

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, January 19, 2022**

1
2 The Hooksett Town Council met on Wednesday, January 19, 2022, at 6:01 in the Hooksett Municipal
3 Building.

4
5 **CALL TO ORDER**

6 Chair Sullivan called the meeting of 19 Jan 2022 to order at (6:01) pm.

7
8 **PROOF OF POSTING**

9 Human Resource Coordinator Donna Fitzpatrick provided proof of posting.

10
11 **ROLL CALL**

12 **In Attendance:** Councilor James Sullivan, Councilor John Durand, Councilor Randall Lapierre (6:55)
13 Councilor David Boutin, Councilor Timothy Tsantoulis, Councilor Clark Karolian, and Councilor Alex
14 Walczyk.

15
16 **Absent:** Councilor Clifford Jones, Councilor Roger Duhaime.

17
18 **PLEDGE OF ALLEGIANCE**

19
20 **AGENDA OVERVIEW**

21
22 **BICENTENNIAL MOMENT**

23
24 J. Sullivan- for this Bicentennial moment we would like to do the unveiling of a commemorative poster
25 of Hooksett. This painting was done by Linda Harvey a self-taught artist from Iceland. Councilor C.
26 Karolian was asked to help with the unveiling of the poster. The poster consists of a collage of historic
27 buildings located in Hooksett hand drawn by Linda Harvey.

28
29 L. Harvey- thank you to the Town Council for having me here. This was a special moment in my life to
30 play a part in this special moment for Hooksett.

31
32 J. Sullivan- copies will be available for sale to the public shortly.

33
34 **Hooksett Municipal Employee - New Hires**

35
36 A. Garron- Scott Hebert FF EMT and Brian Rondeau FF EMT. Earl Labonte DPW Director will be
37 leaving us at the end of February, and we have posted his position to be filled.

38
39 **PUBLIC INPUT - 15 MINUTES**

40
41 David Ross 56 Sherwood Drive- kill the charter amendment in section 3.6 now, don't waste the time. I
42 also advise you not to change the number of alternates on the ZBA. I think it is unwise. Community
43 development reorganization what is that? If you are going to be adding to this classification pay plan, I
44 assume this will land on the ballot, isn't this making the taxpayers pay more money. I have been very
45 unhappy with what I have seen as you all know. This body has not been operating the way it should. I
46 did sign up to become a councilor at large to fill a seat that is never occupied these days. I want to put
47 you all on notice. I don't need to be a chair to run these meetings, because these meetings have been
48 run horribly. You have staff members who have been here more than a couple of times and we have

49 them here again today because you couldn't get to them the last time. There are some that do not
50 belong here, and I will make it my campaign promise to get them to resign.

51

52 SCHEDULED APPOINTMENTS

53

54 Cam Prolman, Southern New Hampshire Planning Commission

55 Hooksett Hazard Mitigation Plan Update

56

57 A. Garron- the community development department and planning has been working on updating the
58 Hazard Mitigation plan. It hasn't been updated since 2015. Here tonight is Cam Prolman from Southern
59 New Hampshire Planning Commission to talk about the update to the latest plan.

60

61 Cam Prolman- I am here to talk about the Hazard Mitigation Plan and hope that the TC adopts it as
62 presented. The NH Division of Homeland Security and Emergency Management provided grant funding
63 to update the plan. The Southern New Hampshire Planning Commission administered that grant
64 facilitated meetings and worked with town staff to get this done. The HMP is a document designed to
65 reduce or eliminate risk to people and their property from a range of hazards like flooding or winter
66 storms. Federal regulations require a formal plan to be maintained and updated every 5 years. It is
67 important to be able to be eligible for certain FEMA grants. The Towns current plan was adopted in
68 2015. Beginning in February of 2020, the Southern New Hampshire Planning Commission coordinated
69 a series of interdepartmental meetings and public meetings to begin the process of updating the
70 existing hazard mitigation plan. The process of the plan update has largely consisted of independent
71 review of the draft by Fire, Police, and EMS personnel, as well as review and comment by a
72 representative of all other Town departments. Elements of this plan include a community goals and
73 objectives past hazards and potential future hazards. Community facilities local state federal hazard
74 mitigation policies to mitigate possible hazards in the area. It includes actions to help reduce or avoid
75 long term vulnerability. It describes how the town will integrate the plan into other planning mechanisms
76 such as the capital improvement plan. After an extensive review Homeland Security and Emergency
77 Management found that the Hooksett Hazard Mitigation Plan that we updated was approvable pending
78 adoption by the Town Council. If approved tonight we will coordinate with Homeland Security and
79 Emergency Management who will send the plan to FEMA, FEMA will approve and then send the final
80 approval and the town will be good to go for 5 years.

81

82 A. Walczyk- on page 56 had under hospitals and ambulance had 35 Main Street listed there and that
83 would be my understanding that is the building that we are in. On page 57 the shelters it says the
84 emergency communications tower in Bow, is that because the tower is owned by Hooksett? The unique
85 or historic resources I am assuming that since it is federal funding, I am assuming that it has to be listed
86 on the national register.

87

88 C. Prolman-not necessary. This is just a list compiled by employees. This is not necessarily nationally
89 recognized; this is just critical local facilities that emergency personnel would like to protect in the
90 instance of a hazard emergency.

91

92 A. Walczyk- page 60 lists Cinemagic which is now Apple Cinemas. There is 1 place where the National
93 Guard is listed, and I think it should be 2 because of the hazardous materials. I tried looking for an
94 address and I could not find one. I tried to figure out if these changes were necessary.

95

96 C. Prolman- these are minor edits, and I can make those minor revisions if the TC is inclined.

97

98 C. Karolian- don't we have to have a public meeting before we can accept this?

99

100 N. Williams- it was my understanding that our meetings as we were developing the plan were posted as
101 public meetings there was no need to hold a public hearing for the adoption of the plan once it was in
102 front of you.

103
104 C. Prolman- that is correct. We have done this in numerous towns and a Public Meeting has satisfied
105 FEMAS requirements for holding an adoption if the council would like to post notice and hold a PH they
106 may.

