



AGENDA

Town of Hooksett Town Council

Wednesday, March 22, 2023 at 6:00 PM

A meeting of the Town Council will be held Wednesday, March 22, 2023 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. Hooksett Municipal Employee - New Hire
8. **PUBLIC INPUT - 15 MINUTES**
9. **SCHEDULED APPOINTMENTS**
 - 9.1. Granite State YMCA/ YMCA of Downtown Manchester MOU with Town of Hooksett/SAU 15- Karen Provost, Hooksett Camp Director 3 - 7
[Staff Report - SR-23-040 - Pdf](#)
10. **CONSENT AGENDA**
 - 10.1. Motion to accept a donation totaling \$1,500.00 from residents Monique Cote-Melendez and Pedro Melendez to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-b, III(b) and return that amount to the Police Department's K9 Trust Fund. 9
[Staff Report - SR-23-036 - Pdf](#)
 - 10.2. Donation(s) to the Town of Hooksett for the 2023 Hooksett Employee Appreciation Luncheon per RSA 31:95-b III (b) and RSA 31:95-e II 11
[Staff Report - SR-23-039 - Pdf](#)
11. **NOMINATIONS AND APPOINTMENTS**
12. **BRIEF RECESS**
13. **OLD BUSINESS**
 - 13.1. Town Council Goals Update 13 - 23
[Staff Report - SR-23-037 - Pdf](#)
14. **NEW BUSINESS**
 - 14.1. Town Personnel Plan Updates Salaried exempt employees use of leave time for workweeks with less than 40 hours worked 25 - 30

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

15. APPROVAL OF MINUTES

15.1. Public: 3/8/23

31 - 39

[TC Minutes 03082023](#)

15.2. Non-Public: 3/8/23

16. TOWN ADMINISTRATOR'S REPORT

17. TOWN COUNCIL FUTURE AGENDA ITEMS

18. INFORMATIONAL ITEMS AND CORRESPONDENCE

19. SUB-COMMITTEE REPORTS

20. PUBLIC INPUT

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

22. ADJOURNMENT

PUBLIC INPUT

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

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

Town Council STAFF REPORT



To: Town Council
Title: Granite State YMCA/ YMCA of Downtown Manchester MOU with Town of Hooksett/SAU 15- Karen Provost, Hooksett Camp Director
Meeting: Town Council - 22 Mar 2023
Department: Administration
Staff Contact: Wendy Baker, Executive Assistant

BACKGROUND INFORMATION:

In 2018, the Town of Hooksett and Granite State YMCA entered into an agreement to offer a youth summer program to Hooksett residents. Previously, a similar program existed that was administered directly by the Town of Hooksett and overseen by the Public Works Department. The instrument to conduct this relationship was a "Memorandum of Understanding" (MOU) between the involved organizations. A new MOU has been subsequently signed each year to renew the relationship. During the summer of 2021, the program continued as normal aside from operational changes necessitated by the COVID-19 pandemic. Since then, some further administrative changes have occurred internally with the state YMCA, hence the new MOU's incorporation of the Downtown Manchester YMCA.

Financial details in the MOU are as follows:

VII. The Provider will collect a one-time \$30 registration fee and a weekly resident fee of \$195.00 for the first enrolled child and \$180.00 for each additional family sibling for each of the weeks enrolled. Non-resident youth will be charged the same registration fee as residents, a \$210.00 weekly rate for the first child and \$195.00 for additional siblings. The Town of Hooksett will once again provide \$20,000 additional funding to assist Hooksett families in need of financial assistance to attend the summer camp program. Monies collected by the Provider from this registration and weekly fee process will serve as the remuneration for services provided to coordinate, staff, manage and operate the 2022 Hooksett Summer Camp.

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

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

FINANCIAL IMPACT:

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

POLICY IMPLICATIONS:

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

RECOMMENDATION:

Review the MOU and listen to staff explanations and presentations by the YMCA's Karen Provost, Hooksett Camp Director, vote to authorize the Town Administrator to fulfill any required duties to enact the program.

SUGGESTED MOTION:

"I motion to authorize the Town Administrator to sign the contract with Granite YMCA for the 2023 Summer Day Camp on behalf of the Council" Second required.

TOWN ADMINISTRATOR'S RECOMMENDATION:

The collaboration between the Town of Hooksett and the Granite YMCA has been good over the last three years. The School District has reviewed and agreed to the proposed MOU. I concur with the motion to authorize the Town Administrator to sign the MOU with Granite YMCA for the 2023 YMCA Camp.

ATTACHMENTS:

[2023 Day Camp MOU revised 3-6-2023](#)

**HOOKSETT SUMMER PROGRAM AGREEMENT
BETWEEN TOWN COUNCIL OF HOOKSETT;
HOOKSETT SAU, HOOKSETT, NH
AND
THE GRANITE YMCA, YMCA of Downtown Manchester, NH
SUMMER 2023**

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

WHEREAS, The Granite YMCA (hereinafter called "the Provider"), with a principal place of business located at 670 N. Commercial St, Manchester, NH, is desirous of providing such service,

WITNESS that:

I. The central goal of this program is to provide eight (8) weeks (Monday, June 26, 2023 – Friday, August 18, 2023) of a safe, quality summer recreational camp for Hooksett children, ages 5 through 13, and ages 14 (LIT Program) and 15-16 (CIT program) in response to a stated need by the Hooksett Recreation Department and Town Councilors.

