

**Official
As of 3/26/08**

**HOOKSETT TOWN COUNCIL
Regular Meeting
MINUTES
Wednesday, March 12, 2008**

CALL TO ORDER

Chairman Loiselle called the meeting to order.

ROLL CALL

Chairman P. Loiselle, D. Dickson, W. Gahara, J. Gorton, S. Werksman, G. Longfellow, and D. Ross
Town Administrator D. Jodoin
J. Hyde arrived at 6:45 pm
Excused P. Rueppel

APPROVAL OF MINUTES

February 20, 2008

G. Longfellow motioned to approve the minutes of February 20, 2008. Seconded by J. Gorton.

Correction: Page 6, 3.2 District must say his/her

Sewer bond old and new

Page 3, each issue

Vote unanimously in favor 7:0

NOMINATIONS/APPOINTMENTS

D. Ross motioned to nominate D. Hess from alternate to full member on the Conservation Commission.

Written resignation from Dena Vanudrien will be sent by email.

SCHEDULED APPOINTMENTS

Public Hearings for Article #3, the \$1.5 million Bond for Wastewater Department Treatment Facility.

To see if the Town will vote to raise and appropriate the sum of \$1,500,000 (One Million Five Hundred Thousand Dollars) for the purpose of completing the upgrades of the Hooksett Wastewater Department Treatment Facility and to authorize the issuance of not more than \$1,500,000 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Town Council to issue and negotiate such bonds or notes and to determine the rate of interest thereon; and to raise and appropriate and additional sum of \$230,000 (Two Hundred and Thirty Thousand Dollars) for the first year's payment on these bonds or notes. (3/5 ballot vote required) RECOMMENDED BY TOWN COUNCIL (6-1)

Open Public Hearing

S. Baines: This is the 1.5 million dollar bond issue. This is the third time this will go before the voters. We predict a two (2) million dollar short fall. We hope to get the \$1.5 million to continue our building process. This will allow us to get gallonage from the State and get more revenue to finish the project. If we don't get the \$1.5 million, we won't complete the project and therefore won't get additional gallonage from the State and we will be forced to close our doors to any future development. We are opening bids April 1, signing the contract April 15th, and construction, which will take 18 months to complete, should begin in May. We have been in contact with the State, and we could go through the State Revolving Loan Fund, which would be a lower interest rate. The Budget Committee stated they would support the article if we put the provision that 30% would be put aside for Commercial and Industrial growth. Town's counsel, B. Mayer advised against that verbiage because it could make it more difficult securing a bond. The Sewer Commission currently sets aside 30% for non-residential growth.

T. Keach: The Budget Committee's position was that they would like the direction to go toward Commercial and Industrial growth.

S. Baines: We want the Budget Committee's endorsement on this article because it will carry a lot of weight with the voters.

G. Longfellow: In the 70's and 80's, we had 30% commercial vs. 70% residential, which was a good split; then it dropped to 18%. We are gradually getting it back to 20%. The percentage should be left to the judgment of the Sewer Commission.

D. Ross: Is the 2.7 million dollar compost facility included in the total dollar amount. I thought that was turned down by the voters.

S. Baines: Yes, that is correct. We were running a pilot program where we were trying a few different recipes. One recipe was using grass, which caused fumes to migrate across the river resulting in a number of complaints from residents. We have now purchased ten (10) acres off Industrial Park Drive where the composting will be located.

D. Dickson requested that Tom Keach, representing the Budget Committee, explain to the Budget committee at the public hearing on March 14th, why this verbiage cannot be placed on the warrant.

J. Hyde suggested that by restricting gallonage, you are denying some people access, which is unconstitutional.

J. Gorton: Could you do without the composting for \$2.7 million?

S. Baines: That is already on the backburner.

Close Public Hearing

Petition Warrant Article re: Public Access Television.

David Pearl presented the Petition Warrant Article for Public Access Television. A survey, in which 96 people participated, was distributed to the Council. The results of the survey showed 73% viewership. In the future, they hope to expand their capability to have online access. The School Board supports this initiative and the Police Department has been receptive to the idea.

The initial cost for the fiber is \$35,000. The Public Access Television would allow Fire, School and Police the capability of making emergency announcements and instruction in an emergency. The main issue is the funding. Although this would be funded through the franchise fees, there would be a tax impact because the franchise fees now go directly to the general fund to offset taxes.

Currently, seventy-five percent (75%) of Hooksett households have Comcast, which generates \$100,000 from franchise fees. This would be self-supporting venture. The start up cost for the fiber and the equipment would have to be paid up front. No funding would ever come from taxation. All funding would come directly from the franchise fees. The town's attorney reviewed this article.

