

**TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, September 11**

- 1. 6:30 PM - CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF MINUTES**
 - a. Public minutes of August 28, 2013
 - b. Non-public minutes of August 28, 2013
- 5. AGENDA OVERVIEW**
- 6. CONSENT AGENDA**
- 7. TOWN ADMINISTRATOR'S REPORT**
- 8. PUBLIC INPUT: 15 Minutes**
- 9. NOMINATIONS AND APPOINTMENTS**
 - a. Parks & Recreation Committee: Richard Cote – full member, exp. 2016
- 10. SCHEDULED APPOINTMENTS**
 - a. Planning Board Chair: David J. Rogers
- 11. 15 MINUTE RECESS**
- 12. OLD BUSINESS**
 - a. 13-64 Community-building: Youth Initiative, Old Home Day Booth, other
 - b. 13-83 Employee Appreciation Lunch: Councilor Lizotte update
- 13. NEW BUSINESS**
 - a. 13-85 Town Council Budget Goals / Principles
 - b. 13-86 Council Chair authority to sign documents
 - c. 13-87 Boston Post Cane
- 14. SUB-COMMITTEE REPORTS**
- 15. PUBLIC INPUT**
- 16. NON-PUBLIC SESSION**

NH RSA 91-A:3 II(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,

NH RSA 91-A:3 II(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.
- 17. 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.

TOWN COUNCIL MEETING MINUTES
Wednesday, August 28, 2013

CALL TO ORDER

Chair Sullivan called the meeting to order at 6:35 pm.

ROLL CALL – ATTENDANCE

Dr. Dean E. Shankle, Jr. (Town Administrator), James Sullivan, Nancy Comai, Donald Winterton, David Ross, James Levesque, Todd Lizotte, Robert Duhaime (arrived 6:36 pm)

MISSED

David Ross

PLEDGE OF ALLEGIANCE

SWEARING IN OF FIREFIGHTERS

Deputy Chief Michael Hoisington
Assistant Chief Dean Joury

- *Eric Uitts* – Promotion to Lieutenant from firefighter; will work with Assistant Chief in developing and delivering shift training; assigned to central station, group 2
- *David Carignan* - Promotion to Captain from Lieutenant; responsible for the operational readiness of his assigned station and to make sure assigned activities are accomplished through the proper chain of command; assigned to station 1, in charge of group 1
- *Jonathan Holdredge* – New firefighter/EMT 1

Family members are invited to pin badges on.

Thank you to the families for joining us tonight to honor their officers. Congratulations and welcome to the Hooksett Fire Department!

APPROVAL OF MINUTES

a. 08/14/13 public

T. Lizotte motioned to approve with edits. Seconded by N. Comai.

Vote unanimously in favor.

L. Boswak and S. Orr abstained.

b. 08/14/13 non-public

T. Lizotte motioned to approve. Seconded by J. Levesque.

Vote unanimously in favor.

AGENDA OVERVIEW

Chair Sullivan provided an overview of tonight's agenda.

CONSENT AGENDA

a. 13-76 Release of SNHU surety bond

b. 13-77 Acceptance of \$100 donation to Heritage Commission

T. Lizotte motioned to accept the consent agenda. Seconded by R. Duhaime.

Vote unanimously in favor.

TOWN ADMINISTRATOR'S REPORT

- Old Town Hall – committee went through with an engineer from TF Moran; DPW has done a good job of taking down interior walls on the second floor; the engineer was impressed with the condition of the building given its age. We will continue to take out electrical, plumbing, etc. in hopes to keep moving forward. The goal is to get the 2nd floor out and keep its historical value; moving slowly but going well
- Hooksett Village Heritage District continues to move forward; received a grant from the state; there was a meeting last week and more public meetings are coming up; there is a detailed update on the left side of the town website – just posted earlier this week.
- Met with Public Service – When there is an outage they put a notice on the web, but it's only seen if you have power. Previously, outage maps focused on the percentage of town that is out of

power; outage maps will now be based on the number of customers out vs. percentage. You will still be able to drill down to find the actual percentages but the main information will be in numbers not percentages.

