

**TOWN COUNCIL MINUTES
SEPTEMBER 24, 2003**

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

Chairman DiBietto opened the meeting at 6:40pm.

APPROVAL OF MINUTES:

September 10, 2003: P. Rueppel moved to accept the September 10, 2003 minutes as submitted. Seconded by P. Loiselle. **Motion carried unanimously.**

September 15, 2003: M. Jolin moved to accept the September 15, 2003 minutes as amended. Seconded by P. Loiselle. **Motion carried. P. Loiselle and P. Rueppel abstained due to excused absence.**

NOMINATIONS AND APPOINTMENTS:

P. Rueppel moved to nominate Judy Casey for the Solid Waste Management Advisory Board, Alternate, exp. 6/2006. Seconded by P. Loiselle.

Roll call vote.

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

Chairman DiBietto stated that appointments should be made to the Tax Increment Finance (TIF) Board. According to legislation the board shall consist of a five-member board consisting of at least three members being property owners or abutters to the TIF district and two members who are citizens of Hooksett. He requested that those who indicated an interest be contacted to see if they are still interested in serving as a member, that the Acting Town Administrator send a notice to those in the district to see if anyone is interested and have an advertisement placed in the Hooksett Banner.

OLD BUSINESS:

BUDGET GOALS 2004/2005.

Municipal Building.

D. St. Pierre stated he would like to see that the Town's Administration be put in a good work environment and asked if the municipal building could be renovated. It is important that the location be accessible to the Town.

P. Fitanides suggested constructing a new building.

P. Rueppel stated she agrees with constructing a new building.

D. Belanger stated that the Village School should be seriously looked at for possible use as a Town Hall. The location is perfect, parking is available and rehabilitation of that building would cost a lot less than constructing a new building.

D. St. Pierre stated that the Town of Boscawen converted a school on Route 3 into a Town Hall/Police Department. The results are good but they are still working out some situations.

Chairman DiBietto stated the building would need to be looked at, it has had a few additions, and asbestos would have to be considered. He agreed that it is in an ideal location. The idea is still out there that it part of the building could be used as a town citizen center and part municipal building. He asked when the architectural study approved by warrant article be commenced.

P. Loiselle stated that we are expecting to hear from the School Board and Superintendent on their intentions for the reuse of the building.

H. Murray stated from his work experience in being in charge of asbestos disposal he could say that as long as it is encapsulated that building could be used another 100 years. If you encapsulate it you don't have to strip all the asbestos. If you affect the asbestos during the renovation then it has to be insulated.

M. Jolin stated that cost used to be a concern but the price of asbestos removal has dropped significantly. When doing a major renovation, it is generally advisable to remove the asbestos at that time.

P. Fitanides asked about the cost of asbestos removal and about the time to remove it.

M. Ruel stated Council needs to propose a CIP item to establish a fund for a municipal building.

D. Savoie, Finance Director, stated she has already done such a CIP request and had delivered it to the Acting Town Administrator. She reviewed the work that Bruce Mayberry had done for estimates on the Village School renovation and came up with some figures to get the process started.

Chairman DiBitetto stated there is a joint meeting with CIP, Budget Committee and Town Council scheduled for next Thursday, October 2nd at 7pm, at the Hooksett Public Library.

D. Savoie stated the date to submit CIP items to Finance Director is October 1. It will then be forwarded to the Acting Town Administrator for his review and from there to the Planning Board CIP Committee.

Traffic Control.

Chairman DiBitetto stated that the Council has been asked to address a recurring issue of traffic control and speed enforcement. The council should consider communicating to the Police Commission that we would be supportive of funding a traffic control program.

D. Belanger stated that it is premature to have an officer exclusively for traffic/speed control because in January 2004 the Town will have three new officers employed in the Police Department.

Chairman DiBitetto stated that we need to be looking one year out.

D. Belanger stated he would like to see how the three new officers play out before making such a decision.

P. Rueppel stated that Chairman DiBitetto should discuss the issue with the Police Commission to see what their thoughts might be.

