



**TOWN COUNCIL AGENDA**  
**Regular Meeting**  
**Wednesday, February 10, 2016**  
**6:30 PM**  
**Council Chambers**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PLEDGE OF ALLEGIANCE**

**4. SPECIAL RECOGNITIONS**

**5. APPROVAL OF MINUTES**

5.a Public: 01/13/2016  
[TC Minutes 011316-U.pdf](#)

5.b Public: 01/27/2016  
[012716tcm.pdf](#)

**6. AGENDA OVERVIEW**

**7. PUBLIC HEARINGS**

**8. CONSENT AGENDA**

8.a Donation of Drug Drop Box from CVS Pharmacy and the Partnership for Drug Free Kids to Hooksett Police valued at \$800.00 per RSA 31:95 e II  
[Staff\\_Report\\_-\\_Drug\\_Box.pdf](#)

8.b Donation of gates and labor (valued at \$6,000) from Blue Ribbon Fence for the Hooksett Clay Pond Stewardship Plan per RSA 31:95 e II  
[Staff\\_Report\\_-\\_Blue\\_Ribbon\\_donation.doc](#)

8.c Donation of piano valued not to exceed \$5,000 from Rob and Patti Duhaime to the Hooksett Heritage Commission per RSA 31:95 e II  
[021016 TC Donation.pdf](#)

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

8.d Donations of snack food and beverages from Hooksett businesses to the Town of Hooksett municipal offices to assist in nourishment of election workers at the polls on February 9, 2016.  
[STAFF REPORT ELECTIONS.pdf](#)

**9. TOWN ADMINISTRATOR'S REPORT**

**10. PUBLIC INPUT - 15 MINUTES**

**11. NOMINATIONS AND APPOINTMENTS**

**12. SCHEDULED APPOINTMENTS**

12.a Carrie Hyde, Hooksett Old Home Day Chairperson

**13. 15 MINUTE RECESS**

**14. OLD BUSINESS**

14.a 15-092 Budgets, CIP and Warrant Articles  
[Council\\_Articles\\_FY\\_2017.pdf](#)

[Back\\_up\\_for\\_Council\\_Articles\\_FY\\_2017.docx](#)

**15. NEW BUSINESS**

15.a 16-005 Review of Town Council Future Agenda Items

**16. SUB-COMMITTEE REPORTS**

**17. PUBLIC INPUT**

**18. NON-PUBLIC SESSION**

18.a 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,

18.b 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.

**19. ADJOURNMENT**

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

## **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 – JANUARY 13, 2016

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## TOWN COUNCIL MINUTES Regular Meeting Wednesday, January 13, 2016

### **ATTENDANCE:**

Chair James Sullivan (arrived at 6:00pm), Nancy Comai, Donald Winterton, James Levesque, Marc Miville, Timothy Tsantoulis, Adam Jennings, David Ross, and Dr. Dean E. Shankle, Jr.  
Missed: Robert Duhaime.

### **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 (b)** The hiring of any person as a public employee

**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.

*N. Comai motioned to enter non-public session at 5:30pm. Seconded by D. Winterton.*

### **Roll Call**

D. Winterton – yes  
T. Tsantoulis – yes  
J. Levesque – yes  
A. Jennings – yes  
M. Miville – yes  
D. Ross – yes  
N. Comai - yes

*Vote unanimously in favor. J. Sullivan arrived at 6:00pm.*

*D. Winterton motioned to exit (recess) non-public session at 6:37pm and continue after tonight's public session. Seconded by T. Tsantoulis.  
Vote unanimously in favor.*

### **PUBLIC SESSION BEGINS at 6:37pm**

### **PLEDGE OF ALLEGIANCE**

### **SPECIAL RECOGNITIONS**

**Boston Cane Recipient – Virginia Klariotis**

**Hooksett Youth Achiever – Elza Zamban**

### **APPROVAL OF MINUTES**

**Public: 12/09/2015**

Board Secretary M. Miville reviewed the vote tallies and confirmed their accuracy.

*T. Tsantoulis motioned to approve the public minutes of December 9, 2015. Seconded by J. Sullivan .*

*Vote unanimously in favor 3 abstained*

*J. Sullivan motioned to approve the public minutes of December 16, 2015. Seconded by M. Miville .*

*Vote unanimously in favor with 3 abstained*

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Non-Public: 12/16/2015

*J. Levesque motioned to approve the non-public minutes of December 16, 2015. Seconded by J. Sullivan.*

*Vote unanimously in favor 3 abstained*

### **AGENDA OVERVIEW**

J. Sullivan provided an overview of the agenda.

### **PUBLIC HEARINGS**

#### **CONSENT AGENDA**

- a. Donation of \$200.00 in Visa gift cards from resident Tim Sweeney to Hooksett Family Services for the 2015 Holiday Assistance program
- b. Donation of \$4,995.00 from the NH Police Academy to Hooksett Police Dept. for overtime line in lieu of Detective Sergeant Bouchard assigned to 167<sup>th</sup> session as academy Cadre

*M. Miville motioned to accept the consent agenda (a & b). Seconded by A. Jennings.*

*Vote unanimously in favor.*

### **TOWN ADMINISTRATOR'S REPORT**

- Annual Report from SNPC
- Working on upgrade the way we do the agenda and staff reports which will be done electronically. This will be available on the iPad and the format will be standardized. You will see more of this in the next few weeks.
- Fire Chief and Union Contracts are ongoing.
- Still working on the Lilac Bridge. Received an email from the engineers and they are finalizing the "For Sale" documents. Working on soliciting bids to remove salvageable parts.
- We've been working with Walmart on the Sewer issue. There is a conference call on Thursday at the Sewer Department with the representatives of Walmart.
- You approved a Hazard Mitigation Plan which was submitted to FEMA. The letter from FEMA was read with approval. With this plan approval, Hooksett is eligible to apply for Mitigation Plan grants through FEMA.

### **PUBLIC INPUT**

No comments

### **NOMINATIONS AND APPOINTMENTS**

#### **SCHEDULED APPOINTMENTS**

Don Riley, Moderator

Don Riley reviewed the plan for the upcoming Primary Election

- 52 individuals are need for the Primary Election Day.
- 3 Councils until closing time. A Schedule is being prepared of Councilors to attend the election.

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- Based on historical data, a large turnout is expected. School has been cancelled which will help with traffic and parking.
- Dr. Shankle offered any employees who are available without closing offices to assist with the election.
- D. Ross volunteered to serve as the Representative to Board of Election

N. Comai suggested utilizing the electronic sign to help with flow.

J. Sullivan suggest the Police Department to help with traffic particularly at Farmer Road.

### 15 MINUTE RECESS

#### OLD BUSINESS

##### Budgets, CIP and Warrant Articles

##### Warrant Article – T. Rainer

##### Amendment to Independent Audit –

*N. Comai motioned to accept the Warrant Article for an Independent Audit and move it to the Ballot with the appropriate wording. Seconded by A. Jennings*

*Vote unanimously in favor.*

##### Amendment Relative to Town Report

*J. Levesque motion to accept the Warrant Article for Relative to Town Report and move it to the Ballot with the appropriate wording. Seconded by D. Winterton.*

*Vote unanimously in favor*

##### Amendment to Change annual meeting

*D. Winterton motioned to use the first suggested wording for the amendment change which reads “Shall the municipality approve the Charter amendment to Sections 1.6; 3.1A, B, C; 5.4F; 9.2B; and 10.2B summarized below?”*

*The purpose of this amendment is to revise the referenced Sections of the Town of Hooksett Charter to change the annual meeting from May to March and to conform to other statutory requirements associated therewith.” Seconded by M. Miville.*

*Vote 7:1 motion carried*

#### Budget

The Operating Budget after changes including Library and Sewer is \$17,260,392 .The Default budget is \$17,275,193 which is \$14,801 less than default.

