

**TOWN COUNCIL MINUTES**  
**REGULAR MEETING**  
**WEDNESDAY, JANUARY 9, 2002**

The meeting was called to order at 6:30pm.

**PRESENT:** Chairman T. Young, D. Pichette-Volk, P. Rueppel, M. DiBitetto, R. Dion, R. Holley, M. Jolin, P. Ganley, D. Duford, M. Farrell-Town Administrator.

**MINUTES:**

**November 28, 2001:** M. DiBitetto moved to bring the minutes of November 28, 2001 back on the table. Seconded by D. Pichette Volk. **Motion carried unanimously.** R. Dion abstained.

Chairman Young stated that the Administrative Assistant reviewed the tape, that the sequence of events is correct as originally submitted, and that the minor changes have been made.

Chairman Young stated is there a motion to approve the minutes of November 28, 2001. **Motion carried unanimously.** R. Dion abstained.

**December 12, 2001:**P. Rueppel moved to have Sandy Oliver's comments included in the minutes. Seconded by D. Duford.

Chairman Young asked if she was speaking about the letter received from LaFrance.

P. Rueppel responded yes.

**Roll call vote carried unanimously.**

**TOWN ADMINISTRATOR'S REPORT:** M. Farrell reported on the following:

1. Plan N.H. is an organization associated with the Office of State Planning and they have developed a program for design assistance for local municipal projects. Three selected towns would be provided with engineering, architectural and study assistance. Would like to convene a meeting of the Facilities Subcommittee for the Council along with the Heritage Commission, Historical Society, and the Community Facilities branch of the master plan to apply for this design assistant grant to help study future Town Hall needs. We may have an opportunity in the near future to vacate the Town Hall building for the Village School Building, this leaves the question what would happen to the Town Hall building; it is a prime contender for it's historical value. Meeting to be held on Wednesday, January 30<sup>th</sup> at the Hooksett Public Library. Application deadline is February 14, 2002. Grants are awarded in March 2002.
2. Department heads will meet with Bruce Mayberry to start working on Public Safety, Recreation and Administration Impact Fees.
3. The State's Supreme Court has accepted the Towns appeal on Baines v. Town of Hooksett. Briefings may be in the spring and the oral arguments may be this fall and could expect a decision mid winter next year.
4. Town Moderator and Town Clerk advised that a special primary election for Executive Council would be held on February 5<sup>th</sup>. Council needs to set the hours for polling. Moderator and Town Clerk are advising polling time to be from 11am – 7pm and that absentee voting is also an option.

P. Rueppel stated that she is willing to phone Town Citizens to remind them they can vote by absentee ballot.

P. Rueppel moved to have the voting between the hours of 11am – 7pm on February 5<sup>th</sup>. Seconded by R. Holley.

**Roll call vote:**

P. Rueppel	yes	P. Ganley	yes
M. DiBitetto	no	D. Duford	no
R. Dion	yes	D. Pichette-Volk	no
R. Holley	yes	T. Young	yes
M. Jolin	yes		

**Roll call vote carried.**

5. A dividend check of \$4936 has been received from Property Liability Trust. This amount, through a discount program, has been declining in the past few years and may possibly disappear in the third year of the program. They are changing the dividends, the rear end savings for front-end savings.
6. The Quint bid packages were sent out January 4<sup>th</sup>, 2002 and bids are due back by February 13, 2002. Bid review will take two to three weeks then the Council will receive a report by the end of February or first Council meeting in March.
7. A public hearing has been set for January 23 at 7:30pm for two \$5,000 donations from the Kiwanis Club.
8. On January 23, 2002 from 6pm – 7pm there will be a non-meeting session to discuss the Firefighters Union Contract. Regular Town Council meeting will convene from 7pm-10pm.
9. On February 17<sup>th</sup> at 9am, Public Service of New Hampshire will be holding a meeting at the D.O.T., in Concord, for the re-licensing of hydroelectric dams that is a five-year process. This will have an impact on the Town. On February 16<sup>th</sup>, there will be a tour of Manchester, Hooksett and Bow Dams.  
P. Ganley stated that he would attend the meeting at the D.O.T. building.
10. The full Planning Board approved the CIP budget on Monday, January 7<sup>th</sup>, 2002.
11. The Budget Workshop Schedule has two changes. Library was removed from January 15<sup>th</sup> and will be on January 16<sup>th</sup>, Town Buildings will also be on the 16<sup>th</sup>.

D. Duford asked if the Quint bids would be open to the public.

M. Farrell stated yes, on Wednesday February 13<sup>th</sup>, 2002, at 2:01pm.

**PUBLIC INPUT:**

Raymond Wieczorek, former Mayor of Manchester, NH stated that he is a candidate for Executive Councilor for District Four and that he would be responsive to his constituents' needs. He would appreciate Hooksett's support.

