

TOWN COUNCIL MINUTES
REGULAR MEETING
WEDNESDAY, JULY 10, 2002

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

PRESENT: Chairman M. DiBitetto, M. Ruel, D. Pichette-Volk, P. Rueppel, R. Dion, P. Loiselle, M. Farrell-Town Administrator. Excused: P. Ganley, R. Holley, and M. Jolin.

R. Dion presided as Acting Chairman and opened the Town Council nominations and election process.

P. Rueppel nominated M. DiBitetto for Chairman, M. Jolin for Vice Chairman and M. Ruel for Secretary.

D. Pichette-Volk nominated R. Dion for Chairman.

Roll call vote for Chairman.

M. Ruel	DiBitetto
D. Pichette-Volk	Dion
P. Rueppel	DiBitetto
M. DiBitetto	DiBitetto
R. Dion	Dion
P. Loiselle	DiBitetto

Motion carried for M. DiBitetto.

R. Dion nominated R. Holley for Secretary.

Roll call vote for Secretary.

D. Pichette-Volk	Holley
P. Rueppel	Ruel
M. DiBitetto	Ruel
R. Dion	Holley
P. Loiselle	Ruel
M. Ruel	Ruel

Motion carried for M. Ruel.

D. Pichette-Volk nominated R. Dion for Vice Chairman.

Roll call vote for Vice Chairman.

P. Rueppel	Jolin
M. DiBitetto	Jolin
R. Dion	Jolin
P. Loiselle	Jolin
M. Ruel	Jolin
D. Pichette-Volk	Dion

Motion carried for M. Jolin.

M. DiBitetto stated he would like to defer the subcommittees and boards because of absent Councilors.

M. Farrell stated he has received communication from the absent Councilors indicating their preferences.

MINUTES: June 12, 2002. R. Dion moved to approve the minutes. Seconded by P. Rueppel.
Motion carried unanimously. M. Ruel and P. Loiselle abstained.

MINUTES: June 26, 2002. P. Rueppel moved to approve the minutes as amended. Seconded by R. Dion.
Motion carried unanimously. M. Ruel and P. Loiselle abstained.

TOWN ADMINISTRATORS REPORT. M. Farrell reported on the following:

1. The Town in conjunction with the State Fire Marshall's office obtained a Court Order from Merrimack Superior Court to seize the contents of New Hampshire Fireworks. They were selling fireworks in violation of the Town ordinance, had no license or permit from the Town, or State and Federal Governments and are in violation of a previous court order. On July 19, 2002, there will be Civil Contempt proceedings, in Merrimack Superior Court, for last year's violations.
2. The default budget still needs to be adjusted by \$398,540. As requested by Council \$37,808 for miscellaneous activities, and \$142,769 for highway paving budget was restored back into the budget.

There will be an interim bond sale by the Bond Bank in August and the Town will be taking part in that bond sale. It will be brought to Council before the sale.

The Fire Department needs to hire an additional secretary. Other positions are being held in abeyance until the bond sale. The floating firefighter can wait until the first of the year. The in house computer technician position may be split with the Fire Department by employing Gary Sleeper for 20 hours and Administration for 20 hours thus a cutting \$10,400 out of the budget. The additional plow truck driver can be held off until the fall. The total savings on holding off on hiring could be \$65,000.

Postponing purchasing the Building Department Truck of \$20,000 would be a total budget savings of \$85,000.

There still needs to be \$95,000 cut from the Budget, which could come from debt service or natural attrition in the budget through out the year. Funds will be disbursed to the departments soon.

Funds, based on last year's budget figures, will be disbursed to the Library, Police Commission and Communications according to the proposal from the last Council meeting.

M. Ruel asked for an explanation on the role of the budget committee and budget process as she had some questions when reading the pertaining RSA and line item budget v. bottom line budget.

Chairman DiBitetto asked if there is a date as to when the finalized default budget will come to Council for their vote.

M. Farrell stated it is important to see what the debt service will be as it is the single largest expenditure in the budget. Instead of working with estimates it would be best to deal with actual number that are due out in four weeks.

Council consensus was to defer further action on budget until the bond is issued and M. Farrell will come back to Council with an adjusted default budget at the second Council meeting in August.

M. Ruel moved that a written legal opinion from the Town's attorney on the legality of a default budget and an interpretation of the statute as to whether it is a line item or bottom line budget. Seconded by P. Loiselle. **Motion carried unanimously.**

3. A bond reduction request from our engineering firm has been sent to Dale Hemeon, Highway Manager, setting the new bond amount to \$60,634.33 for the South Bow Road subdivision the previous bond amount was \$232,507 letter of credit.