Chairman DiBitetto asked if traffic control is an issue for the Council.

D. St. Pierre stated he thinks D. Belanger's idea to wait and see what the three new officers' duties will be.

Chairman DiBitetto stated that they were not being hired specifically for speed control but to add a patrol route on the west side of town.

M. Ruel stated she doesn't think the voters will support that idea until they see what the three new officers' responsibilities will be.

P. Loiselle stated that Chief Agrafiotis has stated numerous times that he doesn't have the staff to do traffic patrolling.

Chairman DiBitetto stated he would discuss it with the Police Chief to see if he anticipates that the additional five officers will allow for better speed enforcement and he will report back to the Council.

SCHEDULED APPOINTMENTS:

NOISE ORDINANCE: DRAFT.

D. St. Pierre stated the subcommittee consists of one civilian Dave Roma, Police Prosecutor Kim Chabot, Ken Andrews the Code Enforcement Officer and himself. The charge came from the Planning Board. The subcommittee gathered and reviewed ordinances from other towns and compiled them and the one they created is most similar to Manchester's noise ordinance. The procedure in creating this ordinance was to bring it to the Planning Board and then to the Town Council and have the police prosecutor explain how it should work. In the

Council's process of editing the draft it is important to keep in mind that it must be within the realm of the Police Prosecutor because that's the department that will be prosecuting as well as the Code Enforcement Officer.

P. Fitanides requested at the last Town Council meeting that the Police Chief be here for this discussion.

Chairman DiBitetto stated that the Police Chief regretted that he had another engagement.

P. Loiselle stated that the last time he spoke with Chief Agrafiotis, he indicated they would need equipment to establish noise decibel levels; it would be difficult to enforce without the proper equipment.

K. Chabot stated that the Police Chief asked her to be here because she, as the Town's representative, would be responsible for prosecuting complaints in the court. Noise control isn't a new idea; the Police Chief has copies of memos over the years recommending action or enforcement. Currently, noise complaints are prosecuted under State Statutes prohibiting disorderly conduct or disturbing the peace. Any fines assessed under statute are paid to the State. Fines assessed under the proposed Town Ordinance would be paid to the town.

P. Fitanides stated he would like to see a copy of all complaints that she has in her file.

K. Chabot stated there are numerous complaints, she can't estimate on how many times officers have gone to someone's house.

K. Chabot stated that she has prosecuted 10 in the past two years and they have been under the state disorderly statute and have been for residential noise - case specific, not vehicle violations. An officer cannot be the barometer for the noise level; it must be a citizen who makes the complaint.

Chairman DiBitetto asked if the Police Chief would be the person who could furnish the answers to Councilor Fitanides' questions.

K. Chabot stated yes, with prior notice to allow time to gather that information.

P. Fitanides asked what you do if the noise comes from across the border from another town.

K. Chabot replied that our mutual aid agreement would apply.

M. Ruel stated in Section 2 titled Prohibited Sounds and Exemptions; it talks about the prohibition specifically exempt persons operating vehicles, machinery or equipment while engaged in snow clearance or snow removal. She asked if this is only by municipal vehicles or is this by any vehicle. She asked this because residents living close to a company that has sand & salt operations on site would be subject certain amount of noise levels. She asked would that not be covered by this ordinance.

K. Chabot stated no, which is one of the reasons it was not specifically "by municipal authorities".

M. Ruel stated here's another popular situation, someone is not actually plowing their road but they are on their property, using the tractor to pick up the salt to put in the truck that's going to go out to plow the roads, she asked would that be exempt. This is one of the issues they had numerous complaints on and it appears Section 2 of the draft does not offer any solution to this type of situation.

K. Chabot stated then you weigh public safety interests vs. inconvenience that's part of the consideration. This was left open for issues such as a neighbor using a snow blower at 5:00am because they need to be somewhere at 6:00am. That's another reason why it was not limited to only municipal vehicles. On another subject, footnotes 1 & 2 should be crossed out because they don't currently apply to Hooksett.

