

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, June 28, 2023**

1
2 The Hooksett Town Council met on Wednesday, June 28, 2023, at 5:30 in the Hooksett Municipal
3 Building.

4
5 **CALL TO ORDER**

6 Chair Sullivan called the meeting of 28 Jun 2023 to order at (6:29) pm.

7
8 **PROOF OF POSTING**

9 Chair Sullivan provided proof of posting.

10
11 **ROLL CALL**

12 **In Attendance:** Councilor James Sullivan, Councilor Timothy Tsantoulis, Councilor Alex Walczyk
13 (arrived at 5:32), Councilor Randall Lapierre (arrived at 7:05), Councilor David Boutin, Councilor John
14 Durand, Councilor Roger Duhaime (arrived at 5:32 and left at 7:38), Councilor Keith Judge, and
15 Councilor Jodi Pinard.

16
17 **PUBLIC SESSION WILL BEGIN IMMEDIATELY FOLLOWING THE NON-PUBLIC SESSION NOTED**
18 **BELOW**

19
20 **NON-PUBLIC SESSION NH RSA 91-A:3 II A, I.**

21
22 ***J. Sullivan motioned to enter NON-PUBLIC SESSION NH RSA 91-A:3 II A and L; seconded by D.***
23 ***Boutin.***

24 (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the
25 investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests
26 that the meeting be open, in which case the request shall be granted.

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

29 **Roll Call Vote #2**

30 ***R. Duhaime NP***

31 ***J Durand Aye***

32 ***J. Pinard Aye***

33 ***R. Lapierre NP***

34 ***A. Walczyk NP***

35 ***D. Boutin Aye***

36 ***K. Judge Aye***

37 ***T. Tsantoulis Aye***

38 ***J. Sullivan Aye***

39

40 ***Vote in favor 6-0***

41

42 ***R. Lapierre motioned to leave non-public session #1 of June 28, 2023, seconded by J. Pinard***

43

44 **Vote in favor 6-0**

45
46 **R. Lapierre motioned to seal the minutes non-public session #1 of June 28, 2023; seconded by**
47 **J. Pinard.**

48
49 **Vote in favor**

50
51 **PLEDGE OF ALLEGIANCE**

52
53 **AGENDA OVERVIEW-** Given by J. Sullivan

54
55 **PUBLIC HEARINGS-** None

56
57 **SPECIAL RECOGNITION**

58
59 **9.1 Boston Post Cane Recognition - Gertrude Connor**

60
61 J. Sullivan- hello and welcome. We offer our sympathy to the passing of your husband. We welcome
62 you. Here with her is her daughter Karen.

63
64 Town awarded Gertrude Connor with the Bost Cane Post as the eldest resident. J. Sullivan read the
65 following letter:

66
67 *Gertrude Piche Connor was born on April 2, 1924 on 21 Highland St. Hooksett. Her parents were Anna*
68 *Morgan Piche and Bruno Piche, Gert (which she prefers to be called) was the third child of six children.*
69 *She is of Irish and Canadian French descent, her grandfather was from Ireland and her father and*
70 *mother were from Canada as a young child, she used to "skip" out and follow her uncle down the hill to*
71 *the store. Back then there were three small stores in the village, she attended Hooksett Village School*
72 *from grades 4 through 8. The baby grades, as Gert would call it, (1 through 3) were attended at the*
73 *Catholic School by Holy Rosary Church. The school was destroyed in the flood of 1936 Gert saw many*
74 *changes in her life. There was a textile mill that sat on land which is now Lambert's Park. That is where*
75 *her mother and father met, she remembers the three bridges before they went down in the flood. She*
76 *can't forget the slaughterhouse that housed cows near Robie's Store. People would cross the river by*
77 *boats and there was an old tavern and hotel near the river in the town. Most of these are gone now and*
78 *replaced by something else. Through the years she saw horse and buggy, the evolution of cars, the ice*
79 *box, wash tubes, dishwashers, the telephone, space travel and computers just to name a few She met*
80 *her husband Jim around 1943, just too many years back to remember exactly. But Gert does recall*
81 *meeting the love of her life in the China Mills in Suncook. Jim joined the Navy Seabees and when he*
82 *came back from the Aleutian Islands they married on April 14, 1945. Gert followed Jim to Oregon where*
83 *she worked in a peach factory for a time. She returned to Hooksett until Jim was discharged from the*
84 *Navy shortly after WW 2 ended Gert and Jim built their home on her father's land where he gardened*
85 *vegetables and some tobacco, The house was built in 1952 and their address would be 51 Granite*
86 *Street. If you look out the side window you can see the house where she was born, So, in 99 years she*
87 *didn't move far. Gert and Jim had three daughters. The middle child, Darlene Anne, died shortly after*
88 *birth. Sharon and Karen gave them three grandchildren and three great grandchildren for over 42 years*
89 *Gert worked with Jim at Pandora Mills in Manchester where they made sweaters. She retired in 1986*
90 *and Jim followed shortly after. They went to Branson with the Seniors, went to Hawaii twice, went on a*
91 *cruise just to name a few trips As a couple Gert and Jim square danced, sang in minstrel shows in*
92 *Hooksett for many years and were members of the Hooksett-ites for over 25 years. For a short time,*
93 *she was a member of the Catholic Women's Club, she preferred to stay in her home and make clothing*
94 *for her girls, sports jackets for her husband, wedding dresses and so on. Gert loved to sew and was*
95 *self-taught. On March 24, 2023 she lost her sister, Edna Piche Hemeon and 20 days later lost her*

