

Approved

**TOWN COUNCIL MINUTES
Regular Meeting
Wednesday, March 9, 2005**

PRESENT: D. Belanger, M. DiBitetto, P. Fitanides, G. Longfellow, M. Ruel, D. St. Pierre, M. Sharma (Town Administrator), Chairman M. Jolin (arrived at 6:33 pm), P. Loiselle (excused), P. Rueppel (excused)

CALL TO ORDER: Vice-Chair M. Ruel called the meeting to order at 6:32 pm.

NON-PUBLIC SESSION:

D. St. Pierre moved at 6:36 pm to enter into 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 G. Longfellow. **Roll call vote carried unanimously.**

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

The council made a statement that they voted not to divulge the minutes of the non-public session.

APPROVAL OF MINUTES:

February 23, 2005 – D. St. Pierre moved to approve the February 23, 2005 minutes as amended. Motion seconded by G. Longfellow. **Motion carried unanimously.**

SCHEDULED APPOINTMENTS:

Fire Department Dispatch

Fire Department Chief Michael Williams introduced Richard Wright, Chief Coordinator for Capital Area Fire Compact, who presented a proposal for the Hooksett Fire Department Dispatch.

Richard Wright stated that Capital Area Fire Compact (Compact) was organized in 1966 and recognized by the State of NH as a District Fire Mutual Aid System. They have 19-member communities and covers 675 square miles area with a residential population of 110,000. R. Wright added that in order to utilize their dispatch service, a community fire department must be a member of the Compact. The annual membership cost for the Town of Hooksett would be \$91,038 for the fiscal year July 1, 2005 to June 30, 2006. Annual billing would be submitted on October 1, 2005 with payment due by November 1, 2005. Conversion of dispatch would involve data collection, which would be done by the Hooksett Fire Department and computer entry, to be done by the Compact at no additional cost. R. Wright stated that with the Council's approval, the application would be submitted and dispatch conversion would immediately follow. Actual dispatch could then start in June.

M. DiBitetto informed the Council that Hooksett dispatch is in favor of the Fire Department making the transition. He added that the town's dispatch is getting near the ability of just being able to take care of Police Department dispatch issues. The town would refrain from hiring two additional dispatchers. The town would more than make up for the yearly cost of operation with the money it is saving from not hiring additional personnel.

M. DiBitetto moved to authorize the Fire Department to immediately make the transition to Capital Area Fire Compact for dispatching. Motion seconded by G. Longfellow.

G. Longfellow asked if it would be a yearly contract and how could the town terminate its contract in the event the town is unsatisfied with the service. R. Wright stated that according to the by-laws, Compact needs 18 months notice for termination. He added that out of 19-member communities, none has ever tried to get out of the contract. This is a clear testimonial of how satisfied the members are with the service.

Roll Call

G. Longfellow	Yes					
D. Belanger	Yes	P. Fitanides	Yes			
D. St. Pierre	Yes	M. DiBitetto	Yes			
M. Ruel	Yes	Chairman M. Jolin	Yes	7-0		<u>Motion carried unanimously.</u>

Sprinkler & Fire Alarm System for Station 1

Deputy Fire Chief Dean Jore presented the three bids for the fire sprinkler system for Fire Station 1. The sprinkler system was part of the USFA Assistance to Fire Fighters grant the town has received. The performance period of this grant ends on April 15, 2005. The bids came from the following:

John L. Carter Sprinkler Co., Inc.	\$23,145.00
DiFava Fire Protection, Inc.	\$23,100.00
Superior Fire Protection, Inc.	\$15,900.00

He recommended for the Council to accept the bid from Superior Fire Protection, Inc..

G. Longfellow moved to accept the bid from Superior Fire Protection, Inc. in the amount of \$15,900.00.

Roll Call

G. Longfellow	Yes					
D. Belanger	Yes	P. Fitanides	Yes			
D. St. Pierre	Yes	M. DiBitetto	Yes			
M. Ruel	Yes	Chairman M. Jolin	Yes	7-0		<u>Motion carried unanimously.</u>

D. Jore also presented the bids for upgrading an existing fire alarm control panel at Fire Station 1 to an eight-zone fire alarm control panel. The bids came from the following:

W.R. Bevans Alarms, Inc.	\$1,618.00
Atlantic Security Industries, Inc.	\$2,240.00

He recommended for the Council to accept the bid from W.R. Bevans Alarms, Inc.

