



# **AGENDA**

## **Town of Hooksett Town Council**

### **Wednesday, May 11, 2022 at 6:00 PM**

A meeting of the Town Council will be held Wednesday, May 11, 2022 in the Hooksett Municipal Building commencing at **6:00 PM**.

Page

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 Conservation Commission - Cindy Robertson, Chair 3  
[Staff Report - SR-22-055 - Pdf](#)
  - 9.2. Annual Update from the Heritage Commission - Tony Lacasse, Chair 5  
[Staff Report - SR-22-054 - Pdf](#)
10. **CONSENT AGENDA**
  - 10.1. Motion to allow the Hooksett Police Department to accept donations of food, drinks, paper products, and entertainment with a combined estimated value less than \$5,000.00 from Hooksett Residents, Hooksett Kiwanis, Hooksett Police Association and any other business or association willing to donate to the Town of Hooksett for the Hooksett Police Departments National Night Out event, per RSA 31:95-e:II. 7  
[Staff Report - SR-22-070 - 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) 9 - 20  
[Staff Report - SR-22-020 - Pdf](#)
15. **NEW BUSINESS**

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

15.1.	2022-2023 Town Council Meeting Schedule <a href="#">Staff Report - SR-22-065 - Pdf</a>	21 - 23
15.2.	Impacts of Potential Town Clerk Vacancy <a href="#">Staff Report - SR-22-073 - Pdf</a>	25 - 31
<b>16.</b>	<b>APPROVAL OF MINUTES</b>	
16.1.	Public: 04/27/2022 <a href="#">TC Minutes 04272022</a>	33 - 41
<b>17.</b>	<b>SUB-COMMITTEE REPORTS</b>	
<b>18.</b>	<b>PUBLIC INPUT</b>	
<b>19.</b>	<b>NON-PUBLIC SESSION NH RSA 91-A:3 II</b>	
<b>20.</b>	<b>ADJOURNMENT</b>	
	<b>PUBLIC INPUT</b>	
	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>4. Council members may request a comment be added to New Business at a subsequent meeting.</li> <li>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.</li> </ol>	

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

Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Annual Update from the Conservation Commission - Cindy Robertson, Chair  
**Meeting:** Town Council - 11 May 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 Conservation Commission chair, Cindy Robertson, has requested May 11th to formally brief the council on the Commissions efforts, answer questions, and promote coordination between the two bodies.

**RECOMMENDATION:**

Listen to the annual update and ask questions as necessary to be informed.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Conservation Commission update to Council



Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Annual Update from the Heritage Commission - Tony Lacasse, Chair  
**Meeting:** Town Council - 11 May 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 Commissions 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 ADMINISTRATOR'S RECOMMENDATION:**

Heritage Commission update to Council



Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Motion to allow the Hooksett Police Department to accept donations of food, drinks, paper products, and entertainment with a combined estimated value less than \$5,000.00 from Hooksett Residents, Hooksett Kiwanis, Hooksett Police Association and any other business or association willing to donate to the Town of Hooksett for the Hooksett Police Departments National Night Out event, per RSA 31:95-e:II.  
**Meeting:** Town Council - 11 May 2022  
**Department:** Police Department  
**Staff Contact:** Jake Robie, Captain

**BACKGROUND INFORMATION:**

This years National Night Out event will be held on August 2, 2022, from 1700 hours to 1930 hours, at Donati Park. This will be our 5th year hosting the event and we are looking for your support as we start planning the event.

**FINANCIAL IMPACT:**

None

**POLICY IMPLICATIONS:**

None

**RECOMMENDATION:**

Support the motion

**SUGGESTED MOTION:**

Motion to allow the Hooksett Police Department to accept donations of food, drinks, paper products, and entertainment with a combined estimated value at less than \$5,000.00 from Hooksett Residents, Hooksett Kiwanis, Hooksett Police Association and any other business or association willing to donate to the Town of Hooksett for the Hooksett Police Departments National Night Out 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 - 11 May 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:**

4/13/22 Town Council meeting tabled "so that members have time to read and then discuss so that we have a more productive discussion."

1) Remove from the table

2) 4/13/22 Town Council meeting "T. Tsantoulis motioned to approve the Town Personnel Plan updates as presented effective April 13, 2022. Seconded by J. Sullivan." no vote (and effective date will need to be changed to May 11, 2022)

**SUGGESTED MOTION:**

1) Remove from the table

2) 4/13/22 Town Council meeting "T. Tsantoulis motioned to approve the Town Personnel Plan updates as presented effective April 13, 2022. Seconded by J. Sullivan." no vote (and effective date will need to be changed to May 11, 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 1<sup>st</sup>:

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 15<sup>th</sup> 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 <sup>th</sup> each year
0-4.99 Years	7.79 hours	<del>400 hours</del> <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 30<sup>th</sup> 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 1<sup>st</sup>. 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 15<sup>th</sup> 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 1<sup>st</sup>.

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 (15<sup>th</sup>) 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:** Town Council  
**Title:** 2022-2023 Town Council Meeting Schedule  
**Meeting:** Town Council - 11 May 2022  
**Department:**  
**Staff Contact:** Donna Fitzpatrick, Human Resource Coordinator

### **BACKGROUND INFORMATION:**

The Town Council meeting schedule is based on the fiscal year. Per Town Charter Section 3.5 c "regular meetings (minimum one per month)". Per Town Council Rules of Procedure Section 3.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."

July 1st falls on a Friday in 2022. Per Town Council Rules of Procedure Section 2.a "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 first Wednesday is July 6, 2022.

Per Town Council Rules of Procedure Section 3.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." Workshop scheduled August 10, 2022.