You want to move the Council’s recommended budget to the Budget Committee.

**This year’s budget is within \$27,000 of last year’s budget.**

#### Warrant Articles

##### Roads and Related Infrastructure Capital Project

D. Boyce: We had talked about getting a bond for paving the roads. We are asking for a Capital Project and ask for \$300,000 per year for the next 5 years. Once voted in we would have it in our budget.

D. Ross: We have always had a paving line and often it goes unspent.

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D. Boyce: Last year we came to the Council for an additional \$120,000 to complete two roads.

D. Winterton: Why wouldn't we just add \$300,000 to the paving line in the Highway budget?

N. Comai: Because it could be used for something other than paving in the budget. The Warrant requires it to be used for roads.

Dr. Shankle: The advantage of doing this, you can do 5 years worth of planning because once past by 3/5 it becomes part of the default budget and becomes part of the planning.

D. Ross: This is a commitment in non-discretionary money.

Dr. Shankle: If we have a bad snow year, that money can disappear for plowing. If people vote for this, they are saying they want the focus on roadwork. I makes it specific on what it is for. There may be roads that take two years to build. This allows for planning. You are not bonding so you will not have to pay any interest.

*A. Jennings motioned to place Roads and Related Infrastructure Capital Projects on the Ballot. Seconded J. Levesque.*

*Vote 7:1 motion carried*

### **Capital Reserve Funding – DPW \$200,000**

*A. Jennings motioned to place Capital Reserve Funding – DPW on the Warrant. Seconded by J. Levesque*

D. Boyce: We have no plan to purchase anything now but most likely we would need a front end loader or a plow truck.

D. Ross: I remember when this began, I thought we put \$100,000 in the fund.

D. Boyce: It was originally \$100,000 and we bumped it up to \$200,000 last year. Trucks are expensive. A sidewalk plow is \$125,000. We bought a 10 wheel dump truck for \$209,000.

*D. Ross motioned to amend the motion to \$100,000. Seconded by D. Winterton.*

D. Winterton: Are there any plans or programs where we can lease this equipment? I think we should investigate this.

C. Soucie: Currently we have \$134,000 in the fund.

M. Miville: This is an all-encompassing fund for equipment and trucks. It was combined by the CIP.

*Vote on amendment to \$100,000 1:7 motion fails*

*Vote on original motion 7:1 motion carried.*

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### **Capital Reserve Funding – DPW**

*J. Levesque motioned to place the Capital Reserve Fund - DPW on the Warrant for \$170,000. Seconded by A. Jennings. Vote unanimously in favor*

### **Police Officers 2 New Full-time**

*D. Winterton motioned to place the Police Officer – 2 New Full Time on the Warrant. Seconded by N. Comai.*

Chief Bartlett: This would bring the complement to 30 full time officers. We have more arrest than Concord last year. When we have to take an officer off the road to book and transport, it leaves us shy. We had a standoff at the Fire Bird and everyone was tied up there. With the added positions, I hope to maintain 3 officers on all shifts and add a swing shift during the peak respond hours.

J. Sullivan: Last year we had a warrant article to add two officers.

Chief Bartlett: There will be 3 officers on the day shift, evening and night shift. The additional officer would be from 6 at night to 2:30 in the morning.

J. Sullivan: We had 26 last year. We are increasing by 4 in a year. We made due with the 26 and then you explained the same rational last year. You haven't had time to evaluate if the 4 will bring you to the level required. The voters will decide on what level of police coverage they want.

Chief Bartlett: The voters decide, it is about public safety and a level of customer service. In my view, in order to have an appropriate level of force to cover the town equally, we need 30 officers.

D. Winterton: Will this require additional equipment and cruisers?

Chief Bartlett: Equipment yes, which is covered in the warrant. We have 8 or 9 vehicles. We always have spare vehicles. I can't see adding vehicles to the fleet. That isn't part of my plan. We are now at the stage that the cars we purchased a few years ago are being repurposed for the detectives. We have enough cars.

M. Miville: I support the Police Department but I think we need to take a breath and hold off for a year. We have requested 4 more part time officers and 2 full last year. I think we need time to evaluate that.

A. Jennings: Other than one officer that was Cadre, are all officers on board.

Chief Bartlett: I have one that needs training and 2 that graduated from the academy that will be on their own in the Spring. We have two vacant positions which we are trying to fill.

T. Tsantoulis: We have Department heads that we expect to do a job and we support. We should at least give the voters a decision. The Chief feels this is what he needs.

*D. Ross motioned to amend the motion to "one" full time officer. Seconded by A. Jennings*

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D. Ross: This might be an easier sell to the voters. This would bring the force to 29.

*Roll Call Vote on amendment to “one” officer*

*N. Comai No*  
*D. Ross Yes*  
*A. Jennings Yes*  
*M. Miville No*  
*T. Tsantoulis No*  
*J. Levesque No*  
*D. Winterton Yes*  
*J. Sullivan No*

*Vote 3:5 amendment fails*

*Vote on original motion 7:1 motion carried*

*A. Jennings motioned to place the Article for Capital Reserve Funding – Fire Rescue \$70,000 on the Warrant. Seconded by D. Winterton.*

D. Jore: The next planned replacement for apparatus is in 2018 for a truck estimated at \$400,000.

T. Tsantoulis: What do we do with the used apparatus? Do we use it in trade?

D. Jore: We sometime trade it in or send it to auction. The auction is a last resort. We have looked for value in trade. We have placed ads in the trade magazine. We currently have one at the Transfer Station because we received no reasonable offers and is not worth much.

C. Soucie: We are using it for parts

*Vote unanimously in favor.*

**Fire Rescue – Car #2**

*N. Comai motioned to place Fire Rescue Car #2 on the Warrant. Seconded by J. Levesque.*

D. Winterton: This is a onetime deal. We do not have a fund to replace this type of vehicle.

*Vote unanimously in favor.*

**Live Bottom Trailer for R&T**

*A. Jennings motioned to place the Live Bottom Trailer for R & T to the Warrant. Seconded by D. Ross.*

D. Boyce: The current trailer is rotting and needs replacement. We replaced one in 2010 which we use for trash. That will be downgrading to the demo and then to the metal.

*Vote unanimously in favor.*

**NEW BUSINESS**

**Acceptance of LCHIP grant for Window Restoration at Town Hall**

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

## TOWN COUNCIL MEETING – JANUARY 13, 2016

*D. Winterton motioned to accept the LCHIP Grant in the amount of \$19,000 for window restoration at Old Town Hall, and authorize the Town Administrator to sign all necessary LCHIP grant agreements and documents. Seconded by N. Comai.*

*Vote unanimously in favor.*

Paramedic Intercept Agreement – Town of Bow

D. Jore: The billing company likes to have these agreements in place. This agreement goes to 2019.

*M. Miville motioned to authorize the Town Administrator to accept this agreement and sign on behalf of the Town of Hooksett. Seconded by D. Winterton.*

*Vote unanimously in favor.*

*A. Jennings motioned to extend the meeting 20 minutes. Seconded by D. Winterton.*

*Vote unanimously in favor.*

### **SUB-COMMITTEE REPORTS**

M. Miville: Budget Committee-The Public Hearing for the School is tomorrow at 7:00 pm. Two members of the Budget Committee resigned this week, Tabitha Jennings and Pat Gosselin, Chair.

D. Ross: There is a need for us to accept a donation for Blue Ribbon Gates and Locks.

Donna Fitzpatrick: There will be a public hearing at the next meeting.