M. Ruel stated that if you take out footnote # 1 is there something that addresses the noise level.

K. Chabot stated that for example, wording could be incorporated into Section 2 in the first paragraph to read "such noise as disturbing a person of average sensibilities". They also discussed time limitations with the citizen member of the committee. Taking into consideration that Hooksett is a residential community, to have a time limit to allow the officers some parameters on what is more or less unreasonable. This would provide some

guidance in the noise ordinance, for example, the officer would be able to say you can make such a noise or have this type of activity at 2:00am.

P. Fitanides asked is there a noise curfew in Hooksett similar to what Pembroke has and is there a Park & Beer Ordinance or curfew in existence for Hooksett. He asked if she is familiar with the State's statute on nuisance, which covers construction and repair of buildings, it's a very extensive statute.

K. Chabot stated she is not aware of such a noise curfew or a Park & Beer Ordinance for Hooksett. The State Nuisance statute would require state personnel involved with that type of issue. Some of it would return to the Town, some of what the Town would envision or want to have in order to ensure the peace and comfort of the Town residents.

P. Fitanides stated the nuisance statute eliminates the police department and gives the building inspector, code enforcement officer or health officer the authority of enforcement.

K. Chabot stated this is meant to be enforceable by the code enforcement officer however if it were to include the building inspector that would be for the better.

D. St. Pierre stated this draft is in its infancy stage for Hooksett and it seems it will take a lot more deliberation with the Council. Let's not forget why this came up; there was an average of call a week on noise levels. The growth in Hooksett without a noise ordinance is uncontrolled growth.

M. Jolin stated he has a question on Section 5, Enforcement and Penalties, "letter I" defining noise on Construction or repair of Buildings. This could be very constricting, if one wants to hang drywall inside their home during hours not permitted and relatively not making any noise, because one could still be called to task on this ordinance.

K. Chabot stated that is another item that could be subject for further discussion for revision. Also the application for a special permit that is mentioned in two other ordinances could be up for discussion on issues such as parades and special gatherings. The enforcement penalties of \$20 wouldn't be enough to deter what would be going on; so that is open for discussion as well.

P. Fitanides stated that going back to what M. Jolin said there could be liability with labor boards in working overtime as it possibly could be limiting. Hooksett doesn't have any Blue Laws. There are enough public nuisance statutes out there; this feels like an apartment dwellers ordinance.

Chairman DiBitetto stated that a workshop should be scheduled to see how the Council feels on proposing recommendations then a draft should be drawn up for Council review, and then posted for a public hearing.

D. Belanger stated he would like consensus to move it on, and then hold a public hearing for input.

K. Chabot stated as a prosecutor it would be invaluable have a noise ordinance because the State statutes do not address local concerns and because the State statutes are so broad it wouldn't give the citizens the coverage they would be looking for. She would be willing to attend the Council's workshop.

P. Loiselle stated we would need to get a decimal level decided upon.

M. Ruel stated if decimal level would be used one would need a decimal meter.

Chairman DiBitetto stated he would schedule a workshop in the next few weeks to discuss issues with the proposed ordinance.

VISIONS TECHNOLOGIES: REVAL UPDATE.

Ken Rodgers, Vision Technologies Project Manager for the Hooksett Revaluation Project, handed out a schedule of the reval process. (**Attachment #1**) The impact notices will be sent out on September 29th for residential properties with four families or less. Finalized residential values will be brought in on October 15, 2003. Commercial valuations will be completed on September 30, 2003. MRI will have an opportunity to review the commercial values and ask questions as they have with the residential valuation

Chairman DiBitetto asked if the DRA is supervising their work.

K. Rodgers stated yes.

Sandy Piper, Assessing Director, stated that a letter has been prepared that will be sent out to the taxpayers of Hooksett. The letter explains the assessment value and that the tax rate will be adjusted to reflect the new assessments.

