

**Town of Hooksett  
Town Council Meeting Minutes  
Wednesday, November 1, 2023**

1  
2 The Hooksett Town Council met on Wednesday, November 1, 2023, at 6:00 in the Hooksett Municipal  
3 Building.

4  
5 **CALL TO ORDER**

6 Chair Sullivan called the meeting of Nov 1, 2023, to order at (6:00) pm.

7  
8 **PROOF OF POSTING**

9 Chair Tsantoulis provided proof of posting.

10  
11 **ROLL CALL**

12 **In Attendance:** Councilor James Sullivan, Councilor Jodi Pinard, Councilor Roger Duhaime, Chair  
13 Timothy Tsantoulis, Councilor Alex Walczyk, Councilor Randall Lapierre, and Councilor Keith Judge  
14 (arrived at 7:40).

15  
16 **Absent:** Councilor David Boutin and Councilor John Durand

17  
18 **PLEDGE OF ALLEGIANCE**

19  
20 **AGENDA OVERVIEW**

21  
22 **SPECIAL RECOGNITION**

23  
24 **Hooksett Municipal Employee - New Hire**

25  
26 A Garron- we welcome Matthew Webber, Police Officer.

27  
28 **PUBLIC INPUT - none**

29  
30 **SCHEDULED APPOINTMENTS- none**

31  
32 **Carrie Hyde - Old Home Day Update**

33  
34 C. Hyde- the change of the date was great due to the wind. We have never rescheduled a OHD due to  
35 weather. On Sunday when I set up, I could tell the poles had shifted. For next year it is scheduled for  
36 Saturday September 21, 2024. If it ends up being a windy day, I'd suggest rescheduling it for the  
37 Sunday after. For next year I am in contact with groups. It is hard to find volunteers. I also want to work  
38 more with some sponsors and really try and keep it a free event. The expenses were a little over  
39 \$13,000. Plus, the Town puts in additional expenses like the fireworks, stage and porta potties. We lost  
40 about 25% of vendors and many of our volunteers.

41

42 J. Sullivan- it seems that in the last few years we have had a shortfall of funds, and I want to be sure  
43 that you are including all amounts given by the Town. I want to make sure you are looking at all  
44 aspects, so we don't have a shortfall again.

45  
46 C. Hyde- I don't participate in the DPW budget, I do know they pay for the fireworks, and they did ask  
47 us to reduce the size of the stage.

48  
49 **CONSENT AGENDA**

50  
51 *J. Sullivan motioned to approve the consent agenda 10.1-10.4 as presented; seconded by A. Walczyk.*

52  
53 *Vote in favor 6-0*

54  
55 **10.1 Halloween Donation**

56  
57 **10.2 Donation of a Bicentennial Mural created by Hooksett's 7th grade students with a value of**  
58 **approximately \$220.00 per RSA 31:95-e:II.**

59  
60 **10.3 Accept 5 sets of rain guards (vent visors) from Lund International at no charge, to the Town of**  
61 **Hooksett for the Hooksett Police Department per RSA 31:95-e:II.**

62  
63 **10.4 Donation in the form of labor from the North Manchester Hooksett Little League group in the**  
64 **amount of \$900 per RSA 31:95-b, III (b).**

65  
66 **NOMINATIONS AND APPOINTMENTS- none**

67  
68 **BRIEF RECESS- none**

69  
70 **OLD BUSINESS**

71  
72 **13.1 Amend the Tax Increment Finance Plan to Remove Parcel 17-39 from the TIF District**  
73 **Item 13.1 will be moved to a future meeting.**

74  
75 **FY 2024-25 Budget and Warrant Articles.**

76  
77 C. Tewksbury- we will be discussing 9 warrant articles tonight; we did get the renewals for the Health  
78 Insurance. I applied those increased rates to the plans employees currently are on. The impact is about  
79 \$127,004.

