

Official

**TOWN COUNCIL MINUTES**  
**Regular Meeting**  
**Wednesday, June 13, 2007**

**CALL TO ORDER:** Chairman G. Longfellow called the meeting to order at 6:30 pm.

**PRESENT:** Michael DiBitetto, James Gorton, Jason Hyde, Mike Jolin, Paul Loiselle, David Ross, Patricia Rueppel, Stuart Werksman, Chairman George Longfellow, David Jodoin (Town Administrator)

**PLEDGE OF ALLEGIANCE:**

**APPROVAL OF MINUTES:**

May 15, 2007 – *J. Gorton moved to approve the May 15, 2007 minutes as presented. Motion seconded by P. Loiselle. Motion carried unanimously.*

May 16, 2007 – *P. Loiselle moved to approve the May 16, 2007 minutes as amended. Motion seconded by M. Jolin. Motion carried unanimously.*

May 23, 2007 – *P. Loiselle moved to approve the May 23, 2007 minutes as presented. Motion seconded by S. Werksman. Motion carried unanimously.*

**NOMINATIONS/APPOINTMENTS:**

Nominations for FY 2007-2008

**Note: All terms to expire 6/2010 unless noted.**

Planning Board

P. Rueppel nominated John Gryval and Joanne McHugh to be moved from alternates to full members.

M. DiBitetto moved to nominate the full slate in addition to the two already nominated.

J. Hyde nominated Gerald Hyde as a fill-in alternate member, exp. 6/2008.

M. DiBitetto rescinded his motion.

P. Rueppel nominated Yervant Nahikian as an alternate member.

P. Rueppel nominated Robert K. Ehlers as a fill-in alternate member, exp. 6/2008.

M. Jolin nominated Yervant Nahikian as a full member.

M. Jolin nominated Raymond Guay as a full member.

Conservation Commission

J. Gorton nominated Timothy Johnson and Dana Vaudrien as full members.

J. Gorton nominated David Hess as an alternate member, exp. 6/2009.

Heritage Commission

P. Loiselle nominated the full slate as presented (Sally Humphries to be moved from an alternate to a full member; James Walter as a full member; Andrew Martino, David Boutin and Florence Nahikian for the fill-in alternate position, exp. 6/2009).

Park & Recreation Advisory Board

M. Jolin nominated Joanne C. Burwell as a full member.

Police Commission

S. Werksman nominated David P. Gagnon as a full member.

M. Jolin nominated Maura Ouellette as a full member.

Recycling & Transfer Advisory Committee

P. Loiselle nominated Robert Schroeder as an alternate member.

M. Jolin nominated Richard Bairam as a full member.

Zoning Board of Adjustment

J. Gorton nominated Richard F. Johnston and Roger Duhaime as full members and Lawrence Abruzzesa as an alternate member.

J. Hyde nominated Gerald Hyde as an alternate member.

**SCHEDULED APPOINTMENTS:**

Heads Cemetery Fence and Cemetery Rules & Regulations

Tina Paquette, Cemetery Trustee informed the Council that due to this past winter's heavy snowfall, the fence at Head's Cemetery has partially collapsed. The fence is about 12-18 years old and at the end of its lifetime. State law says that a cemetery must be fenced in. The Commission is looking into installing a PVC fence because of its longevity (25 years). They received four bids:

Touchstone Fence	\$9,850.00
Blue Ribbon	\$9,850.00
Master Link Fence Co.	\$14,980.00
American Fence	\$14,500.00

They are recommending accepting Blue Ribbon's bid for \$9,850.00. They are hoping to use the Cemetery Commission funds in the amount of \$6,600 (\$1,600 budget line item balance plus \$5,000 in interest income gained) with the remainder of the cost to come from the Town.

J. Hyde: Is this something that could be done by the Highway Department as opposed to subbing it out?

Dale Hemeon, Highway Manager: I guess we could, we just have to put aside what we're doing right now. I actually gave them Blue Ribbon's name. They are charging the Town at cost for the materials plus labor. The owner is a Hooksett resident.

P. Loiselle: Maybe this could be a project for the Eagle Scouts, if we could provide the materials?

D. Hemeon: We're not talking about a couple hours of job. It is a 700 feet long fence. It's a big job. It's not something I'd like to turn over to the Scouts, nothing against the Scouts, but they'll be overwhelmed.

Discussion on the matter ensued.

Arnold Green: Head Cemetery has history that calls for something more. The oak post that I put in some 30 years ago is still as rugged as you can imagine. My family is buried over there and I'm going to be there long after I'm gone. I'm not in favor of anything other than an oak fence.

