

**TOWN COUNCIL MINUTES
AUGUST 27, 2003**

Present: Chairman M. DiBietto, D. Belanger, P. Fitanides, M. Jolin, G. Longfellow, M. Ruel, P. Rueppel. Acting Town Administrator: P. Loiselle. Excused: Doug St. Pierre.

Chairman DiBietto opened the meeting at 6:31pm.

APPROVAL OF MINUTES:

July 16, 2003: P. Loiselle moved to accept the July 16th minutes as amended. Seconded by D. Belanger.

Motion carried unanimously.

August 13, 2002: G. Longfellow moved to accept the August 13, 2002 minutes as amended. Seconded by P. Loiselle. **Motion carried unanimously.**

P. Loiselle stated that he misspoke when he said the sale of the public library was reduced on May 13 to \$222,000.

AGENDA OVERVIEW:

Chairman DiBietto stated there would be a nonpublic session scheduled for 9:00pm this evening.

PUBLIC INPUT:

SHARRON CHAMPAGNE: HERITAGE COMMISSION.

Sharron Champagne, 337 Hackett Hill Road, introduced herself and stated that she would like to be on Heritage Commission in the alternate position.

PERAMBULATION: HOOKSETT - MANCHESTER BOUNDARY.

H. Murray, 311 Hackett Hill, stated that the Manchester line of the Hooksett boundary has been in dispute for over a year. There has been recent timber cutting by someone on the Manchester side. If it is determined that the land belongs to Hooksett then there would be a penalty to be paid equal to three times the stumps, and a timber tax for the value of the trees would be payable to the Town of Hooksett. The boundary dispute is for at least 100 feet difference. In order to convey property in two different towns the deeds must indicate both towns.

Chairman DiBietto stated this matter is related to the perambulation of the Town, some bounds were not found and there is an attempt to replicate that boundary. It's not Town owned property but a boundary situation that needs to be cleared up.

H. Murray stated that in about a week there would be new foundations; therefore something should be done soon.

C. Watson, Town Planner, stated he would like to have an idea of the size of the boundary that's in dispute.

H. Murray stated there might be about five buildings paying tax to Manchester that may belong to Hooksett.

PARK AREA BY HOOKSETT DISTRICT COURT HOUSE:

David Paquette, 154 Merrimack Street, stated that the trash barrels in the park area in the section closest to the District Court House are again overflowing. The best remedy would be to either remove the barrels or have a scheduled weekly pick up there.

VINCENT LEMBO: ELECTION LETTER.

Vincent Lembo, 56 Main Street, stated he sent a letter, per M. DiBietto's request, about this year's Town elections and it was to be discussed at the Council's meeting on 6/25. The minutes indicated that review of the letter was tabled until Council's next meeting on July 9th. He asked where is his letter now.

Chairman DiBietto stated it was referred to the Town Clerk.

V. Lembo asked when was it going to be discussed at a Town Council meeting. He asked because according to the Minutes of July 9, 2003 it was not discussed. Mr. Lembo indicated that she (Town Clerk) stated she couldn't do anything about the situation.

COMCAST CABLE TV CONTRACT:

P. Loiselle stated to David Paquette, Cable TV Advisory Committee member, that he received the cable TV's contract today.

D. Paquette asked if the cable company gave a deadline for the Town's reply.

P. Loiselle stated September 22, 2003.

D. Paquette stated that you might want to move up the Cable TV Advisory Committee's next meeting.

NOMINATIONS AND APPOINTMENTS:

HERITAGE COMMISSION:

P. Rueppel moved to nominate Carolyn Schroeder to the Heritage Commission, Full Member, Fill-in, Exp. 6/2006.

D. Belanger moved to nominate Sharron Champagne to the Heritage Commission, Alternate Member, Fill-in, exp. 6/2006.

SOLID WASTE ADVISORY COMMITTEE:

G. Longfellow moved to nominate John Brock to move up to full member, fill-in, exp. 6/2006 on Solid Waste Advisory Committee.

OLD BUSINESS:

DRAFT LETTER: SEWER COMMISSION.

Chairman DiBitto presented his draft letter, in reference to composting, to the Sewer Commission as requested at the last Council meeting.

