

**OFFICIAL**

**TOWN COUNCIL  
MINUTES  
Regular Meeting  
Wednesday, July 8, 2009**

**CALL TO ORDER**

Chairman Dickson called the meeting to order at 6:40 pm.

**PRESENT**

Chairman David Dickson, David Boutin, William "Bill" Gahara, James Gorton, George Longfellow, Michael Pischetola, Nancy VanScoy, and Carol Granfield (Town Administrator)

Excused: Paul Loiselle

**APPROVAL OF MINUTES**

June 24, 2009

***G. Longfellow moved to approve the June 24, 2009 minutes as amended. Motion seconded by J. Gorton. Motion carried unanimously. D. Boutin abstained***

**PUBLIC INPUT:**

Mary Farwell of 24 Grant Drive asked for a status of the Beaufort Development drainage study.

C. Granfield stated that the test monitoring is being done and the attorneys are reviewing a draft agreement with Sonny Sell. Once the agreement is signed, the highway department will begin their work. The ground water study is being done. The anticipated completion is August or early September.

**NOMINATIONS/APPOINTMENTS**

Council Officers Nominations/Appointments

***N. VanScoy nominated B. Gahara for Town Council Chair***

***Roll call vote unanimously in favor. B. Gahara abstained***

***B. Gahara – Chair***

***N. VanScoy nominated D. Dickson for Town Council Vice Chair***

***D. Dickson declined the nomination.***

***D. Boutin nominated D. Ross for Town Council Vice Chair***

***G. Longfellow nominated N. VanScoy for Town Council Vice Chair***

**Roll Call:**

P. Loiselle -		G. Longfellow	N. VanScoy
J. Gorton	D. Ross	D. Ross	-
D. Dickson	D. Ross	D. Boutin	D. Ross
W. Gahara	D. Ross	N. VanScoy	N. VanScoy
M. Pischetola	N. VanScoy		

***D. Ross 4:3. D. Ross Vice Chair***

B. Gahara thanked D. Dickson for his service and leadership as chairman over the past year.

***J. Gorton nominated N. VanScoy for Town Council Secretary***

***M. Pischetola nominated P. Loiselle for Town Council Secretary***

**Roll Call:**

P. Loiselle -		G. Longfellow	N. VanScoy
J. Gorton	N. VanScoy	D. Ross -	
D. Dickson	N. VanScoy	D. Boutin	N. VanScoy
W. Gahara	N. VanScoy	N. VanScoy	P. Loiselle
M. Pischetola	P. Loiselle		

**N. VanScoy 5:2 N. VanScoy Secretary**

**Board & Sub-Committees Appointments**

**Planning Board Nominations**

(1) Full Member, exp. 6/2011 – to replace Joanne McHugh

**N. VanScoy motioned to waive the rules for nominations.**

**Roll Call unanimously in favor**

**N. VanScoy moved to nominate and appoint R. Duhaime as a full member to the Planning Board for a term to expire in 2011. Seconded by G. Longfellow.**

**Roll Call unanimously in favor.**

(1) Full Member, exp 6/2011 – to replace M. Sorel

**D. Boutin moved to take M. Sorel's resignation from the Planning Board under advisement based on the fact that he might reconsider his position. Seconded by N. VanScoy.**

**Vote unanimously in favor**

**ZBA**

(1) Full Member, exp. 6/2012

**J. Gorton moved to appoint R. Bairam as a full member to the ZBA. Seconded by N. VanScoy**

**Vote unanimously in favor**

(1) Alt Member, exp. 6/2012

**N. VanScoy moved to appoint M. VanHorn as an alternate to the ZBA. Seconded by M. Pischetola**

**Vote unanimously in favor**

**Town Hall Preservation Committee**

**N. VanScoy moved to waive the rules for nominations.**

**Vote unanimously in favor**

**N. VanScoy moved to nominate and appoint J. McHugh to the Town Hall Preservation Committee. Seconded by M. Pischetola.**

**Roll call unanimously in favor**

**N. VanScoy moved to appoint K. Northrup, D. Ross, R. Pelletier, N. VanScoy, M. Pischetola, and Stewart Werksman to the Town Hall Preservation Committee. Seconded by J. Gorton.**

**Vote unanimously in favor.**

**Town Facilities Advisory Board**

**J. Gorton moved to appoint the slate of nominees: Mike Reed, Russ Pelletier, and Matt Comai.**

**Seconded by D. Boutin.**

**Vote unanimously in favor**

**Heritage Commission**

**N. VanScoy moved to waive the rules to nominations.**

**Vote unanimously in favor**

**N. VanScoy moved to nominate and appoint Roxanne Cate to the Heritage Commission. Seconded by D. Boutin.**

**Vote unanimously in favor.**

**Council Board Representatives Appointments (See File)**

G. Longfellow stated that he felt it was not right to appoint someone new to the Park and Rec. Advisory Committee and not to appoint J. Maloney after he stepped up to the plate last year when help was need. This doesn't send a very good message to our volunteers.

