

**TOWN COUNCIL MINUTES**  
**JULY 9, 2003**

Present: Chairman DiBitetto, D. St. Pierre, G. Longfellow (excused at 7:30pm), M. Ruel, D. Belanger, P. Fitanides, M. Jolin, P. Rueppel. Paul Loiselle - Acting Town Administrator.

Chairman DiBitetto opened the meeting at 6:30pm.

**MINUTES:**

**May 28, 2003.** Paul Loiselle moved to accept the May 28, 2203 minutes as amended. Seconded by G. Longfellow. **Motion carried. M. Ruel, D. Belanger, D. St. Pierre and Phil Fitanides abstained.**

**June 25, 2003.** Chairman DiBitetto tabled until the next meeting.

**AGENDA OVERVIEW:**

Chairman DiBitetto stated that the bond reduction for Barberry Estates was completed a few months back however there is another bond to discuss for a culvert on Dale Rd.

**PUBLIC INPUT:**

William Burke of Burke Enterprises wanted to know when Cate Road would be discussed. He has been informed that the Town of Hooksett owns the road.

Chairman DiBitetto stated that it has not been addressed due to title clarification.

P. Loiselle stated there are two issues on the title one, is that Hooksett may own the land and the other is that the State may own the land.

Dale Hemeon, Highway Department Manager, went to DOT in Concord to look at the deeds, and it appears that the state owns the land.

W. Burke stated that in 1970 the land reverted back to the Town. He was told this from his engineer who verified this with Hooksett's Town Council Attorney. He is on a time constraint and would like the Town to move in an expeditious manner.

P. Loiselle stated he would report back to the Council to advise if the property will be ready to sell. There are two points that need to be discussed, one is it ready to sell and two, does the town want to sell it.

D. Hemeon and JoAnn Duffy, Land Use Clerk, will do a title search in Concord to find out who is the owner of the land.

Chairman DiBitetto stated this would be discussed further on July 23rd pending the outcome of ownership.

**NOMINATIONS/APPOINTMENTS:**

Chairman DiBitetto opened the nominations.

G. Longfellow nominated Tim Johnson to the Planning Board, Alt, exp. 2/2006.

M. Ruel asked which are the two boards that conflict you cannot have more than two people serve on the Planning Board and another board at the same time.

P. Loiselle stated it was brought to his attention that Lisa Tonneson was appointed to a full member on the Planning Board and Bob Sullivan should have been moved up from Alternate to full member.

D. St. Pierre stated that this happened to him; he was an alternate member and got overlooked when it came to moving up.

Chairman DiBitetto stated it's not a rule but it's a courtesy the Council tries to extend by moving a member up from alternate to full member.

Chairman DiBitetto closed the nominations.

G. Longfellow was excused at 7:30pm

**OLD BUSINESS:**

**REVAL – UTILITIES:**

Chairman DiBitto stated the Town's reval includes all properties except public utilities. He introduced Joe Lessard from Management Resources Inc. (MRI).

J. Lessard gave a summary of the four requests for proposal (RFP) they sent out. MRI received only one bid back. Per the Council's request at their last meeting, he asked the Sansoucy Company about doing the reval one at a time instead of doing all four at one time. He introduced Fred Smith representing the Sansoucy Company.

F. Smith stated he understands that budget is of concern great concern. The bid proposal he gave you was based on making individual reports. If the Town is considering all four properties in one binder, they can do it for \$59,500 at a 15% discount for the original quote of \$70,000. If the Town's budget would allow, he could split it up into a two-year period and next year split the bill and still cost \$59,500. His problem is the time frame as everyone else in state needs to have theirs completed at same time. He recommended trying to get the reval numbers done this year. He said that Hooksett has requested the figures for October.

Chairman DiBitto asked if he could let F. Smith know on July 23 how the Town Council plans to move forward. He asked if they could pick one utility or up to four utilities.

F. Smith stated yes, you have that option. You have four very distinct different types of properties so it is difficult to compare the evals.

M. Ruel stated at one point we spoke of encumbrances and asked if that is still a possibility.

Chairman DiBitto stated yes.

Fred stated the full reval process could be done this year and next year part of the contract would be to do an update, then you could split the \$59,500 over a two-year period. He would be willing to split 50% this yr and 50% next year, that would be \$30,000 each of the 2 years.