G. Longfellow stated that the survey only represents 3% of the users and the voters have turned down this article twice in the past.

B. Berk stated that she was in support of Public Access Television because it would increase public awareness and provide more information to residents.

B. Gahara stated that he supports this article because it would provide more information to the residents and could increase participation in the community and government.

D. Pearl stated that the proposal is to hire two (2) part time staff positions.

J. Levesque stated he is in favor of Public Access Television.

Close Public Hearing

This is a petition article and will move forward and be placed on the ballot with no action taken by the Council.

Water Main Policy

D. Hemeon, Highway manager, presented a draft of the Policy Regarding Private Water Lines and Mains in the Town Roadway.

Policy regarding Private Water Lines and Mains in the Town Roadway

The Town of Hooksett is not responsible for repair or maintenance of any private water line or main in the town roadway. This is the responsibility of the residents to whom this water is provided for.

For any service calls, repairs, or routine maintenance that these line or mains may require that are in the town roadway, the resident or residents are required to hire the proper companies to handle the excavation and backfill. Below, please find the following requirements that must be met before any roadway excavation may occur.

- A. Hire a Contractor that is Insured and can provide an Insurance Certification to the Town of Hooksett*
- B. The Contractor must have or can acquire a Roadway Surety Bond with the Town of Hooksett for a minimum of \$5,000 this amount varies with the amount of work that must be performed in the Town Roadway*
- C. Obtain a Roadway Excavation Permit from the Hooksett Highway Department at 210 West River Road, Hooksett, NH 03106*
- D. Retrieve all of the necessary signatures that are required on the Roadway Excavation Permit*
- E. Bring the completed permit with all of the required information on the Permit filled out along with the permit fee of \$100, the Insurance Certificate and the Roadway Surety Bond*
- F. A monitor will also be hired to monitor the excavation and backfill at the resident and/or contractor's expense*
- G. The Highway Department and the resident/residents/contractor will then agree on a start date and time. Once the date and time are agreed upon the Highway Department will call a monitor to watch that all excavation and backfill are completed per the Town of Hooksett Roadway Excavation Requirements.*

The roadway will be subject to a final approval from the Highway Manager to insure that all rules and regulations have been followed.

G. Longfellow motioned to hold a public hearing on the policy at the next scheduled Council meeting. Seconded by S. Werksman.

P. Loiselle stated that legal counsel should review this policy first.

Vote unanimously in favor 8:0

Sidewalk Policy

In 1999, the Town spent \$60,000 to buy a sidewalk plow. We now have nine (9) miles of sidewalk. The State's portion is 3.4 miles, which we have an agreement to maintain. The only way we could maintain all the sidewalks is to purchase another plow. The subdivision roads are narrower and there is no place for snow. It is time consuming to blow through an 8-foot bank. I have received a number of complaints from residents.

The Council discussed recommending the Planning Board change their regulations. The Council suggested that Dale Hemeon draft a maintenance policy, which states that the Town will maintain Town owned sidewalks for a period of nine (9) months. Council will review this draft at the March 26th meeting.

Report on the State meeting with the Governor

D. Boutin met with the Governor's Senior Advisors to discuss the land purchase by Cabelas. The Advisors asked if the Town Council would like to meet with the Governor to discuss how he could assist in expediting the Cabela project.

P. Loiselle stated that the Council would like to meet with the Governor some time in the future, however, based on the information received from Cabelas, a meeting at this time would be premature. DRED also reported at the Economic Development Committee meeting that the Governor would like to address the committee. They also decided to hold that meeting at a future time.

OLD BUSINESS**Update on Sewer GIS**

No update at this time. Quotes should be available on the 26th of March.

Tax Rate on the ballot

D. Ross motioned to include the estimate tax rate impact for each warrant article on the ballot.

Seconded by J. Hyde.

Roll call unanimously in favor 8:0

Proposed changes to Town Charter

G. Longfellow recommended changing Section 3.4 to read:

*Councilors shall receive as compensation (the sum of one thousand five hundred dollars (\$1,500.00) per year.) **an amount approved by the voters annually.** The Chairman shall receive an additional (five hundred dollars (\$500.00) per year.) **33% over and above the compensation paid to other Councilors.** Councilors shall receive reimbursement for reasonable mileage and expenses in the performance of Town business outside the Town limits of Hooksett according to rules of the Council.*

G. Longfellow motioned to remove the Charter change to Section 3.4 from the table. Seconded by J. Gorton.

Vote unanimously in favor

G. Longfellow motioned to move the Charter change to Section 3.4 and have it reviewed by counsel. Seconded by J. Gorton.

Roll Call:

D. Dickson	Yes	D. Ross	Yes
W. Gahara	Yes	P. Rueppel	-
J. Gorton	-	S. Werksman	Yes
J. Hyde	No	Chairman P. Loiselle	Yes
G. Longfellow	Yes		

7:1 motion passes

Alarm system

D. Ross recused himself from the vote.

D. Jodoin: I have a quote from Atlantic Security and we will break out the cost for wiring. \$15,000 would be sufficient to cover the cost of the job. We are negotiating with two (2) vendors.