P. Rueppel moved to ***reduce the bond to \$60,634.33.*** Seconded by R. Dion. **Motion carried unanimously**

4. Construction on the middle school is on the second phase of their building permit. Water issue is still in progress with Central Water Precinct. They have been issued a partial permit for foundation work to avoid construction penalty delays. A full permit cannot be issued until they find a way to get water to the current project with plans for a possible future high school at same site.
5. M. Farrell met with D.O.T. Commissioner, Deputy Commissioner, Chief of Preliminary Design, Moni Sharma of So. NH Planning, and Doug St. Pierre Planning Board Chair, and David Hess. The discussion was on Route 3 traffic and how the Town could work with D.O.T. to help improve the corridor study that was done in 1995 to get the project started. It is looking like a 12-15 year plan. We are looking at multiple smaller projects such as the 1/3, 2/3 grant program and the betterment funds that are discretionary. One plan required a 1/3 match by the Town those funds are already allocated out to 2005/2006. The Commissioner is looking to partner with the Town on the smaller projects.

SCHEDULED APPOINTMENTS:

PSNH AND VERIZON: POLE LICENSING APPROVAL.

E. Dinwoodie, Assistant Town Administrator, explained the Pole License Petition process and requested approval on license #11-921 for Joanne Drive.

D. Pichette-Volk moved to approve pole license as presented. Seconded by R. Dion. **Motion carried unanimously.**

PUBLIC INPUT:

Nancy Winneg, 42 Cross Road, presented each Councilor with a copy of her motion for rehearing, under NH RSA Chapter 677 on Amendment #15.

Marion Jacobi, Library Trustee, asked if the Library will be receiving a check soon so that they may meet payroll.

M. Farrell stated Finance would be sending the check out soon.

OLD BUSINESS:

PROTEST PETITION.

Chairman DiBietto would like to get some legal guidance *on the rehearing motion*. Also advise if there is a time period that Council might have to act upon it before the next meeting.

NEW BUSINESS:

TOWN ANNUAL REPORT: COVER PHOTO & DEDICATION.

Tina Paquette, Administrative Assistant, stated that she is looking for subjects for the cover with an explanation on the inside of the cover, and a dedication topic. The Women's Club has dissolved as of this year and at their final meeting she met with them and took photos of the last four board members with the thought in mind that this could be a dedication for the Town's Annual Report. Another topic suggested was a historical perspective of Hooksett's founding fathers to which she has silhouettes that could be used on the cover.

Council consensus was that the Women's Club would be topic for the dedication. It was also suggested that the excused Council members be solicited for their ideas on the cover of the report and report back at the next Council meeting.

EQUIPMENT USE POLICY:

E. Dinwoodie, Assistant Town Administrator, stated that the policy has been updated and covers more areas. The last policy adopted was 1999 and this one replaces the Town Computer Use Policy to cover hardware, software and Internet, etc.

M. Ruel moved to approve the Equipment Use Policy as submitted. Seconded by P. Rueppel.
Motion carried unanimously

NEW BUSINESS:
KIMBALL DRIVE.

P. Loiselle received a call from Irene Darrah of 69A Kimball Drive regarding potholes. He took a ride on the road and then spoke to D. Hemeon, Highway Manager; they are aware of the situation and will be working on that road.

M. Farrell stated that the Town has been holding off doing anything to that road because of work that will take place due to Exit 10 construction. The developers are planning to extend water on the road and it may be ripped up in the near future therefore we are holding off on paving. D. Hemeon is aware of the situation and will be patching the holes.

NOMINATIONS AND APPOINTMENTS:

M. Ruel moved to appoint Lee Belanger from Alternate Member to Full Member Fill In, Exp. 6/2004. Seconded by R. Dion. **Motion carried unanimously.**

M. Ruel moved to nominate Ken Burgess for Alternate Member Fill In, exp. 6/2005. Seconded by R. Dion.

M. Ruel moved to suspend the rules for the 7-day waiting period for Council to vote on a decision. Seconded by P. Rueppel.

Roll call vote.

P. Rueppel	yes	D. Pichette-Volk	no	
R. Dion	yes	M. Ruel	yes	
P. Loiselle	yes	M. DiBitetto	yes	<u>Motion carried.</u>

M. Ruel moved to appoint Ken Burgess for Alternate member Fill In, Exp. 6/2005. Seconded by R. Dion. **Motion carried unanimously.**

M. Ruel moved to appoint Marion Jacobi from Alternate Member to Full Member Fill In, exp. 6/04 of the Solid Waste Committee. Seconded by R. Dion. **Motion carried unanimously.**

PROPOSED TOWN COUNCIL CALENDAR 2002- 2003.