The Cemetery Commission was asked to do more research and present it to the Council at the next meeting on June 27<sup>th</sup>.

Cemetery Rules and Regulations will also be discussed at the next meeting.

Lambert Park Eagle Scout Project

Eagle Scout Austin Powers presented his proposed Lambert Park project. The first part of the project is to renovate the gazebo roof and replace shingles. The gazebo had been vandalized with graffiti over the years. He would clean it up. The second part of the project is to build a picnic table and park benches.

He checked into the products needed and prices. \$381.55 for the gazebo and \$309.99 for the picnic table and benches, for a total of \$691.54. He will hold a car wash fundraiser at Wal-mart. He also researched on the web how to build a picnic table and park benches.

S. Werksman: I liked his idea and he's worked it all out. I think we should give approval for him to go forward with the project.

D. Hemeon: He met with my foreman Phil Arnone. I have no problem with it. The only thing I'd suggest is putting a metal roof. He's been working with Phil Arnone and the Parks & Recreation staff.

D. Ross: Great job. I wish all bids that came to us were as well presented.

P. Loiselle: I still think you should look into pricing of metal roof.

**S. Werksman moved to approve the project. Motion seconded by J. Gorton. Motion carried unanimously.**

#### University Heights 3A Development Project Bond Reduction

D. Hemeon requested to reduce two bonds for University Heights 3A Development Project.

**P. Loiselle moved to reduce bond #0109946 for \$1,561,000 to \$181,082. Motion seconded by S. Werksman. Roll call vote carried unanimously.**

**D. Ross moved to reduce bond #0109950 for \$1,647,000 to \$448,782. Motion seconded by P. Loiselle. Roll call vote carried unanimously.**

#### Old Home Day Parade

Nancy Van Scoy and Tammy Robinson, Old Home Day Planning Committee asked for the Council's support and to use the Town's resources to re-introduce the parade this year. The parade will start at Lambert's Park and end at the Donati Field. They have a budget of \$3,000. The Committee is looking for support for the detail during the parade and the use of the parking lot at the Court House.

Police Chief Agrafiotis: Since this is an event by the Town, for the Town, I would ask the Council to consider adopting Old Home Day and the parade as a Town event as you do Memorial Day. By sponsoring the event, the Police Department can take care of the detail and the permit and not have to charge the Committee and also be covered under the Town's insurance.

**J. Hyde moved that the Town adopt Old Home Day, including the parade on the day of their choosing and to authorize the Town Administrator to sign the permit. Motion seconded by S. Werksman. Roll call vote carried unanimously.**

#### **OLD BUSINESS:**

##### Cabela's

P. Loiselle commented on the issue Mr. Michael Sorel brought up at the last meeting regarding the TIF District with regards to the school funding. The Town's TIF advisor, Marc Hughes and the bond counsel, David Barnes should address the issue. As the TIF district tax base grows, it reduces the State funding for school. The amount of reduction should be treated as lost revenues. This issue should be addressed with Cabela's.

D. Jodoin: It's not just with the TIF District. Whenever any community's tax base increases, it makes it look like a rich property community. The State takes that into consideration in figuring the shared revenue.

The Town Administrator was asked to present a chart showing the impact on the State school aid relative to the TIF District's growth.

J. Gorton: The School Board as well as the County has to be involved in this process.

D. Ross: I think it's important we put in writing what we expect from these negotiations. We also need to have a TIF Committee.

Michael Sorel, Budget Committee: Councilor Hyde said it in the minutes of October 11th, 2006, "We have to tell them what we want." You have to let the Town's TIF advisors know what you want.

M. DiBietto: We've done this. We've had a workshop with the professionals. We laid out the general parameters. You need to give the general issues, which we have, relative to providing for guarantees. I think we've given them the general parameters. Now, we expect the experts to work on that and get some feedback from them. That's the charge we gave them, is to come back with a game plan.

J. Gorton: One thing I'd like to bring up, we've got 2 new Councilors coming on board. With this project, I would think we have to have a workshop to bring them up to speed. One item that comes to mind is the Town went through a long period of time waiting for a check for \$10,000 that was supposed to fund the sewer study. I haven't heard anything about that sewer study. I really think this Council has to make up its mind and schedule a workshop.

**J. Gorton moved to schedule a workshop on July 18<sup>th</sup> to update the new Councilors on the TIF District. Motion seconded by P. Loiselle. Roll call vote carried unanimously.**

Volunteer Dinner

M. Jolin commended the Council members and Town staff responsible for organizing the Volunteer Dinner.

**NEW BUSINESS:**

Encumbrances (Attached)

D. Jodoin introduced the new Finance Director, Christine Soucie to the Council.

He went through encumbrances items #1 through 9 and explained each item.

