

Official

TOWN COUNCIL MINUTES Regular Meeting Wednesday, August 26, 2009

CALL TO ORDER: Chairman Gahara called the meeting to order at 6:50 pm.

PRESENT: David Boutin, David Dickson, James Gorton, Paul Loiselle, George Longfellow, Michael Pischetola, David Ross, Nancy VanScoy, Chairman William Gahara and Carol Granfield (Town Administrator)

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES:

August 5, 2009 – *G. Longfellow moved to approve the August 5, 2009 minutes as amended. Motion seconded by N. VanScoy. Motion carried unanimously.*

NOMINATIONS/APPOINTMENTS:

Heritage Commission

D. Boutin nominated Stephen Boyd to Heritage Commission (alternate member, exp. 6/2012).

D. Boutin moved to waive the rules of waiting period between nomination and appointment. Motion seconded by N. VanScoy. Roll call vote carried unanimously.

D. Boutin moved to appoint Stephen Boyd to Heritage Commission. Motion seconded by N. VanScoy. Roll call vote carried unanimously.

Planning Board

D. Ross moved to appoint Jack Mudge to the Planning Board (alternate member, exp. 6/2011). Motion seconded by D. Boutin. Roll call vote carried unanimously.

Zoning Board of Adjustment

J. Gorton moved to appoint Don Pare to the ZBA (alternate member, exp. 6/2011). Motion seconded by P. Loiselle. Roll call vote carried unanimously.

Chairman Gahara stated Mr. John Turbyne has expressed an interest in the Planning Board. The board is currently full. His resume will be kept on file until a position becomes available.

SCHEDULED APPOINTMENTS:

Public Hearing re: Acceptance of HMEP Grant & Donation from Walmart per RSA 31:95-b.
Chairman Gahara opened the public hearing to accept the HMEP grant at 7:07 pm.

Dan Pike, Interim Emergency Management Director stated that the grant is to review and update the Town's emergency plan. It is important that the mitigation plan is up to date for the Town to be eligible for future grants.

C. Granfield explained that the grant requires a 20% in-kind or cash match. The grant would be matched in-kind.

The public hearing was closed at 7:10 pm.

D. Boutin moved to accept the \$5,000 HMEP grant per RSA 31:95-b. Motion seconded by J. Gorton. Roll call vote carried unanimously.

The public hearing to accept the donation from Walmart was opened.

Walmart donated \$2,500 for the Police Department, \$2,500 for the Fire Department and two defibulators in the amount of \$1,941.52 for a total donation amount of \$6,941.52. The Fire Department intends to use the funds for station upgrades. The Police Department will use the funds for school programs. One defibulator would be installed at the Town Hall and the other at the Recycling & Transfer Station.

D. Boutin moved to accept the \$6,941.52 donation from Walmart per RSA 31:95-b. Motion seconded by N. VanScoy. Roll call vote carried unanimously.

Note: Walmart also donated \$2,500 to the Public Library, which the Library Trustees have accepted.

A "thank you" letter will be sent to Walmart.

Proposed Dog Park

Dale Hemeon, Parks and Recreation Department Superintendent presented the new site for the proposed Dog Park. It's the area where an unused skating rink is located next to the Courthouse and the Amoskeag Rowing Club. Both the Courthouse and the Amoskeag Rowing Club are not opposed to having the Dog Park in the area. Impact fees funds would be used. There will be minimal maintenance costs.

J. Gorton moved to proceed with the proposed dog park. Motion seconded by D. Boutin.

Roll call

D. Boutin	Yes	G. Longfellow	No		
D. Dickson	Yes	D. Ross	Yes		
W. Gahara	Yes	M. Pischetola	Yes		
J. Gorton	Yes	N. VanScoy	Yes	8-1	<u>Motion carried.</u>
P. Loiselle	Yes				

G. Longfellow explained he is not opposed to the Dog Park but the location that was chosen.

Atlas and Economic Development Presentation

William Sirak, Economic Development Committee (EDC) Chair: Jack Munn and Linda McDonough of SNHPC will make a presentation of the Atlas and database report. The database report is the product of business survey and focus group meetings conducted by the EDC through the "Ambassador's Program". They were able to identify over 800 businesses in the area.

