

**TOWN COUNCIL MINUTES**  
**REGULAR MEETING**  
**WEDNESDAY, MAY 8, 2002**

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

**PRESENT:** Chairman T. Young, Denise Pichette-Volk, P. Rueppel, M. DiBitetto, R. Dion (present at 6:40pm), M. Jolin, P. Ganley, D. Duford, M. Farrell-Town Administrator. Excused: R. Holley.

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

1. The Finance Department will introduce encumbrances at the June 12, 2002 meeting.
2. Encumbrances will be finalized at the June 26, 2002 meeting.
3. The Town Administrator's performance evaluation and salary review is due in June, 2002.

Chairman Young stated that before the evaluation the Town Administrator's goals and objectives will be reviewed on May 29, 2002.

4. The D.O.T. has granted the American Legion a parade permit for the Memorial Day Parade on Sunday May 26.
5. Three protest petitions have been received for the upcoming elections. One of them deals with North Campus MU2 Ordinance on the ballot looking to establish growth control in lieu of impact fees that falls under RSA 675.5 Ia (a). In this case one landowner would be affected and this landowner made the petition and has 100% of the land affected. The Administrator recommends the petition be declared valid.

P. Rueppel moved to declare the protest petition as valid. Seconded by P. Ganley. **Motion carried unanimously.**

Chairman Young stated that on voting day the process is, at the opening of the elections it will be stated that a protest petition has been received and requires a 66 2/3-majority vote for this amendment to pass.

M. Farrell stated that the second protest petition falls under RSA 675.5 I-b refers to the owners of 20% of the area within 100 feet immediately adjacent to the area affected by the change or across a street from such area. The ordinance is affecting only a single parcel on Map 49 Lot 58, a 75-acre lot and is zoned medium density residential (MDR). The Planning Board article changes the lot to industrial. The petitioners have 25.9% of the area within a 100 feet and the Administrator recommends the Council declare the petition valid.

Chairman Young stated that he noticed that the City of Manchester is not included in the land affected by zoning change.

M. Farrell stated that the statute requires that you use the land that is affected by the zoning change. Legally Manchester has no say in a zoning ordinance of another town; therefore, Manchester has not been included. Legal counsel has reviewed this issue.

M. DiBitetto moved to declare this as a valid protest petition. Seconded by P. Ganley. **Motion carried unanimously.**

6. A third Protest Petition has been received regarding Article 2, Amendment #15. This is a very complex petition covering more than 3,500 acres of affected land. This petition is under RSA 675:5,I-b. The petitioner has provided a large amount of data, which will require staff many hours to verify. If the Town's GIS data is available through our consultant, it could help speed up the process. If not, it is unlikely a determination of

validity will be completed before the election. If that is the case, a notice will be posted at the poll indicating a petition was received and may require a 2/3 majority.

**PUBLIC INPUT:**

Nancy Winneg, 42 Cross Rd., stated that she did not see a posting of the current Warrant Articles, no sample ballot and no minutes of April 6, 2002. She just wanted to be clear on the lengthy petition as it stands now, there won't be a determination, M. Farrell will verify it, there will be no official vote taken until after the elections.

Chairman Young said that's correct.

**STATE LEGISLATIVE BUSINESS:**

M. DiBitto stated that he has drafted a proposal for a policy on how a protest petition is calculated. He used the 25 signatures, as it seems other petitions used this figure and was trying to keep some consistency with zoning ordinances. Upon approval of the Council, he would like to present this to the NHMA for their committee discussion on Friday, May 17, 2002.

M. DiBitto has also drafted a proposal to encourage local school boards to develop a portfolio of Prototype School Plans to be made available to school districts throughout the state. Would like to have approval from the Council to present this to the NHMA committee next Friday, May 17, 2002.

Council consensus was that they would like more time to review and get back to M. DiBitto no later than Thursday, May 16<sup>th</sup>.

M. DiBitto stated that he would submit his proposals from himself not from the Town Council.

**NOMINATIONS/APPOINTMENTS:**

**POLICE COMMISSION:** M. DiBitto stated the he would like the existing members contacted to see if there will be any openings. If all Police Commission nominees were to have a background check before being appointed, he would like ample time to start the process.

