

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, June 14, 2023**

1
2 The Hooksett Town Council met on Wednesday, June 14, 2023, at 6:00 in the Hooksett Municipal
3 Building.

4
5 **CALL TO ORDER**

6 Chair Sullivan called the meeting of 14 Jun 2023 to order at 6:00 pm.

7
8 **PROOF OF POSTING**

9 Chair Sullivan provided proof of posting.

10
11 **ROLL CALL**

12 **In Attendance:** Councilor James Sullivan, Councilor Jodi Pinard, Councilor John Durand, Councilor
13 Randall Lapierre, Councilor Roger Duhaime (arrived at 6:02), Councilor David Boutin, Councilor
14 Timothy Tsantoulis, Councilor Keith Judge (arrived at 7:07), and Councilor Alex Walczyk.

15
16 **Absent:**

17
18 **PLEDGE OF ALLEGIANCE-** Those present and able stood for the pledge.

19
20 **AGENDA OVERVIEW-** given by J. Sullivan. Executive Assistant Wendy Baker is sitting in on behalf of
21 Town Administrator Andre Garron.

22
23 **SCHEDULED APPOINTMENTS**

24
25 **Town Clerk, Karina Towne - Civil Forfeiture**

26
27 T. Rainer- we started this process years ago that is based off of NH Statue. Karina has been doing
28 great in the position. She is constantly looking at and addressing town issues at home.

29
30 K. Towne- back in January we started sending out dog licenses. I've sent notices to the dog owners.
31 I've sent letters to dogs that have not yet registered their dogs. Multiple reminders have been sent out.
32 As of today, there have been 1,689 dogs that have been licensed and 498 that have not been
33 registered. I do have a confidential list if any councilors want to see the list.

34
35 T. Tsantoulis- if I saw the list and I noticed that my neighbor was on the list can I let them know?

36
37 K. Towns- you can't say that you saw their name on the list but you can say hey I know you have a dog,
38 don't forget to register them. You can give them a kind nudge.

39
40 D. Boutin- can you explain what you do to follow through with the process.

41
42 T. Rainer- what we have done in the past is sent notices. We send a letter via certified letter. The max
43 fee that can be charged for certified mail is \$7. certified mail is now over \$8. The civil forfeiture fee is
44 \$25. After June 1st the fee rises to \$1 per day. We do not have an enforcement means. We do not have
45 a means to take the dogs. Hooksett does not seize dogs. We do everything to communicate to the
46 owners to get the dogs registered.

47
48 K. Towne- I have a warrant for unlicensed dogs for you to sign if you wish to move forward with that.

49

50 **D. Boutin motioned for the Town Council to sign a warrant authorizing civil forfeiture process to**
51 **commence; seconded by T. Tsantoulis.**

52
53 **Vote in favor 6-2**

54
55 **Annual Update from the Cemetery Commission - Mike Horne, Chair**

56
57 M. Horne- we have 3 trustees each at 3-year staggered terms. This year no one was on the ballot, but
58 we had a write-in, James Morin will be sworn in in July. We are going to ask the council to appoint
59 Nancy Philbrick as a 1-year trustee. We do not receive a stipend. We work with monument companies,
60 with placement. We are supported by the community development office. This past year we sold 6
61 cemetery lots. We will have 15 burials this year. We have 2 active cemeteries. We had a pavement
62 project in the budget, but it got knocked out in the budget process, so we will want to put that back in for
63 next year. We will also be putting a warrant article together to be able to fix headstones where we are
64 unable to find relatives.

65
66 D. Boutin- what level of vandalism do we see in our cemeteries in Hooksett.

67
68 M. Horne- knock on wood we have not received any calls of acts of vandalism.

69
70 R. Duhaime- where is your budget?

71
72 M. Horne- we have a small budget for software and maps. Typically, our budgets are only hundreds of
73 dollars. But when we put in items like the paving it would skyrocket our budget, so we put the paving in
74 the DPW budget.

