

**TOWN COUNCIL MINUTES  
REGULAR MEETING  
Wednesday, March 26, 2003**

**PRESENT:** Chairman M. DiBitetto, G. Longfellow, P. Rueppel, M. Ruel, D. Pichette-Volk, M. Jolin, R. Holley present at 6:39pm. P. Loiselle, R. Dion – excused.

Chairman DiBitetto called the meeting to order at 6:30pm.

A moment of silence was held for the Armed Forces overseas in Iraq.

**MINUTES:** February 12, 2003: M. Jolin moved to approve with amended. Motion seconded by Longfellow.

M. Jolin motioned to table in order that the individual warrant articles be added in with each motion. Motion seconded by M. Ruel. **Motion carried.**

February 19, 2003: M. Ruel moved to table in order that each councilor would be able to receive a set of these minutes. Motion seconded by M. Jolin. **Motion carried.**

March 5, 2003: D. Pichette-Volk moved to approve. Motion seconded by R. Holley.

M. Jolin moved to table in order that the individual warrant articles be added in with each motion. Motion seconded by M. Ruel. **Motion carried.**

March 12, 2003: P. Rueppel moved to approve as presented. Motion seconded by M. Jolin. **Motion carried.** M. Ruel and R. Holley abstained due to absence.

**NOMINATIONS/APPOINTMENTS:**

Solid Waste Management Advisory Board: M. Jolin moved to appoint Sandy Oliver to the Alternate Fill-in position, exp-6/2003. Motion seconded by G. Longfellow. **Motion carried.**

G. Longfellow nominated John Brock to the Alternate Fill-in position, exp-6/2004.

P. Rueppel moved to close nominations. Motion seconded by G. Longfellow. **Motion carried.**

Heritage Commission: M. Jolin moved to appoint Sandy Oliver to the Full Fill-in position, exp-6/2004. Motion seconded by G. Longfellow. **Motion carried.**

**OLD BUSINESS:** First Session Town Meeting warrant article motions.

Article 4: To see if the Town will vote to approve the cost items in the collective bargaining agreement reached between the Hooksett Police Commission and the Hooksett Police Union which calls for the following increases in salaries and benefits:

<u>Fiscal Year</u>	<u>Salaries</u>	<u>Benefits</u>
2003-04	\$ 98,157.80	\$ 10,928.65
2004-05	\$ 78,169.08	\$ 8,812.25
2005-06	\$ 67,799.34	\$ 7,822.57

And further to raise and appropriate the sum of \$ 109,086.45 (one hundred and nine thousand and eighty-six and 45/100 dollars) for the 2003-04 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits over those appropriations at current staffing levels paid in the prior fiscal year.

Motion: Police Commission  
Second: Police Commission  
Speak to: Police commission

Article 5: Shall the Town, if Article #4 is defeated, authorize the Town Council to call one special meeting, at its option, to address Article #4 cost items only per RSA 31:5,III.

Motion: Police Commission  
Second: Police Commission  
Speak to: Police commission

Article 6: Shall the Town of Hooksett raise and appropriate as an operating budget, not including appropriations by special warrant articles, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling **\$11,305,299**? Should this article be defeated, the operating budget shall be **\$10,842,542**, which is the same as last year, with certain adjustments required by previous action of the Town of Hooksett or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. Note: This Article does not include special warrant articles #4 nor #5 and does not include articles #7 through #34.

Motion: M. Ruel  
Second: M. DiBitto  
Speak to: M. Ruel and M. DiBitto

Article 7: To see if the Town will vote to raise and appropriate the sum of \$179,899 (One hundred seventy-nine thousand eight hundred and ninety-nine dollars) for the salaries, benefits and other initial costs of five (5) new full-time police officers. The officers will be hired in the last six months of the 2003-04 fiscal year.

<u>Fiscal Year</u>	<u>Salaries</u>	<u>Benefits</u>	<u>Other</u>
2003-04	\$113,734	\$41,948	\$24,217

Motion: Police Commission  
Second: Police Commission  
Speak to: Police Commission

Article 8: To see if the Town will vote to raise and appropriate the sum of \$70,248 (seventy thousand two hundred forty-eight dollars) for pay increases for non-union Town personnel. The pay increase will include a 2% cost of living adjustment and a potential merit increase based on a performance evaluation averaging an additional 2% depending on funding.