**SCHEDULED APPOINTMENTS:**

**JOE LESSARD – PROPOSED ACTION PLAN FOR ASSESSING DEPARTMENT.**

J. Lessard stated that Hooksett is due for certification in 2003 to be completed in 2004. The DRA is still in the process of formulating the standards due to be completed in December 2002. The status for Hooksett is that assessing records need to be reviewed on exemptions to see that the applications have been filled out properly.

P. Ganley moved to stay on schedule and move on with certification in a timely manner.

Seconded by P. Rueppel. **Roll call vote carried unanimously.**

**EMS ADVISORY COMMITTEE – REPORT.**

Steve L'Heureux presented the report based on the Ambulance Subcommittee's report and the recommendations that were part of that report for advisement to the Council. **(ATTACHMENT #1)**

The Committee came up with their recommendations in the spreadsheet with an action plan in moving forward with the important items. The "recommendations" are from the Ambulance Subcommittee report. The "implementation costs" came from a presentation given by the Town Administrator, Police Chief and Fire Chief. "Annual Costs" represents what may be associated with up-keep, certifications, training etc. "Status" is what the Advisory Committee believes is the status of the current items that were in the Ambulance Subcommittee's recommendations.

"Priority" is what the Advisory Committee believes has highest to lowest priority. "Action Required by the Council" is what the Advisory Committee believes the Council will be required to fulfill according to the recommendations of Ambulance Subcommittee's Report.

M. DiBitetto stated the charge of the EMS Advisory Committee was to look at the Ambulance Committee's Report, advise on how to implement the items that have already been laid out, whether they were cost effective, whether there might be better ways of doing something that could save money without limiting the possibility of other things that may arise.

Fred Bishop stated that he felt the charge was to look at the original report, and the cost of implementation then advise the Council with action recommendations.

Chairman Young asked, why did the committee list the "Participate in State of NH Emergency Medical Dispatch Protocol Program" as high rather than "Train and certify all Hooksett Dispatch personnel in a nationally recognized dispatch program" as high.

S. L'Heureux stated the dispatch program is a telecommunication call answering - call receiving program that is the emergency medical dispatch program. The emergency medical dispatch program would not be run by the Town of Hooksett, it is run by the State of New Hampshire and has the greatest amount of impact specifically for limiting liability and potential for loss with vehicles running hot when they shouldn't be running hot. Running hot means that during a medical emergency police, fire and ambulance go to the scene and if it is not a true emergency then all three of these vehicles do not need to be dispatched out. Only five percent of the EMS calls are true medical emergencies there is a way to adjust resource deployment based upon the medical dispatch protocol that the State uses. It has the highest level of response and would reduce Risk.

Chairman Young stated that it would also reduce wear and tear on fire and police and other entities that may be responding to an emergency situation thus also saving money and leaving resources open for a more serious emergency.

S. L'Heureux stated that the State doesn't tell the community who goes or how they go. The State will advise the community that based on the interrogation of a call, the caller has this level of emergency. It becomes incumbent upon each community to sit down with Police Chief, Fire Chief, EMS, Town Administrator, Town Lawyer, and Ambulance Service and come up with what each community feels the citizen deserves as a response.

Chairman Young asked in regard to the cost of training, was the cost of bonuses and salary increases included.

S. L'Heureux stated the costs were based upon the Preliminary Report to Hooksett Town Council on the Fiscal Implementation September 12, 2001, prepared by the Town Administrator, Police Chief and Fire Chief.

M. Farrell stated that the bonuses were not included in the Preliminary Report.

S. L'Heureux stated that the Town could save money by making it a requirement that the new hire be EMT certified thus not spending money for training.

M. DiBitetto asked if the Town has no intention of having its own ambulance service, do we need any paramedics? Are you suggesting we need no paramedics unless our goal is to develop an in-house service?

S. L'Heureux stated if we were to develop an in house service we want as many of our Firefighters trained to the ALS level as possible. It is extremely important to have all Paramedic Firefighters.

M. DiBitetto stated that if we were able to lower our ambulance response time from 11 minutes to under 8 minutes, the nationally recommended time level, it would not be necessary to have our Firefighters trained as paramedics.

S. L'Heureux stated that's correct.

S. L'Heureux stated that the Advisory Committee recommends placing an ambulance at the safety center 24X7 even though the Ambulance Subcommittee's report called for 7am – 7pm coverage.