Additional meetings occur in February & September due to budgets/warrants.

Meetings in November and December scheduled in accordance with the holiday season.

### **FINANCIAL IMPACT:**

N/A

### **POLICY IMPLICATIONS:**

N/A

### **RECOMMENDATION:**

Approve Town Council meeting schedule for July 2022-June 2023 as presented.

### **SUGGESTED MOTION:**

Motion to approve the Town Council meeting schedule for July 2022-June 2023 as presented.

### **TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur

**ATTACHMENTS:**

[2022-23 TC MEETING SCHEDULE 05112022](#)

**TOWN COUNCIL MEETING SCHEDULE @ 6:00 pm**  
**July 2022 – June 2023**

July 6, 2022	Regular Meeting	Council Chambers
July 27, 2022	Regular Meeting	Council Chambers
August 10, 2022	Workshop	Council Chambers
August 24, 2022	Regular Meeting	Council Chambers
September 7, 2022	Budget Review	Council Chambers
September 14, 2022	Regular Meeting	Council Chambers
September 21, 2022	Budget Review	Council Chambers
September 28, 2022	Regular Meeting	Council Chambers
October 12, 2022	Regular Meeting	Council Chambers
October 26, 2022	Regular Meeting	Council Chambers
November 2, 2022	Regular Meeting	Council Chambers
November 16, 2022	Regular Meeting	Council Chambers
December 7, 2022	Regular Meeting	Council Chambers
December 14, 2022	Special Meeting (union contracts)	Council Chambers
January 4, 2023	Regular Meeting	Council Chambers
January 11, 2023	Special Meeting (monetary warrant items)	Council Chambers
January 18, 2023	Regular Meeting	Council Chambers
February 4, 2023	Town Meeting	Cawley School 9:00am
February 4, 2023	Special Meeting (amended warrants from Town Meeting)	
	Cawley School – immediately following Town Meeting	
February 8, 2023	Regular Meeting	Council Chambers
February 22, 2023	Regular Meeting	Council Chambers
March 7, 2023	Town Election	Cawley School (6:00am-7:00pm)
March 8, 2023	Regular Meeting	Council Chambers
March 22, 2023	Regular Meeting	Council Chambers
April 12, 2023	Regular Meeting	Council Chambers
April 26, 2023	Regular Meeting	Council Chambers
May 10, 2023	Regular Meeting	Council Chambers
May 24, 2023	Regular Meeting	Council Chambers
June 14, 2023	Regular Meeting	Council Chambers
June 28, 2023	Regular Meeting	Council Chambers

Meetings are subject to change with at least a week's notice.

AS OF 05/11/2022





## Town Council STAFF REPORT



**To:** Town Council  
**Title:** Impacts of Potential Town Clerk Vacancy  
**Meeting:** Town Council - 11 May 2022  
**Department:** Administration  
**Staff Contact:** Leann McLaughlin, Project Coordinator

### BACKGROUND INFORMATION:

The Town Clerk position is a vital position. This is not a position that can be vacant. To better understand the impacts of not having a Town Clerk, the Town Council needs to understand the roles and duties of a Town Clerk. These responsibilities are governed by many RSAs: RSA 41:9; RSA 261:165; RSA 41:58 (public records); RSA 33-A:3 (must serve on the Municipal Committee for the retention of each type of record created by the municipality); RSA 91-A (Right to Know); RSA 170-B:19, II (Vital Records); RSA 436:102 (Rabies Certificates to Town Clerks). Town Clerk responsibilities include but are not limited to budget submission, frequent deposits, maintaining public records and vital records, issuing marriage licenses, issuing dog licenses, and providing support for the elections (before, during and after).

Small examples of work to be done for Elections (before, during and after):

- Filing of a candidacy
- Preparation of ballots
- Process absentee ballots
- Requests for recounts
- Record all votes of the Town meeting
- Certify meeting minutes
- Notify winners of the various contests

"The compensation of the town clerk is set by the Town Meeting. The Town Clerk is not an employee of the town and not subject to personnel policies. The Clerk may set his or her own office hours and take what vacation and sick time they feel they can, while still providing the service their constituents expect" (NHMA Article "Town Clerks: What do they do – and do they have a boss?")

"If there is no deputy or the deputy does not live in town, the select board would fill the vacancy by appointment."

### RECOMMENDATION:

This information is for review purposes only to outline what will happen come July 1, 2022 if there are no potential candidates for this vacancy.

### TOWN ADMINISTRATOR'S RECOMMENDATION:

This information is being provided to keep Town Council updated about the town clerk's office vacancy and possible council actions.

**ATTACHMENTS:**

[Town Clerks What do they do—and do they have a boss New Hampshire Municipal Association](#)

# Town Clerks: What do they do—and do they have a boss?

***By Kimberly Hallquist, Esq.***

The duties and responsibilities of a town clerk are numerous and varied. There is no one place in the statutes to find a list of the duties for this position; rather, the duties can be found throughout many statutes such as motor vehicle laws, election laws, vital statistics, planning and land use laws, libraries and the budget law. This article will review some of those duties and responsibilities of the town clerk as well as oversight of the position.

## **Town Official**

Unlike the tax collector, there is no provision in the law to allow a town clerk to be appointed. Thus, all town clerks must be elected and thereby must also be residents in the town they serve. City clerks, however, are appointed by the city council and are subject to the provisions of the city charter. These distinctions aside, most of the duties described below apply to city clerks as well as town clerks.