96 husband Jim on April 13th, less than 24 hours of their 78th wedding anniversary, Gert is now the last
97 person standing in her or Jim's immediate family in her generation. She is an aunt to many nieces and
98 nephews and is Godmother to Larry Piche, one of her brother's children. She talks about Jim and
99 laughs at the memories when he joked, which was often. These memories and when she looks at her
100 backyard commenting on how beautiful it looks keeps her upbeat. She and Jim worked hard to make
101 their home and yard look good. Her daughters are both living with her.

102

103 **9.2 Hooksett Municipal Employee - New Hire-**

104

105 A. Garron- No new hires only resignations Jordan McCluskey K-9 Police Officer, Christopher Porter
106 Public Works Heavy Equipment Operator, Dylan Silva Firefighter.

107

108 **PUBLIC INPUT - 15 MINUTES- None**

109

110 **SCHEDULED APPOINTMENTS**

111

112 **11.1 Approval for the Kiwanis 5K Race - Sue Willey**

113

114 S. Willey- we try and plan it for the same day as OHD. OHD is on September 16th, 2023, and this event
115 starts at 8:30. We've gone to the property owners, and they have all granted us permission. We will
116 provide a certificate of insurance so that they are not liable. We are requesting police traffic, EMS, use
117 of town roads, porta potties & waste receptacles, public works traffic cones and barriers, and use of
118 Heads pond trail and conservation easements.

119

120 ***D. Boutin motioned that the town grant the request from the Kiwanis club for the 5k race,***
121 ***seconded by A. Walczyk.***

122

123 ***Vote in favor 8-0***

124

125 **11.2 Annual Update from the Library Trustees - Sandra Mack, Chair and Heather Rainier, Library** 126 **Director**

127

128 H. Rainer- the library was awarded the 2023 Community Impact Award. We are a member of the
129 GMILCS library consortium. We added Hudson to the group. We have about 1.2 million books available
130 to us. You can also visit other libraries that are a part of the consortium. We held 141 adult events with
131 a total of 3,538 attendees and 81 children's events with 11,339 attendees. Meeting room usage is
132 coming back as well as visitors. With 55,895 visitors. We have started a lot of community connection
133 events. We held our touch a truck event. This is our 12th year that we've held it. This is an incredible
134 event for our businesses in town to attend and make connections. The friends of the library held a
135 wildlife encounters event. We came to you last year saying that we were starting to digitalize our scrap
136 books. It is our digital history collection.

137

138 S. Mack- I want to thank all the Library staff for how wonderful they do at events and they are
139 outstanding staff and do a great job at what they do.

140

141 **CONSENT AGENDA**

142

143 **12.1 Surety Release of \$22,006.00 – Carriage Manor**

144

145 ***D. Boutin motioned to release the \$22,006.00 surety to the Enterprise Bank #8193-21-31 on***
146 ***behalf of the developer; seconded by T. Tsantoulis.***

147
148 **Vote in favor 8-0**
149
150 **12.2 Surety Release of \$477,570.00 – Seasons Market Project #1311 Hooksett Road**
151
152 ***D. Boutin motioned to approve the release of \$477,570.00 surety to the developer***
153 ***(Colbea/Eastside Enterprises, LLC) through Westchester Fire Insurance Co # K-40400308;***
154 ***seconded by T. Tsantoulis.***
155
156 **Vote in favor 8-0**
157
158 **NOMINATIONS AND APPOINTMENTS**
159
160 **13.1 Colin Merritt - Zoning Board of Adjustment**
161
162 ***D. Boutin motioned to nominate and appoint Colin Merritt as an Alternate on the Zoning Board***
163 ***of Adjustment with a term ending June 30, 2026. Seconded by T. Tsantoulis.***
164
165 **Vote in favor 8-0**
166
167 **13.2 Board/Committee Term Renewals**
168
169 ***D. Boutin motioned to nominate and appoint Michelle Gannon as a member of the Economic***
170 ***Development Advisory Committee with a term expiring June 30, 2026. Seconded by T.***
171 ***Tsantoulis.***
172
173 **D. Boutin motioned to nominate and appoint Mike Somers as a member of the Planning Board**
174 **with a term expiring June 30, 2026. Seconded by T. Tsantoulis.**
175
176 **Vote in favor 9-0**
177
178 ***J. Sullivan motioned to nominate and appoint the following: Tim Stewart for reappointment as a***
179 ***full member on the Zoning Board of Adjustment with a term ending June 30, 2026. Judy Trembly***
180 ***as a member of the Parks and Recreation advisory committee with a term ending June 30, 2026.***
181 ***Leslie Madison as a member of the Heritage Commission with a term ending June 30, 2026.***
182 ***Seconded by D. Boutin.***
183
184 **Vote in favor 9-0**
185
186 **OLD BUSINESS**
187
188 **15.1 FY 2022-23 Budget Encumbrances**
189
190 **C. Tewksbury-** I have 4 reductions to the list I sent over on Wednesday. We don't have to address them
191 as the encumbrances are a maximum not a minimum. We finished up 2 critical infrastructure items. The
192 switches at the police & fire station, the annual T-Shirts for the Fire Department. We did about \$53,000
193 of road paving in June, and the tax software we paid 50% of what was due. It's up to you what number
194 you want to use.
195