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

III. The Hooksett Memorial School will make dedicated space at the 5 Memorial Drive location available for this program, June 26 through August 18, 2023, between the hours of 8:00 AM – 4:00 PM, Monday through Friday. During before and after camp hours 7:30-8:00 AM and 4-5:30 PM, the Provider is agreeable to sharing fields and playground spaces with non-camp participants when applicable to the camp program needs and safety. The Provider requests access to all designated camp indoor and outdoor spaces if feasible, a minimum of one week prior to the camp opening date to install, set-up, and prepare indoor and outdoor spaces for campers and for staff training. This will be done in coordination with the Memorial School Principal and Provider staff. Indoor spaces being requested for use by the Provider include: Teacher Break Room, Nurses Office, Cafeteria seating space, Gymnasium, Common Area, and student restrooms.

Provider will plan virtual camp open houses in the spring for parent Q & A and registration information. The SAU will permit the Provider to hold in July and August two nights of program for Camp Family and Character Recognition activities. These events will only occur if the provider and Town feel they can occur safely after reviewing the Providers Covid-19 safety protocols.

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

IV. The premises for the summer program are made available to Provider and will be maintained by the same in a neat and clean condition during camp hours. All maintenance relating to the general use of the school building or individual rooms within the building, daily thorough sanitation of restrooms, fieldwork and mowing will be the responsibility of

the Town of Hooksett Town Council. Any and all utility expenses incurred at the premises during this Agreement will be the sole responsibility of the Town of Hooksett. The Hooksett SAU staff will be responsible to invoice the Town Administrator's office for all janitorial and utility costs related to the 8 weeks of the YMCA Day Camp. The SAU Business Administrator will provide the Provider with a School Use Form to be completed prior to the commencement of the 2023 camp period.

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

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

VII. The Provider will collect a one-time \$30 registration fee and a weekly resident fee of \$195.00 for the first enrolled child and \$180 for each additional family sibling for each of the weeks enrolled. Non-resident youth will be charged the same registration fee as residents, a \$210 weekly rate for the first child and \$195 for additional siblings for YMCA Members and \$240 weekly rate for the first child and \$225 for additional siblings for non-members. The Town of Hooksett will once again provide \$20,000 additional funding to assist Hooksett families in need of financial assistance to attend the summer camp program. Monies collected by the Provider from this registration and weekly fee process will serve as the remuneration for services provided to coordinate, staff, manage and operate the 2023 Hooksett Summer Camp.

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

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

X. The Town of Hooksett Town Council, the Superintendent's Office and their representatives retain the right to enter and inspect the premises, as they deem appropriate at any time, with or without notice and agree to check in and out of the camp in compliance with The Granite YMCA Day Camp safety regulations.

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

IN WITNESS WHEREOF, we have hereunto set our hands this _____ day of
_____ 2023, in the presence of

William Rearick
Superintendent of Schools
Hooksett School District

André Garron
Town of Hooksett
Town Administrator

Ryan Gadow
Chief Operating Officer
The Granite YMCA

Ryan Novo
Association Director of Day Camps
and Teen Services
The Granite YMCA

Town Council
STAFF REPORT



To: Town Council
Title: Motion to accept a donation totaling \$1,500.00 from residents Monique Cote-Melendez and Pedro Melendez to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-b, III(b) and return that amount to the Police Department's K9 Trust Fund.
Meeting: Town Council - 22 Mar 2023
Department: Police Department
Staff Contact: Janet Bouchard, Police Chief

BACKGROUND INFORMATION:

The Police Department continues to accept donations to the fund the K9 unit, which is funded through a Trust Fund.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Accept the Funds.

SUGGESTED MOTION:

Motion to accept a donation totaling \$1,500.00 from residents Monique Cote-Melendez and Pedro Melendez to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-b, III(b) and return that amount to the Police Department's K9 Trust Fund.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the motion to accept a donation totaling \$1,500.00 from residents Monique Cote-Melendez and Pedro Melendez to the Town of Hooksett for the Hooksett Police Department

Town Council STAFF REPORT



To: Town Council
Title: Donation(s) to the Town of Hooksett for the 2023 Hooksett Employee Appreciation Luncheon per RSA 31:95-b III (b) and RSA 31:95-e II
Meeting: Town Council - 22 Mar 2023
Department: Administration
Staff Contact: Donna Fitzpatrick, Human Resource Coordinator

BACKGROUND INFORMATION:

Annually the Town Council hosts an employee appreciation luncheon. The Council has approved this year's event to take place on Thursday, April 6, 2023 12:00-2:00pm at the Hooksett Public Library and have invited 160 active employees. After the event, department heads will make the decision to close for the remainder of this day based on operations.

Possible donation(s):

- food/drinks/set-up items for the luncheon
- gift cards/other items to be distributed to the employees at the event via a raffle

The Town Council to accept the donations at this last Council meeting before the event. Town may receive donations through to the day of the event.

FINANCIAL IMPACT:

Possible donation(s) and CY2022-2023 \$1,000.00 budget line #001-100.4130-800.010

POLICY IMPLICATIONS:

N/A

RECOMMENDATION:

Recommend that the Town Council accept donation(s) to the Town of Hooksett for the 2023 Hooksett Employee Appreciation luncheon through the day of the event per RSA 31:95-b III (b) and RSA 31:95-e II.