80  
81 *R. Lapierre motioned to increase the 2023-2024 budget by \$127,004 to cover the changes in Health*  
82 *and Dental insurance, bringing the total budget to \$21,717,184; seconded by A. Walczyk.*

83  
84 **Roll Call Vote #2**

85 *R. Duhaime Aye*

86 *J Durand NP*

87 *J. Pinard Aye*

88 *R. Lapierre Aye*

89 *A. Walczyk Aye*

90 *D. Boutin NP*

91 *K. Judge NP*

92 *J. Sullivan Aye*

93 *T. Tsantoulis Aye*

94

95 ***Vote in favor 6-0***

96

97 T. Tsantoulis- when HealthTrust was here last week, we talked about opt outs. Is it time for an  
98 employee to opt out?

99

100 C. Tewksbury- that process will start soon. We won't know the impact until the end of open enrollment  
101 which is in December. Only the current employees opted out the numbers would go up. If an employee  
102 opted out of a medical plan, then the cost would go down.

103

104 D. Fitzpatrick- right now we offer a flat \$5,000 for not taking Health Insurance. We increased the  
105 stipends, this year so instead of the flat \$5,000 employees can now get \$5,000, \$7,500, or \$10,000.

106

107 **J. Sullivan moved to recommend and place on the ballot the sum of \$30,000.00 to be added to the**  
108 **Conservation Land Improvements Capital Reserve Fund previously established; seconded by A.**  
109 **Walczyk.**

110

111 **Roll Call Vote #3**

112 *D. Boutin NP*

113 *J. Pinard Aye*

114 *A. Walczyk Aye*

115 *J. Durand NP*

116 *R. Duhaime Aye*

117 *J. Sullivan Aye*

118 *R. Lapierre Aye*

119 *K. Judge NP*

120 *T. Tsantoulis Aye*

121

122 ***Vote in favor 6-0***

123

124 J. Sullivan- beyond this what is the plan for appropriate spending of this warrant article.

125

126 C. Robertson- we want to do a stewardship plan for Quimby Mountain. We have been removing  
127 invasive plants from the area. At Pinnacle Park we are talking about invasive plant removal.

128

129 A. Walczyk will 1<sup>st</sup> and R. Duhaime will 2<sup>nd</sup> at the deliberative session.

130

131 ***J. Sullivan moved to recommend and place on the ballot the sum of \$10,000.00 for the purpose of***  
132 ***repairing headstones and monuments in the Heads, Martins and Riverside Cemeteries; seconded by***  
133 ***A. Walczyk.***

134  
135 **Roll Call Vote #4**  
136 **A. Walczyk Aye**  
137 **R. Lapierre Nay**  
138 **J. Pinard Aye**  
139 **R. Duhaime Aye**  
140 **J. Durand NP**  
141 **K. Judge NP**  
142 **J. Sullivan Aye**  
143 **D. Boutin NP**  
144 **T. Tsantoulis Aye**  
145  
146 **Vote in favor 5-1**  
147  
148 J. Pinard will 1<sup>st</sup> and J. Sullivan will 2<sup>nd</sup> at the deliberative session.  
149  
150 M. Horn- we have had it in the budget before, we will have the revised regulations in front of the  
151 Council at a public hearing. Other towns have been successful in raising funds to fix headstones and get  
152 them back in a suitable manner.  
153  
154 **R. Lapierre moved to recommend and place on the ballot the sum of \$60,000.00 to be added to the**  
155 **Revaluation Capitol Reserve Fund previously established; seconded by A. Walczyk.**  
156  
157 **R. Duhaime motioned to table the discussion; seconded by J. Pinard.**  
158  
159 **Vote in favor 4-2**  
160  
161 C. Tewksbury- this is twice the amount that we typically do. What we have done in the past is a  
162 statistical update. This is to prepare for a full revaluation where we go to each of the properties in  
163 2028.  
164  
165 A. Garron- my understanding with this is that all the revaluations have been statistical up to date, and  
166 every so often we need to do a full update and that is what we are doing here.  
167  
168 R. Duhaime- this was defeated last year, and this is required by law, so it needs to be funded one way  
169 or another.  
170  
171 **R. Duhaime moved to recommend and place on the ballot the sum of \$135,000.00 to be added to the**  
172 **Town Wide Digital Mapping Systems Capital Reserve Fund; seconded by A. Walczyk.**  
173  
174 **Roll Call Vote #6**  
175 **J. Durand NP**  
176 **R. Lapierre Aye**  
177 **K. Judge NP**  
178 **D. Boutin NP**  
179 **J. Pinard Aye**

