

TOWN COUNCIL MINUTES
JUNE 25, 2003

Present: Chairman DiBitetto, R. Holley, M. Jolin, P. Loiselle, G. Longfellow, D. Pichette-Volk, M. Rueppel, P. Rueppel, M. Farrell – Town Administrator. Excused: R. Dion

Chairman DiBitetto opened the meeting at 6:30pm.

MINUTES:

May 28, 2003. Chairman DiBitetto stated that the May 28 revisions are in process and will be on the agenda for the next meeting.

June 11, 2002. P. Loiselle moved to accept the minutes as amended. Seconded by R. Holley. **Motion carried unanimously.** M. Jolin abstained.

AGENDA OVERVIEW:

Chairman DiBitetto stated that an addendum to the agenda was posted adding a scheduled appointment at 7:45pm for a review of utility assessment by Municipal Resources Inc. (MRI). If time permits, there will be a nonpublic session in reference to pending litigation and a separate issue relating to personnel.

PUBLIC INPUT:

DAVID R. CAWLEY MIDDLE SCHOOL - LIBRARY BOOK DRIVE

Joanne McHugh, 14 Jefferson Drive, the new middle school is almost finished being built and in doing a walk through and in observing the size of the library they realized how small their collection of books are to meet the needs of the students. Therefore Memorial School's PTO has come up with an idea on how to increase the collection of books. Notices were given to the students and to the newspaper to give the community an opportunity to do something. Their intent is to collect 500 books by August 15. The PTO was able to set aside \$1600 from the middle school auction this spring for reference books. They are seriously lacking fiction, nonfiction, and specific subject books. There is an explanation sheet and form that explains how to go about adopting a book. A special bookplate will be placed in each book to acknowledge your donation and to honor the service or memory of a specific individual. There is also a wish list for the donor to choose titles from. Donation checks can be made out to the David R. Cawley Middle School and sent to: Attention Adopt-A-Book, David R. Cawley Middle School, 89 Whitehall Rd., Hooksett, NH 03106.

D. Pichette-Volk stated that to be clear on this donation, you are looking for monetary donations not for donation of books.

J. McHugh stated that is correct we are looking for funds not donation of books.

H. Murray stated the perhaps this information could be printed in the Hooksett Banner.

J. McHugh stated it was sent to the banner but she didn't see it in print yet.

H. Murray stated perhaps the form could be put in the Hooksett Banner to reach a greater number of people.

Phil Fitanides, Councilor elect, asked if they would accept used books and weed out what isn't needed.

J. McHugh stated as a starter they would prefer new books, but if they are chapter books that relate to the curriculum that would be ok because extra copies are always needed.

FRASIER PARK:

JoAnn McHugh asked for the status on Frasier Park's playground equipment.

G. Longfellow stated that sand was hauled in today.

Chairman DiBitetto stated that the concrete footings have been installed and expect the rest of the installation to be wrapped up this week.

M. Farrell stated there is one last piece to do and will be complete this week

Chairman DiBitetto gave thanks for the Kiwanis Club's donation and said the community appreciates it.

SCHEDULED APPOINTMENTS:

TAXICAB ORDINANCE - DEFINITION OF REGULATED ACTIVITY.

Chairman DiBitetto opened the public hearing at 7:04pm.

Chairman DiBitetto read the Taxicab Ordinance, Sect 1 "Definition", and stated the new verbiage as highlighted and underscored. He then read Section 3, "Out of Town Taxicabs", and noted that the stricken words would be removed.

H. Murray stated that for example, since there are no licensed taxicabs in Town and if he wants to go to the airport he cannot be picked up and taken to the airport. He asked if this will be enforced, what law do you plan to use to enforce this. And would the police department be the ones to enforce it. The police department doesn't have the power to enforce an ordinance.

Chairman DiBitetto stated currently a taxicab cannot make pickups in Hooksett and it has been that way since the inception of the ordinance. We are attempting to improve on the verbiage and make the intent of the ordinance clearer.

M. Farrell stated that in other towns it is the police that will enforce the ordinance. We are attempting to bring the ordinance in line with other towns. There's no mechanism in the ordinance to enforce it. Next step would be to notify all taxicab companies about the ordinance.