196 ***D. Boutin motioned to encumber items #1 to 24 on the "Encumbrances" list as presented in the***
197 ***amount of \$1,156,332.35 from the FY 2022-23 budget under RSA 32:7. Seconded by T.***
198 ***Tsantoulis.***

199

200 **Roll Call Vote #6**

201 ***J. Durand Aye***

202 ***R. Lapierre Aye***

203 ***K. Judge Aye***

204 ***D. Boutin Aye***

205 ***J. Pinard Aye***

206 ***T. Tsantoulis Aye***

207 ***A. Walczyk Aye***

208 ***R. Duhaime Aye***

209 ***J. Sullivan Aye***

210

211 ***Vote in favor 9-0***

212

213 **15.2 Town Council Goals Update**

214

215 J. Sullivan- under tax planning we have come up with how meet that goal of 8%. The other section was
216 category 3.

217

218 A. Garron- vehicle acquisition plan for review. Fire there is an engine scheduled for an update, police
219 was going to be outlined in the budget, DPW you have a plow truck, auto truck, maintenance van is
220 scheduled for maintenance. if you look at our CIP we do have items scheduled to be replaced. We also
221 have capital reserve accounts set up for them as well that we draw from. Is the question on how we go
222 about doing the replacement? Longevity?

223

224 J. Pinard- I want to see the CIP listings, showing all of those items and rundown will give more
225 information that help us with these questions that we don't know.

226

227 **NEW BUSINESS**

228

229 **16.1 Discussion to approve the Town Hall Security Project estimated at \$175,000.00 with ARPA**
230 **funds.**

231

232 A. Garron- I think that an enhancement of the security of the building is important. Many groups and
233 departments, and the public do come in and use this building. The biggest concern is the security of the
234 building and the information we hold in it and the safety of the employees.

235

236 ***D. Boutin motioned to approve the Town Hall Security Project as presented, not to exceed***
237 ***\$175,000.00 with ARPA funds; seconded by J. Pinard.***

238

239 **Roll Call Vote #7**

240 ***J. Pinard Aye***

241 ***K. Judge Aye***

242 ***R. Lapierre Aye***

243 ***R. Duhaime Nay***

244 ***A. Walczyk Aye***

245 ***J. Durand Aye***

246 **T. Tsantoulis Nay**

247 **D. Boutin Aye**

248 **J. Sullivan Aye**

249

250 **Vote in favor 7-2**

251

252 D. Pendergast- we took a very extensive look at the security in the building, and it is very minimal at
253 best. We looked at where we needed cameras and card readers.

254

255 T. Tsantoulis- when you talk about the cameras, who monitors after hours?

256

257 D. Pendergast- depending on how we set them up. we would have them in the hallways and exterior.

258

259 J. Pinard- thank you, this town is wide open, and this building is wide open. I work in a town where we
260 have bullet proof areas. Thank you for moving forward with this, and the faster you can move forward
261 with this the better.

262

263 R. Duhaime- I see the CIP, is there anything in the process to budget in the CIP? Was there anything in
264 CIP for ongoing security upgrades? I think there needs to be security improvements here \$175,000 is a
265 lot of money. This is a large expense and I'd like to see this done in pieces.

266

267

268 A. Garron- not beyond Town Hall but we have discussed other buildings.

269

270 D. Pendergast- Yeah it might be able to be paired down. I have put this forth to the CIP, ARPA and
271 have applied for a homeland security grant.

272

273 A. Garron- the reason we wanted to put it in CIP, but also looked at ARPA as it won't come from the tax
274 payers.

275

276 D. Boutin- I want to express my support for this. This is a small amount of money to cover this building.

277

278 K. Judge- I think the safety and security of our employees is number 1.

279

280 D. Pendergast- our current security is key codes to get in. and then a few have keys. We all have panic
281 buttons in our seated positions.

282

283 A. Walczyk- would this adjust some of the practices we use with regard to RTK requests. The terabyte
284 storage how much is that?

285

286 D. Pendergast- they are recorded for 28 days.

287

288 A. Walczyk- it says 2 users is that enough? As far as the installation goes, I know Hooksett is on the
289 hook for installing wiring, power and cables and you know how hard access and install of wires and be.

290

291 D. Pendergast- this building is a public building open to access.

292

293 J. Durand- this \$175,000 only covers cameras and cards?

294

295 D. Pendergast- yes. We did talk about all kinds of situations. We went through a lot of scenarios. We
296 discussed a half door to a full door and limiting their access.

297
298 J. Durand- can we possibly add to the motion that we will look into that grant money and if we got the
299 grant money the excess would revert back to the ARPA fund.

300
301 J. Pinard- can we look into the alarms going directly to dispatch vs the alarm company, that would be
302 great.