180 *J. Sullivan Aye*  
181 *A. Walczyk Aye*  
182 *R. Duhaime Aye*  
183 *T. Tsantoulis Aye*

184  
185 ***Vote in favor 6-0***

186  
187 A. Walczyk will 1<sup>st</sup> and R. Duhaime will 2<sup>nd</sup> at the deliberative session.

188  
189 ***A. Walczyk moved to recommend and place on the ballot an Information Technology (IT) Capital***  
190 ***Reserve Fund under the provisions of RSA 35:1 to replace and upgrade technology and***  
191 ***communication equipment as necessary and appropriate the sum of \$40,000.00 to be placed in this***  
192 ***fund; further, to name the Town Administrator as agent to expend from said fund; seconded by J.***  
193 ***Sullivan.***

194  
195 **Roll Call Vote #7**

196 *J. Pinard Aye*  
197 *K. Judge NP*  
198 *R. Lapierre Aye*  
199 *R. Duhaime Aye*  
200 *A. Walczyk Aye*  
201 *J. Durand NP*  
202 *J. Sullivan Aye*  
203 *D. Boutin NP*  
204 *T. Tsantoulis Aye*

205  
206 ***Vote in favor 6-0***

207  
208 R. Duhaime will 1<sup>st</sup> and J. Sullivan will 2<sup>nd</sup> at the deliberative session.

209  
210 ***J. Sullivan moved to recommend and place on the ballot the sum of \$250,000.00 to be added to the***  
211 ***Fire Apparatus Capital Reserve Fund; seconded by J. Pinard.***

212  
213 **Roll Call Vote #8**

214 *R. Lapierre Aye*  
215 *R. Duhaime Nay*  
216 *J. Sullivan Aye*  
217 *A. Walczyk Aye*  
218 *J. Durand NP*  
219 *J. Pinard Aye*  
220 *D. Boutin NP*  
221 *K. Judge NP*  
222 *T. Tsantoulis Aye*

223  
224 ***Vote in favor 5-1***

225

226 J. Sullivan will 1<sup>st</sup> and R. Duhaime will 2<sup>nd</sup> at the deliberative session.

227

228 **J. Sullivan moved to recommend and place on the ballot the sum of \$177,500.00 to be added to the**  
229 **previously established Capital Reserve Funds and to apportion the sum among several funds as listed**  
230 **below; seconded by A. Walczyk.**

231 **Air Packs & Bottles \$ 27,500.00**

232 **Fire Rescue Tools & Equipment 150,000.00**

233 **Total\$ 177,500.00**

234

235 **Roll Call Vote #9**

236 ***J. Durand NP***

237 ***D. Boutin NP***

238 ***J. Pinard Aye***

239 ***R. Duhaime Nay***

240 ***K. Judge NP***

241 ***A. Walczyk Aye***

242 ***J. Sullivan Aye***

243 ***R. Lapierre Nay***

244 ***T. Tsantoulis Aye***

245

246 ***Vote in favor 4-2***

247

248 S. Colburn- these funds will be to replace old equipment. The radios need replacing. The thought was  
249 to increase this for a few years and then we can back this down to less once the radios are all replaced.

