

TOWN COUNCIL MINUTES OCTOBER 8, 2003

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

Chairman DiBietto opened the meeting at 6:40pm.

AGENDA OVERVIEW:

Chairman DiBietto stated that at 9:15 the Council would go in to a nonpublic session for a personnel matter.

APPROVAL OF MINUTES:

September 24, 2003: Paul Loiselle moved to accept the September 24, 2003 minutes as amended. Seconded by D. St. Pierre. **Motion carried unanimously.** G Longfellow abstained; he was excused due to vacation.

P. Rueppel stated that she said she would call Henry Roy to see if he would be interested in serving on the Charter Review Committee, she did not nominate him at that meeting.

PUBLIC INPUT:

ADOPT- A- BOOK PROGRAM.

Joann McHugh, representing the PTO, stated that the Adopt A Book program would be closing on October 18th on the same day that the David R. Cawley Middle School will be holding their opening ceremonies. She presented forms to fill out and a list of books that the PTO would like to obtain for the new school library.

ATV CLUB.

H. Murray, 311 Hackett Hill Road, stated at the last meeting he would follow up with the ATV Club's clean up of Chester Turnpike. The clean up took place on September 20th, 2003. They picked up a refrigerator, a stove, and 12 tires. The club has also recently raised \$8,000 for the Special Olympics and a total of \$40,000 over the years and has raised \$30,000 for Toys for Tots.

REVALUATION.

Don Duford, 191 West River Road, asked what does the reval contract read and what is the mechanism in place for each property owner to be contacted.

D. St. Pierre stated that he received a letter that the reval person could not get in to view his property.

P. Loiselle stated he received a letter stating they would be there at a specific time.

D. Duford stated his mother is a property owner living in Hooksett and she is home almost all of the time. She has not had anyone come to her home and has not received a letter. His mother's property went up 58% without someone coming to see the inside of the property. The reval had many inaccuracies.

M. Ruel stated the tax anticipation has one dollar in the line item.

D. Duford stated there is no line to reflect that and it's not on his copy.

P. Fitanides stated he could provide inaccuracies on the sheets the company uses. They have a 30-digit code that means something to the reval company but the lot owner doesn't have any knowledge what those numbers represent.

Chairman DiBietto asked that the Acting Town Administrator inquire on the reval visitation process.

M. Ruel stated she would like to know from Visions how many people have made an appointment to have their issues addressed.

Judy Casey, 65A Farmer Road, stated that her mother did not get a call, or a notice but she still received a paper in the mail indicating that her assessment went up. J. Casey spoke to some of her business clients and they did not receive a call or visit either.

NOMINATIONS AND APPOINTMENTS:
CHARTER REVIEW ADVISORY COMMITTEE.

Chairman DiBitetto stated the following were nominated on 9/24/03.

For citizen membership: Don Duford and Bryan Williams

For Council membership: P. Fitanides, G. Longfellow, and M. DiBitetto.

G. Longfellow nominated Fred Bishop, Robert Normandeau and John Proctor for citizen membership.

Chairman DiBitetto stated he would like to give a two-week time frame and appoint at the next meeting because they had not received all nominations by the last meeting on 9/24/03. The charge to the committee will be discussed at the next meeting as well.

P. Rueppel nominated Henry Roy for citizen membership.

G. Longfellow nominated Michael W. Josey for the Solid Waste Advisory Committee, Alt, fill-in, exp. 6/2004.

SCHEDULED APPOINTMENTS:
KEN RODGERS: VISION TECHNOLOGIES – REVALUATION UPDATE.

Ken Rodgers, Vision Technologies Project Manager for the Hooksett Revaluation Project, stated the commercial valuations were delivered yesterday. Commercial and industrial properties increased by 38% and residential increased 52%.

Chairman DiBitetto asked when the commercial and industrial revals letter would be mailed out and are there any other issues that the Council would need to address.

K. Rodgers stated the letters would be mailed out tomorrow, October 9, 2003.

Sandy Piper, Director of Assessing, stated she must proceed very soon. She needs two weeks to do the clean up and to get the MS1 so that they can get their rates to be able to send out bills. However there is an issue with the commercial revals that she would like K. Rodgers to explain.

K. Rodgers stated Visions produced the values to MRI and they took exception to some of the values. One was improperly classified as an unbuildable lot. When Visions appraisers went out to view the lot there was nothing going on with the property so they took it under the assumption that it was an unbuildable lot.