M. Jolin moved to remove from the table the utility assessment discussion. Seconded by P. Loiselle. **Motion carried unanimously.**

Chairman DiBitto stated he would recommend encumbering funds of \$60,000, the funds to come from Assessing wage line item.

Diane Savoie, Finance Director, stated when you do encumbrances one must indicated the line item that is being over expended. She presented a rough draft of preliminary figures. The capital purchase budget is a default number and we have not used those funds, therefore, there are some substantial dollars in that line item that we could use. It is a good opportunity to encumber the money because the reval has already been started, there have been many talks on revals and there was a plan for it to be done.

M. Ruel stated somewhere in this budget it says we are spending money on reval, there is a line item dealing with reval in last year's budget.

D. Savoie stated we are taking the money out of wages and we are allowing over expending for the reval.

Chairman DiBitto asked if the entire \$60,000 needs to be encumbered.

D. Savoie stated that the entire amount should be encumbered. We are going to have unspent money of about \$20,000 in the warrant/trust fund. All the information has not been given to her, at this time, but she suggested encumbering the \$60,000 because the trust fund is expected to have zero dollars left.

Chairman DiBitto asked at what point are the unused portion of the encumbrances returned to the general fund.

D. Savoie stated next year by the act of the project being done the unused portion would automatically be returned to the general fund.

P. Rueppel moved to encumber funds in the amount of \$60,000 for the reval of the Town's utilities. Seconded by M. Ruel. **Motion carried unanimously.**

D. St. Pierre would like, statistically, to see how much a town benefits from the reval before we go ahead and do it. He would like to know what the percentage is that the town reaps in terms of revenue.

Chairman DiBitetto stated that the Public Utilities Commission (PUC) sets rates statewide; it's not different in each town. We have the responsibility to evaluate at 100% as mandated by the State.

D. St. Pierre asked what the rate of return is.

P. Loiselle stated it's significant

Chairman DiBitetto stated that a letter was received from Mr. Sansoucy describing what was done for a neighboring town. This is not a universal constant but is indicative of the situation. The 2001 fair market value adjusted to 100% came to \$8,950,000. The prior figure adjusted was about \$4,700,000. The evaluation or assessment of utility properties almost doubled.

**MASTER PLAN UPDATE BID APPROVAL:**

C. Watson stated the purpose of the bid is to allow for the contract of a master plan and expend up to \$60,000 from the 2002 warrant article. He gave a brief review explaining that back in 1971 a master plan was done, and in 1989 the Southern NH Planning did a master plan that is now 14 yrs old. The current Master Plan Committee has diligently tried to keep costs down; there are a number of volunteers that have worked on the production of the document. The Master Plan Committee is divided up into a dozen committees. Members of the committees are Chairmen, Steve Korzyniowski, Mike Horne, David Hess, Tom Young, Bob St. Jean, Dawn Stanhope, Joann McHugh, John Gryval, and JoAnn Duffy. So far they have written 10 chapters of the master plan; the village area has not been written yet and requires some particular expertise. Their request for proposal went out on the web site and to plan link and they have received three bids back. The bids came from Management Resources Inc. (MRI), Gerald Coogin and Fougere Planning and Development. Each bidder put together a team to produce a response. The Master Plan Update Committee, Steve Korzyniowski and he recommended Fougere Planning and Development. Fougere Planning and Development will team up with Keach Nordstrom Associates an engineering firm located in Bedford and Dufresene & Henry, located in Manchester, as the Town's engineers. They were the low bit of \$43,181.00. He is requesting concurrence from the Town Council to go ahead with that bid and enter into a contract. Dawn Stanhope, Pat O'Leary and Matt Barrett were in attendance representing the Community for Economic Development Corporation of Hooksett (CEDCOH), which is an incorporated nonprofit organization. The Master Plan Update Committee plans on working with CEDCOH on the Village chapter of the Master Plan.