D. Savoie stated that going by the schedule presented tonight the Town would have to borrow funds. Sandy would need time to produce the MS1 report and that would bring us to approximately the latest date of November 12, 2003.

S. Piper stated that she would need two to three weeks to complete her part of the process. Visions sets the assessment and BMSI generates the bills. It is important to note that Visions acknowledges only one value and there are some people who have an undivided interest, however, she may have to acknowledge up to five or six co-owners for some properties so she would have to figure out each person's percentile and then make the disbursement. This is one of the reasons why her department needs time; once Visions delivers their data it is not as simple as receiving the data and pushing a button to print bills.

Chairman DiBitetto asked when the tax rate would be set.

S. Piper stated after she has done the clean up work the MS1 that information will be brought to the DRA as soon as possible via D. Savoie making the appointment. The DRA is currently backlogged and the DRA will not make an appointment until the paperwork is in their hands.

M. Ruel asked Ms. Piper to explain the significance of the warrant.

S. Piper stated that the warrant is what gives the Tax Collector the right to collect tax money; it's a volume of almost 1,500 pages of property value information.

M. Ruel asked for confirmation that once the Visions revaluation data is sent to Assessing, Assessing will take 2-3 weeks to adjust the data, Assessing will create the MS1, the MS1 is reviewed by the Town Administrator for his signature and then the Finance Director will take it, in hand, to the DRA for them to set the tax rate.

S. Piper confirmed M Ruel's understanding and stated that once the form is signed by the DRA and they set the tax rate, then she can complete the Warrant and bills would be printed.

D. Savoie stated that if Visions delivers assessments by October 22nd, S. Piper will need until November 12th to complete testing and reclassification of data. Then she can produce the MS1 and D. Savoie will request an appointment with DRA to set tax rate. Tax rate will most likely be set by the end of November.

D. Savoie stated that since we must issue a check to the County in the amount of \$2.5 million dollars by the deadline of December 7, 2003, we will need to borrow funds in anticipation of receipt of the second half taxes.

D. Belanger asked when we entered into the contract with Visions was there a time frame they had to meet.

P. Fitanides asked if the time frame is not met is there a penalty.

S. Piper stated there is a \$100 a day penalty if the timeframe is not met. MRI and the State will be coming in on Friday, September 26th for reviewing purposes.

Chairman DiBitetto would like Visions representative K. Rodgers to attend October 8th Council meeting.

M. Jolin asked how much it would cost to borrow 2.5 million dollars.

D. Savoie stated that Bank of N.H. is 1.5% and Citizens is 2.25% per month, approximately \$28,000.

Chairman DiBitetto stated there was some discussion about asking property owners if they would be willing to make an early partial-payment on the taxes. At the next meeting this will be discussed further.

P. Fitanides asked how long the money would be borrowed at a cost of \$28,000 in interest.

D. Savoie stated that the interest calculation was based on needing the money for 90 days. The penalty for late payment of the county tax is a hefty fine, in excess of interest costs.

K. Rodgers stated that Visions is 15 days behind schedule under their contract.

Chairman DiBietto would like to have Leslie Nepveu the Tax Collector prepare a draft letter to taxpayers relative to making estimated tax payments.

M. Ruel asked if there is anything we can do to help with the process.

P. Loiselle stated that in the last few weeks the dates have improved through discussions with Visions.

P. Loiselle, M. Ruel and P. Rueppel volunteered to help the Assessing Department with disbursement of the bills.

OLD BUSINESS (continued):
BUDGET GOALS 2004/2005.

Chairman DiBietto stated that Council agreed that a Town Hall facility should be on the CIP.

D. Savoie stated that she would like to make the Council aware of our insurance increases for workers comp and Health insurance.

P. Loiselle stated that 15% increase for health insurance was allocated for this year. We don't have the exact figures but another local town's increase was 23% for this year.