- NH Dept. of Labor – doing safety and health inspection; going through all buildings and will bring a report on 9/3, and we will comply as necessary.
- Upcoming meeting with NH DOT – There is a government advisory committee on intermodal transportation public hearing, conducted every 2 years; Hooksett has been chosen for the first time (Councilor Pappas helped arrange that.) Purpose is to gather information from the community on all modes of transportation in town including sidewalks and roadways; plan is to hold the hearing on 9/18 in chambers at 6:30pm. It will be broadcast on the website.
- New town report is published; citizens can get a copy at the town clerk's office, assessing, administration, library, and it will be available online at the town website.
- Nicole Sanborn – emailed to be put on a future agenda to discuss Big Brothers/Big Sisters fundraiser

N. Sanborn: Big Brothers/Big Sisters is doing mini golf tournament at Legends in Hooksett on Sunday, September 15 at 11:00 am. We are located in greater Manchester but serve over 57 towns in NH. We are trying to make this an annual fundraiser at Legends. We would like to get as many teams registered as possible; we have a lot of sponsors from our board members, but we need teams. We have 20 so far but are trying to get the word out in Hooksett. All the money raised goes to Big Brothers/Big Sisters. We currently have over 85 children waiting for mentors. On that same day, we are also going to be kicking off our 100 BIGS in 100 DAYS campaign. We are looking for applications from volunteers who want to be big brothers or big sisters; this campaign ends in December. Thank you for letting me speak tonight.

PUBLIC INPUT

None

NOMINATIONS AND APPOINTMENTS

Richard Cote – Parks and Rec Committee (1 full time opening until 2016); previously worked in professional baseball for the Pittsburgh Pirates; studied athletic training at Plymouth State; he is a certified athletic trainer and part of the national athletic training association; he is a friend of Tom Praisol (new member on the board); he would like to get involved.

N. Comai nominated Richard Cote to the Parks and Rec Committee.

J. Sullivan: We would like to ask him to come to the next meeting to answer any questions. There will be an appointment at our next meeting. Reminder that vacant positions are posted on the town website under HR/Available Positions.

SCHEDULED APPOINTMENTS

a. 13-78 SNHU update of current plans and "rollover" of surety bond
Jeff Kevan from TF Moran:

- There is a lot going on at SNHU; want to update the Council on what is occurring. Yesterday, there was a ribbon cutting ceremony for the new residents' hall – located on the highest point on campus (East Side Drive to top of hill, great views). The project was completed early and they are beginning other projects:
 - dorm, library, and learning center (across from dining hall) are currently under construction; 2 proposed parking lots – creating a new loop road, separate from the parking lot and reconfiguring old parking lot – looking to begin construction in the next couple of weeks. Ultimately they want to take out parking on the west side of the road and make it a common area.
- Library building proposed architecture – fieldstone walls (reusing some stone from onsite), facing green area out front; scheduled to be complete by August 2014.
- 2 other approved projects: parking areas (try to create more walking campus on the center court – parking pushed to outer perimeter so no traffic is going through the middle of campus); plans have been discussed (purchased some land on W. Alice and Donati Dr.) to extend a road to come in the back side (gated?) as an access road. It would tie this new property into campus and can use the buildings for university purposes. They have also taken down the old operations buildings (they have been razed and removed).

- Trying to develop a master plan as the center area being a core (academic/administration/classroom) and dorms/athletic facilities pushed to the outer perimeter.

R. Duhaime: Traffic islands on N. River Rd. – is that north and south?

J. Kevan: One other thing they are looking at is to put a median island (planted) as well as additional signage as you come on the property; probably a 100' long by 6' wide island at the Martins Ferry Rd. end and the piece barely in Manchester. That will announce that you are coming into the college area and to slow down traffic (in conjunction with sidewalks/lights). This is not budgeted or scheduled at this point – they are still in talks with Hooksett and Manchester Public Works departments. The University helps maintain that road (plowing, sanding, etc.) and are responsible for the pedestrian signal.

R. Duhaime: Years ago on the planning board, as the campus expanded, we talked about a bypass road and now that is not on the plans.

J. Kevan: We continue to leave the right of way and that could come into play, but it is a very expensive item. There is a conservation easement in place (per the EPA) that limits building in that area – defined as the limit of that bypass road. This is not something they will be able to fund in the near future. Tunnels are too dark and hard to maintain; an overpass is not feasible due to the vertical height needed; the college has done well to educate students on the ongoing construction.