Chairman DiBitetto stated airport limos not metered are exempt from the ordinance.

M. Farrell stated that when a taxi comes to Hooksett they are off the meter, the charge is figured out by zone the same is true for limo. The ordinance refers to metered taxicabs so we would have a difficult time enforcing a non-metered pickup.

Doug St. Pierre, Councilor Elect, asked if other towns require taxicabs to be somewhat permitted to do business in their town. It seems that permitting is a system to provide safety for the general public to ensure that their taxicab is a reputable company and that they will bring you from point A to point B without giving a joy ride around. Seems that permitting a Taxicab business would provide a public service with a safety factor built into it. Enforcement may be a problem, but anyone who objects to being permitting to service the public would cause one wonder what they may be hiding.

Chairman DiBitetto stated having this ordinance is a way of monitoring who's operating in Hooksett and that they meet at least a minimum of certain standards.

H. Murray stated that once there is a taxicab service operating from Hooksett then it would seem fair charging them to operate in Town.

Chairman DiBitetto asked if H. Murray has a recommendation for consideration that permitting not be required by out of town taxicabs.

H. Murray stated yes, until such time that you have a taxicab company operating from Hooksett.

Chairman DiBitetto stated then permitting would only apply to taxicabs that are housed, and doing business in Hooksett as a Hooksett company.

P. Rueppel stated or headquartered in Hooksett.

H. Murray stated that's what it would appear to be.

Chairman DiBitetto closed the public hearing at 7:17PM.

G. Longfellow stated there would be a lot of people that would not have any transportation.

Chairman DiBitetto stated the ordinance has been in existence for a number of years though not strictly enforced. There are also the options of revising the ordinance further or to eliminate the ordinance.

M. Ruel stated that the fees are relatively small. Though the ordinance is not strictly enforced it still has relevance and shouldn't be done away with. If the taxicab is caught picking up in Hooksett they should pay the fine.

Chairman DiBitetto stated the fees are \$50.00 for the trade name, \$25 for each vehicle, and \$10 for each operator.

G. Longfellow moved to table the Taxicab Ordinance discussion. Seconded by P. Rueppel

Roll call vote.

R. Holley	no	D. Pichette-Volk	no	
M. Jolin	no	M. Ruel	no	
P. Loiselle	no	P. Rueppel	yes	
G. Longfellow	yes	M. DiBitetto	yes	<u>Motion failed.</u>

P. Loiselle moved to accept the changes in the Taxicab Ordinance #00-20 as presented. Seconded by R. Holley.

Roll call vote.

M. Jolin	yes	P. Rueppel	yes	
P. Loiselle	yes	R. Holley	no	
D. Pichette-Volk	no	M. DiBitetto	yes	
M. Ruel	yes			<u>Motion carried. G. Longfellow abstained.</u>

WAL-MART DONATION OF \$1500 SMOKE MACHINE AND TRAINING VIDEOS FOR FIRE DEPARTMENT.

Chairman DiBitetto opened the public hearing at 7:31pm

Tina Paquette, Administrative Assistant, read the posted public hearing notice and stated the purpose of the public hearing is to accept a donation from Wal-Mart in the amount of \$1,500.00 for the Fire Department to obtain a smoke machine and training video.

Chief Howard stated that a twice a year the Fire Department does a safety day with Wal-Mart and other emergency services in the area join in annually. Due to our cooperative efforts Wal-Mart would like to donate to the fire department a non-toxic fire machine and training videos. Wal-Mart rules do not permit them to exceed \$1,500.00.

M. Farrell stated by accepting this donation what would be the cost to the Town; is there an upkeep expense.

Chief Howard stated the training videos though valuable, would be out dated in a few years and the smoke machine would be of great value. The fluid for the smoke cans is \$75 - \$100 and there should be no other maintenance. Our current machine is 14 years old, unusable and the repair estimate is \$375.00.