250

251 ***A. Walczyk moved to recommend and place on the ballot the sum the sum of \$186,184.00 for salary***  
252 ***and benefits to hire two (2) full-time firefighters; seconded by J. Sullivan.***

253

254 **Roll Call Vote #10**

255 ***K. Judge Abstained not here for conversation***

256 ***J. Sullivan Nay***

257 ***R. Lapierre Nay***

258 ***J. Pinard Nay***

259 ***D. Boutin NP***

260 ***J. Durand NP***

261 ***A. Walczyk Aye***

262 ***R. Duhaime Nay***

263 ***T. Tsantoulis Nay***

264

265 ***Vote fails 1-5-1***

266

267 S. Colburn- The goal of this request is to add 2 additional firefighters on a rotating day shift schedule to  
268 bring staffing levels to 8 during the day. This proposal Identifies three areas the Fire Department seeks  
269 to address- Overtime reduction, apparatus response and maintain staffing levels at a minimum of 7.

270 The Fire Rescue Department realizes that there are financial constraints that affect the Towns decision  
271 regarding long term staffing cost. The Fire-Rescue Department is also aware of the critical need for

272 increased staffing to bring the Department closer to the national standard. NFPA 1710 recommends  
273 that each company be staffed with four firefighters, including a company officer, and that the company  
274 officer must remain as part of the company. This request would bring Department staffing to 8  
275 firefighters during the day shift hours (0700-1900) in line with NFPA 1710. If the warrant is approved,  
276 the overtime line will be reduced by \$35,000. Any day shift time-off request will be filled using the day  
277 shift firefighter dropping the shift staffing to 7. Over the last 6 months, 45.08% of our incidents were  
278 overlapping incidents. This greatly reduces our availability of resources. Staffing at 7 (24/7) allows the  
279 department to staff an additional piece of apparatus to handle the call volume and reduce the need for  
280 mutual aid and our residents waiting for emergency personnel to arrive. In 2010 the Town approved  
281 hiring additional staffing, bringing the shift complement to 7 on-duty firefighters per shift dropping to a  
282 minimum of 6. Over the past 14 years, the call volume has increased 26.12%. with no increases in  
283 staffing. This warrant, if passed, will bring daytime on-duty firefighter staffing to 8 with the ability to  
284 drop to a minimum of 7 personnel on-duty 24 hours a day, 7 days a week.

285  
286 A. Garron- the reason I did not support this was I think it is still premature. I applaud the information  
287 provided. When we were first talking about this, I didn't have this information. Overtime is always an  
288 issue; it is what it is but also having sat on the negotiating team for the last several years was the idea  
289 to save money in overtime by having a floater historically the overtime has not gone down and it  
290 continues to be an issue we struggle with. Unless we do something dramatic it won't decrease  
291 overtime. I think the information they have; I'd like to see how the additional 2 firefighters will do to  
292 the operations of the department. I want to see departments doing the proper planning like the Fire  
293 Department has. When we look at increases like this, we also need to look at the offsets.

294  
295 R. Duhaime- we are more of an ambulance service than a Fire department. You have overlapping  
296 equipment because you are sending a truck along. I see mutual aid at the scenes as well. With  
297 development we are having more services and improvements that make the department's jobs easier.

298  
299 S. Colburn- we do a lot of services calls, EMS, traffic accidents, ultimately, we are not the big cities. We  
300 have people who are trained on a lot of equipment. All our staff are multi trained and we bounce  
301 around multi apparatus. We take pride in what we do and the level of service that we provide. We  
302 were awarded EMS unit of the year out of the entire state, and I think that speaks to what we do. At  
303 some point without additional staffing, we are going to have issues with not being able to answer calls.

