire was Kevin Desasco.

PUBLIC INPUT - None

SCHEDULED APPOINTMENTS

CONSENT AGENDA

D. Boutin motioned to accept the consent agenda as presented seconded by C. Karolian.

10.1- A \$200.00 check from HealthTrust to the Town of Hooksett for the 2021 Wellness Coordinator Stretch Goals Earning Incentive per RSA 31:95-b, III (b) and return said amount to the Administration line item 001-000.220.029.000.

Vote all in favor 8-0

TOWN ADMINISTRATOR'S REPORT

A. Garron – the number of covid cases have increased since the last time that we met, from 11 to 24. It is still low compared to this time last year.

Heroes Banner- Primex recommend that the applicant have his own insurance and an indemnification contract. We have drafted a contract with legal releasing the town if something were to happen. Town staff would inspect the banners to make sure that they were installed correctly, because once they are hung on the poles, they are our responsibilities. One of the things that I was thinking about working with the applicant when we do our change of season, he can put them up and maybe we can take them

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down, since we are already there putting the decorations up or down.

J. Durand- why was he not invited here today? It is too bad that this has gone on so long without moving forward. His season is approaching, and it would have been nice to go along with the Bicentennial and the moving wall.

J. Sullivan motioned to direct the TA to have the indemnification signed by the applicant and once signed the applicant can move forward with his project, seconded by A. Walczyk.

All in favor vote 8-0

T. Tsantoulis- if we are going forward with this then different indemnifications agreements will need to be signed pending on location of the signs on the different ownership of poles.

Lilac Bridge Ceremony is set to take place on April 16th at 1:00 pm. The bicentennial committee has the Vietnam memorial moving wall taking place May 5-9. The Bicentennial committee also requests that the TC waive the Park curfew from as the wall has 24 hours surveillance to keep an eye on it.

J. Sullivan motioned to waive the curfew hours at Donati park May 5-9 for the accommodation of the visitation and the monitoring of the visiting wall; seconded by D. Boutin.

Vote in favor 8-0

J. Sullivan motioned to waive the parking restriction on Veterans Drive on April 16th between 11:00 am and 2:00 pm; seconded by D. Boutin

Vote all in favor 8-0

A. Garron- there is a sink hole on Corriveau Drive. They have it blocked off. There is an RFP advertisement out there to address the issue. Bid opening will be on April 28th.

Solar Project- we looked at the former landfill site at DPW as a prospective solar field. They have done a preliminary report called a helioscope. The array that could go there is about 3x that of the one that the sewer commission has and feels it could supply DPW with electric. There are a few options available on the table, either option can be addressed at the RFP opening. There are also grants out there for this. There are some estimated preliminary costs of \$75,000 in up-front costs. This potentially could be a CIP item with the upfront costs. The estimated purchase on a system like this is about 4-5 million dollars at this site. This particular array will just sit on top and be weighted and won't penetrate the cap on the landfill. Our next step would be to move forward with an RFP.

D. Boutin- what is the cost of doing this project?

A. Garron- the estimated cost if we were to purchase is 4-5 million dollars. He preliminary upfront costs is \$75,000.

D. Boutin- you said there is another option such as leasing what is that cost?

A. Garron- yes leasing is an option and I do not know that upfront costs.

D. Boutin- if we purchase that is the taxpayers responsible for that?

A. Garron- potentially. But we may also gain revenue from the electricity. The preliminary review will give us all that information.

C. Karolian- has there been any discussion with Eversource to see if this location will work and the cost of updating their infrastructure.

A. Garron- that did come up, but they could not give us a realistic answer as we need to do the ground work to establish all of this.

A. Walczyk- part of that preliminary cost is working with Eversource to find out what all the costs would be and what the paybacks will be.

396 **D. Boutin motioned to request the TA to gather a written report for our next meeting so**
 397 **that we can read and digest it. Seconded by C. Karolian.**

398
 399 **Vote in favor 8-0**

400
 401 A. Garron- there was a variance brought forward and we are an abutter on by Pine Street and Pinnacle
 402 Pond. They are constructing a garage close to the lot line, and I reviewed it and I did not see any
 403 issues with this or conflict.

404
 405 A. Garron- Microphones, seeing the council's direction on what direction they want to move forward.

406
 407 **J. Durand motioned to direct the TA to proceed with upgrading the old gooseneck and replace**
 408 **as needed seconded by C. Karolian.**

409
 410 R. Duhaime- they appear to be getting better, at last night's meeting we had a few issues but appear to
 411 be getting better. Before jumping on it I'd like to see if they get any better.

