



# AGENDA

## Town of Hooksett Town Council

### Wednesday, February 26, 2025 at 6:00 PM

A meeting of the Town Council will be held Wednesday, February 26, 2025 in the Hooksett Municipal Building commencing at **6:00 PM**.

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1. CALL TO ORDER	
2. PROOF OF POSTING	
3. ROLL CALL	
4. PLEDGE OF ALLEGIANCE	
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7.1. Hooksett Municipal Employee - New Hire	
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17. PUBLIC INPUT	
18. TOWN COUNCIL FUTURE AGENDA ITEMS	
19. INFORMATIONAL ITEMS AND CORRESPONDENCE	

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

**20. SUB-COMMITTEE REPORTS**

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

**22. ADJOURNMENT**

**PUBLIC INPUT**

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

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

Town Council  
**STAFF REPORT**



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**To:** bthomas  
**Title:** Surety Release of Site Bond \$19,023.75 for the Elm Grove Company property at #200 Technology Drive  
**Meeting:** Town Council - 26 Feb 2025  
**Department:** Community Development  
**Staff Contact:** Bruce Thomas, Town Engineer

**BACKGROUND INFORMATION:**

The developer of the Elm Grove Company property at #200 Technology Drive is requesting the release of the **\$19,023.75** bond being held. All work has been completed on the site. Note that a landscape bond of \$26,932.42 is currently being held.

I recommend releasing the bond of the bond to the developer. See attached photos.

**FINANCIAL IMPACT:**

None

**POLICY IMPLICATIONS:**

None

**RECOMMENDATION:**

Recommend the release of the Site Bond of \$19,023.75 to the Merchants Bonding Company, #100044807.

**SUGGESTED MOTION:**

Motion to release the Site Bond of \$19,023.75 to the Merchants Bonding Company, #100044807.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

I agree with the suggested motion.

**ATTACHMENTS:**

[2 Memo to release bond](#)

[3 Bond Documentation](#)

[4 Photos](#)

**Town of Hooksett  
Community Development**

# Memo

To: Files

From: Bruce A. Thomas, P.E., Town Engineer *BAT*  
Cc:

Date: February 13, 2025

Re: Surety Release of Site Bond \$19,023.75 for the Elm Grove Company property at  
#200 Technology Drive

The developer of the Elm Grove Company property at #200 Technology Drive is requesting the release of the \$19,023.75 bond being held. All work has been completed on the site. Note that a landscape bond of \$26,932.42 is currently being held.

I recommend releasing the bond of the bond to the developer. See attached photos.

**Town of Hooksett**  
 Performance Sureties Located at the Finance Dept

2/3/2025

Project Name	Reason	Amount	Origination Date	Expiration Date	Released Date
Elm Grove Companies Standard Site/Subdivis on Bond Merchants Bonding Company # 100044807	200 Technology Drive Map 29 Lot 76-5 Site bond	19,023,75	01/16/24		



Technology Drive #200 (92) 2024/08/05 08:44:14



Technology Drive #200 (93) 2024/08/05 08:44:21



Technology Drive #200 (94) 2024/08/05 08:44:27



Technology Drive #200 (95) 2024/08/05 08:44:29



Technology Drive #200 (96) 2024/08/05 08:46:00



Technology Drive #200 (97) 2024/08/05 08:46:18



Technology Drive #200 (98) 2024/08/05 08:46:31



Technology Drive #200 (99) 2024/08/05 08:48:20



Technology Drive #200 (100) 2024/08/05 08:48:25



Technology Drive #200 (101) 2024/08/05 08:49:58



Technology Drive #200 (102) 2024/08/05 08:50:28



Technology Drive #200 (103) 2024/08/05 08:50:39



Technology Drive #200 (104) 2024/08/05 08:50:41



Technology Drive #200 (105) 2024/08/05 08:50:50



Technology Drive #200 (106) 2024/08/05 08:51:28



Technology Drive #200 (107) 2024/08/05 08:51:30



Technology Drive #200 (108) 2024/08/05 08:52:26



Technology Drive #200 (109) 2024/08/05 08:52:47

Town Council  
**STAFF REPORT**



**To:**  
**Title:** Town Council 2024-2025 Goals Update  
**Meeting:** Town Council - 26 Feb 2025  
**Department:** Administration  
**Staff Contact:** Geraldine Ciardelli, Executive Assistant

