

## Official

### **TOWN COUNCIL MINUTES Regular Meeting Thursday, May 12, 2011**

**CALL TO ORDER:** Chair Gahara called the meeting to order at 6:30 pm.

**PRESENT:** Vincent Lembo, James Levesque, George Longfellow (excused), Daniel Paradis, Michael Pischetola (excused), William Sirak, Nancy VanScoy, Carol Granfield (Town Administrator) and Chair Bill Gahara.

#### **PLEDGE OF ALLEGIANCE**

#### **APPROVAL OF MINUTES**

April 20, 2011

Chair Gahara: It is my understanding no one received the minutes in their packet. I'm going to need to table the minutes.

**N. VanScoy moved to table the minutes. Motion seconded by J. Levesque. Motion carried unanimously.**

April 20, 2011 Non-Public – No non-public meeting held on April 20, 2011.

Chair Gahara: I do have the unofficial meeting minutes and here they are. They are 20 pages of about 8-10 hours' worth of work. I just want to make you aware of that. That Evelyn spent 8-10 hours of 20 pages of minutes. When you go and compare it to other boards and how it's done, there's a significant difference there. Just to be aware based on the motion that was made at the last meeting, you'll be reading 20+ pages of minutes every single time. That is a shorter meeting. We'll take it up at the next meeting.

The other thing before we get into the agenda overview, I want to bring some clarity to the swearing in of Councilors this evening. There were a couple of requests for early seating. We have two positions that are open, District 1 and District 6. Both Councilors elect Nancy Comai and Todd Lizotte can get sworn in this week, tomorrow is they want. They'll be available to sit at the next meeting. I do want to be very clear as to what happened, what the difference was. If everybody recalls, there was a discussion when Councilor Boutin resigned. I wasn't here that evening. It was an evening of great debate, to say the least. We had 30 days from his resignation to actually re-appoint him to his seat. A motion would have had to be made within that window for us to be able to appoint another individual to his seat. Nothing came before me, no motion made, nor discussions. I just want to make you aware that therefore the reason why the seat remained empty is because we missed the 30 day window and we had to move on at that point.

N. VanScoy: There was a discussion at that meeting. There was a motion in one of the meetings you missed. I believe Councilor Gorton was Chairing that meeting. There was a motion made to appoint, it would have been a re-appointment and the motion did not pass.

Chair Gahara: You're correct on that. I guess what I'm thinking is beyond that night. What I'm saying is that, beyond that night we had to move within the 30-day window. After that, nothing was brought forth. That's where it stands. The other seat vacated by Councilor Longfellow. A little bit more involved there. I'll take you through history and I'm going to ask Carol to interrupt if I'm swaying in any direction here. I'm trying to go by memory as well as date. Councilor Longfellow approached with a letter (original letter) with his intent to resign. The original letter was undated and unclear. We had to go back and ask him to

write another letter so it'll be clear and precise as to what his intentions were. We got a second letter, which all of you got a copy of. I believe that was given to us the Council meeting of March 9<sup>th</sup>. At that time, when he submitted his letter of resignation, you'll see in the minutes on the 9<sup>th</sup>. "*Councilor Longfellow submitted his resignation from the Council effective after May 10<sup>th</sup>. Councilor Lembo moved to appoint Councilor Longfellow as a fill-in Councilor until the end of fiscal year on June 30<sup>th</sup>. Motion seconded by J. Gorton. Roll call vote carried unanimously.*" At that meeting, Councilor Longfellow was here so he accepted the re-appointment based on the way the motion was made and voted on. I want to make that very clear. Because there seems to be confusion around that as well. It's clearly in the minutes. So at that point, whether he was thinking his intent was to leave on May 10<sup>th</sup>, 9<sup>th</sup> or 11<sup>th</sup>, whatever his intent was, unfortunately, he had the ability on that given night to say, "*here's my intent, please change the motion.*" That didn't happen. So the Council and rightly so because the motion was made, we wanted to back fill the position up until we received this letter this evening. The Council thought his intent was to be here until June 30<sup>th</sup>. The other thing that I have for you this evening he has a resignation letter. There was a letter dated May 9<sup>th</sup>, "*Dear Bill, my original intention was to resign in May after election so the elected Councilor from District 6 could be appointed earlier, if the seating Council chose to do so. I was then told that the only way a candidate could file for my seat was I had to resign before the filing period. The Council, if they wish could appoint me to the same seat until the May election. The March 9<sup>th</sup> minutes reflected that the nomination and appointment was until June 30<sup>th</sup>. I intended to amend those minutes at the next Council meeting. The problem was I wasn't able to attend the Council meeting at Cawley School when those minutes were approved. Please accept this as my second resignation effective May 11, 2011 from the District 6 Councilor position on the Hooksett Town Council.*" The only concern I have about the letter is the fact that if his intent was to change the minutes at the next meeting, he was sitting in that chair and could have done so at that meeting. The sequence here is really not correct but the letter is a letter of resignation. At this point, I would like to get a motion to accept the letter.

***N. VanScoy moved to accept the letter of resignation from Councilor Longfellow dated May 9<sup>th</sup> effective May 11<sup>th</sup>. Motion seconded by D. Paradis.***

V. Lembo: I'd like to leave him in until June 30<sup>th</sup> as voted on unanimously. If he does not want to come to the meeting, we can't force him to come to the meeting. But he is on the Town Council as far as I'm concerned because he accepted the re-appointment that particular night.

J. Levesque: Both Councilors Gahara and Longfellow have offered their resignations in time so their positions could be put on the ballot, in courtesy to the Council and to the Town. As a courtesy, we re-appointed. Both of these Councilors and they accepted the re-appointment until the end of the term. I think Councilor Longfellow is doing s dis-courtesy to the Council by doing this. He accepted it that night. He could have spoken up and said "*I don't want it.*" He didn't do that. I have to agree with Councilor Lembo that we should just leave him on the Council until the end of the year. I just feel that's the proper thing to do. Everybody's talked about accountability, all the fancy words they use in the election, transparency, etc. We start wrangling around doing this, appointing people early, I think it's starting off on a wrong leg. The Charter says elected people are put in place July 1<sup>st</sup> and we've always done that. Salem is running with two missing Selectmen. They're not having a big problem. I think with just two more meetings, we could do that.

N. VanScoy: I think we may be combining two subjects. We have a resignation. Just because we accept a resignation, does not mean that we need to appoint anybody to that position. I do think they should be discussed as two separate items. With all due respect to Councilor Longfellow, he does not have the best of hearing. And we all know that. It is very possible he did not hear the motion. We all know he does depend on the minutes quite often to make sure his points are made. I think out of respect for someone who has served this Town so long, we should accept the resignation and then any decision above and beyond that to fill the seat to be discussed separately.

**Roll Call Vote**

V. Lembo	No
J. Levesque	No

D. Paradis	Yes		
W. Sirak	Yes		
N. VanScoy	Yes		
Chair W. Gahara	Yes	4-2	<b><u>Motion carried.</u></b>

**PRESENTATION**

Eagle Scout Presentation – Re-scheduled for May 25<sup>th</sup>.

**CONSENT AGENDA**

1. Approval of Street Name – Scholar Way
2. Acceptance of Smoke Detector Donations

**Both items were removed from the Consent Agenda.**

Approval of Street Name – Scholar Way

C. Granfield: This is approval of a street name located off Blackwater Road for the proposed University Heights Apartments. The proposed name is Scholar Way, which is a private road off Blackwater Road, which is off Campus Drive. The attached map shows the location. The name has been approved by Public Works, Fire, Police and Building departments.

V. Lembo: Has Concord E-911 approved the name?

Peter Rowell, Code Enforcement Officer: I don't think E-911 is on the list of people to look at it. The only issue is if it's too similar to another street name.

V. Lembo: I was under the impression they went to E-911 Concord before we actually approve it to make sure we don't have any issues. I just don't want it to come back in 3 or 4 years and have the people in that street change their addresses because someone says it's too close or something like that.

Casey Gordon, Field Representative for Bureau of Emergency Communications/E-911 Mapping Department: We assist Towns with mapping and addressing. Our primary mission is to make the maps that pop up in dispatch when you dial 911. The location and address would pop up. Part of our duties is we help the Town with addressing. We review road names by request. We don't get out of our way to do it because a lot of these roads are in the planning stages. They're only concerned with a road name if it's a duplicate or similar sounding to an existing road. The best way to do it is to have the Town review it. We're happy to look it over. Primarily, it's the Town's duty to look over road names and make sure there's no duplicate or similar sounding names.

D. Paradis: Once this is approved, this will go into the system almost immediately, correct?

P. Rowell: It may not go in until the road is built. Where' hoping it gets built but it may not.

C. Gordon: Every Town has what's called a Master Street Address Guide. The master list in the 911 data base includes all road names and potential address on each road. As roads get built, we typically don't put them on the maps until they're built. Once a road is built, we can map it and calculate a road range for it.

N. VanScoy: My understanding from some documentation I was reading this week, the assistance we'll get from your department would be more in numbering of the streets, or is that incorrect?

P. Rowell: Putting a range on the road is a fairly simple thing to do. We drop a number every 50 feet down the road. If we know the road length, we just put in a number every 50 feet. When a lot comes in and someone wants to build on that road, they show me where the driveway is going and apply for a driveway permit. I look at the names and figure where the distance is. Presto! A number is assigned. That's how it works when you start from the beginning.

V. Lembo: How many house lots are on that road?

P. Rowell: In an apartment complex, there are 204 units in 8-10 buildings. Each building will get a number each unit within that building will either get a suite or unit number.

V. Lembo: Are they using that name right now?

P. Rowell: No. The road is not built.

V. Lembo: So the road is not in there yet?

P. Rowell No.

***D. Paradis moved to approve the street name, Scholar Way. Motion seconded by N. VanScoy. Motion carried unanimously.***

#### Acceptance of Smoke Detector Donations

C. Granfield: We have Dean Jore in here from the Fire Department to address the programs in detail. We have it listed here. It does not require a public hearing. The total donation amount is less than \$5,000. Home Depot contributed 48 smoke detectors; Lowes, 20 and Kiddie, 20. Each has values listed. What's being requested is for the Council to accept these donations so the Fire Department can then implement a free residential smoke detector program to residents. They would have the available smoke detectors for residents and they can either install or show the residents what needs to be done to promote safety.