D. Ross: The gates have already been damaged and it should be reported to the police. They have been damaged deliberately.

D. Ross: The bid package was approved by the Conservation Commission for the Riverfront Trail Project. It is imperative for us to raise awareness because contractors are few and far between. The bids are available from Stantec and hard copies are available in the Planning Department with the opening on February 11<sup>th</sup>.

D. Winterton: The Sewer Commission - There are microbeads in scrubbing cleansers. These are a problem and there is Legislation in Concord to make these illegal.

### **PUBLIC INPUT**

**No comments**

### **NON-PUBLIC SESSION (CONTINUED FROM EARLIER SESSION THIS EVENING)**

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

**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. Sullivan motioned to enter non-public session at 9:38pm. Seconded by D. Winterton.*

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the Administration Department five business days prior to the meeting.**

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### **Roll Call**

A. Jennings – yes

J. Levesque – yes

D. Ross – yes

M. Miville – yes

D. Winterton – yes

T. Tsantoulis – yes

N. Comai – yes

J. Sullivan - Yes

***Vote unanimously in favor.***

***A. Jennings motioned to exit non-public at 10:20pm. Seconded by T. Tsantoulis.***

***Vote unanimously in favor.***

***J. Levesque motioned to seal the non-public minutes of 01/13/16. Seconded by M. Miville.***

***Vote unanimously in favor.***

***J. Levesque motioned to adjourn at 10:22pm. Seconded by A. Jennings.***

***Vote unanimously in favor.***

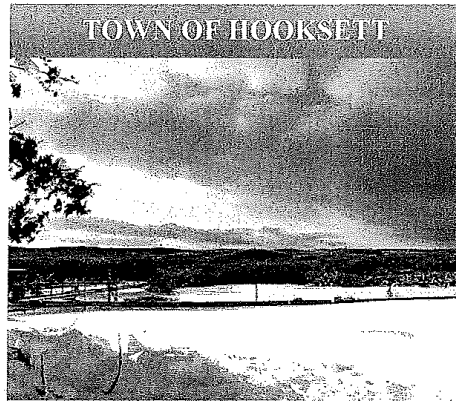
Respectfully submitted,

Lee Ann Moynihan

## 2015 Report of the Southern New Hampshire Planning Commission





The Southern New Hampshire Planning Commission has a wide range of services and resources available to help dues-paying members deal with a variety of municipal issues. Technical assistance is provided by a professional staff whose expertise is, when necessary, supplemented by consultants selected for their specialized skills or services. Each year, with the approval of appointed representatives, the Commission's staff designs and carries out programs of area-wide significance mandated by New Hampshire and federal laws or regulations, as well as local projects which pertain more exclusively to a specific community.



Technical assistance is provided in a professional and timely manner by staff at the request of the Planning Board and/or Board of Selectmen. The Commission conducts planning studies and carries out projects of common interest and benefit to all member communities; keeps officials apprised of changes in planning and land use regulation; and in conjunction with the New Hampshire Municipal Association, offers annual training workshops for Planning Board and Zoning Board members.

Services performed for the Town of Hooksett during the past year are as follows. Hours listed represent work for the Town only; in projects involving multiple municipalities the total hours spent by SNHPC staff is higher. For example, 36 hours were spent by SNHPC staff working on the Planner's Roundtable Brown-Bag Sessions for the 15 municipalities in the region; equally dividing the total hours results in 2.4 hours of benefits that can be attributed to the Town.

No.	Hours	Project Description
1.	160	Assisted Emergency Management Director and Department Heads in completing the update to the Town's Hazard Mitigation Plan. The purpose of formulating the Town's Hazard Mitigation Plan was to have in place a strategy to reduce the severity of harmful consequences derived from natural and man-made events.
2.	90	Conducted traffic counts at 28 locations and forwarded traffic data to the Town.
3.	13	Updated ITS Architecture for the Southern NH Planning Commission Region.

4.	12	Provided staff support to the Regional Trails Coordinating Council: led correspondence efforts, organized meetings, recorded minutes, and assisted in the search for grant opportunities.	
5.	10	Provided monthly information to the Planning Board regarding upcoming meetings, project and grant updates, webinars and other training opportunities through SNHPC's quarterly Newsletters, monthly Media Blasts and periodic E-Bulletins;	
6.	4	Represented the interests of the Town on the Region 8 Regional Coordination Council for the Statewide Coordination of Community Transportation Services Project.	
7.	3	Participated on the NH BPTAC (Bike-Ped Transportation Advisory Committee) Counting Subcommittee, preparing a statewide counting plan and conducting the inaugural counts using shared automated counting equipment.	
8.	2.6	Provided an opportunity for all SNHPC communities to participate in a unique project studying various aspects of complete streets and encouraged communities to participate in a corresponding pilot policy project to be completed in 2016.	
9.	2.6	Applied for and awarded a competitive U.S. EPA funded Community Wide Brownfields Assessment Grant to be implemented in the region in 2016.	
10.	2.4	Provided multiple opportunities for community staff, volunteer commissioners, and other community stakeholders to come together and discuss "hot topics", participate in webinars, and attend multiple planning and land-use related events throughout the year.	
11.	2	Provided staff assistance to Statewide Coordinating Council for Community Transportation (SCC).	
12.	2	Presented and assisted Planning Board in adopting "ReadySetGo!", which strives to promote economic growth and development in participating communities.	 Certified Sites In Southern New Hampshire
13.	5	Provided technical assistance and facilitation with the Mutual Sharing Committee and established a regional electric purchasing cooperative with several other municipalities and school districts in the SNHPC Region. The combined savings for the first year will be \$287,462, or 24.4 percent. In addition to the significant savings, the majority of participants will be using at least 20 percent green energy.	
14.	2	Organized and facilitated a Legislative Event for NH Legislators and local officials in the SNHPC region. This year's topic was Growing the High Tech Corridor.	
15.	.5	Provided a training opportunity for planning staff and land-use board volunteers to improve plan reading and analysis skills through a site plan review workshop.	

Hooksett's Representatives to the Commission

Michel N. Jolin  
Richard G. Marshall

**Executive Committee Member:** Michel N. Jolin



# TOWN COUNCIL MEETING – JANUARY 27, 2016

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## Unapproved

### TOWN COUNCIL MINUTES Regular Meeting Wednesday, January 27, 2016

#### CALL TO ORDER

J. Sullivan called the meeting to order at 6:30 pm.

#### ROLL CALL

Chairman James Sullivan, Nancy Comai (arrived at 6:58 pm), Rob Duhaime, Marc Miville, David Ross, Tim Tsantoulis, and Donald Winterton,  
Excused: James Levesque and Adam Jennings  
Town Administrator Dr. Dean Shankle

#### PLEDGE OF ALLEGIANCE

#### SPECIAL RECOGNITIONS

#### APPROVAL OF MINUTES

Public: 01/13/2016

*T. Tsantoulis motioned to approve the minutes of January 13, 2016. Seconded by D. Winterton.*

*D. Ross motioned to table the minutes. Seconded by M. Miville  
Vote unanimously in favor.*

Non-Public 01/13/2016

*D. Winterton motioned to approve the Non-public Minutes of January 13, 2016. Seconded by T. Tsantoulis.*

*Vote unanimously in favor.*

*D. Winterton motioned to unseal the minutes of January 13, 2016. Seconded by T. Tsantoulis.  
Vote unanimously in favor*

#### AGENDA OVERVIEW

J. Sullivan provided an overview of the agenda.

#### PUBLIC HEARINGS

**Public Hearing for the Town Council to accept a Land & Community Heritage Investment Program (LCHIP) Grant to restore the windows at old Town Hall in the amount of \$19,000 per RSA 31:95-b,III**

Dr. Shankle: You voted at the last meeting to have the Administrator sign this grant. It requires a public hearing. Hopefully at the end of the night, the Council will suspend the rules and vote in favor of this Grant so that it can be submitted.