The compensation of the town clerk is set by the legislative body (the town meeting) and can be statutory fees collected, a set salary in lieu of fees or a combination of both. The legislative body may also include insurance benefits as part of the compensation package. The town clerk submits his or her budget request to the selectmen for their consideration who then submit it the budget committee, if there is one. Within the budget request, the town clerk may include compensation, monies to attend trainings, and other items necessary to run the office. The legislative body has ultimate decision-making power over all budget requests presented at the annual meeting. Thus, if the selectmen or budget committee recommend a budget for the town clerk's office that the clerk disagrees with, he or she can take the issue up with the voters at the annual meeting.

In order for a municipality to pay their clerk in a manner other than statutory fees, there must be a vote at town meeting. Regardless of whether the clerk is paid by statutory fees, or a combination of salary and fees, all fees collected by the clerk must be deposited with the treasurer at least monthly, or more often as directed by the selectmen, for use of the town. If the clerk is paid by way of statutory fees, he or she then submits an invoice to the treasurer for payment of the fees. The town meeting may also vote to have the town clerk elected every three years instead of every year, and may vote to combine the position of town clerk and tax collector. If the position is combined, it must be an elected position, regardless of whether the tax collector had previously been an appointed position.

The town clerk may appoint a deputy town clerk, and the appointment is subject to the approval of the selectmen. Like the town clerk, the deputy must be a resident of the town and will perform all of the duties of the town clerk in the case of his or her absence by sickness or resignation. In the event that there is a vacancy in the office of town clerk, the deputy town clerk assumes the position of town clerk until the next annual meeting. If no deputy has been appointed, the selectmen fill the vacancy by appointment. A town clerk may not hold the office of treasurer, supervisor of the checklist or town auditor.

As a town official, the town clerk is not an employee of the town. Thus, the town clerk is not subject to the personnel policies of the town with respect to vacation time, sick time, or hours of work per week. The clerk may set his or her own office hours and take what vacation and sick time they feel they can, while still providing the service their constituents expect. However, this does not mean that there is no oversight of the position by the selectmen. There are some instances where other town officials may have input into the way the town clerk runs his or her office. For example, the selectmen are responsible for establishing and maintaining appropriate internal control procedures to ensure the safeguarding of all town assets and properties pursuant to [RSA 41:9](#). Thus, the selectmen can institute procedures for the clerk to follow with regard to safeguarding the financial assets that he or she collects for the town and well as decisions regarding the physical space the town clerk office occupies, to the extent that the selectmen need to properly manage town property. The clerk is also bound by the limitations on expenditures provisions contained in the Municipal Budget Law. Although it is possible to have a clerk removed from office, as described below, the most likely way for a town clerk to lose his or her job is when the voters decide they no longer want the person to serve as their clerk and they elect someone else.

The selectmen may institute proceedings to remove a clerk whenever the accounts, as examined by the Department of Revenue, a certified public accountant, or an accountant registered by the state, are found to contain irregularities or material error, or show evidence that the timely deposit of funds has not been made in accordance with [RSA 261:165](#). The clerk is entitled to notice, an opportunity for a written response and a public hearing. The governing body's determination may be appealed *de novo* to the superior court. The clerk may also be removed by the selectmen if, in their judgment, the clerk has become insane or otherwise incapacitated to discharge the duties of the office.

While there is no direct supervision of the town clerk by the selectmen in the way that town employees are supervised, cooperation and a spirit of teamwork on the part of all town officials is essential. Only by working together will the goal of serving the town to the best of their abilities be achieved.

### **Public Records**

A vital role of the town clerk is as keeper of all of the town's public records. Many statutes require that in order to be effective certain documents, such as ordinances, by-laws, regulations, and warrants must be on file with the town clerk. Additionally, [RSA 41:58](#) requires that all books, records, papers, vouchers, and documents which shall be in the possession of any officers, committee, or board of officers of the town, and which are not needed elsewhere by them in the discharge of their official duty, shall be deposited in the office of the town clerk. The clerk also serves on the municipal records committee pursuant to [RSA 33-A:3](#) that governs the disposition of municipal records.

As a keeper of public records, it is important that clerks are well versed in [RSA 91-A](#), the Right to Know Law, so that records that should be disclosed to the public are made easily accessible to the public, and those that must be kept from public view pursuant to [RSA 91-A:5](#), are not released.

### **Licenses and Registrations**

Probably the most familiar to the general public is the clerk's responsibility with regard to registering of motor vehicles. Any resident of this state who intends to own and operate a motor vehicle must first go to the town or city clerk's office to register the vehicle. The clerk must be aware of several laws with regard to motor vehicle registration such as certificates of titles, which vehicles are exempted from the law, when transfer credits must be given, and what registration fee must be charged.

A clerk, with the approval of the governing body, may apply to the state to become a municipal agent. In this way, the clerk can process the municipal portion of a vehicle registration, as well as the state portion, allowing "one-stop shopping" for the resident wishing to register a vehicle. The clerk may charge the applicant not more than \$2.50 in addition to the regular registration fees. If the clerk is paid on a salary basis, the municipality will retain the \$2.50 fee in the same manner as all other fees collected by the clerk. If the clerk is paid on a fee basis, the \$2.50 fee is paid over to the clerk by the municipality. Those clerks that are appointed municipal agents must attend training sessions, they must agree to the rules as enacted by the Department of Motor Vehicles and they must secure a bond in favor of the state.

The clerk is also responsible for keeping a chronological record of births, marriages and deaths reported to his or her office and of transmitting a copy of such records to the state registrar on a timely basis. The clerk must issue to any applicant a certified copy of any record in the office relative to births, marriages and deaths and may charge a fee as permitted by statute. However, the clerk shall not permit the inspection of vital statistics records, unless satisfied that the applicant has a direct and tangible interest in the record, and in no circumstances shall information concerning adoption be given out by the clerk to any individual except pursuant to [RSA 170-B:19](#), II.