***J. Levesque moved to accept the donations per RSA 31-95(b). Motion seconded by N. VanScoy.***

N. VanScoy: I did ask for this to be taken out of Consent Agenda for two reasons. First, I think every time we accept a donation from business, we should certainly recognize it publicly. We hear a lot about what we do for businesses but it's nice when they're able to help us out. And the second reason was to bring up the program so it was discussed in our minutes.

V. Lembo: How does one get one of these?

Dean Jore, Fire Department: We're going to have a press release when we officially begin the program. In there, it'll describe if you are a homeowner that you can go onto the website and fill out an application at that point or go to either one of the stations to fill out an application.

V. Lembo: Can a renter fill out an application?

D. Jore: Due to the limited number of smoke detectors at this time, it is limited to homeowners only, at this point. Renters will have to go through their landlords in order to have it done.

**Motion carried unanimously.**

#### June Meeting Schedule

Chair Gahara: Before we get into Public Input, I want to let you know that I just found out last Monday I will be in New Jersey for a meeting and I will not be here for the June 8<sup>th</sup> meeting. I will be here for the last meeting in June. I just want to make you aware of that. There's an opportunity to move the meeting or have it on the 8<sup>th</sup> and have Secretary Lembo chair the meeting.

V. Lembo: I won't be here on the 8<sup>th</sup> either.

***V. Lembo moved to re-schedule the June 8<sup>th</sup> meeting to June 15<sup>th</sup>. Motion seconded by W. Sirak. Motion carried unanimously.***

**PUBLIC INPUT:**

Marc Miville, 42 Main Street: What got lost in the beginning of that whole conversation earlier about Mr. Longfellow is that I guess I am the 1<sup>st</sup> to say, publicly for the record I want to congratulate and thank and recognize Councilor Longfellow for the many years of devoted service to this Town. It got lost during that conversation into minutia of whether he resigned or not. It seems to me a resignation is a resignation. I'm wondering if its Council rules or the Charter that if someone resigns that they're obligated to stay until the end of their term. There should be no discussion about it. A resignation should be accepted unless he requests to be. We have 4 Councilors that resigned, some of them effective immediately. There were some issues about that. Rather than making it a negative, should have made it into a positive and thank him for his service. Rather than "too bad, you're not staying". I just want to make that clear.

Nancy Comai, 21 Elmer Avenue: Over the past week, I received 2 e-mail correspondences from Carol regarding this appointment this evening or non-appointment. I think Councilor VanScoy mentioned it. There are two different issues in front of us. One is that we have a resignation and second, if it's appropriate to appoint me early. One of the e-mails is a determination from a lawyer, with in the body of the message back from Steve Buckley, who is an attorney states, "*Ms. Comai and Mr. Lizotte have been duly elected to fill the unexpired term of both of these Council seats which includes the period of time from May 12, 2011 to June 30, 2011.*" That is in the 4<sup>th</sup> paragraph, last line. I respectfully ask you to seat me early so that we can have a full body especially with vacations coming up. And it is on the agenda this evening. I guess I wasn't here when you discussed that part.

Chair Gahara: I just want to make it very clear that the statements that I made earlier today were in no way shape or form, meant to disparage Councilor Longfellow's extremely unbelievable record for the Town of Hooksett. And we have thanked him many times over and he will be recognized at a future meeting. As usual, we have people taking thing out of context. So we will move forward this evening but recognize that we will honor Councilor Longfellow appropriately at a future meeting.

**NOMINATIONS & APPOINTMENTS**

**District 1 & 6 Councilors**

N. VanScoy: I guess now would be the appropriate time to consider appointing Councilor elect to the Council. I want to make sure I understood where we are on that. My understanding is that District 1 sits empty right now and will be open for a possible appointment. And that District 5, the Chair's District, he will be staying until June 30<sup>th</sup>. District 6, since the resignation received on the 9<sup>th</sup>, is now also an open seat. And those are only two current open seats on the Council. Is that correct?

Chair Gahara: Right now, yes, 1 and 6.

N. VanScoy: I'd like to take this opportunity to make a motion. Do we nominate or do we appoint at this point?

Chair Gahara: I'm going to defer to our legal, the letter that we received. I'm going to turn it over to Carol.

C. Granfield: The letter, referred to was sent to all Councilors as well as Councilors elect. Due to the timeframe from the election on the 10<sup>th</sup> and the potential for a recount, which was indicated in the letter, Atty. Buckley indicated it would be better not to make an appointment tonight because there is that small window of time that could move forth and recommended that it was better to, that there would be confusion with changing the course and instead of appointing, Nancy Comai and Todd Lizotte today take the more legally correct course of action and have them sworn in on Monday, the 16<sup>th</sup> for the elected terms, rather than July 1<sup>st</sup>. In effect, you wouldn't be appointing them, they would be sworn in. That time period would have gone by which is why I think it was indicated there were several e-mails back and forth based on the confusion. We wanted to get it legally correct. The final version was we thought initially we could make the appointments tonight. But upon legal review it was recommended not to do that. Let the time period from the election go forth. Both of them could be sworn in on Monday and then they would be able to be seated at the next regular Council meeting on the 25<sup>th</sup>.

Chair Gahara: So everybody understands, they will be sworn in on Monday and have them seated at the next meeting.

V. Lembo: Did these two folks resign from the Budget Committee? They are both seating members of the Budget Committee.

Chair Gahara: We'll have to ask them. I assume they do because they know the rules.

N. Comai: My term ended. I'm done. Each time you talk about Todd and myself, we should be separate because we are two different entities. I'm not on Budget Committee any longer, my term ended. Mr. Lizotte is another story, I'm not sure.

V. Lembo: Ms. Comai, I thought your term ends June 30<sup>th</sup>.

N. Comai: We were told we're done.

M. Miville, Budget Committee Chair: I did receive Mr. Lizotte's resignation in the mail today and copied to Lee Ann Moynihan and I was going to discuss this with Nancy tonight. I will request that a resignation be forth coming.

V. Lembo: Are we going to have a meeting of the Budget Committee to accept the resignations?

M. Miville: We have a meeting next Thursday, on the 19<sup>th</sup>.

J. Levesque: Will this night the Budget Committee not be able to have a quorum?

Chair Gahara: I don't think so.

M. Miville: No.

#### Hooksett Economic Development Committee (HEDC)

C. Granfield: At the HEDC May 11<sup>th</sup> meeting, Chair Sirak resigned due to his recent appointment as a Town Councilor. The committee unanimously voted to recommend to the Council to appoint Craig Ahlquist, who's a current member of the committee as Chair. It further recommended appointing a new member Matt Mercier to the committee.

***N. VanScoy nominated Matt Mercier to the HEDC.***

***N. VanScoy nominated Craig Ahlquist as the HEDC Chair.***

***N. VanScoy nominated Bill Sirak as Council Representative to the HEDC.***

C. Granfield: The reason why this is a little different than most boards and committees that appoints their own chair. When HEDC was formed, the Chair was appointed by the Council.

N. VanScoy: I would like recommend that we appoint Bill Sirak as the Council Representative to the HEDC.

#### **SCHEDULED APPOINTMENTS**

##### Public Hearing re: E-911 Address Changes on Coaker Avenue

C. Granfield: This was discussed at a prior meeting and determined to go forth with a public hearing for the re-numbering of Coaker Avenue. Several members of the public voiced some questions. We have Peter Rowell, CEO and Casey Gordon from E-911. They could address some of the issues that may be brought forth. I know some of the questions came up previously as to why do we need to re-number or how much will it cost, can we use A, B and C, etc. There are other roads in the community that need to

be re-numbered. It's clearly a safety issue, especially Fire Ambulance to find the location of where people are in need. I'll ask Peter and Casey to come up and highlight some issues.

P. Rowell: I think we understand what we need to do. As I said earlier, numbering is done every 50 feet, following down the roadway. Coaker Avenue was not done that way when it was numbered. A number of roads in Town were not done that way. As years go by, people subdivide their property and we end up needing numbers and there's nothing to put in there. In the past, there have been some A's and B's put in. I think that was done so they can avoid coming to this forum and changing all the numbers. At this time, the Deputy Chief and myself talked it over with Casey and E-911 Bureau highly recommended that we re-number Coaker Avenue and hopefully it would be put to bed and we don't have to do this again later on.

C. Gordon: The original address changes, I guess there was a house being torn down originally, 21 Coaker Avenue. The lot was going to be subdivided. Three structures were going in there. Due to the nature of the numbering, there's no addresses to assign to it. It was suggested to shift addresses down a couple of houses that would make room and free up a couple of addresses to give these new structures. In doing so, you'll end up with some addresses that are inconsistent with the other side of the road. You'll have 22 Coaker Road and on the other side of the road, you'll have 17, 19 and 21, many feet down the road. If there's any subdivision built on the other side of the road, you're only available addresses are going to be in mid high 20's and they're going to be across from 19. One spot is being subdivided, it will put stress on the address as it exist on the road. The Bureau, looking through the prism of our addresses guide, in a perfect world, would like to re-number the road, completely. Calculating the address every 50 feet and should free up plenty of addresses. If anything else gets built on the street, there'll be consistent with increment and consistent with addresses beside it. Easier for emergency response to figure out.

Chair Gahara opened the public hearing at 7:23 pm.

Howard Garvin, 17 Coaker Avenue: I have some difference of opinion with the gentleman who just spoke from the State. I have here a list of all the addresses on Coaker Avenue. By simply re-numbering the three houses that, first of all were given a variance to go to a smaller lot, which was questionable. I don't know why it happened to begin with. The way he just stated, by adding those numbers every 50 feet by our own database, or the Assessor's database, he's incorrect. It was discussed at the last meeting. It was suggested that one of the new homes going in there be assigned with an Alice Avenue address. There are number available. By this listing, if they give one of the new homes the existing address of 21, there is no 23 on the list. By doing that, giving the house on the corner of Alice and Coaker. If they give that an Alice Avenue address. There will be no need to change everybody's addresses on the street. I'd like to know the justification of every 50 feet for re-numbering. I don't understand it. The every 50 feet thing will not hold. I believe they're trying to use a GPS system, correct me if I'm wrong. Right now, those lots, the new lots are 90 feet. Even if a GPS system is used to identify an address, very few of the GPS systems are accurate within 50 feet. If an emergency situation came up, I would hope the people responding would be able to determine exactly where they're going within the three houses, less than 200 feet. It was also brought up that it's not only inconvenient to all the neighbors on Coaker Avenue to have to go through. All the paperwork involved to change the numbers. A Couple of my neighbors are here and they are willing to speak on the same subject and back up what I have to say.

