

**OFFICIAL
TOWN COUNCIL MINUTES
Regular Meeting
Wednesday, December 16, 2009**

CALL TO ORDER

Vice Chair D. Ross called the meeting to order at 6:31 pm.

ATTENDANCE

Vice Chairman D. Ross, J. Gorton, G. Longfellow, P. Loiselle, D. Boutin, M. Pischetola, and N. VanScoy.
D. Dickson arrived at 7:45 pm.

Excused: B. Gahara

C. Granfield, Town Administrator; C. Soucie, Finance Director; J. Buzzell, Family Services; P. Rowell, Code Enforcement Officer, L. Boswak; Town Clerk, D. Pike, Emergency Management; and J. Duffy, Town Planner.

Also present: H. Shumway and Library Trustees.

APPROVAL OF MINUTES

November 18, 2009

N. VanScoy motioned to approve the minutes of December 2, 2009 as amended. Seconded by M. Pischetola

Vote unanimously in favor. Abstained J. Gorton

D. Pichette Volk, 6 Highland Street reported on the seven (7) year requirement for Perambulation. Also on the subcommittee are Harold Murray and George Longfellow. Conversations have begun with several towns including Candia, Allenstown, and Dunbarton. Hooksett is fortunate to have excellent neighbors. It was recommended that an open invitation be sent to representatives of other towns to share experiences and discuss the type of databases that can be used. A draft letter was submitted to the Council for review. It is recommended that this meeting be held independent of a normal Council meeting.

P. Loiselle stated he had a concern with the unresolved issues with Manchester.

M. Pichette Volk stated that all the markers were found seven (7) years ago using a GPS. The representatives from surrounding towns, in particular Candia, were interested in doing that.

By consensus, the Council agreed to allow an informal meeting with other New Hampshire towns as presented by D. Pichette Volk.

D. Boutin requested that a representative from SNHU attend a subsequent meeting to address traffic and safety issues.

PUBLIC INPUT

NOMINATIONS/APPOINTMENTS

Available Board Positions

Planning Board, alternate member, exp. 6/2012

Zoning Board of Adjustment, alternate member, exp. 6/2010

D. Boutin nominated Phil Denbow, 8 Nancy Lane, as alternate member of the Zoning Board of Adjustment with a term to expire in June 2012.

Russell Young - Town Hall Preservation Committee, no expiration (tabled from 12/2/09 meeting)

NEW BUSINESS

Bond Releases

Granite Plaza (George Lawrence) - \$2,500.

***D. Boutin motioned to release the bond for Granite Plaza in the amount of \$2,500.
Seconded by N. VanScoy.
Roll call vote unanimously in favor.***

Holiday Inn (Fairfield Inn) - \$7,500.
***D. Boutin motioned to release the bond for the Holiday Inn (Fairfield Inn) in the amount of \$7500.
Seconded by N. VanScoy
Roll call vote unanimously in favor.***

***D. Boutin motioned to release the bond for Holiday Inn (Fairfield Inn) in the amount of \$1000.
Seconded by P. Loiselle.
Roll vote unanimously in favor.***

Coastal Partners (Hooksett Land Development) - \$58,306.80
***D. Boutin motioned to release the bond for Hooksett Land Development for \$58,306.80. Seconded
by N. VanScoy.***

J. Duffy stated that the old foundation has been removed and repaved. The only outstanding issue is the lighting and money is being held for that issue.

Roll call vote unanimously in favor.

Granite State Shuttle Service - \$11,550.
***P. Loiselle motioned to release the bond for Granite State Shuttle in the amount of \$11,550.00.
Seconded by D. Boutin.***

G. Longfellow asked for an explanation of the site with an address.
Future bond releases will include an address and map location.

P. Rowell stated that the issues that existed at Granite State Shuttle have been corrected.

Roll call vote unanimously in favor.

AUTHORIZATION FOR THE TOWN ADMINISTRATOR TO SIGN

C. Granfield stated that unless it is specified in a motion, a Councilor must come in and sign. It was the recommendation of the town counsel that authorization be given to the Town Administrator upon record in the minutes of a motion so stating.

This will be an agenda item for the next meeting.