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J. Sullivan: The Preservation Committee submitted an application for a grant for windows at the old town hall in the amount of \$19,000.

D. Ross: I want everyone to understand this is a matching grant and the town is required to put up matching funds.

J. Sullivan : The town will need to pay \$9,765.

### **J. Sullivan opened the public hearing at 6: 50 pm.**

**Public Hearing for the Town Council to accept donations in items (gates) valued at \$6,000 from Blue Ribbon Fence for the Hooksett Clay Pond Stewardship Plan per RSA 31:95-e, II.**

### **J. Sullivan opened the public Hearing at 6:51 pm.**

Steve Couture, Chair of the Conservation Commission: We are fortunate to receive this donation from Blue Ribbon Fence. We developed a Stewardship Plan for Clay Pond and installed gates. Three gates were installed at their cost and this partnership was created with the Intern we hired this year. The Intern ended up paying for itself with this donation.

M. Miville: I understand some of the gates are already damaged.

S. Couture: North Candia Road is the east-west connection. It has been used for 4 wheel drive. I went out to look at the gates which were not yet locked had been damaged by a 4 wheel ATV. One was bent and one was dislodged. One is still usable. One will need to be replaced, at least the post. A report was filed with the police. Working with Bear Paw we got suggestions on how to handle this situation which is not uncommon on these trails.

R. Duhaime: The invoice was for 5 gates, are they putting in future ones?

S. Couture: It is difficult to access the other locations. We will have conversations with them. With the timber harvest, we may work with them to have them installed.

D. Ross: We as a Council should send a thank you to Blue Ribbon Fencing. We should publicize that it is a felony to destroy public property.

### **CONSENT AGENDA**

### **TOWN ADMINISTRATOR'S REPORT**

#### **Dr. Shankle**

- Press release sent out the attached press release. (See attached Press Release)  
At the last non-public session, the Council interviewed Chief Burkush for Fire Chief. The Charter states the Administrator with the agreement of the Council hires the Chief.

James Burkush: Thank you to the Administration and Council for their confidence and I look forward to working with the staff and residence of the town.

- The Lilac Bridge- The engineers would like to meet with Council, Sewer Commission, Water Precinct and Heritage Commission. They say it will take an hour and half. I

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recommend doing it on February 17<sup>th</sup> at 6:30 pm which is an off night. It could be set up as a workshop. We could then put it on the agenda for the following week to take any action. It will be taped for anyone that cannot make the meeting.

### **A Special Meeting will be posted for Feb. 17 at 6:30 pm.**

- The elevator at the Library isn't working. It came up as an issue at a Hooksettites meeting last week. An RFP is being put together. It appears the cost could be \$100,000. There is a question of ADA compliance with and without the repairs. We are moving forward with that. The people at the library are hoping to do it this year but it could be a Warrant Article. The Library is scheduled to come in to the Council on February 10<sup>th</sup> to discuss this issue.
- There was a problem with material being dumped at Hackett Hill Road. There were plastic liners on dump trucks and that is what slid off the truck. They are aware of the problem and it will not happen again.
- We have been working on a house on Benton Road with issues related to cleanliness. The owner passed away last year. We had to advertise for 4 weeks and we are now contacting the bank. We are contacting the people who inherited the house. They appear to be unable to do the cleanup. The next step is for the town to clean it up and put a lien on the house for the cost. The attorney sent out orders to all parties including the bank which is in Pennsylvania.
- Martin's Ferry Road, I spoke with the town engineer today. The Safety Committee is looking at putting together a paving improvement project this spring which will include sidewalks with a cross walk at Sherwood Forest. The committee is concerned with putting a crosswalk now with no sidewalks.
- Robies does have a new business going in the building.
- Jackie Marsh who works in the Tax Clerks office is retiring after 14 years with the Town. J. Sullivan on behalf of the Council thanked Jackie Marsh for her years of service.
- Moving ahead with some of the Tech. stuff for the meeting. Katie will talk about the Councilors' training for the tablets.

Katie: The Library has created training for the tablets. Wednesday evenings or Thursday morning would work at the Library. Everyone could attend or 3 or 4 that will be getting the first 3 tablets. J. Sullivan, R. Duhaime, A. Jennings, D. Winterton, and J. Levesque have expressed interest in having a tablet.

The Council expressed a preference for Wednesday evening.

D. Winterton: I suggest only training those that are getting the tablets and then have training when more tablets are available.

N. Comai: If I have a tablet, can I get material sent to that device and I will not need a new one.

K. Ambrose: Yes, you will access on the website and use an Adobe Reader.

J. Sullivan asked if they would be available for other Boards like Planning, Zoning and Budget.

K. Ambrose: We have budgeted for 9 so they would be available.



## TOWN COUNCIL MEETING – JANUARY 27, 2016

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M. Miville: I thought we were going to test the tablets and then decide on recommended use. That was the reason for the beta test.

M. Miville: Can you still send information to a laptop?

K. Ambrose: Yes, we can do that at any time.

T. Tsantoulis: If we are using our own iPad, there is no need for training. I could just get the information?

K. Ambrose: Yes

### **Discussion:**

#### **Fire Chief**

N. Comai: Chief Burkush's starting date of May 1<sup>st</sup>; is he going to walk through earlier than that?

Dr. Shankle: Yes, we will discuss with him what is going on down there.

I would like to point out, through my discussions with him regarding the Public Safety Consolidation, we said if he can solve the problems, it will be off the table.

#### **Martin's Ferry**

M. Miville: I heard from two (2) people regarding the safety of walkers on that road. There are more speed limit signs, they trimmed the trees, but they say there are people walking on that road. All they are asking for is a cross walk. They just want the grid on the pavement. Whether it goes from no sidewalk to no sidewalk, they want those lines. They are not looking for lights.

They want an additional safety measure for those pedestrians walking on that road.

Jim Donison: I suggest as part of the work being done for roadway improvement over the next 5 years that we make Martin's Ferry a priority. We talked about adding sidewalks and using impact fees from Zone 2. This project could go out to bid in March/April and the construction could start in June with completion in this fiscal year.

J. Sullivan: You are suggesting waiting for the sidewalks for the cross walk. If we don't put the sidewalks in, would that prevent us from putting in the cross walk anyway?

Jim Donison: I'm not familiar with any crosswalks that we have without sidewalks. Nothing prevents anyone from putting crosswalk signs and painting the pavement.

D. Ross: People are going fast on the road and people are walking on the road. When there's snow, people are not going to walk on the grass. You have to put signs. People are going faster since the 30 mph sign.

R. Duhaime: There is a process to look at that road. Put the sign on the north side. The intersection of Underhill and Sherwood, there is a strip for the cemetery and you could do study and put a turn lane. This is something you could put more detail to the plan before you throw something out.

## TOWN COUNCIL MEETING – JANUARY 27, 2016

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J. Donison: You could also look at bump outs and we would present a plan to Council.

R. Duhaime: There is no sidewalk coming down from Sherwood and Underhill. We could consider that. You are going from a sidewalk to nowhere.

J. Donison: There is a small bridge crossing which could get expensive. We would include that as part of the cost options and maybe SNHU would participate in the costs.

N. Comai: It seems like SNHU residence would benefit from these sidewalks as well.

M. Miville: They talked about a barrier island and I heard SHU is restructuring that as well.

J. Donison: I have seen the plan as part of Depot Road to the parking lot with a barrier island and landscaping. That was conceptual. I don't know if they have voted to do that. That is part of SNHU's plan on Depot Road.

