

Official

**TOWN COUNCIL MINUTES
Regular Meeting
Wednesday, July 9, 2008**

CALL TO ORDER: Chairman P. Loiselle called the meeting to order at 6:38 pm.

PRESENT: David Dickson, William "Bill" Gahara, James Gorton, George Longfellow, Michael Pischetola, David Ross (excused), Patricia Rueppel, Nancy VanScoy, Chairman Paul Loiselle, David Jodoin (Town Administrator)

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES:

June 25, 2008 – *G. Longfellow moved to approve the June 25, 2008 minutes as amended. Motion seconded by J. Gorton. Motion carried unanimously.*

PUBLIC INPUT:

Mary Farwell, Library Trustee: This is no longer the small meeting room we used to have at the old building. Some of us could not hear you. Is there a possibility of adding a microphone system to this room? You are welcome to borrow the Library's microphone equipment until you get your own.

The Library would be contacted.

Dale Hemeon, Highway Manager: I received a letter from Andrew Burke, 91 Kimball Drive complaining about the trucks parked at Quality Drive. He is requesting to post a "No Parking" sign in this area. It's a Town street and a cul-de-sac at the end of the road. The Police Department cannot enforce a "No Parking" rule without posted signs.

W. Gahara moved to post (4) "No Parking" signs at Quality Drive. Motion seconded by G. Longfellow. Roll call vote carried unanimously.

D. Hemeon updated the Council on the Stachura property issue brought up at the last meeting. He met with Mr. Stachura and they have agreed on a solution to the problem.

NOMINATIONS/APPOINTMENTS:

Town Council Officers for Fiscal Year 2008-2009

P. Rueppel nominated D. Dickson as Chairman.

M. Pischetola moved to close the nomination. Motion seconded by G. Longfellow.

Roll call vote carried unanimously.

D. Dickson was appointed as Chairman.

J. Gorton nominated P. Loiselle as Vice-Chair.

P. Rueppel nominated G. Longfellow as Vice-Chair.

Roll call

D. Dickson	PL	P. Rueppel	GL
W. Gahara	PL	M. Pischetola	GL

J. Gorton	PL	N. VanScoy	GL
P. Loiselle	PL	G. Longfellow	PL

P. Loiselle was appointed as Vice-Chair (5-3).

P. Rueppel nominated N. VanScoy as Secretary.

M. Pischetola moved to close nomination.

N. VanScoy was appointed as Secretary.

Chairman D. Dickson: It's nice to see the new members stepping up to fill the Council Officers' seats.

Parks & Recreation Advisory Board

G. Longfellow nominated David Elliott as a fill-in, full member, exp. 6/2011.

Board of Assessors

N. VanScoy was appointed to the Board of Assessors. D. Dickson, P. Loiselle, G. Longfellow and D. Ross will stay on the board.

Budget Committee

W. Gahara was appointed to the Budget Committee for the Town.

M. Pischetola was appointed to the Budget Committee for the School.

Conservation Commission

D. Ross will stay on the board.

Economic Development Committee

P. Loiselle will stay on the board.

Heritage Commission

P. Loiselle will stay on the board.

Parks & Recreation Advisory Board

W. Gahara will stay on the board.

Planning Board

W. Gahara nominated P. Rueppel and D. Ross.

Roll call

D. Dickson	PR	G. Longfellow	PR
W. Gahara	PR	P. Rueppel	PR
J. Gorton	DR	M. Pischetola	PR
P. Loiselle	DR	VanScoy	PR

P. Rueppel was appointed to the Planning Board (6-2).

Police Commission

N. VanScoy nominated P. Loiselle and M. Pischetola.

Roll call

D. Dickson	PL	G. Longfellow	PL
W. Gahara	PL	P. Rueppel	MP
J. Gorton	PL	M. Pischetola	MP
P. Loiselle	PL	N. VanScoy	MP

P. Loiselle was appointed to the Police Commission (5-3).

Recycling & Transfer Advisory Board

G. Longfellow will stay on the board.

Sewer Commission

G. Longfellow will stay on the board.

ZBA

J. Gorton will stay on the board.

High School Study Committee

D. Dickson volunteered to represent the Council.

Council Rules

N. VanScoy was appointed to replace G. Longfellow.

Heavy Equipment Purchase Committee

W. Gahara moved to disband committee. Motion seconded by P. Rueppel. Motion carried unanimously.

SCHEDULED APPOINTMENTS:

None

OLD BUSINESS:

Ethics Policy / Code of Conduct

P. Loiselle: I would like to vote on this by next meeting and have booklets printed for everyone. This will be a standard initial guideline with regards to ethics and conduct. That's all it is at this point.