M. Pischetola asked Carol Granfield to look into adding an administrative fee to handling bonds.

D. Ross stated that this town has a history of being unkind to developers and this would add to that perception.

Budget Overview

C. Granfield delivered a power point presentation of the Budget Overview.

Capital Improvement Plan – This will be highlighted in the particular department. The CIP Committee recommendation, which the Planning Board adopted, was to level the cost and spread them out over six (6) years.

Town Clerk/Tax Collector

L. Boswak stated the budget is stripped down. Procedures were changed to save money. There is an extra burden of online registrations. The cost increase was a result of a change insurance coverage for personnel.

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L. Boswak: The overtime is needed when we need to stay until everything is reconciled with the State system.

P. Loiselle motioned to accept the Town Clerk's budget as presented. Seconded by G. Longfellow. Vote unanimously in favor.

Emergency Management – reduced cost in exercises and new equipment.

D. Pike: When I came back it was anticipated that Mr. Dion would be back in 90 days. When he wasn't coming back, I reviewed procedures and funding. Although the Emergency Management budget is a small part, cuts were made in exercises and new equipment.

P. Loiselle motioned to accept the Emergency Management budget as presented. Seconded by G. Longfellow. Vote unanimously in favor.

Family Services

C. Granfield: This is covered by part time employees with seasonal help requested for 20 weeks, which was reduced to 10 weeks.

Welfare costs have increased due to the economy. In monitoring the cost, the first quarter has been lower.

G. Longfellow motioned to accept the budget. Seconded by D. Boutin

P. Loiselle asked about the state of the economy.

J. Buzzell: I am seeing an increase in individuals who have never sought assistance in the past. The Work Program has been working well. There is article published in Town and City that states why we need to be prepared at the local level in light of what is happening at the State level.

P. Loiselle: I have a concern with this particular budget in light of the mandate.

J. Buzzell: My figures would have been higher if not for the assistance received from the Salvation Army.

P. Loiselle: What is the situation on housing. Do we have adequate housing?

J. Buzzell: We have Birchwood and Merrimack Heights that are low-income housing. Section 8 is also an option but there is currently a 5-year wait for approval.

D. Boutin motioned to amend the family service budget to increase the Welfare Line by \$5000. Seconded by N. VanScoy.

Vote on amendment: 7:1 (G. Longfellow)

Vote on amended motion: Unanimously in favor.

Assessing*

C. Granfield: This is status quo with the exception of a reduction in contracted services.

D. Boutin motioned to accept the Assessing budget as presented. Seconded by N. VanScoy.

C. Granfield: The overtime is for the Board of Assessors meetings.

N. VanScoy asked if personnel could reduce time during the regular day to accommodate the overtime.

J. Gorton stated that due to the reassessments, there were a number of abatement requests. This caused an increase in assessors meetings.

C. Granfield: The increase in software cost is due to an increase in Vision software licenses.

Vote: 7:1 (M. Pischetola)

Building Department

C. Granfield: The budget includes a 4-hour a week employee. The department made other reductions.

G. Longfellow motioned to accept the Building Department budget as presented. Seconded by D. Dickson.

G. Longfellow stated that since building is slow, this is not time to add a position.

D. Boutin asked what the overtime was for.

P. Rowell stated that the overtime was for Zoning Board meeting minutes and public notice requirements.

D. Boutin asked what was the difference between mileage and fuel.

P. Rowell explained that fuel is for the town vehicle and mileage is for travel using a personal vehicle.

D. Boutin: Why is there an increase in the training budget?

C. Soucie: This year, we went through all the lines and consolidated training and dues lines. General operating expense went down and moved it to the training and dues line. This more properly reflects the training.

P. Rowell: I have also asked the assistant to take some classes and attend workshops.

G. Longfellow motioned to reduce the Building Department Part-Time Employees Line 1-420-01-113 from \$2500. to \$1.00. Seconded by P. Loiselle.

Roll Call

P. Loiselle	No	N. VanScoy	Yes
J. Gorton	No	G. Longfellow	No
D. Dickson	No	M. Pischetola	Yes
D. Boutin	Yes	D. Ross	Yes

Vote: 4:4 motion fails

D. Boutin motioned to reduce the Building Department Part-Time Employees Line 1-420-01-113 from \$2500 to 0. Seconded by M. Pischetola.