SUGGESTED MOTION:

Motion to accept donation(s) to the Town of Hooksett for the 2023 Hooksett Employee Appreciation luncheon through the day of the event per RSA 31:95-b III (b) and RSA 31:95-e II.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion to accept donation(s) to the Town of Hooksett for the 2023 Hooksett Employee Appreciation luncheon through the day of the event.

Town Council STAFF REPORT



To: Town Council
Title: Town Council Goals Update
Meeting: Town Council - 22 Mar 2023
Department: Administration
Staff Contact: Wendy Baker, Executive Assistant

BACKGROUND INFORMATION:

Town Council had a workshop on August 10, 2022 with Primex to establish short and long-term goals that will move Town's vision forward. The following were the goals set forth with a plan to report updates at the second Council meeting of each month:

GOAL CATEGORY #1: Appearance Regulations and Code Enforcement

Goal Summary: Review and advise on new and existing appearance regulation for commercial properties and empower the Town Administrator and Code Enforcement Officer to enforce regulations on new and existing properties.

GOAL CATEGORY #2: Tax Rate Planning

Goal Summary: Balance the use of fund balance annually to maintain a low tax rate while building the balance amount to the recommended 8% or higher.

GOAL CATEGORY #3: Concise Communication to All Interested Vested Parties

Goal Summary: To continue to provide clear communication to interested/vested parties. Information needed should be requested before meetings in an effort to continue progress and avoid tabling, thus delaying the process.

GOAL CATEGORY #4: Economic Development/Infrastructure Expansion

Goal Summary: Infrastructure to support residential and commercial growth with regard to utilities.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Give any updates on the four goals

SUGGESTED MOTION:

N/A

TOWN ADMINISTRATOR'S RECOMMENDATION:

Update on progress on the 2022-2023 Town Council Goals

ATTACHMENTS:

[Unassigned Fund Balance \(002\)](#)

Hooksett's Goal #2: Tax Rate Planning

PRESENTED TO TOWN COUNCIL MARCH 2023, BY CHRISTINE TEWKSBURY, FINANCE DIRECTOR

Tax Rate Planning Goal

“Balance the use of (unassigned) fund balance annually to maintain a low tax rate while building the (unassigned fund) balance amount to the recommended 8% or higher.”

1) Fund balance:

- a) what is it
- b) how is it calculated
- c) calculating the percentage
- d) retention of unassigned fund balance

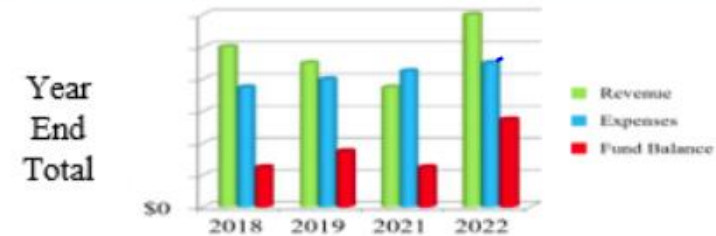
2) Strategy to meet Council's goal

What is Fund Balance

“In government accounting, fund balance is the difference between operating assets and liabilities resulting in a surplus or a deficit.

A common misconception is that fund balance is a cash account, associated with or correlated to a government’s bank account balance. But unlike a personal bank account, a general fund balance is not a “cash-account;” it is a measure of equity between revenues and expenditures.” *Katherine Heck, Government Finance Advisor for NHMA NHMA*

Fund Balance is the total accumulation of operating surpluses and deficits since the beginning of a local government’s existence.



The Fund Balance Formula:
 $\text{Fund Balance} = \text{Assets} - \text{Liabilities}$

Operating Surplus / Deficit

The difference between a unit’s revenues and expenditures for a fiscal year.

$\text{Revenues} - \text{Expenditures} = \text{Operating Surplus / (Deficit)}$

Categories of Fund Balance

Fund balance is calculated at the completion of the Town's fiscal year and broken down into the following categories:

Non-Spendable fund balance – *prepaid inventories and assets held for resale.*

Restricted fund balance – *externally enforceable legal restrictions.*

Committed fund balance – *town meeting restrictions.*

Assigned fund balance – *town council restrictions.*

Unassigned fund balance(UFB) – *residual category includes resources whose use is limited, but not for a purpose narrower than the purpose of the fund.*

	Reported to DRA
Categories	as of 6/30/2022
Non-spendable	\$ 669,989.00
Restricted	-
Committed	255,912.00
Assigned	226,734.00
Unassigned	3,273,465.00
Total fund balance	\$ 4,426,100.00

Calculating the Percentage of Unassigned Fund Balance (UFB)

NH DRA Guidelines: 5% to 17% of municipal operating expenses including tax effort for the county, local and state schools.

November 2022 Tax Rate Information	
Total Voted Appropriations for the Town	\$ 31,030,167
Less Wastewater Appropriations	(6,247,188)
Tax Effort for County	5,442,104
Tax Effort for Local Schools	27,337,055
Tax Effort for State Schools	2,758,167
	\$ 60,320,305

5% of \$60,320,305 =	\$ 3,016,015
8% of \$60,320,305 =	\$ 4,825,624
10% of \$60,320,305 =	\$ 6,032,031
17% of \$60,320,305 =	\$ 10,254,452

Retention of Unassigned Fund Balance (UFB)

- 1) In government finance, the retention and use of unassigned fund balance assists in measuring the financial health of the chief operating fund known as the general fund.
- 2) Unassigned fund balance can be use for emergency expenditures.
- 3) Helps with credit rating.
- 4) Helps with fluctuation in collection of property taxes.
- 5) Can be used to stabilize the tax rate.