412
 413 R. Lapierre- the gentleman that came in here said it is running off the same frequency as our phones so
 414 that is what is being disruptive. I'd like to know the costs that we are signing up for.

415
 416 **R. Lapierre motioned to table until such time we know the price of using the old goosenecks**
 417 **seconded by J. Durand.**

418
 419 **Vote in favor 8-0**

420
 421 J. Durand- you may want to speak to Mr. Ross as that is his forte. We don't have to limit it to this one
 422 company, we can open it up to others.

423
 424 R. Duhaime- how is the Martin Ferry project coming along?

425
 426 A. Garron- it is my understanding that it is coming along well.

427
 428 J. Durand- anyway they can look at removing that speedbump there? It is causing damage to cars, and
 429 it is not working towards slowing traffic down.

430
 431 **J. Durand motioned to remove the speed bump at the end of Martins Ferry's Road seconded by**
 432 **C. Karolian.**

433
 434 **Vote all in favor 8-0**

435
 436 J. Bouchard Police Chief- I was not chief when those speed bumps came in. There were put in by
 437 request of the residents to control the speed. They asked for it to be placed, I'd have to look back at the
 438 minutes for further information.

439 440 **NOMINATIONS AND APPOINTMENTS**

441
 442 **J. Sullivan motioned to waive the Town Council Rules and Procedures to nominate and appoint**
 443 **in the same night for the Southern New Hampshire Planning Commission openings.; Seconded**
 444 **by C. Karolian.**

445
 446 **Vote all in favor 8-0**

447
 448 **J. Sullivan motioned to nominate and appoint Robb Curry to the Southern New Hampshire**
 449 **Planning Commission with a term expiring 6/30/2026. Seconded by D. Boutin.**

450
 451 **Vote all in favor 8-0**

452
 453 **J. Sullivan motioned to nominate and appoint Denise Pichette Volk to the Southern New**
 454 **Hampshire Planning Commission with a term expiring 6/30/2026; seconded by C. Karolian.**

455
 456 **Vote all in favor 8-0**

457
 458 **C. Karolian motioned to waive the Town Council Rules and Procedures to nominate and appoint**

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459 *in the same night Nancy Philbrick to the Cemetery Commission with a term expiring 6/30/2023;*
 460 *seconded by T. Tsantoulis.*

461
 462 **Vote all in favor 8-0**

463
 464 **BRIEF RECESS at 7:58 pm**
 465 **RETURNED AT 8:06 pm**

466
 467 **OLD BUSINESS**

468
 469 C. Karolian- how can property that was given by the taxpayers to the sewer commission for the
 470 expansion. How can the sewer commission then now give that property away for the community
 471 center? If the transfer of land is not used for the intended purpose, does it need to revert back to the
 472 school?

473
 474 J. Sullivan- Any additional land that they are requesting has not been approved by the voters. You are
 475 asking questions for things that are hearsay and have not been discussed. I can go back and ask the
 476 school district that question.

477
 478 R. Duhaime- the sewer dept has not transferred the land they only gave ROW access.

479
 480 J. Durand- this could be a potential problem. We should find out before the project moves forward. I
 481 think these questions are reasonable and should be answered, I also say that the sign they have up is
 482 misleading and should be taken down as those driving by will think that it is already a done deal. This is
 483 going to blow up in our faces if we don't handle it correctly.

484
 485 A. Garron- what questions do you want me to ask?

486
 487 J. Durand- is the land that was given to the sewer commission allowed to be given to anyone else other
 488 than themselves, the voters did vote to give it to a private entity.

489
 490 T. Tsantoulis- lets terminate discussions on this and let's give the TA time to find the correct answers.

491
 492 **NEW BUSINESS**

493
 494 **15.5 Vietnam Moving Wall Remembrance Days Proclamation**

495
 496 *T. Tsantoulis motioned to proclaim May 5th, 2022, through May 9th, 2022, as Vietnam Moving*
 497 *Wall Remembrance Days and allow the chair to sign the Proclamation seconded by R. Duhaime.*

498
 499 **Vote in Favor 8-0**

500
 501 **15.6 Town Personnel Plan Updates**

502
 503 *T. Tsantoulis motioned to approve the Town Personnel Plan updates as presented effective*
 504 *April 13, 2022. Seconded by J. Sullivan.*