S. Orr: I concur. I drive that road every day multiple times, and the pedestrian signal has been very successful in my experience.

J. Sullivan: What is the acreage?

J. Kevan: Approximately 208 plus a piece on the other side of Depot Rd. (plus another 20-30 acres)

S. Orr: Who owns the parcel on the east side?

J. Kevan: I forget the person's name but it is a parcel they are interested in looking into it as it becomes available. They would like enough land to provide buffers and not have to worry about individual home owners. Secondly, as part of the consent agenda you voted to release the surety bond from the dormitory (about \$650,000). We are asking to roll that over and apply it to the 2 parking lots that are to be constructed.

J. Kevan: We have a bond in place for the dormitory that just got its CO, it's for \$650,000. We have 2 parking lot projects getting underway. In addition to that, we are doing improvements to Depot Rd. We are asking that you allow us to roll over the surety to the dormitory and apply it to the 2 parking lots and Depot Rd. If there is any excess we would come back and ask for that to be released.

D. Winterton: This is something that planning has discussed; Public Works director has come up with a proposed plan that looks at this; he is in favor and the planning board is in favor of it.

D. Winterton moved to apply the surety bonds in the amount of \$149,000 plus \$28,000 (each parking lot).

T. Lizotte: Can we wait for more info? If there is no time constraint, I would like a staff report that outlines everything and is signed by the town administrator to be discussed at next meeting.

J. Kevan: The request is to roll over \$150,000 for the east parking lot and \$29,000 for Depot Rd. parking plus an additional specific number for Depot Rd. improvements; excess would be released to the college.

T. Lizotte: I would like that it is spelled out and codified on a document so that it's part of the record and we vote on it.

T. Lizotte motioned to table the motion of the rollover of the surety bond by SNHU. Seconded by R. Duhaime.

Vote unanimously in favor.

J. Sullivan: This will be on the consent agenda for the next meeting.

J. Kevan: We renovated an older section last summer also; there are a lot of things going on. You can call me and I can arrange a tour through the college.

13-80 Fire-Rescue: Acceptance of Donation from CMC amount of \$14,500 (Properly posted)
Deputy Chief Hoisington (spokesperson):
Lu Mulla, VP Operations and Emergency Services, Catholic Medical Center
Dr. Capodilupo, New England Heart Institute
Michelle Marshall, Director of Marketing, Catholic Medical Center
Joe Stocker, Hooksett firefighter/paramedic

L. Mulla: We are pleased to be here representing the New England Heart Institute at Catholic Medical Center. The New England Heart Institute is a small committee stemming from the cardiology department at Catholic Medical Center. It gets funding from the research that the physicians do; they get a small stipend and it gets put in the New England Heart Institute pool of money, plus money from grateful patients. One of the things we do with the money is reinvest back into the community. We have purchased a Lucas 2 machine, and we are pleased to offer this to your fire and rescue department through our grant capacity.

Dr. Capodilupo: One of the cornerstones of survival of cardiac arrest is quick and effective CPR; these men and women are responsible for saving these lives. Effective CPR is physically demanding, and this device takes that pressure off their shoulders so they can perform other patient care that is essential to survival.

(J. Stocker demonstrated the machine for the council. It provides compressions at a proper rate and depth and eliminates the interruptions/down times when doing chest compressions.)

J. Sullivan: How does this work with larger sized people?

J. Stocker: They found that it does work on obese patients, as most of the size is not in the chest area.

J. Sullivan: Is the pressure of the machine similar to a human?

J. Stocker: There is 2" of depth; that's one of the things it does properly vs. a provider which can be prone to human error, distraction.

J. Sullivan: What percentage of time would you need to use it in a year?

Deputy Hoisington: We have 8-10 cardiac arrests/year, and we have had some saves manually. This machine makes it much safer for the provider while traveling as it allows them to remain in a seatbelt.

L. Mulla: They did a great job on the grant application, and should be commended on their work.

J. Levesque: I commend the Hooksett EMT's and the Heart Institute as a former patient.

N. Comai motioned to accept the donation of the Physio-Control LUCAS 2 device under RSA 31:95-e,II. Seconded by R. Duhaime.