B. Gahara stated that the nomination made reflect the wishes of the Board.

**OLD BUSINESS**

Police Commission Appointment Procedure

No additional information came from the Town Administrator

***M. Pischetola motioned to contact our State Representative to have a Bill drafted to amend and increase the Police Commission from 3 to 5 members with the provision that no Special Meeting would be required by the Town. Seconded by G. Longfellow.***

The Commission was created by the Legislature on the advise of our attorney, and it can only be changed by the Legislature.

C. Granfield: To increase the Commission, it must go through the Legislature. It is now too late to do this year. We could take the appropriate steps to do it in the next Legislative Session.

N. VanScoy: How did the Police Commission come about through the Legislature.

D. Boutin: In 1975, a State Representative submitted Bill 412 that specifically states there will be three (3) commissioners. The power to create commissions is given to the State.

N. VanScoy: Once this chapter was created, the Commission was created and there was no adopting? Didn't the Town have to adopt it? Was it a vote of the people? So the people of Hooksett chose to have the Commission of three (3) people; so to ask to increase the number should be a vote by the people. If the voters didn't want three (3), they could have not voted for that.

G. Longfellow: I'm not sure it was voted as a Warrant Article.

J. Gorton stated that in Sept. of 1975, there was a Special Town Meeting and a vote was taken.

D. Boutin: The Council would have to request an amendment and it would go through the Legislature and then back to the Town for a vote.

J. Gorton: If the Council requested an amendment to the Chapter, what is the time frame to insure that a Special Town Meeting would not be required and to make sure it is tied into the Regular Town Meeting.

D. Boutin: The filing period for the 2010 session is September. It could be on the House floor by March, which would be adequate time to make the May meeting.

**Roll Call:**

P. Loiselle	-	G. Longfellow	Yes
J. Gorton	Yes	D. Ross	-
D. Dickson	Yes	D. Boutin	Yes
W. Gahara	Yes	N. VanScoy	Yes
M. Pischetola	Yes		

***Vote unanimously in favor***

Police Appointment Procedure

***N. VanScoy motioned to remove Step #5 from the Police Appointment Procedure in its' entirety. Seconded by M. Pischetola***

D. Boutin asked for an explanation of the difference between internal and external record checks. Does internal record check me our police department conducts the research?

Chief Agrafiotis: When the Council receives the record checks from the State, the Council directs the police to check our in house records. We may have had contact with the individual or candidate, which will print out as a report from our computer. The record check may show no conviction, but you will see what the police department's interaction with that candidate may have been.

D. Boutin: Item#5 pertains to any input from the Police Department?

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B. Gahara: I would say yes.

D. Dickson: On #4, we will get internal and external record check and they will be presented to us. #4 would be in-depth enough to cover #5. We would need to tighten up #4 from a process standpoint.

D. Boutin: #7 should be #1 or #1A. If they are going to apply, they should get the duties.

B. Gahara: I agree.

J. Gorton: In regard to article #7, where it says a copy of the law, I asked for clarification of what law would be handed to them. I agree when that is given, it should be more upfront.

B. Gahara: RSA 105C doesn't govern the Hooksett Police Commission. They should be given Chapter 412, which is the Hooksett Guidelines. That should be inserted into the procedures.

***Roll Call vote unanimously in favor***

***N. VanScoy motioned #7, to provide each candidate a copy of Chapter 412:2I-IV, which gives the Commissioners duties. Seconded by D. Boutin.  
Roll Call unanimously in favor.***

**NEW BUSINESS**

Approval of Council Meeting Schedule (See file)

B. Gahara recommended changing the August 12<sup>th</sup> meeting to August 5<sup>th</sup> and selected the December 2<sup>nd</sup> and December 16<sup>th</sup> meeting dates.