Chairman DiBitetto stated the existing classification indicates it is an unbuildable lot.

K. Rodgers stated that's correct.

P. Loiselle asked from Visions perspective, is it a buildable lot.

K. Rodgers stated he hasn't seen any documentation that would make him change his opinion. He has been told that it is a developable lot and he asked for a letter in writing to cover Visions to change it to a buildable lot; the lot is 221 acres.

Chairman asked if there were only one or two exceptions that just need adjusting then it would be ready to go.

K. Rodgers stated he tried to run a couple reports yesterday and they crashed on the system but he was able to bring them to assessing today.

Chairman DiBitetto asked, as a point of clarification, would you give a brief explanation on the extent that Visions is redoing the assessment. He asked if Visions is reclassifying property as buildable vs. nonbuildable or are you a de novo or are you assuming some of the data in the files are good.

K. Rodgers stated for land use it is difficult to determine as to whether it is a buildable or unbuildable lot.

M. Ruel stated what you are saying is that an assessor is determining whether a lot is buildable or not. She asked if there is a requirement for an engineer to make that determination or is there any criteria.

K. Rodgers stated that an engineer would make that determination to the assessor who would then deem it buildable or unbuildable. If it's unbuildable there would never be anything built on it.

M. Ruel asked if the lot would be assessed at a lower value if it were determined to be unbuildable.

K. Rodgers stated it would be assessed at a lower rate.

M. Ruel asked if someone comes to the Planning Board and wants to build on a lot how would the Planning Board know that it's an unbuildable lot.

S. Piper stated it goes with your zoning ordinance; they are not getting into the zoning ordinances. An unbuildable lot means that it doesn't meet the zoning ordinances and it doesn't have the proper frontage in order to build on it. The only person that can make that determination is the Building Inspector. Visions is not reviewing properties by bringing the Town's zoning ordinances with them.

M. Ruel asked then what documentation is on file for a lot to be unbuildable.

S. Piper stated there is no documentation on file; this data is very old coding that has been there from the last reval back in 1988 under the previous Assessing Director.

P. Loiselle asked what is the worst-case scenario, that the owner comes in for abatement.

S. Piper stated that's right.

M. Ruel asked if there is a list that explains what the use codes are.

K. Rodgers stated he could get a list from the data collection manual in the assessor's office.

Chairman DiBitto stated that a question arose from the audience tonight relating to the issue of actual on site visitations. Some people have not received a visitation to the properties or no one has been inside the properties to make an assessment. He asked what is the percentage of homes not actually accessed, is it policy that not every home be accessed.

K. Rodgers stated that every property should have been visited at least one time and usually two to three times with callbacks. If no one were home they would send a letter asking them to call to set up an appointment for a lister to go back to the property. If they don't call then the lister would visit the property and look at the exterior.

P. Loiselle stated we have a number of people commenting tonight that they have not received anything relevant to mail or a telephone call.

K. Rodgers stated that they don't make calls; they use the mailing address from the Visions' system. The property owner may want to check to verify that the address in the system is correct.

D. St. Pierre stated you send a letter out and if there is no response to it then you send a secondary appraiser out.

K. Rodgers stated that the first visit is unannounced and if no one is home their representative measures the exterior and at the end of the shift the representative will go back to the property to see if any one is home if no one is home they will receive a call back letter.

D. St. Pierre stated worst-case scenario is that you can't get anyone in to see the structure, then what mechanism is used to make an evaluation of the property.

K. Rodgers stated that his evaluators measure and list many different types of houses and they are good at estimating what is in the interior, they are using a comparable method but they do measure the exterior buildings. Then that data is compared with the cards in the file.

P. Loiselle asked if there is a way of knowing when someone went to the home or sent a letter to do the reval.

K. Rodgers stated there is a tracking record that shows when they went to the home.

M. Ruel asked if he has the percentage of people who have come in for appointments to discuss their reval.

K. Rodgers state for this Monday there were 250 people scheduled to come in this week.

S. Piper stated there have been a lot of walk-ins that have been seen in between appointments as well.

K. Rodgers stated the number of appointments has probably been below average.

P. Fitanides asked about measurement errors that were made in the last reval.

S. Piper stated that's one of the things this reval will do is adjust any incorrect measurements on properties. One must also keep in mind the sales in this community have set the pace, other than errors, there is not a lot we can do because people are now buying at such high prices. She presented a draft for the reval of your utilities. Public service had the opportunity to see the draft and they said they are not unhappy.