D. St Pierre moved to accept the bid from W.R. Bevans Alarms, Inc. in the amount of \$1,618.00. Motion seconded by M. Ruel.

Roll Call

G. Longfellow	Yes					
D. Belanger	Yes	P. Fitanides	Yes			
D. St. Pierre	Yes	M. DiBitetto	Yes			
M. Ruel	Yes	Chairman M. Jolin	Yes	7-0		<u>Motion carried unanimously.</u>

OLD BUSINESS:

10% Retainage Update – Quality Drive TIF District

M. Sharma informed the council that the town's legal counsel has placed two phone calls to Arleigh Green. To date, Mr. Green has not returned his phone calls.

Former Village School Renovation Issues

Memorandum of Understanding & Press Release

Chairman M. Jolin advised the council that the Village School Re-Use Advisory Committee has endorsed the press release and the Memorandum of Understanding (attached). He asked for the council to approve both documents.

Dale Hemeon, Highway Manager asked for authorization to use the former Village School's gymnasium for the Fun in the Sun summer program. He added that if the program cannot use the facility, his department would be forced to cancel the Fun in the Sun summer program.

G. Longfellow expressed his concerns regarding the Memorandum of Understanding. He stated that the purpose of the Community Center is for the public to use and not to make profit. He added that signing the Memorandum of Understanding would mean that the town is turning over its control of the Community Center to CEDCOH.

P. Fitanides also expressed his concerns by stating that the opportunity to manage the Community Center should be extended to other organizations and not just one. D. St. Pierre stated that CEDCOH is made up of a group of citizens of Hooksett.

M. DiBitetto stated that he is not in agreement with the lease arrangement if it also implies sub-lease. He added that any lease agreements should be directly with the Town of Hooksett. He stated that he would be more receptive to language stating "cooperative agreement".

Chairman M. Jolin explained that the memo is simply a tool to enable CEDCOH to apply for grants.

M. DiBitetto asked how CEDCOH envisions its relationship with the Town with respect to the Community Center.

Dawn Stanhope, CEDCOH Chair explained that the lease arrangement was purposely left out of the Memorandum of Understanding because a "lease" is a legal document and should be treated separately. CEDCOH would be flexible in making arrangements, which would be agreeable to the Town and at the same time would work with what CEDCOH would like to do. The Town does not have the resources internally to be able to set up a Community Center. CEDCOH, as a community-based organization is offering to sub-lease the spaces and from there, a Community Center would be operated. This Community Center would house the community-based programs such as, Fun in the Sun, Meals on Wheels, etc.. The operating costs would be covered through fundraising and sub-leases.

D. Belanger moved to approve both the Press Release and the Memorandum of Understanding, and to authorize Fun in the Sun program to use the gymnasium. Motion seconded by D. St. Pierre.

M. DiBitetto moved to amend the motion to stipulate that the Memorandum is not binding on either party until a lease document and the final contract is arrived at and reviewed by the legal counsel. Motion seconded by M. Ruel.

Roll Call (to amend the motion)

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

Roll Call (on the amended motion)

G. Longfellow No

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

Hazardous Materials Survey Bids

M. Sharma informed the Council that the Village School Re-Use Advisory Committee has sent proposal requests for Hazardous Materials Survey to five different companies. Only two out of the five companies submitted proposals, namely:

Desmaris Environmental, Inc.

<u>Service</u>	<u>Cost</u>
Inspection & Reports	\$4,800.00
Lead Wipe Sampling	\$25.00
Lead Soil Sample	\$25.00
Asbestos Bulk Samples	\$25.00
PCM Air Samples	\$10.00
PCB	\$40.00
Specifications	\$2,000.00
Full Day Monitoring	\$400.00
Half Day Monitoring	\$250.00

Nobis Engineering, Inc.

