

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, February 22, 2023**

1
2 The Hooksett Town Council met on Wednesday, February 22, 2023, at 5:39 in the Hooksett Municipal
3 Building.

4
5 **CALL TO ORDER**

6 Chair Sullivan called the meeting of 22 Feb 2023 to order at (6:08) 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 Timothy Tsantoulis, Councilor Alex Walczyk,
13 Councilor Randall Lapierre, Councilor David Boutin, and Councilor John Durand, Councilor Keith Judge
14 (arrived at 5:57).

15
16 **Absent:** Councilor Roger Duhaime and Councilor David Ross.

17
18 **NON-PUBLIC SESSION NH RSA 91-A:3 II**

19 (d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in
20 public, would likely benefit a party or parties whose interests are adverse to those of the general
21 community.

22
23 **ROLL CALL**

24
25 **Roll Call Vote #1**
26 ***K. Judge NP***
27 ***D. Boutin Aye***
28 ***T. Tsantoulis Aye***
29 ***R. Lapierre Aye***
30 ***A. Walczyk Aye***
31 ***R. Duhaime NP***
32 ***J. Durand Aye***
33 ***D. Ross NP***
34 ***J. Sullivan Aye***

35
36 **Vote 6- 0**

37
38 ***J. Sullivan motioned to enter NON-PUBLIC SESSION #1 NH RSA 91-A:3 II d.; seconded by T.***
39 ***Tsantoulis.***

40
41 **Roll Call Vote #2**
42 ***R. Duhaime NP***
43 ***J Durand Aye***
44 ***D. Ross NP***
45 ***R. Lapierre Aye***
46 ***A. Walczyk Aye***
47 ***D. Boutin Aye***
48 ***K. Judge NP***

49 **T. Tsantoulis Aye**

50 **J. Sullivan Aye**

51

52 **Vote 6-0**

53

54 **R. Lapierre motioned to seal the minutes of February 22, 2023; seconded by T. Tsantoulis.**

55

56 **Roll Call Vote #3**

57 **D. Boutin Aye**

58 **D. Ross NP**

59 **A. Walczyk Aye**

60 **J. Durand Aye**

61 **R. Duhaime NP**

62 **T. Tsantoulis Aye**

63 **R. Lapierre Aye**

64 **K. Judge Aye**

65 **J. Sullivan Aye**

66

67 **Vote 7-0**

68

69 **J. Sullivan motioned to leave non-public session of February 22, 2023, at 6:08 pm; seconded by**

70 **D. Boutin.**

71

72 **Vote in favor 7-0**

73

74 **PLEDGE OF ALLEGIANCE**

75

76 **AGENDA OVERVIEW Given by J. Sullivan**

77

78 **SPECIAL RECOGNITION**

79

80 **Hooksett Municipal Employee - New Hire**

81

82 **A. Garron- we did hire someone Patricia Caruso for the Family Services Director and will start Feb 27th.**

83 **End of employment is Craig Clark.**

84

85 **SCHEDULED APPOINTMENTS**

86

87 **11. 1 New banking relationship with Leader Bank**

88

89 **C. Tewksbury- I'd like to introduce Town Treasure Carol Andersen.**

90

91 **C. Andersen- upon research and looking around to get the best interest rates for Hookset, I'd like to ask**

92 **you to consider banking with Leader Bank.**

93

94 **J. Durand Motion to authorize the Town Treasurer to establish a banking relationship with**

95 **Leader Bank for the Town of Hooksett and authorize the Council Chair to sign the resolution if**

96 **necessary. Seconded by T. Tsantoulis.**

97

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

99

100 **J. Durand- I see NH bank was a little more.**

101

102 C. Andersen- we already have an account with them and according to our investment policy we have to
103 spread our money around.

104

105 **11.3 February 4, 2023, Deliberative Session Recap & March 14, 2023, Election discussion -**
106 **Karina Towne, Town Clerk & Todd Lizotte, Town Moderator**

107

108 T. Lizotte- we had a few amendments, other than that not to eventful. We have a mtg coming up with
109 the Board of Elections, where we will go over the trials and tribulations of the prior elections, but local
110 elections are typically a little easier.

111

112 K. Towne- we had 5 different proofs before we settled on a final. Those will be ordered next week.
113 Daniel is the new Deputy TC. I am still looking for 1 more council rep for the end of the night.

114

115 K. Judge- I volunteer.

116

117 T. Lizotte- I think it should go smooth, and Karina is getting up to speed. The people that do a lot of the
118 work is done by the clerk and the supervisors of the checklist.