D. Winterton: Do we know who the contact person is at SNHU to have our Safety Committee meet with to start that conversation?

J. Donison: We deal with the Director of Facilities. We can contact him.

D. Winterton: If it is part of the conversation here, we should include them in these conversations because they may be thinking the same thing.

M. Miville: I spent a few hours this week answering phone calls about work that was done on SNHU and trucks taking those loads of sand to an empty property. Residents of Martin's Ferry called and took videos of these trucks going across the bridge. I went down and saw that they were not crossing the bridge and there was no issue.

J. Donison: They asked for permission to go over the bridge and we said they could not.

D. Ross: Additional signage wouldn't hurt and doesn't cost much money. Even if it is an orange sign, as a caution sign, it helps. There are people that would be happy to put a sign in front of their house. They just want people to slow down.

### **PUBLIC INPUT**

No comment

### **NOMINATIONS AND APPOINTMENTS**

#### **Nomination for Planning Board Alternate – Christopher Stelmach**

There are two people that applied for this position. Only one was at the last meeting of the Planning Board. As a courtesy, before making a decision, we would like to talk to both individuals.

Dr. Shankle mentioned the Planning Board opening at the Hooksettites meeting and it is one of those members that came forward with interest.

# TOWN COUNCIL MEETING – JANUARY 27, 2016

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M. Miville: The Budget Committee has sent out notices for two opening which anyone interested should submit a letter of interest by February 4<sup>th</sup>.

D. Winterton was invited to Kiwanis to speak about the Municipal Budget along with Mr. Pieroni.

## **OLD BUSINESS**

### **Budgets, CIP and Warrant Articles**

#### **Capital Reserve Funding - Planning**

*To see if the Town will vote to raise and appropriate the sum of \$40,000.00 to be added to previously established Capital Reserve Funds and to apportion the sum among several funds as listed below.*

<i>Revaluation</i>	<i>\$ 30,000.00</i>
<i>Master Plan</i>	<i><u>10,000.00</u></i>
<i>Total</i>	<i>\$ 40,000.00</i>

Revaluation Reserve: Total project cost is on-going. There is \$30,123 in account as of October 31, 2015. This project is to set aside funds for the next update in 2018. The 2009 revaluation cost was \$161,231, the cost for 2013 is \$137,300, and the estimated cost in 2018 is \$149,703. Every five years the Town is required to reappraise all property values for assessment equity property tax purposes per NH State Constitution Article 6.

Master Plan Reserve: Total project cost is \$60,000. There is \$22,428 in account as of October 31, 2015. The fund is to provide a savings account, to be added to every year, that will allow the Town to update its Master Plan in a manner compliant with RSA 674:3 “Master Plan Preparation”, which states in Sec II that revisions to the plan are recommended every 5-10 years. The Master Plan was last updated in 2004. Several areas of the plan are outdated. The following chapters have recently been updated: Economic Development and Energy. The update of the plan is critical to the long-term development of the Town. The Planning Board, ZBA, Conservation Commission, and Town Council need clear, accurate information upon which to base their decisions. Period studies that bring this new information into the Master Plan create an atmosphere of good planning, informed decision making, and provide critical data for the voter.

Estimated cost \$40,000.00 Estimated tax rate impact is \$0.03.

***M. Miville motioned to place the Capital Reserve Fund- Planning Warrant Article on the Ballot. Seconded by D. Ross.***

M. Miville: My understanding is the revaluation comes up every 5 years. It is my understanding that even if this doesn't pass, the town is still required to conduct the revaluation and fund it out of the general fund.

The Master plan is supposed to be updated every 10 years. The last time it was updated was in 2004.

Dr. Shankle: Jim Donison is doing a good job working with committees to get the Master Plan updated.

***Vote unanimously in favor.(7:0)***

**Capital Reserve Funding - Conservation**

*To see if the Town will vote to establish a Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of Infrastructure Improvements on Conservation Land and to raise and appropriate the sum of \$10,000.00 to be placed in this fund, and to name the Town Administrator as the agent to expend.*

**Improvements and Maintenance of Town-Owned Conservation Land Reserve:** Total project cost is ongoing. Estimated year of purchase is as needed. The fund is to begin to plan for improvements, and developments that may be needed for all of the conservation lands/easements currently held by the Town. Over the past few years, the Commission has continued its pursuit of acquiring land to conserve for future residents to enjoy, consistent with the mandates of the Master Plan. The conservation easements, pertaining to such property, require the Town to maintain the property and make repairs or improvements as necessary. In order to meet this legal obligation, it is necessary for us to create a capital reserve fund to ensure that the Town will be prepared for any planned or unexpected maintenance issues that may arise. Over the last 3 years alone, the Commission has acquired over 1,294 acres of land that we would like to see used for passive recreational purposes. This year, the Commission added 584 acres, known as the Great Marsh Preserve, as part of the Head's Pond Development. The stewardship of the Town's Conservation properties includes the requirement of maintaining existing trails and the right to develop new trails.

**Estimated cost?** \$10,000.00 Estimated tax rate impact is \$.01.

***D. Ross motioned to place the Capital Reserve Funding – Conservation Warrant Article on the Ballot. Seconded by N. Comai.***

D. Ross: We have to do this. This is a legal obligation.

Conservation property accounts for 25% of the town land.

***Vote unanimously in favor.(7:0)***

**Capital Reserve Funding - Sidewalks**

*To see if the Town will vote to establish a Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of installing and maintaining sidewalks and to raise and appropriate the sum of \$\_\_\_\_\_ to be placed in this fund, and to name the Town Administrator as the agent to expend.*

M. Miville: I believe we had an initial conversation and the Administrator was going to look at the basic cost of sidewalks.

J. Donison: Depending on the type of curbing, the cost is about \$25 per linear foot for paved sidewalk. That is a 5 foot standard width. One mile (5280 ft.) would cost \$132,000.

N. Comai: We are only looking to start a Capital Reserve Fund for sidewalks. I think \$25,000 would be a good start. That would buy 1000 feet of sidewalk.

## TOWN COUNCIL MEETING – JANUARY 27, 2016

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Dr. Shankle: When we held the workshop on the Village, the number one request was sidewalks and walkability. It also came up at the Community Profile.

R. Duhaime: We are looking at parking for parks which now have no sidewalks. If the Connector Road gets sidewalks, this would enable people to walk to the park.

***N. Comai motioned to request \$25,000 for the Capital Reserve Fund – Sidewalks and place the Warrant Article on the Ballot. Seconded by R. Duhaime.***

M. Miville: I think it will take 5 years at \$25,000 to put them on what road. I think we should put \$50,000.

N. Comai: I think \$50,000 would scare people away.

R. Duhaime: I think there are funds elsewhere, like impact fees to add to this fund.

D. Winterton: I support \$25,000 and then suggest looking at how enthusiastic the voters are at supporting this, then we can look at increasing the contribution next year.

D. Ross: My concern is the town needs to be doing a lot of things. There are other capital reserve funds not expended yet. We are tying up the taxpayer's money and we shouldn't take this money if we are not going to use it. It is \$25,000 that will sit somewhere for years. Let's take ask the taxpayers for what we really need to run the town. How much are we going to ask them for? Let's focus on what we need to get done and can get done.

***Vote 6:1 motion carried.***

### **Capital Reserve Fund to build a Town Pavilion**

J. Donison: At the request of Dr. Shankle, I looked into the cost of a Pavilion. One quote was for a Pre-fab structure built by the Amish (30 x 60) with electrical and concrete pad for \$150,000. The Pavilion in Allenstown is 40 x 80.