**BACKGROUND INFORMATION:**

Town Council had a workshop on October 2, 2024 to establish short and long-term goals that will move Town's vision forward. The following were the goals set forth with a plan to report updates at the second Town Council meeting of each month:

**Goal #1: Improve Communication with Council, Staff, Unions and Community.**

- Better communication with Town Council & staff
- Better prepared with all information pursuant to the respective request
- Further stabilization of labor relations with long-term labor agreements with unions and retaining key staff within the budget
- Renew partnership with SNHU
- Identify business/public perception of Town departments (i.e. UNH Survey model)
- Council Retreat for consensus on “big picture” of the Town

**Goal #2: Town Administrator Budget**

- Remove sewer fees / interest from Board of Assessors calculations. Stop the town from footing the bill for sewer fees / accounts that are in arrears.
- Limit and/or consolidate warrant articles based on need vs. want

**Goal #3: Townwide Services – Recycling, Condo Trash and Water Distribution to Well Areas**

- Get recycling reinstated
- Remove credits/reimbursements for condo trash pickup
- Coordinate a NHDES workshop for citizens that have had their water tested by NHDES (Farmer Road / Auburn Road area)
- Work with water precincts, citizens and businesses to distribute public water (Farmer Road / Auburn Road; Radioactive / contaminated water)

**Goal #4: Hooksett NHDOT Roadway Improvements**

- NHDOT Hooksett Road Improvement current and future projects reporting (i.e. quarterly) to the Town to ensure Hooksett residential and business interests are met

**Goal #5: Community Development & Master Plan**

- Determine purpose for a Community Development Director / department head.
- Coordinate the opening of Hooksett’s Merrimack River Airport (sea planes)
- Continue to support/fund T.I.F. District

**Goal #6: Amend Town Council Rules of Procedure**

- Clarify Council Rules – section 6 for recognition & calling question
- *Order of Agenda - Completed 10/23/2024*

**RECOMMENDATION:**

Listen and advise

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Town Administrator Goal Update:

Priority 1:

**Goal #3: Townwide Services – Recycling, Condo Trash and Water Distribution to Well Areas**

Priority 2: I recommend that Town Council hold a hearing at its March 26 meeting, inviting to proponents of the condo trash pickup group, to the meeting to discuss and decide this matter.

**Goal #1: Improve Communication with Council, Staff, Unions and Community.**

Priority 3:

**Goal #2: Town Administrator Budget**

Priority 4:

**Goal #5: Community Development & Master Plan**

Priority 5: A TIF Bond is moving forward to Town meeting for vote. The support received by Town Council and Budget Committee is appreciated.

**Goal #4: Hooksett NHDOT Roadway Improvements**

**A meeting is set up for Town Council March 12 meeting. NHDOT will update Council on the Rt. 3 Widening project. Also, update the Council on impact to businesses along the route.**

Town of Hooksett  
Town Council Meeting Minutes  
Wednesday, February 12, 2025

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The Hooksett Town Council met on Wednesday, February 12, 2025, at 6:00 in the Hooksett Municipal Building.

**CALL TO ORDER**

Chair Sullivan called the meeting of 12 Feb 2025 to order at 6:00 pm.

**PROOF OF POSTING**

Town Administrator, Andre Garron, provided proof of posting.

**ROLL CALL**

**In Attendance:** Chairman Timothy Tsantoulis, Vice-Chairman Councilor James Sullivan, Councilor Randall Lapierre, Councilor Alex Walczyk, Councilor Vincent Lembo Jr, Councilor Jeff Nyhan, Councilor Roger Duhaime (arrived at 6:12).