119

120 J. Sullivan- March 14th from 6-7 on Collie Road

121

122 **11.2 Updated the Town's Delegation of Deposit Authority**

123

124 ***R. Lapierre motioned to approve and sign the Town's Delegation of Deposit Authority as***
125 ***presented seconded by K. Judge.***

126

127 ***Vote in favor 7-0***

128

129 C. Tewksbury- the change we made was that only full-time employees go to the bank to make deposits.

130

131 **CONSENT AGENDA**

132

133 **T. Tsantoulis motioned to accept the consent agenda as presented 12.1, 12.2, 12.3, 12.4**
134 **seconded by A. Walczyk.**

135

136 **Vote in favor 7-0**

137

138 **12.1 To accept the 2022 Annual Monitoring Incentive Award in the amount of \$300.00 from**
139 **LCHIP to the Town of Hooksett for the preservation of the Old Town Hall per RSA 31:95-b, III (b)**

140

141 **12.2 To accept two donations totaling \$1,000.00 from various donors to the Town of Hooksett**
142 **for the Hooksett Police Department per RSA 31:95-b,III(b) and return that amount to the Police**
143 **Department's K9 Trust Fund.**

144

145 **12.3 To accept Southeastern NH HazMat Mutual Aid District funds reimbursed to the Town of**
146 **Hooksett, NH in the amount of \$2,128.08 for Hooksett Fire-Rescue Department Haz Mat Team**
147 **members overtime costs from Jul 1, 2022 - Dec 31, 2022, per NH RSA 31:95-b III(b).**

148

149 **12.4 To accept \$270.00 donation from Northeast Resource Recovery Association in the form of**
150 **10 cases of blue trash bags @ \$27 per case to the Town of Hooksett for the DPW Recycling &**
151 **Transfer Division per RSA 31:95-e, II.**

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OLD BUSINESS

15.1 Discussion on Qualifications Based Selection of consultants (QBS)

A. Garron- a few years ago we amended the administrative code to include this process. We wanted to make sure that we hired the proper firm based on the project. We wanted to move forward with that, at the last meeting there seemed to be some confusion as to the process and how we follow that process, and I will ask that B. Thomas help explain that QBS process.

D. Boutin- is it appropriate for me to make a motion on this already?

J. Sullivan on the next agenda item you may.

B. Thomas- I put together information here that outlines the QBS. It is a method to selecting based on qualifications and not their price. We did modify it a bit on Martins Ferry Road. Anytime we use federal or state funding we have to use the QBS and have a strict set of guidelines that we have to follow. You already know that we have the administrative code for this process, the American Society of Civil Engineers supports this process, the American Public Works Association supports this, and most consultants supports this process. This is not something that we invented, and it is a well-recognized process accepted by many in the industry. I feel like last meeting Martins Ferry Road was rejected based on this and that is why I brought it back on the agenda and if it does not get accepted, I'd like to know where we go from here.

J. Durand- I think it failed because many had sticker shock on just the cost of design alone. I thought it was too much money for what it is.

B. Thomas- I understand that we actually had a consultant here before with a lower price, but it was a smaller scope of work this one was larger in scope.

A. Garron- on June 8th 2022, we brought before the council a proposal in regard how to fix the guardrail, and then there was damage to the deck and it seemed to be more wrong than advertised. Right now, we don't know what the ultimate price is but we are talking about the 1 million dollar price range.

T. Tsantoulis- my recollection of the conversation was there was to many moving parts. We are trying to discuss to much at 1 time. I agree that the design costs seem high but I've talked to other engineers and they say that is the standard, and if that is what it costs then it is what it is.

R. Lapierre- so you choose GM2 based on qualifications and then negotiated the price based on the grant that we had. So, their bid was at almost the exact amount of the grant.

B. Thomas- I actually, got them to come down in price.

R. Lapierre- moving forward what I need form staff is the breakdown and your expert opinion, so that we are not turning funds over based on what we have.

A. Garron- yes and no that makes sense what you are saying. We picked based on qualifications and then negotiated from there.

R. Lapierre- understanding how we got to that number and understanding that we got value to the town.

204 B. Thomas- I think it was coincidence. I think the bid was actually lower and I had them add back in
205 hours and then they were actually over, then that is where I got them to come down, so that we were
206 within our block grant funds so we dipped into other funds less. So, I think it was more coincidence than
207 anything.

208
209 J. Sullivan- in the future I agree that providing more information on how you got to the process would be
210 helpful.