J. Munn and L. McDonough made a presentation on the Atlas and Building Blocks of Economic Development.

The Building Blocks of Economic Development has four (4) elements, (1) the mission statement of the EDC, (2) the goals and objectives of the EDC, (3) the summary results of the business survey from the focus group meetings, and (4) identification of sites and areas eligible for the economic revitalization zone. The Atlas is a summary of all commercial, industrial and mixed-use zones within the Town of Hooksett. The documents are not meant to replace the master plan but supplement the master plan.

These documents will be posted on the website and made available to the public.

W. Sirak explained that these documents summarize the basic information the developers are looking for. The Town is not in competition with neighboring towns. These are tools to market what the Town already has.

OLD BUSINESS:

Cinemagic Bond Release

On August 5, the Council voted to release the hydro seeding bond. After discussion with the Town Counsel, it was recommended to reconsider the motion, thus the bond has not been released. Since that time, the Code Enforcement Officer, Peter Rowel has been working on getting the issues addressed.

P. Rowell stated he identified six items that needed to be addressed. He worked with Cinemagic to correct these issues. He recommended releasing the bonds.

D. Dickson moved to release the bonds. Motion seconded by N. VanScoy. Roll call vote carried unanimously.

Disability Insurance for Employees

The lowest bidder is Fort Dearborn, which can provide the same coverage as the current plan with two exceptions: (1) pre-existing condition exclusion for long-term disability and (2) weekly payment will be made to employees. Current carrier only pays once a month, which presents a hardship on some employees.

P. Loiselle moved to accept the bid from Fort Dearborn Life Insurance Company for short and long-term employee disability insurance. Motion seconded by D. Dickson. Roll call vote carried unanimously.

NEW BUSINESS:

Quarterly Financial Report

Christine Soucie, Finance Director presented the fiscal year's final Quarterly Financial Report, which shows where the Town is at financially. The figures are unaudited and subject to change after audit. The total budget is about 95% expended. The Town's anticipated revenue was met but no excess funds to go into fund balance. The Town had a total \$798,383 of unexpended funds by the end of the fiscal year. This amount went back to fund balance to offset taxes for next year.

Investment Policy Adoption

C. Soucie presented the proposed amended investment policy. This document is a guide for the treasurer on how to invest funds. Amendments were done to conform to current RSA's. The Maturity and Diversification section was added to give guidance on the length of an investment and to limit percentage of investments into one financial institution.

There were some questions about terminologies and their interpretation. The Council asked for clarification.

P. Loiselle moved to table the issue. Motion seconded by J. Gorton. Motion carried unanimously.

Administrative Code

C. Granfield presented the proposed amendments to the Administrative Code. The purpose of the amendment is to update and streamline the document. The Code was last amended on April 13, 2005. The document should be reviewed at the beginning of each fiscal year. Most of the changes are title and department names changes to conform to current structure. Another change is to increase the Town Administrator's purchase approval level from \$7,500 to \$15,000.

Discussion on the matter ensued.

N. VanScoy moved to accept the amended Administrative Code as presented with recommended updates to be brought up to the Council. Motion seconded by P. Loiselle.

Further discussion regarding the proposed amendment to the Town Administrator's purchase approval level.

N. VanScoy withdrew her motion. P. Loiselle withdrew his second.

D. Boutin moved to accept the amended Town Administrator's purchase level of \$15,000. Motion seconded by J. Gorton. Motion carried with N. VanScoy opposed.

Council consensus was to table the issue.

SNHU Bond Release

The bond is for site compliance for the Parking Lot. The site was inspected by Stantec and they recommended releasing the bond.

D. Dickson moved to release the bond in the amount of \$71,623.87. Motion seconded by N. VanScoy. Roll call vote carried unanimously.

AV Hooksett Bond Reduction

The bond is for site compliance at Elliot Medical facility. A portion of the site work is done. Stantec recommended reducing the bond to \$38,460.