Recommended strategy to achieve goal:

Step one – Set a minimum growth percentage. Recommend 0.5% to 1%.

Currently unassigned fund balance is 5.43%, before applying any UFB the town must increase the % by the growth rate set in this step.

Step two – Set a fixed amount of UFB to apply to tax rate. Recommend level set at \$300,000 to \$500,000.

Setting a fixed amount of UFB to be applied to the tax rate each year has a stabilizing effect on the tax rate.

Unassigned General Fund Balance History						
				Used to		
	Beginning	*Current year	Warrant	Reduce	Ending	% of FB
Year	Balance	Increase	Articles	Tax Rate	Balance	Retained
2012	1,770,434	666,248	-	-	2,436,682	6.00%
2013	2,436,682	733,354	-	-	3,170,036	7.87%
2014	3,107,036	1,348,547	-	(767,363)	3,688,220	8.00%
2015	3,688,220	1,575,465	-	(1,647,814)	3,615,871	8.00%
2016	3,615,871	1,325,418	-	(500,000)	4,441,289	9.34%
2017	4,441,289	1,384,377	f (2,160,917)	(1,000,000)	2,664,749	5.20%
2018	2,664,749	702,887	-	(300,000)	3,067,636	6.18%
2019	3,067,636	1,356,133	-	(1,385,094)	3,038,675	5.97%
2020	3,038,675	1,420,693	-	(1,400,000)	3,059,368	5.69%
2021	3,059,368	1,415,828	g (215,000)	(1,200,000)	3,060,196	5.70%
2022	3,060,196	545,759	h (75,000)	(257,490)	3,273,465	5.43%
* Current year increase are from actual revenues higher than estimated and expense lower than budgeted and changes in overlay.						
f - Warrant article #8 Visionary Plan for Sewer and Other Infrastructure Improvements (\$100,000) and Emergency appropriation for Lilac Bridge (\$2,060,917).						
g - Warrant article #13 Retirement Trust (\$150,000) and article #16 Fire Command Vehicle (\$65,000).						
h - Warrant article #15 Update Hooksett's History Book.						

Facts: UFB as of 6/30/2022 = 5.43%

Assumptions:

- 1) set minimum growth % at 0.5%
 - 2) set level amount to apply to tax rate at \$300,000
-

UFB must be at 5.93% before any UFB is used to the lower tax rate. Then apply up to \$300,000 to lower rate. Anything remaining will increase to the percentage held, which will be used as the starting percentage for the next year.

Once 8% of UFB is reached, Council should relook at the both the % of growth and the level amount to apply to tax rate and can use UFB over the 8% for one-time projects, such as, Town History Book or replacement of the Recycling & Transfer Office Building.

Next step

In September 2023, the dollar amount of UFB for 6/30/2023 will be known. At that time, I can run some numbers to aid Council in determining the appropriate “minimum growth percentage” and “level amount of UFB to apply to tax rate”.

Thoughts or comments?

Town Council

STAFF REPORT



To: Town Council
Title: Town Personnel Plan Updates Salaried exempt employees use of leave time for workweeks with less than 40 hours worked
Meeting: Town Council - 22 Mar 2023
Department: Administration
Staff Contact: Donna Fitzpatrick, Human Resource Coordinator

BACKGROUND INFORMATION:

Town Charter Section 6.2 Personnel Plan:

There shall be a set of rules and regulations providing for the establishment of a system of personnel administration known as the "Personnel Plan". The Plan shall include provisions with regard to classification, compensation, selection, training, promotion, grievances, discipline, vacations, retirement and any other matters necessary to the maintenance of efficient services and proper working conditions. The Personnel Plan shall continue in force, subject to amendments submitted from time to time by the Administrator, which shall become effective upon Town Council's approval. The Personnel Plan shall not apply to any elected officials, board and commission members. Each employee shall be provided a written job description prepared by the Administrator.

Proposed amendments to the Town Personnel Plan (for salaried exempt employees only):

- Section 3 – Policy on Hours of Work for Salaried Exempt Employees
- Section 9 - Leaves of Absence – Vacation Leave & Sick Leave

Add the following statement to the above sections:

"Salaried exempt employees must use the appropriate leave(s) (sick, vacation, holiday and/or personal time) for workweeks with less than 40 hours worked."

FINANCIAL IMPACT:

S

POLICY IMPLICATIONS:

At this time, salaried exempt employees need to use their appropriate leave(s) if taking a full day off. For a partial day off, the employee does not use his/her leave accrual. Adding the statement "Salaried exempt employees must use the appropriate leave(s) (sick, vacation, holiday and/or personal time) for workweeks with less than 40 hours worked." will be a policy change.

RECOMMENDATION:

Approve the amendments to the Town Personnel Plan to add statement "Salaried exempt employees must use the appropriate leave(s) (sick, vacation, holiday and/or personal time) for workweeks with less than 40 hours worked." to the following sections: 1) Policy on Hours of Work for Salaried Exempt Employees, 2) Vacation Leave and 3) Sick Leave.

SUGGESTED MOTION:

Motion to approve the amendments to the Town Personnel Plan to add statement “Salaried exempt employees must use the appropriate leave(s) (sick, vacation, holiday and/or personal time) for workweeks with less than 40 hours worked.” to the following sections: 1) Policy on Hours of Work for Salaried Exempt Employees, 2) Vacation Leave and 3) Sick Leave.