211
212 R. Lapierre- I believe we have to rescind the prior vote as this is the same motion as last meeting.
213

214 J. Sullivan- what I was trying to indicate under our procedures we have verbiage on rescinding motions.
215 and we were discussing if it was needed.

216
217 R. Lapierre- for the public the previous vote on this can be found on the prior meetings minutes from
218 February 8, 2023, on line 245.

219
220 A. Garron- I wish that at the last meeting we had conceptual designs to show you.
221

222 J. Durand- those that didn't get their way just re brought it up again so they could get their way and
223 that's what this council does.
224

225 J. Sullivan- we are not violating any rules of this charter. It is a situation that needs to be addressed,
226 and voting no is not going to fix the issue.
227

228 **15.2 Martins Ferry Road/North River Road Intersection Engineering Contract with GM2**
229 **Associates for \$261,091.00**
230

231 ***D. Boutin motioned to grant permission for the Town administrator to sign contract with GM2***
232 ***Associates, Inc. for \$261,091 from the SB 401 Block Grant funds for Design and Construction***
233 ***Administration for improvements of the Martins Ferry Road/North River Road Intersection.***
234 ***Seconded by T. Tsantoulis.***
235

- 236 **Roll Call Vote #4**
237 ***A. Walczyk Nay***
238 ***R. Lapierre Aye***
239 ***D. Ross NP***
240 ***R. Duhaime NP***
241 ***J. Durand Nay***
242 ***K. Judge Aye***
243 ***T. Tsantoulis Aye***
244 ***D. Boutin Aye***
245 ***J. Sullivan Aye***
246

247 ***Vote in favor 5-2***
248

249 **15.3 Town Council Goals Update**
250

251 GOAL CATEGORY #2: Tax Rate Planning Goal Summary: Balance the use of fund balance annually to
252 maintain a low tax rate while building the balance amount to the recommended 8% or higher.
253

254 A. Garron- with regard to goal #2 tax rate planning and the fund balance portion of that and the desire
255 of the council was to get to a goal of 8% fund balance. How best do we get to that goal, because the
256 unknown factors are that what are the fund balances at the end of the year. A option is targeting a
257 certain % each year to set aside to the fund balance.

258
259 C. Tewksbury- yes, we did have a long strategy on how we achieve this goal. There is a couple moving
260 factors. July 1 is when we know what we have in unassigned fund balance. Then we don't know the tax
261 affect until September until we get the county and school rates. That's why it is tricky to come up with
262 x,y,z when we don't have all the factors at the same time.

263
264 A. Garron- the point of tonight was how we get our thinking there.

265
266 D. Boutin- assuming the number is 4 million in order to get to the % figure what is that?

267
268 C. Tewksbury- it is the town operating budget minus the sewer and the net for the county and school.
269 We don't know all those pieces at the same time in September.

270
271 D. Boutin- where does this money go?

272
273 C. Tewksbury- it is not 100% cash, it is your prior year unassigned fund balance, then your surplus or
274 deficit and your reclassification of funds.

275
276 J. Sullivan- so what we did last year, did that put us back towards our goal?

277
278 C. Tewksbury- in November 2022 we applied roughly \$267,000 worth of fund balance so it brought our
279 fund balance to 5.43%

280
281 T. Tsantoulis- what is the best determining factor that causes the fund balance to increase?

282
283 C. Tewksbury- so what goes towards that is unspent budgets, and then any unanticipated revenues.

284
285 GOAL CATEGORY #3: Concise Communication to All Interested Vested Parties Goal Summary: To
286 continue to provide clear communication to interested/vested parties. Information needed should be
287 requested before meetings in an effort to continue progress and avoid tabling, thus delaying the
288 process.

289
290 A. Garron- in regard to goal #3. Are there other matters where we can improve communication and how
291 can that be explored. As we move forward with what information that is presented, is there any
292 additional information that the TC requires to improve communication.

293
294 D. Boutin- how do we accomplish that. Like today we got an email requesting donation, and I was not
295 aware of it, and I think sending out a quick email is helpful.

296
297 J. Sullivan- in pre meeting prep if there are questions that arise and reaching out to the TA before the
298 meeting is helpful.

299
300 **NEW BUSINESS**

301
302 **16.1 Town Wide Statistical Update for Utility & Commercial Properties Bid Acceptance**

303
304 J. Duhamel- we sent out RFPs we got back 1 bid for utility and 1 bid for commercial.