303
304 ***J. Sullivan motioned for an Amendment that we approve the \$175,000 for security upgrades with***
305 ***funds coming from ARPA subject to seeking grant funding from Homeland Security and other***
306 ***grant funding sources for this project; seconded by D. Boutin.***

307
308 ***Vote in favor 9-0***

309
310 **16.2 ARPA fund request - Hooksett Community Food Pantry Town Hall Kitchen Renovation**
311 **Project – D. Scarpetti and Barb Brennan.**

312
313 ***T. Tsantoulis motioned to Approve the request to use ARPA funds for Town Hall Kitchen***
314 ***renovations not to exceed \$50,000; seconded by D. Boutin.***

315
316 B. Brennan- HCFP has utilized the kitchen since 2009 for everyday pantry use Box storage, Extra
317 household refrigerators for food storage, food drives, and during the holidays for community food
318 baskets. Renovating the kitchen space allows the HCFP volunteers In the Hooksett Family Services
319 department to fully utilize the entire footprint more functionally. Their proposed renovation will make the
320 space more Compliant for all future use by the community. Upgrade of the kitchen space will include
321 removing unused and outdated items and new electrical panel and circuits. New food storage
322 appliances, new shelving and food sorting tables. Added AC and heat to maintain an acceptable
323 storage and occupational climate for USDA. And commodity food. Presently there is no heat or AC in
324 the kitchen, and it is non-compliant with USDA requirements. The HCFP was designed from inception
325 in 2008 to be a local project for the community run by the community. In 2009, John Brennan proposed
326 to the town Administrator Carol Grandfield The renovation of The Walking coolers and dry storage
327 spaces beyond the kitchen to be converted into a functional food pantry as part of his Eagle Scout
328 project. Hooksett Kiwanis became the sponsor of this community volunteer run mission for providing
329 food and services to the Hooksett community in need. Volunteers of the pantry are town residents,
330 retirees, teachers, grade school, middle school, high school, college students. Kiwanis members. Lions
331 Club members, Knights of Columbus members, Rotary Club members and employees at area
332 business. Its current location, the HCFP is able to serve those in the Hooksett community seeking food
333 assistance as well as requests of the Family Services Director. For clients in need of food. Volunteers
334 of the pantry put food together daily per the schedule. Families are provided A variety of non-
335 perishable, dry and wet goods. Fresh dairy and produce, bakery items and frozen goods. Distribution is
336 managed by packing carts based on their registered family size. In 2022, the HCFP distributed 55,595
337 food items to an average of 38 families, made-up of 70 persons, including eleven children and 16 Over
338 55 each month. It can be estimated with a representative value of 1.65 million In food since its inception
339 in 2008 and we are nearly one million items distributed. Since 2009, the Family Services Department
340 has not had to give out any food vouchers to the community due to the dedicated project and mission of
341 the HCF P.

342
343 D. Scarpetti- HCFP is asking the ARPA committee to consider a grant in the amount of \$50,000. To
344 \$70,000 for the renovation of the town kitchen space and the expanded operations of the Hooksett
345 Community Food Pantry. H CFP is committed to fundraising \$8,500 towards this project, focusing on
346 the operating investment items. HCFP is asking Town Council to consider this proposal for the approval

347 to move forward with the renovation of the existing Town Hall kitchen space in conjunction with the
348 ARPA funding and HCFP fundraising commitment. This renovation is long overdue and needed to
349 make this public space. Compliant. With current standards per code enforcement and the Hooksett fire
350 department. This basic clean-out and renovation will enhance the usage of the space for years to
351 come. Last week we opened our doors for tours of the pantry and kitchen space under consideration
352 that many of you were able to attend. Thank you for visiting. It is the mission of the Hooksett community
353 food pantry to help those of the local community who are food insecure by providing food items, thereby
354 enhancing the quality of life in our community.

355
356 J. Sullivan- the request in the packet is \$50,000 and you mentioned up to \$70,000. And the 50k wont
357 be going towards the 3 points on the bottom of the page. If we fund it for the purchase of a refrigerator,
358 and you leave you can't take it with you.

359
360 A. Garron- as you will see in the packet the ARPA committee recommended was up to \$50,000 and
361 that would take care of most of it.

362
363 T. Tsantoulis- what the food pantry is asking for is very basic requirements. This is to serve the public
364 that needs this. This is not a wish list and the items needed are well intended and needed.

365
366 J. Sullivan- You mentioned that there might be interest in buying unwanted kitchen items, are we selling
367 that.

368
369 A. Garron- there were some people who had interest, but we would need to go through our financial
370 policy to go through the sale of that.

371
372

373 **Roll Call Vote #8**

374 ***R. Lapierre Aye***

375 ***R. Duhaime Aye***

376 ***T. Tsantoulis Aye***

377 ***A. Walczyk Aye***

378 ***J. Durand Aye***

379 ***J. Pinard Aye***

380 ***D. Boutin Aye***

381 ***K. Judge Aye***

382 ***J. Sullivan Aye***

383

384 ***Vote in favor 9-0***

385

386 **16.3 ARPA Funds Request: Assessing and Town Clerk Office Optimization**

387

388 ***J. Pinard motioned to approve the Town Clerk Optimization Project with a cost not to exceed***
389 ***\$15,000 to be funded through ARPA funds; seconded by D. Boutin.***

390

391 A. Garron- This project is to create a wall separation between the current open wall situation in the town
392 clerks area. So that each dept, will have their own perspective department areas and have a more
393 separation of offices.