75
76 **Annual Update from the Heritage Commission - Tony Lacasse**

77
78 T. Lacasse- we have been very busy. This year we had the granite bench that was installed by the
79 Belial Family. The bench was in memory of Kathy Northrup. That was put in place in May and was
80 located in Veterans Park. Jordan Davis created a historical marker map on google maps. The Head
81 School Society has a liaison at all of our Heritage meetings. The Head School Society is looking for
82 someone to keep the programing going. If they can't keep it going, then we will need to decide what we
83 are going to do with that program. We have moved the head school account under the heritage
84 commissions account that is under the town. We have amended the demolition permit regulations. The
85 regulations states that we only have 5 days to research if there were any significant historical value of
86 buildings being demo. We had a PH to make that change and now we have 14 days. Kathy had started
87 a list pf historic home in Hooksett. I have wanted to build on that and provide more in-depth information
88 about the homes and give more information on each one. We also are working on the historical book.
89 That is a large undertaking. We met with a man in Freemont Matthew Thomas who spent 25 years
90 gathering information on the history of Freemont. We decided that it was a very lengthy process and a
91 huge undertaking. We decided to do a book club series. I am hoping to have a lot of engagement in the
92 process. The heritage commission would like to rededicate Lamberts Park to include the words
93 "Hooksett Falls".

94
95 D. Boutin wanted to move forward with a motion to approve the name change.

96
97 J. Sullivan- we will get it on the next available meeting when we have all the information.

98
99 T. Tsantoulis- I think some research needs to be done on the name Lamberts Park and why that came
100 to and why it was named that. We do not need to upset anyone.

101
102 T. Lacasse- I do know that it was named after Fred Lambert who served on the Conservation
103 Commission.

104 **CONSENT AGENDA**

105
106 *R. Lapierre motioned to accept consent agenda items 12.1 and 12.2 as presented; seconded by*
107 *A. Walczyk.*

108
109 *Vote in favor 8-0*

110
111 **12.1 To accept a donation totaling \$150.00 from George and Daniel Bureau to the Town of**
112 **Hooksett for the Family Services Department per RSA 31:95-b,III(b)**

113
114 **12.2 To accept a donation totaling \$220.53 from Sam Danforth, Troop 603 to the Town of**
115 **Hooksett for the Parks and Recreation Department per RSA 31:95-b,III(b)**

116
117 **12.3 Landscape Surety Release of \$25,400 – Starbucks**

118
119 *D. Boutin motioned to approve the release of \$25,400.00 surety to the NGM Insurance Company*
120 *S-219534 seconded by T. Tsantoulis.*

121
122 *Vote in favor 8-0*

123
124 **NOMINATIONS AND APPOINTMENTS**

125
126 *D. Boutin motioned to nominate and appoint Kathryn Janosz as an Alternate to the Parks and*
127 *Recreation Advisory Board with a term expiring June 30, 2026; seconded by T. Tsantoulis.*

128
129 *Vote in favor 8-0*

130
131 *D. Boutin motioned to nominate and appoint David Russel as an Alternate on the Planning*
132 *Board with a term expiring June 30, 2026; seconded by T. Tsantoulis.*

133
134 *Vote in favor 8-0*

135
136 **Board/Committee Term Renewals**

137
138 *A. Walczyk motioned to nominate and appoint Robert Better to the Conservation Commission*
139 *as an alternate with a term expiring June 30, 2026; seconded by D. Boutin.*

140
141 *A. Walczyk motioned to nominate and appoint Denise Pichette Volk to the Planning Board as an*
142 *alternate with a term expiring June 30, 2026; seconded by D. Boutin.*

143
144 *A. Walczyk motioned to nominate and appoint Anne Stelmach to the Zoning Board of*
145 *Adjustment as a member with a term expiring June 30, 2026; seconded by D. Boutin.*

146
147 *A. Walczyk motioned to nominate and appoint JoCarol Woodburn to the Conservation*
148 *Commission as a member with a term expiring June 30, 2026; seconded by D. Boutin.*

149
150 *A. Walczyk motioned to nominate and appoint Dilbert Denbo to the Zoning Board of Adjustment*
151 *as an alternate member with a term expiring June 30, 2026; seconded by D. Boutin.*