107
108 C. Karolian- on Page 11 it says under the authority, it says that Hooksett TC formally adopted this plan
109 after a PH was held on certain date.

110
111 C. Prolman- that's correct, that is just some boiler plate language in this section that I end up changing
112 after the fact. For example, there are a few times in here where there are dates that are mentioned and
113 there is no date, again if the council were to prefer to post notice that is ok.

114
115 ***C. Karolian motioned to hold a Public Hearing prior to any vote by the Town Council; seconded***
116 ***by J. Durand.***

117
118 T. Tsantoulis- I don't see it as being necessary so I wont support it.

119
120 C. Karolian- I do see a reason for it. I do see that the public should have input. We are here to
121 accommodate the public. We need to afford them the opportunity to come in.

122
123 D. Boutin- I would be sympathetic to C. Karolina's motion if we were starting a new document. This is
124 just an amendment of a plan already in place.

- 125
126 **Roll Call Vote #2**
127 ***R. Duhaime NP***
128 ***J Durand Aye***
129 ***C. Jones NP***
130 ***R. Lapierre NP***
131 ***A. Walczyk Nay***
132 ***D. Boutin Nay***
133 ***C. Karolian Aye***
134 ***T. Tsantoulis Nay***
135 ***J. Sullivan Aye***

136
137 ***Vote 3-3 motion failed***

138
139 ***D. Boutin motioned to adopt the 2021 update Hazard Mitigation Plan as presented by the***
140 ***Southern NH Planning Commission including edits presented by A. Walczyk; seconded by T.***
141 ***Tsantoulis.***

- 142
143 **Roll Call Vote #3**
144 ***D. Boutin Aye***
145 ***C. Jones NP***
146 ***A. Walczyk Aye***
147 ***J. Durand Nay***
148 ***R. Duhaime NP***

149 **T. Tsantoulis Aye**
150 **R. Lapierre NP**
151 **C. Karolian Nay**
152 **J. Sullivan Aye**

153
154 **Vote in favor 4-2**

~~155~~

158

159 **Tim Beaugard, Platinum Trucking and Equipment, LLC**
160 **Application for New Commercial Construction Tax Exemption (RSA 72:81)**
161 **1380 Hooksett Road, Tax Map 18 Lot 47**

162

163 N. Williams- I am joined by Tim Beaugard the applicant. The council originally adopted the provisions
164 in the RSA in March of 2021. There were several lots subject to this exemption and this is the first lot to
165 apply for the exemption.

166

167 T. Beaugard- we first started off in Pelham NH for over 10 years. We overgrew. We were close to
168 buying in Candia, then I was told about the tax exemptions that Hooksett was offering, and it tipped the
169 scale in my favor to purchase the lot.

170

171 J. Sullivan- it says if approved it would allow a 25% discount of the assessed value for a 5-year period.

172

173 N. Williams- that is the new assessed value attributable to the improvements. At the time of application,
174 the assessed value was \$267,900. That will continue to be taxed at whatever the rate is annually and
175 the value above that will be taxed at 75%.

176

177 D. Boutin- in the suggested motion it refers to site improvements. Is that just the site improvements to
178 the land or the building?

179

180 N. Williams- the site improvements would be any improvements to the site subsequently to the
181 building permits being issued. So, it's not just the building, when the reassessment is done that would
182 include anything that would affect the assessment.

183

184 D. Boutin- I would recommend that we amend that to include site and building improvements.

185

186 ***D. Boutin motion to grant tax exemption as prescribed under RSA 72:81 and adopted by the***
187 ***Hooksett Town Council on 03/24/2021 for Platinum Trucking and Equipment, LLC, 1380***
188 ***Hooksett Road, Tax Map 18 Lot 47. The exemption shall include a 25% reduction in local***
189 ***property taxes for site and building improvements from the date of application for a period of 5***
190 ***years, terminating on 12/31/2026. No part of this motion shall supersede the statutory***
191 ***requirements or administrative rules governing this exemption under RSA 72:81. Seconded by***
192 ***T. Tsantoulis.***

193

194 D. Boutin- This is what the RSA was intended for it empowers the town to create economic incentives.

195

196 T. Tsantoulis- this meets the design parameters. We can sit and look at an ugly lot or this.

197

198

199 **Roll Call Vote #4**

200 **A. Walczyk Aye**
201 **R. Lapierre NP**
202 **C. Jones NP**
203 **R. Duhaime NP**
204 **J. Durand Aye**
205 **C. Karolian Aye**
206 **T. Tsantoulis Aye**
207 **D. Boutin Aye**
208 **J. Sullivan Aye**

209
210 **Vote in favor 6-0.**

211
212 **C. Karolian motioned to amend the motion by changing the word “trucking” to “truck”,**
213 **seconded by D. Boutin.**

214
215 **Vote in favor 6-0.**

216
217
218 **CONSENT AGENDA**

219
220 **TOWN ADMINISTRATOR'S REPORT**

221
222 A. Garron- Covid cases are up to 513. During discussion on the Deliberative Session one of the
223 questions that came up is that we are in talks with hiring a consultant to do the live stream and AV. I
224 believe we will reach out to the same company that we used last year and collaborate with them. The
225 council wanted to pay extra to live stream it as we did last year.

226
227 J. Durand- was there grant money that we got last year?

228
229 A. Garron- no it came out of our budget. We shared the expense with the school. The total was about
230 \$5,080. The price is pretty much the same as last year. I believe the extra for the live stream was about
231 \$200 and that came out of our budget. I have John Duhamel our Town Assessor here to explain what
232 the equalization ratio means. Our ratio keeps dropping.