394

395 A. Walczyk- I like that this is being applied for from ARPA funds as the Town Clerks office got hit the
396 most during covid.

397

398 **Roll Call Vote #9**

399 **J. Durand Aye**

400 **D. Boutin Aye**

401 **J. Pinard Aye**

402 **R. Duhaime NP**

403 **K. Judge NP**

404 **A. Walczyk Aye**

405 **T. Tsantoulis Aye**

406 **R. Lapierre Aye**

407 **J. Sullivan Aye**

408

409

410 **Vote in favor 7-0**

411

412 **16.4 Update Sec 5. Administrative Financial Policies and Procedures Section of Administrative**
413 **Code to increase approval levels and remove "three" competitive bid requirements.**

414

415 ***A. Walczyk motioned to accept the amended Administrative Code section 5.3.2, to section 5.4 as***
416 ***presented, increasing the maximum spending levels for department heads to \$5,000 and the***
417 ***Town Administrator to \$20,000 and remove the "three" competitive bid requirement effective***
418 ***July 1, 2023; seconded by J. Pinard.***

419

420 **Vote in favor 7-0**

421

422 J. Sullivan- Why the change in the administration rules?

423

424 C. Tewksbury- the policy made it seem like the charter required the 3 bids, but the charter does not, it
425 just says after competitive process. So, I compared, and I know we discuss if we need to waive the
426 rules. The department heads do the full process to advertise and follow the competitive bid process,
427 and if they get 1 bid or 3 it doesn't matter since they followed the process.

428

429 **16.5 Workers' Compensation Contribution Assurance Program**

430

431 **J. Pinard motioned to have Chair Sullivan sign Primex's Workers' Compensation Contribution**
432 **Assurance Program and the Resolution (both attached) for 2-years with a ten percent (10%)**
433 **maximum increase per year; seconded by T. Tsantoulis.**

434

435 **Vote in favor 7-0**

436

437 **16.6 Union Negotiation Council Representatives**

438

439 J. Sullivan- do we want to assign the same members to all teams or break it up?

440

441 R. Lapierre- is the union negotiation team looking for a new representative?

442

443 J. Sullivan- no we are re upping our appointments per our charter. Do you want to serve again?

444

445 J. Durand and R. Lapierre volunteered to stay on the committees.

446

447 **16.7 Discussion on August Town Council Workshop**

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J. Sullivan- last year we had a facilitator join us last year do we want that again?

J. Durand- No

A. Garron- facilitator aside, did the Board find meaning in gathering in establishing goals?

A. Walczyk- I did, I think it was good to hear what others had as ideas and all share. I think the TC has been better at producing goals that are attainable and have reached them. I think the facilitator was good, but I think there should have been more direction from them. I didn't see a high value in it.

J. Sullivan- I think we should have a goal workshop and not bring back the facilitator from what I am hearing. Please have goals submitted by the 26th so we can have a template.

APPROVAL OF MINUTES

D. Boutin motioned to approve the public minutes of June 14, 2023; seconded by T. Tsantoulis.

Vote in favor 8-0

R. Lapierre- a request was had to add a footer to the bottom of the meeting minutes. It was missing off the June 14th minutes.

TOWN ADMINISTRATOR'S REPORT

A. Garron- K9 Program- Current K9 Officer is resigning. Police Chief Sargent would like to continue the program. We got timber in 2018. Few officers have expressed interest. Chief Sargent has a proposal that he would like the Town Council to consider. Our previous handler got to keep the dog for \$1 at his retirement.

J. Sargent- the life span of a working dog is 8 years. There is a stipulation in the grant that if the handler cannot keep the dog within the first 5 years the foundation can take it back, I've investigated the feasibility and if this dog can be repurposed with another handler. The answer is no as it takes a long time to grow a bond with the handler. The dog and his handler are well bonded, and it takes time to rebuild that bond if not impossible to break. They work well as a team and have many credentials.

J. Durand- this is the 2nd time we have been burned by having a dog. We even bought a new truck. I know we can't force an officer to stay, but maybe we don't do the dog program anymore.

J. Sargent- officer McGowan left and went to Manchester and his dog retired. Then officer chip his dog retired at the end of 8 years, those dogs had reached their end of work life. This dog to us is nothing we can do with it, but I do have an idea moving forward.

T. Tsantoulis- does the officer want to keep the dog?

J. Sargent- he does, and he wants to keep the dog up on his training and so the dog is happy in retirement.

T. Tsantoulis- can we legally sell him.

498 J. Sargent- Yes, we can, and I have a copy of the last handler's \$1. We can sell him to the handler for a
499 dollar.

500
501 ***J. Sullivan motioned that we allow officer McClusky to keep the dog Timber and buy the dog for***
502 ***\$1.00; seconded by D. Boutin.***

503
504 ***Vote in favor 7-1***

505
506 J. Durand- in the future I think we should not go this avenue as we just spent a lot of money on a truck
507 for that dog. We just spent taxpayer money on a vehicle and the deal has gone up in our face. I just
508 don't think we should bother with dogs in the future.

509
510 R. Lapierre- that truck that passed by a special warrant article. That truck was always going to outlive
511 the work timeline of Timber. I know Timber came to Hooksett at no cost. Would a new dog cost
512 Hooksett?

