

Approved

**TOWN COUNCIL MINUTES
Regular Meeting
Wednesday, December 15, 2004**

PRESENT: D. Belanger, M. DiBitetto, P. Fitanides, Chairman M. Jolin, P. Loiselle, G. Longfellow, M. Ruel (excused), P. Rueppel, D. St. Pierre, M. Sharma (Town Administrator)

CALL TO ORDER: Chairman M. Jolin called the meeting to order at 6:35 pm.

NON-PUBLIC SESSION:

D. St. Pierre moved at 6:37 pm to enter into non-public session under RSA 91-A:3, II. (c) Matters which, if discussed, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Motion seconded by P. Fitanides. **Roll call vote carried unanimously.**

D. St. Pierre moved at 7:08 pm to exit non-public session. Motion seconded by G. Longfellow. **Motion carried unanimously.**

Chairman M. Jolin announced that the Council had voted to divulge the October 27, 2004 non-public minutes and not to divulge the December 15, 2004 non-public minutes.

APPROVAL OF MINUTES:

December 1, 2004 – G. Longfellow moved to approve the December 1, 2004 minutes as amended. Motion seconded by P. Loiselle. **Motion carried.** D. Belanger abstained, he was not present at the meeting.

NOMINATIONS/APPOINTMENTS:

G. Longfellow moved to appoint Robert Duhaime as fill-in, alternate member of the Planning Board, exp. 6/2005. Motion seconded by D. St. Pierre. **Roll call vote carried unanimously.**

P. Loiselle moved to appoint Cori Hillhouse as fill-in, full member of Parks & Recreation Advisory Board, exp. 6/2006. Motion seconded by D. Belanger. **Roll call vote carried unanimously.**

G. Longfellow moved to nominate Marty Deering as fill-in, alternate member of the Heritage Commission, exp. 6/2006.

SCHEDULED APPOINTMENTS:

Public Hearing, Roadway Acceptance per RSA 684:40-a
Chairman M. Jolin opened the public hearing at 7:11 pm.

M. Sharma presented a list of roads (attached), to be accepted per RSA 684:40-a. He stated that these roads have been completed and in use but have never been formally accepted by the town council. The town has not followed a proper procedure to accept new roads. He advised that the Planning Board has adopted a procedure where the Highway Manager would present a list of completed roads to the Planning Board. The Highway Manager, the Town Council representative to the Planning Board and another Planning Board member will inspect the roads. The three individuals would report to the Planning Board, who would then recommend road acceptance to the Council.

Dale Hemeon, Highway Manager stated that roads have to be complete in order to be accepted. He added that bonds are usually reduced to 10% upon completion of the roads. He would have another batch of roads to be accepted.

Chairman M. Jolin closed the public hearing at 7:15 pm.

D. Belanger moved to accept the list of roads as presented. Motion seconded by P. Loiselle.
Motion carried unanimously.

G. Longfellow said the town does not usually pick up trash on private roads. Solid Waste Department is trying to figure out whether a rebate should be given out or whether to pick up trash on these roads. D. Hemeon stated that roads should remain private until they are completed and ready for the town to accept. M. DiBietto suggested holding services until roads are accepted. G. Longfellow said the town could not hold services because people are living on those roads. D. Hemeon explained that the town charges developers for winter maintenance a minimum of \$1,500.00 a year for roads under 1 mile and then \$3,000.00 a mile, thereafter for unaccepted town roads. He added that the only services the town should be providing for private roads are plowing and trash collection until the town formally accepts roads.

Public Hearing, Proposed Amendment to the Administrative Code

Chairman M. Jolin opened the public hearing at 7:21 pm.

M. DiBietto presented the proposed amendment to the Administrative Code recommended by the Town Administrator and said it was properly posted. M. DiBietto read the proposed amendment (attached).

M. Sharma stated that the purpose of the minor changes was to streamline some of the functions of the Office of the Town Administrator. These changes would also establish the position of Human Resources Coordinator. This function is currently being provided by the Assistant Town Administrator. The Assistant Town Administrator will become Human Resources Coordinator. Regarding the changes in the Assessing Department, he added, the Town of Hooksett is the only town in the State of NH, which has a Director of Revenue Administration. That position would be renamed as Assessing Coordinator.

Chairman M. Jolin closed the public hearing at 7:28 pm.

M. DiBietto moved to schedule the matter for action at the next meeting. Motion seconded by D. St. Pierre.

The council asked to review the revised job descriptions prior to the next meeting. The council is concerned about what is going to happen when the Assistant Town Administrator's position is eliminated. They asked to see in writing where the job functions are being moved.

A lengthy discussion followed regarding the elimination of the Assistant Town Administrator's position and who would be the next in line to act as the Town Administrator in his absence to ensure the continuity of day-to-day business.

Chairman M. Jolin suggested for the Town Administrator to designate someone to be the Acting Town Administrator during his absence.

M. DiBietto stated that the Town Administrator's position is a unique position, which is not easily shared. He added that transfer of power to another person during the Administrator's temporary absence should be limited.

M. Sharma stated that a pecking order should be created because no single individual could run an entity whether it is a town, state or a country. It has to be a team.

G. Longfellow stated that someone should always be available when the Town Administrator is for some reason, out of reach.

D. St. Pierre asked what would be the pay scale of an Assistant Town Administrator if the town were to hire one. M. Sharma said he would prefer an S10, but no one at the Municipal Building is an S10. The Fire Chief and the Police Chief are the only town employees who are classified as S10.