Dawn Stanhope, Master Plan Update Committee Member, gave a brief update and stated that they have raised \$11,000 in resources primarily to be used for a charrette of the Village area. The main resources came from Public Service of New Hampshire and the Manchester Mutual Community Foundation. They are proposing to set a side \$7,500.00 for the charrette. They would like to take those monies and use some funds from the warrant article to address the Village Chapter of the Master Plan. Jeff Taylor's response is the only one they have received out of the five RFPs they send out. Jeff Taylor, formerly with the State, has planned numerous charrettes and anticipates the total cost to be approximately \$25,000.00. The charrettee will have a working document with plans on how to develop the Town Center within the Village section. From the input of the community residents that would attend the charrette they can use their input to also help develop the chapter of the Master Plan

Chairman DiBitetto asked would CEDCOH be contracting with the Town of Hooksett to complete the charrette therefore having a dollar figure that Hooksett would be expected to pay, and would there be some sort of contractual obligation, and it would be clear the that the work product is the Town of Hooksett's.

C. Watson stated yes.

D. Stanhope stated yes. The RFP's send out have a deadline of July 18<sup>th</sup> and then will be coming back to the Town Council.

M. Ruel asked if the bid, that was offered based on the RFP, would it include feedback from the public hearings, and would the consultant make the adjustments in the document as well, and is this part of this bid package.

Charles Watson stated that the RFP asked for a not to exceed figure in order to receive an acceptable product. He feels very confident that the general direction the volunteers have taken thus far will be acceptable to the board and will result in an approved document.

M. Ruel asked, since the master plan is actually a Planning Board document, has the Planning Board been presented with this RFP and do they have a recommendation for the Council.

C. Watson stated it was talked about at the Planning Board meeting, they are aware of the bid process and where he stands and what they want to do. The Planning Board's direction was to come back with the document once the consultant has prepared it.

M. Ruel stated then the Planning Board has no issues with this.

D. St. Pierre, Planning Board member, stated there is no issue with the dollar amounts because it is not a planning board issue. The Planning Board's stand on other committee's issues is to let the committees or other entities perform their actions then present to the Planning Board what they have done. This is so there is no interference from the Planning Board to the smaller committees.

P. Fitanides asked who has reviewed these contracts and are they available for anyone to review.

C. Watson stated the Master Plan Steering Committee and himself. The Council has a copy of the main parts of the contract that explains the dollar amounts and what they are planning to do. He would be happy to let anyone view them in their entirety.

P. Fitanides would like to see final the project and asked which attorneys are involved.

Diane Savoie stated all Town contracts are review by the Town's attorney.

P. Fitanides asked why there is such a big difference of \$16,000 in one of the bids.

C. Watson stated they were all given the same RFP's and it is not uncommon for the bids to vary because they frequently do.

M. Jolin moved to accept the proposal for Fougere Planning and Development in the amount of \$43,181.00 to develop the updated master plan for the Town of Hooksett. Seconded by P. Rueppel. **Motion carried unanimously.**

Chairman DiBitto asked if there are any provisions for a review of the master plan document for conformity with zoning and state statutes.

C. Watson stated no, it's just the reverse. The master plan doesn't have the force of law; it's a guidance document. Once the master plan is completed, then the community revises the zoning ordinance or regulations as they see fit to more perfectly guide the Town at accomplishing what's written in the master plan. This is the exact procedure that was followed in 1990 after the master plan was written in 1989.

P. Loiselle asked if we were looking at \$43,000 here, what would be the additional costs.

C. Watson stated they are not certain but it will not exceed the amount that's in the warrant.

**SEPTAGE TREATMENT AGREEMENT:**

Chairman DiBitto read a letter from Michael J. Hanscom of the City of Concord written to Bruce Kudrick, Wastewater Superintendent, in reference to an inter-municipal agreement for septage treatment. Included with the letter is an Agreement Regarding the Acceptance of Domestic Septage from the Town of Hooksett.

P. Rueppel moved to authorize Town Council Chairman DiBitetto to sign the agreement as submitted. Seconded by P. Loiselle. **Motion carried unanimously.**

P. Rueppel stated as liaison to Sewer Commission she met with the Commission and they said to sign the contract. Later that same day M. Ruel and M. Farrell met with the Sewer Commission to discuss the signing of the contract. It won't cost the Town anything and the Town will have to place on record with the State where they are permitted to deliver their septage.