233
234 J. Duhamel- as you know the equalization ratio is the relationship between assessed value and sales
235 prices. I passed out these 2 pages before the meeting. It gives history of the tax rates and the ratios.
236 The ratio means when we have a sale let's say in the \$100,000 range that means the assessed value
237 should be in the \$73,800 range. Where it gets tricky for us when it is assessed when you appeal your
238 assessment at \$100,000. They take the \$100,000 assessment divide it by the ratio and you get the
239 Indicated Market Value, so when I go to the BTLA or Superior Court on a \$100,000 appeal I have to
240 defend the \$135,501. Now as you can see for residential properties that's not a problem right now
241 because the market is so hot, but with the commercial properties you get up in value, you take a
242 \$10,000,000 assessment, I am looking at defending \$13,500,000, and the commercial market right now
243 is not supporting that. We are going to get crushed on commercial appeals if we have a lot. The only
244 way to fix the ratio is to do an update, which we are scheduled to do in 2023. Next year we will probably
245 get down to lower 70's high 60's and again that's just because the market is hot right now. The biggest
246 problem the ratio is mostly driven by residential sales we don't have a lot of commercial sales. We use
247 the same ration for commercial and residential and if we could separate those out it would be beneficial
248 for all communities in the state because we all have the same problem.

249

250 T. Tsantoulis- this is not unique to the town of Hooksett. Everyone is looking at the same issue this is
251 primarily due to residential sales being so out of whack and that could change tomorrow.

252
253 C. Karolian- can you re-explain to me the commercial property and how that has brought the rate down.
254

255 D. Duhamel- because we haven't had much commercial sales to up the ratio.
256

257 J. Durand- you're basically saying it is difficult to win those appeals.
258

259 J. Duhamel- my biggest appeal right now is the movie theater at the 2018 update they were assessed
260 at \$8,600,000 and they came out with an appraisal of \$3,100,000, that will be hard to defend.
261

262 A Garron – the Farmer Road surveys did go out I have 11 of the 19 completed. We will review with the
263 Central Water Precinct and with the subcommittee, I will share after I review all of the surveys.
264

265 **NOMINATIONS AND APPOINTMENTS**

266
267 ***D. Boutin motioned to waive the rules of procedure and nominate and appoint in the same day,***
268 ***seconded by A. Walczyk.***
269

270 ***Vote in favor 4-2.***
271

272 ***D. Boutin motioned to nominate and appoint Timothy Stewart from alternate to full member***
273 ***status to the Zoning Board of Adjustment with a term expiring 06/30/2023; seconded by C.***
274 ***Karolian.***

275
276 ***Vote in Favor 6-0***
277

278 **OLD BUSINESS**

279 ~~280~~ 281 **FY 2022-23 Budget and Warrant Articles**

282
283 C. Tewksbury- last Thursday the Budget Committee held their public hearing and they voted to
284 recommend an operating budget in the amount \$21,657,131.
285

286 J. Sullivan- what's the difference between the one that we sent to them?
287

288 C. Tewksbury- they changed the following: The new Executive Assistant in the administrative office was
289 removed that was about a \$95,000 reduction. They added money to the road salt & sand line for
290 \$46,000. They added \$20,000 to the police department vehicle maintenance line because they are
291 keeping the cruisers a little longer. They removed \$3,000 from fuel for the police department as well as
292 the CEO fuel in the amount of \$2,000. They removed \$3,096 from the library for the wages and then
293 they added the waste water budget at a total of \$2,527,984.
294

295 J. Sullivan- so that results in about a \$32,000 reduction?
296

297 C. Karolian- what was the wastewater budget?
298

299 C. Tewksbury- the wastewater brought a budget of \$2,543,984 the budget committee reduced it by
300 \$16,000 for manhole covers and legal line. So, their budget that they brought forward was \$2,527,984.
301

302 C. Karolian- so the wastewater budget comes out of taxpayers operating budget?
303
304 C. Tewksbury- nope they have offsetting revenues. We have to show what they are going to anticipate
305 spending so that it evens out to DRA.
306
307 C. Karolian- how do we know how much they take into their account?
308
309 C. Tewksbury- yup it is the exact same money that they get budgeted for. Does that mean they take in
310 more or less revenue, that I am not sure of but when we are talking about the budget and how it affects
311 the tax rate the expense matches the revenues so that no tax dollars are paid to support the
312 wastewater.
313
314 C. Karolian – it is my understanding that there is some litigation between the Town of Hooksett and the
315 Sewer Commission.
316
317 A. Garron- the issues is the Sewer Commission doesn't feel that the Budget Committee has authority
318 over their budget.
319
320 J. Sullivan- the TC does not have oversight over the Sewer Commissions budget that is why we do not
321 see it.
322
323 ***D. Boutin motioned that we invite the Sewer Commission to come to the next council meeting to***
324 ***give us an explanation of their revenues so that we can understand it; seconded by T.***
325 ***Tsantoulis.***
326
327 ***C. Karolian motioned that we table voting on the budget and warrant articles until we get the***
328 ***revenue information from the Sewer Commission; seconded by D. Boutin.***
329
330 T. Tsantoulis- what if a member of the sewer commission can't come to a meeting. We are in a time
331 sensitive issue here.
332
333 **Roll Call Vote #5**
334 ***T. Tsantoulis Nay***
335 ***C. Jones NP***
336 ***R. Duhaime NP***
337 ***A. Walczyk Nay***
338 ***R. Lapierre Nay***
339 ***C. Karolian Aye***
340 ***J. Durand Aye***
341 ***D. Boutin Aye***
342 ***J. Sullivan Aye***
343
344 ***Vote in favor 4-3***
345
346 J. Sullivan- we will be voting on this on the 26th regardless due to time constraints.
347
348 D. Boutin- I think it is best for all of us get the information that we need. Let's do it right and put it to
349 bed.
350

351 C. Tewksbury- we need to finalize the default budget which requires a motion to sign the form at
352 \$20,915,015.00.

353
354 ***D. Boutin motioned to authorize the Town Council to sign the FY 2022-23 Default Budget in the***
355 ***amount of \$20,915,015.00; seconded by T. Tsantoulis.***

356
357 **Roll Call Vote #6**

358 ***J. Durand Aye***

359 ***R. Lapierre Aye***

360 ***C. Karolian Nay***

361 ***D. Boutin Aye***

362 ***C. Jones NP***

363 ***T. Tsantoulis Aye***

364 ***A. Walczyk Aye***

365 ***R. Duhaime NP***

366 ***J. Sullivan Aye***

367

368 ***Vote in favor 6-1***

369

370 C. Tewksbury- hopefully at the next meeting on the 26th we will have a draft warrant and then
371 councilors available on the 28th to sign the warrant.