**SCHEDULED APPOINTMENTS:**

**Harold Murray Check Presentation – Mark 3 Pump Grant –Forestry.**

Harold Murray presented a \$1,950 check from a grant for a forest vehicle.

R. Dion thanked H. Murray and his committee for their diligence and hard work in putting together a grant proposal for this vehicle.

**Police Commission:**

Richard Biaram, Police Commission Chairman, discussed the issue of having closed circuit TV cameras set up outside the Safety Center. Some of the cameras were installed inside but the outside installation has not been completed.

M. Farrell stated that \$10,000 was budgeted for cameras but the request was cut substantially. The cost of the inside cameras was \$2,000.00 and the outside cameras were \$8,000.00. We were trying to do the most with the least amount of money and have authorized the installation of the internal cameras and the wiring of the external this year. The externals would be completed next year.

R. Dion stated that he would like to see the installation of the closed circuit TV cameras, outside the building, done on the current budget, as opposed to using money from next year's budget.

R. Biaram stated that \$240 for road barriers came out of their department budget and it should have come out of the Town Buildings Budget.

M. Farrell explained security cameras would be installed in the spring and that the Highway Manager provided temporary barriers.

D. Duford asked why this didn't come before Council before today.

Chairman Young stated he planned to speak with the Police Commissioner, Police Chief, M. DiBitetto and M. Farrell and then bring it to the Council three meetings ago. To back track a bit, the December 26th Council meeting was cancelled and the two previous meeting before the 26<sup>th</sup> were not extended to finish business. Therefore, he requested M. Farrell send a letter to the Commissioners to come in and speak because Chairman Young believes this is an important issue. Hopefully this makes it clear what the chain of action has been.

D. Duford moved to approve the request \$8,360.00 to provide the Police Department with the closed circuit television system. Seconded by P. Rueppel.

Chairman Young requested that Administration see that the cameras are installed.

R. Dion moved to amend the motion to direct the Administrator to see that cameras be installed with the intent as soon as possible. Seconded by Chairman Young.

Chairman Young did ask R. Biaram, early on, if they would entertain with the Police Commission to take up half the cost.

**Roll call vote on the amendment.**

M. DiBitetto	yes	D. Duford	no
R. Dion	yes	D. Pichette-Volk	yes
R. Holley	yes	P. Rueppel	no
M. Jolin	yes	T. Young	yes
P. Ganley	no		

**Amendment carried.**

M. Jolin moved to amend the motion to obtain bids, present the bids to the Council, no later than the February 13<sup>th</sup> meeting. Seconded by P. Ganley. **Amendment passed unanimously.**

**Roll call vote on the original motion passed unanimously.**

Chairman Young stated that he reviewed the recent past situation of the position of Emergency Management Director, who resigned, and the Council assigned the responsibility to M. Farrell at a savings of \$10-\$15,000 in salary wage. R. Biaram pointed out that the plan is a little outdated.

Chief Agrafiotis stated the reason for the request to go nonpublic, on the camera and Emergency Management issues, is because of the content of the story, from a reputation point of view. For the record, the Council has not heard the entire situation.

Chairman Young stated he spoke with Chief Agrafiotis and R. Biaram and everything he has heard at this meeting is specifically what they spoke about. If there's something else, he has not heard it. He did not hear anything on the telephone, in a private conversation, that would lead him to call a non-public session.

Chief Agrafiotis stated there was not an agreement of where we were. Mike was to write a letter on whether or not there was money for the cameras in the budget and whether or not it was the

responsibility of the Council. It was not so much the money issue, it was the way it was handled. That is what the Chief wanted to discuss in a non-public meeting.

M. DiBitetto moved to go into a non-public session according to RSA 91-A: 3,II, (c). Seconded by D. Duford.

**Roll call vote.**

M. Jolin	yes	M. DiBitetto	yes
P. Ganley	no	R. Dion	no
D. Duford	yes	R. Holley	no
D. Pichette-Volk	no	T. Young	no
P. Rueppel	yes		

**Motion failed.**

Chairman Young asked the Administrator to have the Emergency Management plan updated within the next few months. It is important to set up initial meetings to meet with the State's Home Land Protection Group and seek their council in areas that may need to be upgraded.

M. Farrell stated that he is already working toward that goal as there has been training set for two separate two-day sessions for police, fire and other emergency personnel and a separate two-day training session for the non-emergency personnel. This is a statewide program and our training will be held in Hooksett.