513
514 J. Sargent- we received a grant for about \$39,000, we have also received donations for all his food and
515 his vet services and through fund raising. We have \$10,000 left in the fund to go towards purchasing a
516 new dog and all associated costs. Currently the town does not fund the program. The next step would
517 be to allow the PD to pay OT to the officers 3 hours a week for handling the dog. I've looked at other
518 towns and how they fund the k9 program, and they fund it through OT. It is roughly \$12,000 additional
519 in salary. When this dog is utilized, it reduces the harm to a PO, it is used to save a life and assist in
520 preventing harm to a PO, it assists in finding people. My ask is to have the establish a fund and not
521 deplete the funds year to year and not burden our donors yearly with their donations.

522
523 J. Sullivan- I think we should have a PH to allow for public comment from the public, and do more of a
524 formal presentation.

525
526 T. Tsantoulis- the new vehicle that we purchased I assume can still be used?

527
528 J. Sargent- it is currently at the shop being retrofitted for the K-9 upfit. When it comes back from that
529 process then we could use it for that purpose. Then we can only use it for driving around purposes
530 because we can't put a human in the back.

531
532 T. Tsantoulis- can't we pause this?

533
534 J. Sargent- it was a warrant article and I thought it had to be used for that purchase so that is why we
535 didnt stop it going to the shop.

536
537 J. Sargent- I don't know what step they are at in the process in the shop.

538
539 J. Durand- can't we put this on pause? This should not have moved forward for upfitting if we knew he
540 was going to leave.

541
542 A. Garron- Martins Ferry Roadway and Culvert Public Informational Meeting was Scheduled for
543 Tuesday, June 27, 2023, starting at 6pm in Town Hall Chambers. Recap, we had 10 people show up
544 and all were interested in the improvements that were going to happen. We presented the information
545 and why the program was going to be advanced. We got a lot of good input, and we had people who
546 realized there was an issue.

547

548 A. Garron- Splash Pad- Received input from Andy Janosz, Chairman of Park & Rec. Advisory
549 Committee- they have not investigated anything, they did get the message from the council to look at a
550 place. If a splash park has been proposed in the past, a vote can be made to have the park n rec
551 advisory to look at a current park.

552
553 ***J. Sullivan motioned to have the parks n recs advisory look into all possible options for the***
554 ***splash park seconded by T. Tsantoulis.***

555
556 ***Vote in favor 8-0***

557
558 J. Pinard- I know that back in the day it was proposed to have it at University Heights. Then it was
559 proposed here out front of TH, but the neighbors were not in favor. As far as the park on the west side,
560 people on that side were also adamant that they did not want it. I think a splash pad at Donati would be
561 great.

562
563 A. Garron- we applied for a moose plate grant in 2017 or 2018 in the amount of \$9,700 to reclaim some
564 aspects of the singing choir at the old town hall. We have been asking for an extension on that grant as
565 we did not know what we were doing with the old town hall. The state asked us if we want to extend it
566 again or let the grant go. Letting it go does not hurt us from applying in the future.

567
568 ***J. Sullivan motioned that we liquidate the grant for the moose plate grant in the amount of***
569 ***\$9,700 seconded by A. Walczyk.***

570
571 ***Vote in favor 8-0***

572
573 **TOWN COUNCIL FUTURE AGENDA ITEMS- none**

574
575 **INFORMATIONAL ITEMS AND CORRESPONDENCE- none**

576
577 **SUB-COMMITTEE REPORTS**

578
579 R. Lapierre- ARPA tonight we looked at a lot of projects that have come before the committee, we have
580 more scheduled to see. The department heads are getting good at coming forward and presenting their
581 cases in a manner that makes sense. If they are in front of you it is because we feel they are deserving
582 of a second look.

583
584 **PUBLIC INPUT- none**

585
586 **NON-PUBLIC SESSION #2 Per NH RSA 91-A:3 II**

587
588 ***J. Sullivan motioned to enter NON-PUBLIC SESSION #2 per NH RSA 91-A:3 II A, B, C, D, E, I, L;***
589 ***seconded by T. Tsantoulis.***

590 (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the
591 investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests
592 that the meeting be open, in which case the request shall be granted.

593 (b) The hiring of any person as a public employee.

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

597 (d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely

598 benefit a party or parties whose interests are adverse to those of the general community.
599 (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against
600 the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such
601 public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax
602 abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public
603 body for the purposes of this subparagraph.
604 (i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training
605 to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act
606 that is intended to result in widespread or severe damage to property or widespread injury or loss of life.
607 (l) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public
608 body, even where legal counsel is not present.