<u>Lump Sum Fee</u>	<u>Cost</u>
	\$7,900.00
<u>Optional Services</u>	
Technical Specifications	\$2,400.00
Abatement Oversight (10 hrs)	\$1,200.00
Abatement Oversight (5 hrs)	\$600.00
Lead Wipe Sample	\$20.00
Lead-In-Soil Sample	\$28.00
Asbestos Sample (PLM)	\$6.00
Asbestos Sample (Point-Count)	\$17.00
Asbestos Sample (PCM)	\$8.00
PCB Sample (Soil/Water)	\$94.00
PCB Sample (Oil)	\$55.00
PCB Sample (Paint)	\$120.00
PCB Sample (Transformer)	\$280.00

Chairman M. Jolin stated that Nobis Engineering, Inc. is a bigger company compared to Desmaris, which explains the difference in costs. He assured the council that Desmaris is capable of performing the project. The committee recommended for the Council to accept the bid from Desmaris Environmental, Inc..

D. Belanger moved to approve the bid from Desmaris Environmental, Inc. in the amount specified above. Motion seconded by D. St. Pierre.

Roll Call

G. Longfellow	Yes				
D. Belanger	Yes	P. Fitanides	Yes		
D. St. Pierre	Yes	M. DiBitetto	Yes		
M. Ruel	Yes	Chairman M. Jolin	Yes	7-0	<u>Motion carried unanimously.</u>

M. Sharma informed the Council that to date the town has spent \$10,900.00 out of the Village School warrant article in the amount of \$20,000.00. After paying for the hazardous materials survey, the balance would be around \$4,500.00 (includes interest). Chairman M. Jolin stated that the committee would ask the Architect, for an additional cost, to prepare an interior rendering of what the building would look like after renovation to be presented to the voters at the town meeting.

SAU Contract, re: 28 Bypass & NH Rt 27 Intersection Improvements

M. Sharma received a request from Armand LaSelva, Superintendent of School for the Hooksett Public Works and Engineering Department to coordinate and manage the required construction of the turning lane designed by Appledore Engineering, Inc. and approved by the NH Department of Transportation. The School District would be responsible for all approved expenses and will make all payment for the total costs associated with the project. M. Sharma asked for the Council's approval to accept the arrangements and proceed with the project.

D. St. Pierre moved to accept the arrangement with the School District for the Hooksett Public Works and Engineering Department to coordinate and manage the construction project. Motion seconded by M. Ruel. **Motion carried unanimously.**

NEW BUSINESS:

Street Name Approval

D. St. Pierre moved to approve the street names, Stella's Way, Brook Farm Road and Rae Brook Road (Rae Brook Farms Development). Motion seconded by D. Belanger. **Motion carried unanimously.**

TOWN ADMINISTRATOR'S REPORT:

M. Sharma reported on the following:

1. Jim White of the Little League asked to use the signboards at the town field for the sponsors of the Little League. D. Hemeon stated that the only concern he has is the maintenance of the signboards. If not maintained regularly, the signs become an eyesore. D. Belanger stated that he is for it. Chairman M. Jolin stated that the matter should go to the Parks & Recreation Advisory Board first.
2. The Highway Department's budget is near the bottom line. They have approximately \$40,000.00 remaining in their overall budget. Future snowstorms were not taken into consideration. There are no funds left in the paving line item. The Administration's budget is showing a surplus of about \$290,000.00. He asked for the Council to keep this in mind when the surplus is redistributed. At a previous Town Council meeting, the Council voted to freeze \$100,000.00 of Highway Department's budget for paving. He asked for a motion to rescind that vote. He also notified the Council that Highway Department may overspend its 2004-05 budget.

D. St. Pierre moved to rescind/release the Highway Department budget paving line for \$100,000.00 to be allocated for winter maintenance. Motion seconded by M. DiBitetto. **Motion carried unanimously.**

NON-PUBLIC SESSION:

D. St. Pierre moved at 8:48 pm to enter into 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.**

D. St. Pierre moved at 8:57 pm to exit non-public session. Motion seconded by G. Longfellow. **Roll call vote carried unanimously.**

The council made a statement that they voted not to divulge the minutes of the non-public session.