M. Ruel asked K. Rodgers how he feels the overall process has gone.

K. Rodgers stated very smoothly. The DRA has come in and audited the data collectors.

S. Piper stated that once the letters for commercial/industrial are mailed the hearings would follow. All corrections have to come back and the Council has to approve the bottom line then S. Piper would do the clean up work.

K. Rodgers was asked to attend the next Council meeting on October 22, 2003.

KEMP HOLT: REVISED PACKER BIDS.

Kemp stated per his memo for the revised packer chassis bids, he had overlooked the 300-horse engine and due to federal law they could not put that motor in their high profile truck for another six months. Freightliner came in with the low bid that meets his exact specifications and would be the perfect truck to fill in for the back up work it would be used for.

P. Fitanides stated with all the growth in Hooksett, he asked why buy a packer that is five yards smaller then the present unit.

K. Holt stated an advantage of this truck is the maneuverability in getting through narrow streets and for turn-a-rounds; bigger trucks cannot get around and time is wasted. We have new areas on the routes and the 30-yard is having trouble maneuvering in these areas. The smaller truck can turn much better than the older truck can.

P. Fitanides asked if he foresees needing another truck in the future.

Kemp yes.

Chairman DiBitetto stated it's replacing a truck and is a backup truck; we are not near using two trucks full time.

Kemp said yes but the time will be coming when we will need two full time trucks.

Diane Boyce stated the second truck is being used to pick up all containers, running on holidays, and when equipment breaks down it fills in.

K. Holt stated in the first of the year it would be more than a backup truck.

P. Fitanides asked if the truck would include radios and did they look into using Nextel intercom phones.

K. Holt stated yes and he has all bids if anyone would like to review them.

D. Boyce stated it will have two- way radios that will go through dispatch.

D. Savoie provided a handout on lease rates and least payments. Of the three finance companies Freightliner, McNeilus and Citizens Bank the lowest interest rate and the lowest payment amount was Freightliner at 3.62% , for an annual payment of \$27,129.60. The payments are in advance; the first payment is made upon acceptance of the item. At the last meeting it was asked if a lease could be terminated or paid off on an earlier date and the answer is yes, on the anniversary date and a small prepayment fee would be charged at approximately 2% and it will be written into the lease contract. The estimated price of the new packer chassis and packer body is \$126,496.

P. Loiselle moved to accept the Freightliner bid for the packer chassis and McNeilus for the packer body, and lease through Freightliner/Daimler Chrysler as the finance company at an annual payment of \$27,129.60 for five years. Seconded by M. Jolin. **Motion carried unanimously.**

TOWN OWNED PROPERTY: REQUEST TO DEED TOWN OWNED LAND ABUTTING 25 POORE ROAD – MAURICE LAMBERT.

Chairman DiBietto stated that the Lamberts of 25 Poore Road have requested to have a section of property deeded to them. Mr. Lambert's attorney sent a letter to the Acting Town Administrator indicating that a piece of property that was deeded to Mr. Lambert may be owned by the Town of Hooksett via a 1980 tax collector's deed and there is no record that the land was conveyed or sold by the Town.

Maurice Lambert stated that the land was conveyed to his father and when he passed on it was conveyed to him. In the process of applying for refinancing he found a problem with the deed. The piece of land is 104 X 104 feet and has no road frontage. 104 feet bounds the nursing home in Manchester and the other side the road doesn't go to the end it stops in front of his house; it is essentially landlocked. He has been billed and paid taxes on that piece of land for many years.

Chairman DiBietto asked if we are of the understanding that the Town of Hooksett currently owns the property.

M. Lambert stated that's the way he understands it.

Chairman DiBietto stated that the thought was that the 104 X 104 tract of land was part their property and the attorney thought it might be a Scribner's error in the tract description. This was a separate lot that belonged to another party and the Town took the land thru back taxes.

D. St. Pierre stated if it is a fact that the Lamberts have been paying taxes on this land he asked if they have paid more taxes than what the Town took it for.

P. Loiselle stated they have been paying taxes on it for many years.

P. Loiselle stated the dollar amount the land was taken for is unclear but it is clear that it is Town owned property. The issue would be to keep or sell the land and would that be done at a public auction.