Chairman DiBitetto opened the hearing at 7:35pm

There were no comments

Chairman DiBitetto closed the hearing at 7:36pm

P. Rueppel moved to accept the \$1,500.00 from Wal-Mart for the Smoke machine and training videos. Seconded by M. Jolin. **Motion carried unanimously.**

Chairman DiBitetto stated he would send a thank you letter to Wal-Mart for their generosity.

TORIN VOLK – EAGLE SCOUT PROJECT:

Torin Volk, 6 Highland Street, presented an update on his Eagle Scout project. The area has been cleared and seating soon to be in place. He has proposed three names to the Council and the selected name will be placed

on a sign at the entrance to the Park located off Veterans Drive. The proposed names were Heritage Park, Heritage Place, and Heritage Landing. He stated his choice would be Heritage Landing.

Council consensus was to name the park Heritage Landing.

P. Loiselle moved that Heritage Landing be the name. Seconded by R. Holley. **Motion carried unanimously.**

T. Volk stated that he has created the wording for a small marker to be affixed to a large riverside rock on the site. The wording to be "This park was created as a public recreation area during the Summer of 2003 by Torin Volk, as an Eagle Scout Project, in remembrance of the families who lost their homes and businesses at this site during the Flood of 1936."

P. Loiselle moved to approve the marker and wording as proposed by Torin Volk for his Eagle Scout project. Seconded by P. Rueppel. **Motion carried unanimously.**

JOE LESSARD – UTILITY ASSESSMENT.

Don Ingalls, Management Resources Inc, (MRI) representative, stated that the assessment of utilities is done separately from the other town assessment that is currently in process in Hooksett. To appraise utilities a request for proposal (RFP) is sent out. The four utility companies are Public Service Company of N.H., Tennessee Gas Pipeline, Pennichuck East Utility, and Energy North Natural Gas. The total assessed value on the properties is 19.7 million dollars and PSNH is valued at 80% of the 19.7 million and continues to be at about 80% of the total value of all the utilities in Hooksett for the past two years. On May 27th the RFP went out to four companies and one response, George E. Sansoucy, has been received. MRI has been in contact with all four companies and one sent a letter in declining to bid, one responded they are no longer in the business of appraising public utilities, and one other has not yet responded. As requested in the RFP the company will provide values by October 1, 2003. Their bid was \$70,000; they would be given authority to start on July 9, 2003. The breakdown of the proposal consists of \$27,000 for PSNH, then \$13,000 and \$13,000 and \$17,000 respectfully, for the remaining three companies. There will be four self-contained appraisals and there will be a full report on each as opposed to lumping all the utilities together. The methods of appraisal will be the cost, reproduction costs and the income approach.

P. Loiselle asked if there is any history of previous quotes going back perhaps 10 years.

M. Farrell stated it is his understanding that we have accepted the Department of Revenue Administration (DRA) figures and never taken the initiative to value these utilities individually.

Chairman DiBitetto stated we can continue to accept the DRA figures or we can expend funds to get what we expect would be a more accurate dollar value. He asked if the DRA uses a different methodology for appraisal.

D. Ingalls stated the DRA uses a different method of appraisal. The DRA takes the total value of the utilities in the state then apportion to each community, with little regard with what is actually in the community so it's a unit method. Typically the unit method is very low. He tried to get some specific figures from assessors throughout the state and they would not provide him with any specifics. He read several responses and there were no direct answers. The DRA figures for Hooksett in 2002 totaled 18.8 million; the process is to equalize that figure by the ratio, which was 78% in 2002. Using the DRA figures that would have come to 14.7 million. He doesn't directly use DRA assessments each year. Therefore assessments for 2002 were 19.7 million. If he exclusively used the DRA figures the valuation would have been five million dollars less in assessed valuation and if you consider the tax rate at \$25 per thousand, that equates to about \$126,000 dollars.

Chairman DiBitetto asked for clarification what was assessed for \$19 million.

D. Ingalls stated that MRI assessed Public Service Company of N.H., Tennessee Gas Pipeline, Pennichuck East Utility, and Energy North Natural Gas at \$19.7 million. This was done by looking at assessments of the utilities as they were. The DRA sends in values and MRI looks at the difference from the current year compared to the previous year and then adjusts their assessed value by the difference times the ratio.