305
TC MINUTES

2-22-2023

6

306 R. Lapierre- we got just 1 bidder?
307
308 J. Duhamel- we sent it to MRI, Vision and KRT did not respond back, and MRI said they were to busy.
309
310 T. Tsantoulis- is it my understanding that there are limited utility appraisers out there?
311
312 J. Duhamel- yes San Soucy has stepped back, and Brian has gone out on his own.
313

314 ***J. Sullivan motioned to waive the requirement for 3 bids, due to the limited availability of***
315 ***bidders for this type of project seconded by D. Boutin.***
316

317 **Roll Call Vote #5**

318 ***T. Tsantoulis Aye***
319 ***D. Ross NP***
320 ***R. Duhaime NP***
321 ***A. Walczyk Aye***
322 ***R. Lapierre Aye***
323 ***K. Judge Aye***
324 ***J. Durand Aye***
325 ***D. Boutin Aye***
326 ***J. Sullivan Aye***

327
328 ***Vote in favor 7-0***
329
330

331 ***T. Tsantoulis motioned to Allow TA to enter contract with Brian Fogg, LLC town wide (Utility)***
332 ***statistical update seconded by A. Walczyk.***
333

334 **Roll Call Vote #6**

335 ***J. Durand Aye***
336 ***R. Lapierre Aye***
337 ***K. Judge Aye***
338 ***D. Boutin Aye***
339 ***D. Ross NP***
340 ***T. Tsantoulis Aye***
341 ***A. Walczyk Aye***
342 ***R. Duhaime NP***
343 ***J. Sullivan Aye***

344
345 ***Vote in favor 7-0***
346

347 ***J. Sullivan motioned to waive the requirement for 3 bids, due to the limited availability of***
348 ***bidders for this type of project seconded by R. Lapierre.***
349

350 **Roll Call Vote #7**

351 ***D. Ross NP***
352 ***K. Judge Aye***
353 ***R. Lapierre Aye***
354 ***R. Duhaime NP***
355 ***A. Walczyk Aye***
356 ***J. Durand Aye***

357 *T. Tsantoulis Aye*

358 *D. Boutin Aye*

359 *J. Sullivan Aye*

360

361 *Vote in favor 7-0*

362

363 *T. Tsantoulis motioned to allow TA to enter into contract with VGSI for a town wide statistical*
364 *(commercial) update; seconded by D. Boutin.*

365

366 **Roll Call Vote #8**

367 *R. Lapierre Aye*

368 *R. Duhaime NP*

369 *T. Tsantoulis Aye*

370 *A. Walczyk Aye*

371 *J. Durand Aye*

372 *D. Ross NP*

373 *D. Boutin Aye*

374 *K. Judge Aye*

375 *J. Sullivan Aye*

376

377 *Vote in favor 7-0*

378

379 **16.2 Adoption of HB 1667 - amendment to the requirements for the Veterans Tax Credit RSA**
380 **72:28**

381

382 *D. Boutin motioned to adopt revised RSA 72:28 regarding an amendment to the requirements*
383 *for the Veterans Tax Credit. A. Walczyk.*

384

385 *Vote in favor 7-0*

386

387 **16.3 Budget Transfer #2023-02 in the amount of \$1,804.00 from Fire-Rescue's budget to the**
388 **Administration budget.**

389

390 *R. Lapierre motioned to authorize the Chairman to sign the Budget Transfer #2023-02 in the*
391 *\$1,804.00 from Fire Rescue's budget to Administration's budget. Seconded by T. Tsantoulis.*

392

393 **Roll Call Vote #9**

394 *J. Durand Aye*

395 *D. Boutin Aye*

396 *D. Ross NP*

397 *R. Duhaime NP*

398 *K. Judge Aye*

399 *A. Walczyk Aye*

400 *T. Tsantoulis Aye*

401 *R. Lapierre Aye*

402 *J. Sullivan Aye*

403

404 *Vote in favor 7-0*

405

406 *R. Lapierre- this is in order to save money to purchase software townwide.*

407

408 **16.4 Quarterly Financial Report as of December 31, 2022**

409
410 C. Tewksbury- we have obligated \$1,033,335 in ARPA projects.
411 General Fund- year to date we are at 54% spent and this is due to raises and additional positions filled.
412 Fire Rescue- 49% spent, increases in employee raises this budget has had 4 staff turnovers, they
413 currently have 1 full FF vacant, 1 out on WC, their OT is overspent but they are going to be using the
414 wages from those vacant spots.
415 Police- 50% spent.
416 Highway- 5 staff turnovers, OT is looking pretty good, the cost for OT can range form 15-18k each
417 storm. Last year we had 600k budgeted for paving and this year we have 900k. 50% spent budget.
418 Recycling & Transfer- they have been fully staffed all year, they are at 48% spent, I anticipate that we
419 will be at the budget expectation.
420 Welfare- we haven't seen a large # of residents needs assistance. Our budget has about 12k left in it.
421 We do anticipate the welfare line to be a little bit over. I'm hoping the savings in wages will cover that.