N. VanScoy: I believe anytime we move the meetings from the set schedules, it affects the public. I don't like it whenever we change the meeting schedule. My suggestion for the holidays is to keep the meeting on the 2<sup>nd</sup> and cancel or reschedule the following meeting.

B. Gahara: All meetings are posted in advance.

D. Boutin asked if the January 9<sup>th</sup> Budget Workshop was definite.

C. Granfield: We proposed having the Saturday, January 9<sup>th</sup> meeting devoted to the larger departments and the smaller departments could come in the evening during the week.

***D. Boutin motioned to approve the meeting schedule as amended moving August 12 to August 5<sup>th</sup> and Dec. 2 and 16<sup>th</sup> and the January 9<sup>th</sup> Budget Workshop. D. Dickson seconded.***

N. VanScoy: That moves our February meetings to off schedule dates making 20% of our meeting on off scheduled dates.

J. Gorton: In the past years, we have traditionally changed the December meetings due to the holidays.

***Vote 6:1***

Inventory Forms

Todd Hayward, Assessor: These forms are not widely used in the State because you have building permits to keep track of the inventory. In the past, Hooksett has used this information for the school census and redistricting. There are 6000 parcels and we send forms to each parcel. They are to be returned, and if not returned, we send another letter saying we will assess a penalty. As they are received, they are logged into our software database. To date, we have received 3600 of the 6000 sent. This is not a popular thing in our office. You gain \$70,000 a year from penalties but in turn receive many disgruntled taxpayers. This also has a large clerical impact on the office. We ask that you consider discontinuing the inventory forms.

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B. Gahara: We could use density to establish districts but how would we help the schools with the census?

T. Hayward: The schools should have a good idea of their numbers from the kindergarten classes. The inventory forms provide incomplete information as well.

J. McHugh: That information is important for the schools when they are verifying High School residency. The Town receives information from Manchester on the names of the students and the SAU uses the town information to verify that they are indeed Hooksett residents. It is important. Possibly we could change the information requested on the form so that people are more comfortable providing the information.

G. Longfellow: That is a State form and if you change it you can't collect the penalty.

M. Pischetola: Can we use the website to have people download it.

T. Hayward: The Department of Revenue provides the form. If you adopt this, you must follow the law. We don't get it electronically. We are supposed to send it out first class mail.

T. Hayward: Could we get the school information from the Town Clerk if people are registering their cars?

N. VanScoy: The information we've been provided tonight is good, but we have information as well saying this is valuable for the schools. We need cooperation from the school. We should get the schools input before we consider striking this out.

C. Granfield will discuss this with the Superintendent and get feedback.

Tabled until more information is received from the School District.

T. Hayward stated that the decision must be made before Oct. 1<sup>st</sup>.

### Zya Hooksett, LLC Letter of Credit Release

***D. Boutin motioned to release the Escrow in the amount of \$150,000 for a traffic signal. Seconded by D. Dickson.***

***Roll call Vote unanimously in favor***

### Street Names Approval

***D. Boutin motioned to approve the Street names: Causeway Drive, Austin Drive, Enterprise Way, and Granite Ridge Drive. Seconded by D. Dickson.***

The Council requested that the Police Department continue to review and sign off on the street name approval forms.

***Vote unanimously in favor***

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

- C. Granfield congratulated Zack Montoya and Dale Cutter for their assistance in a vehicle accident.
- Four (4) employee meetings were held over the past weeks, which were very productive. These will be done twice a year.
- A stipend for Mrs. Brisson was approved at the last Council meeting. A question was raised by H. Murray regarding Mr. Hemeon and it was determined that money has been received by his spouse through the retirement system.
- Work on the website is continuing. Council photos have been added.

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- Sending out press releases on two items:
  1. A Public Forum on July 29 at 7:00 pm for the community to express ideas.
  2. The public can now access tax cards on line.
- We received a request from NH Planning Commission on the steering committee
- Request form the town of Raymond and the school in Raymond to see how we can work together to share service to be more cost effective.
- State revenues – we will be receiving \$95,000 from meals and room tax but we will 171,984 from revenue sharing.
- The EDC's Ambassador Program partnership with the departments has been very positive.

D. Boutin suggested the Council send a letter to the individuals that assisted in the vehicle accident.

D. Boutin suggested the town look into establishing online payment for taxes.

L. Boswak, Town Clerk stated that the current software couldn't accommodate online payments.

N. VanScoy asked for the status of the street name changes for Mount St. Mary's and when Main Street would become a town road.