Chairman DiBitetto asked what we have done is applied an adjustment on the assessment, there has not been a complete and new assessment done.

D. Ingalls stated that's right.

M. Jolin asked if there is \$70,000 to spend on this.

M. Farrell has not asked the Finance Director do a calculation. Based on the bid, there is about \$30,000 - \$37,000 available due to underbidding and we would have to come up with another \$40,000.

Chairman DiBitetto asked if the \$70,000 is a hard number or not to exceed figure.

D. Ingalls stated it looks like a hard number and that would be defending their values at the local level.

M. Jolin asked if the assessment could be done one at a time versus doing them all at once and spending all of the \$70,000 at once.

D. Ingalls stated the objective is to assess at 100% of Value and if one were assessed at 100% and the other assessed at more or less that would have to be considered. Mr. Sansoucy's proposal is for all four. It hasn't been discussed to do it any other way.

Chairman DiBitetto stated it might be something that MRI could pursue because the methodology on one assessment could be a test case to see if that utility is assessed for more than what the DRA figures would be.

M. Farrell stated that he has had first hand experience with Mr. Sansoucy. He is an electrical engineer that acquires the drawings and gets to the nuts and bolts of the process. When he was a Town Manager in a northern town he dealt with a hydroelectric dam, based on the unit value method assessed for \$25 million when Mr. Sansoucy completed his assessment it was valued at \$75 million and the New England Power Company did not file for an abatement process or protest the valuation. Mr. Sansoucy has set historical cases through out New Hampshire; he valued the Bow Power Plant and has had an historical Supreme Court Case at the James River Pulp Plant in Berlin, N.H. .

G. Longfellow asked if MRI would say that this \$70,000 is a good valued investment.

D. Ingalls stated he could not answer that without some value number from the assessors. When a private appraiser is used he's never heard of it being lower than the DRA's values.

D. Pichette-Volk feels there may be a risk of doing all of them at the same time and there is a risk to do anything but all of them at the same time. It might give grounds for a challenge from the other side. She urged them to keep this in mind when making a choice.

M. Farrell stated that if Mr. Sansoucy hasn't changed his business practices, he is fairly flexible.

Chairman DiBitetto asked where in the budget could we look to find the balance needed.

M. Farrell stated it's difficult to tell since the new fiscal year hasn't started yet but there should be \$40,000 left over at this time next year. If we contracted we could encumber the funds and put it in the assessing budget and have the contract signed before July 1, 2003. There should also be some funds left over in the current fiscal year's budget.

M. Ruel asked if this was stated previously that utilities were separate, why are we talking about this at this late date.

Chairman DiBitetto stated he received a call from the Town Assessor and we would need to act quickly if we were to assess the utilities through an independent assessor.

M. Farrell did not think he would use the DRA figures since they are usually low. He planned on submitting an RFP to MRI. Utilities are not usually in the bids as it is a very specialized field of assessing.

M. Jolin moved to table the issue for our July 9th meeting, because it seems we are moving way to fast. Seconded by P. Rueppel.

Roll call vote:

R. Holley	no	D. Pichette-Volk	no
M. Jolin	yes	M. Ruel	yes
P. Loiselle	yes	P. Rueppel	yes
G. Longfellow	yes	M. DiBitetto	yes

Motion carried.

D. Pichette-Volk asked if it is possible to encumber the funds now and release them later if a different decision is made.

M. Farrell stated he has never seen where you could encumber the funds now and unencumber the funds later on. He's not aware of a process to unencumber funds. You can simply not spend them. A contract would automatically encumber the money. It's a balance sheet item; it will not show up as operating expense in the budget.