Neil Shay, 20 Coaker Avenue: My question to the Council is, the letter I received in the mail stated that the address change was due to bringing the street 911 compliant. As stated earlier there are other streets in Hooksett that aren't 911 complaints. Why is Coaker Avenue being singled out at this time to have an address change. I actuality, it's not to accommodate these new houses going in on the street, not the 911 issue. I would like to know at this time Coaker Avenue is being singled out when there is numerous streets in Town that are non-complaint.

P. Rowell: The issue with Coaker Avenue came up due to the subdivision and the needs for new lots. Coaker Avenue was not singled out. There are other streets that don't have the 50-foot intervals on it. That's why Coaker Avenue was chosen, it wasn't chosen, it just happened. Going forward, we come into this issue with other streets, we won't put A's and B's. We won't do half numbers. That isn't keeping with

the standards. We'll probably be in front of the Council again trying to change the numbers of other streets as these issues arises, unless the Council chooses to move forward with some other type of review. But Coaker Avenue was not singled out.

V. Lembo: Councilor elect Comai had asked at the last meeting why can't an Alice Ave address be used for that corner lot? Did anyone give consideration to that?

P. Rowell: We looked at a lot of different combinations trying to make this work. The guide did state the number should come from the street the house faces on. All those houses face Coaker Avenue. DPW did not want the driveways on Alice Avenue. They just redone Alice Avenue and they didn't want to tear it up. They said, let's put them all on Coaker and maybe we'll get some improvement and new paving on Coaker Avenue.

V. Lembo: There was on the corner of Main and Beauchesne. What is the difference between this and the one on Beauchesne?

P. Rowell: At that time, the Deputy and myself, we didn't realize we had a number on Beauchesne because the next house on Beauchesne was number 2. There was 150 feet of frontage on Beauchesne that there was no numbers dropped. There first number was 2 which is 150 feet up the road. If we had used the 50-foot interval when we were number the street, there would have been a number for it. That didn't happen. At that time, instead of putting us in front of this body trying to change the number on Beauchesne, we chose to leave the number on Main Street, which was incorrect.

V. Lembo: That house is on Beauchesne with a Main Street number. That messes up the 911 system on its own.

P. Rowell: That's correct. We should probably correct that.

James Moloney, 18 Coaker Avenue: I want to point out my concerns about due diligence and weighing out the decisions that were made whether or not they were properly investigated. This document (map) was presented at the last meeting. This says only the odd number side of the street would be re-numbered. There is a consistency problem and due diligence problem right there because we're getting from the 911 Representative and the Planner (CEO) that they'll be re-numbering every 50 feet.

C. Gordon: This document (map) was supplied to me by the Building Department showing a preliminary suggestion of what the Town might do to number this new subdivision. 21 Coaker would be removed. The suggested numbering on this map does not reflect the Bureau's recommendation.

J. Moloney: Again, this map at the last meeting was attached to the public hearing notice that presented for the rest of the audience. What is the audience supposed to think the proposal is if this was the hand out that was available. My other comment is that usually a variance is supplied because of a hardship for an existing property. When either myself or any of my neighbors want to build an expansion onto our home. And we're limited because we don't have enough land. These were 3 new homes that were built. Why was a variance granted for 3 new construction projects? If we have regulations in place, that have been well thought out, zoning ordinance that have been debated at length, why was a variance supplied for these properties to begin with? I'm not only concerned with the monetary expense of each one of us going down to Lowe's or Home Depot and spending about \$2.99 for each letter or number that we need to put on our home. I have 4 so that's \$11.96, and another set for the mail boxes, postage stamps I'll have to buy. You might say that's a pittance. Well, that's going to be myself and everybody else on the street that will be impacted by that. Regardless of time we're going to put into it and the concerns around 911. I also have concerns about visibility and drainage because I can attest to and I'm sure my neighbors can clearly attest to serious drainage problems at the corner of Coaker Avenue and Alice Avenue, which I've mentioned 3 or 4 times, possibly. There's ice that builds up at that corner every winter. So I want to know who's special friend it was that got a variance approval for 3 new homes when the zoning does not allow for that and these were not existing structures. They were brand new homes. I want to know why that was approved, first of all. The other thing is, because it was approved, this directly impacts all of us



economically and our time, which is somewhat valuable. I believe we should be to some degree compensated for that as well as the Town for all the efforts it's going to have to do. I don't object to home being built. People need places to live. The contractor/developer will make money building these houses that were approved. Only two of them should have been approved in there according to the zoning. If only two have been put in there then none of us would have to deal with renumbering and there may not be a safety issue with drainage and visibility. I want to know how the Town plans to approach the developer about these concerns and address, potential liability issues and also how you could potentially work to have us compensated for some of the impact that will directly affect us on Coaker Avenue.

Diane Connolly, 14 Coaker Avenue: My concern is I live on the corner of Coaker and Hale. They brought up the issue of the house not being numbered by Alice Avenue. My house faces Hale Avenue. I have a garage and entrance to Hale Avenue on my corner lot. It goes against what they're saying that we can't give Alice Avenue the number when I am an existing person living in that situation. My house does not face Coaker Avenue, it faces Hale Avenue. My other concern is I do not want to change my number. I have four adults in my house. That's going to cause me money in my license fees, the deed has to be changed, my checking account has to be changed, my registrations, the IRS, my W2's, I could go on. What about our credit bureaus? Are we going to be red flagged because our numbers changed? My passport, I don't want to pay a dime for this. I'm not happy about the three homes going on that corner. Like he just stated, there was one house there with a very small garage. I can't rebuild my garage because I don't have the variance and I haven't gone through the paperwork to do that. I'm not happy about it and I do not want to pay a dime to do that. My neighbors I'm sure do not want to do the same. So I'd like to know who's going to pay for all these changes that we will incur if indeed it is a 911 issue. I don't think it's a 911 issue. I understand it but you what I'm saying, everything that we're going to go through will cause us money and time. The more I think about it, the more I don't like it. I just want to know where the compensation is coming from. It's going to cost the Town money too to change these and everything.

Dennis Griffin, 16 Coaker Avenue: In 1994, I got a letter saying we have to change our address because of 911. So that was supposed to be done at that time. They said we wouldn't have to do it again. So now, because they built three houses where there's only supposed to be two, they need another number. Who's not doing his job?

V. Lembo: Peter, (un-audible)

P. Rowell: Those houses meet the zoning ordinance. There's 90 feet frontage there, more than 90 feet of frontage. Last meeting, the chairman for the Planning Board spoke up and said there were variance granted for those lots. There were no variances granted on those lots. Those lots meet the zoning ordinance.

D. Griffin: The Town says it's only 240 feet of frontage and you're supposed to have 100 feet of frontage.

P. Rowell: The zoning ordinance required 90 feet of frontage in that zoning district. It's in the Urban Residential Zoning District. That lots did have...he was correct, the Town maps do show 240 feet with the parcel that was there. The gentleman did a lot line adjustment and picked up 30 feet from the abutter, gave him 270.6 or something like that and split it up into 90 feet increments. That's how it came about. There was a lot line adjustment. There were no variances granted. The zoning is 90 feet of frontage, urban residential, which is the small type zoning for a tight area. Part of Coaker Avenue was in the performance zone and they moved it out of the performance zone because it was restricting what the residents could do. The performance zone does not allow residential use. It restricted anything people could do in their homes. The Planning Board chose to move it out of performance zoning.

V. Lembo: You said back in 1994, you had to change your address before this?

D. Griffin: Yes, My old number was 18. I went down two numbers because I'm on the even side of the street. Back in 1994, it was changed to 16 from 18 because of 911 enhancement. They wanted to make

sure everybody had the right number. It's supposed to be every 50 feet. I don't see why it wasn't. I was under the assumption you have to have 100 feet of frontage or your lot is too small.

J. Moloney: I was at the meeting when these buildings were approved. At that time, zoning did not allow for these to be built without a variance. They discussed that at the meeting. I remember two people sitting right here were talking about it. They said that it was just in the process of changing and would be acceptable at 90 feet by the time the homes were constructed. At the meeting when the approval was made, it was not acceptable. There was a variance.

Tom Theodosopoulos, 7 Coaker Avenue: I'm rather ignorant on the matter that's going on. I was petitioned by neighbors to come in. I'm hearing a lot of conflicting stuff about 90 feet 100 feet. I was looking at putting a home in between me and my neighbor. This was a while ago. I bought the property in 1998. They told me 75 feet. My neighbor across the street, he wanted to sell and he approached me. I came to that Town and asked them if this thing is subdividable. No its not. The neighbor on the back of me on Stearns sold, again approached me, went to the Town, is this subdividable. Absolutely not. I know those two areas are much bigger than that corner lot. I don't know who dropped the ball. What's going on? Who's...I'm not going to make accusations but again, I just came done to get educated and find out if there's a solution, how to work it out. Also, I'm not spending a dime to do anything. The contractor was obviously awarded the variances or whatever happened. I think the guy should step up and absorb the cost. We shouldn't have to pay anything for this.

N. Comai: This is my neighborhood. These are my upcoming constituents. I feel like I have to say something. Going back to a letter that was written to the Town of Hooksett dated March 16, 2011 from Casey Gordon. The last sentence of the first paragraph basically states that, "*this road has existing addressing problems with both increment and sequence that the partial re-addressing would not resolve*". I'd like somebody to speak at that. I still believe that placing an Alice Avenue address on that corner unit is a partial re-addressing and it would resolve this problem. I have to say it because these are my neighbors.