J. Gorton motioned to authorize the Town Administrator not to exceed \$15,000 for the alarm system at the Village School. Seconded by S. Werksman.

Roll call vote unanimously in favor 7:0

NEW BUSINESS**Bids for re-keying locks at new the Town Hall**

After receiving three (3) bids to replace the locks at the Village School, D. Jodoin recommends Allsafe Lock at a cost of \$7803.00.

S. Werksman motioned to authorize the Administrator to contract AllSafe at a cost of \$7803.

Seconded by D. Ross

Vote unanimously in favor.

State of NH MAAP Project

This is the software that will allow the Town Clerk to issue plates

G. Longfellow motioned to authorize the Town Administrator to enter into an agreement with the State. Seconded by S. Werksman

Vote unanimously in favor 8:0

TOWN ADMINISTRATOR'S REPORT

Personnel Plan Changes

The Personnel Plan Changes have been reviewed by the Department Heads.

D. Dickson commended the Town Administrator for discussing this with the Department Heads.

G. Longfellow motioned to accept the Personnel Plan changes. Seconded by B. Gahara. Roll call vote unanimously in favor

Cash Receipt Policy Change.

The Department Heads and the Town Treasurer have reviewed the Cash Receipt policy.

J. Gorton motioned to accept the Cash Receipt Policy as presented. Seconded by S. Werksman. Roll call vote unanimously in favor.

Fire negotiation members

The following members have been appointed to the Fire negotiation committee.

B. Gahara

J. Gorton

D. Dickson

D. Jodoin

Safety Center Repairs

The entryway to the Safety Center has been repaired and is newly painted. Additional lighting was installed to lighten up the area. Insulation was installed to cut down on the drafts in the foyer. The Town seal and lettering has been ordered and should be installed shortly. The lighting along the walkway will be done in the spring. The interior work will be done on the doors by the end of the year. Armstrong submitted a report after completing the cleaning of the vents in both the Police and Fire Departments suggesting periodic cleaning and testing should be done. These costs should be added yearly to the budgets.

Expenditure Report

D. Jodoin reported that the Building, Family Service and Town Building Highway budgets would likely be over expended. He also expressed concerns with the Highway budget as a result of the severe winter.

Status of Village School

The floors on the first floor will need some work. Carpeting is being considered.

Funds are running low for the air conditioning installation.

We will move in as soon as we can complete all the necessary items. Things are coming together but there have been some unexpected delays.

SUB-COMMITTEE REPORTS

J. Gorton reported that the Zoning Board was concerned that there was no staff at their meeting on March 11th and would like to know if this will continue. They are not experts on the codes and would like to know who will answer on behalf of the Town.

D. Jodoin will address the concerns. Currently MRI is contracted to cover two (2) days a week for inspections.

D. Ross reported that The Conservation Commission has concerned with timber harvesting being done by 3A Development. They are looking to hire Blue Moon to review the easement. 3A Development is claiming this is a conflict since they helped develop the original Conservation Easement. The Conservation Commission believes there is no conflict since Blue Moon will not profit from the harvesting. The Conservation Commission needs a policy for easement language. Legal counsel may be able to provide a template so that all parcels brought to the commission can be drafted with similar language.

G. Longfellow attended a meeting for the Sewer Commission where eleven (11) contractors showed up for the pre bid.

G. Longfellow reported that the Town is not in compliance with the State regulations regarding the number of voting booths required at an election. The requirement is one (1) booth for every 125-registered voter. We are short 18 booths.

D. Dickson stated that the Board of Assessors will meet at 8:30 AM on March 17 at the Hooksett Town Hall.

NON-PUBLIC SESSION

D. Dickson motion to enter into non –public session under RSA 91-A: 3 II (a) 91:at 9:00 PM.

Seconded by J. Gorton

Roll Call vote unanimously in favor 8:0

J. Hyde was excused at 9:25 PM.

D. Ross motioned to extend the meeting until 9:45 PM. Seconded by B. Gahara.

Vote unanimously in favor 7:0

B. Gahara motioned to exit non-public session at 9:44 PM. Seconded by J. Gorton.

Roll Call vote unanimously in favor 7:0

ADJOURNMENT

B. Gahara motioned to adjourn at 9:45 PM. Seconded by D. Ross.

Vote unanimously in favor.

Respectfully submitted,

Lee Ann Moynihan