505
 506 Donna Fitzpatrick HR Coordinator- the changes are presented in red on the website and black on your
 507 hardcopy. Things that are underlined we are adding, strike through are things that we are
 508 recommending removing. When I say we based on recent union negotiations with the teamsters mid
 509 management 13 members of that team used to be on the town personnel plan and then when we were
 510 doing the mid management negotiations it was determined to have some things in that contract and
 511 then we are now comparing other items in the town personnel plan. In my summary on pages 67-69

512 when we look at items under employment conditions for policy under hours worked for salaried exempt
513 employees all the way to the last one all of those items were brought to our attention and received their
514 input, and it was the consensus to move them forward. When we look at this document that is now 7
515 years old, upgrades to the facilities have changed. Such as the safety building, the dispatch is now
516 moved to the front and is open 24-7. We didn't want to get too particular to the where as things where
517 the main goal was to always keep operations open to the public.

518
519 C. Karolian- dispatch is now moved to the front. Prior to that move the public could still walk in and pick
520 up a phone and reach someone correct?

521
522 J. Bouchard- the difference is prior to this dispatch was in the back and could not leave dispatch to give
523 paperwork to the residents. Now that dispatch is in the front, they are available 24-7.

524
525 C. Karolian- how does that affect the policy on hours of work for salaried exempt employees?
526

527 A. Garron- the proposal as you see is to cross out the 8:00am to 4:30pm Monday thru Friday as we felt
528 that didn't reflect the correct hours of operation.

529
530 D. Fitzpatrick- this was done back in 2015 and we are trying to make it the most updated.

531
532 J. Bouchard- we have varying hours based on different responsibilities of the staff.

533
534 C. Karolian- asked some more questions about the summary page, also asking why this is being done
535 now and not then or in the time between then and now.

536
537 D. Fitzpatrick- indicated that perhaps we no longer need the oversight that we felt we needed back in
538 2015. Perhaps we can go away with this policy. Perhaps the individual is no longer here that we have
539 the concern for.

540
541 ***R. Lapierre moved to table this agenda so that members have time to read and then discuss so***
542 ***that we have a more productive discussion. Seconded by R. Duhaime.***

543
544 ***Vote in favor 7-1***
545

546 D. Boutin- can I suggest we move this to an agenda that has a shortened agenda, so we are not here
547 all night.

548
549 A. Garron- this was on the last agenda that was heavy, and we moved it to a lighter agenda to be able
550 to discuss.

551
552 J. Durand- I want to know when it comes off the table for clarification does the nonunion want the same
553 benefits as the union people is that what this is about?

554
555 D. Fitzpatrick- no it is not.

556
557 J. Durand- I think it is wrong that anyone who negotiates union contracts should then benefit off from
558 what they negotiated.

559
560 **15.7 Town Administrator Contract Effective May 2022**

561
562 **T. Tsantoulis motioned to unseal the nonpublic minutes of March 23rd regarding the contract**
563 **and the vote for the Town Administrator. Seconded by D. Boutin.**

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564 **Vote in favor 7-1 voice vote**

565

566 J. Sullivan- the reason why we are doing that the council on the 23rd voted to extend Andre Garron 3
567 years contract as our Town Administrator till the year 2025, and aspects of that contract are available
568 under the right to know. The vote was 5-3.

569

570 **C. Karolian then requested a roll call vote on unsealing the minutes.**

571

572 **Roll Call Vote #6**

573 **J. Durand Aye**

574 **R. Lapierre Aye**

575 **C. Karolian Nay**

576 **D. Boutin Aye**

577 **D. Ross NP**

578 **T. Tsantoulis Aye**

579 **A. Walczyk Aye**

580 **R. Duhaime Aye**

581 **J. Sullivan Aye**

582

583 **Vote in favor 7-1**

584 **The previous motion to unseal the non-public minutes are shown below.**

585 **T. Tsantoulis motioned to approved Town Administrator Contract effective May 31, 2022, to May**
586 **31, 2025. Seconded by R. Lapierre.**

587 **Roll Call Vote #10**

588 **C. Karolian – Nay**

589 **T. Tsantoulis – Aye**

590 **R. Lapierre – Aye**

591 **D. Boutin – Aye**

592 **J. Durand – Nay**

593 **A. Walczyk – Aye**

594 **R. Duhaime – Nay**

595 **J. Sullivan – Aye**

596 **Vote in favor 5-3**

597 **APPROVAL OF MINUTES**

598

599 **T. Tsantoulis motioned to approve the public minutes of the February 23, 2022, meeting.**
600 **Seconded by D. Boutin**