372

373 T. Rainer- TH closes at noon on Fridays. The law requires that the Town Clerk be open until 5:00. The
374 Town Clerk office will be open from 3:00 -5:00 on that Friday.

375

376
377
378 **Hooksett Fire-Rescue Inspections Update - Ian Tewksbury, Administrative Fire Captain (Fire**
379 **Prevention)**

380

381 A. Garron- the Council has been interested in receiving periodic updates from Captain Ian Tewksbury
382 since he has taken over the position of inspector as to the progress that is being made in the
383 inspections out there as well as the backlog of inspections. He has been invited here tonight to give the
384 council an update.

385

386 Ian Tewksbury- thank you Mr. Chairman and other members of the Town Council. I have been with
387 Hooksett Fire for almost 19 years and am enjoying my new position since end of March 2021. In the
388 past 9.5 months we are 100% caught up on all assembly permits. Over 75 assemblies that require
389 annual inspections including the new Apple Cinemas, the Oscar Barn Wedding venue, as well as all the
390 houses of worship throughout town. Over 100 life safety annual inspections including the entire campus
391 at SNHU. Over 50 new residential home certificates of occupancies, over 25 adult and children foster
392 care life safety inspections. Annual walkthroughs of three schools have been done. All have been
393 certified for both assembly and life safety and documentation has been sent to the state. E911 liaison
394 as of 11/1/21 and updated E911 on over 25 new residential building addresses. The plans review
395 process has been reduced from 6-8 weeks backlog to the normal 1-2 weeks. Last fall I took Fire
396 Investigator I (120-hour class) teaching me the basics of fire investigation. Hooksett is hosting a
397 240hour class on Plans Review which will start the process of myself reviewing all plans coming into
398 the Fire Department so the chief will no longer need to review all of them. I went to Underhill and
399 Memorial Schools for 3 total days last October for Fire Prevention week. Saw over 700 kids and taught
400 them stop, drop, and roll, calling 911, and checking smoke detectors among other fire prevention items.
401 Over the next 12 months I am looking to take Fire Inspector II as well as a sprinkler class and fire alarm
402 class just to improve on my knowledge of those 2 systems. Total of all inspections is over 250.

403 T. Tsantoulis- in bullet #5 am I correct to assume that you did not inspect the buildings that are in
404 Manchester. My reason for bringing it to our attention was for clarification only. It is my understanding
405 that we share SNHU with Manchester.
406
407 I. Tewksbury- you are correct I misspoke I did not do any of the different gyms or the swimming pool. I
408 am not sure the exact % but I think 80% of SNHU is in Hooksett.
409
410 C. Karolian- we had talk about annual business inspections? Did you do any of the annual business
411 inspections?
412
413 I. Tewksbury- what the chief wanted, he wanted me to focus on checking up on the life safety and the
414 assemblies. I have gotten a few businesses done but not many. I really focused on the churches.
415 Catching up on the businesses is going to be my priority.
416
417 C. Karolian- why are we just getting it now? It has been on the agenda for over a week now? Why
418 haven't we gotten this before today so we can read it?
419
420 I. Tewksbury- this was just a bullet for me to read from and for you to read and to follow along with. I
421 didn't know that it was protocol to hand it out prior. It was my decision to pass it out so you could follow
422 along and no other reason than that.
423
424 J. Sullivan- the 75 assemblies are annual?
425
426 I. Tewksbury- correct they have to be done every year.
427
428 J. Sullivan- is there a requirement for non-assembly business?
429
430 I- Tewksbury- I am not sure off the top of my head I think it is every 5 years.
431
432 D. Boutin- I want to clarify on the plan reviews. Is that site plan reviews?
433
434 I. Tewksbury- yes.
435
436 D. Boutin- I want to thank you for that, that is a tremendous change.
437
438 C. Karolian- I just need some clarification. The way that I understand it, there was supposed to be
439 annual inspections on businesses. Are they supposed be done annually or 5 years?
440
441 I. Tewksbury- assemblies need to be done annually. Assemblies are where people gather. Such as a
442 school, restaurant, churches, etc. The Walmart's are considered mercantile and they do not need to be
443 done annually.
444
445 J. Sullivan-if you could just provide the TA when other businesses like the mercantile need to be done
446 for their inspections.
~~447~~
450 **Proposed Town Charter Amendments for Article 8.2 Initiative Petitions (amend language) and**
451 **Article 8.6 Recall of Officeholders (remove entire section) (tabled at 1/5/2022 Council meeting)**
452

453 J. Sullivan- as indicated we are waiting for confirmation from the appropriate state agencies on this.
454 What do you want to read into the record?

455
456 Todd Rainer- regarding charter amendments 8.2 and 8.6. Todd Rainer read the letter received from the
457 Attorney Generals Office: Dear Clerk Rainer: Pursuant to RSA 49-B:4-a, on behalf of the Town of
458 Hooksett you submitted proposed charter amendments for review, dated December 9, 2021. Upon
459 review, the NH Attorney Generals office, the Secretary of State's Office, and the Department of
460 Revenue Administration, pursuant to RSA 49-B:4-a, do not object to the proposed amendments to the
461 town charter.

462
463 ***J. Sullivan motioned to remove the item for discussion from the table; seconded by R. Lapierre***
464

465 ***Vote in favor 7-0.***

466
467 ***R. Lapierre motioned to place the Charter Amendment for Article 8.2 Initiative Petition and***
468 ***remove the entire Article 8.6 Recall of Officeholders to the March ballot; seconded by D. Boutin.***
469

470 **Roll Call Vote #7**

471 ***C. Jones NP***

472 ***C. Karolian Aye***

473 ***R. Lapierre Aye***

474 ***R. Duhaime NP***

475 ***A. Walczyk Aye***

476 ***J. Durand Nay***

477 ***T. Tsantoulis Aye***

478 ***D. Boutin Aye***

479 ***J. Sullivan Aye***

480

481 ***Vote in favor 6-1***

482

483 **Proposed Town Charter Amendment for Section 11.2 Judicial Board to follow RSA 673:6, I (a)**
484 **and allow five (5) alternates on the Zoning Board of Adjustment**

485

486 A. Garron- no we have not received a letter. I believe this would be the deadline date that we would
487 have needed to receive that letter.