D. Savoie stated that workers comp increase is approximately \$40,000 over what was budgeted.

M. Ruel stated the issue is that we may not have budgeted enough and would have to get the money from other areas.

D. Savoie stated that's right. The insurance rate will be set after the Council's next meeting of October 8th. Would like to schedule a meeting with Primex and Health Trust on October 22nd.

COUNCIL GOALS AND OBJECTIVES WORKSHOP 2003-2004.

Chair would like to schedule a workshop on next Wednesday, October 1, 2003 from 7:30pm – 9:30pm after the nonpublic session regarding the hiring's. He asked that P. Loiselle obtain a facilitator from NHMA.

AIRPORT NOISE

M. Ruel stated there was an article in the paper about a meeting on airport noise and Clark Karolian has called regarding the meeting. She would like to ask Mr. Karolian, a Hooksett citizen, to contact Mr. Pelletier to keep Council informed on the status of airport noise. Mr. Pelletier is a member of the public who is trying to coordinate a cohesive group for citizen representation to have a say about the airport. They met on September 20th at the Manchester City Library.

Chairman DiBietto asked M. Jolin, Southern NH Planning Commission (SNHPC) representative, if he feels our interests are adequately represented by the SNHPC on airport and noise issues. He also stated for those attending the meetings on airport noise, he's not sure what the groups' goals are.

M. Jolin stated SNHPC had a discussion on this a few months back but be aware that the noise issue only goes so far which is a small radius around the airport. Federal Government funds are available for this small radius if the noise abatement is a few hundred feet from the building.

D. Belanger stated if Clark Karolian wants to attend the meeting and report back to us he may do so, without Council endorsement.

Chairman DiBietto requested that M. Ruel ask Clark Karolian to periodically report to the Town Council.

M. Jolin stated one might call Manchester Airport for noise abatement issues.

NEW BUSINESS:

HALLOWEEN: TRICK OR TREAT DATE AND TIME.

Chairman DiBietto stated he would like to see a date and time voted on and for it to be in effect until there is further action by Council to change it.

D. Belanger moved to observe Trick-Or-Treat on the evening of Halloween from 6:00pm – 8:00pm from now on until further changes are made. Seconded by M. Jolin. **Motion carried unanimously.**

P. Loiselle stated the stated police recommend daylight hours on Sundays.

SHOULD COUNCIL CONVENE A CHARTER REVIEW ADVISORY SUBCOMMITTEE?

Chairman DiBietto stated there are charter issues that need to be cleared up and that a Charter Review Advisory Subcommittee should be convened consisting of three 3 members of the public, 2 appointed Councilors, total a 5 member board and the Acting Town Administrator with non-voting authority.

P. Rueppel moved to convene a Charter Review Advisory Committee consisting of 5 members, 3 public members and 2 Council members. Seconded by M. Ruel. **Motion carried unanimously.**

P. Rueppel stated she would call Henry Roy tomorrow to see if he would be interested in serving.

Chairman DiBietto nominated Don Duford and Bryan Williams for Hooksett citizen members and P. Fitanides, G. Longfellow and himself for the Council members. The appointments will be made at the next meeting. Chairman DiBietto will schedule a meeting for mid to late October.

POLICY DISCUSSION: DISPOSITION OF TOWN OWNED PROPERTY

Chairman stated that there are no formal or written procedures for disposition of Town owned property. Procedures should be written and be incorporated in a binder so that every council will have access to a full set of policies and procedures. Current procedures are a word of mouth conveyance of information from one Council to the next.

M. Jolin stated that what you are suggesting is an idea that he spoke about a long time ago. Many of our policies are just recorded in the minutes. Other boards and towns do these as numbered resolutions and put them in a book.

Chairman stated that Administration is in the process of attempting the formidable task of gathering procedures to be put into a binder. One issue that should be addressed is the disposal of equipment. Currently, equipment is disposed of with no action from the Council while real property, land and structures, requires Council action.

Chairman DiBietto stated that the Council must act on expenditures of \$7500 and over. It would seem that when Town property is sold, the Council should act on property valued at \$7,500 and over.