609 **Roll Call Vote #10**

610 ***K. Judge Aye***
611 ***T. Tsantoulis Aye***
612 ***R. Lapierre Aye***
613 ***J. Pinard Aye***
614 ***D. Boutin Aye***
615 ***J. Durand Nay***
616 ***A. Walczyk Aye***
617 ***R. Duhaime NP***
618 ***J. Sullivan Aye***

619
620 ***Vote in favor 7-1***

621
622 ***J. Sullivan motioned to leave non-public session #2 of June 28, 2023, seconded by T.***
623 ***Tsantoulis.***

624
625 ***Vote in favor 8-0***

626
627 ***R. Lapierre motioned to seal the minutes of non-public session #2 of June 28, 2023; with the***
628 ***exception of the annual unsealed non-public minutes of June 2022- May 2023; seconded by D.***
629 ***Boutin.***

630
631 **Roll Call #11**

632 ***T. Tsantoulis Aye***
633 ***R. Lapierre Aye***
634 ***J. Durand Aye***
635 ***J. Pinard Aye***
636 ***K. Judge Aye***
637 ***A. Walczyk Aye***
638 ***R. Duhaime NP***
639 ***D. Boutin Aye***
640 ***J. Sullivan Aye***

641
642 ***Vote in favor 8-0***

643
644 Unsealing of Council Non-Public session minutes (a) (b) (c) (d) (e) (i) (l) (June 2022 - May 2023), if in
645 the opinion of a majority of members, the circumstances that sealed the minutes no longer apply in
646 accordance with RSA 91A:3 III.

647

648 **07/06/2022 Teamsters Local 633 member Robert Hebert Step 4 Grievance – MOU Temporary**
649 **Upgrade**

650 A. Garron- in accordance with the Teamster's contract, Mr. Hebert did follow the appropriate steps to
651 request his temporary upgrade. The 1st step was reviewed by Phil, and he issued his input, and that he
652 ought to be paid the higher wages. The crew chief went on vacation, and the assistant crew chief filled
653 in during his absences. Mr. Hebert felt that was a violation of the MOU as he was filling in for crew chief
654 and should be paid as such. The acting DPW director denied the request. I heard the basis of his
655 grievance. I rendered my decision. This was filed on June 22, 2022 A. Garron read the grievance into
656 record as followed:

657 Mr. Hebert, I have reviewed the grievance that you submitted to me on June 1, 2022. On June 8, 2022,
658 I met with you and your union rep, Jim Petrillo, to hear the specifics behind your grievance, and what
659 specific article within the current union contract was violated. You stated verbally and in writing, that the
660 Town violated these terms of the MOU, signed by Keith Judge, on behalf of the union, and myself, on
661 behalf of the Town on November 16, 2021, addressing the occasion of a "temporary upgrade". The
662 MOU states the following:

663 Temporary Upgrade- 1. An employee may be temporarily assigned, by Dept head or designee, to the
664 work of any position of the same or lower pay grade without a change in pay rate. 2. The Town may
665 temporarily assign employees to work in a higher-grade position for which they are qualified. When an
666 employee works in a temporary upgrade assignment for a minimum of four (4) hours or longer, the
667 employee shall receive the higher grade pay ay am increase closest to the employee's current pay for
668 each hour worked.

669 The language in the MOU was intended to apply whenever an employee was assigned to work in a
670 higher-grade position in the same bargaining unit. It was not intended to apply when an employee is
671 assigned to perform the work performed by an employee in another bargaining unit. But even without
672 limitation, the provision only applies when an employee is assigned to perform the duties of a higher-
673 ranking position. The Town is not obligated to assign someone to serve as an acting crew chief
674 whenever a crew chief is vacant. Instead, assistant crew chiefs, acting solely within the scope of their
675 responsibilities, have the ability to perform routine supervisory tasks; assign manpower; receive and
676 disseminate information and report employee issues. Unless the assistant crew chief is being assigned
677 to perform all of the duties of the crew chief, then it would not seem that a temporary upgrade is
678 appropriate. Based on the information received in writing and verbally, I deny your grievance for
679 temporary upgrade based on the MOU signed on November 16, 2021 between Teamsters Local 633
680 Public Works Union and the Town of Hooksett.

681
682 J. Sullivan- as a result of that it went to a step 4, which is where we are here tonight.

683
684 J. Durand- do we discuss the difference in monies now or later?

685
686 A. Garron- I don't have that information.

687
688 R. Hebert- it was 48 hours of straight time and 3 hours of OT.

689
690 R. Hebert- \$24.03 is my current pay and \$26.50 was the next pay that I am seeking to be at.

691
692 J. Petrillo- read a letter into record in support of Mr. Hebert's grievance. Exhibit 3 is an expert of the
693 MOU as follows: Temporary Upgrade- 1. An employee may be temporarily assigned to the work of any
694 position of the same or lower pay grade without a change in rate. 2. The Town may temporarily assign
695 employees to work in a higher-grade position for which they are qualified. When an employee works in
696 a temporary upgrade assignment for a minimum of four hours or longer, the employee shall receive the
697 higher grade pay at an increase closest to the employee's current pay for each hour worked. Also
698 noting that the town has done it in the past when people filled in and got paid at the higher rate.