M. Jolin moved to approve the draft letter and send it to the Sewer Commission. Seconded by P. Loiselle.

Roll call vote.

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|--------------|-----|---------------|-----|-------------------------------|
| D. Belanger | yes | G. Longfellow | yes | |
| P. Fitanides | yes | M. Ruel | no | |
| M. Jolin | yes | P. Rueppel | no | |
| P. Loiselle | yes | M. DiBitto | yes | <u>Motion carried.</u> |

PARKS AND RECREATION SIGN APPROVAL:

Chairman DiBitto stated that the specific ordinance or RSA should also be printed on the signs. He tabled the Parks and Recreation sign approval until the next Council Meeting.

SOLID WASTE COLLECTION POLICY:

M. Jolin moved to table as the draft was just received at this meeting. Seconded by P. Rueppel. **Motion carried unanimously.**

Chairman DiBitto stated it would be discussed at the next Town Council meeting on September 10, 2003.

NEW BUSINESS:

ELM AVE. & FRANCIS AVE. ENGINEERING COSTS.

S. Baines, Sewer Commissioner, stated on page 002 of the budget status, right hand side it indicates \$8,730 for overdraft primarily caused by added engineering costs and additional ledge that was encountered during the construction. One of the primary issues was that at the bottom of Elmer Avenue a pipe was hit into in front of John Gryval's home and this caused water to run down causing damage to J. Gryval's property. The trench was opened up to allow the water to evacuate. Similar work was also done next to Mrs. Smith's property. That work cost an additional \$4,000 in engineering costs along with the ledge costs of \$8,730. In addition to that, the Sewer Commission has put in an additional \$4,466.00 of labor and materials. The actual overdraft is a little over \$13,000 and the Commission is asking the Town to pick up \$8,730 payable to Dufresne and Henry.

P. Fitanides asked how is this sewer project affecting other properties on Elmer Ave. He would like to know what law states that someone cannot sell their home unless they hook up to the Town's sewage system.

B. Kudrick, Sewer Superintendent, stated there is a state law that says if your house is within 100 feet of a sewer main you have to connect. All these houses are within 100 feet of the sewer main.

Chairman DiBietto suggested that perhaps P. Fitanides could contact S. Baines at his office to discuss the situation further.

Chairman DiBietto stated a bond was approved for \$246,000 and we approved a payment on that amount a month ago. The \$246,000 was a shortfall from the amount that the Town was able to borrow from the State. So the Town paid the difference between the sewer bond and the \$246,000. The voters authorized only \$246,000 and he asked what funding options are available to pay the engineering costs.

D. Savoie stated funding options for engineering costs could come from Administration's unanticipated expense line item that currently has \$5,000 in that line and look to another department's budget or you can designate which budget you want to take it out of. You can over expend the unanticipated expense line item.

Chairman DiBietto asked if there are any legal issues that would be of concern that the Council needs to be aware of before Council takes any action.

D. Savoie stated that Council will have to address it, if they want to acknowledge that it was over spent, if you want to acknowledge that the project is worthy of the over expenditure and that's why you are going to use the unanticipated expenses then so be it. Just remember the funds are not coming out of a warrant article the funds must come out of the operating budget.

M. Jolin asked if this money has already been spent.

S. Baines stated yes.

M. Jolin asked if the Council was presented with this before it was spent.

Chairman DiBietto stated that the check has not been issued.

M. Jolin asked if everything on the list, that indicates a total expenditure over the budgeted amount, has been authorized and completed.

S. Baines stated it has been authorized and is completed. Mike Farrell, the previous Town Administrator, told him to work out the details and send him the bill.

M. Ruel asked when a septic system is installed and there is a problem with the design, is there any kind of a warrantee that it will work.

S. Baines stated that Dufresne and Henry designed the project. Ledge is a very difficult thing to work with. The problem was that Dufresne and Henry under-anticipated the amount of ledge they would encounter by about \$20,000. There was also a problem with who owned the land the Town or the State. Town records showed that the State owned the land, the State said they didn't own the land, the engineer was involved and that added additional costs as well.

P. Fitanides stated he would like to see what the breakdown for some of the costs were.

S. Baines stated this project is complete and this bill has been outstanding for several months pending Council's approval.