Roll Call

P. Loiselle	No	N. VanScoy	Yes
J. Gorton	No	G. Longfellow	No
D. Dickson	No	M. Pischetola	Yes
D. Boutin	Yes	D. Ross	Yes

Vote 4:4 motion failed.

**D. Boutin motioned to table the Building Department budget. Seconded by Pischetola.
Vote 5:3 (opposed: D. Dickson, J. Gorton, P. Loiselle)**

Community Development*

Items reduced included office supplies.

J. Duffy: We have two (2) employees in the department. I am salary and the coordinator gets overtime. She has several meetings to attend. The Planning Board meets almost weekly and she covers CIP as well. We looked at the actual and budgeted 4 hours/week x overtime rate. I am confident that we can keep within that number. The Department is still busy and we haven't slowed down that much. We are

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now doing smaller commercial projects. The residential is on the decline but now approvals are getting in place so that they can be vested. The budget is lower than last year.

D. Dickson motioned to accept the Community Development budget as presented. Seconded by D. Boutin.

D. Boutin: What is the travel expense?

J. Duffy: The Planning Board members get a stipend. It is suppose to cover cost of travel to sites and travel to meetings. It has been in place for many years.

G. Longfellow asked about the Professional services for \$12,000.

J. Duffy: We encumbered that from last year. The project for the coming year is to hire a consultant to update the Ordinance for \$7000. We had to hire Bruce Mayberry for a study for impact fees for the Solid Waste Department. We are going to start an Access Management Study for Route 3A.

G. Longfellow requested a breakdown of the money.

J. Duffy will provide that information.

N. VanScoy: I would like to see the Professional Services line removed.

N. VanScoy motioned to amend the budget to decrease Professional Service Line 1-420-01-223 to \$1. Seconded by M. Pischetola.

D. Boutin: This Council will face an issue like Beauchesne Drive. I don't think there is any place else in the budget where we can get that money. I don't know if \$12,000 is the right amount. Hooksett has a variety of housing and I don't see the need for a workforce housing study.

Vote 0:8 motion failed

G. Longfellow motioned to reduce the Professional Services Line 1-420-01-223 from \$12,000 to \$6,000. Seconded by N. VanScoy.

P. Loiselle asked what amount is committed of the encumbered funds.

J. Duffy: I don't have the information and would like to come back to provide you with that information. Last week I just got information on the CTAP.

P. Loiselle motioned to table the Community Development budget. Seconded by D. Boutin. Vote 8:0

Budget Committee

P. Loiselle motioned to accept the Budget Committee budget as presented. Seconded by N. VanScoy. Vote unanimously in favor.

Cemetery Commission

P. Loiselle motioned to accept the Cemetery Commission budget as presented. Seconded by M. Pischetola.

C. Granfield: They are trying to develop a plan for repairs.

Vote 6:1 with 1 abstain (G. Longfellow)

P. Loiselle asked the Town Administrator to request the Cemetery Commission to advise the Council of their needs for fencing.

Conservation Commission

The telephone, which is not utilized, was reduced and travel was shifted to the Volunteer appreciation night.

D. Boutin motioned to accept the Conservation budget as presented. Seconded by M. Pischetola. Vote unanimously in favor.

Library

Library Trustees, Mary Farwell, Barbara Davis, Mac Broderick, and Linda Klienschmidt
Librarian Heather Shumway.

M. Farwell: We are in the process of hiring a Children's Librarian for a ½ year. The 2009-2010 budget includes ½ year funding. The adjustment for a 2010-2011 is for a full year position. That is the starting point for the budget. Children represent 41% of the circulation.

There has been a 2% reduction; \$1000 reduced from the maintenance and repair line, \$1000 from office supplies and by utilize emailing we reduced postage. We are looking at not doing a PTA newsletter and increasing our email list.

We will reduce utilities by not air conditioning this summer if necessary.

H. Shumway: NH Library Association dues are based on salaries. We belong to the Association of Library Trustees. NE Library Association provides training both virtual and in person with regard to changes.

M. Pischetola questioned \$4200 for dues and mileage.

C. Soucie stated that the library payroll is done independent of the town.

N. VanScoy expressed a concern with taking money out of maintenance and repairs. Preventive maintenance is there to save money.

M. Farwell: Cleaning of the meeting room and floors will be reduced. Safety issues and general repairs will still be done.