M. Ruel stated there are other issues here. The Lamberts believed they owned the land and consideration should be taken on the fact that taxes were paid by them for quite some time. It would be helpful to know if it is a valuable piece of property and how much taxes they've paid over the years.

P. Loiselle has gone to look at the property and it literally abuts the highway and it is 104 X 104 feet.

Mrs. Lambert stated that their property goes right through the road so there's no access road; it is landlocked and their recent survey reflects just that.

Chairman DiBietto stated there is further research that needs to be done and a Town policy on Town owned property needs to be completed before we can go any further.

M. Lambert would like to know if they would be able to receive payment for all the years they've paid on the lot in question.

Chairman DiBietto stated Council would address this question as well.

M. Ruel stated to Mrs. Lambert that she should ask their attorney if the Town decides to keep the land what are the Lambert's options.

H. Murray, 311 Hackett Hill Road, stated that he knows that area very well and asked if that is the land that is in question on the Town boundary's perambulation situation; that may be the line that is in dispute.

OLD BUSINESS:

EXIT 10 – TIF BOARD NOMINATIONS.

Chairman DiBitetto stated that it was voted to establish a Tax Increment Finance (TIF) Board just prior to the fiscal year end of June 30, 2002. There have been no board appointments to date. According to the TIF guidelines you need **three members from the district or immediately abutting the district and two at large; they do not have to live in Hooksett.** Those who expressed an interest to be on the board are Robert Areo, Kimball Drive; Anthony DeLuca, KGI Properties – Developers of the Exit 10 retail businesses; Russ Letendre, Hooksett Self-Storage Properties; and Irene Darrah, Kimball Drive.

Mary Ruel stated that Chairman DiBitetto explained the make-up of the board but in reading the resolution that the Council passed, the board was to consist of five members either owners or occupants of real property within or adjacent to the district. She asked if Chairman DiBitetto just said something different.

Chairman DiBitetto stated he did say something different. The statute says that membership calls for **three members of the district and two at large.**

M. Ruel stated that the RSA requires a minimum of three would have to be within the district and that our resolution would allow something different. The Town Council's resolution reads the **five members who are either owners or occupants of real property within or adjacent to the district.**

Chairman DiBitetto stated that all five members could be adjacent to the TIF district because it would meet the minimum RSA requirement.

M. Ruel stated all five could be adjacent so that would mean not having anyone in the district as a member.

Chairman DiBitetto stated yes.

M. Jolin stated yes, it just says within or adjacent to the development.

Chairman DiBitetto stated that the Council's resolution calls for every one to be within or adjacent to the TIF district.

Chairman DiBitetto asked if the Town Administrator would be the District Administrator.

M. Jolin stated that the Statute states - may create a department or designated District Administrator.

Don Duford stated the Town Administrator was going to be the District Administrator and that's why there should be five members including the Town Administrator.

M. Ruel stated she would support the Town Administrator be the District Administrator with no authority on issues such as acquiring property, entering into contracts or leasing space.

Chairman DiBitetto stated that at this point the resolution requires an amendment to define the District Administrator's role.

M. Jolin and M. Ruel stated that the amendment is not needed because authority to the Town Administrator has not been granted other than having an advisory capacity.

Chairman stated Council would need to define the authority that they are granting the District Administrator.

M. Ruel stated the authority would be to call and attend the meeting's, to discuss the issues and advise the Council.

Chairman DiBitetto asked if the Council feels that the provision for the District Administrator is already in place.

M. Jolin stated to simplify the definition of the role - the District Administrator is the Town Administrator who must abide by all Town rules and limitations.

Chairman DiBitetto stated the District Administrator has the same authority that the Town Administrator has.

M. Ruel stated we could appoint the Town Administrator as the District Administrator with the authority that is granted to him as the Town Administrator.

Chairman DiBitetto opened the TIF nominations:

D. St. Pierre nominated Robert Aero, Kimball Drive; Anthony DeLuca, KGI Properties; Irene Darrah, Kimball Drive, Russ Letendre.

Chairman DiBitetto closed nominations.

D. St. Pierre moved that the Town Administrator serve as the TIF District Manager as a permanent position who must abide by all Town rules and limitations as granted to the Town Administrator. Seconded by P. Fitanides.

Motion carried unanimously.

Chairman DiBitetto stated that we need to have one more nominee who is an owner or occupant and can be an abutter or adjacent to the property.

ASSESSING: EARLY TAX PAYMENT LETTER.