Roll Call

S. Orr – Yes

L. Boswak – Yes

N. Comai – Yes

R. Duhaime – Yes

D. Winterton – Yes

D. Ross – Absent

J. Levesque – Yes

T. Lizotte – Yes
J. Sullivan – Yes

Vote unanimously in favor.

13-81 Fire-Rescue: Discussion of Emergency Management in Administrative Code
D. Joury: It appears the answers are present in the Administrative Code (amended June 26, 2013) page 6, section 3.6 – fire rescue department (2nd paragraph) includes emergency management. It is addressed through the fire department and is in the fire chief's job description.

Dr. Shankle: It was amended last year when that function was put under the fire chief. Mr. Murray was probably remembering when it was a separate department under a separate director.

D. Joury: I believe that resolves the issue.

NEW BUSINESS

a. 13-79 Asphalt Paving Bid Award

Leo Lessard, director of Public Works

The bids for town wide paving for 2013-2014; we sent out RFP's and Brox, Pike, Continental, Advanced bid on the job. Brox was the lowest bid at \$264,730.80. Bond papers were reviewed and I recommend we hire Brox as the paving contractor.

J. Sullivan: This covers 5 roads?

L. Lessard: Yes.

J. Sullivan: Is it the same amount/mileage of roads each year?

L. Lessard: Not really. As in the past, when we do reclamation like we did on Goffstown Road, that was only 1 road. This is just a shim and overlay (secondary roads). I did a report on paving for the town report which shows how much road is paved for the money.

T. Lizotte: On 28 bypass, is that paved normally?

L. Lessard: On the state road? There is something wrong, a fatigue, in the mix. Continental did that job.

S. Orr: There is a huge difference in the amount bid on maintenance of traffic. Is that a flagger, someone stopping the traffic? Brox was one of the lowest in comparison. What's your take on that? Is there concern of traffic?

L. Lessard: I was also concerned; we will supply one officer and they will supply 2 flagmen. They know what we supply and what they are responsible for. We discussed this several times and they had no problem with that.

R. Duhaime: So what paving isn't finished this year is carried over to next year?

L. Lessard: Yes, we started that last year. We did a section, saved money for the winter and pooled the money from this year to finish last year's paving and start this year's paving in the next few weeks.

R. Duhaime motioned to approve the Brox Industries paving bid of \$264,730.80. Seconded by J. Levesque.

Roll Call

T. Lizotte – Yes
S. Orr – Yes
L. Boswak – Yes
N. Comai – Yes
R. Duhaime – Yes
D. Winterton – Yes

D. Ross – Absent
J. Levesque – Yes
J. Sullivan - Yes

Vote unanimously in favor.

13-84 Update on Tax Deeded Properties: 1293 and 1301 Hooksett Road
Dr. Shankle: Update on 2 businesses on the corner of 28 and Rt. 3. I've been working with them, and we are all set in terms of insurances. The former owner of property is working to buy it back. She is working with a realtor in town and has contacted a lawyer. I got something from our attorney stating her attorney is requesting some things. We do own those 2 properties and we are starting to manage it. I have no recommendations until I review. I will need to come up with a management plan in the near future.

OLD BUSINESS

a. 13-64 Community Building Initiative: Old Home Day; Youth Initiative

J. Sullivan: We have a space and we need to figure out what we are going to do as a Council.

N. Comai: I have a 10x10 tent, popcorn machine and tables that we can use for Old Home Day.

J. Sullivan: We would need power for a popcorn machine; anything else we want to do as a Council to have a couple charters available for review, and we can answer questions for people.

T. Lizotte: We might want to determine who will be there; I have a conflict on that day.

J. Sullivan: We need to be set up by 10:00, the parade finishes at 12:00, break down at 4:00. That is a minimum of 6 hours of coverage.

N. Comai: We could have volunteer sign-up sheets for needed positions/list of available volunteer positions; as part of the community building program we could have nametags identifying us as councilors.

R. Duhaime: Signage for new community building initiative and youth achievement award?

L. Boswak: We talked about having a big banner for everyone to sign to join in the community building pledge. I can only attend first thing in the morning because I have a commitment in the afternoon.

Dr. Shankle: There will be staff there all day so whichever councilors can show up would be great.

J. Sullivan: Donna, Katie and Dr. Shankle will be there.

S. Orr: We need to have something fun. We can talk about our initiative but we need to mix in something fun...bean bag toss?