C. Granfield will look into both items.

J. Gorton asked why the Town's Website is listing residential properties for sale. It gives the appearance that the EDC is acting as a realtor. The EDC website was established for commercial properties only

C. Granfield will address this with the committee and agrees it is for commercial properties only.

### **SUB-COMMITTEE REPORTS**

D. Dickson reported there will be an Assessors Committee meeting on July 9<sup>th</sup> at 5:00 pm.

N. VanScoy, Planning Board reported that concerns were raised at the June 15<sup>th</sup> Planning Board meeting with regard to sidewalks for the MS&G, Heads Pond project. This becomes a Town issue with regard to maintenance and liability. The Planning Board feels this is a Council decision. There were also concerns relative to the Town Common regarding lighting, maintenance and curfews, which should be established by the Council.

There were concerns with water issues and vision lines pertaining to Ridgeback Self Storage. The Planning Board would like the Council to weigh in.

The Council needs to provide direction to the Planning Board on the water issues and the ground water issues and whether the Planning Board requires additional studies on all developments and will the future infrastructure of the Town be impacted downstream. Similar to what we are dealing with in the second subdivision, which will affect Beauchesne even more.

There is a joint Planning Board and Zoning Board meeting scheduled for July 13 to discuss the ADA requirements at Jensen's.

The Planning Board discussed a proposal for a new Supermarket at Exit 10, which is in the aquifer.

Chairman Gahara requested that subcommittee reports be submitted in writing in advance of the meeting so they may be reviewed and if necessary, placed on a future agenda.

### **PUBLIC INPUT**

J. McHugh: I was listening to the earlier conversation to release the money for the traffic light at Cinemagic. Most of the time, the theatre is not a problem, but when you have a popular movie, it can be

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intense. You should do a review a few months before releasing the money to be sure that you wouldn't need it and look at if they need police coverage for example.

K. Northrup, 24 Berry Hill Road: The new website is taking an extraordinarily long time. I wrote about the Historical Marker and the Registry Program last October and they still don't appear on the web site. Also, will we ever take credit card payments for taxes and motor vehicle?

C. Granfield: We will continue to work through those issues.

M. Miville 42 Main Street: I have the concern that street names should not bear any resemblance to advertising. No person or resident should have any building, road or structure named for them unless it is voted on by the citizens and not the Council. Are there any budget updates on how the general fund finished?

C. Granfield: That is being worked on and we will have that information soon.

J. Duffy: Concerning the website, you are familiar with ARC IMS which now has new parcel data and the new assessing information. This has never been available on the website. Do you want another presentation before we put the link on the website?

D. Boutin: I say do it.

J. Duffy: Other towns in the area such as Londonderry, Bedford, and Manchester currently have it. It will show the aerials of the property. Some people had concerns with including this on the website since 9/11, but information is already out there.

B. Gahara indicated that the Council approved.

### Supervisor of the Checklist

G. Longfellow: No one is picking up the changes at the tax office for the Election data. Should we contact the new Supervisors?

L. Boswak: They were at the Council meeting in September to speak to the Councilors and they could be put on a future Council Agenda.

N. VanScoy stated she will be absent for the next meeting.

### **TOWN COUNCIL ORIENTATION WORKSHOP**

- Publications are available
- Overview of the Role – establish policy and Administration implements
- Charter – updated version which is now gender neutral
- Administrative Code – a meeting soon on modifications for departments and functions
- Council Rules & Procedures – There is a committee in place to review. Should look at it again to see if there are items you might like to change. The order of business is something you can look at. Do you want two (2) public input sessions for example?
- Meeting/Workshops/Non-public – What is opened to the public regarding meetings, minutes and timeline for keeping items? The Council should establish a policy for tapes and how long they will be preserved and not for life. Could discuss how you want minutes; summary vs. verbatim.
- Right to Know Law- there have been Legislative changes regarding emails  
C. Granfield is looking to have LGC do presentations for Boards on how minutes should be taken, agendas posted, and Right to Know Law updates. We may open it up to some surrounding communities.
- Departmental Information – some departments provided a summary
- Quarterly project summary – this was started and shows the projects being worked on by the departments and is a way of tracking the progress.
- Goals – The Administrator can provide an outline of the goals for the town.

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D. Boutin stated he spoke to the Council a year ago regarding the issue of bathroom access at the playground.