A couple wishing to marry in this state must first file the marriage application worksheet with a town clerk. The clerk completes statistical and legal information on the marriage application worksheet and then transfers all of the information supplied by the bride and groom onto a marriage license. The clerk must also review various documents such as identification, divorce decrees if either or both of the applicants has been married before, or death certificates if either had a marriage end because of a death of a spouse. The marriage will not be registered until the marriage license is returned to the clerk, signed by the person who performed the ceremony, and then signed by the clerk and forwarded to the state.

The clerk also has the responsibility for the licensing of dogs, and cats if the municipality licenses cats. Before issuing the license, the clerk must be satisfied that the animal is properly vaccinated against rabies. Since veterinarians are required to send copies of rabies certificates to town clerks pursuant to [RSA 436:102](#), town clerks have an idea of who owns animals in town that should be licensed. The clerk may decide to authorize local law enforcement to issue licenses and collect license fees as well.

### **Elections**

The town clerk's role in the election process is also quite visible to the community. A clerk is an election officer, as is any moderator, deputy moderator, assistant moderator, city clerk, deputy city clerk, ward clerk, selectman, supervisor of the checklist, registrar or deputy registrar. The selectmen select the location for the voting and make sure it is suitable, and the moderator has overall control on the day of the election. (Note: In cities, it is the clerk, not the moderator, who establishes procedures for the conduct of elections at all polling places within the city.) The clerk has many responsibilities before, during and after the election or town meeting. The following descriptions provide an overview of the clerk's role in the election process.

The clerk is involved at the very start of the election process: the filing of a candidacy. A person who intends to run for a town office must file his or her declaration of candidacy with the town clerk. The clerk must make a decision whether the person filing meets the requirements for office with respect to residency and filing dates and may have to explain why a declaration of candidacy cannot be accepted. Once the filing period has expired, the town clerk may not accept withdrawals of candidacy unless the candidate dies or makes oath that he or she does not qualify because of age, domicile or incapacitating physical disability acquired subsequent to his or her filing. The clerk is also responsible for the preparation of the ballots for town elections. Ballots for state elections are sent to the clerk by the secretary of state and must be inspected by the clerk, in the presence of at least one other person, to verify that they are the correct ballots for that town.

The clerk must also process requests for absentee ballots. The clerk must maintain a list of absentee ballots and a notation made of those people who actually return their ballot. The absentee ballots are received by the clerk and are turned over by the clerk to the moderator for processing. Once all ballots are counted, the ballots are placed in a container by the moderator, in the presence of the selectmen, sealed, and are then delivered to the town clerk. The clerk shall preserve the ballots for the time specified by statute. The moderator announces the final count for each office and the clerk certifies the results.

Requests for recounts must be made to the town clerk, in writing, no later than the Friday following the election. The clerk is responsible for setting up the time for the recount which must be no earlier than five days nor later than ten days after receipt of the application for recount. The clerk notifies all candidates for the office that is subject to the recount and publicly breaks the seal on the box containing the ballots to be recounted.

After each town meeting, the town clerk must record in the official records of the town, all votes of the town meeting and certify the meeting minutes. Town clerks generally prepare minutes of the meeting, summarizing discussion from the floor of each article. Once the period for recount has expired, the clerk notifies the people who have been declared winners of the various contests to inform them that they must appear to take the required oath of office. The clerk may administer the oath, as can the moderator, a town selectman or justice of the peace.

### **Reporting**

The town clerk has reporting duties to various entities. For example, after the annual meeting, the town clerk must report the names and addresses of all town officers to the department of revenue and must send two copies of the town report to the State Library. The clerk must also forward to the selectmen and treasurer a certified copy of any vote to transfer surplus funds to capital reserve accounts with- in 10 days of the vote. For a detailed list of the clerk's reporting responsibilities and the applicable due dates, refer to the *Important Dates for Towns* calendar published annually by the New Hampshire Local Government Center.

To summarize, town and city clerks serve a vital role by securing and preserving the public documents of the municipality, thereby ensuring the historical records for future generations. The position is also complex, requiring the clerk to understand many different laws, to review and understand many documents that are presented to him or her by citizens to show eligibility for various licenses and registrations. Town clerks should avail themselves of the many training opportunities that are offered each year by the State of New Hampshire, the New Hampshire Town Clerk's Association and the New Hampshire Local Government Center to make sure they are apprised of the many—and often changing—laws relating to their jobs. In this way, they can best serve their municipalities.

*Kimberly Hallquist is Staff Attorney with New Hampshire Local Government Center's Legal Services and Government Affairs Department.*





**Town of Hooksett  
Town Council Meeting Minutes  
Wednesday, April 27, 2022**

The Hooksett Town Council met on Wednesday, April 27, 2022 at 6:00 in the Hooksett Municipal Building.

**CALL TO ORDER**

Chair Sullivan called the meeting of April 27, 2022 to order at (6:03) pm.

**PROOF OF POSTING**

Project Coordinator Leann McLaughlin provided proof of posting.

**ROLL CALL**

**In Attendance:** Councilor James Sullivan, Councilor David Ross, Councilor John Durand, Councilor Randall Lapierre, Councilor Roger Duhaime (arrived at 6:07), Councilor David Boutin, Councilor Timothy Tsantoulis, and Councilor Alex Walczyk.

**Absent:**

Councilor Clark Karolian

**PLEDGE OF ALLEGIANCE**

Those present and able stood for the pledge of allegiance.

**AGENDA OVERVIEW**

Agenda overview given by Chair Sullivan.