L. Boswak: With the help of heritage committee and historical society – Hooksett trivia game? There are a lot of interesting things that have happened in this community. It might be something of interest to older residents.

J. Sullivan: I have 3 activities already as the historical society representative: a crossword puzzle, word jumble and a couple other things I can provide copies of.

D. Fitzpatrick: One of the key things is to attract children to the booth. One year for community development, we got a town LEGOLAND and the kids would build the town. Another thing residents want to know is what is going on (i.e., Market Basket), what is the end result going to look like? SNHU has a lot of projects going on...Bass Pro, Ritchie Bros, and other developments going on. Possibly a quick survey – 5 questions?

J. Sullivan: Maybe 1 or 2 questions not on the official survey? We can have Donna send out an email as a sign up sheet with suggestions to the Council to be fine-tuned at our next meeting. The only issue is getting power, but we can come up with something.

J. Sullivan: The Youth Initiative committee is established, no more than 5.

D. Winterton: Donna has helped me design an application form that we are ready to use. I stopped by the SAU today to discuss with the superintendent prior to interacting with the principals. I have not heard back from him. The press release will state that principals will be contacted on a monthly basis. I will then meet with all Hooksett principals, and after that is done we will put the form on the website, in the *Hooksett Banner* and perhaps signage/forms at Old Home Day.

S. Orr: How are you handling high school?

D. Winterton: I am not going to interact with any of the high schools in charge of Hooksett students. I am only interacting with Hooksett school principals.

S. Orr: I think we need to revisit that. You are limiting the pool of students to those who have adults who are looking out for what they are doing. This is open to students to age 21. Maybe the committee can come up with a creative way to reach out to high schools.

D. Winterton: I appreciate that, but do we want to chase every Hooksett kid that goes to college as it goes to age 21?

S. Orr: No, but I believe it's important to reach the high school students.

D. Winterton: I will look into that; I understand where you are coming from.

T. Lizotte: I think once this goes out you will get advocates from people looking for opportunities to recognize their children. This is more for a community tie-in; phasing it in is an easier task.

J. Sullivan: Nothing prevents us from finding things in the news and putting in our own recommendations.

L. Boswak: I understand the need to contact high school principals; can we request emails from the SAU to reach out electronically not physically?

S. Orr: If the only students who are recognized are part of a group, that is eliminating a lot of kids who do not participate in those activities. I'm concerned we won't be reaching out to everyone.

D. Winterton: I agree. One of the ways is parents – they are able to nominate their own kids.

T. Lizotte: That is the burden of getting things started; roll out slowly and get the infrastructure set.

D. Winterton: Nothing will be rolled out until after next our meeting so the Council can see what it is.

L. Boswak: I would be interested in working on the committee.

T. Lizotte: The discussion was rotation of Councilors so each one of us can help out and be involved.

D. Winterton: Do we need to do this in non-public?

Dr. Shankle: It's for the ones you don't pick so do it in non-public.

J. Sullivan: The members will make the selection and will not reveal any other nominees.

S. Orr: Will there be 3 or 4 committee members?

T. Lizotte: Mr. Winterton will be the chair and the other 2 members will be rotating and switch out.

J. Sullivan: The 4th person is not an issue but the 5th person will be an issue.

L. Boswak: I am more interested in initially rolling it out, as there is more than just schools – all Hooksett organizations.

D. Winterton: I hope a lot will be at Old Home Day.

J. Sullivan: We will finalize the Old Home Day schedule and have a more finalized approach to the youth initiative at our next meeting.

13-75 Risk Assessment Questionnaire from auditor

Dr. Shankle: Christine, Finance Director, was on vacation last week, but I wanted her to go through this. The first 2 questions are NO compared to last year; everything else is the same. The other thing is that a present Councilor had a contract with the town last year, but the audit is last year's and was prior to him being on the Council, so it is not an issue for this year's audit. Those are the only changes from last year.

**L. Boswak motioned to authorize the chair to sign the Risk Assessment Questionnaire as the town council representative. Seconded by J. Levesque.
Vote unanimously in favor.**

13-82 Introduction of proposed ordinance regarding taxation of qualifying historic buildings

Dr. Shankle: Sen. Boutin was here last time and talked about new legislation; there was a desire on part of the Council to put together an ordinance that would implement state law. The suggested ordinance needs 2 changes – under section 2 "protect and maintain" and there is a typo on 3 definitions "79-G:3." One of you needs to submit for approval and charter kicks in with public hearings.