D. St.Pierre asked if that would be the residual value of the product.

Chairman DiBietto stated the item should be the value it's worth at the time the sale is contemplated and there should be a process of placing a value on the item that will carry through the completion of the transaction.

M. Ruel stated in the Policy on the Sale of Land and/or Structures, the section where it says Administration Department conducts the following, it indicates that other departments are asked if they have a need for the item. She asked if Council also get to see the issue or the items or would those internal transactions be made without ever going to the Town Council

Chairman DiBietto stated the Council has been acting upon property coming for sale and polling all departments to see if they could perceive a current or future need for the property. He has noticed that this has been council practice. We are now attempting to include it in a written procedure.

P. Fitanides asked when Councilor is in any of the Town's buildings do they have the right to ask questions on what they see such as a box containing certain items.

Chairman DiBitetto stated yes it would seem that a Councilor should be able to ask questions.

M. Ruel stated we need an inventory on what the Town has. If the Town has surplus items Council should know what they are. All items should be inventoried and physically marked as belonging to the Town of Hooksett and the particular department.

D. Savoie stated that upon hiring a computer tech one of the assignments would be to create an inventory system.

Chairman DiBitetto asked what the cost would be for an inventory system. It's important to know what you own and where it's going.

D. Savoie stated an inventory system such as GASB would be very costly however, there is computer software available that is not too costly to assist with an inventory process.

H. Murray, Fire Warden, stated his pager has been marked professionally. You can request that the company mark them at the time of purchase. Even the smallest item, like a hose fitting, could be marked.

P. Fitanides asked what would it cost to do this and who would do this the new computer technician. He asked this because this will be a lot of work.

P. Loiselle stated the computer tech would address our software, hardware and communication needs. This position has been created and will operate under Administration.

Chairman DiBitetto stated they would want a general procedure. He would like to schedule a workshop in two weeks for obtaining a formal policy.

D. Belanger stated he would like to see a list of items that would be disposed of before it happens.

M. Ruel would like a list for the next meeting on what would be going out as surplus for the State auction in October.

REVISION TO PARKING ORDINANCE #00-01 – DISCUSSION.

Chairman DiBitetto asked whether we have the authority to ticket overnight vehicles at the Town parks. Dale Hemeon, Highway Department Manager, would like to post those areas as no overnight parking.

D. St. Pierre stated Lambert's Park has a curfew by ordinance of the Town and the rest of the parks have a 9:00pm curfew. Enforcement is another issue.

Chairman DiBitetto requested that the Acting Town Administrator find out, for the next Council meeting, if the Town can ban parking so that this can be discussed further at the next meeting.

10-YEAR TRANSPORTATION PROGRAM.

M. Jolin stated that a hearing on the 10-year Transportation Program will be held on Tuesday, September 30th at 7pm. Hooksett's three proposed Route 3 projects are not in the D.O.T. proposed plan. Please plan on attending, as it is important to have good representation at this meeting.

D. St. Pierre stated the Planning Board is aware of that and they are planning on be included in the 20 year plan. Dick Marshall will be present at the meeting on September 30th.

FRONT STAIRS:

P. Fitanides stated that in the front of the building the stair boards need to be repaired, they are caving in.

EMAIL FOR COUNCILOR M. JOLIN:

D. St. Pierre stated that there is another M. Jolin in North Carolina who has been receiving emails for M. Jolin in Hooksett. Please check your email address to be sure the one you have is correct.

