

Approved

**TOWN COUNCIL MINUTES
Regular Meeting
Wednesday, January 12, 2005**

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

CALL TO ORDER: Chairman M. Jolin called the meeting to order at 6:30 pm.

NON-PUBLIC SESSION:

M. Ruel moved at 6:35 pm to enter non-public session under RSA 91-A:3, II. (c) "Matters which, if discussed in public, 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 D. Belanger. **Roll call vote carried unanimously.**

G. Longfellow moved at 7:00 pm to exit non-public session. Motion seconded by P. Loiselle. **Roll call vote carried unanimously.**

The Council made a statement that they voted not to divulge non-public minutes.

APPROVAL OF MINUTES:

December 15, 2004 – G. Longfellow moved to approve December 15, 2004 minutes as amended. Motion seconded by P. Loiselle. **Motion carried.** M. Ruel abstained, not present at the meeting.

NOMINATIONS/APPOINTMENTS:

G. Longfellow moved to appoint Marty Deering as fill-in, alternate member of the Heritage Commission, exp. 6/2006. Motion seconded by M. Ruel. **Roll call vote carried unanimously.**

SCHEDULED APPOINTMENTS:

Emergency Management – Purchase of Access Control/Photo ID System

Harold Murray, Emergency Management Deputy Director stated that bid requests for the purchase of an Access Control/Photo ID System were sent to three different companies. They received only one bid from Pelmac Industries in the amount of \$11,515.00. He explained the system would eliminate having to change the locks for personnel changes. Once the system is activated, it would be an additional \$900.00 to include the rest of the Town employees.

M. DiBitetto moved to waive the rules to have at least three bids. Motion seconded by G. Longfellow.

Roll Call

G. Longfellow	Yes	P. Loiselle	Yes		
D. Belanger	Yes	Chairman M. Jolin	No		
M. DiBitetto	Yes	P. Fitanides	Yes	6-1	<u>Motion carried.</u>
M. Ruel	Yes				

M. DiBitetto moved to accept the Pelmac Industries bid of \$11,515.00 for an Access Control System and to expend such funds under the provisions of RSA 31:95b. Motion seconded by G. Longfellow. **Roll call vote carried unanimously.**

OLD BUSINESS:

Administrative Code Amendment

M. DiBitetto moved to adopt the Administrative Code amendment. Motion seconded by D. Belanger.

There was a discussion regarding the need to have an Assistant Town Administrator or an Acting Town Administrator. G. Longfellow stated the town needs an Assistant Town Administrator. M. DiBietto stated that he does not see any need to appoint an Assistant Town Administrator. The Council has full authority to appoint an Acting Town Administrator when the position is vacant. It was decided that the language of the amendment that was used at the public hearing should be used for the council vote.

Roll call vote (on the motion to adopt the Administrative Code amendment) carried unanimously.

M. DiBietto read the amended Administrative Code for the record. (See copy attached.)

10% Retainage Update – Quality Drive TIF District

M. Sharma updated the Council that they are still in the process of negotiating.

SUB-COMMITTEE REPORTS:

Village School Re-Use Advisory Committee

Chairman M. Jolin reported that the committee received a base estimate from Arenco, Inc. for Village School renovation. The committee may review the wordings of the two Warrant Articles at its next meeting. One warrant is to fund the Architectural & Engineering costs and another warrant is to fund the renovation. M. Sharma added he received two bond proposals from NH Municipal Bond Bank and Ocean National Bank. They have provided rates for 10, 15, and 20-year bonds. He is expecting to get rates from Bank of America. With regards to the availability of other funds for the renovation, M. Sharma said that the PSNH has been contacted to do an energy audit. This may lead to receiving a grant from the agency.

P. Loiselle asked if there are any plans to move some departments into the building sooner. Chairman M. Jolin said no, the Council should focus on getting the Warrant Articles passed.