J. Sullivan introduced the proposed ordinance relative to 2013-1 based on RSA 79-G as approved by the state senate and legislation under SB 43.

Dr. Shankle: We can have a public hearing at the second meeting in September based on this introduction.

S. Orr: Under section 3e, that really limits naming something historical, that it had to have been retail.

L. Boswak: That is the intention since Portsmouth is an entire historic district, that could significantly impact their assessed value.

J. Sullivan: Sen. Boutin indicated this was very restrictive purposely to benefit Robie's and possibly affect a handful of other sites in NH.

13-83 Employee Appreciation Lunch: October 11

Dr. Shankle: The date is determined to be October 11; date needs to be approved. The intention was the Council to do something nice for the employees and the HYAA would provide food as in the past.

T. Lizotte motioned to have the employee appreciation lunch on 10/11/13. Seconded by S. Orr.

N. Comai: What is the time and location?

D. Fitzpatrick: I have volunteered Todd Lizotte to take the lead and since it is the beginning of a long weekend, we could close all non-emergency offices at noon and spend a couple hours having food/teambuilding and let folks leave early.

J. Sullivan: Closing the offices early falls under the Town Administrator's duties; we can only strongly suggest closing the offices early.

T. Lizotte: We want to consider as a raffle is (1) paid day off for employee. Do we need town council authority?

Dr. Shankle: I wouldn't object to that, but I would prefer if you request it.

T. Lizotte motioned to have Dr. Shankle consider the request to have one day paid employee holiday as a prize offered at the October 11, 2013 employee appreciation event. Seconded by R. Duhaime.

D. Fitzpatrick: We have done this in the past, so we are not setting a new precedent.

Vote unanimously in favor.

Dr. Shankle: I'd like to talk to the department heads prior to closing the offices early.

R. Duhaime: Did we miss the acceptance of \$100 donation to Heritage Commission?

J. Sullivan: That was part of the consent agenda that we accepted. There is a form sent to Christine regarding donations; we don't always receive a copy of that. I don't know if we should? Can we clarify that?

Dr. Shankle: Yes.

T. Lizotte: I wanted a little discretion to go back to another item, the rollover on the surety bond from SNHU. He was talking about \$650,000 but that doesn't sound like that was going to be equally dispersed among those projects – it was going to be a reduced amount?

L. Lessard: The original amount was for \$661,000 that is a surety amount for resident hall; the parking lot (458 spots) surety amount is \$150,000; the Depot Rd. parking lot surety amount is \$29,000. Instead of the Council releasing the \$600,000 they want to take \$380,000 out of the \$600,000 and give them back the rest so they don't have to get 2 more bonds. The Depot Rd. improvement is the last part.

T. Lizotte: I want to make sure it's clear so we know what we are voting on.

SUB-COMMITTEE REPORTS

N. Comai: I went to my first parks and rec advisory board meeting on 8/20. It was enlightening to see what this committee does – recreation, conservation, HYAA, Peter Brook, pinnacle, town website, impact fees, planning, signage. With all that going on I'd like to ask anyone here that if you could relay other minutes to this committee, that would be helpful. The information doesn't always get to them so we have to reach out to each department to get what is going on on a monthly basis. Fall HYAA programming has begun; sidewalks for 9/14 trails. It's just amazing that one group has so much going on.

T. Lizotte: HYAA board is the conduit for that information. The minutes are OK, but there is not a lot of information; there is a lot of secondary discussions not reflected in the minutes.

J. Sullivan: Veteran's park in heritage commission – meeting minutes are online. If you are looking for minutes that impact parks and rec, all subcommittees are required to have minutes.

N. Comai: Moving forward they would like a better information flow so parks and rec gets the information.

R. Duhaime: SNHU planning commission: we talked about National Flood Insurance Program losing discounts from flood plain insurance – 25% off each year with these discounts. Flood plain ordinance was grandfathered in but there is no more grandfathering because the program is failing; there was a presentation on cluster development talking about pocket neighborhoods, something they are doing in Concord.