304  
305 **R. Lapierre moved to recommend and place on the ballot the sum of \$126,490.00 for an increase in**  
306 **salaries and benefits for non-union full-time and part-time Town personnel; seconded by A. Walczyk.**

307  
308 **Roll Call #11**  
309 ***J. Sullivan Aye***  
310 ***R. Lapierre Aye***  
311 ***J. Durand NP***  
312 ***J. Pinard Aye***  
313 ***K. Judge Aye***  
314 ***A. Walczyk Aye***  
315 ***R. Duhaime Aye***  
316 ***D. Boutin NP***  
317 ***T. Tsantoulis Aye***

318

319 ***Vote in favor 7-0***

320

321 R. Lapierre will 1<sup>st</sup> and J. Pinard will 2<sup>nd</sup> at the deliberative session.

322

323 **NEW BUSINESS**

324

325 **14.1 Quarterly Financial Report as of September 30, 2023**

326

327 C. Tewksbury- we still have to obligate \$97,000 in ARPA funds. The general fund operating budget is  
328 26% spent and that is trending in line toother years. The administration budget is 27% spent and was  
329 \$50,000 over last year. The fire rescue budget is 23% spent, the FY23-24 is \$200,00 more than the  
330 FY22-23 budget. The majority of that is due to union raises and the rest is operational expenses. We  
331 did have a few vacant positions that have since been filled in September. The Police budget is  
332 approximately \$300,000 more than last year's budget and that is for 2 cars and the wage increases for  
333 employees. The budget is 23% spent and that is a little less than the year before and that is due to  
334 unfilled positions. The PW budget is FY23-24 budget is about \$350,000 more than last year's budget  
335 and it is related to encumbrances. The general fund revenues are 35% collected and that is up from last  
336 year. Interest & penalties are at 6%. In the spring is when we get collections. Lay year we did collect  
337 \$120,000 and I will be reducing this to \$150,000. Building permit revenues are going down. Fees  
338 collected are going in a downward trend. State of NH revenues come in at different times. Interest on  
339 deposits is doing very well. I will increase this to \$425,000 which will be good for the tax rate.

340

341 **APPROVAL OF MINUTES- none**

342

343 **TOWN ADMINISTRATOR'S REPORT**

344

345 A. Garron- I wanted to report on the swearing in of new officers that took place this am.

346

347 **PUBLIC INPUT- None**

348

349 **NON-PUBLIC SESSION NH RSA 91-A:3 II C and E.**

350

351 ***T. Tsantoulis motioned to enter NON-PUBLIC SESSION NH RSA 91-A:3 II C and E; seconded by J.***  
352 ***Sullivan.***

353

354 (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person,  
355 other than a member of the public body itself, unless such person requests an open meeting. This  
356 exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or  
357 other levy, if based on inability to pay or poverty of the applicant.

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



364  
365 **Roll Call Vote #12**  
366 ***D. Boutin NP***  
367 ***A. Walczyk Aye***  
368 ***J. Durand NP***  
369 ***J. Pinard Aye***  
370 ***K. Judge Aye***  
371 ***R. Lapierre Aye***  
372 ***J. Sullivan Aye***  
373 ***R. Duhaime Aye***  
374 ***T. Tsantoulis Aye***  
375  
376 ***Vote in favor 7-0***  
377  
378 ***J. Sullivan motioned to leave non-public session of November 1, 2023, seconded by R. Lapierre.***  
379  
380 ***Vote in favor 6-0***  
381  
382 ***J. Sullivan motioned to seal the Non-Public minutes of November 1, 2023; seconded by R. Lapierre.***  
383  
384 **Roll Call Vote #13**  
385 ***K. Judge NP***  
386 ***D. Boutin NP***  
387 ***J. Sullivan Aye***  
388 ***R. Lapierre Aye***  
389 ***A. Walczyk Aye***  
390 ***R. Duhaime Aye***  
391 ***J. Durand NP***  
392 ***J. Pinard Aye***  
393 ***T. Tsantoulis Aye***  
394  
395 ***Vote in favor 6-0***  
396  
397 **ADJOURNMENT**  
398  
399 ***T. Tsantoulis motioned to adjourn the meeting at 9:16 pm. Seconded by J. Sullivan.***  
400  
401 ***All in favor 6-0***  
402  
403  
404 Respectfully submitted,  
405  
406 ***Alicia Jipson***  
407 Alicia Jipson  
408 Recording Clerk