Chairman DiBitetto stated that a draft letter was prepared to address the issue of voluntary early payment of taxes and has been forwarded to legal counsel for their opinion. There is a possibility that the tax bills will not be sent out until the end of December and there are some people who would want to pay their taxes before the end of this year for IRS tax purposes.

P. Loiselle stated this is only in the event that we would have to get that letter out.

M. Ruel stated the purpose of the letter is so that the amount of money the Town would need to borrow would be less.

D. Savoie stated that she received a call from a taxpayer asking if there would be the opportunity to pay their taxes early, in this year, for IRS tax purposes.

NEW BUSINESS:

P. Rueppel received a call from David Gagon in reference to handicap parking. On the next Council agenda she would like it to contain obtaining a purchasing agent.

D. St. Pierre stated the parking issue has been addressed and has been taken care of; the signs have been installed.

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

1. He has attended a number of Comcast meetings. Comcast has granted a one-year extension on the contract. There has been a tremendous amount of interest in having a Town access channel that would include government, public and educational issues. Information will be forthcoming on cost and how to pay for the cost of an access channel. Comcast is asking for a 20-year contract, however, most Towns are dealing with 5 and 10-year contracts.

D. St. Pierre asked if every town stands alone or can we piggyback on Manchester's time.

P. Loiselle stated that subject has not been approached. Manchester has three access channels. We are looking at one channel, on rack of equipment, a simple low cost approach. He has concerns with who would be running the equipment. Equipment and manpower could cost \$100,000 for the first year. There is a lot of homework that has been done and there will be some field visits soon.

2. He would like to see a policy established for new members of the Planning and Zoning Boards. It should be required that new members attend workshops to better understand some of the complex issues. Charles Watson, Town Planner, will be suggesting some workshops that would be suited for keeping the members up-to-date on planning and zoning issues.
3. A letter was received from an attorney regarding Mammoth Fire Alarm Company where they complained that the Fire Department has two sources in the fire station listed as the Fire Department's preferential source for fire alarms. The monitoring was done at the police station of the private firms equipment; we were monitoring an outside firm's equipment. He is of the opinion that the entire equipment should be removed because the equipment went down last Friday evening and went back up at 10:30 Monday morning and we had no knowledge it was down. There are also issues with alarms companies coming to the fire department saying we use them for service and we don't actually use that company for service. Colonial was sent a letter to remove the equipment immediately. We are no longer monitoring Colonial's equipment or any one else's equipment.

Chairman DiBitetto stated for the record, you could monitor no other firms on this equipment.

P. Loiselle stated they would have to go through this equipment.

Chairman DiBitetto stated they could arrange with the equipment owner to have their alarms displayed on their monitors.

H. Murray stated only if they were under that contract.

Chairman DiBitetto stated they would have to have a contract with that supplier.

H. Murray stated it has nothing to do with the Fire or Police Departments. Mammoth's equipment has not been removed. The letter was mailed to Mammoth on Friday and that evening is when the Alarm system went down. The Fire Department knew the alarm system was down and all weekend the Fire Department made urgent phone calls all weekend to Mammoth Alarm Company.

4. Hooksett's Land Title Policy needs to be reviewed. Sandy Piper, Assessing Director, received 12 land titles, from developers, showing that roadways have been turned over to the Town from the developers' perspective. The developers have actually gone to Concord, transferred the deeds and presented them to our assessing office. A point of order is that a roadway is not turned over to the Town until the Highway Department has approved it and the deed has been brought to the Town Council. Now we are ending up with the Town putting liens on these properties. We need to have a written policy on transferring roads over to the Town and that policy should be given to the developers from the Building Department.

Chairman DiBitetto stated that State law now requires that towns must accept property before it is deeded to them; therefore, those 12 deeds may not be a valid conveyance.

M. Ruel stated that if we have a problem with developers deeding to us before it's appropriate then we need to deal with the developers somewhere earlier in the process; perhaps this should happen at the Planning Board level. She suggested, if the Assessing Department receives a deed that was not obtained by following proper procedures then assessing should immediately send a letter notifying the developer of the procedure, give them a 30 day dead line to show that the proper procedure was followed or it will be deeded back to the developer.

P. Rueppel stated to penalize them as well.

D. St. Pierre stated that the Planning Board has had this discussion and one of the things that happens is that the Assessing Department gets inundated with problems that could be avoided if the proper mechanism was in place earlier on in the development process.