152
153 *A. Walczyk motioned to nominate and appoint Alex Gannon to the Zoning Board of Adjustment*
154 *as a member with a term expiring June 30, 2026; seconded by D. Boutin.*

155
156 *Vote in favor 8-0 to all nominations and appointments above.*

157 **NEW BUSINESS**

158
159 **16.1 Discussion to approve the purchase of seven (7) Taser 7's and related equipment, from**
160 **Axon Enterprise, Inc., valued at \$19,633.00 with ARPA funds.**

161
162 **R. Lapierre motioned to approve the purchase of seven (7) Taser 7's and related equipment,**
163 **from Axon Enterprise, Inc., valued at \$19,633.00 with ARPA funds; seconded by D. Boutin.**

164
165 **Roll Call Vote #3**

166 ***D. Boutin Aye***
167 ***J. Pinard Aye***
168 ***A. Walczyk Nay***
169 ***J. Durand Aye***
170 ***R. Duhaime Aye***
171 ***T. Tsantoulis Nay***
172 ***R. Lapierre Aye***
173 ***K. Judge Aye***
174 ***J. Sullivan Aye***

175
176 ***Vote in favor 7-2***

177
178 R. Lapierre- I want it to be noted that only 2 members of the committee were in attendance and had
179 they both not voted it would not have passed.

180
181 T. Tsantoulis- are there any additional funds in your budget to purchase the 7 tasers without using the
182 ARPA funds?

183
184 J. Sargent- there may be excess funds in the salary lines, but I do not have a direct figure now. I can try
185 and find that information for you.

186
187 R. Duhaime- was there any CIP funds set aside for this?

188
189 M. Robie- the original \$68,000 was what went through to the warrant article.

190
191 A. Walczyk- why did we not include the 7 with the other 24.

192
193 M. Robie- it was an error on my part. I thought the \$68,000 would be enough to cover all the tasers.

194
195 J. Sullivan- if there some funds available that would require some encumbrances correct.

196
197 C. Tewksbury- if there were remaining funds in the budget, and we could secure a contract then we
198 could encumber the funds.

199
200 ***T. Tsantoulis motioned to table discussion on the tasers; seconded by D. Boutin.***

201
202 **Roll Call Vote #2**

203 ***R. Duhaime Nay***
204 ***J Durand Aye***
205 ***D. Boutin Nay***
206 ***R. Lapierre Nay***
207 ***A. Walczyk Nay***
208 ***J. Pinard Nay***
209 ***K. Judge NP***

210 **T. Tsantoulis Aye**

211 **J. Sullivan Nay**

212

213 **Vote fails 6-2**

214

215 J. Durand- we are still having an issue with the guy on heritage drive. Can we just tow this guy?

216

217 J. Sargent- I recommend that whoever is calling you that they call us right away. If it continues to be a
218 nuisance, we will tow it. But there is not a limit on how many tickets we write.

219

220 T. Tsantoulis- do I have to leave my name when I report an issue? Some residents don't want to call
221 and leave their name.

222

223 J. Sargent- no it can be anonymous.

224

225 **ARPA fund request- Safety Center Fitness Equipment**

226

227 ***D. Boutin motioned to approve the request to use APRA funds to replace/upgrade the fitness
228 equipment and facility at the Safety Center in the amount of \$42,957; seconded by K. Judge.***

229

230 R. Lapierre- there are requests that may be amendable to the full council. This was last on the list. They
231 have submitted pictures of the flooring. A lot of their equipment has been donated. We voted to bring it
232 to the full council for consideration.

233

234 J. Durand- PD & FD do they have gym reimbursement though their health insurance?

235

236 D. Nadeau- there is a means through HealthTrust of getting incentives, but there is no official gym
237 reimbursement through health insurance.