M. Ruel moved to approve expenditure of \$8,730 payable to Dufresne and Henry for the Sewer over expenditure to come out of the unanticipated expenses line. Where the money comes from will be figured out in the near future but right now it will come out of the administration budget. The reason is because the voters approved this sewer project that was needed and unanticipated issues came up such as ledge, which is reasonable, and the Sewer Commission oversaw the project. Seconded by P. Rueppel.

Roll call vote.

P. Fitanides yes M. Ruel yes

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|---------------|-----|--------------|-----|-------------------------------|
| M. Jolin | no | P. Rueppel | yes | |
| P. Loiselle | yes | D. Belanger | yes | |
| G. Longfellow | yes | M. DiBitetto | yes | <u>Motion carried.</u> |

S. Baines offered to do a workshop on a Saturday September 13, 2003 at 9am at the Sewer Department.

ALLENSTOWN REQUEST TO USE HOOKSETT'S COMMUNICATION TOWER:

P. Loiselle stated the original request came in January and he recently spoke to Allenstown's Town Administrator requesting to hang equipment on Hooksett's radio tower. He doesn't see a problem with this as long as it doesn't interfere with the frequencies with the Police Department. We are now waiting for a letter from Allenstown regarding their interest in going forward.

Chairman DiBitetto requested that any activity Allenstown would be doing should be cleared with our Communication Department first.

P. Loiselle stated that he agrees with that.

M. Jolin stated a few months ago there was a problem with Allenstown owing Hooksett some money.

P. Loiselle stated we have received partial payment and they will issue another check once they have reviewed their budget at the end of the year. If there is a surplus they will forward the balance to Hooksett at the end of this year. If there is no surplus they will forward the balance to Hooksett next year.

D. Savoie stated Allenstown owed a total of \$58,000 and made a partial payment of \$31,400 and they now owe \$26,000. Allenstown's budget runs calendar year.

D. Belanger asked if the money owed was for dispatching costs and he would like to hear what H. Murray has to say.

P. Loiselle stated yes, for dispatching costs.

H. Murray stated that towers are an income and the Town should get money for the use of that tower. He asked if Allenstown would be putting equipment on the water tower or the radio tower. He has been up by the water tower many times and knows the area very well.

P. Loiselle stated that he believes it will be on the water tower. Allenstown owns the water tower and Hooksett owns the land.

Chairman DiBitetto stated he suggested to the Police Chief that a field trip be taken to see what's on the ground at that location and asked H. Murray if he would be their field guide since he knows the area so well.

H. Murray stated he would guide them in the area and it is an easy walk.

D. Belanger asked where is the north tower.

H. Murray stated the north tower sits about 75 feet south of the Allenstown water tower. If the equipment goes on their water tower you don't have much say but if it goes on our radio tower then that should be income to the Town of Hooksett.

P. Loiselle stated he would get clarity where the equipment will be, if it will be on Allenstown's water tower or Hooksett's Radio tower. He would also like to have a meeting with Allenstown and H. Murray in the beginning of next week.

RE-DEFINING PLANNING CLERK TO ASSISTANT TOWN PLANNER.

P. Loiselle stated that he is requesting the creation of new position to be called the Assistant Town Planner and that Jo Ann Duffy fill that position. Last year J. Duffy earned \$39,624 and the step that is being requested would be a difference of \$1,712.00, which is \$32.90 per week. The Assistant Town Planner is a far more complex position that what J. Duffy was originally hired at. He is in agreement with this recommendation.

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M. Ruel asked if you can create a new position in midyear, or is it a reclassification of an existing position.

Chairman stated it is a reclassification of an existing position.

M. Jolin stated they just received this information and tabled any action until the next meeting.

P. Rueppel asked would this reclassified position be a salary position.

P. Loiselle stated yes, it would be a salary position.

P. Rueppel asked why are they paying overtime to salary employees.

P. Loiselle stated there would be no overtime paid for this position.

D. Belanger asked if there were enough funds in the Planning Department's budget to make this change.

P. Loiselle stated there is money in the budget relevant to the differential of \$1,712.

C. Watson stated J. Duffy has a great deal of experience, she has been a Planning Board member in the Town of Goffstown for many years, she has been working for the Hooksett Planning Board for the last three years and for him since 1993 and she has taken many education classes and updates on her own. The department is now moving forward in arch view and mapping and she has become quite proficient in that area.