M. Farrell stated that the goal of this calendar is to help with the efficiency and productivity of the Council. The Calendar represents the entire fiscal year with a proposed change in meeting format. The first hour is a workshop session to get information to Council, to get everyone up to speed on issues and not waste the public's time. This allows for time to understand all the issues and be more productive during the meetings. The workshop part of the meeting doesn't require a quorum, as no voting will be conducted. Another idea is that if there were nothing scheduled for a workshop this would be a good time to have a sub-committee meeting right before the Council meeting. Questionable dates on this calendar would be November 27 the day before Thanksgiving, December 25th is Christmas Day, and February school vacation. First Session of Town meeting could be either April 5th or April 12th

PERFORMANCE GOVERNMENT PROPOSAL.

M. Farrell stated that with the Performance Government Proposal Council would be setting the policy direction and determining the levels of service and not actually how they are provided determining the level they should be provided to, then there is a backbone of performance measurement where you can see clearly. It may take two years to get this fully running. The first step is to get the Council to set the tone, goals, objectives and service levels to enable us to do this form of Governance. This boils down to the budget process, one of the issues to explore, in one of the workshop sessions, is setting up a two-year budget cycle. In this Legislative session the State voted to allow towns and schools to have meetings together. There may be some fiscal

benefits in working together instead of being second for Town Meeting votes and it may keep the voters from attending one or the other group's meetings as they would attend both in one meeting. The boards would still hold the authority but we would be working together.

Council consensus was to have a Workshop Meeting next Wednesday, July 17, 2002, in Council Chambers, to discuss Introduction to Performance Government and the Proposed Calendar.

Chairman DiBitto would like to review the Council Rules Procedure. We go through a lot of votes that could possibly be streamlined if we had an understanding of what the written rules are we wouldn't have to waive them so often.

M. Ruel stated that she has some ideas on adjusting the Agenda format for example the Town Administrator's Report items could be listed out so that Council will have time to think about the topic, read up on it and bring pertaining materials with them to the meeting.

M. Farrell stated that the Town has already taken the first step in the Performance Management by going through the exercise of creating a visioning report that came about from the Community Profile meeting in November 2001. The Council should review it and adopt it. It is what the citizens *want* to see in their local government. The next step after this is for council to develop a Mission Statement.

NOMINATIONS/APPOINTMENTS CONTINUED:
ANNUAL APPOINTMENT OF COUNCIL OFFICERS:

M. Farrell stated three Councilors expressed their desire for board positions as follows:

P. Ganley personally spoke to E. Dinwoodie and he would like to stay on the Planning Board, Board of Assessors, CIP, Heritage Commission and Commerce Alliance.

M. Jolin sent an email stating that he would like to stay on the Board of Assessors, Parks & Recs, So. NH Planning Commission.

R. Holley emailed Administration that he would like to stay on the Boards he's currently on with the exception of Central Water and he would like facilities if available.

BOARD OF ASSESSORS: P. Loiselle and M. DiBitto.

BUDGET COMMITTEE LIAISON: M. Ruel.

CONSERVATION COMMISSION: P. Rueppel.

COUNCIL NEWSLETTER: M. Ruel.

FACILITIES: R. Holley, P. Rueppel and M. Jolin.

HEAVY EQUIPMENT PURCHASES: R. Holley, M DiBitto.

HERITAGE COMMISSION: P. Ganley.

PARKS AND RECREATION LIAISON: M. Jolin

PERAMBULATION: R. Dion and D. Pichette-Volk

PLANNING BOARD AND CIP REP: P. Ganley

POLICE COMMISSION LIAISON: M. DiBitto

ROAD CONNECTOR: P. Rueppel, R. Dion, R. Holley, P. Loiselle

SEWER LIAISON: P. Rueppel

SOLID WASTE COMMITTEE LIAISON: R. Dion

SOUTHERN NEW HAMPSHIRE PLANNING: M. Jolin

ZONING BOARD OF ADJUSTMENT REP: R. Dion

OTHER COMMITTEES:

CENTRAL HOOKSETT WATER PRECINCT: M. Ruel

COMMERCE ALLIANCE: P. Ganley

HOOKSETT VILLAGE WATER PRECINCT: D. Pichette-Volk

SCHOOL BOARD: R. Dion

TRI-TOWN AMBULANCE COMMITTEE: D. Pichette-Volk

Respectfully submitted,

Tina M. Paquette
Administrative Assistant

Mary A. Ruel
Secretary