W. Sirak: I'm really very impressed with the sincerity and the way the neighbors have expressed their concerns. It seems to me the addressing problem is just the tip of the iceberg. There seems to be a whole host of issues aside from the inconsistencies. I'm just wondering if the staff working with the neighbors and the State can take a deeper look at this to say nothing of the issues of who's going to pay for all this. This is the second time we've heard that. It seems we have to address that in some way. I'm not sure if I'm prepared to accept the staff's recommendation. Obviously, have a great deal of respect for the staff and understand the life safety issues involved in this recommendation but it seems to be a lot more involved than simply changing the numbers and the addresses.

Christina Pierson, 32 Coaker Avenue: I noticed one of my neighbors is not here tonight. I know he's been on Coaker forever. And he said if this happens, this is going to be the third time he's had to change his address. I know he's very upset about it. It's just a big inconvenience. I just want to speak for him. The second thing I wanted to mention is I'm looking at this very objectively as I think a lot of us are. I want to support local businesses. This is a gentleman trying to earn some money and run his business. I certainly want to support that. At the same time, whenever you run a business, you have investment. If part of that is paying for re-numbering your street or whatever it is. That's part of your investment and that comes out of the investment you put into rebuilding a home. This is just my personal, I'm not just going to go out buying new numbers. If you come by my street, we take great care in maintaining our home, putting perennials in. I actually hand-painted my mail box, hand-painted the number on it. It didn't take just a day to do. Ask my significant other. It will actually require me to redo all of that, as well. I have a question for the Town. What is the financial costs to the Town if the Town support this? I don't know if you have done the numbers.

Chair Gahara: I'll have to defer to Peter Rowell, our Code Enforcement Officer.

P. Rowell: We have not put together the financial cost to the Town besides staff's time. I can give you a quick estimate. We are going to have to purchase street signs. I don't know how much they cost. I don't

know how many there are. We haven't got that deep into it. This is the first step, getting the approval and moving forward with it. We will have to notify every resident on Coaker Avenue via certified mail, all the number changes and the date it's going to happen. That's a cost. Other than that, it's mostly staff time and notification of utilities, postal service, etc. Assessing will have to enter new addresses three different times. We have already notified Mt. St. Mary's by certified mail, which is part of the procedure to make sure the residents know there's a number change and when it change. It changes at midnight at a certain date so the phone companies can keep up with dispatch centers.

C. Pierson: The reason why I bring up that is because we are in an economic downturn and we have a number of valid initiatives where we've had to make some tough decisions about where the money in the Town goes to. I want to make that money is going to things that are really necessities. I'm thinking about our local Police and teachers, etc. That the money is going to things like that and support the local infrastructure. This is an infrastructure thing but this is more of a, I would say, lower priority on some of the things we had valid initiatives on. I also noticed that there seem to be some variations on what exactly the proposal is. Before any decision is made, I highly suggest very clear on what the proposal entails. It's a large burden in terms of redoing licenses, registrations, etc.

Chairman Gahara: Anyone else? We close the public hearing and turn it over to the Council.

V. Lembo: In the past week I was reading the purpose and recommendations of the State (Addressing Standards Guide). I highlighted a few things. I want to read the statements, "*All of the standards found in this document have been adapted from the addressing standards of the National Emergency Number Association (NENA). Many of these standards have been expanded upon to meet the needs of New Hampshire, with its mixture of urban and rural settings, and its sometimes irregular road network. These standards will not address every situation encountered in a given municipality; instead they are intended to serve as a guide through which the Bureau personnel will evaluate both typical and atypical situations.*" What are the ramifications to the Town if we don't change the numbers? It says these are guidelines.

C. Gordon: Any suggestions we make are recommendations. The governing body has the final say over any and all addressing or road name issues in a Town. We give recommendations based on those National Standards. If you're in the Midwest and everything is on the grid, life would be easy. In New Hampshire, everything follows a river it goes a hill so there's a lot of different addressing scenarios. There have been cases in NH where we dealt mainly with road names where a Town is notified of an addressing problem. In the Town Swanzey, there were some duplicate road names. The town had a hearing like this. They decided to change the road names back to the old road names. I believe there was an arson and the fire trucks went to the wrong street and somebody lost their life. The town got sued and the court found that because the town knew there was addressing problem and didn't do anything about it, the Town ended up being liable for it. Chances of that happening on Coaker Avenue, its apples and oranges, different situations. If there was a real addressing issue and the town knows about and ignores it, the town could be on the hook for any problems that may arise.

Chair Gahara: If I recall from my memory from our last meeting, we were talking about potentially using A, B or C numbering. My concern is number 1 there have been a lot of valid points that have been brought up tonight. I could bucket them in costs, I could bucket them in complete understanding of what the Planning and Zoning rules were at that time. I think one of the things I'm also interested in is have we talked to the developer and given them the situation and have they been approached on this. If so, what's been the response.

P. Rowell: He was invited to this meeting. I don't think he's here. He knew what it was. I've talked to him a couple different times expressing the residents' concerns on the costs. I can't, we can't force him to come.

Chair Gahara: I understand that.

P. Rowell: He is aware of it.

W. Sirak: I think you brought up some good points. I like the concept of putting this in different buckets, the zoning issues, obviously the drainage issues, the cost issues, the numbering, the life safety. And I have a tremendous amount of respect for the staff's recommendation and the State, the potential concern with potential liabilities. AT the same time, Bill, as you said, the neighbors have some really valid concerns. It would seem to me, if the staff, the State, the neighbors and the developer got together and came back to us with some additional recommendations, it may be the way to go. I can't see how we could possibly resolve all their concerns and issues tonight. I'd like to be responsive to the neighbors and at the same time be very, very sensitive to the life safety issue in the staff recommendation, which are valid. I think it needs more work. I'd like to see this issue deferred.

V. Lembo: My concern is, they did this back in '94. They had the people change their address in '94 to 911 system not they're doing it again. That's a concern I have. I'd like to make a motion to table this and try to get on the same page.

W. Sirak: I'll second that.

N. VanScoy: I would have liked further discussion. I think before discussing tabling it or not, we should continue discussion.

V. Lembo: I withdraw my motion to table.

W. Sirak: I withdraw my second.

N. VanScoy: I think there are some important things that have been brought up here. I think there's also been some things that need to be clarified. The decision to approve the subdivision is a decision of the Planning Board. It is not a decision of the Town Council. We can suggest things to the Planning Board but we do not influence and we do not make those decisions. That's part of local government. It's supposed to keep things plain. I guess I would like to hear a little bit more about what would be involved in any deed changes. I was not aware that street numbers had anything to do with deeds. My deed does not have my street number on it. I would like to make sure that we find out if there's something to do with the deed. I don't want to minimize the changes the residents would need to make but many of the changes that have been brought up are not changes that need to be made. When you change your address on your license, you write it on the back of your license. I've done it myself. Until you come up for renewal. I think more than anything else tonight, what really has been exposed is a problem in the Town that has to do with our existing street numbers. And if we're running into this problem here on Coaker Avenue, is this problem going to keep up coming up every time there's a new subdivision. Just like here on Beauchesne Development that we're going to see over and over again. I would like to see this continue to be explored for a more convenient way for our existing residents, to be able to keep their house numbers but at the same time it is our responsibility to look out for safety. As we're looking for a compromise, I do think safety should be on the top of all our minds. Everyone of you residents would not be happy if the Police Department or the Fire Department went to your neighbor's house instead of yours if you're having a heart attack or something like that. We all understand inconvenience but our job here is to make sure that our residents are safe, not just residents today but also in the future. I think as a Council, we should discuss whether or not we need to look at more of the Town numbering. It certainly is not the best of the economic times to be doing this but is it just going to keep coming up again and again. One other thing I'd like to address and I did find it disturbing but I did find it insulting that it was insinuated that the Planning Board was using favoritism. And it was even tagged there that there might have been a little bit of corruption going on. If you do feel that is correct, then I would like you to bring proof to us because I'd like to see it stopped in this Town. But I do believe we have good volunteers on the Planning Board. I sat on that meeting when the decision was made. And I personally did not feel there was a favoritism or corruption going on.

D. Paradis: I know it's been discussed before that it's not preferable to use A, B, C, I believe. At the last meeting, Mr. Ross came in. It was done on Sherwood Drive a few years ago. Because of the situation on Coaker Avenue, it's not a ten mile road where there's a big gaps. There's not a lot of hills where houses will get lost, emergency vehicles will have a hard time finding it. It will only inconvenience people

at that 3 houses if we could have an A, B, C there, 19A, B, C. Obviously, they'll make these letters big and bold and obviously the neighbors would understand that keeping their addresses, the consequences we just went through but it's just a thought. Is that a 911 guideline or a rule?

P. Rowell: A, B, C, etc. is typically for multi-family building. You take the scenario where our ambulances are tied up in the north side of town, the Manchester Ambulance gets called in Coaker Avenue 22A. They're going to be looking for a multi-family building. I'm not saying it's going to happen but that's the way the standard is written.

D. Paradis: I understand that more than anyone being in the Fire service for a quarter of a century and that's typically what we do. But the houses are so close together already. This is a small town. It's not Manchester, it's not Boston. I think the Fire Department will have a pretty good understanding...

P. Rowell: You are correct. Our Fire Department is very familiar with the Town. They're very familiar with the street. I guess it comes down to a call that you guys want to make. Casey is here and these are guidelines as he explained that to you. We put together what we feel need to be done. We presented it to you, sticking to the standards, nationally accepted standards tailored to the Town. We're looking for the Council to tell us which way to go. Correct, Casey? Am I right in that?

C. Gordon: I can't give my opinion. I have to look at these things with this prism of addressing standards. The 911 system can handle the address fields and the information that you put into your phone number, alpha address suffixes. It's not recommended if we think it could be confusing. But, you guys have the final say.

W. Sirak: There are so many different issues about this, other than the numbering. Part of it is, who's going to pay for these costs, the developers role on this and you obviously, invited the developer here and he wasn't able to join us. I was wondering if you can conduct a meeting with the developer, with the neighbors and yourself and just sort out some of the details and to address some of these concerns. I suspect there's a consensus we are most concerned with life safety issues and liabilities. So we're stuck with that responsibility but at the same time, you've got some neighbors here who seem to be reasonable that expressed some legitimate concerns and should be able to deal with that by talking with the developer and yourself and sorting some of these issues out. When you come back to us, we will have a greater comfort level of adopting where we need to go with this.