5. All street names should be coming to the Council for approval. Recently a number of drawings have come before the Planning Board with the street names included and they are approving them. That means the streets are getting approved without ever coming to Council.

Chairman DiBitetto stated that in the past the Planning Board used to submit the street names to the Council for approval. He's not sure why the procedure is not being followed now.

P. Rueppel stated there are many new inexperienced members on the Planning Board.

P. Loiselle stated he would send a memo to the Planning Board advising them of the issue and that street names are to be approved by the Town Council.

D. St. Pierre stated that by the time the Planning Board receives the plans it is supposed to have been approved by the paid office staff. Then the Planning Board reviews the plans and their approval must be unanimous. With that said, when the Planning Board gives a unanimous decision it's because the paid staff of the Town has said it's good to go.

P. Fitanides stated, as he understands it for the occupancy permit issue, no matter what the State Statutes say or what the Planning Board says, occupancy is strictly arbitrary. It's up to the Building Inspector to decide at will and he can be the sole determiner on whether one gets an occupancy permit or not. He can change a Planning Board decision without going back to the Planning Board or the Zoning Board.

PROJECTED SPENDING ANALYSIS:
HEALTH INSURANCE.

P. Loiselle stated that he and the Finance Director, Diane Savoie, would present this year's projected overspent analysis. They budgeted 15% increase and it came in at 26.7% increase.

D. Savoie presented a handout. She stated that insurance has gone up and what they have is the lowest. What they need to remember is that they have two union contracts that state you will give insurance at a certain rate; so in a way she cannot make changes there.

P. Loiselle stated for health insurance the current weekly payment by Town employees is \$3 for single, \$6 for couple, \$9 for family. This doesn't include dental insurance. As for Police and Fire insurance an addendum can be made to increase the employee responsibility and that would require going into union negotiations.

WORKERS COMPENSATION:

P. Loiselle stated that workers compensation has increase by \$26,000.

D. Savoie stated that they budgeted for \$94,000 and they will be billed for \$120,000 and that would also be discussed at the next Council meeting.

D. Savoie stated for the five new police officers, \$5,000 would be needed for health and dental insurance. The Police Chief and Police Commission met and they are willing to delay the date for the start of the five new officers in order to not incur any additional new charges to the Town under this fiscal budget.

DENTAL INSURANCE:

P. Loiselle stated that the dental insurance increased by \$2000.

D. Savoie stated that dental was budgeted at 5% and it increased 9.3%. These effects are for six months, just to get through the fiscal year.

P. Loiselle stated the workman's compensation in the operating budget would be \$26,000.

P. Loiselle stated the tax anticipation note is based on \$5 million and the interest would be approximately \$16,000 for two months at 2% interest rate.

D. Savoie stated part of that \$5 million is \$1 million for the school, \$2.5 million for the County, these payments are due in December and there will be no money for these payments. Also, the Finance Department and the Town Treasurer will come before the Council to go over the bids that were received for the tax anticipation notes.

P. Loiselle state they are looking for \$74,000 that they don't have. They put a hold on \$28,000 in the paving line, \$7,000 in the administration education line, and \$21,000 in the planning department for performance zoning,

and money from the Town Building/New Equipment lines and the Elmer Ave. Bond. The total comes to \$72,000.

M. Ruel asked if these proposed cuts were done between P. Loiselle and D. Savoie or was this discussed with all department heads for their review. She asked what was the Town Building/New Equipment line for.

P. Loiselle stated he and D. Savoie have spoken to the Highway Department but have not yet spoken to the Planning Department.

D. Savoie stated the Town Building/New Equipment is for various items for the Fire Department. Town Building refers to all Town Building needs.

P. Loiselle stated that he will be talking to department heads and there will be a plan for addressing the overages.

D. Savoie stated right now the plan is before you as suggested at this meeting.

WORKSHOP:

Chairman DiBitetto stated that an agenda has been set for a special workshop meeting next week to discuss the noise ordinance and Council Goals and Objectives. He would like to add disposition of Town Owned Property Policy to that agenda.

P. Fitanides asked when the CIP agenda could be discussed again. He would like to address the Parks & Recreation deficiency of almost \$700,000 and the sewer project.

VILLAGE CHARRETTE:

Chairman DiBitetto attended the Village Charrett meeting, which is a first of two meetings. It was well attended and well done. October 25th at 9 am, will be the second part and will pull things together. Procedurally and artistically it was very interesting to see what the future could be like in the Village. He urged the Councilors to attend as some did for the first meeting.