**SPECIAL RECOGNITION**

**BICENTENNIAL MOMENT-** Chair Sullivan presented the Bicentennial moment on Governor Nathaniel Head. Full PowerPoint presentation can be found on the Town of Hooksett Website. Councilors T. Tsantoulis and Councilor J. Durand unveiled a portrait of Governor Head that has been hanging in the building.

**Hooksett Municipal Employee**

A. Garron- we don't have any new hires, but we have Kathleen Donnelley retiring from the administrative department.

**SCHEDULED APPOINTMENTS**

**9.2 Annual Update from the Cemetery Commission - Mike Horne, Chair and Nancy Philbrick**

M. Horne- It's been 3 years since we have come to you for the annual update due to covid getting in the way. I have been a commissioner since 2009, Nancy has finished 3 years as of June. The town is in good stead. RSA requires us to provide burials or have agreements with neighboring towns. All our info is available on the website and do our best to keep it up to date. Parks and Rec maintain the grounds. We haven't had a burial recently on Riverside. Only 2 active cemeteries in town. We are typically selling about the same number of graves on average 10 lots a year, and 12 to 15 burials a year. There are still almost 500 unsold graves. We thank the American Legion and Boy Scouts for flag placement each year for Memorial Day. The fence at Head Cemetery has been replaced. Some large trees have also been removed by Parks N Rec. A Girl Scout McKenzie Connor did a gold star project had made a self-guided

tour. We overlaid the road at Martins cemetery. Looking ahead we want to overlay the road behind schoolhouse chapel. We thank Kathy Lawrence with all the help that she does for us.

R. Duhaime- last year they were going to fix some of the bases of stones, did those get replaced?

M. Horne- the regulations says that the next of kin are responsible. So, we got a little ahead of ourselves. We need the authorization to expend the money and rework the regulations to work around it. We are also working on increasing the cost of a graves. They have been \$300 since the 80's with no increase. We want to be more on par with other towns.

R. Lapierre- \$300 from the 80's would be \$800 with inflation today.

### 9.3 Annual Update from the Historical Society - James Sullivan, Member

J. Sullivan- with the donation we are currently into scanning. We have done 3 scanning projects in the last year. In 1974 the Historical Society was formed. Then the Town granted them the use of the Prescott Library. The HS meeting has bylaws, it is recently being used for assisting the State DOT with their requirements with checking historical impacts of projects. They also help answer questions from the public about residents and locations of homes in Town. We have been a 3 Board member since 2007, we are looking for new members. We are looking at a paid internship this year doing inventory, rearrange and identify items at the Prescott building. Our concerns are what happens when we leave. It is a private collection not owned by the Town. Once volunteers stop what happens to the collection. We also work with the Heritage Commission and the Head School.

### CONSENT AGENDA

*T. Tsantoulis motioned to accept the consent agenda as presented; seconded by D. Boutin.*

*Vote all in favor 8-0*

**10.1 Acceptance of 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)**

**10.2 Acceptance of 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)**

**10.3 Acceptance of 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).**

**10.4 Acceptance of a 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 REPORT

A. Garron- (Covid-19) cases continue to rise. There are currently 44 cases as of 4/18/22 in Hooksett.

A. Garron- (Hero Banner) I met with the gentleman and went over the polls and the indemnification agreement. The location of the polls have been submitted to Eversource for review.

A. Garron- (Lilac Bridge event) the event went off well. Thank you to R. Duhaime for going down early and helping cleanup in the area. Hats off to all involved who made the event happen.

A. Garron- May 5<sup>th</sup> is the opening event for the moving Vietnam Memorial Moving Wall.

TC MINUTES

4-27-2022

2

103 J. Sullivan- starts at 5, with bagpipes, music, taps, speeches, eternal flame, battle cross display, POW  
104 tents, the pentagon will be providing some resources, volunteers from all across the state are helping.  
105

106 A. Garron- (Congressman Papas) he came to the Town of Hooksett for a visit. He visited some of the  
107 projects that did pass in NH. Overview was provided on the Hackett Hill Route 3 project that is back on  
108 the 10-year plan. We are thankful for the DOT supporting it and funding it and Congressman Papas  
109 who supported it.  
110

111 A. Garron- (Congregational Church) is requesting a waiver to the no parking signs on Veterans Drive  
112 to be waived between the hours of 9 to 2. I believe they are having a flea market over in that area.  
113

114 ***D. Boutin motioned to waive the no parking restrictions for the day of the event; seconded by A.***  
115 ***Walczyk.***  
116

117 ***Vote in favor 8-0***  
118

119 A. Garron noted that Police Chief J. Bouchard granted permission and has no issues with the waiver.  
120

121 D. Ross- why are there no parking signs down there?  
122

123 J. Bouchard- there is some parking allowed there. The signs were put there at the request of the  
124 residents, as people were parking on lawns, leaving garbage behind. They were blocking driveways or  
125 residents, driving over the lawn destroying the area and not respecting it.  
126

127 A. Garron- (CIP) will be starting tomorrow to get that completed by June.  
128

129 A. Garron- (Solar Project) the report breaks down all the information that we have gathered to this  
130 point. What you will find in the report is the background, and options, and what some other towns have  
131 done and examples of those contracts. There are a variety of options to choose from to move forward  
132 with. There are some programs out there to assist with funding. We can look at ownership, leasing, and  
133 other options. Board to review the packet and discuss at a later date.  
134

135 ***D. Boutin motioned to receive, and file seconded by T. Tsantoulis.***  
136

137 R. Duhaime- do they have a cost savings in here for the delivery fee where the delivery will be here in  
138 Town?  
139