P. Rowell: I would be more than willing to try and sit down, if I get a representative pool from the street to sit down with the developer, if he's willing to come to the meeting and talk it over to him. Again, I keep on hearing cost come up. And I apologize for saying it is just a matter of changing a couple numbers. It is a lot more than that. You do have to change all of your addresses on all the bills. When I get my bill, there's a spot on the back where I can put an address change. I did check with the Post Office, These will go into a forwarding queue, which the postal service will forward anything that comes to the old address, they'll forward it to the new address, automatically for one year, which can be extended, if need be. I'm not trying to minimize it but it is doable.

C. Gordon: It is my understanding information on the deed needs to be changed only when the property is sold. At that time, you change any addresses associated with it. Other than that, you wouldn't need to change it, otherwise.

J. Levesque: Do those three lots all have foundations?

P. Rowell: We have two of them with foundations. The Planning Board plan was approved. The plan review went through and I issued building permits to all of them. I typically put a street number on the building permits. He has no street number on those building permits. He actually has one of them framed. Maybe framing on the second one.

N. VanScoy: I want to go back to...It was a comment made by a resident, they said there was no number 23 now.

H. Garvin: That is correct.

P. Rowell: This is the book E-911 people prepared for us. It has street numbers. You are correct. There is no number 23. The house that got torn down was 21. The next Coaker number up is 25 and that leaves 23 available. If you go the other way it's 17, 19, 21. It's still short one number. If we renumber this at a 50 feet interval, I would expect 21 to probably be 42. We haven't talked about any numbers because we haven't gone out there with Case's crew. He actually knows where every house it out these and he'll be able to give us a new number guide when we get to that point. The numbers will change, some of them, substantially. Further up you go, the more they'll change. The State will give us the renumbering.

N. VanScoy: 19 is on the same side of the intersection?

P. Rowell: Yes.

Chair Gahara: First off, I'd like to thank Case and Peter for coming in and helping us out. Obviously, this is a big issue. At this point, I'm not looking for a motion. We have a Councilor elect Nancy Comai, who's going to be seated at our next meeting. She represents that area. Maybe, and I don't want to put words in her mouth, what I'd like to do is to put this on as an agenda item for our next Council meeting. Maybe talk about it a little bit more and maybe she'd be willing to facilitate some conversation between the residents. We can ask the builder to be there. Peter could be at that meeting. Casey, if you could make yourself available. I do think for this evening, having someone from District 6, she can help facilitate that. We'll take that up as an agenda item for our next Council meeting on the 25<sup>th</sup>.

P. Rowell: I will draft a memo for the Planning Board and Zoning to clear up the variance issue.

N. VanScoy: Regarding the numbering currently on Alice Avenue. Is there an available number if that is the choice that is made?

P. Rowell: I would say there is a number available on Alice Avenue, whether it is in sequence and the right spot. There is a number. One house is 11 and the next one up appears to be 25, which is way up past Elmer.

***V. Lembo moved to table the matter. Motion seconded by W. Sirak. Motion carried unanimously.***

#### Police Department Audit Update

Joanne McHugh, Police Commissioner: I'm here this evening to give you an update on the audit. You may be questioning why, indeed, I am here. We often go back and review prior minutes. In reviewing the minutes, we discovered when dollar is being spent at the end of a budget cycle that it's recommended to come before the Council and explain to them what you're doing with those funds. That's one of the reasons why I'm here. The other reason is the way those funds will be apportioned out. Part of it (\$7,380) will be apportioned out and the contract is signed. Another part of it (\$7,380) will be apportioned out 30 days after the start of the work. The final amount (\$14,760) will be paid once the final report is delivered. Basically, what we did was we put out an RFP to 6 different companies that do that type of work. We received 3 proposals back. The 3 proposals were reviewed to make sure they met the criteria that the Police Commission was looking for as far as the audit and from there we made out decision. We also had a discussion with the Chief to determine whether or not we would have sufficient funds to meet that obligation. After the Chief did his review, it was determined we would have sufficient funds to do that. The total cost of the audit is \$29,520. That includes everything, travel, transportation, copying, faxes, phone calls, printing, etc. The company we chose is Public Safety Strategies out of West Townsend, MA. They have quite a bit of experience. We also did check their references and they have done several Police Departments. Some of similar size as ours. We also did what we call a reverse cross reference. This is to make you aware that we will be encumbering probably the last amount of \$14,760.

V. Lembo: There's no conflict of interest with that company?

J. McHugh: No. That's why we did a reverse reference check to make sure that no one does have that.

V. Lembo: What line number will it be coming out of?

J. McHugh: It's coming out of the unspent Police budget, no line item in particular.

### **OLD BUSINESS**

#### **Charter Review Committee**

C. Granfield: This is brought to the Council to determine if this Council or the incoming Council wants to consider establishing a Charter Review Committee. There was one previously charged, came forth with recommendations. There was a public hearing, feedback was provided and I think at that point in time the Council indicated that they may consider bringing that forth in the coming year. Based on the recent warrant article election, charter amendments were adopted. That was the initial phase with the technical and inconsistencies. There are still some larger issues that were brought up. At that point in time several people indicated they'd be interested in moving forth. We are currently accepting applications for boards and committees through the end of May. I don't know if this is something the Council would like to consider now or at a later date. I just didn't want to lose sight of that because it would take some time for any charter amendments to go forth in the future. That's why I put it on the agenda.

Chair Gahara: I know when we talked, one of the things we had a very difficult time to fill the positions the last time. What I want to do is get an early jump on this. This whole discussion is, I'd like to get a motion to get the ball rolling so we can get the word out and that type of thing.

***J. Levesque moved to start the process of establishing a Charter Review Committee. Motion seconded by V. Lembo.***

V. Lembo: I'd like to set some guidelines tonight, if we could on how many citizens are going to be on this committee, how many Councilors and I don't know who else might be considered for the committee. I don't know how many citizens were involved in it before.

Mary Farwell: When you say citizens, are you saying select citizens, like we had before?

V. Lembo: I'm talking about citizens and some Council members and maybe a Budget Committee member, even a member from all committees in Town, CIP, etc.

M. Farwell: I want to say, there were 11 of us maybe more. There were representatives from boards and committees and ordinary citizens. It was a large group and it was good. There were a lot of diverse views that were brought to the table.

V. Lembo: In your opinion, how many members should be on the committee that would actually work?

M. Farwell: At least 11. I'd like to go back and find out how many for sure were involved with the last one. Do we have a copy at the Town Hall of the original Town Charter?

C. Granfield: Yes, we do.

M. Farwell: I think we should leave it open for a while to get the work out to people for them to know this is happening. They probably would want to see the charge ahead of time to know if they want to be involved.

N. VanScoy: It's hard to say let's form a committee if we haven't written a charge for it, yet. While we can say that we're accepting names or applications. Again, what are they applying to do? What are we saying we want them to do? Unless, at this point, we're ready to come up with a charge, I don't think it's appropriate for us to form a committee. In addition to that, we are at a smaller than normal staff right now and it would be important for us to get the input from the four new Councilors coming on. I think it's

important to get their impact. If the Council feels it's appropriate start the process and take names, that's one thing but I don't think we're prepared at this point to say here is what the charge is going to be. I think it would be wise and prudent for to put this on a July meeting to come up with a charge. So that we can give the people who may be interested in doing this some pretty specific guidelines of what we're looking for in the Charter Review Committee.

J. Levesque: My intent was to get the ball rolling on this. Last time I remember many meetings we discussed it and it got down to there was still one more opening, so I volunteered to be on it. Then when it came time for Mr. Sullivan to give the report, we had a few people say they've never heard of us. My intent is to get this started early so that the subject is out there, we're going to talk about it. We can discuss it in July. Let's put the information out there that we're going to do this and we are looking for members.

N. VanScoy: The other thing I'd like to add to my comments about the Charter Review Committee and I plan to repeat this numerous times. The Charter is our bible. It's what the Town is built on. We do not need to rush through making changes to the Charter. If we have a Charter Review Committee, I think it's very important that we give them enough time to do a good and not worry so much whether it makes it to the 2012 ballot or not but to make sure we do what's right for the Town and not worry so much about timing.

J. Levesque: I agree with that.

**Motion carried unanimously.**

Town Administrator Search

C. Granfield: This is an update as well as soliciting feedback to move forth on where things are on the Town Administrator Search. As you recall, the Council approved going forth with LGC for the search. As such, they've gone forth with advertisements. In addition to, I believe it was \$4,200 for the contract, part of the contract was the Town's responsible for advertising costs. That will be the only additional costs beyond that. The estimate from them was around \$660. They advertised in The Union Leader, various websites and the closing date is this Friday, May 13<sup>th</sup>. The résumés will be reviewed by LGC. On the 17<sup>th</sup>, they will review all the résumés received. When I spoke to them the other day, they didn't indicate a listing of who had applied but still could change their minds. At that point, they had 24 applicants. The majority did meet the requirements. They were pleased with the return they were receiving. They'll do whichever way you want to go forth. Many times they'll do the initial screenings and interviews of the top 7-9 applicants. They go through an interview process with their staff and come up with the top 3-4 candidates to recommend to the Council. They will coordinate interviews. If that's the process you'd like to go forth with. They will schedule interviews with the top 7-9 candidates the week of May 24<sup>th</sup>. From that weed it to the top 3-4. That's where the next question comes as far as involvement. What process do you want? They can just give you names, you can do your own thing. They'll assist with questions. It can be all Councilors, Councilors and some additional people, etc. I know Todd Lizotte has indicated he was interested in becoming a part of it. That's the question. Where do you want to go? LGC has indicated they're more than willing to work with what you want and how much involvement you want.

W. Sirak: The process we used when we hired you (Carol) that seemed to work pretty well. I don't know how many people were involved in the search committee. I know I was one of, 10, 15 or 20 people involved in that. What's your evaluation of that process? Those of you who were here. It seems to me the same process might be considered again.