238

239 **Roll Call Vote #4**

240 **A. Walczyk Nay**

241 **R. Lapierre Nay**

242 **J. Pinard Nay**

243 **R. Duhaime Nay**

244 **J. Durand Nay**

245 **K. Judge Aye**

246 **T. Tsantoulis Nay**

247 **D. Boutin Aye**

248 **J. Sullivan Aye**

249

250 **Vote fails 3-6**

251

252 ***R. Lapierre moved to approve the gym safety floor replacement in an amount not to exceed
253 \$9,000 with funds to come from ARPA funds seconded by J. Pinard.***

254

255 R. Lapierre- I think replacing the floor will make a big difference and make it more usable. I think the
256 floor is really our responsibility as its part of the building and I think we should replace it. I think getting
257 the equipment donated has worked in the past.

258

259 J. Pinard- I agree that the floor needs to be replaced. I only see a few pictures where there is a rip in
260 the seat, and wear and tear on the stair master. I would like a run-down of the equipment and the year
261 and a list of needs vs wants.

262

263 J. Sargent- I was not involved in getting this request together. This room is the first room that we bring
264 new hires to when they get a tour. Those potential new hires coming through the doors see this as a
265 first impression. It is also a good retention tool. We need to keep people here. I just got a resignation
266 yesterday and we need to do what we can to keep them here. It is a part of our job to do a PT test. Not
267 many want to go to a gym, the reimbursement does not fully cover the membership. Having the right
268 equipment is important to us, and in hiring new employees and keeping the ones that we have.

269
270 S. Coburn- same deal we are doing a test tomorrow. That room is the one they will see first. Andre
271 even agreed that all that equipment was all donated. It is all used equipment and has been worn out. I
272 would request that we be able to at least replace the oldest worn-out equipment. Replacing the floors,
273 treadmill, stairs would be super helpful.

274
275 Nadeau- I do appreciate the offer to replace the floor. Just to speak to the donation piece. It is really
276 hard to get equipment donated, and it is already used and worn before it comes to us. I did the
277 research and last month that room was used 175 hours. The donation piece was successful in the past
278 but I don't see it being viable in the future.

279
280 J. Durand- have you looked at leasing? Or grants?

281
282 S. Colburn- we did look into that and Bow leases at around \$6k a year. There are possible grants to go
283 after, but they take some time to get approval.

284
285 ***J. Durand motioned to amend the motion to approve the request not to exceed \$21,000;***
286 ***seconded by D. Boutin.***

287
288 J. Pinard- I am looking at the bid quote here. Option 1 says \$13,086 that includes the dumbbells that
289 you said you wouldn't replace. In order for me to vote on this I want to know what you are getting.

290
291 Nadeau- we had a company come in here and gave us a few options that we could go with. We opted
292 to look at option 2 as being the most beneficial option. Our intent was to update all the equipment, but
293 now if we get only half of the money then we need to re-examine what we need.

294
295 Nadeau- we do have members who are part of a gym committee who can take a look at this again.

296
297 J. Pinard- I want them to pick an option as to what they want from the list of options.

298
299 **J. Durand withdrew his motion.**

300
301 ***J. Pinard motioned to amend the motion to approve the request not to exceed \$25,000 with***
302 ***\$9,000 for the floor and the rest on the equipment with funds to come from ARPA funds;***
303 ***seconded by K. Judge.***

304
305 **Roll Call Vote #5**

306 ***T. Tsantoulis Aye***

307 ***J. Pinard Aye***

308 ***R. Duhaime Nay***

309 ***A. Walczyk Nay***

310 ***R. Lapierre Nay***

311 ***K. Judge Aye***

312 ***J. Durand Aye***

313 ***D. Boutin Aye***

314 ***J. Sullivan Aye***

315

316 ***Vote in favor 6-3***

317 **Roll call 6 to include the original motion to include the amendment of \$25,000, with funds to**
318 **come from ARPA.**

319

320 **Roll Call Vote #6**

321 **J. Durand Aye**

322 **R. Lapierre Nay**

323 **K. Judge Aye**

324 **D. Boutin Aye**

325 **J. Pinard Aye**

326 **T. Tsantoulis Aye**

327 **A. Walczyk Nay**

328 **R. Duhaime Nay**

329 **J. Sullivan Aye**

330

331 **Vote in favor 6-3**

332

333 **ARPA - State, Local Fiscal Recovery Funds request for financial & personnel software update**

334

335 **T. Tsantoulis motioned to have the Town Administrator sign a contract with BS&A Software to**
336 **upgrade to Cloud Based Software to be paid from the ARPA - State, Local Fiscal Recovery**
337 **Funds in the amount of \$60,000; seconded by D. Boutin.**

338

339 C. Tewksbury- this is to move from server based to the cloud. It is on the CIP to be budgeted by
340 taxpayers. We have many departments logging into the server from outside the building and it is less
341 secure. Another benefit for the cloud-based software is that you can be anywhere and log in with safety
342 measures. Right now, we update our server every 15 days. There is more customization that the cloud
343 offers.