M. Miville: This idea was initiated by the Community Profile last year and the Hooksettites that I visited last year. They didn't want a Senior Center, they wanted a Pavilion because now they rent out the one in Allenstown. They thought the town would benefit from a Pavilion and it could be rented out by the town.

Dr. Shankle suggested sending this to the Park and Recreation Committee. My concern is the area being proposed may already be allocated for other purposes such as water parks and fields.

J. Sullivan stated they should schedule the Park and Recreation Committee to report to the Council as stated in the Charter.

### **Sale of Timber to Conservation**

*To see if the Town will raise and appropriate the sum of \$25,000.00 to be placed in the Conservation Fund, said funds to come from the sale of timber on conservation land. No amount to be raised from taxation.*

**2. What is the intent and purpose of article?**

The Conservation Commission will be conducting a timber harvest in accordance with its Stewardship Plan for the Clay Pond Conservation Area (CPCA). The intent of this warrant article is to allow revenue from the harvest to be appropriated to the Conservation Fund to support future stewardship of the CPCA. Stewardship actions identified for the CPCA include parking area and limited trail development, installation of access gates, clean ups, and monitoring of the property.

*J. Sullivan motioned to place the Sale of Timber to Conservation Warrant Article on the Ballot. Seconded by T. Tsantoulis.*

J. Sullivan: The Conservation Commission has taken the lead on Foresting our trees and we should take advantage of the timber being removed properly.

D. Winterton: What if the Conservation Commission doesn't sell \$25,000 worth of lumber. We already have committed to pay them \$25,000. What if we don't raise that from the sale of timber?

D. Ross: For this year, I would like to see an ongoing policy of the town that any timber for other agricultural product should remain in the Conservation Fund for maintenance. A sum not to exceed \$25,000 would make it clear.

S. Couture: The \$25,000 is a conservative estimate. The estimate was \$15,000 and \$25,000 gives a buffer. This is a legal issue; the money can't come directly to the Conservation Fund. The other \$10,000 is for the maintenance of other properties which there are hundreds of acres and we need to be good stewards.

The intent as written is for the timber from Clay Pond funds be to maintain and be stewards of Clay Pond and not for additional land acquisition.

C. Soucie: If we only raise \$10,000 from the sale of timber, only \$10,000 goes to Conservation and no funds from taxes.

J. Sullivan: I'm concerned that the funds could be used in other areas because it doesn't specify Clay Pond only.

Dr. Shankle: This warrant article is the legal terms suggested and we need to trust that it will be used as intended for Clay Pond.

*Vote 6:1 motion carried*

**Discontinue Capital Reserve Funds**

*To see if the Town will vote to discontinue the following Capital Reserve Funds with said funds with accumulated interest to date of withdrawal, to be transferred to the municipality's general fund. (Majority vote required).*

Name of Capital Reserve

Established

Balance

## TOWN COUNCIL MEETING – JANUARY 27, 2016

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<i>HVAC System Development (Library)</i>	2003	\$ 15.04
<i>Plow Dump Trucks</i>	2012	0.00
<i>Police Computer System Development</i>	2003	13.91
<i>Road Impact Fee Traffic Study</i>	2009	33,046.68
<i>Town Wide Computer Development</i>	2006	23.79
<i>Town Wide Opti-Com System</i>	1996	0.00
<i>Upgrading Diesel Tank &amp; Fuel Dispenser</i>	2012	9,531.67

### **What is the intent and purpose of article?**

This is a housekeeping article to close reserves that are no longer necessary. All Capital Reserve funds are held by the Trustees of the Trust Funds. *Per RSA 35:16-a any funds remaining in these reserves will be transferred to the General Fund.*

Per RSA 35:3, a municipality shall include a warrant article to discontinue a CRF. It is a good housekeeping measure to discontinue CRFs as soon as they become unnecessary. Discontinuing a CRF may be done at an annual or special meeting and only requires a majority vote. The termination of a CRF authorizes the trustees of trust funds to transfer the monies to the municipality's general fund (RSA 35:16-a). The law doesn't specify when the money should be transferred out but it should be by the end of the budget year. The monies cannot be "transferred" to another CRF or expendable trust without the inclusion of an article authorizing the funds to be raised and appropriated into the new fund. The next example is for the discontinuance of one CRF, however if there are many CRFs that need to be discontinued it can be done in one warrant article.

C. Soucie: This is a housekeeping article to discontinue funds.

***M. Miville motioned to place Discontinued Capital Reserve Funds Warrant Article on the Ballot. Seconded by T. Tsantoulis.  
Vote unanimously in favor.***

**The Final Draft of the Warrants will be presented at the next Council meeting for recommendation by the Council.**

### **Stipend for Trustee of Trust Fund (Letter)**

A letter was sent to the Council from the Trustees of the Trust Fund asking the Council to reconsider their decision to cut the stipend 50%.

***D. Ross motioned to increase the stipend by \$900. Seconded by N. Comai.***

D. Ross: People were elected with a known stipend and it is unfair to change that while they are still fulfilling their term. If we want to make that change, we should change it for the next election.

J. Sullivan: If we are going to cut stipends, we should do it before people run for positions. If we do this, we could do it starting next year. There is one position coming up next year; then we could add \$600 back in.

D. Winterton: The reason I suggested cutting the funds was five (5) of the reports are for the school district. The School contributes 0. The meetings are quarterly. I suggest you look at the

## TOWN COUNCIL MEETING – JANUARY 27, 2016

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minutes of the meetings which last less than half an hour. Budget and Planning Board members meet 24 times a year. One duty mentioned in the letter is to check email. In the past some Trustees that didn't have qualifications and made bad decisions. Now they use an outside contractor. This is only \$900 but I looked at this budget to find decreases. We all ran for office; if this is about money and pay, then I will at some point calculate my hours working for the town. Thank you for the letter and I understand the importance of it but I don't buy it.

N. Comai: You raise a good point about the School District reports.

D. Winterton: When the accounts are reconciled, who does it?

C. Soucie: The Trustees insure that the documentation I give them left the right account at the investment firm. I provide the documents.

D. Winterton: How many times has the reconciliation resulted in a change?

C. Soucie: Once, the Water District mis-deposited funds. I don't know who found it.

C. Soucie: They handle all the trusts of the town including the 2 water precincts, the sewer and the school. It is similar to the Budget Committee, they are paid by town but they serve all the governments within the town.

J. Sullivan: If we are going to do this, we should phase it out with newly elected Trustees.

C. Soucie: They are still responsible for investing the funds, they have hired a firm to advise them.

***M. Miville amended the motion to \$600. Seconded by J. Sullivan.***

D. Ross: These people have a fiduciary responsibility. This is something that has been there for a long time. We are talking about \$900. I'm glad we had people who stepped up and want to serve. It is an insult.

R. Duhaim: \$900 is still \$900. If they are doing less work and it is a volunteer position, I don't think they are doing it for the stipend.

T. Tsantoulis: Improper investing can cost the town a lot of money. I would think the people doing that type of work are professional people. They are probably accountants or skilled individual. They are required to sign their name on a legal document. Keep that in mind.

***Vote on amendment 3:4 motion failed***

***Vote on original motion 5:2 motion carried.***

**Final Approved Operating Budget - \$17,261,292**

***R. Duhaim motion to approve the Operating Budget in the amount of \$17,261,292. Seconded by D. Winterton.***



## TOWN COUNCIL MEETING – JANUARY 27, 2016

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C. Soucie: This Budget is \$27,000 more than last year and approximately \$14,000 lower than the default.