Motion: P. Rueppel  
Second: D. Pichette-Volk  
Speak to: D. Pichette-Volk

Article 9: To see if the Town will vote to raise and appropriate the sum of \$41,600 (forty-one thousand six hundred dollars) for the salary, benefits and related costs of a part-time building inspector/code enforcement officer.

Motion: M. Jolin  
Second: G. Longfellow  
Speak to: M. Jolin and Code Enforcement Officer Ken Andrews for technical questions

Article 10: To see if the Town will vote to authorize the Council to enter into a ten year lease/purchase agreement for the purpose of purchasing a new or remanufactured Quint Multi Purpose Fire Truck and to raise and appropriate the sum of \$87,416 (eighty-seven thousand four hundred sixteen dollars) as the first year's payment. This is a non-lapsing appropriation per RSA 32:7,VI and will not lapse until the truck is delivered and accepted.

Motion: M. Ruel  
Second: D. Pichette-Volk  
Speak to: M. Ruel and Fire Chief Michael Howard for technical questions

Article 11: To see if the Town will vote to authorize the Council to enter into a five year lease/purchase agreement for the purpose of purchasing a combination vacuum/sweeper truck and to raise and appropriate the sum of \$32,321 (thirty-two thousand three hundred twenty-one dollars) as the first year's payment. This is a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the truck is delivered and accepted.

Motion: M. DiBitetto

Second: M. Ruel

Speak to: M. DiBitetto and Highway Manager Dale Hemeon for technical questions

Article 12: To see if the Town will vote to authorize the Council to enter into a five year lease/purchase agreement for the purpose of purchasing a Packer Truck and to raise and appropriate the sum of \$30,000 (thirty thousand dollars) as the first year's payment. This is a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the truck is delivered and accepted.

Motion: P. Rueppel

Second: G. Longfellow

Speak to: P. Rueppel and Solid Waste Superintendent Kemp Holt for technical questions

Article 13: To see if the Town will vote to raise and appropriate the sum of \$40,000 (forty thousand dollars) for Transportation Impact Fees Analysis. This will be a non-lapsing account per RSA 32:3, VI and will not lapse for five years or until project is completed whichever is less.

Motion: M. Ruel

Second: M. Jolin

Speak to: M. Ruel and Town Planner Charles Watson for technical questions

Article 14: To see if the Town will vote to raise and appropriate the sum of \$20,000 (twenty thousand dollars) to purchase a vehicle for the Town Administrator.

Motion: D. Pichette-Volk

Second: M. DiBitetto

Speak to: D. Pichette-Volk

Article 15: To see if the Town will vote to raise and appropriate the sum of \$44,500 (forty-four thousand five hundred dollars) to purchase and install a vehicle exhaust ventilation system for Fire Station One.

Motion: M. DiBitetto

Second: D. Pichette-Volk

Speak to: M. DiBitetto and Fire Chief Michael Howard for technical questions

Article 16: To see if the Town will vote to raise and appropriate the sum of \$85,000 (eighty-five thousand dollars) with \$60,000 (sixty thousand dollars) from the Capital Improvement Fund, and \$25,000 (twenty-five thousand dollars) from current year taxation to purchase a six-wheel dump truck with plow and sander for the Highway Department.

Motion: M. Ruel

Second: P. Loiselle

Speak to: M. Ruel and Highway Manager Dale Hemeon for technical questions

Article 17: To see if the Town will vote to raise and appropriate the sum of \$47,000 (forty-seven thousand dollars) to complete Phase II & III of the Town's Geographic Information System. This will be a non-lapsing account per RSA 32:3, VI and will not lapse for five years or until project is completed whichever is less.

Motion: M. Jolin  
Second: D. Pichette-Volk  
Speak to: Town Planner Charles Watson

Article 18: To see if the Town will vote to raise and appropriate the sum of \$39,500 (thirty-nine thousand five hundred dollars) from the Capital Improvement Fund for the purchase of a vehicle weigh scale for the transfer station, with no funds from current year taxation.

Motion: P. Rueppel  
Second: G. Longfellow  
Speak to: P. Rueppel and Solid Waste Superintendent Kemp Holt for technical questions

Article 19: To see if the Town will vote to establish a Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of building containment shed(s) for recyclables at the transfer station and to raise and appropriate the sum of \$20,000 (twenty thousand dollars) to be placed in said fund, and to name the Town Administrator as agent to expend, to comply with the Environmental Protection Agency's National Pollutant Discharge Elimination System (NPDES) Storm Water Phase II Rules.