TOWN ADMINISTRATOR'S RECOMMENDATION:

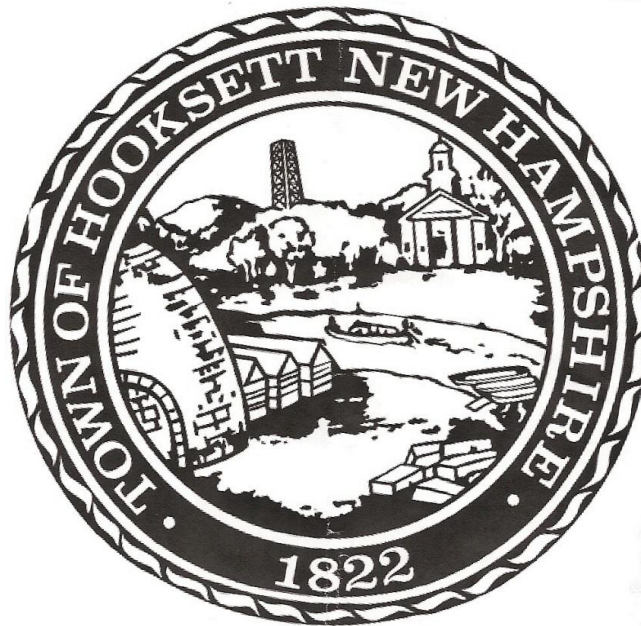
I concur with the suggested motion to approve the amendments to the Town Personnel Plan to add statement “Salaried exempt employees must use the appropriate leave(s) (sick, vacation, holiday and/or personal time) for workweeks with less than 40 hours worked.” to the following sections: 1) Policy on Hours of Work for Salaried Exempt Employees, 2) Vacation Leave and 3) Sick Leave. This amendment is to set clear expectations as to the hours that need to be accounted for a salaried employee.

ATTACHMENTS:

[TPP UPDATE TO TC 03222023](#)

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 – ~~December 7, 2022~~ March 22, 2023

3. EMPLOYMENT CONDITIONS

Policy on Hours of Work for Salaried Exempt Employees.

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 expected to be present at their duty stations:

- Safety Center, DPW garage: between the hours of 8:00 am and 4:30 pm from 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.

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.

Salaried exempt employees must use the appropriate leave(s) (sick, vacation, holiday and/or personal time) for workweeks with less than 40 hours worked.

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 change 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.

9. LEAVES of ABSENCE.

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

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

Years of Service Completed	Vacation Time Accrual per month	Vacation Time Max Carry Over as of June 30 th each year
0-4.99 Years	7.79 hours	100 hours
5-9.99 Years	11.33 hours	
10-14.99 Years	14.88 hours	
15 Years +	17.71 hours	

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

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

If accruals exceed the maximum caps listed above, the accrual overages are forfeited. No vacation leave shall be taken before accrual. Each month's accrual will be officially accrued once the month has been completed and will be eligible for use on the first day of the following month. As an example, vacation time accrued for January will be available for use on February 1st. If a holiday occurs during a vacation, the employee may extend their vacation for one day or take the vacation day at another time. Use of vacation leave at a particular time is contingent upon whether the employee's services can be spared. Employees must submit their vacation requests as early as possible in the calendar year. Supervisors shall approve vacation requests taking into consideration that the remaining work force at all times will be adequate to cope with the expected work load. In cases where too many requests are made for a particular date, employees with the earliest request with sufficient accrued leave will be given preference.

Salaried exempt employees must use the appropriate leave(s) (sick, vacation, holiday and/or personal time) for workweeks with less than 40 hours worked.

9. LEAVES of ABSENCE.

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

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

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

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

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

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

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

Salaried exempt employees must use the appropriate leave(s) (sick, vacation, holiday and/or personal time) for workweeks with less than 40 hours worked.

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, March 8, 2023**

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The Hooksett Town Council met on Wednesday, March 8, 2023, at 6:00 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of 08 Mar 2023 to order at (6:01) pm.

PROOF OF POSTING

Human Resource Coordinator Donna Fitzpatrick provided proof of posting.

ROLL CALL

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

Absent: Councilor David Ross.

PLEDGE OF ALLEGIANCE

Moment of Silence for Margaret Teravainen.

AGENDA OVERVIEW J. Sullivan gave the agenda overview.

SPECIAL RECOGNITION

7.1 Hooksett Municipal Employee - New Hire

A. Garron- no new employees, we do have 1 departure Nicholas Williams the Town Planner.

PUBLIC INPUT - 15 MINUTES

L. Farrell- I'm responding to the summary that T. Tsantoulis responded in regard to our 3 meetings. In his letter he wrote there are more questions, and the subject matter is more complex. I hope you realize that there is a big problem here in how we are taxed and what we get for our tax dollars. We are not letting this go. We are organized, we are paying attention.

P. Scarpetti- I was on the trash committee. I wanted to bring up that it can be a large item or a more direct item. We are one of the few towns that reimburse the residents of condos for trash pickup. As much as we want to pickup trash for everyone we cant. I'm on the Planning Board when we issued the approvals for condos they have dumpsters on site, and they don't make the roads to town spec. They talked about picking up the dumpsters, but those are front load trucks that we do not have. The

dumpsters alone are 2-4 thousand dollars each are we going to start buying those? We can't afford that. Then someone talked about doing a separate tax rate for condos. We talked about the reimbursement again and maybe we just stick with that.