**Absent:** Councilor Jodi Pinard.

**PLEDGE OF ALLEGIANCE**

**AGENDA OVERVIEW**

**TOWN ADMINISTRATOR'S REPORT**

**7.1 Hooksett Municipal Employee - New Hire**

Tony Hudon newly hired Truck Driver/Laborer, DPW Parks & Recreation started 2/3/2025.

- Town Administration Comcast Letter of Support for Broadcast Provision in unserved and underserved Area of Hooksett. If Comcast is successful in obtaining the grant it will help to serve the underserved Broadcast areas.
- Hooksett Village Water Precinct-2<sup>nd</sup> Place out of 43 contestants across the nation in "The Great American Water Taste Contest". We commend them for that award.
- Deliberative session Recap
  - 127 registered voters in attendance at the February 1, 2025, Deliberative Session
  - Good discussion and debate of several warrant articles
  - GIS Warrant Article reduced by half to \$37,500.
  - All other Warrant Article remained as written and moved to the ballot to be decided on by the voters on March 11, 2025.
- Winter Maintenance of Lilac Bridge
  - Winter maintenance of the Lilac Bridge is included in the winter maintenance operations. Sidewalks throughout town are maintained first, then the bridge is either shoveled or a specifically out-fitted snow blower is used to clear the bridge of snow. The special outfit is a

43 guard, so it does not damage the decking. No salt or other chemicals are used on the bridge  
 44 given its location over the Merrimack River.

- 45 • Pedestrian Crosswalk across from Donati Park
- 46 ○ Cost of two structures-\$21,000 (1/30/25)

47 **Upcoming Meetings:**

- 48 2/18: TIF Meeting-Town Hall @ 430pm
- 49 2/18: Parks and Recreation Advisory Board Meeting-Town Hall@6pm
- 50 2/19: Economic Development Advisory Committee-Town Hall@4:30 pm
- 51 2/25: Heritage Commission- Town Hall@5pm
- 52 2/26: Town Council- Town Hall@6pm
- 53 3/01: Supervisors of the Checklist @ pam – Cawley School
- 54 3/03: Planning Board- Town Hall @ 6pm

55  
 56 Todd Smith- this was a 10-year project, that started with infrastructure investments and capital rehaul. It  
 57 was a culmination of 10 years of work to get to where we are today. We could have teamed up with  
 58 other systems, but we felt that the best option for Hooksett was to make the system we had better and  
 59 get success that we have had. I'm very proud of the work we have done in the past 10 years, we look  
 60 forward to working with the council and we are happy to have expanded our borders and look forward  
 61 to more expansion. We have done it all with no additional taxes, no high fees, just proper budgeting.

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 63 **PUBLIC INPUT - 15 MINUTES-** None

64  
 65 **SCHEDULED APPOINTMENTS**

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 67 **10.1 Presentation to Hooksett Youth Achiever, Emma Danforth, age 17, Londonderry High School**

68  
 69 A. Walczyk introduced Emma Danforth as the Hooksett Youth Achiever Award recipient and gave a  
 70 brief overview of her achievements and why she was chosen for the award.

71  
 72 Members of the council congratulated her for all her achievements.

73  
 74 **10.2 Andy Janosz - Annual Update from the Parks and Recreation Advisory Board**

75  
 76 A. Janosz- we applied for ARPA funding for a new swing set. The Pavillion has had 13 permits for use  
 77 this year. It will be installed in the spring. Those that have used the pavilion have requested the use of  
 78 a porta potty, as a group we felt that would be a good idea and Ben has agreed to get one for this  
 79 summer. Work has been done at the horseshoe pit area, and we'd like to add another pit this year. The  
 80 cornhole area has been doing good. The old BBQ pit will be moved to a different location to give us  
 81 more room. The weeds that were cut down in 2024 unfortunately grew back.