Motion: G. Longfellow  
Second: M. Ruel  
Speak to: G. Longfellow and Solid Waste Superintendent Kemp Holt for technical questions

Article 20: To see if the Town will vote to establish a Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of purchasing a Forestry Truck with a skid unit for the Fire Department and to raise and appropriate the sum of \$29,600 (twenty-nine thousand six hundred dollars) to be placed in said fund, and to name the Town Administrator as agent to expend.

Motion: D. Pichette-Volk  
Second: P. Rueppel  
Speak to: D. Pichette-Volk and Fire Warden Harold Murray for technical questions

Article 21: To see if the Town will vote to raise and appropriate the sum of \$10,000 (ten-thousand dollars) to be placed in the Parks and Recreation Facilities Development Fund already established.

Motion: M. Jolin  
Second: P. Loiselle  
Speak to: M. Jolin and Highway Manager Dale Hemeon for technical questions

Article 22: To see if the Town will vote to raise and appropriate the sum of \$34,160 (Thirty-four thousand one hundred sixty dollars) to be placed in the Fire Department's Air Packs and Bottles Capital Reserve Fund already established. This is year four of a five-year program to meet the mandatory replacement of air packs and air bottles.

Motion: P. Loiselle  
Second: P. Rueppel  
Speak to: P. Loiselle and Fire Chief Howard for technical questions

Article 23: To see if the Town will vote to raise and appropriate the sum of \$16,600 (sixteen thousand six hundred dollars) to be placed in the Transfer Station Live Bottom Trailer Capital Reserve Fund already established.

Motion: G. Longfellow

Second: P. Rueppel

Speak to: G. Longfellow and Solid Waste Superintendent Kemp Holt for technical questions

Article 24: To see if the Town will vote to raise and appropriate the sum of \$50,000 (fifty thousand dollars) to be placed in the Town Hall Computer Development Capital Reserve Fund, already established.

Motion: M. DiBitto

Second: D. Pichette-Volk

Speak to: M. DiBitto

Article 25: To see if the Town will vote to raise and appropriate the sum of \$25,160 (twenty-five thousand one hundred sixty dollars) to be placed in the Emergency Radio Communication System Capital Reserve Fund, already established.

Motion: Police Commission

Second: Police Commission

Speak to: Police Commission.

Article 26: To see if the Town will vote to establish a Capital Reserve Fund under the provisions of RSA 35:1 for the replacement and/or refurbishing and all architectural, design and engineering of the heating/ventilation/air conditioning unit at the Library; said fund to be called the HVAC System Development Capital Reserve Fund and to raise and appropriate the sum of \$20,000 (twenty thousand dollars) to be placed in said fund, and to name the Library Trustees as agent to expend.

Motion: Library Trustees

Second: Library Trustees

Speak to: Library Trustees

Article 27: To see if the Town will vote to establish a Capital Reserve Fund under the provisions of RSA 35:1 for engineering and construction funding for improvements to the U.S. Route 3 Corridor bounded by Alice Ave to the South and Benton Road to the North, and to raise and appropriate the sum of \$25,000 (twenty-five thousand dollars) to be placed in said fund, and to name the Town Administrator as agent to expend. These funds may also be used to supplement federal or state funding for the same purpose.

Motion: M. DiBitto

Second: M. Jolin

Speak to: M. DiBitto

Article 28: To see if the Town will vote to establish a Capital Reserve Fund under the provisions of RSA 35:1 for engineering, appraisal, and legal services necessary to layout and acquire the right of way (ROW) from W. Alice Ave. to the southern terminus of the Manchester Sand and Gravel proposed grant of ROW required to complete the proposed Parkway shown in the Town Master Plans and to raise and appropriate the sum of \$25,000 (twenty-five thousand dollars) to be placed in said fund, and to name the Town Administrator as agent to expend. These funds may also be used to supplement federal or state funding for the same purpose.

Motion: M. DiBitto

Second: M. Jolin

Speak to: M. DiBitto

Article 29: To see if the Town will vote to establish a Capital Reserve Fund under the provisions of RSA 35:1 for the development of architectural and engineering plans of a Town Center Building and to raise and appropriate the sum of \$20,000 (twenty thousand dollars) to be placed in said fund, and to name the Town Administrator as agent to expend.