ACTING TOWN ADMINISTRATOR'S REPORT: P. Loiselle reported that –

1. A worker's Compensation insurance increase of \$40,000 is expected, primarily due to Fire Department worker's compensation claims.
2. The BSMI Visions software issue is being worked on.
3. The Fire Chief search is in progress; the Fire Academy and a Jacques Personnel have been contacted.
4. Gary Sleeper has moved on and there is a search to fill the 20-hour per week IT position. The job description is in the process of being created and this position may go to full time.
5. He is working on quotes for the Hackett Hill Perambulation situation.
6. The Craig Sampson issue was discussed earlier.
7. The Solid Waste Department has a problem with their boiler at a cost of \$5,800 and there is \$5,000 in their budget.
8. At their recent first meeting he asked Comcast for extension on the contract. He will be looking to see if residents are supportive of having their own peg channel, how much it will cost and how it would be handled.

Chairman DiBitetto asked how long we are seeking to extend the current agreement.

David Paquette, Cable TV Advisory Subcommittee member, stated that they asked for a one-year extension. Comcast was supposed to hold a public hearing and they did not, however they will hold one soon.

Chairman DiBitetto asked if a public hearing would be needed for an extension.

David Paquette stated, as part of the extension the Town will get a public hearing.

P. Loiselle stated that Goffstown expenses are \$28,000 for salaries and their entire budget is \$40,000.

9. The Town Audit is on schedule and moving along nicely.

PUBLIC INPUT:

ATV CLUB - TRAIL CLEAN UP:

H. Murray stated that the ATV Club did a trash clean up last Sunday. He will obtain all the information on how much trash was picked up.

P. Loiselle stated he would send a thank you letter.

CEDCOH – CHARRETTE:

D. Paquette, CEDCOH Board of Director Member, stated that CEDCOH will be hosting a Charrette meeting on October 4th at the Hooksett Town Library and on behalf of CEDCOH he asked which Council members would be attending and four members said they could attend and two others said maybe.

STATE AUCTION – WHITE FARM, CONCORD.

D. Paquette, 154 Merrimack Street, stated that the State agencies and the Towns are permitted to view and buy items before the public can do so. There is also a retail area for certain items under \$500.00. The retail store is open for business one day each week.

SUBCOMMITTEE REPORTS:

BUDGET COMMITTEE: M. Ruel reported that she attended a seminar on Basic Law of Town, Village and School District Budgeting put on by NH Municipal Association. The workshops included Basic Municipal Law; GASB 34 was an update on guidelines for Municipal Accounting; the Funds workshop was on how to create and expend from special funds; and ways of Funding Municipal Conservation Projects. The booklet and other pertinent information on the seminar will be in the Councils' reading file. It was an excellent seminar, a lot was learned and she highly recommended it.

CONSERVATION COMMISSION: P. Rueppel reported that the Commission is still discussing the Current Use Percentage; they do not want power to by land without working with the Council. Steve Couture will be receiving samples from Hanover on their procedures for purchasing land. She will bring a copy of the sample letter to a future meeting.

D. Savoie stated she would come back with information from the Department of Revenue Administration (DRA) on the issue.

NEWSLETTER: P. Rueppel reported that the Committee is waiting for the revals to be complete so that the Committee can formulate a newsletter. She would like to see that two newsletters are sent out in the fiscal year. Reval and elderly exemptions will be the topics.

FACILITIES: M. Ruel stated the Facilities Committee should have a meeting and the role of the Committee should be defined and an inventory of all facilities should be reviewed so that facility issues can be planned into the budget.

P. Rueppel suggested calling Don Duford because he was on that committee in the past and he would be helpful.

Chairman DiBitto asked who should be initiating a facilities review.

P. Rueppel stated the Town Administrator should designate the charge to the Facilities Committee.

D. Savoie stated she has a listing of Town facilities that she would be glad to share.

HEAVY EQUIPMENT: Chairman DiBitto stated the committee has done valuable work and they have reviewed the recent bid for the packer chassis. A new bid will be coming back to the Council due to an error in the first quote. Not all quoted on the same drive train. D. Savoie, Finance Director, will also have a definitive answer on prepaying the lease without a penalty.

HERITAGE COMMISSION: P. Rueppel stated they met last month and Kathie Northrup was elected Chair. Jim Walters, Professor of Southern NH University, and a subcommittee member, will arrange to have some students help them on their projects.

