

## Official

### **TOWN COUNCIL MINUTES Regular Meeting Wednesday, May 28, 2008**

(First Meeting held at the new Town Hall, 35 Main Street)

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

**PRESENT:** David Dickson, William "Bill" Gahara (excused), James Gorton, Jason Hyde (excused), George Longfellow, David Ross (arrived at 6:35 pm), Patricia Rueppel, Stuart Werksman, Chairman Paul Loiselle, David Jodoin (Town Administrator)

#### **PLEDGE OF ALLEGIANCE**

#### **APPROVAL OF MINUTES:**

May 14, 2008 – *P. Rueppel moved to approve the May 14, 2008 minutes as amended. Motion seconded by G. Longfellow. Motion carried unanimously.*

#### **PUBLIC INPUT:**

Joanne McHugh, Planning Board: I am a member of the Planning Board. I used to be a full member now I'm an alternate. I look at it as being demoted. I have one more year as an alternate. What do I have to do to change my status back to a full member?

Chairman P. Loiselle: I would recommend sending a letter to the Council stating you wish to be appointed as a full member. The Council nominates and appoints board members.

P. Rueppel: There are two full positions open, we can nominate 3 and appoint 2.

Bob Ehlers, 14 Ardon Drive: The recount was base on what? (Note: There will be a recount of votes for Warrant Article # 6 on Assessing Certification Capital Reserve Fund, which resulted in a tie.)

The Town Administrator explained the recount was based on a tie vote.

The Council took a break to look at the new Rescue Vehicle.

#### **SCHEDULED APPOINTMENTS:**

##### Hooksett Hurricanes Football & Cheer Annual Jamboree

Thom DeVos, President, Hooksett Hurricanes Football & Cheer Program: Every year, we try to do some enhancement to improve the event and the experience for everyone. Last year, we reduced the number of teams. We'll have the same number of teams this year. One item, which was a concern last year had to do with better placement of road signage. This is being addressed this year. We worked out a deal with Cigna to use their parking and hired buses. The ball field parking is where we'll have the handicapped parking. Parking passes will be needed to be able to park in this area. We have notified the Fire Department for EMT's. Last year there was no need for the Police Department. We have pulled permits from Parks & Recreation for the use of the fields.

Dale Hemeon, Parks & Recreation: It went smooth last year. The only thing I'd recommend is having 2 or 3 of my paid guys to make sure people stay off certain areas.

Council consensus was to approve the jamboree.

**OLD BUSINESS:**

Code of Ethics:

At the last meeting, a draft policy for the Code of Ethics was presented to the Council for review.

D. Dickson: What if we have a policy for appointed officials and volunteers and take pieces of that policy and incorporate them into the personnel plan? So we have one document that has everything in the personnel plan and there is no conflict with the Town Charter.

J. McHugh: That's what I suggested last time. I do have some language I'd like to discuss about a piece that is not included in the policy. I feel it should be considered. On the "Conflict of Interest" section, I think there's a piece that's missing. I wrote a statement that I think should be included in that section:

*"If a member of a board or commission believes a colleague on that board or commission has a conflict of interest that the colleague has not disclosed, said member of the board or commission has an obligation to make known to the board or commission his or her concern so as to give the colleague an opportunity to address or explain why he or she does not have a conflict of interest."*

Chairman P. Loiselle: That language should include the chair.

D. Dickson: I think we have a blue print to move forward. We have something for the elected officials and volunteers and something for the employees.

Chairman P. Loiselle: I'm not sure whether we need something separate for the union.

J. McHugh: I also have one more revision. Under "Honesty", "*to act in an honest and truthful manner*", not "capacity".

Discussion on the matter ensued.

Chairman P. Loiselle: I'd like to continue the research and have all departments and employees review the draft policy for their review and input.

D. Jodoin: This matter will be discussed in the Department Head Meeting on June 11<sup>th</sup>.

Chairman P. Loiselle stated that the policy should be completed and adopted by July or August.

**NEW BUSINESS:**

Highway Department Vehicles

Dale Hemeon, Highway Manager: We have 2 vehicles that are included in our budget. There is a State bid on one of the vehicles. We have until the end of May to lock in the bid price. The money is in the Capital Improvement section of 2008-2009 budget, but I will need approval now to lock in the bid price. The State bid price for the 2008 Ford F650 is \$59,985. The sticker price is \$79,900. It is available right now. The other one is a 2008 Ford F350 (\$29,378.), which would replace the truck that rolled over last year.

D. Jodoin explained that the money is a part of 2008-2009 budget and comes under the CIP section of the budget.

Discussion on the matter ensued.

***S. Werksman moved to approve the purchase of 2 vehicles. Motion seconded by J. Gorton.***

G. Longfellow: We have a committee (Heavy Equipment) that looks into these types of purchases.

D. Hemeon: That committee has not been active for a couple of years.

**Roll Call vote carried unanimously.**

Default Budget

Chairman P. Loiselle: We have a number of issues because of the default budget that need to be addressed. Due to fuel costs, we have significant shortages. We need to start a dialog relevant to what our absolute needs are and what we hope to encumber. First thing we have to do is to look at what we need and not what we want. We need to be proactive. We know we'll have problems. I'm hoping we could set-up a procedure to address the budget for the next fiscal year.

D. Jodoin: I'm going through items we know we'll have to spend some funds on. Family Services will be over budget by end of year. How much, we don't know yet. We still have May and June to pay for payroll, utilities, health insurance, etc. There are some additional building issues to take care of not only here but also at the safety center. The biggest problem is the fuel costs. That's an unknown variable. If it goes up the way it has been, we'll be hurting by December.