BUDGET WORKSHOP (continued from 1/8/05 workshop)

Budget Committee

M. Ruel moved to approve the Budget Committee budget in the amount of \$5,089.00. Motion seconded by D. Belanger. **Voice vote carried unanimously.**

Building Department

G. Longfellow moved to approve the Building Department budget in the amount of \$98,490.00. Motion seconded by P. Loiselle. **Voice vote carried unanimously.**

Conservation Commission

D. Belanger moved to approve the Conservation Commission budget in the amount of \$6,668.00. Motion seconded by G. Longfellow.

There was a discussion to add \$1.00 on some line items showing \$0 to keep them open.

D. Belanger withdrew his motion. G. Longfellow withdrew his second.

M. Ruel moved to increase Miscellaneous line item from \$0 to \$1.00 making the total Conservation Commission budget \$6,669.00. Motion seconded by P. Loiselle. **Voice vote carried unanimously.**

Town Building

M. DiBietto moved to increase the New Equipment line item from \$0 to \$1,000.00 for the wall hydrant at Fire Station 1. Motion seconded by D. Belanger. **Roll call vote carried unanimously.**

M. Ruel moved to increase New Equipment line item by \$5,000.00 from \$1,000.00 to \$6,000.00 for new Fitness Equipment at the Safety Center. Motion seconded by M. DiBietto.

Chairman M. Jolin asked if reimbursement is available from insurance for health club membership. D. Savoie stated insurance reimbursement for health club membership no longer exists; however, there is a grant available from Health Trust for Physical Fitness Equipment reimbursement.

Chairman M. Jolin moved to amend the motion to purchase Fitness Equipment only if it could be reimbursed from a grant. Motion seconded by D. Belanger.

Roll Call

G. Longfellow	No	P. Loiselle	No		
D. Belanger	No	Chairman M. Jolin	Yes		
M. DiBitetto	No	P. Fitanides	Yes	2-5	<u>Motion failed.</u>
M. Ruel	No				

Roll Call (on the original motion to increase New Equipment line item by \$5,000.00 from \$1,000.00 to \$6,000.00 for new Fitness Equipment).

G. Longfellow	Yes	P. Loiselle	Yes		
D. Belanger	Yes	Chairman M. Jolin	No		
M. DiBitetto	Yes	P. Fitanides	Yes	6-1	<u>Motion carried.</u>
M. Ruel	Yes				

M. Ruel moved to approve the Town Buildings budget in the amount of \$314,638.00. Motion seconded by M. DiBitetto.

Roll Call

G. Longfellow	Yes	P. Loiselle	No		
D. Belanger	Yes	Chairman M. Jolin	Yes		
M. DiBitetto	Yes	P. Fitanides	Yes	6-1	<u>Motion carried.</u>
M. Ruel	Yes				

Finance

M. Ruel moved to approve the Finance budget in the amount of \$116,568.00. Motion seconded by G. Longfellow. **Voice vote carried unanimously.**

Debt Service

G. Longfellow moved to reduce Tax Anticipation Note line item from \$1,000.00 to \$1.00. Motion seconded by M. Ruel. **Voice vote carried unanimously.**

P. Loiselle moved to approve the total Debt Service budget in the amount of \$533,483.00. Motion seconded by M. Ruel. **Voice vote carried unanimously.**

Capital Leases

M. Ruel moved to approve the Capital Leases in the amount of \$159,700.00. Motion seconded by P. Loiselle. **Voice vote carried unanimously.**

Administration

G. Longfellow moved to reduce the Volunteer Appreciation Night line item from \$4,500.00 to \$3,000.00. Motion seconded by M. DiBitetto. **Voice vote carried unanimously.**

G. Longfellow moved to reduce Legal-Miscellaneous/Damages line item from \$1,000.00 to \$1.00. Motion seconded by M. DiBitetto.