Motion: D. Pichette-Volk (**Amendment too**)  
Second: P. Rueppel  
Speak to: D. Pichette-Volk

Article 30: To see if the Town will vote to discontinue the Fire 5" Large Diameter Hose Capital Reserve Fund. Said funds, with accumulated interest to date of withdrawal, are to be transferred to the town's general fund. January 31, 2003 balance was \$204.43.

Motion: P. Loiselle  
Second: G. Longfellow  
Speak to: P. Loiselle and Fire Chief Michael Howard for technical questions

Article 31: To see if the Town will vote to discontinue the Police Computer File Server Capital Reserve Fund. Said funds, with accumulated interest to date of withdrawal, are to be transferred to the town's general fund. January 31, 2003 balance was \$22,980. Passage of this article is contingent upon an affirmative vote of Article #32.

Motion: Police Commission  
Second: Police Commission  
Speak to: Police Commission

Article 32: To see if the Town will vote to establish a Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of replacing and/or purchasing equipment/components for the police computer system; said fund to be called the Police Computer System Development Capital Reserve Fund and to raise and appropriate the sum of \$40,580 (forty thousand five hundred eighty dollars) to be placed in said fund with up to \$22,980 (twenty-two thousand nine hundred eighty dollars) from fund balance (surplus) and \$17,600 (seventeen thousand six hundred dollars) to be raised from current year taxation and to name the Police Commission as agent to expend. Passage of this article is contingent upon an affirmative vote of Article #31.

Motion: Police Commission.  
Second: Police Commission  
Speak to: Police Commission

Article 33: "Shall we adopt the provisions of RSA 31:95-c to restrict 100% of all revenues generated at the Hooksett Solid Waste Department to include, but not limited to, municipal solid waste tipping fees, demolition tipping fees, all recycling receipts, and the sale of any items or materials from that facility, to expenditures for the purpose of funding Hooksett's solid waste disposal? Such revenues and expenditures shall be accounted for in a special revenue fund to be known as the Hooksett Solid Waste Disposal Fund, separate from the General Fund. Any surplus in said fund shall not be deemed part of the General Fund accumulated surplus, and shall be expended only after a vote by the legislative body, to appropriate a specific amount from said fund, for a specific purpose related to the purpose of the fund or source of the revenue. "The provisions of RSA 31:95-c shall apply upon passage". Passage of this article is contingent upon an affirmative vote of Article #34.

Motion: G. Longfellow  
Second: M. Ruel  
Speak to: G. Longfellow, M. Ruel, Solid Waste Management Advisory Board for technical questions

Article 34: Shall we rescind the provisions of RSA 31:95c to restrict revenues from municipal solid waste tipping fees, demolition tipping fees, and recycling receipts to expenditures for the purpose of funding the Hooksett's Capital Improvement Program? Such revenues and expenditures shall be accounted for in a special revenue fund to be known as the Hooksett Capital Improvement Fund, separate from the General Fund. Any surplus in said fund shall not be deemed part of the general fund accumulated surplus and shall be expended only after a vote by the legislative body, hereby known as the Budgetary Town Meeting, to appropriate a specific amount from said fund or source of revenue." The

provisions of RSA 31:95c shall apply upon passage. Passage of this article is contingent upon an affirmative vote of Article #33.

Motion: G. Longfellow

Second: M. Ruel

Speak to: G. Longfellow, M. Ruel, Solid Waste Management Advisory Board for technical questions

**TOWN ADMINISTRATOR'S REPORT:**

M. Farrell reported on the following items:

1. Kohl's Department Store at Exit 10 will be having a grand opening ceremony at 7:45am on Friday, April 11<sup>th</sup>.
2. The quint fire truck will be arriving on Friday March 28<sup>th</sup>. It's in Connecticut having final preparations made. Training will be held and the truck will go into service in a little over two weeks.
3. The February budget figures were distributed. The Town is on target with 65.38% of the year gone by and 65.04% of the Town operating budget expended.

P. Rueppel commented that considering the severe winter, the Highway budget is only 5% over expended. The overtime had to have been astronomical. Dale Hemeon and his administrative staff did an outstanding job keeping in line with the budget.