D. Hemeon: We anticipated fuel costs to go up but to keep the budget increase at 2%, we kept it low. If we use the same amount of fuel this year as last year's, we'll be about \$150,000 over budget, on fuel alone. I'm not going to spend my paving line to make it this year.

Chairman P. Loiselle: I'm hoping to get all departments together and address what is needed and what is wanted. If push comes to shove, maybe we'll have to start thinking about cutting services.

Fire Chief Michael Williams: We started checking into pre-buying diesel fuel at \$4 - \$4.25 per gallon right now. The more you buy, the cheaper it will be. We budgeted for 7,000 gallons of diesel and 2,300 gallons for gas.

D. Hemeon: 50,000 gallons for Highway. Unfortunately, Highway trucks are mostly diesel fuel.

Currently, the Town is paying \$3.43 per gallon for diesel.

D. Jodoin: With the default budget, we have no money in there for the insurance consultant. That's one of the areas I'm looking at to get some money for. Get that process moving as well as the air conditioning for this building. Looking at the bottom line, I think we'll have some money left over from the health insurance line that we could move from.

G. Longfellow: Wouldn't it be smart to encumber instead of turning anything back into the general fund.

D. Jodoin: There are certain rules that have to be followed in order to encumber funds. If there is no contract and obligation, you cannot encumber anything.

D. Dickson: The next step now is to make a priority list with paperwork and support. Hopefully take care of it by the next meeting on June 11th.

D. Jodoin: Last year we ended up with about 4-6% left over by end of fiscal year.

Chairman P. Loiselle: At the Police Commission meeting last night, they were asking to be authorized to take care of the fencing around the tower and the access door. They offered to pay for it out of their own budget.

D. Jodoin: They need to reserve the money in their budget and when the bill comes in, it gets paid out of the town building line. That way, we can show an accurate reflection of town building expenses. We're trying to get the building budget to where it should be. If they charge it in their budget, it's not going to reflect under town building expense.

Police Chief Stephen Agrafiotis: This is a door to be replaced just once and not a recurring expense. We'll take care of paying for it. It's a one-time thing. With the default budget, we thought we'd offer to pay for it out of our budget to help the Town.

D. Jodoin: I'm just trying to show an accurate picture of the building expense. Capt. Daigle was putting the numbers together. I'd like to show the accurate reflection of expense for future budgeting. You can get quotes for the fencing. We can pay for it out of building maintenance and they can reserve the money on their budget to offset.

Other building maintenance items were also discussed, lighting, lawn, sealing the bricks, etc.

#### Town Hall

Chairman P. Loiselle addressed the security issue at the new Town Hall facility. The Tax Department is concerned about security on Wednesday nights when there is no Council meeting and the Tax Office is open until 6:30 pm. There is security system in place but on Wednesday nights, you have two employees until 6:30 pm and no one else in the building.

(David Ross' company installed the security systems in the building.)

D. Ross: This is something I suggested. Any office in this building can be isolated. The entire building can be armed but one office. The Town Administrator and I will need to get together with each department head to determine what their needs are relating to security. Literally, at the press of a single button, the whole building will be armed except for the areas they intend to occupy. There are 48 panic buttons that still need to be installed. Each button is capable of doing anything the system can do including arming the whole building. The system can be partitioned into 8 sections. Right now, once the building is alarmed, the whole building is alarmed.

Discussion on the matter ensued.

This matter will be discussed at the next Department Head meeting. D. Ross will attend the meeting to address any concerns regarding security system on June 11<sup>th</sup>.

#### Economic Development Committee

Chairman P. Loiselle updated the Council on Economic Development Committee. The last meeting focused on a number of issues. Most of what has been done falls under learning. For instance, they learned that 85 – 95% growth of the community does not come from companies outside of the State or New England. It comes from within the community and the community working with them. They covered issues on fair housing and the future growth of Hooksett in a balanced structure where you have residential growth, commercial and industrial growth. Commercial developers are looking for "shovel-ready" properties, the fact that Hooksett does not have it. The sewer expansion being voted down is a big negative. Commercial developers are also looking for someone to guide them throughout the process. They also look for a website and a link of who to contact. If a town does not have it, they go to the next town. The committee is looking into developing a website.

Discussion on the matter ensued.

#### **TOWN ADMINISTRATOR'S REPORT:**

D. Jodoin asked for a motion to enter into an agreement to design the website for the Economic Development Committee.

Motion made by G. Longfellow and seconded by D. Ross. **Roll call vote carried unanimously.**

#### **PUBLIC INPUT:**

J. McHugh: With regards to the Economic Development Committee, it's important to keep in mind the Master Plan the town has put in place. The committee needs to take into consideration what the Master Plan has. I'm afraid this committee would dictate where this town is going.

Chairman P. Loiselle: The committee is taking the Master Plan into consideration.

Discussion on the matter ensued

**NON-PUBLIC SESSION:**

***D. Dickson moved at 8:00 pm to enter into a non-public session under RSA 91-A:3,II (b) "The hiring of any person as a public employee". Motion seconded by D. Ross. Roll call vote carried unanimously.***

***G. Longfellow moved to exit the non-public session at 8:10 pm. Motion seconded by S. Werksman. Roll call vote carried unanimously.***

***G. Longfellow moved to divulge the minutes of the non-public session of 4/23/08. Motion seconded by J. Gorton. Roll call vote carried unanimously.***

**ADJOURNMENT:**

The meeting was adjourned at 8:15 pm.

Respectfully submitted by:

Evelyn F. Horn  
Administrative Assistant

David Dickson  
Town Council Secretary