488

489 D. Boutin- do we need to table this?

490

491 J. Sullivan- we can table it, but by the time we remove them from the table it won't meet the
492 requirements for posting. The requirement for posting per the charter is tonight.

493

494 ***D. Boutin motioned for the Proposed Town Charter Amendment for Section 11.2 Judicial Board***
495 ***to follow RSA 673:6, I (a) and allow five (5) alternates on the Zoning Board of Adjustment;***
496 ***seconded by A. Walczyk.***

497

498 J. Sullivan- this would need to be reviewed and approved by the proper agencies.

499

500 T. Rainer- this is a proposal for a charter amendment? Yes, there is a process for that. We would
501 need to pick that up before the 2023 and my recommendation for any charter amendments would that
502 they would be well underway before the budget season. For the state agencies and the hearing to have

503 their proper due before actions happen. The letters that have gone back and forth. If we get things to
504 the state by Thanksgiving that will give us a buffer. It would need to be picked up by July 1. The clock
505 has run out to get these on the ballot for 2022.

506
507 J. Sullivan- changes to any charter needs reviewed by state agencies. There is a time frame for when
508 charter amendments can be offered and approved for the ballot and that time is tonight.

509
510 D. Boutin- how did this happen? We are not new to this. Who is to blame?

511
512 J. Sullivan- we received it too late in the season for discussion. The Committees or Boards did not
513 submit them in a timely manner.

514
515 D. Boutin- who's responsibility will this be. Who is to blame? We have been working on this all fall. No
516 one told us at all that we needed to have this in by a particular date.

517
518 J. Sullivan- we will create a calendar in the future so that this does not happen again. The reason for
519 this is that the submission for the changes were submitted too late to get to the proper state agencies
520 for turnaround.

521
522 C. Karolian- who is it that brought this charter change forward?

523
524 A. Garron- if the council remembers the ZBA came forward having issues with attendance I think back
525 in September October. Even though they spoke about those concerns many times the wording for the
526 zoning change didn't come until later.

527
528 C. Karolian- so it was the ZBA looking to make this change. The TC is not responsible for telling people
529 to get amendments in by a certain point. It is someone's responsibility to inform them.

530
531 T. Tsantoulis- part of the reason we ran out of time, if you remember correctly, we had meetings broken
532 up, or canceled because of lack of quorum or had councilors leave during a meeting.

533
534 ***D. Boutin motioned to direct the administrator to come up with a calendar regarding charter***
535 ***amendments timeframe according to the RSA 49-b-5; seconded by C. Karolian.***

536

537 ***Roll Call Vote #8***

538 ***R. Lapierre Nay***

539 ***R. Duhaime NP***

540 ***T. Tsantoulis Nay***

541 ***A. Walczyk Nay***

542 ***J. Durand Nay***

543 ***C. Jones NP***

544 ***D. Boutin Aye***

545 ***C. Karolian Nay***

546 ***J. Sullivan Aye***

547

548 ***Vote failed 2-5***

549

550 C. Karolian- it can be put on our yearly agenda and calendar. We also have to look at the response that
551 we get from the state agencies and how they are going to respond in a timely manner. We just have to

552 follow the process. This issue comes up and sometimes it is not controllable. I think if you put a time
553 element on the calendar we will still be twisting the arms of the agencies.

554
555 ***D. Boutin motioned to retract his motion made on the Proposed Town Charter Amendment for***
556 ***Section 11.2 Judicial Board to follow RSA 673:6, I (a) and allow five (5) alternates on the Zoning***
557 ***Board of Adjustment; seconded by A. Walczyk.***

558
559 J. Sullivan- based on where we went with this, I will not move forward with item #14.5

560
561 **ARPA Committee Update**

562
563 A. Garron – we have organized a committee and T. Tsantoulis and R. Lapierre and D. Boutin have
564 volunteered to meet. We will meet on how we should use these funds.

565
566 T. Tsantoulis- we have not met yet. It is in the forefront and we will get there.

567
568 C. Karolian- what is the status of the items that we have already started looking at, items that we
569 already agreed as on as a council.

570
571 A. Garron- the 2 items that the council has voted on was bringing broadband to Edgewater Drive in the
572 amount of \$12,500 then the feasibility study in the amount of \$12,000. Central Water Precinct
573 committed \$6,000 towards this. Those 2 are going forward as approved. The remainder of the 1.5 million
574 minus the \$24,500 are what we are going to be speaking about.

575
576 C. Karolian- how will the plans be implemented? Will they just make suggestions? Or will it be the
577 committee members making those decision?

578
579 A. Garron- I would say a lot of what you have said needs to be taken into consideration. We have not
580 met yet. There are a lot of needs that need to be met.

581
582 J. Sullivan- R. Lapierre and T. Tsantoulis and D. Boutin are on the subcommittee. There was no
583 specific charge a show they should conduct those meetings. At this point we do not know what they are
584 going to do.

585
586 R. Lapierre- we are going to have public meetings with public input and open debate, and we will bring
587 back recommendations for ARPA funds back to the TC for discussion, debate and final vote.

588
589 D. Boutin- councilor Lapierre, Tsantoulis and I served on a subcommittee in the later part of 2021. The
590 meetings were held here, they were posted. Anyone who wanted to speak was allowed to. We even
591 invited people to come and speak. It was fully transparent.

592
593 J. Sullivan- once the committee makes their recommendations the TC can move on it. Let us wait and
594 get that committee report.

595
596 C. Karolian- I want to clarify what I said. I am not asking for parameters. How are they going to go
597 about what they are doing?

598
599 A. Garron- the final rules from the Treasury just came out. We were working on the interim rules and
600 they will be made available to the committee.