H. Murray stated that when an Emergency Management Director is hired he should be able to obtain grant money that will more than cover his salary. There are all sorts of money that may be obtained.

Chairman Young stated that M. DiBitetto is our liaison with the Police Commission and working with him is very important so that the Council may know if there are any issues they could be solved before they become a crisis point. He feels it is important to have someone review our Town buildings, from a safety standpoint, and perhaps someone from the Municipal Association or the Police Department would have those resources.

H. Murray stated that the Council Chairman is responsible for signing off yearly on updated lists containing the correct personnel, correct names, and correct phone numbers.

**OLD BUSINESS:**

**PURCHASING AGENT:**

D. Duford asked what the status is on the Purchasing Procedure Analysis.

M. Farrell stated that the departments are very cost conscious and they shop around to compare items for best price on office products. We do not have storage capacity to order in huge quantities to obtain significant discounts. He also stated that we are talking about a small office products budget of \$41,000 and in order to hire a Purchasing agent we would have to justify the cost of having an agent.

D. Duford stated that in the Purchasing Procedure Analysis Report the Fire Department was the only department that gave the amount of time spent ordering supplies. Each department seems to handle ordering differently. How much time being spent is one thing, and how much of the purchases could be combined in items such as paper goods to get real good prices is not shown in this report. In many instances different vendors are used which reinforces his position that we really could gain on having a part time Purchasing Agent. The Sewer Department wasn't included and he doesn't know why as they have a Purchasing Agent. It is D. Duford's opinion that obtaining a part time Purchasing Agent would free up employees to devote their time to what they were hired to do.

P. Rueppel stated that she feels there should be a purchasing agent.

M. Farrell stated that before you hire a Purchasing Agent you need to be able to show that you can save money. You need to prove that it is cost effective to have an Agent.

M. Jolin stated that it seems that there are several people doing the same thing such as ordering office supplies this seems to be duplication of efforts.

M. Farrell stated that each department takes care of their own needs. We don't have storage capabilities. You have ten different departments and there are ten different uses.

Chairman Young asked if we have any runners, people going from one location to another to make drop offs and deliveries.

M. Farrell stated that when someone from the Fire or Highway Department is going to Concord we coordinate with them to make pick-ups on supplies ordered through the State; non-state supplies are generally delivered.

M. Jolin stated that when you have a Purchasing Agent he can negotiate a price, you do not need to keep large stock on hand, you can order what you need and get the best-negotiated price. There seems to be an inconsistency on the way bidding is done.

Chairman Young asked how many hours would be needed for this position.

P. Rueppel stated 20 – 25 hours per week.

Chairman Young stated that at 20 -25 hours per week, between 800 – 1000 hours, at least \$10.00 per hour with benefits on Social Security and Workers Compensation that would be another \$1000 this comes to a total of \$11,000.

M. Jolin stated that he's not looking so much at cost savings but that he sees there is a drain in personnel from the report that he read. In his organization, that is similar in employee size, they have a purchasing person who works through the Finance Department.

P. Ganley stated that the savings should be justified in that it should more than cover the Purchasing Agents salary.

M. Farrell agreed.

D. Duford wanted to know why Sewer Department was not included in the Purchasing Assessment.

M. Farrell stated that Sewer was not contacted because they are a separate entity from the Town, they do not participate with the Town departments.

**ASSESSING DEPARTMENT:**

D. Duford asked what is the status of the MRI report.

M. Farrell stated there is a meeting with MRI on Monday, January 14, 2002, for a proposal on operating the Assessing Department and then recommendations will be made to the Council.

**COUNCIL NEWSLETTER:**

D. Pichette-Volk requested that the Council Newsletter be formatted and Councilors to receive it by the next budget workshop.

**PAY AS YOU THROW:**

D. Duford moved to approve and support the Pay As You Throw Program. Seconded by M. DiBitetto.

R. Dion stated that he received many phone calls on PAYT and none were favorable.

P. Ganley stated that constituents have approached him, in his district, with negative comments. He also stated that the PAYT program doesn't offer an opportunity for compromise such as no charge for the first two bags but charge for the other bags, or elderly exemptions/discounts.

D. Pichette-Volk moved to extend the meeting. Seconded by M. DiBitetto.

**Roll call vote:**

P. Ganley	no	R. Dion	no
D. Duford	no	R. Holley	no
D. Pichette-Volk	yes	M. Jolin	no
P. Rueppel	no	T. Young	yes
M. DiBitetto	yes		

**Motion failed.**

The meeting adjourned at 9:30pm.

Respectfully submitted,

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Tina M. Paquette  
Administrative Assistant

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Michel N. Jolin  
Town Council Secretary