D. Duford stated that this is not what they started out to do. It has really escalated, and the Town cannot afford a 24X7 Ambulance service.

Chairman Young stated that this time is to listen to the report and at a later time the Council will make recommendations and revisions this does not set policy nor put programs into play.

S. L'Heureux stated in the "Recommendation to Foster Relationship Among Police, Fire and Ambulance" the committee is expressing to cross train each department in emergency and disaster situations and develop solutions to enhance they way they are currently working together in those situations. The Advisory Committee feels that "Establishing EMS for Hooksett based on National Blueprint for EMS" is #1 on the high priority list. We do need to study this further, and a decision needs to be made on which way you want to go. The Nation Blue Print is quite an intensive and lengthy report that needs to be reviewed more by the Advisory Committee and would require input from the Police Chief, Fire Chief, our local Medical Director, Ambulance Service, and Councilors to name a few.

M. Jolin stated it seems that your committee is looking for direction based on these items on what you would like us to have you work on first.

S. L'Heureux stated that the last item marked High #1 would be the first priority. The Council should give some direction on where the Advisory Committee should be heading to reach the Council's ultimate goal.

F. Bishop stated that the core of all this is whether or not we want to take a comprehensive look at having a 24X7 ambulance service in Town and looking at the different options. He feels the perception is that this could be a high cost item when in fact it could be a no cost item. Insurance companies pay for most ambulance services. What we need to find out is if we could have 24X7 coverage and what the cost would be.

Chairman Young, on behalf of the Council, thanked the Emergency Medical Service Advisory Committee for their time, hard work and dedication for working on this report.

M. Jolin thought it might be best to have a time frame on how long each item might take to accomplish so that the Council would have a little more information in prioritizing their decisions.

Chairman Young stated the Council would like to have this information by January 2003 so that we may build this into the budget.

**SUBCOMMITTEE REPORTS:**

**ADMINISTRATIVE CODE:** Chairman Young reported that the members have been provided with an updated revision and they will meet in the near future.

**OLD BUSINESS:**

**ROSEDALE STREET REPORT:**

M. Farrell stated that Police, Fire, Highway and Planning Departments met to brainstorm the issue taking into consideration the information received from the public hearing. During the

meeting a site walk was taken on Rosedale St. and over to the Pinnacle to observe the conditions. It was noted that the Pinnacle has one way in and one way out. If there was ever a reason to not be able to exit out of the Pinnacle 81 homes would be trapped up there. The Highway Department personnel conducted a highway traffic study with an employee placed at the bottom of the Pinnacle using a stopwatch to make calculations as recorded in the report. A second employee was stationed on Rosedale St., who counted the number of cars turning onto Rosedale Street. **(Attachment #2)**

Alternatives were discussed such as having patrol cars in the area more often, but the Police Chief feels that is not the best use of his resources at this time, another alternative to try to discourage non-residential traffic would be to install speed bumps but they would have to be removed in the winter months to allow for snow plowing. It is the recommendation of all the Departments involved to close off Rosedale Street on the Route 3A side and look for long-term engineering solutions for traffic coming out of the Pinnacle such as an additional exit off the hill or a possible reengineering redesign of Riverside Street.

D. Duford moved to authorize the closure of Rosedale St. on the Route 3A side. Seconded by P. Rueppel.

M. DiBietto move to amend to make Riverside Street a one-way heading north to Robie's Store. Seconded by D. Duford.

M. DiBietto withdrew his motion.

D. Duford withdrew his second to the motion.

M. DiBietto moved to amend the motion to post a public hearing for a change in Riverside Street to a one way going north. Seconded by D. Duford.

**Roll call vote on amendment:**

M. Jolin	no	P. Rueppel	yes	
P. Ganley	no	M. DiBietto	yes	
D. Duford	yes	R. Dion	yes	
D. Pichette-Volk	yes	T. Young	yes	<b><u>Motion carried.</u></b>

**Roll call vote on original motion as amended.**

P. Ganley	no	M. DiBietto	yes	
D. Duford	yes	R. Dion	yes	
D. Pichette-Volk	yes	M. Jolin	no	
P. Rueppel	yes	T. Young	yes	<b><u>Motion carried.</u></b>

**NEW BUSINESS:**

**MRI ASSESSING CONTRACT.**

M. Farrell asked for a proposal from MRI to continue to provide assessing services and management of the Assessing Department for a three-year agreement. P. Rueppel has done some research in the cost of hiring a full time assessor.