601

602

603 **NEW BUSINESS**

604

605 **Budget Transfer #2022-01 in the amount of \$1,996.00 from Town Clerks' budget to Tax**
606 **Collector's budget.**

607

608 ***D. Boutin motioned to authorize the Chairman to sign Budget Transfer #2022-01 in the \$1,996.00***
609 ***from Town Clerks' budget to Tax Collector's budget; seconded by R. Lapierre.***

610

611 **Roll Call Vote #9**

612 ***J. Durand Aye***

613 ***D. Boutin Aye***

614 ***C. Jones NP***

615 ***R. Duhaime NP***

616 ***C. Karolian NP***

617 ***A. Walczyk Aye***

618 ***T. Tsantoulis Aye***

619 ***R. Lapierre Aye***

620 ***J. Sullivan Aye***

621

622 ***Vote in favor 6-0***

623

624 **Ambulance Purchase by Fire Rescue Department (Tabled at 1/5/2022 Council Meeting)**

625

626 ***J. Sullivan motioned to remove item 15.2 Ambulance Purchase by Fire Rescue Department from***
627 ***the table for discussion; seconded by R. Lapierre.***

628

629 ***Vote in favor 6-0***

630

631 ***T. Tsantoulis motioned to purchase a 2022 PL Customs Ambulance from Sugarloaf***
632 ***Ambulance/Rescue Vehicles, LLC for \$297,344.00 under the HGAC Purchasing Consortium***
633 ***which represents the purchase price and the trade-in credit of the 2008 International/AEV***
634 ***ambulance and authorize the Town Administrator to sign the purchasing contract; seconded by***
635 ***D. Boutin.***

636

637 **Roll Call Vote #10**

638 ***C. Karolian NP***

639 ***T. Tsantoulis Aye***

640 ***R. Lapierre Aye***

641 ***C. Jones NP***

642 ***D. Boutin Aye***

643 ***J. Durand Aye***

644 ***A. Walczyk Aye***

645 ***R. Duhaime NP***

646 ***J. Sullivan Aye***

647

648 ***Vote in favor 6-0***

~~649~~

651 **Community Development Department Reorganization**

652

653 J. Sullivan- The Administrator may prepare and submit to the Council proposed reorganization plans
654 which may, subject to applicable law and this Charter, reorganize, consolidate, or abolish any Town
655 agency in whole or in part, or establish new Town agencies as he/she deems necessary or expedient.
656 Such reorganization plans shall be accompanied by explanatory messages when submitted. Under
657 10.12 the TA is proposing this.

658
659 A. Garron- what we typically do when we have an open position is reevaluate the position and if it is
660 warranted and needed or relook at it as something else. In this particular case the administrative
661 assistant position was vacated and that person is now our project coordinator. In talking with the Town
662 Planner N. Williams, we looked at the way the community development department is structured. We
663 thought about reorganizing it to a fashion of turning the AA position into the Planning Coordinator
664 position. Years back there was a Planning coordinators position that over time went back to an
665 administrative assistant position. We feel that the time is right with regard to the workload within the
666 department and the skill sets that the department will need, the planning coordinator position just
667 seems to be a good fit to elevate to. That's why that is being entertained now.

668
669 J. Durand- is this the same Administrative Assistant that the Budget Committee took out?
670

671 A. Garron- no that is not, that was my Executive Secretary that I had requested that they took out. It is
672 an existing position of the administrative assistant that is evolving into a planning coordinator position.
673

674 J. Durand- so it is a name change. Will that name change also change their pay?
675

676 A. Garron- yes it will. You will see on page 89 it will go to a grade 9 from a grade 8. Where that vacant
677 slot on the pay scale was.

678
679 C. Karolian- this grade 9 is going to be non-exempt? Are they entitled to overtime? Will they be a part of
680 the union?

681
682 A. Garron- yes, they are non-exempt, entitled to overtime and they could be a part of the union if the
683 union accepted this position.

684
685 A. Garron- we are not looking to eliminate the position we are just looking to elevate the current
686 position.

687
688 C. Karolian- is this something that was suggested by MRI or is this something that the town is taking
689 on?

690
691 A. Garron- no MRI did not suggest this the town is doing this on our own.

692
693 C. Karolian- do we know what the cost factor is?
694

695 A. Garron- without knowing what that individual will be brought in at. You can take the minimum of
696 \$50,000 and add in the benefits.

697
698 C. Karolian- so we are saying that the department did not need 2 administrative assistants
699

700 A. Garron- that was not their charge. They were not asked to look at that.
701

702 R. Lapierre- you said the town has had a planning coordinator in the past. Will this need to go to the
703 warrant article?
704
705 A. Garron- yes. We did. This is not a new position it is in the same compliment. It is reorganization.
706
707 D. Boutin- I would caution all the council members in considering this. When you look at the 3rd page
708 most of the duties are administrative. Then look at the pay scale. You are paying someone to do
709 administrative duties with a high pay scale. This should go to the voters to vote on this is a huge
710 increase to ask for.
711
712 **D. Boutin motioned to table this discussion and vote until we have more time to look at it;**
713 **seconded by C. Karolian.**
714
715 J. Durand- if we have 2 administrative assistant does that mean someone is losing their job or is
716 someone moving up?
717
718 J. Sullivan- when we bring it off the table what information are we looking for?
719
720 D. Boutin- if you are eliminating one job? Is someone moving up and getting a bump in pay?
721
722 J. Sullivan- the past planning coordinator left our employment. We filled the position within which left an
723 open administrative assistant. Which the TA is suggesting a name change and a task change to better
724 accommodate the office and needs.
725
726 **C. Karolian I retract my second to the motion.**
727
728 **No second on the floor.**
729
730 D. Boutin- the question I have is when you look at the page with the duties and responsibilities. It is
731 interesting to see that there is no indication of education. Do they need a MA in Planning do they need
732 a BA?
733
734 A. Garron- if you look on page 93 it says it under licensing and certification required.
735
736 J. Sullivan- from what the position is currently doing now can you tell me the additional duties you
737 would have them do.
738
739 A. Garron- you will see that it is a lot of assistance with the Town Planner. They will much like before be
740 involved in the Conservation Commission. The maintenance of GIS is also very important.
741
742 N. Williams- in general when we were looking at this and the direction of the department, we were
743 looking at someone who could take on more of the administrative tasks. Where we could become a
744 more well-rounded department. They would be sitting in on plan reviews and applicant reviews and
745 sitting in my absence. Someone more specialized in plan review and more versed in map review and
746 GIS.
747
748 C. Karolian- what was Nicks job title?
749
750 A. Garron- he was a project coordinator. Under the administrative department.
751

