

TOWN COUNCIL MINUTES
WORKSHOP MEETING
WEDNESDAY, JULY 17, 2002

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

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

PROPOSED TOWN COUNCIL CALENDAR FY 2002-2003:

Council consensus was to make the following changes to the Council Calendar to be brought up for a vote on July 24, 2002 meeting.

NOVEMBER 2002: Meetings to be as follows:
November 6, 2002 , first Wednesday in November.
November 20, 2002, third Wednesday in November.

DECEMBER 2002: no meetings. Meetings to be as follows:
December 4th, 2002, first Wednesday in December.
December 18th, 2002 third Wednesday in December

It was the consensus of the Council to make additional dates for Budget Workshops as follows:

JANUARY 2003:

January 6, 13, 27, 2002, Monday's at the Public Library 6:30pm – 9:30pm.

FEBRUARY 2003:

February 26th, no meeting. One meeting to be held in February.

APRIL 2003:

April 5, First Session Town Meeting.
April 30th , second Council meeting.

COUNCIL AGENDA FORMAT:

P. Rueppel suggested that there be a five-minute break after scheduled appointments and before old business.

M. Ruel stated that she would like to see nominations and appointments moved up on the list as there are members of the public that are often here for just that section of the meeting. She also asked that Town Administrator's Report have topics listed out so that Council can be more prepared.

Chairman DiBitetto stated he would like to see a more detailed listing under new business and the Town Administrator's report. He also thought Subcommittee Reports could be in a briefer format such as a two to three paragraph summary so that the verbal reports would highlight the specifics.

P. Rueppel stated that she would like to see each subcommittee member email their report to each Council member, Town Administrator and Administrative Assistant.

Chairman DiBitetto stated that a copy of the emailed subcommittee reports should be attached to the minutes for a matter of record and under the Town Administrator's report he would like to see the action items be kept separate from the report.

M. Farrell stated that he has been keeping them separate but feels that some action items are better discussed during the workshop such as those provided in the list for Council tonight.

Chairman DiBitetto stated he would like to see flexibility in having or not having a workshop.

M. Jolin was concerned that council would be squeezing three hours of agenda into two hours by having a one-hour workshop.

M. Farrell stated his intention was by having a workshop the meeting would move along at a faster pace and therefore be more efficient use of time.

M. Ruel suggested putting the workshop at the end of the meeting so that items will move along and the public could attend earlier to have their say.

The proposed new order for the agenda would be as follows:

- I. Call to Order
- II. Roll call
- III. Pledge of Allegiance
- IV. Approval of Minutes
- V. Agenda Overview
- VI. Public Input
- VII. Nominations/Appointment
- VIII. Scheduled Appointments: 7:30pm
- IX. 5 Minute Recess
- X. Old Business
- XI. New Business
- XII. Town Administrator's Report
- XIII. Public Input
- XIV. Subcommittee Reports
- XV. Discussion/Workshop
- XVI. Non-Public Session
- XVII. Adjournment

COUNCIL RULES OF PROCEDURE:

Chairman DiBitetto said the last Rules of Procedure were updated in January 2001. Now is the time to review them and bring them up to date if necessary.

Council consensus was that 2A. should read as follows: The Council shall meet in regular session on the 2nd and 4th Wednesdays of every month, except as noted on Town Calendar, at 6:30pm. (Change is in bold italic.)

M. Ruel asked for clarification on procedural vs. roll call vote.

M. Jolin stated that items that are a matter of procedure could be voted by voice vote and roll call items refer to action items such as voting on a contract or purchasing items. Voice vote can also be requested to be a roll call vote because someone may want to be on record as voting a certain way or there may appear to be a close voice vote and, for clarification, a roll call vote may be taken.

CODE OF CONDUCT:

Chairman DiBitetto stated that it should address all those employed by the Town of Hooksett.

M. Farrell stated that the Town Charter does reference ethics and conduct in Article 7. The Charter does cover ethics and conduct under disciplinary issues for employees.

Chairman DiBietto stated there is a consistency in the Charter as it does reference elected and appointed officials and employees.

P. Rueppel stated that the operation of Town Council should be defined.

M. Ruel stated the role of the Council could be further defined as to what their role is to Subcommittees and to Administration or to other important departments or areas and should be added to the Rules of Procedure.

Chairman DiBietto stated the Code of Ethics should be last the document. It should incorporate what a mission is so that all parties know what rules guide their actions once they have been defined. That's why it is important to do the Performance Government outline to create a Vision Statement, Mission Statement, work out goals, and define roles. He would also like to have Ethical Code and Rules of Procedure combined into one document.

M. Farrell stated that the documents he has provided are samples to be used as a guideline the Council may adjust to fit the needs of Hooksett.

Chairman DiBietto stated that at the next meeting the workshop topic would be the role of Town Council related to Administration and staff.

Chairman DiBietto declared the meeting adjourned at 8:30pm.

Respectfully submitted,

Tina M. Paquette
Administrative Assistant

Mary A. Ruel
Town Council Secretary