140 T. Tsantoulis- the delivery charge is basically to keep power going 24-7. Weather the delivery is  
141 included or not I don't think really matters. There is a lot more homework to do here but it is a  
142 worthwhile venture to look into.  
143

144 D. Ross- we have been looking at this for a longtime now. We are a town not a business. This is more  
145 like a business venture, I think the town should just lease, it is the least risk to the town and the  
146 taxpayers. I want to focus on what the town does for the people, and not making investments. I think  
147 leasing the property is the safest bet.  
148

149 J. Durand- instead of paying 3-4 million I think leasing is the better option, like Ross said we don't know  
150 where solar is going.  
151

152 A. Garron- (NHDES Climate Change Vulnerability Assessment Program)- DES selected various  
153 communities in NH to participate. They choose Hooksett. It seems to be consistent with the other water  
154 quality studies that we have participated in. By participating in this it gives us higher scores in other  
155 grant funding options. Both water precincts are participating in this assessment. It will not cost us any  
156 funds, just participation from other agencies and town staff.  
157

158 ***T. Tsantoulis motioned that the Town Council supports the participation in the NHDES Climate***  
159 ***Change Vulnerability Assessment Program as presented seconded by A. Walczyk.***  
160

161 ***Vote in favor 8-0***  
162

163 T. Tsantoulis- we have issues and concerns in town with quality drinking water wastewater is always  
164 looking to expand. I think for what we would have as a limited cost to us could be more benefit than not  
165 and am in favor of participating.

- 166 A. Walczyk- I think it is a good opportunity to participate with other communities and get on board.  
167
- 168 A. Garron- (Goals)- the TC has requested that I add to my TA report, and that is the progress being  
169 made on the goals set forth for me. Those goals are Phase 1-Adopt Plan and new Wage Chart, bring  
170 up employees to new minimum. Phase 2-Initial internal equity adjustment passed at town meeting.  
171 Phase 3- 23/24 Budget –Continue to review internal equity issues and wage increase strategies in next  
172 budget cycle. Developed a strategy to move forward for both Tax Deed and Town owned properties  
173 finalizing an initial list of town own properties to start.  
174
- 175 J. Sullivan- Andre's evaluation assessment will be given out to aid in establishing goals for the year  
176 ahead.  
177
- 178 R. Duhaime- Martins Ferry project how is it going?  
179
- 180 A. Garron- the project is looking good, there was a guardrail that needed to be replaced and the DOT  
181 did not approve until it meets DOT standards. It will then go out to bid and be replaced. We are  
182 gathering information on removing the speedbump. From the initial information that we gathered it was  
183 put in at the request of residents by there.  
184
- 185 J. Durand- in my section we get all kinds of complaints about that speedbump. The position of it is in  
186 the wrong spot and does nothing.  
187
- 188 D. Ross- all we wanted there was more enforcement. Then they put the curbs in. No one wanted those  
189 bumps to be put there, then the island was put in. I also spoke to Earl before he left, and he agreed  
190 that it should go.  
191
- 192 T. Tsantoulis- they were put there because people requested them for reasons. We can't just remove it  
193 because we don't like it, I urge us to use caution when deciding on this and back it up with more than it  
194 is just a nuisance.  
195
- 196 J. Durand- I've lived there for 30 years, and I hardly see foot traffic at that section. They have  
197 addressed the foot traffic issue on further up the road.  
198
- 199 **NEW BUSINESS**  
200
- 201 **15.1 To Approve joining The Greater Boston Police Council Cooperative Purchasing Program.**  
202 **This will facilitate the purchasing of new police vehicles.**  
203
- 204 ***R. Lapierre motioned to approve the Town of Hooksett joining The Greater Boston Police***  
205 ***Council and adding them to the list of Approved Cooperative Purchasing Programs in the Town***  
206 ***of Hooksett Administrative Code. The cost of \$306.00 shall be paid from the Hooksett Police***  
207 ***Department operating budget, seconded by A Walczyk.***  
208
- 209 **Vote in favor 8-0**  
210
- 211 J. Bouchard- it is difficult finding cars in NH, Rick was able to find cars available in Mass. We have  
212 approval to buy from one state bid in Mass, but we need approval to join this one as well.  
213
- 214 R. Lapierre- recently a cruiser was totaled, and we need to replace it this is a process that we need to  
215 move forward with in order to purchase a vehicle that was already identified.  
216
- 217 T. Tsantoulis- this just gives you an additional option to purchase vehicles and pay an admin fee, is this  
218 1x or yearly?  
219
- 220 J. Bouchard- it is a yearly fee and opens up all town departments the ability to buy.  
221
- 222 D. Boutin- what is the fee?

223 J. Bouchard- \$306.00

224

225 D. Boutin- are the cruisers completely outfitted?

226

227 R. Belanger- it is similar to the NH state bids and we can add outfitted options as well.

228

229 J. Bouchard- it is considered a cooperative buying program.

230

231 D. Ross- in the event that there are the same vehicles available in NH and Mass will you be favoring  
232 NH? My concern is the value of that add on equipment and if they will be competitively bid.

233

234 R. Belanger- currently what the plan is to just use the vendor to buy cars as Mass is the only one who  
235 has cars available, and then go to our NH vendor to outfit the vehicles.

236

237 J. Durand- the car that was totaled was that insured?

238

239 J. Bouchard- it was, we are only getting \$17,000 from the insurance.

240

241 R. Belanger- in 2020 Ford changed the body style and some of the equipment does not fit and cannot  
242 be reworked and we need to buy new equipment to outfit it.