752 A. Garron- the goal is not to eliminate a position. What we thought was workable was maintaining some
753 of those duties and modifying it to assist the town planner better.
754

755 D. Boutin- so you know how town government works, they are trying to slip in another position. Next
756 year they will be asking for another administrative assistant then changing him from planner 1 and this
757 position to planner 2. If this was an administrative assistant how can they change it to a planning
758 coordinator?
759

760 J. Sullivan- they can under the town charter
761

762 D. Boutin- the problem with this is that we are growing a department for no reason. There is no excuse
763 for having to spend this much money. I want a justification for the position. Everything in the job
764 description is a town planner.
765

766 Nick Williams- when you talk about our department you really talk about 2 departments. Current
767 planning and long range. So, the current planning would consist of when you have an application come
768 in for a site plan or a development proposal, it goes through the process. This person would be more
769 involved in that part of our departmental function. Where we are looking to shift a focus on more long-
770 range planning. So, this position would need more of a background with working with planning boards
771 and a technology piece and updating our GIS piece.
772

773 D. Boutin- with all due respect to the Town Planner they didn't have planning coordinators. They didn't
774 have all this. All they had was a secretary. The town planner would do the work.
775

776 J. Sullivan- are you changing it from an administrative assistant to a Planning Coordinator?
777

778 N. Williams-because they are doing more coordinating than an administrative assistant would be
779 expected to do.
780

781 J. Sullivan- now about the pay what is the max for an administrative assistant on the chart? \$44,000-
782 \$62,00. for the admin now it could be \$50,000-\$70,000. At the min would be \$50,000, what would your
783 suggested amount be?
784

785 A. Garron- it depends on the qualifications of the person that we get. Pay is given upon experience.
786

787 D. Boutin- you said this pay scale is not part of the motion is that correct, I don't see in this
788 documentation where it talks about the pay.
789

790 J. Sullivan- it says they are creating a planning coordinator at a level 9. It would be approving it at a
791 level 9. We don't know the exact salary, but it could be up to \$70,000.
792

793 ***D. Boutin motioned to reclassify the proposed planning coordinator position and place it under***
794 ***the pay scale of 8 not 9 seconded by J. Durand.***
795

796 D. Boutin- a reasonable person reading this will conclude that their role will be administrative not
797 planning. The chart currently calls it administrative then it should be paid at that rate.
798

799 C. Karolian- if I recall grade 9 was left blank by the MRI study. You put planning coordinator in blank 9.
800 The TC voted on a pay scale that had 9 as blank. There was no planning coordinator in 9 and I asked
801 this back then.

802

803 J. Sullivan- when we approved this matrix at whatever meeting this was at, we asked why there were
804 blank spots. The rationale for having some positions blank, as the town grows they will see a need to fill
805 positions. New positions may not fit in the level of an 8 and does not rise to the level of a 10 so that is
806 why we are putting it in at a 9. did we not?

807

808 **RECESS at 8:48**

809

810 **Back In session at 8:53**

811

812 T. Tsantoulis- we have a TA that we hired. We hired him because of his background and expertise in
813 community development, and we recognized the need for community development and get Hooksett on
814 the map and use up a lot of the underutilized space in town. What he is proposing is within his purview
815 to do. Besides maybe D. Boutin no one else has the experience of a Town Planner. If he is in his right
816 to make these changes then he is allowed to do that. We cannot second guess what he was hired to
817 do. We cannot speculate what he is or is not going to do next year. We can vote it at a yes or a no. I
818 don't want to second guess an individual who was hired to do what we are asking him to do.

819

820 D. Boutin- I will echo the remarks that councilor made. I am recognizing the TA role and expertise. All I
821 am saying is the position is primarily administrative and the pay should reflect that.

822

823 C. Karolian- for the record I take exception to what T. Tsantoulis is alluding to the quality of the TA and
824 his qualifications and or his abilities. That is not the question. The actual is the pay scale from 8 to 9.

825

826 J. Sullivan- based on this you are hiring a planning coordinator with more duties than an administrative
827 assistant with the same pay.

828

829 **Roll Call #11**

830 ***T. Tsantoulis Aye***

831 ***R. Lapierre Nay***

832 ***J. Durand Aye***

833 ***C. Jones NP***

834 ***C. Karolian Aye***

835 ***A. Walczyk Nay***

836 ***R. Duhaime NP***

837 ***D. Boutin Aye***

838 ***J. Sullivan Nay***

839

840 ***Vote in favor 4-3***

841

842 J. Sullivan – based on this we are having a planning coordinator which we are moving from an
843 administrative assistant, but the duties will be more than an administrative assistant and the pay will be
844 the same. Now we are back to the beginning because no motion was made. If we do or do not make a
845 motion on this that we are changing the name and leaving it the same.

846

847 **A. Walczyk motioned to allow the Town Administrator to reorganize the community**
848 **development for the planning coordinator position to be in the pay scale of 8 of \$44,782 to**
849 **\$62,691 seconded by T. Tsantoulis.**

850

851 C. Karolian- this org chart will it stay the same in the future?

852

853 A. Garron- no the wording will be changed to reflect the planning coordinator position.

854

855 C. Karolian-how about the community development reporting to the TA?

856

857 A. Garron- that is not being proposed to change at this time. To be honest in the future I'd like to see
858 that change. I'd like to have that discussion and was it the intent of the Council for the TA to be the
859 department head of that department forever. I'd like to see a department head be in charge of it much
860 like many other departments and that department would be on its own.

861

862 C. Karolian- just so the other councilors are aware this is the first step in a multi-step, there will be
863 another step that will create a position that will be in charge of this department.