4. Highway Manager Dale Hemeon and Finance Director Diane Savoie attended a FEMA workshop yesterday. The federal government has declared certain counties including Merrimack, as disaster areas during the major storm over the Washington's Birthday holiday. We will be reimbursed for our overtime expenditures.
5. The annual equalization ratio figures from DRA have been received. The trend continues downward which is an indicator that a reval is necessary. It is at 65.7% for the 2002 tax year. In 2002 for 2001 tax year it was 91%. In 2001 for 2000 tax year it was 78%.
6. Nancy Winneg v. Town of Hooksett was heard in Merrimack Superior Court regarding the zoning amendment petition redesignating prime wetlands in the Head's Pond area. The Court found that the warrant article was out of order and unenforceable because it didn't follow proper procedure required by state law, which is that all prime wetlands must instituted and initiated by the Conservation Commission. This was not. This was attempt instead to do it by a petition warrant article. A temporary restraining order was requested by the plaintiff and denied. The preliminary and final hearing was combined and the judge found in favor of the Town Council's action to not place it on the warrant.
7. Route 3A development and Southern NH University v. Town of Hooksett was heard in Merrimack Superior Court regarding their Fall 2002 submission change of their Master Plan for the north campus development. At the public hearing, the Planning Board determined that the requested change was a significant change to the original master plan submission. The significance of that decision is when the Council at the time of the original Master Plan submission in 1997 had an agreement with SNHU, then called NH College, to accept the Library building at 1701 Hooksett Road and one condition was the college and/or assigns would be exempt from future impact fees. At the time the Town didn't have impact fees so no one gave it much thought. The Planning Board at the time agreed and the Council agreed. SNHU and the developer felt the changes were not significant. An expert conducted a study and testified that it was a significant change and the judge agreed. A 400 home subdivision will now be eligible for impact fees at approximately \$3,600 per household will equal 1.2 or 1.3 million dollars. This will probably go to Supreme Court because of the significance of it.

8. The Town Clerk asked that it be announced that today was start of the signup period for elective offices for the May vote. The deadline is April 4<sup>th</sup>. Four Council seats are up for reelection.
9. The regional water consortium continues to meet and develop their charter.
10. The Village School Reuse Committee continues to meet and is finalizing an exit survey to conduct at the May elections. Field trips to other towns who have converted old schools to other facilities will be done.
11. A letter was sent to Allenstown regarding the communications bill. Additional data was requested which Finance Director Diane Savoie and the Police Chief Steve Agrafiotis will put together. Allenstown has indicated it's a lot of money for them to pay at once, but felt there were some funds they could probably get out of this years budget and possibly some at the end of the budget year if any is left. They're not trying to avoid the bill. We're not going to take them to court. It needs to be cleared up and both Towns are willing to work together.
12. The Town's right of way roadway system is a very valuable resource, which is not utilized to its fullest extent. We allow utilities to use it and they pay us \$10 to install a pole. The cable company pays us 3% franchise fee to hang wires on the poles. Many towns are looking into the feasibility of running their own ultra-high speed broadband directly to each home. We have the right to do that in our own franchise agreement. Government revenue bonds are an underused resource. The Merton Group has been doing this and speaks with towns to assist them. They've spoken with Hanover, Merrimack, Goffstown and other and are working on this in KY, MA, NH and other states. They'll be in NH on Tuesday evening and could speak to us. They could do a feasibility study at no cost to the Town and we would provide the needed data to them.

Council consensus was to hold a workshop for Tuesday evening.

#### **SCHEDULED APPOINTMENTS:**

**8:00pm: Community Economic Development Corporation of Hooksett (CEDCOH):**

Steve Korzyniowski expressed thanks to Town Administrator Mike Farrell for philosophical support and for financially helping create CEDCOH and also Charles Watson who is a real asset to the Town and has been very helpful in bringing many things together. Volunteer citizen involvement is what CEDCOH is about. Two years ago there was a community-profiling event in November with 150 participants. What came out of that was six projects that needed to be worked on which were creation of a public directory which is posted throughout town; updating Master Plan which is being worked on for one year; the Heritage Trail with a very strong and active committee; the Natural Resource Inventory which has been incorporated into the Master Plan, addressing Route 3 congestion which a number of groups are looking at including those on the Master Plan Committee, and a community center. We've been hosting economic development forums at SNHU on Saturdays with 40-60 people. SNHU has been a great asset.

An exit poll was mentioned earlier for the pay as you throw program. We're conducting a survey and we'd like to invite the Solid Waste Department to give us the survey questions that they would like polled and they'll be incorporated into our survey.