N. VanScoy: Does it go into how one is judged whether the codes were violated and consequences?

P. Loiselle: The intent of this document is to determine if one is in violation of conduct in dealing with the public.

N. VanScoy: If you are in violation of the code of conduct. After an accusation has been made, what happens then?

P. Loiselle: The Town Charter and the Personnel Plan will have to be revised for the Code of Conduct to have some teeth. The Town Charter revision will have to go to the voters.

M. Pischetola: Does each department have rules and regulations book?

Chairman D. Dickson: I don't want it to be in conflict with the Town Charter or the Personnel Plan. I want this document to enhance the Charter and the Personnel Plan and not confuse the documents.

M. Pischetola: When the Town Administrator is unavailable, who is in charge? It's not in the Charter. It should be written on the Charter.

P. Loiselle: Historically, the Council Chair has been in charge in the absence of the Town Administrator. The Town does not have an Assistant Town Administrator. It should be spelled out in the Charter.

G. Longfellow: I agree, it should be written in the Charter, in the absence of the Town Administrator someone should be in charge.

Chairman D. Dickson: I think we need a sub-committee to look into changes in the Town Charter.

NEW BUSINESS:

Approval of Council Meeting Schedule

P. Rueppel moved to accept the schedule. Motion seconded by G. Longfellow. Motion carried unanimously.

16 Main Street (Old Town Hall)

The Historical Society has expressed interest in using the building.

G. Longfellow: I think we need to hold off on this. Since the Historical Society is a private non-profit organization and the Council does not have authority over its officers, I don't think we should give it to them.

P. Loiselle: The Economic Development Committee would like to do a study on what to do with the building.

David Paquette, Historical Society: I do know the Historical Society is looking into the possibility of using it. It has a bathroom. The Historical Society building does not have bathroom facilities. The old Town Hall should be restored to how it was. I'm sure the Town could get together and figure out what to do with the building. The citizens should participate in a democratic process of deciding what to do with the building.

Kathie Northrup, Heritage Committee: I would renew the request for a re-use committee, which could include the EDC. It's been a Town Building forever and would like to see it remain a Town Building and Town owned.

Proposed Meeting with Business Owners

P. Rueppel: One of the things the Planning Board is advocating is to reach out to the businesses already here in Town. Would the Council be willing to meet with business owners every 90 days to ask them what the Town could do to assist them?

P. Loiselle: I personally like what the EDC is doing. They represent the Town and sit with business owners and talk to them.

N. VanScoy: I think it's a good idea to reach out to community businesses and citizens. Pat also suggested meeting with other boards, which is also a good idea. Maybe, we can include the public? A lot of people do not know they are welcome to all Town Board meetings.

P. Rueppel: I just want to see the Town get more "friendly" to the business owners. I've decided not to run for another term next year. I'd like to see this happen before I leave.

Council consensus was to put together a format of the proposed meeting with a date of the first meeting.

Town Engineer

G. Longfellow: More than \$600,000 was paid out to Stantec last year for 2007-2008. I would like us to seriously think about hiring a lead engineer for the Town to be paid out of the escrow account. He could probably sub out some of the work. The developers feel they are paying too much for engineering.

D. Jodoin: You have to be careful how you handle that. There are certain regulations we have to follow. That position is not on the budget. We have to budget for that position's salary and benefits.

Chairman D. Dickson: Can we put it out to bid?

D. Jodoin: That has become a problem in the past. The bid has to be specific that they cannot do any business in Hooksett other than for Hooksett.

Richard Marshall, Planning Board: Years ago, we had four engineers. The accounting was a nightmare. It took a year to straighten it out. The advantage of hiring one company is that they can do no other work within this Town. A company the size of Stantec has all the specialty engineers on their staff. We had been burned a long time ago. Roads were not built properly. If there is total dissatisfaction with Stantec, then we should find another company. I am satisfied with Stantec's work.

Michael Sorel, Planning Board: I'd like to repeat what Dale Hemeon (Highway Manager) said a few weeks go. Hooksett has been a target for a long time. Now, there are rules and regulation. Some of the developers are experiencing that for the first time. Stantec is working in the Town's best interest. They can't wear two hats, work for the Town and work for the developers at the same time.