864

865

866 **Roll Call Vote #12**

867 ***D. Boutin Aye***

868 ***A. Walczyk Aye***

869 ***J. Durand Nay***

870 ***C. Karolian Nay***

871 ***R. Lapierre Nay***

872 ***T. Tsantoulis Aye***

873 ***R. Duhaime NP***

874 ***C. Jones NP***

875 ***J. Sullivan Nay***

876

877 ***Vote failed 3-4***

878

879 **Town Council Public Minutes - RSA 91:a**

880

881 ***T. Tsantoulis motioned for consensus for Councilors to have goal to keep the total number of***
882 ***public minutes' pages to a minimum, while meeting the requirement of RSA 91: a.; seconded by***
883 ***D. Boutin.***

884

885 J. Sullivan the intent of this is to streamline the process of keeping minutes.

886

887 T. Tsantoulis- I agree with this. We have archived meetings, If we need to review it we can review it.
888 We are constantly talking about keeping costs down. We are paying an awful lot of money to write stuff
889 that doesn't even need to come into play, that's how I support that motion.

890

891 C. Karolian- what this reads to me is that we are trying to keep the councilors limiting discussions to
892 keep the costs down and because the minutes are to long. If it takes the minute taker 20 hours to take
893 the minutes, then so be it. I think it needs to reflect what is being said at these meetings. Is this is a cost
894 endeavor for what she is receiving? Is the minute taker objecting to how long it is taking to take the
895 minutes? It does not look good on the surface.

896

897 A. Garron- the reason why this is coming up we wanted to remind the councilor that RSA requirement
898 of keeping minutes and that they are not required to keep them verbatim minutes or the RSA would
899 take a different slant there, but also some order to how we do things. There are meetings where
900 discussion goes off and it is difficult to track the conversation. There is a lot of conversation that makes
901 it difficult to produce the standard of minutes that the council wants. The intent is not to have verbatim

902 minutes. The council if they wish to seek verbatim minutes then that will need to be changed and
903 amended to have a more expansive minute record. This is really an attempt to meet the intent of the
904 law and really capture the essence of all the discussion that take place. But a lot of discussions takes
905 place and A lot of different tangents, and it is difficult for anyone taking minutes.
906

907 R. Lapierre- if you haven't read RSA 91: a if is just supposed to include by state law a brief description
908 of what the subject matter is discussed it is not supposed to be a verbatim recording. It is not just
909 operational efficiency it is to be in better compliance with how the RSA is written.
910

911 C. Karolian- we are in compliance with what we are doing now. She does a good job. We don't go down
912 verbatim road, and we don't have to. We have all read 91-a we know what it says. But it seems to me
913 the complaint is that it is taking the minute taker to long to transcribe. We can have an offsite company
914 do the transcribing from the video if need be, like other communities do.
915

916 J. Sullivan- this is not the 1st time we have had long discussion on the minutes. Do we want them short
917 and sweet or to the opposite end to having them more verbatim and to the direct point? This gives the
918 minute taker the ability to add what they feel is appropriate to add to the minutes. Let's give it a shot. If
919 it does not meet our qualifications, then we can revisit. The goal of the motion is to have the minute
920 pages at a minimum.
921

922 **Roll Call Vote #13**

923 ***C. Karolian Nay***

924 ***D. Boutin Aye***

925 ***T. Tsantoulis Aye***

926 ***R. Lapierre Aye***

927 ***A. Walczyk Nay***

928 ***R. Duhaime NP***

929 ***J. Durand Nay***

930 ***C. Jones NP***

931 ***J. Sullivan Aye***

932

933 ***Vote in favor 4-3***

934

935 **APPROVAL OF MINUTES**

936

937 ***T. Tsantoulis motioned to approve the public minutes of the December 8, 2021, meeting.***

938 ***Seconded by D. Boutin.***

939

940 ***Vote in favor 7-0***

941

942 ***D. Boutin motioned to approve the public minutes of the December 15, 2021, meeting. Seconded***
943 ***by T. Tsantoulis.***

944

945 R. Lapierre- I just want to make clear that my request was not to participate in the meeting and vote
946 over zoom. It was to be able to speak to you guys remotely over the discussion over the negotiations of
947 the union contract. I did not want to vote I did not ask to be apart of the vote and if you had made that
948 motion and approved it I would have removed myself from that vote because I would not like to set that
949 precedence. I just wanted to dial in remotely to let you know how those negotiations were going.
950

951

951 ***Vote in favor 6-1 R. Lapierre abstained due to not being in attendance.***

952 **D. Boutin motioned to approve the public minutes of the January 5, 2022, meeting. Seconded by**
953 **J. Sullivan.**

954
955 **Vote 4-0-3-** T. Tsantoulis, J. Durand and C. Karolian abstained due to not being in attendance
956

957 **J. Sullivan motioned to approve the non-public minutes of the January 5, 2022, meeting.**
958 **Seconded by D. Boutin.**

959
960 **Vote 4-0-3-** T. Tsantoulis, J. Durand and C. Karolian abstained due to not being in attendance
961

962
963 **PUBLIC INPUT**

964
965 Mark Meville 42 Main Street- It is a rare occasion that I actually watch the video at home. Tonight, I did.
966 This has to stop. When I saw the video, I put my coat on and came down here when I heard the arguing
967 and name calling. You must show decorum. You may not always agree, but you treat people with
968 mutual respect. All the videos and minutes that I have been reading and watching this has been a bad
969 year. Stop with the tangents. Stop the bickering. I hope that sinks in. I get phone calls from other
970 people. In regard to the minutes, I need to know what is going on I need to feel like I was there, maybe
971 not verbatim but a blurb. You should be ashamed that this is captured in the minutes. You should be
972 embarrassed of what went on tonight. I am also not in favor of the reorganization.
973

974 **ADJOURNMENT**

975
976 **Chair Sullivan motioned to adjourn the meeting at 9:26 pm. Seconded by D. Boutin.**

977
978 **Vote in favor 7-0.**

979
980
981
982 Respectfully submitted,

983
984 *Alicia Jipson*

985
986 Alicia Jipson
987 Recording Clerk

988
989
990
991
992
993
994 Please see subsequent meeting minutes for any amendments to these minutes