*Vote unanimously in favor.*

### NEW BUSINESS

#### **Town Personnel Plan Updates**

Donna Fitzpatrick presented the following recommended changes

1. Drug and Alcohol screening in the workplace and testing  
DOT random from 50% to 25% (effective 01/01/16)
2. Health Insurance- Annual stipend for full time employee who opt out is increased to \$5000.
3. Disability & Life switched from Boston Mutual to Standard Insurance

*D. Ross motioned to adopt the amendments to the Personnel Plan as presented effective 01/01/16. Seconded by N. Comai.*

*Vote unanimously in favor*

#### **IAFF Local 3264 (Firefighters) Union Contract**

Dr. Shankle: The negotiating team spent a lot of time over the past months negotiating a contract with the firefighters. On December 17<sup>th</sup> the firefighters declared impasse. According to the ground rules, it became ok to discuss this in public but we didn't do that because they requested mediation. We went into mediation. We spent time getting ready for mediation and then the entire day in mediation. We reached a tentative agreement with their negotiation team and they went to their membership with that agreement. The membership voted it down, however I would like this Council to listen to Donna who will present the tentative agreement. We would like to know if you would support this, although it doesn't matter because they did not agree. We would like to see if we are on the right track.

Article 1 – A 3 year contract with a 3% increase each year.

Article 7 – Incentives – Before July 2016 the incentives remain the same as current.

New hires, get it once but not ongoing

Article 8 – As of July 1, 2016 employee portion of the health insurance will increase from 10% to 12%. As of July 1, 2017 through 2018, the employee share will increase to 15%.

Article 12 – Work and overtime – before it read for staffing members there would be 2 firefighters and one supervisor at each station. We took out at each station and 4 firefighters and 2 supervisors total.

Agree to convert units to workable hours which is consistent with the rest of the town.

Dr. Shankle: I think it was a good contract. The mediator did a good job. I want to thank the member of the negotiating team on the Council because it was a long day. I thought it was a good agreement for everyone. I haven't heard why the union turned it down. I want to know if you agree with those changes, and would approve that.

N. Comai: Also, the attorney was excellent.

Dr. Shankle: With the new firm, we got Mark Rothe who is one of the top negotiating attorneys in the State. He guided the process and his ability to communicate with the mediator was effective and he explained things well to us. He thought this was a good contract.

## TOWN COUNCIL MEETING – JANUARY 27, 2016

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*R. Duhaime motioned to approve the tentative agreement with the Fire Union as negotiated and agreed upon in mediation. Seconded by N. Comai.*

Dr. Shankle: The reason for approval is because we will go somewhere with this and taking this vote tells us what direction you want. It will also let them know your views on the contract.

D. Winterton: Does this vote obligate us to any agreed upon items?

Dr. Shankle: Per our attorney, there is no effect because they turned it down already.

T. Tsantoulis: I don't think there is a point to this vote and I'm inclined to let the process play out. We don't know why they turned down the agreement.

M. Miville: We are just voting to say we support the negotiation and agreements reached by our team.

D. Winterton: As someone that has been on the negotiation committee and paid our attorney and come to a total 3 agreements that have all been turned down. We paid half of the negotiators fee and we agreed with their leadership and their negotiating team. I'm not in a hurry to sit down and be manipulated again. If they can't put together a negotiating team that represents them, I'm sorry. When social security gets 0% increase and the health costs increase, and we offer 3% to this bargaining group, I don't know where we go. I'm anxious to hear what this group wants. I'm glad our offer is in public. I am very, very disappointed in having spent so much time and worked so hard to be at this point at this time.

D. Winterton: There were firefighters that were on the negotiation team that were on the clock and some were not.

Dr. Shankle: February 25<sup>th</sup> is the last day we can place a warrant article on the ballot. The Town is not going to do anything to delay negotiations. Our attorney has reached out to their attorney to find out what they want and possibly get a counter proposal. With this vote, they will know what the Council wants. We are now waiting for their attorney to get back to us.

T. Tsantoulis: The cost that are incurred by the town; the firefighters incur costs as well. The practice is protected by the federal law and they are exercising their rights. They are doing what we are trying to do, and that is make a living. It is what it is.

R. Duhaime: With new leadership in the new Chief, we may reach an agreement next year.

D. Winterton: I understand fair labor, but for 3 times the negotiating team couldn't get a membership that agreed. They need to understand what the membership is looking for.

J. Sullivan: We need to find common ground. I think we have done a good job and we need to find balance.

D. Winterton: I don't think it is good for the town to operate without an agreement.

N. Comai: I think we went into this with the intent of parity and 3% is a good deal for 3 years. I hope that the Council will remain united on that issue.

## TOWN COUNCIL MEETING – JANUARY 27, 2016

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*Vote 6:1 motion carried.*

*J. Sullivan motion to extend the meeting 10 minutes. Seconded by D. Winterton.  
Vote unanimously in favor*

### SUB-COMMITTEE REPORTS

M. Miville: The Budget Committee recommended the School Budget to be sent to the Deliberative Session. The original reductions were changed and the final budget recommended to the citizens is presented on February 5<sup>th</sup>.

Economic Development Committee: We reconvened on the 19<sup>th</sup> and continuing with the business survey started last fall. There are 20 surveys completed and we would like to get to 50.

J. Sullivan: The Old town Hall will have a site visit on the 2<sup>nd</sup> with an assessment review at 10 am.

**J. Sullivan closed the two hearings at 9:43 pm.**

*D. Winterton motioned to suspend the rules to vote on the LCHIP Grant. Seconded by R. Duhaime.  
Vote unanimously in favor.*

*J. Sullivan motioned to accept the LCHIP Grant in the amount of \$19,000 for window restoration at Old Town Hall, and authorize the Town Administrator to sign all necessary LCHIP grant agreements and documents. Seconded by T. Tsantoulis.  
Vote unanimously in favor.*

### PUBLIC INPUT

### ADJOURNMENT

*J. Sullivan motioned to adjourn at 9:48 pm. Seconded by D. Winterton.  
Vote unanimously in favor.*

Respectfully submitted,

Lee Ann Moynihan

**Town of Hooksett, NH**  
**Press Release**

**For Release AFTER 8:00 pm on Wednesday, January 27, 2016**

For more information: Dean Shankle 485-8472 or 440-8248

At Wednesday's Town Council meeting Town Administrator Dean Shankle announced that he has appointed James Burkush as Hooksett's new Fire Chief. Burkush presently serves as the Fire Chief/ Emergency Management Director in Manchester and has worked there since 1977. He will be starting work in Hooksett on May 1.

"I am very pleased to have someone with the experience and knowledge of Chief Burkush coming to Hooksett," Shankle said. "We have been moving forward on many fronts over the last few years and I expect him to help us significantly in his primary areas of expertise: administration of fire/ rescue services and emergency management."

Chief Burkush has expressed his eagerness to undertake this new phase in his career. He explained that he was "looking forward to working with the firefighters and residents of the Town of Hooksett as they face the challenges associated with rapid growth, commercial expansion and efficient delivery of services".


Chief Burkush will be retiring from the City of Manchester and entering into an employment agreement with the Town of Hooksett. The contract will call for Burkush to work 30 hours per week at an annualized rate of just under \$99,000. He will not receive insurance or retirement benefits.

"Although this is a somewhat unusual arrangement, the fact is that if we hired a full-time chief the cost including benefits would be over \$150,000. We are getting a highly respected and experienced Chief for 3/4 of the normal time for about 3/4 of what we would need to pay someone else. I think this is a very good deal for the town," explained Shankle. "He has assured me he feels very comfortable he will be able to provide outstanding service to the town under this arrangement, or he wouldn't be taking the job."