SCHEDULED APPOINTMENTS

9.1 Carrie Hyde Hooksett Old Home Day September 16, 2023, Update

C. Hyde- the date is Saturday 16, 2023. This year I think is my 10th year running OHD last year we had 93 vendors. For 2023 we'd like to bring back the parade at 10am. Then we will have opening ceremony after. In 2022 vendors had a good turnout. In 2023 we will have vendors stay till 5:30. The activities will be free to the community. Winter carnival had a good idea of hot air balloon rides, but it was canceled due to weather, so I am going to look into that for OHD. I'd like to bring back trolly tours.

T. Tsantoulis- if you would clarify a statement you made. You made a statement that you would require them to stay till a specific time.

C. Hyde- a lot of our vendors are older and only want to do half day and they were starting to pick up around 2, we'd ask them to stay till 5:00.

A. Garron- I think you do a great job with OHD, but as a budget person I ask that you be mindful of the budget as last year we had overages.

9.2 Annual Update from the Parks and Recreation Advisory Board - Andy Janosz, Chair

J. Sullivan motioned to remove from the table Annual Update from the Parks and Recreation Advisory Board seconded by K. Judge.

Vote in favor 8-0

A Janosz- Lamberts Park, we added 2 projects, we added Horseshoe pits. We will ask the boy scouts if they want to assist. The other project is the brick pavers. Awhile ago we asked Kathy Northrup to do a write up for us on Lamberts Park but do to her passing we have asked the Heritage to do the write up. We felt the conservation commission should deal with the dog park. We will help out if asked.

R. Duhaime- you came forward to us before that you didn't like that we weren't having a lot of activities on this side of town. Are you looking at any other parks to have activities?

A. Janosz- we are looking for your direction as to what you want and need.

R. Duhaime- do you have any items on the CIP or planned improvements other than Lamberts Park?

A. Janosz- no we don't.

86 A. Garron- can that be added to the investigation of the advisory board of looking at the appropriate
87 places to look at possible spaces in the westside.

88

89 R. Duhaime- we have pinnacle park that was donated to us and I'd love to see ideas of how we can
90 make that a park.

91

92 ***R. Duhaime motioned to charge the Parks and Rec Advisory Committee to Investigate what we***
93 ***need to do to get Pinnacle Park into a better park seconded by D. Boutin.***

94

95 A. Garron- I just want to make it clear that the park not be limited to specific athletic fields.

96

97 D. Boutin- this motion is specific to Pinnacle. The councilor is concerned about Pinnacle Park.

98

99 **Roll Call Vote #2**

100 ***R. Duhaime Aye***

101 ***J Durand Aye***

102 ***D. Ross NP***

103 ***R. Lapierre Aye***

104 ***A. Walczyk Aye***

105 ***D. Boutin Aye***

106 ***K. Judge Aye***

107 ***T. Tsantoulis Aye***

108 ***J. Sullivan Aye***

109

110 ***Vote in favor 8-0***

111

112 A. Walczyk- is it possible to get a list of town owned property over to the advisory board.

113

114 A. Garron- yes, we can, and we have so that we can get input for possible town use.

115

116 R. Lapierre- I brought this up in the past. The state of the major's field is unplayable. Most of the games
117 get played in Manchester due to the state of our fields. I don't know if it is on the capital plan and if it is
118 not, it should be.

119

120 **9.3 Trash Subcommittee Update**

121

122 T. Tsantoulis- the council members have background info on the 3 meetings that we had. The comment
123 made earlier, was made due to the fact that the subject matter is beyond the group. Whatever the
124 decision that is going to be made will affect more. There have been remarks been made that we signed
125 for something that can't be changed. I try to present the facts. This is how it states today that it is
126 supported by zoning and planning don't shoot the messenger.

127

128 J. Sullivan- I know part of the challenge that I see is the impact on planning and zoning approval of
129 subdivisions, some of the new were approved additional units because there was no need for trash
130 collection. One individual asked about increasing the reimbursement. The original reimbursement was
131 \$31, and somehow, we moved to \$21. There seems to be a impact to the operating budget as we may

132 need more staff and trucks. My other thought would be if we want to come up with a possible resolution
133 or compromise on this. I live in granite Hills in an individual home where we have trash collection.

134

135 R. Duhaime- this is a complex situation.

136

137 R. Lapierre- what are we doing? Are we just going to talk about it? Are we just going to have 8 opinions
138 and not do anything about it?

139

140 J. Sullivan- the committee needs more guidance and information.

141

142 ***R. Duhaime motioned to supply these residents with trash pickup. No second motion fails.***

143

144 A. Garron- as a result of the committee if you are looking at the next steps we need to know the costs.
145 Right now, we repay \$65,000 a year to those residents. We need to look at what it would take to collect
146 condo trash.

147

148 R. Lapierre- in addition to what you said in regard to the planning board and in most instances these
149 options were bargained away by the developer to get these complexes in. To know that is important to
150 know if the TC has the right to overturn the PB decisions.

151

152 A. Walczyk- the TA brought up a lot of good points that deserve research. Do we have the capacity to
153 handle that much garbage, do we have the employees, the trucks. It is a good start that we go down
154 that path. We should put this on a future agenda to get the ball rolling.