M. Ruel asked if J. Duffy would be responsible for part of the master plan maintenance such as liaison or coordinator.

C. Watson stated planning really involves two distinct things going on at the same time. At a Planning Board meeting they would be discussing a site plan or a subdivision, this is current and critical work that needs to be done. J. Duffy does a great deal of preparation work for that and thus this leaves him more time for long range planning such as master planning and CIP issues.

M. Ruel stated once the master plan is in place it is extremely important that all of the boards follow its direction. As part of the Clerk to the Planning Board's job description there should be some mention in here about assisting in keeping on track with the master plan.

P. Loiselle stated that in his enthusiasm for the job redefinition, he apologized in giving out the information so late and he would like to table both issues including the floater position to give the Council time to read the information.

P. Rueppel asked if the floater or another employee doesn't have anything to do in Town Hall could that person be assigned to help the Planning Department with their certified mail.

P. Loiselle stated yes, absolutely.

ADMINISTRATION DEPARTMENT FLOATER:

D. Savoie stated that in the past they would go to a temp agency, now they look in-house to fill temporary spots. There has been an individual filling in for maternity leaves, resignations, sick, and vacations.

P. Loiselle stated this person has been filling in for a while and it is working well for the departments in the Municipal Building.

D. Savoie stated the floater would be a new position to be filled with an in-house person who has been doing this floating position for a while.

M. Ruel asked where is the money for the benefits coming from.

D. Savoie stated the current year's expense will come out of wages, benefits is another issue. Benefits come out of the administration line item.

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P. Fitanides asked if there is ever a time when a floater becomes a full time position other than a floater.

P. Loiselle stated this person has been filling in for a number of departments and is also part time for the Family Services Department. He is trying to create a position so that this individual will be working between Family Services and as a floater as a full time employee for the Town.

M. Jolin moved to table the discussion to redefine the Planning Clerk position to assistant Town Planner position and the positions should be rewritten to indicate they will be eliminating the Planning Clerk position and reclassify the new salary position to be held by J. Duffy as the Assistant Planner. Seconded by P. Rueppel.
Motion carried unanimously.

M. Jolin stated he didn't see where the position that the current person is in now is being eliminated in order for the new one to be reclassified.

P. Loiselle stated the position the person is in now, the welfare office, will not be eliminated.

M. Jolin stated you are creating a full time position. The employee will be working their Family Services position and will be part time as a floater and will be considered full time.

Elizabeth Dinwoodie, Assistant Town Administrator, stated that the floater position could be full or part time. The employee will be working part time floater hours in addition to her part time Family Services Department hours creating a full time 40 hour a week job.

P. Loiselle stated anyone working for the Town 33 hours or more is a full time employee.

M. Ruel stated that if you work for the state you cannot work two part time positions and be considered full time.

E. Dinwoodie stated that she checked with the Department of Labor on this, it's one paycheck, it's the same employer, and 40 hours a week.

Vince Lembo, 56 Main St., stated that there was a warrant article where Mr. Ken Andrews asked for a new position therefore he asked if this should be in a warrant article.

M. Ruel stated that was a unique situation, normally new positions don't go to warrant they go to the operating budget. Last year's budget was presented differently therefore K. Andrews request went to the warrant.

Chairman DiBitetto stated it's still a position that is specifically funded through the budget or a specific warrant, it's been provided for and voted on by the legislative body so his understanding of the process has been that the creation of new positions must go to the voter.

M. Ruel stated according to state law you can't be working a part time job and another job at the same time.

P. Loiselle stated this is a win - win situation if we do not have to use temp agencies.

M. Jolin asked if they have an administrative floater position in the budget that 's been voted on before.

D. Savoie stated technically the position doesn't exist but she is paying the person as a floater and she is concerned about continuing this way.