82  
 83 Scott Evans. We added 2 alternate members to our board this year. We are looking to make  
 84 improvements at Fraser Park. The teeter swings have been replaced at Fraser Park. As we open more  
 85 parks it will be to decongest Donati Park. We are working on a project with Ben to discuss how we can  
 86 have less impact on his crew and services, we are reaching out to other Towns to see what they charge  
 87 for parks and fields and see where we as a Town might want to do in that regard. We are also looking

88 at turf options and if that is a more viable option budget and labor wise. We think it will cost about  
89 \$1.2 million to do turf at Donati. The average life span is about 10 years. Having turf also opens the  
90 season earlier for the kids to use. It costs about \$750,000 to replace it after 10 years.

91

92 R. Lapierre- appropriate capital planning would need to be established with funds put away yearly. The  
93 foot traffic would increase if you did turf.

94

95 A. Garron- I live in Bedford, and they have 2. It was about 10 years, and they replaced it. It is worth its  
96 weight with as much traffic as it gets and is used year-round. I'm glad you are exploring that but there  
97 is a great deal of capital planning that goes along with this. We once heard talks about a beach, is that  
98 still happening?

99

100 A. Janosz- at the present time we are not looking at that but will in the future.

101

102 R. Duhaime- the Knott weed is very tall and invasive. I think there could be a nice beach down there. I  
103 would have liked to see a skating rink down there. Have you planned any improvements to be made at  
104 Pinnacle Park?

105

106 A. Janosz- we looked at all the areas we identified a spot, but we never heard anything back from the  
107 council on what they would like. But we can come up with plans and ideas and present them back to  
108 you.

109

110 ***J. Sullivan motioned to direct the Parks & Rec advisory council to explore what can be done for a 2<sup>nd</sup>***  
111 ***location for courts and a park; seconded by R. Duhaime.***

112 ***Vote carries unanimously.***

113

114 V. Lembo- are there impact fees for recreational items like this?

115

116 A. Garron- yes, we do and yes, we can use them for this. There is \$119,000 in the account.

117

118 **10.3 Bob Willey, Hooksett Kiwanis - Beautify Hooksett Day April 26, 2025, from 10am - 1pm**

119

120 Joe Carol Woodburn Chair of the Conservation Commission. Annually the Hooksett Kiwanis, with the  
121 assistance of many other organizations, holds a Beautify Hooksett Day. This year the request is for the  
122 day to be April 26, 2025, from 10am - 1pm. Volunteer team sign up to clean up roadside and parks and  
123 trails in Town. DOT provides a suggested list of roads to clean. 11 organizations participated in 2024.

124

125 ***J. Sullivan motioned to declare April 26, 2025, as Beautify Hooksett Day; seconded by A. Walczyk.***

126 ***Vote carries unanimously.***

127

128 **CONSENT AGENDA**

129

130 **11.1 Accept funds in the amount of \$400.00 from the State of New Hampshire to the Town of**  
131 **Hooksett for the Hooksett Police Department per RSA 31:91-b: III(b) and return the funds to the**  
132 **Police Department's 2024/2025 operating budget under the selection process.**

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*J. Nyhan motioned to accept funds in the amount of \$400.00 from the State of New Hampshire to the Town of Hooksett for the Hooksett Police Department per RSA 31:91-b: III(b) and return the funds to the Police Department’s 2024/2025 operating budget under the selection process.; seconded by K. Judge.*

*Vote carries unanimously.*

**NOMINATIONS AND APPOINTMENTS**

**12.1 Appointment of Jarrod Williams, Planning Board Alternate as a Representative to SNHPC with a term to expire June 30, 2027.**

*J. Sullivan motioned to appoint Jarrod Williams, Planning Board Alternate, as a Representative to SNHPC with a term to expire June 30, 2027; seconded by A. Walczyk. Vote carries unanimously.*