D. Dickson moved to reduce the bond to \$38,460 and release the balance of \$17,679.60. Motion seconded by D. Boutin. Roll call vote carried unanimously.

TOWN ADMINISTRATOR'S REPORT:

C. Granfield informed the Council of the following:

1. The Right to Know/Conflict of Interest training will be held on September 30th. So far, 30 people are planning on attending.
2. The Town Administrator has been working with Manchester and other surrounding communities regarding Exit 10. SNHPC has been working on adding Exit 7 back on DOT 10-year plan as well as relocation and realignment of the exit. DOT hearings will start in September.
3. The Town will interview 4 construction manager firms for the Safety Center. A recommendation will be presented at the next meeting.
4. Hooksett Ideas – A list of ideas have been compiled based on suggestions gathered from the workshop. The Town Administrator would like to know if there are some items the Council would like to start working on.
5. The Town offices will be closed on Monday, September 7th for Labor Day holiday. The Town will hold the Annual Employees' picnic on September 18th. Offices will close at 12 noon. Notices have been posted.
6. Hooksett and other communities are working with PSNH to move a large transformer. Police in communities are the primary contacts. State Troopers will be there along the way.
7. Walmart held a Grand Opening on August 19th. It is largest volume store in New England.
8. There is a pending 3-group contract between the Town, Arleigh Green and the Sewer Commission. The Legal Counsel is currently reviewing the contract and will be presented to the Council.

N. VanScoy requested to add the American Red Cross and the matter with Planning Board members to the agenda.

There was a discussion regarding parking issues during meeting hours.

Regarding the proposed legislation to increase the number of Police Commissioners, D. Boutin stated that he will not sponsor the bill if the Police Chief is planning on speaking against it.

Chairman W. Gahara suggested holding another non-public meeting with the Police Chief and the Commissioners regarding this issue.

J. Gorton moved to extend the meeting for 15 minutes. Motion seconded by D. Ross. Motion carried unanimously.

SUB-COMMITTEE REPORTS:

Council Rules

N. VanScoy suggested holding a meeting.

Planning Board

- Discussion and public input regarding a proposed storage facility behind Gary Avenue and Hooksett Fireworks. Hooksett Fireworks is concerned about where the driveway comes out.
- Manchester, Sand & Gravel presented a draft subdivision agreement to be approved. It addresses the land donation being accepted by the Council for the school.
- Discussion on issues where the Certificate of Occupancy had been granted but the plans have not been processed.
- Discussion on what the Community Development, Building and Highway departments are responsible for. Who's reviewing the sites and what's being reviewed relating to bond releases, aesthetics, etc.
- Green Mountain Communications retracted their application. They spoke of concerns about the red tape they have to go through.

Conservation Commission

One of their members is serving in Iraq. They still need an alternate member on the board.

Town Hall Preservation Committee

The committee would like to know the steps needed to be taken to declare the old Town Hall/Arah Prescott Library area a Historic District.

D. Boutin explained its covered under the Planning statute.

High School Study Committee

They are meeting on September 21st. The Superintendent of Schools in Bedford will be addressing the group.

Recycling & Transfer Advisory Board

The Single Stream Recycling will be put on hold, as there is not enough tonnage to process.

Police Commission

They had a meeting about the SRO issue with people from both sides presenting to the Commission.

M. Pischetola moved to extend for another 15 minutes. Motion seconded by N. VanScoy. Motion carried unanimously.

PUBLIC INPUT:

Harold Murray: These meetings are public meetings. We spent a lot of money for these microphones. Please use them. We can't hear you. Thank you.

Marc Miville, 42 Main Street, asked if the Town has an ordinance against Dog Fouling. If not, he suggested adopting one. Regarding the Police Commission, he stated the commissioners

revealed that the letter sent to the Council about the nomination and appointment is a form letter and the names are inserted. No time and effort was taken.

ADJOURNMENT:

The meeting was adjourned at 9:50 pm.

Respectfully submitted by,

Evelyn F. Horn
Administrative Assistant

Nancy VanScoy
Town Council Secretary