CEDCOH is an ongoing living dynamic organization to keep the town going and to educate it. Its focus is on the Town Council's economic development goals, which have been stated by a subcommittee.

Dawn Stanhope, Director, stated that they promote a balanced and sustainable community economic development that benefits residents, enhances and protects the environment and our quality of life. We try to be pro active and attract valuable businesses with balanced growth without tax increases. Our first project is a charrette, which gives alternatives for growth in a collaborative, holistic forum that results in solutions for the greater good of the community. We are a diverse group, which will bring strength to our organization. Without CEDCOH the growth could continue to be unbalanced, residents could be forced out of community from over development or properties too expensive to maintain, built-out, and possibly loose valuable

natural resources. We are applying for 501c3 and will be seeking long-term partnerships with businesses, foundations and government. We want to make sure we use the nonprofit resources but produce income for ourselves and internally generate it to make sure we're a lasting asset to the community and are asking for approval.

Chairman DiBietto asked how the board was made up.

D. Stanhope explained it would be a permanent board, elected, with staggered terms. Currently Town Planner Charles Watson is on the board and we would like the Town Administrator to appoint someone to ensure we have involvement with the Town. The term would expire annually in order not to overburden one person.

M. Ruel asked if the economic development line in the budget was used for this.

M. Farrell reported it was.

D. Pichette-Volk expressed concern over the term 'approval' and asked what wording they would need.

D. Stanhope answered that when applying for grants they would like to have a document showing Council support whether it's a resolution or letter of support.

Council consensus was for the Town Administrator to create a resolution to be brought to the next Council meeting for approval.

**PUBLIC INPUT:**

Cemetery on Route 3A: David Paquette, President of the Historical Society, stated that the cemetery on Route 3A has had it's chain link fence damaged from the state snowplows pushing the vast amount of snow against it and recommends a guardrail to prevent future snow damage.

M. Farrell advised the Cemetery Commission would be notified and the Highway Department would be notified to possibly contact the State D.O.T.

Photocopies of Warrant: Christina Katsikas, NH Fireworks, business address of 1407 Hooksett Road, stated that she received a copy of the warrant with some pages missing and was told the photocopy had not worked properly. The November 8<sup>th</sup> minutes 'Liz' spoke at end of meeting have not been changed and it won't bring it up again. The web site warrant articles did not have the budget with it.

8:30pm: Bill Hoyt, Re: LCHIP:

Bill Hoyt of Derry, representing LCHIP stated LCHIP provides grants to communities to preserve land, buildings, cemeteries, bridges, etc. It's a matching grant program. Money matched is \$1.00 of every LCHIP dollar in grants typically receives \$4 from private sources, towns, or nonprofit groups. LCHIP is requesting the Council pass a resolution in support of continued funding for the LCHIP program. Governor Benson has proposed a 1/3 funding cut to LCHIP. A town meeting warrant article campaign was held which asked all towns to support by warrant article or resolution. We have 109 communities that have passed warrant articles in support of LCHIP, which is 69% population of state.

After much discussion of whether previous action was taken, it was determined there was none.

D. Pichette-Volk moved to endorse the resolution in support of continued funding for LCHIP as designated on the handout. Motion seconded by M. Jolin. **Roll call vote carried unanimously.**

**SUBCOMMITTEE REPORTS:**

Council Newsletter: M. DiBietto reported a draft was done and is hoping to wrap it up this week.

Perambulation: D. Pichette-Volk reported a meeting was held last week. They are currently working on an 1822 handwritten transcript regarding the Manchester town line.

Planning Board: M. DiBietto reported that SNHU is undertaking a traffic study on their project.

Police Commission: M. DiBietto reported the communications project is nearing an end this fiscal year. A grant has been received for six chemical suits.

Road connector: M. Farrell reported he met with the developer from the north campus this week and they're anxious to make sure it gets built.

Solid Waste Management Advisory Board: Argued over who the legislative body is.

SNHPC: M. Jolin reported that a vote was taken to recommend the highway transportation enhancement projects in the ten-year plan.

Tri-Town Ambulance: D. Pichette-Volk reported they purchased a second-hand ambulance to replace an older piece of equipment.

**DISCUSSION/WORKSHOP:**

Town Administrator's annual review: Council consensus was to have a special council meeting at some point in the future.

Chairman DiBietto adjourned the meeting 9:15pm.

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Elizabeth Dinwoodie  
Acting Minute Taker

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Mary A. Ruel  
Town Council Secretary