N. VanScoy: I would agree. I thought the community involvement as well as the employees involvement was very useful. I don't think the Council had quite as much involvement as they probably should have in some of the earlier interviews. I do think the process worked very well in getting the input from the citizens. I will certainly agree with that. It says, "LGC could send a list of those who have applied". Can we receive those résumés also?

C. Granfield: Sure.



N. VanScoy: You had mentioned you thought there was about 24 applicants.

C. Granfield: I'm sure there'll more because the closing date is tomorrow.

N. VanScoy: From those applications, they said they'll cut it down to 7-9. I personally feel the Council should be reviewing the résumés of the 7-9 applicants. Certainly, allowing LGC to break it down to 3-4. To also be looking for our input on any of the additional 7-9. I'd like to know a little bit more about how you go from the 7-9 down to the 3-4. What are the criteria? Is there a number system that they go through, plus and minuses? Something the Council maybe have not discussed enough is that, what are the specific qualities that we're looking for in our next Town Administrator. Last time, one of the things we were looking for was someone who could work on the processes and make sure that we are following law, making sure our "i's" are crossed and "t's" are dotted. I think before you can take 24 applicants and bring those down to 7-9 and then 3-4, there has to be a feel for what we're looking for. When we think about that, we are in a unique time in Town. While we're trying to fill the Town Administrator position, we're also trying to fill a very, very big position as our Public Works Director. At the same time, we've had discussions about our Building Department and Community Development Department and the possible need of more oversight, maybe a different type of management for those groups. We have three different things we are looking at that are very related but I don't know if we're looking at each with one another. While we may need somebody to manage over the Community Development Department, is it not possible maybe we could look for a Town Administrator who could fulfill that role and therefore not need two employees and only need one. As a Council we need to put in due diligence and the clock is ticking, into what it is we're looking for. Maybe instead of trying to keep all these possible positions and, I don't want to call them issues because I don't necessarily think they are issues. Maybe look at it as a big picture and decide what is the best way to go. Maybe we need someone at the top who's very good managerial, good with people and public relations. Look for the right DPW Director and the right Town Administrator who will bring it all together and move this Town forward instead of saying, we need someone to fill the shoes of somebody that we have now. Maybe we don't need to fill existing shoes maybe we need to buy a new pair.

V. Lembo: How was it done the last time?

N. VanScoy: What we have done is very similar. We contracted to have somebody go out and accumulate the résumés, look them over, break them down. I believe they did go with 3-4 in the last thing. At that point we had a community/citizens group with main citizens.

C. Granfield: The company requested the Council to submit names for citizens. They formed it. Everyone submitted how many names and they picked x number of names for the citizen. The same thing there was an employee group and that I believe was a drawing of a hat. Interested employees sent their names and they picked, maybe 7. Then they also had a professional group of 3 managers. The candidates went from place to place. The company coordinated the whole thing. It was an all-day thing.

N. VanScoy: They came in. They sat with a group and moved to the next group. Then at the end of the day, the groups got together. I believe it was check marks. I don't know if it was pluses and minuses but it was positives and negatives.

Chair Gahara: Prior to that too, it's important to note that, one of the things I liked what MRI did is that they got with the Council and they came. They ask us in the meeting, it was very specific. What are you looking for in a Town Administrator? Everything was fair game on the table. And I believe, if I'm not mistaken, they went to the employees, or at least the department heads, maybe and asked them the same question. So they had a very good idea of, what is it we need here, what are we really looking for? Ahead of time, they sort of set that up even before the search went on, if I remember correctly. I thought that worked pretty good.

V. Lembo: Was the entire Council involved on this or was it just a couple of Councilors?

N. VanScoy: After the all-day interview, each of the candidates interviewed in front of the Town Council.

Chair Gahara: To answer your questions, the input was given as a body before the process started.

C. Granfield: I guess a suggestion might be if the Council was pleased with that type of kind of a hybrid, perhaps of what occurred before now, what might be the course is to go to, rather than have them totally screen the candidates Tuesday is to meet with the Council to solicit what they're looking for before they do the screening. Even with screening those 7-9, if the Council wants someone that's really strong in one area that might not be on a normal checklist. And they may be discounted. It would extend the timeframe but rather than them trying to contact people for interviews, it might be when can they come to meet with the Council, evening, day time. Give me a couple of times. And then, this is really what they want. Bring the résumés, names, etc. Just a suggestion. If you want to have that first, they have a better view of these are the people, these are the strengths. Then they do the screening. Based on what you indicated to them. They would work as much or as little as the Council would like. Some communities want them to do it all others want to be involved with everything.

Chair Gahara: We're not shooting from the hip, here. We have a job description in place. Job competency in place. We have SOP's in place. That has to meet certain criteria to get on the board, so to speak. With all those things in place, we actually added more information to that that said more softer characteristics, in term of different things based on what we knew.

C. Granfield: If you think it warrants a meeting or if you'd like to provide all those what you'd like to have them factor that into the screening. They can factor that in. They can do either way. It's totally your call.

W. Sirak: I think they have to have a feel for our corporate culture and expectations. I don't think going much beyond that is going to be that helpful. Obviously, we want to be involved. I think by replicating what we did the last time to facilitate that. I think we'd be in good shape. Get the community involved in it. I think we should be fine.

C. Granfield: The one thing I did want to mention. I think had sent it to the Council. There's been questions about what you're looking for in a new Town Administrator. How much authority or not authority, manager, not manager. What I indicated was, the way the Charter is, the Administrator is like a Manager. That's what the Charter states. The title is Town Administrator. You have a Town Council. But if you want to have it more a Town Administrator that reports normally to like a Town Manager. If that's a direction if people wants something different, more or less authority. That would be something when you have the Charter Review Committee, you would change that and it's a conscious decision. Why I bring it up now is that it would make a difference to people applying or interested in the position. If you say, we want a strong leader but we don't want you to do A, B or C, that may be a problem. Just to bear that in mind. Just something to consider.

W. Sirak: Thank you for bringing those sensitive and valid points to our attention. I think it's very, very important that we have a Charter and the role and responsibilities of the Town Administrator are very clearly stated. It's going to be very important that the new Town Council abide by that and not change the rules. In fact, if we try to administer from our position as Town Councilors were going to turn away some really strong candidates. I think it's important that we send out a signal that we're looking for a true Town Administrator who's going to administer and deal with department heads and the Town Council is going to be focusing on policy and strategic issues and the Master Plan. If we set that up as a ground rule, we will attract for more significant experienced candidate than if we try to act like nine Town Administrators. That would be the worst case scenario.

N. VanScoy: I think that's the message we should send. That is what we're looking for. Someone who can be a Town Administrator as is stated in our current Charter, who will have those managerial skills. I think we should look at the needs of the community, particularly, economic and community development. I think it's very important to get someone who can lead the Town's economic and community development. Hooksett is a very lucky Town. We have four exits onto the major highways in the State. In addition to that, we are completely a commuter Town. Because of those on ramps and exit ramps, we

have people who go to work and drive through our Town everyday. I think these are important issues for our Town and we need somebody who can help our departments and our Town to maximize the characteristics of our Town especially economically so that we can continue to build our tax base and continue to have a viable community. I'd like to get somebody who's very, very strong community and economic development.

Chair Gahara: Ultimately, what we're trying to do is, obviously, get somebody in here so there's a baton that could be handed off so that there's a nice transition period. But it does sound like we got at least a sketch of the direction we want to head, which is very, pretty much, similar to the last time, with the exception of we're using two different companies, right? So maybe, what we can do, if it's the Council's wishes. We can ask the representative that's handling our issue with LGC to attend the Council's next meeting and we could voice some of the opinion that have been shared around the table here. I realize we have 24, probably 35 by tomorrow. We still have time to, there's standard in what we want to get done according to the Administrator, by our Charter. We want to provide some additional input, as well. We can even make the decision at that time. We'd want to get the department heads involved.

W. Sirak: We may want to take these minutes and pass it on to them because I think we really have captured the tone and the attitude we'd like to see as attributes.

C. Granfield: If they're coming to the 25<sup>th</sup> meeting, at that point you don't want them to go forth with screening and start interviews.

N. VanScoy: If the rest of the Council agrees or would like to voice their opinion about particular strong points they would like the next Administrator to have, then we can settle this in 10 minutes, make a motion and send a letter to LGC saying, this is what we're looking for and then they would not have to come to the next meeting and they can proceed accordingly. That would be my wish at this time.

C. Granfield: Or they could come, they could do that, do the screenings, interviews and maybe if they have information to update you, if they've done some of those interviews at the 25<sup>th</sup>, to meet with you and not in public. That might be a good option.

N. VanScoy: I think we should pass on that we would like to have the community and employees' panels. At least that's my opinion. I'm only one of eight.

V. Lembo: I wasn't involved with the last one so I'd take your suggestions, you folks that have done this before. I think we should have LGC here at the next Council meeting. Maybe the other Council elects might have questions they want to give to them too, or have some input. I think it's important to have LGC here at the next meeting.

***W. Sirak moved to accept the Town Administrator's recommendation of inviting LGC to the next Council meeting. Motion seconded by N. VanScoy. Motion carried unanimously.***

## **NEW BUSINESS**

### **Property Liability/ Workers' Compensation Insurance Award**

C. Granfield: The next 3 items, if our Finance Director, Christine Soucie could come forward. The staff reports are all generated by her with my recommending and concurring with her recommendation. Why don't we just go through starting with the property liability insurance award. Our property and liability insurance is ending as of June 30<sup>th</sup>. We currently have it with LGC. In the past, we have used Melcher & Prescott as a broker going out with RFP. We found is and they recommended, they weren't getting anything from the general insurance companies. So this point in time, based on where the things were, we would go that route but did go out and solicited through Primex and LGC. Primex, in the end determined they would not submit a proposal. They typically were only picking certain municipalities from what I understand. Our history hasn't been the greatest, of late. I'm glad LGC did bid or we would have real problem. We have had significant claims in all aspects. With that, Christine, if you want to highlight some of the elements.