Roll Call

G. Longfellow	Yes	P. Loiselle	No		
D. Belanger	No	Chairman M. Jolin	Yes		
M. DiBitetto	Yes	P. Fitanides	Yes	4-3	<u>Motion carried.</u>
M. Ruel	No				

M. DiBitetto moved to approve Administration budget in the amount of \$3,019,444.00. Motion seconded by M. Ruel.

Roll CALL

G. Longfellow	Yes	P. Loiselle	Yes		
D. Belanger	Yes	Chairman M. Jolin	Yes		
M. DiBitetto	Yes	P. Fitanides	No	6-1	<u>Motion carried.</u>
M. Ruel	Yes				

Capital Purchases

M. Ruel moved to change Feasibility Study for Parkway-Southern Leg line item in the amount of \$150,000.00 into a Warrant Article. Motion seconded by P. Loiselle.

Roll Call

G. Longfellow	Yes	P. Loiselle	Yes		
D. Belanger	No	Chairman M. Jolin	No		
M. DiBitetto	Yes	P. Fitanides	Yes	5-2	<u>Motion carried.</u>
M. Ruel	Yes				

M. DiBitetto moved to approve Capital Purchases budget in the amount \$187,000.00 (\$23,000.00 Water Rescue Boat for Fire Department, \$60,000.00 Aerial Photography for Community Development, and \$26,000.00 ¾ Ton Pick-up Truck with Plow were taken out of the budget request, not recommended by the Town Administrator.). Motion seconded by M. Ruel.

Roll Call

G. Longfellow	No	P. Loiselle	Yes		
D. Belanger	Yes	Chairman M. Jolin	Yes		
M. DiBitetto	Yes	P. Fitanides	Yes	6-1	<u>Motion carried.</u>
M. Ruel	Yes				

CIP

Department	Project Description	Approved by CIP	Approved by PB
Assessing	Permanent Record Archiving	10,000	10,000
Community Dev.	Aerial Photography #2 request	9,000	9,000
Library	Air Conditioning Replacement/Refurbishing	90,000	90,000
Parks	Facilities Development Fund		10,000
Police	Computer System Development Fund	15,000	15,000
Solid Waste	Containment/Enclosures for storage	25,000	25,000
Consideration for lease purchase			
Fire	Class A Fire Pumper (Engine #4) (7 year lease)	51,846	51,846
Fire	Class A Fire Pumper (Engine #5) (7 year lease)	51,846	51,846
Highway	Vacuum/Sweeper (5 year lease)	35,198	35,198
	Total CIP Request	287,890	297,890

M. Ruel moved to change Library-Air Conditioning Replacement line item in the amount of \$90,000.00 to a Warrant Article. Motion seconded by M. DiBitetto. **Roll call vote carried unanimously.**

M. Ruel moved to change Fire Department-Class A Fire Pumper (Engine #4) line item in the amount of \$51,846.00 to a Warrant Article. Motion seconded by P. Loiselle. **Roll call vote carried unanimously.**

M. Ruel moved to change Fire Department-Class A Fire Pumper (Engine #5) line item in the amount of \$51,846.00 to a Warrant Article. Motion seconded by P. Loiselle.

Roll Call

G. Longfellow	No	P. Loiselle	Yes		
D. Belanger	Yes	Chairman M. Jolin	Yes		
M. DiBitetto	Yes	P. Fitanides	Yes	6-1	<u>Motion carried.</u>
M. Ruel	Yes				

M. Ruel moved to change Highway Department-Vacuum/Sweeper line item in the amount of \$35,198.00 to a Warrant Article. Motion seconded by P. Loiselle. **Roll call vote carried unanimously.**

M. Ruel moved to change Solid Waste Department-Containment/Enclosures for Storage line item in the amount of \$25,000.00 to a Warrant Article. Motion seconded by D. Belanger. **Roll call vote carried unanimously.**

P. Loiselle moved to change Police-Computer System Development Fund line item in the amount of \$15,000.00 to a Warrant Article. Motion seconded by M. Ruel.