699

700 J. Durand- the dates when you are talking about for Matt Gordon is in March and in June.
701
702 A. Garron- when Earl Labonte retired, we moved 2 positions to fill in the interim. The difference is we
703 assigned these temporary duties. We assigned the duties of Assistant Crew Chief. When the new DPW
704 was hired he was notified that he would be going back to his duties as they were before. That is the
705 major difference between them.
706
707 J. Durand- When Phil was on vacation you filled in for Phil so essentially you filled in for his absence.
708
709 J. Petrillo- A. Garron in his denial mentioned there was no crossing of departments.
710
711 J. Sullivan- there was an MOU.
712
713 A. Garron – that was a result of a grievance in 2021 that was denied but we did address it by creating
714 the MOU. The intent was not to create that particular MOU when people go out on vacation.
715
716 R. Lapierre-so when Phil was on vacation you were assigned to crew chief?
717
718 R. Hebert- A. Garron did not assign it to me but T. Bartulla . Those 6 days I had to report to Thomas
719 Bartulla. He called me, I had to take calls, I had to find invoices, I attended a meeting that I don't
720 normally do. It's been past practice that when the crew chief is out that I assume his responsibility.
721
722 J. Petrillo- A. Garron keeps saying it does not cover vacations, but it should. Going to meetings is not
723 part of his job, someone had to do the work and he stepped in for mid management.
724
725 R. Duhaime- this is why you have an assistant. If he was gone for 4 hours, do you fill in an expect to get
726 paid? I don't see where you are taking his position. Yeah, there are things that he asked you to fill in
727 for. I expect he may be looking to retire and is looking for you to fill in and learn.
728
729 T. Tsantoulis- the question I have regard in you assuming or taking over the duties. Did you assume it
730 was your job to do that? Who or how were you specifically given that task or responsibility?
731
732 R. Hebert- I did not assume.
733
734 R. Hebert- Tommy asked me to go to the meeting because Phil always went to those meetings. I was
735 asked by the temp director to go to that meeting.
736
737 J. Petrillo- His crew chief believes that he should get the higher rate, he submitted a letter in support of
738 this.
739
740 J. Sullivan- my understanding of the process is that you are here at step 4 of having the hearing. We
741 have within 2 weeks to make a written decision.
742
743 D. Fitzpatrick- for clarification it needs to be at our next meeting on July 27th.
744
745 R. Lapierre- I think the claim is a bit bonkers, moral is really low in DPW. I want to support Andre in his
746 decision. These guys get mad when they see us as being cheap.
747
748 A. Garron- We have done many things to increase moral. We are trying to build moral. I don't want to
749 set the stage that I am going to pay every time someone steps in or does 1 small task that I ask of
750 them.

751
752 T. Tsantoulis- it seemed it was more assumed to take on the roll and was not designated to take on that
753 role. I have a hard time him being entitled to that amount.
754
755 J. Sullivan- you are looking at the wording of assignment. If someone is assigned, is it a verbal
756 assignment or designated on paperwork? How does the payroll clerk know that they were assigned and
757 to pay appropriately?
758
759 A. Garron- there is a document that is submitted to show the assignment and the appropriate pay, and
760 then sent in again to reverse the assignment and pay.
761
762 J. Sullivan- the wording here is assignment.
763
764 R. Duhaime- I've had guys work with me and they initial the pay increase. So that it covers all. There
765 was no paperwork to assign and make clear of the arrangements.
766
767 ***T. Tsantoulis motioned to deny the grievance seconded by R. Duhaime.***
768
769 **Roll Call Vote #5**
770 ***T. Tsantoulis Aye***
771 ***D. Ross Np***
772 ***R. Duhaime Aye***
773 ***A. Walczyk Aye***
774 ***R. Lapierre Aye***
775 ***K. Judge NP***
776 ***J. Durand Nay***
777 ***D. Boutin Nay***
778 ***J. Sullivan Aye***
779
780 ***Vote in favor 5-2***
781
782 A. Walczyk- it seems that the process was not followed. Maybe they just screwed up the administrative
783 part.
784
785 J. Durand- his crew chief submitted a letter that he should receive it. Maybe he just didn't fill out the
786 proper paperwork.
787
788 A. Garron- the intent of the MOU was not this.
789
790 **02/08/2023 Advice and Consent for New Family Services Director**
791 Council consensus 7-0 in favor (full motion made in public session).
792
793 **04/12/2023 Acting Town Administrator Police Chief Janet Bouchard for period April 14-21, 2023**
794 James Sullivan motion to consent to Police Chief Janet Bouchard as the Town of Hooksett, NH Acting
795 Town Administrator for the period of time Town Administrator André L. Garron is unavailable to perform
796 his duties Friday, April 14, 2023, to Friday, April 21, 2023. Seconded by Keith Judge. Vote 7-0 in
797 favor.
798
799 **05/10/2023 Advice and Consent for New Police Chief**

800 Councilor Boutin motion for advice and consent for Hooksett Lieutenant Justin Sargent to be the new
801 Hooksett Police Chief effective May 18, 2023. Chief to have a 3-year employment agreement (#6 non-
802 work passenger to ride in Town vehicle to travel to & from work) (#15 hours of work Monday-Friday
803 7:30am-3:30pm). Seconded by Councilor Walczyk.

804 Roll Call #3

805 Boutin yes

806 Walczyk yes

807 Durand yes

808 Duhaime not present

809 Tsantoulis yes

810 Lapierre yes

811 Judge not present

812 Sullivan yes

813

814 Vote 6-0 in favor.

815

816 **ADJOURNMENT**

817

818 ***J. Sullivan motioned to adjourn the meeting at 9:05 pm. Seconded by T. Tsantoulis.***

819

820 ***All in favor 8-0***

821

822

823 Respectfully submitted,

824

825 ***Alicia Jipson***

826

827 Alicia Jipson

828 Recording Clerk