155

156 J. Sullivan- we will put this on a future agenda item.

157

158 D. Boutin- I am confused on this, why is this complicated.

159

160 BRIEF RECESS

161

162 ***J. Sullivan motioned that we table this discussion for a future date, seconded by D. Boutin***
163 ***Vote in favor 8-0***

164

165 Comment from the audience- I made this recommendation or proposal why don't we subcontract trash
166 collection to areas that we do not currently pick up trash. It will be cheaper. The issues of barrels and
167 dumpsters would be addressed by the Hauler as they have the means. Lapierre made a comment
168 about condos and that trash is to be collected by the condo association. That is true we had that in our
169 deceleration but were made to change it so that we are not responsible.

170

171 CONSENT AGENDA

172

173 ***T. Tsantoulis motioned to accept the consent agenda as presented for items 10.1 and 10.2***
174 ***seconded by D. Boutin.***

175

176 **Vote in favor 8-0**

177

178 10.1 To accept a donation of \$100.00 made by Grace Zacaroli to the Town of Hooksett for the Fire-
179 Rescue Department in gratitude for EMS services rendered per RSA 31:95-b,III (b)

180

181 10.2 Accept State of NH Dept of Safety - Division of Fire Standards & Training & EMS funds
182 reimbursed to the Town of Hooksett, NH in the amount of \$1281.31 for Hooksett Fire-Rescue
183 Department members overtime costs from January 2023 training class, per NH RSA 31:95-b III(b).

184

185 **NOMINATIONS AND APPOINTMENTS**

186

187 **11.1 Matt St. Pierre - Alternate for Zoning Board of Adjustment**

188

189 ***R. Lapierre motioned to nominate and appoint Matt St. Pierre to the Zoning Board of Adjustment***
190 ***as an Alternate with a term expiring June 30, 2026. Seconded by D. Boutin.***

191

192 **Vote in favor 8-0**

193

194 M. St. Pierre- I moved here a year ago, my background is in architecture. I currently work as a data
195 analyst for Merchants. I think a lot of Board members make emotional decisions on boards, but I
196 think data driven decisions are better. I think that my background in architecture is an asset and I think I
197 will be a good asset to the board.

198

199 T. Tsantoulis- thank you for stepping up to volunteering, does he meet the 1-year residency
200 requirements?

201

202 J. Sullivan- residency requirements only pertain to the Town Council.

203

204 **OLD BUSINESS**

205

206 **13.1 Request to discuss potential Parks & Rec Projects - tabled 2/8/23.**

207

208 **NEW BUSINESS**

209

210 **14.1 Purchase of Kubota Mower**

211

212 ***A. Walczyk motioned to approve and consent the purchase of Kubota Mower from MB Tractor***
213 ***for \$16,989.22, seconded by D. Boutin.***

214

215 T. Tsantoulis- a few years ago a tractor was hit by a vehicle. Is this replacing that?

216

217 B. Berthiaume- This one is a little different than the one we had before.

218

219 R. Duhaime- how many mowers do we have like this?

220

221 B. Berthiaume- We have 6 Kabotas like this one. This is to replace one of the 2003 Kabotas. Highway
222 has a toro that we are going to sell.

223

224 **Roll Call Vote #3**

225 ***D. Boutin Aye***

226 ***D. Ross NP***

227 ***A. Walczyk Aye***

228 ***J. Durand Aye***

229 ***R. Duhaime Nay***

230 ***T. Tsantoulis Aye***

231 ***R. Lapierre Aye***

232 ***K. Judge Aye***

233 ***J. Sullivan Aye***

234

235 ***Vote 7-1***

236

237 **14.2 Petersbrook Clubhouse/Concession and Restrooms**

238

239 ***D. Boutin motioned to approve and consent acceptance of proposal from CXT for a Keystone***
240 ***23' X 26' structure for Petersbrook Clubhouse/Concession and Restrooms in the amount of***
241 ***\$287,799.80 to be funded from ARPA funds; seconded by T. Tsantoulis.***

242

243 T. Tsantoulis- having visited this at another field, I think it will be nice to have this at the field.

244

245 B. Berthiaume- I am developing the RFP's into separate packing. We are looking for a delivery out in
246 late September. When we get those numbers back from electrical and plumbing, we will have a better
247 idea of total costs.

248

249 R. Lapierre- what do we have for impact fees?

250

251 B. Berthiaume- As of January we have \$97,603.

252

253 R. Lapierre- is DPW going to do any of this work?

254

255 B. Berthiaume- I think it would be best to hire a subcontractor as we are not licensed electricians or
256 plumbers. We may be able to do some site work.

257

258 T. Tsantoulis- will this be gravity fed or pump assist?

259

260 B. Berthiaume- It will be pump assist and gravity assist to a well and pumped to the street.

261

262 A. Walczyk-do they have a cancelation policy if this does not move forward?

263

264

265

266 **Roll Call Vote #4**

267 **A. Walczyk Nay**

268 **R. Lapierre Aye**

269 **D. Ross NP**

270 **R. Duhaime Aye**

271 **J. Durand Nay**

272 **K. Judge Aye**

273 **T. Tsantoulis Aye**

274 **D. Boutin Aye**

275 **J. Sullivan Aye**

276

277 **Vote in favor 6-2**

278

279 **14.3 To approve the expenditure of \$8,986.32 of impact fees from the Fire Impact Fee Account**
 280 **for the purchase of a base station radio for the Hooksett Emergency Operations Center, per**
 281 **RSA 674:21, V and Hooksett's Impact Fee Ordinance.**