# Town of Hooksett

## FINANCE MEMORANDUM

To: James Sullivan, Town Council Chairman  
From: Christine Soucie, Finance Director   
Date: January 13, 2016  
Subject: Requests for your signature as Agent to Expend

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The following is a summary of the requests for you to sign as the agent to expend on January 27, 2016:

<u>Fund</u>	<u>Amount</u>
Ambulance Service	\$124,837.26
Fire Details	3,736.29
Police Impact Fees	5,217.55
Public Recreation Impact Fees	146.03
Police Details	50,304.05
Roadway Impact Fees	11,674.26
Sanitary Landfill Capital Reserve	270.35

Each request includes copies of invoices and other supporting documents, if applicable. As always, if you have any questions, please do not hesitate to contact me.

Thanks

# Staff Report

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Background and Discussion of Issues

## Recommendation (including suggested motion, if appropriate)

## Fiscal Impact

Prepared by: \_\_\_\_\_

## Town Administrator Recommendation

**Staff Report  
Consent Agenda Item  
February 10, 2016**

**Background:** Per RSA 31:95-e, II, prior to the acceptance of any such gift with a value of \$5,000 or more, the selectmen or board of commissioners shall hold a public hearing on the proposed acceptance.

**Issue:** To accept donated items and labor from Blue Ribbon Fence.

**Discussion:** As part of the Clay Pond Stewardship Plan, several gate locations were proposed in order to restrict motorized vehicle use, which is prohibited under the conservation easement. Attorney Mark Dunn provided a legal opinion in favor of allowing the Town to gate the locations. Letters were sent to abutters that would be affected by the gates. Blue Ribbon Fence generously donated 3 pipe gates, plus the labor to install them by hand. The value of the donated items and labor is \$6,000.

(Note: The gates are currently installed, chained closed, but not locked. Locks are to be installed by the Town and keys will be provided to all appropriate parties and abutters.)

**Fiscal Impact:** These funds do not require any matching amounts or other financial obligation by the Town of Hooksett.

**Recommendation:** Motion to accept the donated items and labor from Blue Ribbon Fence, under RSA 31:95-e, II, at the next scheduled Town Council meeting (February 10, 2016).

**Prepared by:** Carolyn Cronin, Assistant Planner

**Town Administrator Recommendation:** Concur

Attn: Dean Shankle, Jr, PhD  
Hooksett Town Administrator  
35 Main Street  
Hooksett NH 03106

Dear Dr Shankle:

We are writing to you regarding our intent to donate a piano to the Town of Hooksett for possible use at the old town hall.

It is a Bjur Brothers upright grand piano, patented in 1910. We have been coordinating the donation with Kathie Northrup of the Hooksett Heritage Commission.

We will look to coordinate delivery once the donation is accepted by the Town Council.

We are excited that this piano could be used for this project.

Sincerely,

*Rob and Patti Duhaime*

Rob and Patti Duhaime  
1779 Hooksett Road  
Hooksett NH 03106  
603-661-1304



# Staff Report

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Background and Discussion of Issues

## Recommendation (including suggested motion, if appropriate)

## Fiscal Impact

Prepared by: \_\_\_\_\_

## Town Administrator Recommendation

# Staff Report

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Background and Discussion of Issues

## Recommendation (including suggested motion, if appropriate)

## Fiscal Impact

Prepared by: \_\_\_\_\_

## Town Administrator Recommendation

**Article 4**

To see if the town will vote to approve the reconstruction of the Town Roads at a cost not to exceed **\$1,500,000.00** payable over a term of 5 years with an annual appropriation of \$300,000.00, and further to raise and appropriate \$300,000.00 for the first year's payment. In each of the following 4 years the appropriation of \$300,000.00 will be contained in the operating budget and the default budget. 3/5<sup>th</sup> majority vote required for passage. Estimated tax rate impact is \$0.19.

**Article 5**

To see if the town will vote to raise and appropriate the sum of **\$200,000.00** to be added to the Public Works' Vehicles Capital Reserve Fund previously established. Estimated tax rate impact is \$0.13.

**Article 6**

To see if the town will vote to raise and appropriate the sum of **\$194,293.00** for the salaries, overtime, benefits, including uniforms and equipment to hire two (2) new full-time police officers.

<u>Fiscal Year</u>	<u>Salaries</u>	<u>Benefits</u>	<u>Estimated Increase</u>
2016-2017	\$109,293.00	\$85,000.00	\$194,293.00

Estimated tax rate impact is \$0.12.

**Article 7**

To see if the town will vote to raise and appropriate the sum of **\$170,000.00** to be added to previously established Capital Reserve Funds and to apportion the sum among several funds as listed below:

Automated Collection Equipment	\$ 30,000.00
Drainage Upgrades	50,000.00
Parks & Recreation Facilities Development	15,000.00
Town Building Maintenance	<u>75,000.00</u>
Total	\$ 170,000.00

Estimated tax rate impact is \$0.11.

**Article 8**

To see if the town will vote to raise and appropriate the sum of **\$70,000.00** to be added to the previously established Capital Reserve Funds and to apportion the sum among several funds as listed below:

Fire Apparatus	\$ 50,000.00
Air Packs & Bottles	<u>20,000.00</u>
Total	\$ 70,000.00

Estimated tax rate impact is \$0.04.

**Article 9**

To see if the town will vote to raise and appropriate the sum of **\$60,000.00** to purchase a Live Bottom Trailer for the Recycling and Transfer Division of Public Works with said funds to come from the Solid Waste Disposal Special Revenue Fund. No amount to be raised from taxation.

**Article 10**

To see if the town will vote to raise and appropriate the sum of **\$50,000.00** to purchase a new command style 4x4 vehicle for the Fire-Rescue Department. Estimated tax rate impact is \$0.03.

**Article 11**

To see if the town will vote to raise and appropriate the sum of **\$40,000.00** to be added to previously established Capital Reserve Funds and to apportion the sum among several funds as listed below.

Revaluation	\$ 30,000.00
Master Plan	<u>10,000.00</u>
Total	\$ 40,000.00

Estimated tax rate impact is \$0.03.

**Article 12**

To see if the town will vote to establish a Sidewalk Capital Reserve Fund under the provisions of RSA 35:1 for installing and maintaining sidewalks and to raise and appropriate the sum of **\$25,000.00** to be placed in this fund. Further, to name the Town Administrator as the agent to expend from said fund. Estimated tax rate impact is \$0.02.

**Article 13**

To see if the town will vote to raise and appropriate the sum of **\$25,000.00** to be placed in the Conservation Fund, said funds to come from the sale of timber on conservation land. No amount to be raised from taxation.

**Article 14**

To see if the town will vote to establish a Conservation Land Improvements Capital Reserve Fund under the provisions of RSA 35:1 for infrastructure improvements on Conservation easements or property and to raise and appropriate the sum of **\$10,000.00** to be placed in this fund. Further, to name the Town Administrator as the agent to expend from said fund. Estimated tax rate impact is \$0.01.

**Article 15**

To see if the town will vote to discontinue the following Capital Reserve Funds with said funds and accumulated interest to date of withdrawal, to be transferred to the town's general fund.

<b><u>Name of Capital Reserve</u></b>	<b><u>Established</u></b>	<b><u>Balance</u></b>
HVAC System Development (Library)	2003	\$ 15.04
Plow Dump Trucks	2012	0.00
Police Computer System Development	2003	13.91
Road Impact Fee Traffic Study	2009	33,046.68
Town Wide Computer Development	2006	23.79
Town Wide Opti-Com System	1996	0.00
Upgrading Diesel Tank & Fuel Dispenser	2012	9,531.67