Roll Call

G. Longfellow	Yes	P. Loiselle	Yes		
D. Belanger	Yes	Chairman M. Jolin	No		
M. DiBitetto	Yes	P. Fitanides	Yes	6-1	<u>Motion carried.</u>
M. Ruel	Yes				

D. Belanger moved to change Parks-Facilities Development Fund line item in the amount \$10,000.00 to a Warrant Article. Motion seconded by P. Loiselle.

Roll Call

G. Longfellow	Yes	P. Loiselle	Yes		
D. Belanger	Yes	Chairman M. Jolin	Yes		
M. DiBitetto	Yes	P. Fitanides	Yes	6-1	<u>Motion carried.</u>
M. Ruel	No				

P. Loiselle moved to change Community Development-Aerial Photography line item in the amount of \$9,500.00 to a Warrant Article. Motion seconded by D. Belanger. **Roll call vote carried unanimously.**

Non-Union Pay Increases

M. Ruel moved to add 2% COLA Increase of \$38,893.00 & 2% Step Increase of \$39,671.00 to a Warrant Article. Motion seconded by P. Loiselle.

M. DiBitetto moved to amend the motion to only include 1% COLA Increase. Motion seconded by P. Fitanides.

Roll Call

G. Longfellow	No	P. Loiselle	No		
D. Belanger	No	Chairman M. Jolin	No		
M. DiBitetto	Yes	P. Fitanides	Yes	2-5	<u>Motion failed.</u>
M. Ruel	No				

Roll Call (on the original motion to add 2% COLA Increase & 2% Step Increase to a Warrant Article).

G. Longfellow	Yes	P. Loiselle	Yes		
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D. Belanger	Yes	Chairman M. Jolin	Yes		
M. DiBitetto	No	P. Fitanides	No	5-2	<u>Motion carried.</u>
M. Ruel	Yes				

Default Budget

Council approved budget is \$12,476,802.00 and the Default budget is \$11,992,100.00, not including Sewer Department's budget. The difference between the two budgets is \$484,702.00.

D. Belanger moved to approve the Default budget in the amount of \$11,992,100.00. Motion seconded by M. DiBitetto. **Voice vote carried unanimously.**

ADJOURNMENT:

D. Belanger moved to adjourn at 9:22 pm. Motion seconded by M. Ruel. **Motion carried.**

Respectfully submitted,

Evelyn F. Horn
Administrative Assistant

Michael J. DiBitetto
Town Council Secretary

PROPOSED ADMINISTRATIVE CODE AMENDMENTS

~~Strikethrough~~ = Delete

Bold = Add

3.1 Administration Department **Office of the Town Administrator:**

The ~~Administration Department~~ **Town Administrator** shall supervise and be responsible for the administrative and financial affairs of the Town and shall carry out the policies enacted by the Council. ~~The Department~~ **His/Her office** shall be charged with the preservation of the health, safety and welfare of persons and property and shall see to the enforcement of the ordinances of the Town, the Town Charter and the laws of the State of NH. The ~~Department~~ **Town Administrator** shall supervise and direct the administration of all Town departments included under Section 3 of this ordinance and the personnel therein.

The ~~Department~~ **Office of the Town Administrator** shall be under the supervision of the ~~Town Administrator~~. It shall consist of the ~~Assistant Town Administrator~~, **a Human Resource Coordinator** and other support staff as required; recommended by the Town Administrator and approved by the Council. ~~The Assistant Town Administrator will be vested with the Town Administrator's authority to insure continuity and the conduct of daily business during the temporary absence of the Town Administrator.~~

3.2 Assessing Department:

Assessing Department is responsible for establishing and maintaining the value of all real property in the Town of Hooksett, for the purpose of taxation. The Department is responsible for working with the Town Council, Board of Assessors and Department of Revenue Administration. This Department would prepare all tax warrants and bills, and provide assessing information to the general public.

The Department shall be under the supervision of the ~~Director of Revenue Administration~~ **Assessing Coordinator** and shall consist of an Assessor and additional support staff as necessary. **Upon her retirement or resignation, the Department shall be under the supervision of the Assessor.**