M. Jolin stated Family Services/Administrative Floater, is there a problem with using this title.

E. Dinwoodie stated these are two different part time positions.

M. Ruel stated this couldn't be done now; it's not in the budget.

E. Dinwoodie stated Council could approve money for this position it doesn't have to come from a warrant.

P. Fitanides asked if there is a job description that he can see or is it posted somewhere.

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M. Ruel moved to table until the next meeting. Seconded by M. Jolin. **Motion carried unanimously.**

Chairman DiBietto stated that you couldn't bring a name into it; you can only bring the job description. You are creating two different positions without Town Council knowing about it.

E. Dinwoodie stated you are bringing a specific person into this, they are budgeted separately and she is just doing separate jobs.

P. Loiselle stated that each department that this person will be working in would be charged out accordingly.

M. Jolin stated you have to open a position to everyone in the Town to apply for a job you can't put someone in it that you choose.

P. Rueppel suggested removing the person filling in for Family Services and making her a full time floater.

AIRPLANE NOISE:

M. Ruel received a call from a constituent on his concern of the noise of airplanes and would like to bring the issue before the Town Council to see if there is anything appropriate that the Council could do.

P. Rueppel stated that running a fan may help eliminate the noise.

M. Jolin stated that on the Southern NH Planning Commission there was a meeting several months ago and they were told that the northern part of air traffic will be increased especially with the lengthening of a runway and that is complete and there is another runway extension in progress but the traffic pattern change is temporary due to the construction of runways.

D. Belanger stated that he has not seen an increase but Hackett Hill gets the landing noise. He doesn't think that the Hooksett's Town Council can change the landing patterns in Manchester Airport.

P. Loiselle requested that this individual give him a call.

2004/2005 BUDGET GOALS:

Chairman DiBietto stated on September 3rd at 9am there would be a Department Head Meeting to discuss the budget for the Council to lay out any guidelines. If the departments are starting the process we should start thinking about global guidelines.

M. Ruel stated any new positions or changes in positions should to be in the budget.

M. Jolin stated there should be a goal as to the extent of what dollar amount each Department's budget can exceed, put a cap on it.

M. Ruel stated that in the past the Town Administrator had a new way of presenting the budget. She would like the Town Council to say how they would like to see the budget.

D. Savoie stated in her handout on page 2 the actual work sheet indicates what you are operating on now. The growth request could be an individual, new vehicle; whatever is applicable to that department. The actual salary increase should be specifically noted, what's old vs. what's new.

D. Belanger stated this is good as long as it clearly defines what's new. He wants to see the growth part clearly defined such as new positions, new equipment, and indicate which department is making the request. It should be broken down specifically so we can see each growth item.

D. Savoie stated that is the intent. For example the computer tech position that she had requested last year was in the budget book and it also included the preliminary job description. The meeting on September 3rd is so important because we need to highlight growth and start highlighting it properly to assist all parties that may be involved.

M. Ruel stated as the Council's Budget Representative, it's critical that she fully understands what is coming forth so that she can represent the Council properly in their decisions.

Chairman DiBitetto stated while on the subject, they talked about all boards have a meeting relating to CIP, they might want to have one this year. He would like to have Council meet with the Budget Committee and the CIP committee and any members of the Planning Board who wish to attend. There are some items that repeatedly do not get funded and perhaps through this meeting they can collectively discuss the issues so that everyone is on the same page to see if those are appropriate items for the budget.

M. Ruel stated that the three committees should discuss what are the priorities of the Town, how much money do we want to account for and give the CIP Committee of the Planning Board some guidance on what the Council is expecting from them. Having been on the CIP committee in the past she is aware of the committee's frustration because they don't know what Council is looking for and this makes it difficult for their presentation. Perhaps the meeting could include what was approved last year on the warrant, what were some of the requests that weren't approved, what are the priorities this year, what are the big ticket items that we need to focus on and how much money do we want to spend. Then the CIP Committee can come to the Town Council with items they are looking for.

D Savoie stated that she is involved in an audit and would be working on CIP soon. Tentatively there could be a meeting on September 10, 2003. CIP formed a Committee but they have not set up a schedule. They may do what they did last year and wait to hear from her. Time permitting; she will try to get a preliminary agenda to the Council for September 10th.

PERAMBULATION: MANCHESTER – HOOKSETT BOUNDARY LINE.