M. Pischetola motioned to table until itemized numbers of the categories like \$4200 for training are provided to the Council. Seconded G. Longfellow.

(G. Longfellow asked for a current budget and what has been spent.)

H. Shumway stated that the Trustees manage the library funds.
(Books and materials broken down.)

Vote 5:3 (opposed: D. Dickson, D. Ross, N. VanScoy) motion carries

Administration*

N. VanScoy motioned to extend the meeting for 30 minutes. Seconded by J. Gorton.

Vote 6:2 (opposed: D. Boutin, D. Dickson) motion carries

Administration*

Increases in salary.

C. Granfield: The part time IT person is a wash in funds. We now contract for issues. It is more cost effective to have someone at hand. Last year, we had an inventory done of all computer equipment by PC Master.

We added Volunteer Appreciation.

The Red Cross request for \$3000 was reduced to \$1500.

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CIP items

- \$17,000 Town wide computer capital reserve
- \$40,000 Reval capital reserve
- \$25,000 Financial software Reserve fund

D. Boutin motioned to accept the Administrative budget as presented. Seconded by P. Loiselle.

G. Longfellow: Should GASB move to Sewer and Police Commission?

C. Soucie: NH Retirement Increase – last year NH retirement decided that when employees leave they get big payouts and that is hitting the system hard. They are trying to shift those cost back down to the employers. \$20,000 is an estimate based on employees that could potentially retire. That could be a recurring cost each year.

G. Longfellow: Attorney fees, we discussed using LGC more than we have. Can that be reduced?

C. Granfield: \$58,000 was the actual last year and we budgeted \$50,000. It is anticipated that with the retainer, it will be lower. We might not spend that much, but we do have cases.

P. Loiselle motioned to increase the Volunteer Appreciation Night Line 1-401-61-918 from \$1200 to \$1700. Seconded by G. Longfellow.

D. Dickson: This increase is contrary to what we've been trying to accomplish tonight.

Vote 2:4. (In favor: P. Loiselle, G. Longfellow) M. Pischetola was absent for the vote. **Motion failed**

N. VanScoy: The overtime was \$848 in 2008. You're requesting \$4000 in the budget. Why so much?

C. Granfield: Evelyn uses comp time for meetings. We need to budget to fill in for her absence.

D. Dickson motioned to reduce \$1000 from Old Home Day Line 1-401-61-921. Seconded by M. Pischetola.

Vote 7:1 (P. Loiselle)

N. VanScoy: During "Right To Know Training", we learned that everything should be stored in one central place? Is this being considered?

C. Granfield: We will be establishing a Municipal Records Committee, which will include the Town Clerk who is responsible for the records.

N. VanScoy motioned to move line 1-401-61-113 and 1-401-61-115 to the department's budget and out of Administration's budget. Seconded by G. Longfellow.

Roll Call Vote

P. Loiselle	No
M. Pischetola	Yes
G. Longfellow	Yes
N. VanScoy	No
D. Boutin	No
D. Dickson	No
J. Gorton	No
D. Ross	No

Vote 2:6 motion failed

M. Pischetola motioned to move line 1-401-61-115 from Administration and transfer to the Police Commission Budget. Seconded by J. Gorton.

Roll Call Vote

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D. Dickson **No**
P. Loiselle **No**
G. Longfellow **No**
D. Boutin **No**
D. Ross **No**
N. VanScoy **Yes**
M. Pischetola **Yes**
J. Gorton **Yes**

Vote 3:5 motion failed

Election costs are based on the number of elections in the year.

Line 251 – Annual Report, town meeting guide, business cards, etc.
You can change to CD to save copies and cost and reduce by \$2500.

Line 433 – Alarm system for telephones for all the buildings.

Administration - \$1,150,380.

Vote unanimously in favor.

***N. VanScoy motioned to extend the meeting 10 minutes. G. Longfellow seconded.
Vote unanimously in favor.***

Finance

D. Boutin motioned to accept the Finance Department budget as presented. Seconded by J. Gorton.

Vote unanimously in favor

ADJOURNMENT

The meeting was adjourned at 10:05 pm.

Respectfully submitted,

Lee Ann Moynihan

Nancy VanScoy
Town Council Secretary