344

345 A. Walczyk- how much time is required to do the updates.

346

347 C. Tewksbury- it probably takes me about 45 minutes to update the software then the users have about
348 2 mins to do the update.

349

350 R. Duhaime- did you put anything away for this in the CIP.

351

352 C. Tewksbury- we do not have any CRF for software updates. There will be a slight small savings by
353 going cloud based.

354

355 **Roll Call Vote #7**

356 **J. Pinard Aye**

357 **K. Judge Aye**

358 **R. Lapierre Aye**

359 **R. Duhaime Aye**

360 **A. Walczyk Nay**

361 **J. Durand Aye**

362 **T. Tsantoulis Nay**

363 **D. Boutin Aye**

364 **J. Sullivan Aye**

365

366 **Vote in favor 7-2**

367

368 **Update Cash Receipt Policy to include procedures for employee(s) handling of customer credit**
369 **cards.**

370 C. Tewksbury- we wanted to update our credit card policy. It gives our employees guidance on how
371 they should be handling Credit Cards when customers come in.

372
373 **T. Tsantoulis motioned to amend the cash receipt policy as presented; seconded by D. Boutin.**

374
375 **All in favor 7-0**

376
377 **FY 2022-23 Budget Encumbrances Preview**

378
379 C. Tewksbury- it is moving money from this budget to the next year budget for projects. The projects
380 have been started and might be waiting for them to finish and we have a contract. The numbers may go
381 down by the time this year closes.

382

Critical IT Infrastructure Projects - 001-100.4150-751.000	\$7,182.75
- Ordered with Block5 Technologies	
Annual T-Shirt Order - 001-350.4220-290.000	\$1,750.00
- Ordered with Avalanche Screen Printing	
7 Sets of PPE Gear Replacement - 001-350.4220-751.000	\$29,488.47
- Ordered with Bergeron Protective Clothing	
Mobil Radios - 001-400.4210-752.000	\$251.68
- Ordered with Motorola Solutions, Inc	
Martins Ferry Road Intersection - 001-450.4312-330.000	\$244,593.33
- Contract with GM2 Associates, Inc	
Steel Guardrail Replacement - 001-450.4312-330.000	\$31,938.80
- Contract with Premier Fence	
MS4 Stormwater Permit Assistance - 001-450.4312-330.010	\$14,981.97
- Contract with DPC Engineering	
2022 Road Paving - 001-450.4312-720.000	\$18,566.37
- Retainage for 2022 paving with GMI Asphalt, LLC	
2023 Road Paving - 001-450.4312-720.000	\$60,309.66
- Contract with GMI Asphalt, LLC	
2023 Crack Sealing - 001-450.4312-720.000	\$71,600.00
- Contract with Superior Sealcoat	
Town-wide Line Striping - 001-450-4312-720.000	\$25,317.00
- Contract with K5 Corp.	
Donati Park Bridge Footing Design/Review - 001-450.4313-330.000	\$4,602.00
- Contract with Greeman - Pedersen, Inc	
Donati Park Bridge Footing Construction - 001-450.4313-330.000	\$29,025.00
- Contract with Greeman - Lewco, LLC	
Lilac Bridge Inspection - 001-450.4313-330.000	\$8,980.72
- Contract with Wright-Pierce	
Air Compressor - 001-450.4319-751.000	\$8,450.00
- Ordered with Comairco Equipment, Inc	