**OLD BUSINESS- None**

**NEW BUSINESS**

**15.1 Quarterly Financial Report as of December 31, 2024**

C. Tewksbury- the Parks & Rec Impact fees that Andre stated are correct, but we have earmarked them in the CIP funds for Peters brook field lighting. The first priority is Peters brook field lights. Based on the quote we got last year, that project alone was \$400,000.  
 We received \$1,522,396 in ARPA funds and we have about \$499,000 left unspent.  
 General Fund Operating Budget- we are at 51% spent.  
 Administration Department Expenditure- 53% spent. As of December 31st, the legal line was 75% spent. We will need to move funds to cover the legal line.  
 Fire-Rescue Department Expenditure- 48% spent. The department has had ten out of 33 vacancies and as of December 31<sup>st</sup> there were five vacant full-time positions. The average vacancies length is 0.63 months. As of December 31st, the department spent \$398,871 on the operational portion of the budget which includes fuel, water hydrant rentals, vehicle maintenance and equipment.  
 Police Department Expenditure- 46% spent. The department has underspent its budget due to vacant positions. In the current fiscal year, there have been three vacancies out of 41 full-time employees. The average vacancies length is 3.67 months.  
 PW – Highway Division Expenditures- 51% spent. Each year part of the budget is encumbered into the following year’s budget for projects like road paving and building maintenance. If you remove all the encumbrances from each of the budget years, the actual budget has increased \$384,584 or 13% over the four years. In the current fiscal year, there have been four vacancies out of 14 full-time employees. The average vacancies length is 3.5 months. Year-to-date actuals are 51% of the budget. This is due to the timing of the fall paving. \$719,627 has been paid for road paving as of December 31st. In FY 2023-24 and FY 2022-23 over \$900,000 had been spent as of December and in FY 2021-22 \$443,095 had been completed at this time of the year.

177 PW – Recycling & Transfer Division Expenditures- 46% spent. The cost to dispose of trash has increased  
 178 due to the contractual rate for tipping fees. The rate was \$76.16 per ton in 2021 and is now \$93.45  
 179 which is a 23% increase in four years. The actual expenditure is 46% of the budget, which is in line with  
 180 prior years. The trash removal cost is reported once the month has been completed, therefore  
 181 December’s tipping fees are not reported in actual.  
 182 General Fund Revenues- 64% received. Revenue collections dropped a little bit.  
 183 Motor Vehicle Registration Revenues- The actuals collected are at 59%, which is higher than the  
 184 benchmark. This is due to the timing of fleet registrations as several fleets registered early in the  
 185 Year.  
 186 Interest & Penalties on Tax Revenues- 52 % received. This interest comes from property taxes not  
 187 being paid on time, and the penalties are fees to execute liens and notices. Many property owners pay  
 188 off delinquent taxes either to avoid the town deeding their property (generally in the spring) or when  
 189 they want to sell their property.  
 190 Building Permit Revenues- 55% received. These fees are paid for residential and commercial  
 191 construction. Looking at the actuals collected as of December 31st of each year, you can see a roller-  
 192 coaster in the collections.  
 193 State of NH Revenues- 93% received- No State Shared Revenues have been received since FY2009-10.  
 194 Meals & Rooms Tax - 8.5% collected for operations on hotels, restaurants and other businesses  
 195 providing taxable meals, room rentals and motor vehicle rentals. In FY 2024-25 the town’s share of  
 196 Meals and Rooms Tax is over \$1.47 million.  
 197 Interest on Deposit Revenues- 78% received. This revenue is the interest the town earns on the cash  
 198 in our bank accounts. The Treasurer invests excess cash in accordance with the town’s investment  
 199 policy.  
 200 Ambulance Service Fund- The Ambulance Service Fund is reported separately from the Town’s General  
 201 Fund as approved by the voters at the May 2011 Town Meeting. It is the expectation that the fees from  
 202 the users of the ambulance will cover the direct cost of the Ambulance Service. The next ambulance is  
 203 anticipated to be purchased in 2027.