NOMINATIONS & APPOINTMENTS:

P. Rueppel nominated James Walter for Conservation Commission, Alt., Exp. 6/2006

P. Rueppel nominated Tim Nepveu for Conservation Commission, Alt., Exp., Exp. 6/2006.

M. Jolin stated that Bill Gahara has resigned and he nominated Mike Horne for Parks & Recreation, exp 6/05.

P. Rueppel nominated Kathie Northrop for Heritage Commission, Full Member, exp. 6/ 2006.

D. Pichette-Volk nominated Ken Burgess for Planning Board, Full Member, Exp. 6/ 2006.

P. Rueppel nominated Lisa Tonneson for Planning Board, Full Member, Fill-in, Exp 6/2005.

D. Pichette-Volk requested to find out if James Walter is interested in more than one board. She nominated James Walter to the Heritage Commission and the Planning Board.

M. Jolin, Council Representative to the Parks and Recreation Advisory Board, stated that Marcye McKenzie has missed eight meetings and has only attended two meetings. She has been the cause of many non-quorums and the Parks & Recs Chair was forced to resign. The board has requested that she be removed from her position so that someone could be nominated to attend meetings.

M. Jolin nominated Miriam Vichi Beck to the Parks & Recreation Advisory Board, Full Member, exp. 6/2006

M. Jolin nominated Roger Hebert to the Parks & Recreation Advisory Board, Full Member, exp 6/2006

M. Farrell stated that it has been standard practice for the Council that after three consecutive meetings have been missed you would be dismissed from that post. This rule has also been used, as a standard practice, for all boards.

Chairman DiBitetto stated he would call Marcie and have a discussion on the issue.

OLD BUSINESS:

P. RUEPPEL – FIRE DEPARTMENT HIRING FREEZE.

P. Rueppel asked, how long would it take for the tests results to come back for the three candidates who were tested today.

M. Farrell stated that results could be in by the end of this week.

P. Rueppel asked, could the person for that position be hired before July 1, 2003.

M. Farrell stated if the current employee was offered the position he would be the only one that would be technically offered the position and could be processed in a short amount of time because he wouldn't have to take a physical test or other background tests again.

P. Rueppel stated that since this has been delayed two weeks, it's served the purpose that she wanted and chances are that no one will be put in that position unless the current employee is the one chosen for the job, then his position would be vacant. For those reasons she did not put the motion on the table.

M. Farrell stated that a conditional offer of employment would be made pending results of drug testing, physical exams and other inquiries to be satisfied.

Elizabeth Dinwoodie, Assistant Town Administrator, stated this could take several weeks.

D. PICHETTE-VOLK: MANCHESTER PERAMBULATION UPDATE.

D. Pichette-Volk stated there is a discrepancy with the Manchester line on Hackett Hill Road. She met with Manchester representatives and H. Murray and they found an 1845 document of Hooksett and the Goffstown line. It appears that the missing link is described in that line but is not totally straightforward. At one time it was agreed to by both communities and ended at the riverbank, which is no longer there. The Hackett Hill Road and Poor Road marker was replaced and there should be another marker under Rt. 3A and it is not where they thought it should originally have been. If agreed that it is a legit turn-point, and then surveyed to that point, it may have to go to court to be adjusted, as it has been wrong for 175 years. Since she is leaving the board she requested that she be appointed as Agent to the Perambulation Committee for fiscal year 2003 to clear up this issue. Keep in mind that some funds will be necessary to clear up the description of meets and bounds. The whole effort has been totally collaborative with Manchester; they are working on this with excellent support and rapport. We are attempting to correct the record, as there has been at least 1000 feet of description that has been missing for a long time.

D. PICHETTE-VOLK: VILLAGE SCHOOL REUSE UPDATE.

D. Pichette-Volk stated that she has been the Council Representative to the school reuse subcommittee. At the Town election in May there was a survey conducted. Village School will be vacant in June 2004 and at this point neither the Town nor the school board has budgeted any funds for any continuous up keep of that building. In October the Village School Reuse Committee will submit their recommendation report to the School Board. It will be important for Town Council to name a Council Representative to that committee to be in attendance at all the meetings. And also as a reminder, the Town did vote for \$ 20,000 to be used for architectural investigation analysis and to date there has been no decision for the use of those funds. She then gave the floor to the subcommittee members for their update report.