**M. Jolin moved to encumber items #1 through 9 for a total of \$699,261. Motion seconded by J. Gorton.**

J. Hyde asked to explain what encumbrances are.

D. Jodoin explained that encumbrances are projects that have already been budgeted for and charged to the appropriate line items. If these funds are not encumbered, it goes back to the Town fund balance and applied to offset taxes.

D. Jodoin suggested for item #1 (Opti-Com Traffic Light Control System) to be encumbered for the last time this year.

J. Hyde moved to amend the motion to remove item #4 (Growth Management Study for \$15,000) from the list. No second. The motion dies.

**Roll call vote to encumber items #1 through 9 for a total of \$699,261:**

M. DiBietto	Yes	D. Ross	Yes		
J. Gorton	Yes	P. Rueppel	Yes		
J. Hyde	No	S. Werksman	Yes		
M. Jolin	Yes	Chairman G. Longfellow	Yes	8-1	<b><u>Motion carried.</u></b>
P. Loiselle	Yes				

D. Jodoin went through encumbrances items A through M and explained each item.

**P. Loiselle moved to encumber items A through M, except item L (Cemetery Fence, \$10,000) for a total of \$279,509. Motion seconded by S. Werksman.**

**J. Hyde moved to amend the motion to exclude items A (Administration Computers/Website for \$10,000), I (Paving and Striping of the Former Village School for \$30,000) & K (Benton Road Grant for \$100,000). Motion seconded by M. Jolin.**

**Roll Call:**

M. DiBietto	No	D. Ross	Yes		
J. Gorton	No	P. Rueppel	Yes		
J. Hyde	Yes	S. Werksman	No		
M. Jolin	Yes	Chairman G. Longfellow	No	4-5	<b><u>Motion failed.</u></b>
P. Loiselle	No				

**Roll call vote on the original motion to encumber items A through M, except item L for a total of \$279,509:**

M. DiBietto	Yes	D. Ross	Yes		
J. Gorton	Yes	P. Rueppel	Yes		
J. Hyde	No	S. Werksman	Yes		
M. Jolin	No	Chairman G. Longfellow	Yes	7-2	<b><u>Motion carried.</u></b>
P. Loiselle	Yes				

**Internal Audit**

M. DiBietto suggested adopting a policy to conduct an internal audit every time a department head leaves. This will give the new department head a clean slate to start with.

**M. DiBietto moved to conduct an internal audit on Assessing, Building and Finance Departments. Motion seconded by P. Loiselle. Roll call vote carried unanimously.**

The Town Administrator would check into audit firms.

MRI conducted an Assessing review in 2001. M. DiBietto suggested engaging MRI to do a follow-up review as a guideline to structure the department going forward.

**M. DiBietto moved to authorize the Town Administrator to engage MRI to do a follow-up on the Assessing Department review. Motion seconded by P. Loiselle. Roll call vote carried unanimously.**

**TOWN ADMINISTRATOR'S REPORT:**

D. Jodoin informed the Council on the following issues:

- He asked for an authorization to sign the audit engagement letter that will need to be processed for the 2006-2007 audit for \$18,535.

**Motion made by M. Jolin, seconded by P. Loiselle. Roll call vote carried unanimously.**

- The District Court lease agreement is up for renewal. An amendment to the agreement needs to be signed in order to continue with the negotiations. He asked for an authorization to sign the amendment and the Certificate for Municipalities.

**Motion made by D. Ross, seconded by M. Jolin. Roll call vote carried unanimously.**

**D. Ross moved to extend the meeting for 15 minutes. Motion seconded by M. DiBietto.**

**Roll Call:**

M. DiBietto	Yes	D. Ross	Yes		
J. Gorton	Yes	P. Rueppel	Yes		
J. Hyde	Yes	S. Werksman	Yes		
M. Jolin	No	Chairman G. Longfellow	Yes	8-1	<b><u>Motion carried.</u></b>
P. Loiselle	Yes				

**PUBLIC INPUT:**

Diane Boyce, Recycling & Transfer Superintendent read a statement from all employees with regards to the Council's decision to rescind their original vote to increase employees' health insurance contribution (attached).

**NON-PUBLIC SESSION:**

***D. Ross moved at 9:31 pm to enter into a 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 S. Werksman. Roll call vote carried unanimously.***

***P. Loiselle moved at 9:50 pm to exit the non-public session. Motion seconded by M. Jolin. 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 9:51 pm.

Respectfully submitted,

Evelyn F. Horn  
Administrative Assistant

Jason M. Hyde  
Town Council Secretary