243

244 J. Durand- how many cars were in the budget this year?

245

246 J. Bouchard- 1 in the budget and 1 as a warrant article. Only 1 was part of the replacement program.

247

#### 248 **ARPA Committee Update**

249

250 J. Sullivan- D. Boutin has asked to step down from the committee. We should have 3 members. D.  
251 Ross volunteered to serve on the committee.

252

253 R. Lapierre- thank you for volunteering. We meet on Friday mornings, is that going to work?

254

255 D. Ross- that is fine.

256

257 R. Lapierre- we have a list of 21 potential projects, 2 that have already been approved and committed  
258 by the TC. One is a timely consideration that we think should be considered for now on a vote of 2 -1 to  
259 move to the council now. I felt the having a mechanism of moving projects of a timely nature to the full  
260 council for consideration was important. In this case you just heard from Chief Bouchard that they were  
261 able to find a police vehicle and have insurance money. If you remember over the last 2 years, we have  
262 cut 2 of their replacement vehicles from each budget. This year they asked for 3 to get back to normal  
263 and we cut 2 and gave them 1. Since they have insurance money coming and were able to find 2  
264 vehicles through this cooperative that we just approved, the motion that we voted on and approved to  
265 recommend to the full council was the purchase of 2 police vehicles for a total cost of \$83,000.

266

267 J. Sullivan – does the council want all the projects brought forth in groups or in piece mail?

268

269 J. Durand- I was under the belief they were bringing forward recommendation multi projects and police  
270 cars should come out of their money. If it is in groups, then we can discuss.

271

272 R. Lapierre- we have a list, 2 have already been committed, we have 1 that is time sensitive and feel it  
273 should be considered and the subcommittee voted to have the full council consider it now. The other 18  
274 projects we are getting dollar amounts for, considering other funding, seeing where they are in the CIP,

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5

275 and trying to rank them and make decisions on them. The original intent was to figure out how to spend  
 276 the ARPA money. This money was based on covid relief. We cut the police vehicles out of the budget  
 277 based on concerns about tax revenues due to covid we didn't realize those losses, but we still have  
 278 those funds. We have a totaled police cruiser we have a worldwide shortage of sunken ships hindering  
 279 the ability of anyone to find vehicles, we have available vehicles in MA right now, if we wait till July 1 to  
 280 give a list of 18 and the way this council moves on making decisions.

281

282 D. Boutin- my understanding was that the subcommittee would gather a list of projects. R. Lapierre  
 283 nixed that idea, and we started all over again. I don't think it is fair to the TC to get piece mailed  
 284 information on projects. Doing it that way we are committing funds without knowing the full list. I think  
 285 we should stick to the full charge and get a list of projects.

286

287 A. Garron- the original charge on November 17, 2021. J. Sullivan motioned to form a subcommittee to  
 288 review, research and suggest appropriate projects to be funded from the ARPA funds seconded by C.  
 289 Karolian.

290

291 ***D. Boutin motioned that we get a complete list of projects proposed by the subcommittee***  
 292 ***seconded by J. Durand.***

293

294 **Roll Call Vote #2**

295 ***R. Duhaime Aye***

296 ***J Durand Aye***

297 ***D. Ross Aye***

298 ***R. Lapierre Aye***

299 ***A. Walczyk Aye***

300 ***D. Boutin Aye***

301 ***C. Karolian NP***

302 ***T. Tsantoulis Aye***

303 ***J. Sullivan Aye***

304

305 ***Vote in favor 8-0***

306

307 R. Lapierre- what does a complete list mean?

308

309 D. Boutin- simple just like we provided. We gave you a list expending \$750,000 then Lapierre nixed that  
 310 list. That list was thrown out and we are starting all over again. It is only fair that they get a complete list  
 311 of the \$750,000 expenditure then if any councilor wants to amend that list then we all know what the  
 312 scenario is and what will be taken out and what will be replaced.

313

314 R. Lapierre- it strains logic to suggest bringing an exact number of projects is a complete list. If one  
 315 thing gets amended or changed then it goes back to the committee to generate more projects. The  
 316 money needs to be allocated it needs to be spent. To say that you had a list of \$750,000 that you  
 317 wanted to spend means that is all you wanted to do with it and if that was all we were going to do then  
 318 why did we have a subcommittee? You had a list, not only did I not nix your list, I have everything that  
 319 was in your list, I've gotten more information on what is available in capital reserve funds, what is  
 320 available from other grant sources to support that, what is available from other taxation sources to  
 321 support that, what the true costs are because they keep changing, and other projects from other  
 322 departments that can fill in gaps if dollars change or if something gets voted down by the full council.  
 323 Nothing else changes in regard to the other projects. I have 30 million dollars' worth of projects that are  
 324 on the list. to me that is a complete and I don't know what your complaint is, because everything you  
 325 wanted to fund is still on this list.

326

327 T. Tsantoulis- Lapierre is the Chairman of the subcommittee. We started with a list and that list was  
328 heavily weighted to one project. The general collaboration is to gather information from other  
329 departments, and those wishing to contribute ideas. Some are wish lists, some I don't think that we  
330 really need. The police vehicles were an exception and are of an immediate need, as there is a short  
331 supply. That is why we put that forward for consideration to give consideration to it now. If we have the  
332 opportunity to buy it and we have the funds to do it, then we should vote on it tonight.

333  
334 R. Duhaime- this is not a normal thing where we just get money to spend during a certain amount of  
335 time and I think Lapierre is trying to do the best at it.