P. Rueppel said she received a figure of \$70,000 from an undisclosed town. Claremont is paying their assessor \$65,000 plus benefits. Both Claremont and Hooksett have almost the same amount of parcels. There's a question on why the month of March, compared to other months, was so high at a cost of \$11,000.

J. Lessard stated that March and April are when they would be working the most to pick up the new construction if it's not done earlier in the assessing year. There was no one to do this in the earlier months, when the pick-ups would normally be done. In order to get the new construction

in for the first billing, March & April would be busier months. Over the course of two calendar years, but less than one full year MRI has been working for the Town at a cost of \$60,000-\$65,000. In that time we have picked up \$55 million dollars of new construction, which related to about \$1.4 million of tax dollars.

D. Duford asked if this should go out to bid. He also would like to see something like the bottom line not to exceed a certain amount of dollars or a maximum cost stated in the agreement.

M. Farrell stated that this is a specialized service and the contract is awarded to the best-qualified company not particularly the lowest bidder. This was a negotiated contract that cannot be bid out. MRI has a good track record with the Town and with reveals to start in 2003 it is not a good time to make a change.

M. Jolin stated in order to feel comfortable with the figures he would like to see other proposals to compare with so that he can see if this is a fair agreement in the market place.

Chairman Young stated the indemnification is a little weak and would like to see some professional coverage such as a hold harmless clause.

P. Ganley moved to accept the terms of the contract titled Professional Services Agreement – Assessing, dated May 8, 2002 and agree to offer it to MRI. Seconded by D. Pichette-Volk.

M. DiBietto stated it would be prudent to have a “not to exceed clause” on an annual basis.

M. DiBietto moved to amend the motion to have the MRI contract include a “not to exceed clause”. Seconded by P. Rueppel.

M. Farrell stated one of the cost saving mechanisms in the contract includes staff training. One employee has conveyed interest in learning to do outside work in measuring lots.

**Roll call vote on amendment:**

D. Duford	yes	R. Dion	yes	
D. Pichette-Volk	no	M. Jolin	no	
P. Rueppel	yes	P. Ganley	no	
M. DiBietto	yes	T. Young	no	<b><u>Motion failed.</u></b>

D. Duford moved to table until next week. Seconded by M. DiBietto.

**Roll call vote.**

D. Pichette-Volk	no	M. Jolin	yes	
P. Rueppel	yes	P. Ganley	no	
M. DiBietto	yes	D. Duford	yes	
R. Dion	no	T. Young	no	<b><u>Motion failed.</u></b>

Chairman Young moved to amend the motion to approve MRI Agreement with a not to exceed \$75,000 amount, with a certificate of insurance clause per Town specs listed, as well as professional liability coverage. Seconded by P. Ganley.

M. DiBietto asked is the rate in this contract the same as the current contract.

J. Lessard stated that anything done at an hourly rate is the same. Right now you are paying hourly only, but that limits the amount of work MRI would do. The monthly payment would be less than if we continued in an hourly basis because we were willing to take less for that first year in return for an extended contract of a total of three years. It is intended to be a three-year contract with the last two years being higher because this year we were willing to take less than what the hourly rate would be.

**Roll call vote on the amendment.**

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

**Motion carried.**

M. Jolin stated that a point of order on the requirement of a 2/3 vote of the Council is needed to waive a bid requirement.

P. Ganley withdrew his original motion on accepting the terms of the contract.  
D. Pichette-Volk withdrew her second to the motion.

P. Ganley moved to suspend the rules for a three-bid requirement. Seconded by D. Pichette-Volk.

**Roll call vote.**

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

**Motion failed.**

D. Duford moved at 9:30 pm to extend the meeting. Seconded by P. Rueppel.

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

**Motion failed.**

Chairman Young declared the meeting adjourned at 9:30 PM.

Respectfully Submitted,

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Tina Paquette  
Administrative Assistant

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Michel N. Jolin  
Council Secretary