M. Ruel stated that the Chairman of the Sewer Commission would be signing the contract as well.

H. Murray, 311 Hackett Hill, asked if this means that Hooksett will not accept sewage.

M. Ruel stated that's correct. Our system is not designed to accept septage. This puts us in compliance with the state regulations; there is not cost to the Town.

**SEWER: ELMER AVENUE.**

Chairman DiBitetto stated that the Elmer Ave. sewer bond was approved last year in the amount of \$246,000 and the voters passed a warrant to bond \$246,000 to extend the sewer mains. The bond has been secured but not to the amount of the \$246,000 because the issuing agency excludes certain improvements from what is bondable in this situation. The project is within cost with a funding short fall of approximately \$29,050. Therefore funding would need to be borrowed and we have authorization to do so or we could use surplus funds that may be in the budget. We have secured \$216,000 of funding and need another \$30,000.

P. Loiselle moved to encumber up to \$30,000 from the Town Budget. Seconded by D. Belanger.

**Roll call vote.**

D. Belanger	yes	P. Loiselle	yes	
M. DiBitetto	yes	M. Ruel	yes	
P. Fitanides	yes	P. Rueppel	yes	
M. Jolin	no	D. St. Pierre	yes	<b><u>Motion carried.</u></b>

D. Savoie stated the warrant article was written for bonding only, and we are going through the State for this because we are getting a partial grant. The issue is that the State doesn't recognize any additional enhancements or easements that we may need to buy. So there are costs that the Town must bear.

**NEW BUSINESS:**

**BOND REDUCTION: DALE ROAD.**

Dale Hemeon, Highway Department Manager, stated the duplex did not have proper drainage and the previous Highway Department Manager, Robert Pantel asked them to put up a \$6,000 bond. All the work has been completed and therefore request that the \$6,000 bond be released.

P. Loiselle moved to release the driveway-crossing bond in the amount of \$6,000. Seconded by Doug St. Pierre. **Motion carried unanimously.**

**COUNCIL CALENDAR:**

Chairman DiBitetto stated the completed fiscal year schedule to be presented at the next Council meeting.

**COUNCIL RULES:**

Chairman DiBitetto stated this would be discussed at the next meeting on July 23rd.

**BOND REDUCTION: BARBERRY ESTATES:**

Chairman DiBitetto stated this was completed in December 2002. There is no need for further discussion.

**APPROVAL OF CORRESPONDENCE:**

**MR. MARPLE.**

P. Rueppel moved to authorize Chairman DiBitetto to send a letter responding to Mr. Marple's recent letter. Seconded by P. Loiselle. **Motion carried unanimously.**

P. Rueppel stated she misspoke at the last meeting when she said that she would only do one newsletter, she would also like to do one in December.

**PARKS AND RECREATION ADVISORY BOARD:**

M. Jolin stated the June 25th minutes indicate that Chairman DiBietto would contact Marcye McKenzie on the issue of her attendance.

Chairman DiBietto stated that he made numerous attempts to contact M. McKenzie and he also called her again this week and has had no response and this is the 3<sup>rd</sup> week with no absolutely luck.

P. Rueppel moved that the Chairman send a letter, to remove Marcye McKenzie, indicating we have attempted to reach her several times, there has been an inability to reach a quorum due to her absences and it would be our intention to rescind her position on the board. Seconded by M. Jolin. **Motion carried unanimously.**

**TOWN ADMINISTRATOR'S REPORT:** Acting Town Administrator Paul Loiselle reported that:

1. Since accepting the position, that started seven days ago, he doesn't have a lot to report at this time. He thanked everyone for the opportunity and will have more to report at future meetings.
2. Ken Andrews, Building Inspector, and he had a discussion on the status of the tax base and K. Andrews said we have added \$71 million to the tax base. There were 105 permits granted last fiscal year and this fiscal year there were 253 permits granted. K. Andrews has been very busy with over a 100% increase of permits in one year.

D. St. Pierre stated that within the next 15 years there would be an increase of 2,100 to 2,300 new single-family units built in Hooksett. He asked for the status of the letter from Mr. Lembo.

Chairman DiBietto received a letter from Mr. Lembo in reference to the Town elections of this past year and he stated he would be referring the letter to our election official the Town Clerk, Leslie Nepveu. He trusts if it needs further review he knows the Town Clerk will follow through.