Peg Teravainen, subcommittee member, stated that the charge the subcommittee was given, was to gather and review information on the short and long term basis for the Town, the school and the community; explore options and configurations of other communities for potential ideas; assess the physical plan of the school and the necessary degree of renovations that would make the building suitable for proposed uses; determine effective procedures for presenting options and collect input from Hooksett residents; develop and submit a future use of the facility to the Hooksett School Board including proposed uses and a time line for the transition. There are 13 members on the subcommittee from different walks within the community, they include the Town Council representative – D. Pichette Volk; Parks & Recreation Advisory Board – Miriam Vichi Beck, the Planning Board, the Budget Committee, two members of civic organizations and Master Plan subcommittee, and three at large community members. There has been a tremendous amount of effort made to decide what the building could be used for, should the School Board decide they have no further use of it as an education facility. The subcommittee wants to make sure that all the options have been explored and all are represented. Then they will go before the school board with viable proposals that can be recognized and utilized in planning if it gets to that point.

Pete Farwell, Co-chair of the committee, stated the school is a great asset and a lot of people would like to have use of the school. M. Farrell has been a tremendous help and has joined in on taking trips to see how other converted schools were used. Time frame is an issue. The subcommittee will come back to the Council in July to talk about the money voted in this year's warrant article. If the school puts it on their warrant article in March of 2004 then the Council will have to put it on as a Warrant Article in April of 2004 and time will have to be allowed for some engineering work so one will know the magnitude of the cost to update village school for year around usage. Therefore this committee may be back in July for authorization of spending the money to look at the cost of building renovations. Once the charge is complete with the School Board, it is hoped that this committee is asked to work under the umbrella of the Council because the subcommittee has already done a lot of the work. The School has 40,000 square feet and as it stands now Town Hall needs almost 20,000 square feet. If the entire Town Hall were to use the building it would take up at least half the building.

P. Teravainen stated a survey was done on Election Day asking the community what they thought the Village School could be used for. Over 70% responded there was a need for a community center and Town Hall.

Chairman DiBietto stated that the School Board might not want to relinquish the building for any other use. Then the concern is whether or not the \$20,000 should be spent. Council would need to know if the intention is that the building will be used for the public

P. Teravainen stated the one thing she can say is that there has been no other discussion about the building other than an update. The School Board must wait for the completion and presentation of the study. Therefore she's not sure where the fear to relinquish the building is coming from.

M. DiBietto asked if there is a possibility that school could issue a statement of their intentions on keeping or not keeping the building for school use. It would be helpful to the Councilors so that can get a better sense of where this is going.

P. Teravainen stated that she would bring that question back to the School Board and ask them for their input. The School Board has had some interest in what the subcommittee is doing and they have been updated but there has been no long-term discussion about future of the building.

Miriam Beck, 4 Summerfare Street, is a member of the Village School Reuse Committee, and she gave a review of the survey results. Some thought Town Hall could use more space but 70% percent said they would like to see the building used for community use. The building is 40,000+/- square feet. She presented a floor plan for first and 2nd floors showing various uses such as usage for general meetings, office space for civic groups, clubs, senior center, health center, adult learning, kitchen and gym to stay as is, family resource center, community access TV. In one of the scenarios the second floor was presented as office space for Town Hall with the option of using some space for meeting on 1st floor. She presented a floor plan for each floor and demonstrated where the space could be used for each group. She used removable color-coded pieces representing different groups or organizations. Then she removed the pieces and replaced them with other color-coded pieces representing other optional ideas on how the space could be used on the first floor such as kindergarten, day care areas and preschool areas.

D. Pichette-Volk thanked Miriam for such a powerful presentation to help everyone assess the possibilities and gave special thanks for taking the time to put such a nice visual presentation together. Keep in mind we are not just talking about the building, it's also the parcel of land that it sits on, which includes existing fields that will need to be considered. Another facet that the committee is faced with is the possibility of the parcel being subdivided.

Peter Farwell, stated he has contacted several real estate agents to get market value of the building. There could be a possibility that the voters would say sell it.

Chairman DiBietto stated that he would like advanced notice as to when in August they will return with further updates. This was a very well done and thorough presentation.