P. Rueppel: One of the complaints I hear is that sometimes they double bill.

G. Longfellow: If we do nothing, we have to check on Stantec's billing practices. They set their hours, they set their rates. At least someone should be monitoring the work and hours.

Discussion on the matter ensued.

Council consensus was to add this matter to the next agenda. The Town Administrator will speak to Stantec and present a recommendation at the next meeting.

Legislative Policy

The Council will vote on this matter at the next meeting.

Town Hall Bathrooms

N. VanScoy: I had a complaint about the bathrooms at the Town Hall.

D. Jodoin: The "Fun in the Sun" program is using the gym and the bathrooms.

P. Rueppel suggested steam cleaning the bathrooms when the "Fun in the Sun" program is over.

Community Calendar

It was brought to the attention of N. VanScoy that the Library could no longer support the online community calendar.

M. Farwell: We have a new vendor and it's costing us to add anything over a certain amount of items we have on the calendar. The Town website would be the appropriate place for community calendar.

D. Jodoin: Part of the Economic Development grant is to make additional changes on the website.

Discussion on the matter ensued.

Encumbrances

Christine Soucie, Finance Director: The Police Department has an additional item to be encumbered in the amount of \$131,346.40 for purchases they have made and did not receive prior to June 30th.

P. Loiselle moved to encumber \$131,346.40. Motion seconded by P. Rueppel. Roll call vote carried unanimously.

C. Soucie presented another encumbrance item, the Town Hall dumpster for \$2,006.

J. Gorton moved to encumber \$2,006 for the Town Hall dumpster. Motion seconded by P. Loiselle. Roll call vote carried unanimously.

C. Soucie stated it looks like the Town would be able to return about \$300,000 at year-end. She is still expecting some bills to come in. It looks like funds will be available for the Town Hall air conditioning system.

Voting Booths

G. Longfellow stated the Town is in violation of voting laws and needs 16 additional voting booths. The Town Clerk has information on the costs of voting booths.

D. Jodoin: We're into the new fiscal year right now. It's easier to look for money.

TOWN ADMINISTRATOR'S REPORT:

Fire Union Negotiation

The Town Administrator met with the Fire Chief and compared Fire Department wages from other towns. They will meet again on August 2nd.

Town Hall

Work at the Town Hall for the air-conditioning electrical system will start next week. Supplies have been ordered. They will start with the South end of the building.

SUB-COMMITTEE REPORTS:

Sewer Commission

They were talking about the possibilities of the Sewer Commission hiring an engineer and paying for it under their budget.

D. Jodoin: They are under the Town's total approved budget even though they are a separate entity. They can't overspend their budget and push the Town's budget over.

Police Commission

The sign is moving along and should be up shortly.

ZBA

Only three members attended the last meeting. They decided not to elect their officers. Under the ZBA regulations, they have to elect their officers in the month of July. A special meeting would be scheduled before the end of month.

J. Gorton: Perhaps the Council should step in and tell the ZBA members what is expected of them. There have been a number of incidents where applicants were asked to choose whether they would like their application heard with only three members present.

W. Gahara: It comes from the top down. If the Chair is not serving its function, we, as a Council should ask that Chair to come in and explain themselves and explain the rules that they should be adhering to.

PUBLIC INPUT:

M. Farwell: Regarding the proposed meeting with the boards, under the Town Charter, Section 11.1.E,

"At least annually, and more often if Town affairs warrant, the Town Council shall meet with the chairmen of all standing town committees to review significant actions taken by the committees, projects currently under discussion, and anticipated activity for the coming year."

Has this been done?

Chairman D. Dickson: No. I'm hoping in two weeks, we'll have a schedule for you.

M. Farwell: Somebody mentioned you don't want to put too many Charter amendments at once because it will lengthen the ballot. Is it possible to vote on zoning amendments in the general election every other

November? There is a feeling among departments that if they want something; they are better off with a warrant article rather than including it in the budget.

D. Jodoin: That can't be done. The ballot has to be in a specific sequence and on Town Election.

ADJOURNMENT:

The meeting was adjourned at 8:45 pm.

Respectfully submitted by,

Evelyn F. Horn
Administrative Assistant

Nancy VanScoy
Town Council Secretary