**SUBCOMMITTEE REPORTS:**

**CONSERVATION COMMISSION:** P. Rueppel reported that their meeting was cancelled last week and it is tonight, same time as this Council meeting, therefore she was unable to attend.

**SEWER:** P. Rueppel reported that they are working on composting and they are really trying to work with the people on the Merrimack River. There have been no complaints in four weeks.

**SOUTHERN NH PLANNING COMMISSION:**

M. Jolin stated as a reminder, a letter should be sent to Southern NH Planning Commission (SNHPC) stating that he has been appointed by the Council as their representative to the SNHPC. He also stated there was a problem with funding through the State with the Governors Executive Council. Several months ago the Governor pulled all the contracts from the agenda for the regional planning commission and they were running into serious problems because they would no longer be funded to stay in operation. They are funded 80% by the Federal Government and about 10% by the gas tax. After months of lobbying, the funding has been straightened out; it was put on the last Government Council's agenda.

**ZONING BOARD:** D. Belanger reported that what he planned on reporting was covered earlier in this meeting.

**POLICE COMMISSION:** Chairman DiBietto reported that just prior to fiscal year end they bought a second speed trailer.

**PLANNING BOARD:** D. St. Pierre reported that Manchester Sand & Gravel's master plan is almost complete for the 3,400 to 3,500 acres. The Town Planner and the Planning Department are doing a good job holding them to the task of what they are supposed to be doing.

Chairman DiBietto stated that there would be a hearing on July 16 at 2:30pm on the NHDOT Ten-Year Highway Improvement Plan and Acting Town Administrator P. Loiselle and he will attend the hearing.

CENTRAL WATER: M. Ruel reported they meet on Monday's once a month and due to time constraints she will not be able to share representation therefore Chairman DiBietto will be the sole representative from now on.

HISTORICAL SOCIETY: M. Ruel reported that she attended their annual tour and barbeque. The two-hour tour was on the Manchester Sand & Gravel property located by Heads' Pond, with enough attendance to warrant using a school bus. All was well arranged and she had a great time and gave thanks to Tina & David Paquette for hosting the event.

Chairman DiBietto stated that he spoke to the proprietor of Robie's Country Store, Steve Christou, who suggested that he would be thrilled if Town Council wanted to meet there on Saturday mornings either weekly or monthly to meet the citizens of Hooksett.

D. St. Pierre stated to pick a rotating place to do this monthly. If we are going to privy one place we should privy other places as well.

P. Loiselle stated to have it printed in the Hooksett Banner that on Saturday August 2<sup>nd</sup> from 9:00am to 10:00am members of the Town Council will be at Robie's Country Store to speak to Hooksett's citizens.

**WORKSHOP/DISCUSSION:**

M. Jolin asked for the status of the Search Committee for a Town Administrator.

M. Ruel stated that the consensus was that the Search Committee would like to know how to proceed. They feel their first decision was the right one.

M. Jolin stated he left the meeting with a consensus, he thought they were going to hire someone.

Council consensus was that they agreed this does not have to be discussed in a nonpublic session.

M. Ruel stated the Committee recommended hiring Jacques Personnel Agency. They met with the three companies that responded to the RFP's. The committee felt that the Jacques Personnel gave the most diverse search and would address their issues and would most adequately find what they need. They would be willing to do a regional or national search. The group felt going regional would be best because it would offer a better chance of hiring someone with an understanding of New England type of government. Jacques Personnel is in the business of hiring police and fire personnel. Hooksett Police Department had hired them and was pleased with their selection.

P. Rueppel moved to hire Jacques Personnel Agency for the Town Administrator search for a figure not to exceed \$7,495.00. Seconded by M. Ruel. **Motion carried unanimously.**

P. Rueppel asked for a nonpublic session on a sewer subject. There was no discussion because M. Ruel and P. Loiselle stated they were not fully prepared at this time.

Chairman DiBietto stated there would be a nonpublic session at the July 23<sup>rd</sup> Council meeting to discuss an issue and to approve several nonpublic minutes.

Chairman DiBietto adjourned the meeting at 9:25pm.

Respectfully submitted,

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Tina M. Paquette  
Administrative Assistant

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Mary A. Ruel  
Town Council Secretary