B. Gahara suggested we get Dale Hemeon to give an update.

D. Dickson stated the concern is vandalism.

C. Granfield suggested there be an opening and closing schedule, which would include both park staff as well as police.

- Upcoming Programs and Town Activities – EDC is working on “Adopt a Spot” for example.
- Employee Appreciation picnic is scheduled for September 18. We will close the Town Hall at noon.
- There will be a Benefits Fair in the gym this fall.
- Materials provided

C. Granfield stated she is pleased that the Council has directed citizens’ concerns to the Administrator so that she or the correct department can address them.

Department heads are available to answer questions:

N. VanScoy asked that the departments state how they feel the budgets worked and at CIP suggested a wish list be submitted earlier.

***N. VanScoy motioned to extend the meeting for 15 minutes. Seconded by J. Gorton. Vote unanimously in favor.***

J. Duffy stated that the Planning Board is interested in becoming more involved in the budget process. They would also like to support Dale so that he can get the things he needs for his department. Due to increased roads and sidewalks being approved, his maintenance costs have increased. Discussion on these items is needed before the budget process begins.

J. Gorton: Twice I have heard comments about the town common; has that been done?

J. Duffy: Part of the MUD 5 requires certain things and one of those things is recreation land. There was an agreement with MS&G to provide a town common as part of the Master Plan. It is a requirement. The developers make it sound like they are doing us a favor, however, it is a requirement of Zoning. We compromised on the lighting because the town will need to pay for the electricity and the maintenance.

J. Gorton: I’m against it because it comes at a cost to the town.

J. Duffy: The difference is the streets will be public and the park will be public. The Planning Board is working with the town attorney to put together a development agreement and put it all in writing. The park is a requirement per the Zoning Ordinance. We can include things you suggest in this agreement.

J. Gorton: The Council needs to decide if the town will accept this and accept all the maintenance. Someone will be picking up trash everyday and replacing light bulbs every time some kid takes a slingshot at them. Don’t burden the town with this and the problems that come with it.

B. Gahara stated it would be an agenda item at a future meeting.

J. Duffy: We should research if the town has already accepted the land. The first draft has been reviewed and sent back to Bart Mayer to look at our comments. The Planning Board doesn’t have the authority to sign a development agreement. The Planning Board hasn’t seen the development agreement yet. We are trying to get it in its best form before we bring it forward. There were two (2) former agreements; one (1) was with the Conservation Commission and one (1) with the PB. MS&G was going to put a Golf Course and wanted to take wetlands out of the prime wetland designation so they put together an agreement saying they will do these things if we support them. When they did this agreement, they incorporated both



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prior agreements. They are donating a great amount of land to the town and some land for the school. There are a lot of issues with this project.

Diane Boyce -Single Stream – They are a little behind but we should hear this month.

Chief Agrafiotis: Budget process – I've gone through 10 budget cycles and it seems every year we are asked for more and more information. The problem is from the time you get the information to the time we present our overview is not a long time. As we provide more and more information, we see Councilors that haven't had time to digest or review the information. Then the department head presents and the Councilors aren't familiar with the information. We need to know the level of information you want and if there are questions, schedule meeting times prior to the budget meeting so that on that day we are not discussing an item for the first time. The basic questions should be addressed before we are before you. It makes it difficult for everyone. We need a way to get the information to you and address issues prior to the budget meeting. I suggest that you look at the scheduling to give us a chance to explain it.

M. Miville: To echo the Chief, many of the Councilors discuss the idea of getting all the departments together and have open discussion to get unity and get everyone on the same page. Possibly have some pre-meetings so we know what to expect. Get all the departments together and come up with a wish list and everyone knows what to expect before hand.

**J. Gorton motioned to extend the meeting 15 minutes. Seconded by M. Pischetola.  
Vote unanimously in favor**

L. Boswak, Tax Clerk: There have been suggestions for my office to offer more services. Budgets like mine can't provide these services without more software. I've tried to get credit card or online service without spending money. We need to present a level budget so it doesn't even get to Council.

C. Granfield: We will need to discuss this relative to our town wide goals, and if this is the focus, we need to shift the budgets.

Dean Jore: My involvement in the budget process isn't as involved as the Chief of Police, but I would like to see it streamlined. We would like to give one presentation to the Council and the Budget Committee.

B. Gahara: Possibly the Budget Committee can look at what they would like and then take that to the Administrator.

**ADJOURNMENT**

The Chair adjourned the meeting at 10:00 pm.

Respectfully,

Lee Ann Moynihan

Nancy VanScoy  
Town Council Secretary