Peg Teravainen, Member of the Village School Reuse Committee, stated that the committee is just beginning to skim the surface of what they are dealing with. She gave thanks to D. Pichette-Volk for giving her time and that she has been a very substantive contributor to this committee. She also gave thanks to M. Farrell for his invaluable time. The Committee will continue to bring information back to the Council to keep them updated on the status.

EMPLOYEE PAY SCALE:

M. Farrell stated the chart was redone in 2000 because some employees had reached end of the rate step plan thus not being able to receive a raise and also the starting wage would be falling behind and this would hinder hiring quality employees. In 2000, Council approved an annual shift for three years and he is asking for another three-year extension for 2% in 2004, 2005, and 2006. Each year the first step will drop off and a new step will be added at the end.

P. Rueppel moved to adopt the pay scale changes for 2004, 2005 and 2006 as presented. Seconded by P. Loiselle.

M. Ruel asked for an explanation of the last page and are you asking for Council to approve a 2% increase for the next three years.

M. Farrell stated it's extra information to show where the different positions fall within the rate step plan and any adjustments that were made in the year 2000. He is looking to raise the scale 2% not necessarily make a raise.

Roll call vote.

R. Holley	yes	D. Pichette-Volk	yes
M. Jolin	yes	M. Ruel	no
P. Loiselle	yes	P. Rueppel	yes
G. Longfellow	yes	M. DiBitetto	yes

Motion carried.

P. Loiselle asked if all annual reviews were complete for this year.

M. Farrell stated that he has two more to do. Each department head is responsible for keeping their reviews up to date and they are very prompt in reviewing employees on time.

Chief Howard stated that his department keeps up with reviews and has them completed a week before the deadline and he is not aware of anyone not being up to date.

P. RUEPPEL – STOP SIGN REQUEST

P. Rueppel stated that she has received calls on the status of installing a stop sign coming down the hill on Lindsay Road and Virginia Court and would like to know the status.

Chairman DiBitetto stated the Highway Department is moving forward to do some sideline striping to narrow the visual width of that road to hopefully slow down the traffic. He advised Council to stay on that course. It is not timely to start looking at stop signs until previously committed alternatives are looked into.

D. Hemeon is waiting for the new budget to do striping. They will do it earlier this year than it has been done in previous years.

NEW BUSINESS.

EMERGENCY MANAGEMENT PLAN ADOPTION

P. Rueppel moved to adopt Hooksett's Emergency Management Plan. Seconded by M. Jolin. **Motion carried unanimously.**

M. Jolin moved to authorize Chairman DiBitetto to sign on behalf of the Town Council. Seconded by R. Holley. **Motion carried unanimously.**

Nancy St. Laurent, Field Representative for the State's Office of Emergency Management (OEM) stated that they are working on a new format to bring the State and Towns' plans together and there is a grant in place for that issue. While reviewing Hooksett's Emergency Management plan she noted that there is an index in the back that is a nice feature that she hadn't see anywhere else before. She also noted that there is now a terrorist section and that a great job was done in updating the plan.

M. Ruel stated that Central Water Precinct would be creating an Emergency Management Plan as well. She suggested that they contact H. Murray to see if there is any overlap between plans and if there are any draft plans that they could use as a starting point.

H. Murray stated their Emergency Management Plan will be an addendum to the Town's plan and have already worked with them under the alert changes.

BOND REDUCTION – SEAVEY/URQUHART SUBDIVISION..

Dale Hemeon, Highway Department Manager, stated that he is in agreement with Dufresne & Henry's figures. The bond was originally for \$324,974.00 and would like to reduce the bond to \$145,206.90.

M. Jolin moved to reduce the bond from \$\$324,974 to \$145,206.90 with proper-signed documentation by Dufresne & Henry. Seconded by P. Loiselle. **Motion carried unanimously.**

ANNUAL REPORT – SELECTION OF COVER AND DEDICATION.

Tina Paquette, Administrative Assistant, stated that her idea was to highlight different areas of recreation such as a local park, the river, a hiking trail photos to be in a circle and work the Old Man of the Mountain into the center of the photos.