S. Orr: I have nothing to report.

L. Boswak: Economic Development committee met yesterday; Bill King took over chairmanship from Matt Mercier. We have 2 meetings in September, 1 to firm up plans for the coming year. He is hoping to come to the second Town Council meeting in September to get our blessing with initiatives. Everything is; moving in a positive direction.

J. Sullivan: Old town hall – coming along as Dr. Shankle mentioned; heritage commission: dedication is October 6 at 2 pm. It is an inspiring program for new and restored memorials. It's a park we need to take care of and DPW has been fantastic; getting a lot of donated services on landscaping and repairs (sign); additional memorial plaques have been repaired and restored. Heritage week is in October - Cawley band is performing patriotic songs; representatives from WWII will be there for recognition; adjunct general will be coming. (The Civil War had 13 Hooksett soldiers who died in the war; 133 Hooksett residents served in the war.) Working with Congregational church and American Legion and Auxiliary, so please attend.

D. Winterton: The planning board met on 8/19; not a full agenda but Anytime Fitness going into the mall near Goodwill. They came in for sign waiver that was granted (to make sign bigger); there is a committee now looking at all signage in Hooksett. Old Heritage Family Credit Union space is going to be a tattoo parlor – came in for change of use as they need to renovate inside to make stalls; other part of meeting was about SNHU and the parking lot. Another item was the question how the town handles engineering. Stantech is hired to do our engineering but they do not have a contract. We approve invoices every meeting – balance was over \$60k. Can I request Dr. Shankle investigate if we are doing our engineering the right way or are there any possible alternatives? Community Development director, Public Works director.

D. Winterton motioned to have Dr. Shankle meet with appropriate department heads and propose potential alternatives for engineering to town. Seconded by T. Lizotte.

T. Lizotte: We have engineering capability in DPW. There is a concern about going without a contract. It should follow rules of contracts/demarcations of responsibility (insurance, risk management levels, bonds, etc.).

J. Levesque: A while back, did we discuss DPW would do oversight vs. Stantech. I don't know how that is coming along.

Dr. Shankle: Leo has started doing some of it, but I see value in looking at a contract

J. Levesque: There is an advantage to the town instead of Stantech getting paid.

R. Duhaime: The previous Public Works director stopped the bidding process due to ease; I think going through a bid process would be wise.

L. Boswak: I think it's important to look into it. Regarding the sign committee, 4 out of 5 Economic Development Committee members have volunteered to serve on this committee.

J. Sullivan: If people keep coming in for sign waivers that are always granted, maybe we need to revisit sign ordinances. If they are always waived, why do we have them in the first place?

Vote unanimously in favor.

Dr. Shankle to report findings by the second meeting in September.

J. Levesque: Board of Assessors met tonight and granted one abatement; there was some housekeeping on a couple house lots that were merged; tabled another item for further discussion – somebody wanted to forgive complete taxes, but the situation didn't seem like it needed that, so we are waiting for more information; transfer committee met last night but I was unable to attend; ZBA no meeting next month due to no applicants.

T. Lizotte: Budget committee has not begun yet (late September).

J. Sullivan: We will start getting general information on the budget to discuss Council's approach.

T. Lizotte: The first thing on the agenda is school then the town.

J. Sullivan: At our next meeting we will discuss how we want Dr. Shankle to proceed with our approach to the budget.

PUBLIC INPUT

None

J. Levesque motioned to enter non-public (a & c) at 8:52 pm. Seconded by T. Lizotte.

Roll call

J. Levesque – Yes

T. Lizotte - Yes

S. Orr – Yes

L. Boswak – Yes

N. Comai – Yes

R. Duhaime – Yes

D. Winterton – Yes

D. Ross - Absent

J. Sullivan - Yes

Vote unanimously in favor.

NON-PUBLIC SESSION

NH RSA 91-A:3 II(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,

NH RSA 91-A:3 II(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.

J. Levesque motioned to enter non-public (a) & (c) session at 8:47 pm. Seconded by T. Lizotte.

Roll Call

J. Levesque – Yes

T. Lizotte – Yes

S. Lovas Orr - Yes

L. Boswak - Yes

N. Comai – Yes

R. Duhaime – Yes

D. Winterton – Yes

J. Sullivan - Yes

Roll Call vote unanimously in favor.