D. Belanger asked how is the Town going to deal with the Manchester – Hooksett boundary line.

Chairman DiBitetto stated he would review the history of this issue. The Perambulation Committee worked on this for well over a year and found this section to be somewhat problematic. There have been a number of meetings with City of Manchester. In the late 1800's there was a part left out in the land description. There are five missing monuments. General consensus seems to be that the description in late 1800's was correct. We will need to reestablish the monuments. The issue is where is Hooksett vs. Manchester's town line in that area and has the Town been missing out on tax payments if the boundary is on the Hooksett line. A surveyor needs to be hired and come to an agreement with Manchester.

M. Ruel suggested obtaining a surveyor who doesn't do work for either town, one who is outside the process so that they may be completely objective with their survey.

D. Belanger's stated his concern is about the homes that may have been built or amended and they may have been done through different guidelines than Hooksett's.

P. Fitanides stated a company surveyed the state in 1620 that shows Hooksett and he has some of those maps, if you can get a survey that can go back that far it may help to straighten out the situation.

H. Murray stated as for the markers, one is buried under Route 3A and one across from Briar Court, another is underneath the first set of buildings, and one is at a home/ apartment house that burned twice. He suggested getting a surveyor that does not usually work in this area.

VINCE LEMBO: ELECTION LETTER:

Chairman DiBitetto stated that Vincent Lembo, 56 Main Street, sent a letter on the election discrepancy for the District 4 Council seat to be turned over to the Attorney General. In his letter he stated the Town Council couldn't adequately investigate whether there was any illegal or unethical interference with the outcome of the election. The final outcome may have been compromised by certain members of the Town Administration and Council if they altered anything or disregarded the 77 voters that voted for the winner. Chairman DiBitetto stated without reading the entire letter this was the gist of the letter. He also stated the Council felt they are not an investigating board and Chairman DiBitetto would not want to lend his name to making a criminal referral. He asked how the Council would refer this to the Attorney General.

P. Loiselle stated you would have to have specific issues relative to any impropriety to bring to the Attorney General's office.

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Chairman DiBietto stated that if the Council has the will to do so, they could ask the Acting Town Administrator to look into the matter and report back to the Council if he feels there are any issues that should be referred to the Attorney General.

P. Rueppel stated she agrees with P. Loiselles you need to have something on paper, you need facts you cannot go on hearsay.

M. Ruel stated that if they think there is wrong doing by their own employees then there is an initial obligation on the Town Administrator and the Town Council's part to look into the matter before it is referred to the Attorney General's office. A concern has been raised and should be looked into and a report should be given to the Council on the issue.

Chairman Dibietto stated it would be within the Town Administrator's role to look into compliance within the personnel plan and report back to the Council.

P. Loiselles stated he would address the letter and report back to the Council.

V. Lembo stated that at one of the Council's meetings Mr. Duford brought up the subject of improprieties he saw in the elections and he asked what was Council's response to his questions.

Chairman DiBietto stated the Council did not give a response.

M. Ruel moved to direct that the Acting Town Administrator investigate whether any Town employees did anything against the Town's personnel policies during the last election. **Motion carried unanimously.**

PUBLIC INPUT:

COMCAST CONTRACT:

D. Paquette, Cable TV Advisory Committee member, stated that today P. Loiselles advised him that a letter in reference to the Town's contract should be sent to Comcast by September 22, 2003 on the Town's status. The committee had their first meeting last night and the next meeting is September 17, 2003.

Chairman Dibietto asked what would be the content of the letter due on September 22nd.

P. Loiselles stated it would be the contract.

Chairman DiBietto asked if a letter was sent to Comcast stating that the Town is not prepared to sign a contract what would that do.

D. Paquette stated that would be nice and to have P. Loiselles go to Comcast, before September 22nd, with a letter stating that the Town of Hooksett wishes to extend their contract for a period of six months as further discussion is needed before a contract can be signed. Hooksett is progressing very fast and this contract could be for up to 15 years. Then have Council discuss this at their next meeting to ask the Acting Town Administrator to try and obtain a six-month extension on the cable contract with Comcast.

Chairman DiBietto stated he would put it on the Agenda for the September 10th Council meeting.