PARKS AND RECREATION: M. Jolin reported that the last meeting was postponed and he was unable to attend the rescheduled date.

Dagmar Arruda, Parks and Recreation member, stated that she attended the last meeting and she offered to report. She reported that the Parks and Recreation Advisory Board discussed helping the Old Home Day Committee. The work at Frasier Park has been completed. They also discussed the budget problems they have and how to manage activities with the money they have and possibly making changes to the Town Charter. Their situation is that when Parks & Recreation takes in more money than they need for a specific project they want to keep the extra money for the Parks and Recreation activities rather than have the extra funds go to the general fund.

Chairman DiBitto stated the Bob Labonville would be holding an Old Home Day meeting at the American Legion at 6pm on September 30, 2003.

P. Loiselle stated that the opening of the skateboard park is this Saturday and he asked if the insurance issue has been addressed.

D. Savoie stated that the insurance issue was addressed today and is now covered.

M. Jolin stated that D. Hemeon, Highway Department Manager, told him that posting the signs that D. Hemeon presented to Council with the particular wording he had on them would reduce the Town's liability.

D. Savoie stated the wording on the signs would reduce the Town's liability. As of today the skateboard park is a recognized site for our property liability and as soon as she receives a value from Dale and the staff all of the equipment will be there as well.

M. Ruel asked if that would come out of the Parks and Recreation budget.

D. Savoie stated no, it comes out of the Administration, Property Liability line item.

PLANNING BOARD & CIP REP. Doug St. Pierre reported that they are waiting for some data from Diane and then will have their first meeting.

PLANNING BOARD: D. St. Pierre reported that a legal problem recently surfaced with one development which may come before the Council in the near future. This situation has been dormant for many years and has recently come up.

Chairman DiBietto stated that there should be a Council directive to all boards that they should keep on educational programs. For example, J. Duffy should advise Planning and Zoning Boards when there are educational seminars coming up.

D. St. Pierre would like the Town Council to focus on the ZBA and the Planning Board by occasionally visiting some of the boards and see how they perform on their tasks. It is a valuable insight on who the Council would and would not reappoint.

P. Loiselle stated one board needs to know why the other board has arrived at a certain decision so that they are on the same page when making decisions, there needs to be an ongoing dialogue between boards.

M. Ruel asked about the role of the ZBA in keeping with the master plan. Is it similar to the Planning Board in that decisions should be in keeping with the master plan?

D. St. Pierre stated no the ZBA has a different directive that they operate by.

PERAMBULATION:

Chairman DiBietto stated that the Manchester – Hooksett boundary is still unresolved and that Administration is dealing with the developer on issues of development in that area.

P. Loiselle stated they would be coming before the Planning Board.

M. Ruel stated that at the last Council meeting a vote was made to send a letter explaining the boundary situation and she asked if the letter had been sent and are they aware of the perambulation issues.

P. Loiselle state the letter did not go out. There was a conversation with the Planning Board that the individual needed to come before the Planning Board. The developer is aware of the perambulation issues and they are not overly concerned at this time.

M. Ruel stated she would like the Council to be updated on the perambulation at the next meeting.

D. Belanger asked why the letter was not sent to the developer.

P. Loiselle explained as he progressed with the issue he came across a series of steps he had to follow which meant meeting with the developer to find out that the issues on the curb cut have to be address by the Planning Board, then he had to discuss this with the Planning Board, then he spoke to legal counsel, then he had to speak with the developer that sold the land to the current developer, then he spoke with the current developer's legal counsel. It became more time consuming than he had anticipated but he plans on sending out the letter soon.

M. Ruel stated that in the future she would like the reason stated why no action was taken on an issue that was previously voted by the Council. She said this should be done for the record and for Council to understand the reason no action was taken.

Chairman DiBietto adjourned the meeting at 9:33pm.

Respectfully submitted,

Tina M. Paquette
Administrative Assistant

Mary A. Ruel
Town Council Secretary