282

283 ***D. Boutin motioned to allow the expenditure of the \$8,986.32 of impact fees for the purchase of***
 284 ***the radio base for the EOC; seconded by K. Judge.***

285

286 **Vote in favor 7-1**

287

288 **APPROVAL OF MINUTES**

289

290 ***T. Tsantoulis motioned to approve the public minutes of February 22, 2023; seconded by D.***
 291 ***Boutin.***

292

293 **Correction to line 497 and I don't have all the answers should read and we don't have all the answers.**

294

295 **Vote in favor 8-0**

296

297 ***R. Lapierre motioned to approve the non-public minutes of February 22, 2023; seconded by D.***
 298 ***Boutin.***

299

300 **Vote in favor 8-0**

301

302 **TOWN ADMINISTRATOR'S REPORT**

303

304 **A. Garron presented on the topics below.**

- 305 • **March 14, 2023, Election Day at Cawley Middle School- everyone get out and vote.**
- 306 • **Town Planner- Nicholas Williams, Town Planner has submitted his letter of resignation. Last day**
 307 **with the town of Hooksett is March 17, 2023.**
- 308 • **Road Salt level- we purchased an order of salt that was 283 tons. Last few storms we used**
 309 **about 262 tons. Leaving 6-7 treatment run in the shed DPW may need to order more salt to not**
 310 **only finish this winter season, but also leave Hooksett with salt for the beginning of the next**
 311 **winter season. Room within the existing budget for the additional purchase**

- 312 • Town Council participation in QBS review for Hackett Hill/Rt. 3A project- we are going to have a
- 313 quality-based review coming up, I invite all to come and participate.
- 314 • Date of ARPA Committee Mtg- a date was not established with meeting again.
- 315 • New Gooseneck Microphone in Chambers- the wireless microphones are gone, and the
- 316 hardwired ones are in. The sound over the video sounds good. You have to bring them close to
- 317 you and speak into the mics.
- 318 • Direct Congressional Spending- I'd like to get permission to allow chair Sullivan to write a letter
- 319 of support on the behalf of the TC.
- 320 ***D. Boutin moved to allow that Chair Sullivan write a letter of support on the behalf of the TC.***
- 321 ***T. Tsantoulis seconded the motion.***
- 322 ***Vote in favor 7-0.***

323

324 TOWN COUNCIL FUTURE AGENDA ITEMS

325

326 T. Tsantoulis- I think we need to address the lack of attendance of a particular councilor.

327

328 D. Boutin- how many are you allowed?

329

330 J. Sullivan- after 3 consecutive or 25% of all regularly scheduled meetings.

331

332 SUB-COMMITTEE REPORTS

333

334 A. Garron- there was discussion on the Master plan and the housing needs. The last chapter that they

335 are working on. There was a site plan submitted for crane road. One of the sites are being proposed for

336 a 6 bay contractor yard that was tabled because they wanted to get the town engineer to look at the

337 grading.

338

339 J. Sullivan- Charter Review Committee- we met today as the charge was sort of open ended. We talked

340 about the # of council men and stipends and will reach out to the supervisors of the checklist for more

341 information.

342

343 D. Boutin- I would say that if you have any issues if we have districts or no districts, the # of councilors

344 please let us know your input.

345

346 J. Sullivan- also quorum vs super majority

347

348 ***J. Sullivan motioned to enter NON-PUBLIC SESSION #1 NH RSA 91-A:3 II e & I.; seconded by K.***

349 ***Judge.***

350

351 Roll Call Vote #5

352 ***T. Tsantoulis Aye***

353 ***D. Ross NP***

354 ***R. Duhaime Aye***

355 ***A. Walczyk Aye***

356 ***R. Lapierre Aye***

357 **K. Judge Aye**
 358 **J. Durand NP**
 359 **D. Boutin Aye**
 360 **J. Sullivan Aye**

361
 362 **Vote in favor 7-0**

363
 364 **NON-PUBLIC SESSION NH RSA 91-A:3 II E & L.**

365 (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or
 366 filed by or against the public body or any subdivision thereof, or by or against any member thereof
 367 because of his or her membership in such public body, until the claim or litigation has been fully
 368 adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with anybody
 369 or board shall not constitute a threatened or filed litigation against any public body for the purposes of
 370 this subparagraph.

371
 372 (f) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more
 373 members of the public body, even where legal counsel is not present.

374

375 **J. Sullivan motioned to seal the minutes of March 8, 2023; seconded by R. Lapierre.**

376

377 **Roll Call Vote #6**

378 **J. Durand NP**
 379 **R. Lapierre Aye**
 380 **K. Judge Aye**
 381 **D. Boutin Aye**
 382 **D. Ross NP**
 383 **T. Tsantoulis Aye**
 384 **A. Walczyk Aye**
 385 **R. Duhaime Aye**
 386 **J. Sullivan Aye**

387

388 **Vote in favor 7-0**

389

390 **ADJOURNMENT**

391

392 **J. Sullivan motioned to leave non-public session of March 8, 2023, at 8:32 pm; seconded by T.**
 393 **Tsantoulis.**

394

395 **Vote in favor 7-0**

396

397 Respectfully submitted,

398

399 *Alicia Jipson*

400

401 Alicia Jipson

402 Recording Clerk

403