J. Levesque motioned to exit non-public (a) & (c) session at 9:20 pm. Seconded by T. Lizotte.

Vote unanimously in favor.

L. Boswak motioned to seal the non-public minutes of 8/28/13. Seconded by T. Lizotte.

Vote unanimously in favor.

S. Lovas Orr motioned to adjourn at 9:20pm. Seconded by J. Levesque.

Vote unanimously in favor.

Respectfully submitted,

Tiffany Verney
Recording Clerk



AGENDA NO. N 1 A
DATE: Sept 11, 2013

Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 9/4/13

Name: Richard Cote Phone: 603-340-7017

Address: 277 University Cir Hooksett, NH 03106

Email Address: rcote@masliphymouth.edu

Signature: [Handwritten Signature]

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,
Attn: Administration Department or email to krosengren@hooksett.org

I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.

BOARDS, COMMISSIONS & COMMITTEES

- Conservation Commission
- Economic Development Study Committee
- Heritage Commission
- Parks & Recreation Advisory Board
- Planning Board
- Recycling & Transfer Advisory Committee
- Town Hall Preservation Committee
- Zoning Board of Adjustment
- Other (Please specify)

How long have you been a resident of Hooksett?

4 years

Why are you seeking this position?

*To become more involved with the town of Hooksett
and help grow the town's parks & Rec.*

Do you have any specific goals or objectives?

Develop parks and recreation for the town.

Please list special skills, talents or experience pertinent to the position sought:

*Experience working with large budgets, managing
a team of people and problem solving.*

Please list any potential conflicts of interest you may have if appointed for a board or commission:

none

Please list any work, volunteer, and/or educational experience you would like to have considered:

*Worked as an athletic trainer in professional baseball.
Also volunteered as asst. coach in Dover youth football.*

Please list any current/prior Town board membership and the dates of service:

None

AGENDA NO. 13-64

DATE: Sept 11 2013

Staff Report
Community-building Initiative
September 11, 2013

Background: Council is working on a community-building initiative

Discussion: There are to be updates on the old home day booth, the youth initiative and general discussion as the council sees fit.




Dean E. Shankle, Jr., Ph.D.
Town Administrator

AGENDA NO. 13-83
DATE: Sept 13 2013

Staff Report
Employee Appreciation Lunch
September 11, 2013

Background: Council is hosting an employee appreciation lunch on Friday, October 11; Councilor Lizotte will be giving an update.

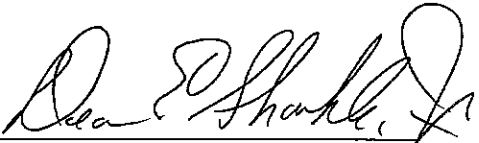


Dean E. Shankle, Jr., Ph. D.
Town Administrator

AGENDA NO. 13-85
DATE: SEPT 13 2013

Staff Report
Town Council Budget Goals
September 11, 2013

Background: Council to discuss setting goals and principles related to the upcoming budget. This will give the Town Administrator information on the expectations of the Council and allow him to work with staff to prepare budgets accordingly.



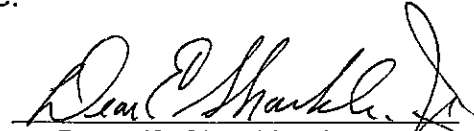
Dean E. Shankle, Jr., Ph. D.
Town Administrator

**Staff Report
Council Chair authority to sign
September 11, 2013**

AGENDA NO. 13-86
DATE: Sept 13 2013

Background:

Council may approve projects that require periodic signatures (e.g., conservation documents, transfers of money) that the Chair needs to sign. In the past, the Council has annually reaffirmed the authority of the chair to sign these documents without the need for an additional vote.


Dean E. Shankle, Jr., Ph. D.
Town Administrator

**Staff Report
Boston Post Cane
September 11, 2013**

AGENDA NO. 13-87
DATE: SEPT 13, 2013

Background:

Unfortunately, the present owner of the Boston Post Cane, Evelyn Woodbury, has passed away.

The staff has done research and it appears that the oldest person in Hooksett is now Eva C. Chouinard. She was born on March 14, 1915.



Dean E. Shankle, Jr., Ph. D.
Town Administrator