336  
337 R. Lapierre- one of the other things that we talked about as a potential arpa funded project was  
338 updating the GIS maps. There is an opportunity for the town to save money if we piggyback off another  
339 town also doing a fly over. We have money in the budget for July 1, but if an opportunity to piggyback  
340 on a flyover before then, there is no other funding mechanism available to us to take advantage of that,  
341 and to save that money. Something like that would be something that we would not want to wait on and  
342 bring up immediately to the council for consideration. Does the motion prohibit when a councilor has the  
343 floor, from making a motion that we use arpa funds to fund a project?

344  
345 J. Sullivan- not according to the rules that we follow.

346  
347 D. Ross- I was at that meeting. I said let's take our time and come up with a list and then the TC can go  
348 through the list and see what needs to be done and spend the funds as they were intended as recovery  
349 funds. I'd like to see the full list.

350  
351 D. Boutin- this is a 2-year process. Coming up with a list is the fairest way to do it.

352  
353 A. Garron- for clarification in July we received the 1<sup>st</sup> half of the money of \$750,000 and this July we will  
354 receive the 2<sup>nd</sup> half.

355  
356 D. Boutin- the CIP committee starts meeting tomorrow, and items like the police cruisers can be put on  
357 the list.

358  
359 R. Lapierre- I need at least one more meeting to be able to rank the list.

360  
361 J. Sullivan- requested that a list will be provided for the May 25<sup>th</sup> meeting.

362  
363 ***T. Tsantoulis motioned that we address paying for the two police cruisers now with the ARPA***  
364 ***funds for a total of \$83,000 seconded by R. Lapierre.***

365  
366 **Roll Call Vote #3**

367 ***D. Boutin Aye***

368 ***D. Ross Aye***

369 ***A. Walczyk Aye***

370 ***J. Durand Nay***

371 ***R. Duhaime Nay***

372 ***T. Tsantoulis Aye***

373 ***R. Lapierre Aye***

374 ***C. Karolian NP***

375 ***J. Sullivan Aye***

376

377 ***Vote in favor 6-2***

378

379 J. Bouchard- we presented to the ARPA Committee. We wanted to replace that car with arpa funds and  
380 use some of the insurance money for a total of \$83,000. and we will be replacing the damaged one and  
381 adding back in one of the cut ones.

382  
383 D. Boutin- I hope my fellow councilors will support this motion it is important to have cars on the road.

384  
385 R Lapierre- the reason why I think arpa funds are an appropriate use is that it is because of the impact  
386 of covid that the cruisers were cut. If you look at the reserve funds for vehicles, they cannot touch them  
387 or it is not enough to cover them

388  
389 J. Durand- I just asked if were getting 1 car that is in their budget and then using the insurance money  
390 and additional money. We need to control our spending.

391  
392 J. Sullivan- it is to replace the car that was damaged and to replace the other one that was removed  
393 from the budget.

394  
395 J. Bouchard- we are not adding any new cars. We are just trying to catch up with what was cut from us.  
396 Our vehicle maintenance is out of control and the cars have over 150,000 miles on them .

397  
398 T. Tsantoulis- it was either myself or C. Karolian that motioned to make the cut a few years ago. The  
399 motion is not to add more it is to replace vehicles. Our vehicles take on a lot of miles.

400  
401 R. Duhaime- I didn't suggest cutting vehicles, I asked them to keep them for another year. Our taxes in  
402 this town keep going up and up and we need to keep spending down.

403  
404 J. Bouchard- the timing thing is an issue for us, this company is only holding these cars for us till  
405 tomorrow.

406  
407 R. Belanger- the reason why our maintenance fees were low was because the warranties were till  
408 100,000 miles, now they have exceeded that, and we have to pay.

409  
410 J. Bouchard- I am not trying to overspend or build my fleet up. I just want safe cars for the officers to  
411 drive.

412  
413 D. Ross- the motion needs to be clearer on the dollar amount. We should push back on the insurance  
414 company and get more for the coverage. It is their responsibility.

415  
416 D. Boutin- you folks run a very frugal department.

417  
418 J. Sullivan- what everyone said is true. Replacing the damaged cruiser is a no brainer.

419  
420 **APPROVAL OF MINUTES**

421  
422 ***T. Tsantoulis motioned to approve the public minutes of the April 13, 2022, meeting as***  
423 ***amended; Seconded by R. Lapierre.***

424  
425 Lines 118-237 Under discussion for HYAA score boards and MOU – “Brian” Soucy

426 Line 306 Kevin “Kokoszka”

427 Line 555 – Add to my statement “All unions receive a longevity bonus. We are not asking for longevity  
428 bonus in the Town Personnel Plan.”

429  
430 **Vote in favor 7-0**

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8



431 T. Tsantoulis motioned to approve the non- public minutes of the March 23, 2022, meeting.  
432 Seconded by D. Boutin.  
433

434 Vote in favor 7-0  
435

436 T. Tsantoulis motioned to approve the non- public minutes of the April 13, 2022, meeting.  
437 Seconded by D. Boutin.  
438

439 Vote in favor 7-0  
440

441 J. Sullivan- We will not have a TC as of July 1<sup>st</sup>. It is imperative that we find someone to fill this position.  
442

443 **PUBLIC INPUT**  
444

445 J. Bouchard- you approved me to purchase the 2 vehicles correct, do I need to come back and get  
446 votes on the final purchases?  
447

448 A. Garron- you have the approval to purchase not to exceed \$83,000.  
449

450 **ADJOURNMENT**  
451

452 ***Chair Sullivan motioned to adjourn the meeting at 8:41 pm. Seconded by D. Boutin.***  
453

454 Respectfully submitted,  
455

456 *Alicia Jipson*  
457

458 Alicia Jipson  
459 Recording Clerk  
460

461  
462 Please see subsequent meeting minutes for any amendments to these minutes