204

**APPROVAL OF MINUTES**

205

*R. Lapierre motioned to approve the public minutes of January 22, 2025; seconded by J. Nyhan.  
 Vote in favor 8-0*

209

*R. Lapierre motioned to approve the public minutes of February 1, 2025, as amended; seconded by R.  
 Lapierre.*

211

*Vote in favor 8-0*

212

213

*J. Sullivan motioned to approve the non- public minutes of January 22, 2025; seconded by K. Judge.  
 Vote in favor 7-0*

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**PUBLIC INPUT-** None

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218

**TOWN COUNCIL FUTURE AGENDA ITEMS-** None

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**INFORMATIONAL ITEMS AND CORRESPONDENCE-** None

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TC MINUTES

2-12-2025

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**SUB-COMMITTEE REPORTS**

V. Lembo handed out a packet from the Hooksett Village Water Precinct.

A. Walczyk- remind TC that we paid out condominium fees in the amount of \$64,354.20 for reimbursement for trash and recycling. They are planning to change the price of concrete. We are only charging \$5.00, and it costs us \$35 to dispose of it. The TC did give authority to the DPW director and the TA to review the charges and adjust annually if necessary. The estimated cost to do curbside recycling costs an additional \$20 more per ton.

J. Sullivan- at the Planning Board we heard a conceptual design for a 7-unit development along the river. We are working on steps on implementing the master plan.  
At the Heritage Commission the book is coming along, we had to tweak the contract to give us a little more time.

R. Duhaime- at the ZBA we had a plan that was approved for a 25-home development. With the price starting around \$350,000. There was a 400+ unit development presented last night on property behind Granite Hill.

R. Duhaime commented that he felt the deliberative session could be ran better and the process is inadequate and needs more thought for the voters to participate.

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

***T. Tsantoulis motioned to enter non-public session per NH RSA 91-A:3 II A & C; seconded by K. Judge.***

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

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

**Roll Call Vote #2**

- R. Duhaime Aye***
- V. Lembo Aye***
- K. Judge Aye***
- R. Lapierre Aye***
- A. Walczyk Aye***
- J. Nyhan Aye***
- J. Sullivan Aye***
- J. Pinard NP***
- T. Tsantoulis Aye***
- Vote in favor 8-0***

269 *J. Sullivan motioned to leave the non-public session; seconded by R. Lapierre.*

270 *Vote in favor 8-0*

271

272 *R. Lapierre motioned to seal the Non-Public minutes of February 12, 2025, seconded by J. Nyhan.*

273 **Roll Call Vote #3**

274 *J. Nyhan Aye*

275 *K. Judge Aye*

276 *A. Walczyk Aye*

277 *V. Lembo Aye*

278 *R. Duhaime Aye*

279 *J. Pinard NP*

280 *R. Lapierre Aye*

281 *J. Sullivan Aye*

282 *T. Tsantoulis Aye*

283 *Vote in favor 8-0*

284

285 *K. Judge motioned to offer Andre Garron a 3-year contract as Town Administrator for a period of*

286 *5/31/2025-5/31/2028 with a salary of \$158,000 and all other agreements details as presented;*

287 *seconded by J. Nyhan.*

288 **Roll Call Vote #4**

289 *A. Walczyk Aye*

290 *R. Lapierre Aye*

291 *K. Judge Aye*

292 *R. Duhaime Nay*

293 *V. Lembo Aye*

294 *J. Sullivan Aye*

295 *J. Pinard NP*

296 *J. Nyhan Aye*

297 *T. Tsantoulis Aye*

298 *Vote carries 7-1-0*

299

300 A.Garron: I thank the Council for this offer and accept.

301

302 **ADJOURNMENT**

303

304 *R. Lapierre motioned to adjourn the meeting at 8:40 pm; Seconded by J. Nyhan.*

305 *All in favor 7-0*

306

307

308 Respectfully submitted,

309

310 ***Alicia Jipson***

311

312 Alicia Jipson

313 Recording Clerk