M. Ruel stated the Hooksett Village consists not just of Main Street but encompasses the Public Library. On October 25th at the next meeting the input they received from the residents and attendees, on October 4th, will be put together to formulate what the Village could look like in the future.

10-YEAR TRANSPORTATION PLAN:

Chairman DiBitetto stated that there was a public hearing for the 10 Year Transportation plan. Hooksett had good attendance of approximately 15 members from the Town Council, Board Members and citizens. Some of them spoke so that our needs and concerns could be heard.

EMERGENCY MANAGEMENT:

Chairman DiBitetto stated that Al Dionne, Director of Emergency Management, would be holding an exercise on October 22, on improving our emergency management.

CONSERVATION LAND FUND – MEMORANDUM OF UNDERSTANDING (MOU):

Chairman DiBitetto asked P. Rueppel if what she sent to the Councilors on the Conservation Land Fund MOU is what the Conservation Commission will adopt.

P. Rueppel stated that the Conservation Commission's MOU presented tonight is the final draft therefore she would like it on the next Council agenda. She also would like Steve Couture and Tim Johnson to attend the next Council meeting.

BUDGET COMMITTEE:

M. Ruel stated at a recent budget committee meeting they were looking at the year-end report from last year and they will be discussing it in detail at their next meeting and they are requesting the presence of D. Savoie to answer questions. There are specific items the Committee requested that she address with the Council and Administration. One item is obtaining a purchasing agent and perhaps sharing this agent with the School Board if the Town only wants a part-time agent. Judy Casey and Lisa Tonneson have filled the Open slots on the Budget Committee. The Committee raised the issue about encumbering funds after June 30th; they didn't think

that was appropriate per the RSA's. They would be interested in hearing the insurance presentations so please be sure they get a copy of the Agenda. In the future budgets they would like to see one-time expenditures highlighted so that they stand out a bit. They would like to see formal documentation that shows approval for the transfers for departments that are over budget and that would include Finance, Assessing, Building, Family Services and Fire Departments.

D. Savoie stated in response to the last item, the Council knew about Assessing and Finance being over budget. She spoke to the previous Town Administrator, M. Farrell, and he said he would take care of it.

Chairman DiBitetto stated that in fairness it needs more of an explanation other than saying it didn't get gone. We need to convey that the fault lies elsewhere not with the department head; they should be given a chance to explain the circumstances.

Chairman DiBitetto stated for example, the Assessing Department had no idea what was in the contract for their subcontractor. Some of the authority that a department head should have full authority for was taken from them without the Council's knowledge. Often the bills were not even seen by the department heads until the bill was approved and paid. So it is very difficult to blame a department head for something they were not allowed to control. Thus it needs to be conveyed that the fault lies elsewhere and not with the department head.

M. Ruel stated the Budget Committee wants to know why there was \$30,000 for Elmer Ave.

D. Savoie said she would prepare a handout for that issue.

M. Ruel stated the Committee also would like to see all invoices for all legal expenses.

D. Savoie stated that if she alters the legal expense bills, to hide the name to be legally with in guidelines of confidentiality, she would be accused of hiding information.

M. Ruel stated she would volunteer to revise it to provide the information in a generic form without showing any names. They want to know about the legal expenses because we were budget for \$35,000 and spent \$126,000.

SUBCOMMITTEE REPORT:

SEWER LIAISON: P. Rueppel reported that the Sewer Commission is looking into using a natural bio-filter to try to solve the odor problem. Yesterday the Sewer Commission met with an engineer and found out what causes the terrible smell is mixing grass with that composting material.

MOTION TO EXTEND:

At 9: 30 P. Rueppel moved to extend the meeting for 15 minutes. Seconded by. G. Longfellow.

Roll call vote.

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

NONPUBLIC SESSION:

M. Ruel moved at 9:30 to enter into nonpublic 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 P. Loiselle.

Roll call vote.

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

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

M. Jolin moved at 9:48 to exit nonpublic session. Seconded by D. St. Pierre. **Motion carried unanimously.**

COUNCIL MINUTES

OCTOBER 8, 2003

Chairman DiBitetto adjourned the meeting at 9:48pm.

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Respectfully submitted,

Tina M. Paquette
Administrative Assistant

Mary A. Ruel
Town Council Secretary