422
423 D. Boutin- where does the town house these people?

424
425 C. Tewksbury- some are not homeless; some we help with rent and mortgage assistance. Sometimes
426 we have to pay them to go to other towns and we do set them up in hotels.

427
428 D. Boutin- what % is being housed vs needing rent.

429
430 C. Tewksbury- I'd say the majority of those that we help need help with rent and mortgage assistance
431 vs housing homeless.

432
433 C. Tewksbury- we also accept donations that we can use if need be.

434
435 Revenues- 62% collected.
436 MV revenue- 62% collected.
437 Interest & Penalties- 15% collected.
438 Building Permits- 49% single fam residents' applications are down.
439 State of NH- 92% we've gotten a lot of excess funds.
440 Interest on Deposits- 76% interest rates are picking back up.
441 Ambulance Fund- we are at about 11% uncollected. We have expenses \$576,367 with the main bump
442 being the stretcher.

443
444 The TC said as of the last tax bill we are at 93% collected.

445
446 **APPROVAL OF MINUTES**

447
448 ***T. Tsantoulis motioned to approve the public minutes of February 4, 2022; seconded by D.***
449 ***Boutin.***

450
451 ***Vote in favor 7-0***

452
453 ***T. Tsantoulis motioned to approve the public minutes of February 8, 2022; seconded by D.***
454 ***Boutin.***

455
456 ***Line 43 it said but we have not voted on it yet. It should say but we have not removed it until the***
457 ***area has received a full review.***

458 ***Line 278 Granite Hill Vs Granite Woods***

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Vote in favor 7-0

R. Lapierre motioned to approve the non-public minutes of February 8, 2023; seconded by D. Boutin.

Vote in Favor 7-0

TOWN ADMINISTRATOR'S REPORT

A. Garron - Hooksett TIF off and running thanks to innovative project delivery approach.

Town Owned Land Project- Phase one currently being advanced decision by Council tonight on Auction Vendor has been made.

Solar Project- Solar Team currently reviewing responses to the RFP.

Master Plan Adoption- Planning Board will be discussing the Master Plan Update at its next meeting in March.

College Park development plans- No new information on this project was presented to the Economic Development Committee. It is a goal contingent to a private developer moving forward.

D. Boutin- what is going on at the Brady Sullivan building?

A. Garron- we are awaiting a decision by the hearing board. One of the issues was that Hooksett has 5 criteria by which they judge an application. One was that there was no other viable use of the building other than an apartment building. They didn't even look at any other uses. The town made its argument and now we await the decision on that.

Volunteer appreciation day is April 13, 2023

T. Tsantoulis- in front of Market Basket there are a few abandoned utility poles that need to be removed, and I'd ask you to reach out to them to address who was there last, call Consolidated and or Eversource, they know they should remove them and clean up that area.

TOWN COUNCIL FUTURE AGENDA ITEMS

T. Tsantoulis- at our last trash collection meeting, we entertained a motion to complete our work. Our feeling is we've gotten this as far as we are going to get. The residents are in favor of it, there is more consideration to be had more needs to be done and I don't necessarily have all the answers.

SUB-COMMITTEE REPORTS

J. Sullivan- the Charter Review Committee will be meeting in March. We will be discussing reducing council members, increase in stipends, districts or no districts, and reflection on a majority.

A. Walczyk- Conservation Commission met and a question was had on whether the TC can direct the PD to act on the shooting around clay Pond as there seems to be target practice going on and it is far out in the woods. Earth Day Clean Up is April 22nd and if I could ask the TC if we could get donations of soda and paper plates, and we need TC reps at the Employee Appreciation Day, and someone to volunteer to get the food. If anyone's schedules changes let me know, thank you to T. Tsantoulis for the donations as well as D. Boutin.

511 J. Sullivan- we had a presentation from Southern NH Planning Commission on a possible outlet to help
512 promote infrastructure projects. By getting projects on that list.

513

514 **ADJOURNMENT**

515

516 ***D. Boutin motioned to adjourn the meeting at 8:05 pm. Seconded by T. Tsantoulis.***

517

518 ***All in favor 7-0***

519

520 Respectfully submitted,

521

522 *Alicia Jipson*

523

524 Alicia Jipson

525 Recording Clerk

526