Christine Soucie, Finance Director: For property liability and workers' comp, they are proposing to keep the same coverage we currently have and they're proposing a 3-year contract, which will give us discounts on a couple of different discounts that's worked into numbers. Basically, they're saying for the first year, which is coming up starting July 1<sup>st</sup> it would be a 6% increase and the next two years would be 9 and 9. That's what we've seen from LGC. I think the last contract we had was 9, 9 and 9. I think it's a good deal. It's the only deal.

C. Granfield: We did benefit in the Town Administrator search with getting a discount because we do have the 3 elements currently through them. We've gained a benefit from that.

***N. VanScoy moved to approve the Town Administrator to sign a 3-year contract ending June 30, 2014 with LGC for Property Liability and Workers' Compensation insurance coverage. Motion seconded by D. Paradis.***

N. VanScoy: As you mentioned, this is what we have. This is what we have to choose from. That's scary in some way. If we didn't have this, I just have to ask, what would we do?

C. Granfield: We would go out to general insurance and pay a much higher rate. We would not go without insurance but we'd have to pay a much higher rate to gain that. The hope is, things will turn around then we won't have as many issues. It is a benefit when you're in a pool because they can in some cases that the general insurance company just wouldn't. We have had our share of claims.

N. VanScoy: Do we know what kind of numbers would come from those other insurance companies? Are we looking at double? I'm just curious.

C. Soucie: Looking at two years ago, nobody came close to the LGC rates. They were great rates. They basically provided same coverage although our experience hasn't been that great over the last couple of years. And that was two years ago.

V. Lembo: They really scrutinize it before they pay the liability insurance, correct?

C. Granfield: Oh, yes.

V. Lembo: ...the disk?

C. Granfield: We are appealing that decision.

**Roll call vote carried unanimously.**

#### Cash Receipt Policy Update

C. Granfield: This policy is one that caused us to review more closely how it's handled, the Petty Cash with the recent ongoing investigation. Looking into several things, this was one area that we felt needed to be improved.

C. Soucie: I just want to start off by saying, RSA 41:9 VI, Financial Duties, it is the responsibility of the Council to ensure that we have proper controls over our assets and you can't delegate that down, unfortunately. I just want to throw that out there. What we're recommending is to update our Cash Receipt Policy, which in that section or in that policy is Petty Cash Procedures. The procedures are there. What was missing was some guidance to the department and people who use the policy as what they should or should be doing. Basically, we added a list of items. It's not all-inclusive. It could be changed or amended but we started with the smallest of items. Of things that they should not be using Petty Cash for. Some of things are payments to individuals for services, alcoholic beverages, it seems like a no-brainer but stuff happens. Employee meals except for emergency situation with Fire and Police. They shouldn't be using it for gas purchases because we have other ways of purchasing gas. They don't need to be using Petty Cash. IOU's, cashing checks, that sort of thing. The other one we had in there was food for meetings because this can kind of get out of hand if you don't put some type of control

around it. What we found was people were putting food for meetings all over the place. What we said was, if you are going to buy food for meetings, identify it, put it in a budget line item that is exactly that, Foods and Meals. That way, it's transparent to everybody that this is going on. Basically, those are the changes I am recommending to the board. If you guys have any thought, if you want to change something or add something.

N. VanScoy: I wanted to talk more about the pre-numbered form. I certainly can understand why you may want pre-numbered. You go from 10 to 15, what happened to the four in between? So how would we manage that?.

C. Soucie: The Petty Cash receipt books that you could get from Staples that are pre-numbered are duplicated, carbon copies. You can see if one is missing. If they rip out the whole page, you might not catch that. That receipt is just to ensure, it's safety for the custodian. So that they know that they gave an employee \$20 and that at the end of the day when they look at the receipt book, they are expecting either a \$20 receipt from that employee or the \$20 back.

N. VanScoy: On this other types of receipts, is there a place to hand-write a number?

C. Soucie: Yes.

N. VanScoy: Would it not be appropriate to say issue a numbered two-part receipt so you will still continue to have the consistency of 1, 2, 3 in sequential but maybe not have to purchase a printed copy.

C. Soucie: That's fine too. Nobody will ever look back at the receipt book to say, was all the money recorded for numerically, I guess. You could easily put numbered and you could rip the page out and restart the numbers over.

N. VanScoy: Do you know why that was included, in the first place? Do you have any insight as to what logic may have been used to say we want pre-numbered? Is there a purpose for tracking it sequentially?

C. Soucie: I guess, if somebody did look back.

V. Lembo: How often do people need Petty Cash?

C. Soucie: There's only four departments (Administration, Recycling & Transfer, Public Works and Fire-Rescue) that currently have Petty Cash. Per the policy, they're supposed to replenish it once a month. They're not really doing it once a month. Some departments are doing it once a month but some are doing it two months, three months out. One of the things we were going to do was, when this policy got amended was to go back to those departments and say, here's the policy again, this is what you're supposed to be doing. We expect that Petty Cash is submitted once a month for reimbursement to get to get them back on track.

V. Lembo: Could we do away with Petty Cash and issue people charge cards? I work for a company where every employee has a charge card. If Highway Department has to go out and repair a truck on the side of the road and needed a part. Instead of running back to the Town Hall, they just go buy that part and use the charge card.

C. Soucie: I hear what you're saying. I personally believe charge cards do not belong in a community but having said that two out of the four departments that have Petty Cash also have charge cards.

V. Lembo: They also have charge cards, assigned to each individual?

C. Soucie: Assigned to an individual not every employee has a charge card, no but the departments have one assigned to a particular individual or a couple of individuals.

V. Lembo: In your opinion, would it be easier to track expenses with bank statements and credit cards than Petty Cash?

C. Soucie: I don't like either. If I have to pick one, I would go the charge card route only because that would allow for, it's not limited to just these services. It could also be charged for, on-line purchases. So the charge card would be more flexible for the departments versus Petty Cash.

V. Lembo: I think it could be controlled better because the company I work for has 800 charge cards out there. If they see a charge on the card, they know exactly who did it. You get the receipt, you write down the receipt what was bought, what unit or truck it was put on, whatever the case may be. They can track down a lot better than Petty cash.

C. Granfield: We do have accounts for things of that nature. Individuals don't need the actual cards but we do have accounts for various companies throughout the Town. Like Christine, I wouldn't be a proponent for issuing cards to everyone. We have a limited number out there. Petty Cash is really just for those minor things so employees don't have to use their own money. We have enough account throughout the community.

Chair Gahara: I have a question. I don't want to cause any additional work for anybody but would it be prudent or maybe you've done it in the past. Whatever putting together an excel spread sheet that reports in once a month to you. If you use a receipt, it's dispersed, it comes in but its tracked on a master sheet, down at the bottom you've for every department. And once a month it gets updated. That's a nice scan for you to be able to say, ok, I've got a match here. That could be completely off base but I just want to throw it out.

C. Soucie: That's basically what they do when they replenish it, which is a requirement that they should be doing it once a month.

Chair Gahara: But you're watching it. That's not just something that's hand-held in a desk somewhere. I'm talking about ...

C. Soucie: To be honest, I'm not. I haven't been watching it. I most certainly can watch it. Ever since all these have come out, we've taken a look at that. Invoices fly through our office all the time and it's just one of those things that...

N. VanScoy: I just need a better understanding of what Petty Cash is used for. Maybe just one or two examples because it's not just coming to me?

C. Soucie: Sure. A lot of times it's used for meals for meetings. That's a number one ticket. I've seen gift cards. I've seen candies. I've seen water. I've seen office supplies, postage. A lot of postage goes through it because when you go mail something at the Post Office.

N. VanScoy: That's got to be like, somebody's sick or his mother died.

C. Soucie: Yeah. There's that and the reason why you would probably pass out candies is Trick or Treat time. That sort of thing.

Chair Gahara: From a transparency prospective and just to safeguard everyone involved, having an additional master, to go, might make sense. I'm not here to cause undue work nor am I suggesting anybody is doing anything wrong but it's just a nice check point.

C. Soucie: That's not unreasonable to ask. Since all these has come to light, we have been watching it a lot closer and developing a spreadsheet that's more than reasonable.

***N. VanScoy move to approve the amended Town of Hooksett Cash Receipt Policy as presented. Motion seconded by J. Levesque.***

N. VanScoy: I want to certainly thank you for bringing this to our attention. I do think it's important that we clarify what will not be reimbursed. But I guess this is brought to light a little more. I'm concerned that we have Petty Cash for departments. I understand that need to maybe buy a gift card but you could always go to the Town Administrator and Finance Director and say, I have this need. Like it's been said tonight, we're not Boston, it's not a 6-hour drive, it's across Town even for the Public Works Department. I will approve this motion but I have a concern that we even have a Petty Cash Policy for departments.

**Motion carried unanimously.**

Intangible Assets Policy

C. Soucie: This is GASB (Government Accounting Standard Board) Statement number 51. The way we should report on our Financial Statements, the assets of the Town. 45 came out a number of years ago to talk about the infrastructure and all the assets. This is a supplement that says intangible assets such as lands, easements, Conservation easements, water easements, software, that sort of thing. While you can't touch it, they do have values to the community and we should be reporting that on our Financial Statements. Basically, this policy is just the threshold or the goal and objective is to set some type of threshold so that I am not reporting all these \$1 transactions that happens a lot of times with conservation easements. Our independent auditors have suggested the \$25,000 threshold level as being a good minimum for us to be looking at. Anything above that will be reported on our Financial Statements and anything below it would not be reported. Primarily what this is, is establishing that threshold so that we're not accounting for all these \$1 conservation easements and stuff like that.

V. Lembo: Say a Police cruiser was auctioned. Is that a tangible asset?

C. Soucie: Yes.

V. Lembo: That will probably be below \$25,000.

C. Soucie: We already have a policy established for that police cruiser and keeping track of those assets on our Financial Statement. Yes and that threshold I believe is \$10,000 for physical assets that you can touch.

V. Lembo: So if a fire engine go into auction, that's a tangible asset that is recorded somewhere in the Town Hall.

C. Soucie: Yes it is recorded on our Financial Statement. We do not have a formal inventory system. It should be something that the Town considers budgeting for possibly in the next budget year, which is starting in a couple of months. To look at inventory system so that we can capture not only these major assets but the smaller assets that go along, that tend to "grow feet".