ADJOURNMENT:

The meeting was adjourned at 8:59 pm.

Respectfully submitted,

Evelyn F. Horn
Administrative Assistant

Michael J. DiBitetto
Town Council Secretary

MEMORANDUM OF UNDERSTANDING

BETWEEN
THE TOWN COUNCIL OF HOOKSETT, NEW HAMPSHIRE
AND
THE COMMUNITY ECONOMIC DEVELOPMENT CORPORATION OF HOOKSETT

Resolution # _____

Whereas, the Town Council of Hooksett, New Hampshire has an interest in the re-use of the Village School building located at 35 Main Street for municipal and community purposes, and

Whereas, the Community Economic Development Corporation of Hooksett has an interest in creating a Community Center to serve residents, based on goals set by citizens in the Community Profile of 2001 and the Village Design Study of 2004, and

Whereas, the Community Economic Development Corporation of Hooksett has secured written program support for this effort from several organizations, including but not limited to: the Manchester Boys and Girls Club (youth after school & summer programs), the Concord Regional Visiting Nurses Association (senior and family health and wellness programs), the Merrimack County Community Action Partnership (Meals on Wheels and Head Start Preschool programs), and InterCED (computer lab programs), and

Whereas, the Village School Re-Use Advisory Committee has recommended that the Town Council of Hooksett and the Community Economic Development Corporation of Hooksett enter into a Private/Public partnership, authorizing the Community Economic Development Corporation of Hooksett to develop and operate the Community Center area of the building.

Be it therefore resolved that the Town Council of Hooksett approves this Memorandum of Understanding with the Community Economic Development Corporation of Hooksett in order to demonstrate the collaboration between entities in the re-use of the former Village School for a town hall and community center. (Further details regarding the lease arrangements for the Community Center area will be voted on at a later date.)

This _____ day of February, 2005.

Michael Jolin
Chairman
Hooksett Town Council

Dawn Stanhope
Board Chair
Community Economic Development
Corporation of Hooksett

Amended and approved by: Village School Re-Use Committee on 2/28/05.

For Immediate Release

HOOKSETT TOWN OFFICES & COMMUNITY CENTER WITHIN SIGHT

In an effort undertaken several months ago by the Hooksett Town Council, an Advisory Committee was appointed to provide guidance and to make recommendations to Council on behalf of residents about best future uses for the recently acquired Village School. The Committee consists of Mike Jolin - town council chairman, Doug St. Pierre - councilor, Patricia Rueppel - councilor, Michael Horne - parks & recreation committee, Doris Buckley – Hooksett-ites, Dawn Stanhope - CEDCOH, Matt Comai - resident, Frank Kotowski - resident, John Brock - resident, and Moni Sharma - town administrator.

After months of study, deliberation, and debate, the following recommendations were made by the Advisory Committee as being in the best interest of the town:

- That the Village School be officially designated as the site of future Municipal Offices and Community Center.
- That work needed to reconfigure and bring the building up to current code begin as soon as possible thus avoiding future cost escalation associated with inflation.
- That a warrant article be placed on the March ballot for voter approval of 1.5 million dollars needed to address life safety issues and prepares the building for occupancy.
- That the Town Council enter into a Memorandum of Understanding authorizing the Community Economic Development Corporation of Hooksett (CEDCOH) to develop and operate the Community Center area of the building. Doing so will trigger initiation of a capital fund raising campaign for the development and furnishing of the Community Center Side of the building thus saving taxpayers dollars.

The Committee cited numerous reasons for moving forward as soon as possible. A major reason cited is the need to provide adequate and more efficient services to residents. Another was to accommodate the desire expressed by hundreds of citizens who participated in the most recent town Profile where the need for a Community Center was at the top of the list of community needs identified by participants.

The Town Council and the Village School Re-Use Committee recommends and urges community wide support to move this important, long overdue project forward.