Landfill Monitoring - 001-500.4324-330.000	\$4,996.00
- Contract with John Turner Consulting, Inc	
Tax Software Update - 001-550.4150-330.000	\$1,695.00
- Ordered with BMSI, Inc.	
Equipment for Fire Command Car - 001-950.4220-752.000	\$12,977.81
- Ordered with MHQ, Inc.	
Update Town History Book - 001-950.4589-330.000	\$75,000.00
- Warrant article will not lapse until project is completed or 6/30/27	
Merrimack River Front Trail P3 - 001-950.4619-830.000	\$191,070.00
- Warrant article will not lapse until Phase 3 is completed or 6/30/26	
K-9 Cruiser Upfit - 001-950.4902-752.000	\$27,580.20
- Ordered with Ossipee Mountain Electronics, Inc	
Auto Truck Replacement - 001-950.4902-752.016	\$300,000.00
- Ordered with McNeilus Truck & Manufacturing	
Track & Tennis Court Surface Repair - 001-950.4909-438.000	\$53,600.00
- Ordered with Beaverbrook Tennis, LLC.	
Grand Total of Encumbrances	\$ 1,223,956.76

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J. Sullivan- at our next meeting we will be voting on the 1st 24 items.

APPROVAL OF MINUTES

D. Boutin motioned to approve the public minutes as amended of May 25, 2023; seconded by T. Tsantoulis.

125 J. Sullivan- read a statement into record. Historical society since the mid 90's receives a small budget stipend for small items. From town. It started in 1974 and the 50th anniversary is next year. In 1976 the Historical Society occupied the old Prescott Historical Library. It is not a big building, but it is an official town building with historical things on display. Most recently the roof and bulkhead has been replaced, and a new sign will be replaced soon.

129 In the bicentennial year the society provided some of the programming, we put on about eighty-five programs along with associated groups. Throughout the year we found topics of interest to cover our two hundred years of History. For instance, back in the 131 day there were almost twenty motor inns and cabins going up the main route. We get a lot of ancestry questions and requests for info – such as info on Hooksett airport. Tomorrow there will be a civil wars quilt program held. Meetings are held on the fourth Thursday of the month at the library, and we have periodic open houses. It is a private collection that the Town does not own. We are having more discussion on having it as an off Shute of the town and perhaps have it as a direct subcommittee under the town. We get a spattering of volunteers, and we want to make sure it does not go away due to lack of volunteers.

J. Sullivan- there was also no note of R. Duhaime or D. Boutin when they left. If that is important, we should add that too.

415 R. Lapierre- When I take roll call, I do note when members come in late and leave early.

416

417 **Vote in favor 9-0**

418

419 **D. Boutin motioned to approve the non-public minutes of May 25, 2023; seconded by T.**
420 **Tsantoulis**

421

422 **Vote in Favor 9-0**

423

424 **TOWN ADMINISTRATOR'S REPORT- as presented by Wendy Baker.**

425 • Merrimack County Bicentennial Celebration-Merrimack County Complex (325 Daniel Webster
426 HWY)- September 30, 2023-11 am to 3 PM

427 • Lilac Bridge Planter/Flower Donations – see pictures.

428 • Martins Ferry Roadway and Culvert Public Informational Meeting is Scheduled for Tuesday,
429 June 27, 2023, starting at 6pm in Town Hall Chambers.

430

431 K. Judge- is anyone attending the Merrimack event?

432

433 J. Sullivan- we can send someone.

434

435 **TOWN COUNCIL FUTURE AGENDA ITEMS**

436

437 K. Judge- I had asked about the splash pad where do we stand with that?

438

439 **INFORMATIONAL ITEMS AND CORRESPONDENCE**

440

441 **SUB-COMMITTEE REPORTS**

442

443 J. Sullivan – I attended a PB meeting and there was a discussion on a bus terminal on Tems road that
444 goes into Granite Hills.

445

446 D. Boutin- Tems road is a private road.

447

448 **PUBLIC INPUT- None**

449

450 **ADJOURNMENT**

451

452 **D. Boutin motioned to adjourn the meeting at 8:15 pm. Seconded by T. Tsantoulis.**

453

454 **All in favor 6-0**

455

Respectfully submitted,

Alicia Jipson

Alicia Jipson
Recording Clerk

456