It was decided to add a line to the Administrative Code that says, ***“During his temporary absence, the Town Administrator shall designate an individual to be the Acting Town Administrator.”***

Vote on the motion to schedule the matter for action at the next meeting. Motion carried unanimously.

OLD BUSINESS:

10% Retainage Update – Quality Drive, TIF District

The town would propose to have its legal counsel, Bart Mayer, draft the agreement between Arleigh Green and the Town of Hooksett regarding the 2 acres of land.

NEW BUSINESS:

Approval of the General Welfare Guidelines for the Town

Joy Buzzell, Family Services Director stated that the town’s guidelines for general assistance (welfare) should be updated. NH State law says that every town must have general assistance guidelines. These guidelines must be updated at least every year to allow for the housing fair market value and cost increase. The housing and food figures on the town’s guidelines need to be updated. Not updating these guidelines could open the town to lawsuits. She explained how she calculated the guidelines figures.

D. Belanger moved to adopt the new guidelines as presented by the Family Services Director. Motion seconded by D. St. Pierre.

Roll call vote:

D. Belanger	Yes	G. Longfellow	Yes		
P. Loiselle	Yes	P. Rueppel	Yes		
M. DiBitetto	Yes	D. St. Pierre	Yes		
P. Fitanides	No	M. Jolin	No	6-2	<u>Motion carried.</u>

TOWN ADMINISTRATOR’S REPORT:

M. Sharma reported on the following:

1. At the last meeting, the council approved a DES grant application. He misspoke and said that the grant is for \$35,000.00. He corrected himself and said that the grant is only for \$15,000.00. It is a 75-25% matching grant. The town’s matching figure is \$3,750.00. The Town Planner has requested \$20,000.00 grant for water reserve study as part of this application. This request is being handled in the normal budgetary process.

2. He presented the November expense report.

M. DiBitetto commended the Fire Department for being consistently under budget. He added it shows discipline and the Town Council appreciates the effort.

3. The town’s workers’ compensation insurance policy through Primex is due to expire December 31st, 2004. The town received quotes from Primex (\$144,149.00) and LGC (\$116,859.00). After reviewing the quotes with the Finance Director and discussing the letter of Gary Stenhouse of Primex with the Council, he recommended for a motion to terminate workers’ compensation insurance contract with Primex and enter into a contract with LGC.

G. Longfellow moved to grant permission to the Town Administrator to terminate the workers’ compensation insurance contract with Primex as of 12/31/04 and enter into a contract with Local Government Center for a three-year period beginning 1/1/05. Motion seconded by P. Loiselle. **Roll call vote carried unanimously.**

D. St. Pierre moved to authorize the Chairman to sign the contract with LGC. Motion seconded by G. Longfellow. **Roll call vote carried unanimously.**

M. DiBietto read the resolution for participation in the multi-year rate guarantee program with LGC. (attached)

M. DiBietto moved to adopt the resolution as written. Motion seconded by D. Belanger. **Roll call vote carried unanimously.**

With regards to the monthly expense report under Fire Department, G. Longfellow asked what the \$20,000.00 Fleet Maintenance was for. The Finance Director would look into the matter.

4. M. Sharma informed the Council that a developer is interested in purchasing a piece of property owned by DOT adjacent to the Pallazzi property on Route 3A.

M. DiBietto brought up the subject of the southern parkway leg. He said that the project would have to be moved forward to be presented in a warrant article. M. Sharma will be meeting with Charles Watson (Town Planner), P. Loiselle and Steve Korzynowski. If needed, a meeting with SNHU would also be arranged. He will have something to report in the next couple of weeks. If nothing else, the warrant article from last year would be reactivated.

If a TIF district is being considered, M. DiBietto asked to have a map delineating the boundaries for the TIF district.

M. Sharma informed the Council that Manchester Sand & Gravel won the Supreme Court case, Smagula v. Town of Hooksett regarding the Heads Pond Development. He suggested inviting their lawyer, David Campbell to talk about their plans along with the southern parkway.

SUB-COMMITTEE REPORTS:

Board of Assessors

At their last meeting, Sandy Piper, Assessing Coordinator reported a big drop on the assessed ratio of taxable properties.

Budget Committee

The Budget Committee has requested information on the town's growth in taxable properties and new construction.

Comcast Cable TV Advisory Board

The agreement has been finalized.

P. Loiselle moved to disband. Motion seconded by D. Belanger. **Motion carried unanimously.**

Facilities

The architect will present his report on the Village School on Monday, December 20, 2004.

Planning Board

The Board decided to extend the period for Master Plan written comments to be sent in for 30 extra days.

Regarding the intersection by Cawley Middle School, D. St. Pierre and Charles Watson (Town Planner) put together a letter, which was sent to the school. D. St. Pierre received a response from the SAU Administrative Assistant, Mary Miller. They would like to arrange a meeting to resolve the matter.

Sewer Commission

Sewer Expansion Issue

M. DiBietto had been in contact with the Sewer Commission. The meeting with DES was postponed. The Sewer Department engineer has developed a proposal on how they would like to

proceed with DES. P. Loiselle said that the sewer issue is the most important issue the town is facing right now. He questioned DES' legal authority to deny the Town of Hooksett the right to expand. Chairman Jolin said DES issues sewer expansion permits and they could deny permits.

TIF Committee

They would meet in January.

ADJOURNMENT:

P. Loiselle moved to adjourn at 9:25 pm. Motion seconded by D. St. Pierre. **Motion carried.**

Respectfully submitted,

Evelyn F. Horn
Administrative Assistant

Michael J. DiBitetto
Town Council Secretary