M. Ruel stated that her idea would be to use photos of the development at Exit 10, Head’s Pond, the new middle school and the proposed development at the end of Hunt Street and further in that street there is a pond. The idea being before and after pictures on the development in Town.

T. Paquette stated the theme to be “Changing Times in Hooksett”.

Council Consensus was that the concept to be The Changing Times in Hooksett.

CORRESPONDENCE FROM MR. MARPLE.

Chairman DiBietto state a letter was received from Mr. Marple that was forwarded to the Council with the Chairman’s response.

P. Rueppel moved that Chairman DiBietto send the response to Mr. Marple. Seconded by G. Longfellow.

Chairman DiBietto stated he had a conversation with M. Ruel and she had a few valid suggestions and asked for approval to slightly edit the response.

D. Pichette-Volk requested to see a draft first.

Chairman DiBietto stated he would present a draft to the Council before sending it out.

Chairman DiBietto and G. Longfellow withdrew the motion respectively.

CORRESPONDENCE FROM MR. LEMBO.

Chairman DiBietto received a letter on the election and it was forwarded to the Town Clerk.

M. Jolin moved to table until the July 9th meeting because Council has not seen the letter.

PLANNING DEPARTMENT: PRINTING FEE.

Charles Watson would like to bring to the Council’s attention the expense that occurs when printing a large plan requested by the public. The plans are very large and are not stored at the municipal building due to lack of space; therefore, the plans are stored at the Highway Department. The plans are old and there may be only one copy that is signed by the Planning Board Chairman. Once or twice a month he takes a trip to the Highway Department to take the plan to Signature Press located in south Hooksett, then he returns the plan to the Highway Department and returns to his office in the municipal building thus using up about an hour of his time. Due to the time and expense of providing a copy of a plan he would like to see a fee be imposed. He has figured out a fee of \$25 as a base price and the printing is about \$5 per page. He has charged the customer in the past at it came to his attention that there should be a fee in place. The customer is usually very happy to pay the fee. He would like to see that this be an official fee approved by the Council. The base fee for one page is estimated to be about \$30.

P. Loiselle moved to approve a base fee to copy a plan that is larger than 11 X 17, of \$25 plus cost of reproduction per sheet. Seconded by M. Jolin.

Roll call vote.

R. Holley	yes	D. Pichette-Volk	no
M. Jolin	yes	M. Ruel	yes
P. Loiselle	yes	P. Rueppel	yes
G. Longfellow	yes	M. DiBietto	yes

Motion carried.

TOWN ADMINISTRATOR'S REPORT: M. Farrell reported that –

1. Today he went through an orientation session with Councilor's elect Doug St. Pierre and Phil Fitanides. They toured the Town facilities and met with the employees. The employees always look forward to meeting the Town Councilors.
2. This is his last report and Town Council meeting. He has enjoyed working with the hard working men and women who serve the citizens. He believes the citizens truly get great value for their hard earned tax dollars. The last six years have been marked by tremendous growth. There are a new group of active citizens that are interested in being active in Hooksett. A few years ago Judy Bush approached him with the idea of a Community Vision and she was thanked for her presentation however, there was no interest. One year later he put Charles Watson, Town Planner, in touch with her and now there is a great Master Plan in process. Out of this Master Plan came a nonprofit economic development corporation. The first year the Tax Increment Finance (TIF) idea did not pass but the second year it passed. He is pleased that his persistency has paid off in many respects. He said that six years is a long time in this business and his departure was planned before the elections. He has been accepted to a mid career program of the John F. Kennedy School of Government at Harvard University and by next May he will have Masters in Public Administration. He thanked the Council for the last six years.

P. Loiselle moved at 9:30pm to extend the meeting. Seconded by D. Pichette-Volk.

Roll call vote.

R. Holley	no	D. Pichette-Volk	yes	
M. Jolin	no	M. Ruel	no	
P. Loiselle	yes	P. Rueppel	no	
G. Longfellow	yes	M. DiBitetto	yes	<u>Motion failed.</u>

Chairman DiBitetto adjourned the meeting at 9:35pm.

Respectfully submitted,

Tina M. Paquette
Administrative Assistant

Mary A. Ruel
Town Council Secretary