601

602 **Vote in favor 8-0**

603

604 **D. Boutin motioned to approve the public minutes of the March 9, 2022, meeting. Seconded by**
605 **T. Tsantoulis**

606

607 **Vote in favor 8-0**

608

609 **D. Boutin motioned to approve the public minutes of the March 23, 2022, as amended;**
610 **Seconded T. Tsantoulis.**

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11

611 Correct line 38: ~~Carren~~ to Curran.
 612 Add at line 372: CONSENT AGENDA 10.1. To accept donations in the amount of \$450.00 in memory of
 613 C. Schwieger, to the Town of Hooksett for the Hooksett Police Department, K9 Trust. 10.2. Accept
 614 \$270.00 donation from Northeast Resource Recovery Association (NRRA) in the form of 10 cases of
 615 blue trash bags @ \$27 per case to the Town of Hooksett for the DPW Recycling & Transfer Division per
 616 RSA 31:95-e, II. D. Boutin motioned to move the approval of the consent agenda as presented with the
 617 amendment to 10.1 to include the PD changes; seconded by R. Lapierre.

618
 619 **Vote in favor 8-0**

620
 621 ***D. Boutin motioned to approve the non-public minutes of the February 23, 2022, meeting.***
 622 ***Seconded by T. Tsantoulis.***

623
 624 **Vote in favor 8-0**

625
 626 ***J. Sullivan motioned to approve the non-public minutes of the March 9, 2022, meeting.***
 627 ***Seconded by D. Boutin.***

628
 629 **Vote in favor 8-0**

630
 631 **SUB-COMMITTEE REPORTS**

632
 633 J. Sullivan- please come to the bicentennial events that are coming up. The Heritage Commission met
 634 with all the historical groups in town and had a productive discussion. Getting things re amped up after
 635 the passing of Kathy. May 2nd is the clearing out and the rediscovery of the Clay Cemetery.

636
 637 A. Walczyk- Conservation Commission has a river walk trail cleanup planned on April 23rd. and DPW
 638 will be assisting us clean up the bittersweet.

639
 640 R. Duhaime- in zoning we had a few variances. The Cigna variance was denied. The variance on the
 641 bypass was approved to allow commercial apartments.

642
 643 R. Lapierre- we have an ARPA subcommittee where departments are going to present projects that are
 644 not currently funded to bring forward for consideration.

645
 646 **PUBLIC INPUT- None**

647
 648 ***J. Sullivan motioned to go into non-public session at 8:59 pm under NH RSA 91-a:3 ii (a & I),***
 649 ***seconded by C. Karolian.***

650 (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such
 651 employee, or the investigation of any charges against him or her, unless the employee affected (1) has
 652 a right to a meeting and (2) requests that the meeting be open, in which case the request shall be
 653 granted.

654 (I) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more
 655 members of the public body, even where legal counsel is not present.

656
 657 **Roll Call Vote #7**

658 ***D. Ross NP***

659 ***C. Karolian Aye***

660 ***R. Lapierre Aye***

661 ***R. Duhaime Aye***

662 ***A. Walczyk Aye***

663 **J. Durand Aye**
664 **T. Tsantoulis Aye**
665 **D. Boutin Aye**
666 **J. Sullivan Aye**
667
668 **Vote in favor 8-0**
669
670 **J. Sullivan motioned to adjourn the non-public session of 4/13/2022 at 9:12 p.m.; seconded by R.**
671 **Lapierre.**
672
673 **Vote in favor 8-0**
674
675 **J. Sullivan motioned to seal the non-public minutes of 4/13/2022; seconded by D. Boutin.**
676
677 **Roll Call Vote #8**
678 **R. Lapierre Aye**
679 **R. Duhaime Aye**
680 **T. Tsantoulis Aye**
681 **A. Walczyk Aye**
682 **J. Durand Aye**
683 **D. Ross NP**
684 **D. Boutin Aye**
685 **C. Karolian Nay**
686 **J. Sullivan Aye**
687
688 **Vote in favor 7-1**
689
690 **ADJOURNMENT**
691
692 **Chair Sullivan motioned to adjourn the meeting at 9:12 pm. Seconded by D. Boutin.**
693
694 **Vote in favor 7-1**
695
696 Respectfully submitted,
697
698 *Alicia Jipson*
699
700 Alicia Jipson
701 Recording Clerk
702
703 Please see subsequent meeting minutes for any amendments to these minutes