TOWN ADMINISTRATOR'S SEARCH SUBCOMMITTEE:

M. Ruel, Town Administrator's Search Subcommittee member, stated the subcommittee members G. Longfellow, M. Jolin, and herself met and M. DiBietto and P. Fitanides were there for part of the meeting as well. They met with Jacques Personnel Services and went through the process of how they would proceed. There was an advertisement in the paper with a closing date of August 29, 2003. The subcommittee's next meeting is September 3rd to review resumes and establish a candidate list from which call interviews will be done on about September 10th. Then the list would be narrowed down to be prepared for the assessment center that is a day event of role-playing on specific issues relevant to Hooksett and is tentatively scheduled for Sunday, September 21, 2003. Please put September 21st on your calendars so that you can observe those assessment centers to get a sense of the candidates. That evening the Councilors will take the candidates out to dinner to get to know them a little better. On Monday September 22nd the candidates would meet with the department heads. On the same evening there will be a meeting with the Council and the Department Heads to

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get their feed back on what they thought of the candidates. Then set up another meeting to discuss the candidates and make a selection.

Chairman DiBitetto stated he was under the impression that Jacques Personnel was going to interview each Councilor to see what they would be looking for in a Town Administrator and then would develop a profile.

P. Rueppel stated she was under the same impression.

P. Loiselle stated that they went thought that exercise.

M. Ruel stated at Wednesday's subcommittee meeting there was quite a bit of discussion on what the Council is looking for. As discussion took place on what they do want and do not want it all boiled down to wanting respect, trust, and honesty. Jacques will be sending a profile as soon as they have it ready. If any of the Councilors have any thoughts or concerns please call or email her. As of Wednesday they had received 45 resumes, but the closing date is not until August 29th.

NONPUBLIC SESSION:

P. Loiselle moved at 9:05pm to enter into nonpublic session under RSA 91-A:3, II, (a). The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected requests an open meeting. Seconded by M. Ruel. **Motion carried unanimously.**

M. Ruel moved at 9:22pm to exit nonpublic session. Seconded by M. Jolin. **Motion carried unanimously.**

The Council made a statement that that the nonpublic minutes would not be divulged at this time.

D. Belanger asked for an update on the Fire Department's budget.

Chairman DiBitetto asked the Assistant Town Administrator and the Finance Director to lay out the budget based on a month by month projection that would provide for certain costs that spike up in certain months. Thus the Finance Director prepared a spreadsheet for each of the 12 months showing the variances expected in those months.

D. Belanger asked P. Loiselle if the Fire Chief has met with him and is he working with him to comply with this in a cooperative manner.

P. Loiselle stated absolutely.

P. Fitanides asked if the new floater that was hired is full time.

P. Loiselle stated yes he's a full time floater firefighter.

P. Fitanides asked if the person who was out for injury is he back to work and if so is he full time.

P. Loiselle stated he's back to work and is full time.

P. Fitanides asked what his position is now.

P. Loiselle stated he's on light duty, in a clerical function due to his doctor's written orders.

M. Ruel stated when an employee has been out on worker's comp and his physician writes that he can return to work on light duty then the employer must accept him back for light duty. This is part of worker's comp regulations.

P. Fitanides asked how long can light duty last.

D. Belanger asked where does the worker's comp go.

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M. Jolin stated the check usually goes to the employee and he turns the check over to his employer because the employee gets paid by the Town, you basically break even.

M. Ruel stated the employee on workers comp gets paid by worker's comp at 2/3 of his salary, and the person filling in for the injured employee gets paid on an over time basis.

D. Belanger would like to know where the employee's 2/3 reimbursement from worker's comp goes when it is turned over to the Town.

P. Fitanides asked is there a certain time limit that an employee is allowed to work light duty and what happens when that time period is up and he is not able to return to his regular duties.

M. Ruel stated that the Finance Director should be able to answer the question on where the 2/3 reimbursement goes and what happens when the time period is up for light duty and the employee is not able to return his normal full time duties.

P. Rueppel asked where does the money go that is paid by contractors or utility companies that the Fire Department receives for inspections.

Chairman DiBitetto stated those fees go into the general fund.

Chairman DiBitetto adjourned the meeting at 9:30pm.

Respectfully submitted,

Tina M. Paquette
Administrative Assistant

Mary A. Ruel
Town Council Secretary