V. Lembo: So if a fire engine goes into auction and they get \$8,000 for it. It goes back to the general funds, it does not go back to the Fire Department?

C. Soucie: It goes into the line called, Sale of Town Property.

V. Lembo: For the general budget?

C. Soucie: Yes in the general fund.

***N. VanScoy moved to adopt the Town of Hooksett Intangible Assets Policy as presented. Motion seconded by W. Sirak. Motion carried unanimously.***

Chair Gahara: We have one thing that we added under "New Business" tonight for this evening. I just want to throw it out there. I just want to get it on the agenda or I am going to put it on the agenda for another meeting. That has to do with the Council Rules in particular, for the Chair. The reason why I

bring this up is if you look at the Council Rules, my purpose for getting it on the agenda so we can have a healthy discussion. Tonight is probably not the night but I want you to understand why I want it there. Is because, for one thing we got a new Council coming in. I thought that would be number 1. Number 2 and number 3 is this, when you're put in the Chair position, according to our rules and according to Riggins Rules, it becomes a facilitator. One of the things I would like to see the Council adopt moving forward and how to have a discussion on it is to loosen up the Chair's ability to get involved in discussion. Because at this point, the Chair votes last. There's been times when I felt compelled enough were I wanted to break the rules. This is just me, personally. I was pretty well called down on the carpet for injecting my one or two points and told according to the rules, I shouldn't be doing that. I feel that what I'd like to do is have that discussion, come about with the new Council as well. I also think that if it becomes or continues to be a purely facilitative role, then what ends up happening is that you've taken a person out of a body of nine and set them aside and basically say, you don't really have an input, you can't speak. I've crossed that line, I know, a couple of times on something I felt pretty strongly about. I've been asked to take a step back and rightly so, and sometimes your thoughts and ideas get caught up and you forget. I think it is really incumbent upon the Council to really have a discussion around it. I prefer to maybe not even interject. I wouldn't want to be involved with the discussion. I think with the new Council coming on board, what I'd like you to consider is I'm going to set that as an agenda item and I'd like you to have a conversation around that.

W. Sirak: There must be some standards with other town in terms of this issue. Can you bring that to us, as well for recommendation?

C. Granfield: Sure.

#### Authorization to Use Roadway Impact Fees

Jo Ann Duffy, Town Planner: We have monies allocated from the Lowe's, Walmart and Market Basket projects that we would like to use to widen the roadway that's called "The Hourglass" between the Market Basket and the Walmart project where it arrows out. We'd like to increase that to five (5) lanes and we have put together a preliminary, very conceptual plan. We recently met with the DOT to see if they are in favor of this and they seem to be fairly open-minded. They have to check with others in higher authority. As far as getting on-board with it, they seem very positive. The Town's share will be coming from impact fees. Right now, we're asking for \$12,180 to be used for further preliminary design, which the state has requested. This is a state aid highway project. The federal government is not involved. So there's not as much red tape. It will be municipally-managed by the Town.

N. VanScoy: It always confuses me when we're putting money into a state road. We just work along with them.

J. Duffy: We collected impact fees for both of those projects actually there were three, Lowe's, Walmart and Market Basket. We can use those moneys. Our legal Counsel said we can use the moneys wherever there's an intersection with the town road. In this situation, Goonan Road would be relocated. Just to cover all bases, were' going to go back to Walmart and Lowe's and ask them instead of giving us this money as an impact fee they would change it to being a gift, like Market Basket did. So it does not come back later that the money was used for a state road. It would actually be a gift. When we look at the Town overall, most of our major highways are state roads and obviously, the state have the funds to do the projects so we're doing this in cooperation with the State.

V. Lembo: Does this take into account the people on Goonan Road?

J. Duffy: There's one house located on the corner of Goonan Road and Route 3, that actually wants to sell. Goonan Road will be relocated to go right in the center of that parcel so the house would be demolished. That person is on board with this and is willing to sell. There will need to be some taking with this project as we go forward. Some strips along 3A so that we could widen it and the house to relocate Goonan.

V. Lembo: There'll be some imminent domain issues then.



J. Duffy: Yes. The estimate we've received so far. The monies to purchase those lands has been included in that price.

**N. VanScoy moved to allow road impact fees monies in the amount of \$12,180.00 to be used for preliminary engineering for the hourglass project on Route 3A. Motion seconded by W. Sirak. Roll call vote carried unanimously.**

#### Council Rules of Procedure

Chair Gahara: To loosen up the Chair's ability to . What I'd like to do is have a discussion on the Chair's role on the Board. With the new folks coming on board, I'd like to add this as an agenda item.

W. Sirak: There must be some standards other towns

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

C. Granfield: Just a few quick notes, (1) last week we did have training with all the supervisors on performance evaluations. We did generate a new format. All the merit evaluations are due July 1<sup>st</sup>. So prior to that, we had LGC come and do a training for all supervisors because they really never had training before. I thought that is a good opportunity. It was well-received. (2) We did meet with our new phone carrier. It's going to be voice over internet, OTT. We've had wiring changes. They took the final information. That should be going forth in June. So that's a positive change. (3) As a result of the election, and all the warrant articles, you recall through Municipal Code, whom we've contracted with to update the code, the codification. They had some problems with their company with illnesses. They had to delay a few things. I sent all the charter amendments and the zoning amendments. They indicated we should have the first legal review in mid-June. So that is moving forth. (4) We are accepting applications and letters of interest through the end of May from interested people to serve on various boards and committees. Nominations will be made the first meeting in June. The only one that has a concrete deadline is this Friday, for Police Commission. They have to have all the information. And I just want to let you know, you may or may not be aware, I brought this up to the Economic Development meeting. (5) We do have a variety of businesses, despite of the economy that are coming into Town people may not be aware of. The new Auto Zone just opened up. There are several pending occupancy. To mention a few, Mega X gas. You'll probably see that going up. McDonald's is scheduled in July. Once they tear that down, there'll be 100 days, the new McDonald's will be there. Market Basket is slated in August. There is a Driving School going into Granite Hills. PSNH, the new facility going behind the safety center plus they are doing a total renovation on their other Route 3 facility. Kowabanga Kids, kind of a party place that's going in Shaw's Plaza. Under residential, NeighborWorks is going with the work-force housing. Also, in talking with building, they've had in the neighborhood of 30 new residential building permits. So things are moving despite where things are.

D. Paradis: One question I have for Carol, I probably should have brought it up under "New Business". We all got a few e-mails on Corriveau Drive update.

C. Granfield: I spoke with them yesterday. They are going to let me know the number of trees. They have finished the work. It's just putting in the pine trees that was agreed to. I don't have the exact number, we misconnected. They did do what we requested. I was going to talk to the tree person. I was told they just completed it.

J. Levesque: I was up there just last week and there were still gravel on the roadway.

C. Granfield: I wanted to find out the number of trees.

W. Sirak: Just to elaborate a little bit on the Economic Development. In addition to the projects that Carol shared with us at our meeting last week. Those of you who are on the Planning Board, if you look at the pipeline of what's out there, a year ahead, two years ahead. Hooksett is an amazing Town. The kind of development that we're experiencing in a down economic cycle is truly amazing. I see nothing that's going to stop that. One of the things we've talked about in our last meeting is really setting Exit 10 and 11

as a priority. We started to look at some additional infrastructure there that will facilitate and will bring that around on a faster pace. Really very, very exciting things happening. We can all be very proud of our community.

V. Lembo: One more request for Carol, can we get a list of all committees we have to be on?

C. Granfield: We can send it ahead of time. The first meeting in July is when they nominate.

### **SUB-COMMITTEE REPORTS**

#### **Recycling & Transfer Advisory Board**

J. Levesque: Can I volunteer to be the Council Rep for the board until the end of the year to replace Councilor Longfellow? I'd probably do it for next year too, if I want to continue on.

Chair Gahara: Sure.

#### **Budget Committee**

V. Lembo: I was just reminded that we have a meeting on the 19<sup>th</sup>.

#### **Economic Development Committee**

Chair Gahara: I missed the meeting but we just had a nice update on that. If Councilor Sirak want to add anything more, please do.

W. Sirak: No.

### **PUBLIC INPUT**

M. Farwell, Library Trustee: We just want to make you aware of a couple of things. Because of what happened last summer, we are going to have a bit of money left over. We've had some safety issues at the Library that needs to be addressed. We intend to use those moneys to address those issues. If you're looking at the Library, and you're looking at the handicapped area, there's 2 parking spaces to the right of the Library. There is a walkway that comes down in front of the Library. When that area had vegetation in it, there were big rhododendron and when we had our issues with mold, the DPW took all the vegetation out. There's nothing in there now. We've had a couple of people including Jim Sullivan mention the fact that they feel very precarious when they are exiting the vehicles and go into the Library. We've got a couple of bids for a handicapped railing that will be the length of that area. Some of those railings are wobbly. We intend to fix those. If there is any money left over, we are going to start to vegetate the area so we can prevent erosion. We have one issue we won't have the money for and we don't know what to do about it. If anyone has been to the Library lately, you've seen the crime scene tape that's basically preventing people from using some of these stairs going up to the Library. The reason for that is the stairs are made of concrete and they are disintegrating and falling off. We've spent a fair amount of money with masonry to try to put those back on but the concrete underneath it just keeps eroding. For now, what we've done is we blocked off a couple of those stairway areas. We have one that's pretty good. We are going to need a solution to that and don't know what it is or how much it'll cost. We did just want to let you know. That we are going to address some of these safety issues with any funds we have available.

V. Lembo: Did you get an estimate to have those stairs repaired?

M. Farwell: We've had this mason come. We don't know what we're doing so we would love to have input from anybody that we can get. We need a permanent solution. We can fix these other safety areas.

V. Lembo: The first step is to get someone in there to provide an estimate.

M. Farwell: The person that works for DPW knows those kind of things, thinks he has a stop gap thing to do it. Again, it's a temporary repair thing. I do wonder whether we have been using the right kind of salt in the winter time on the steps, on the concrete, that we weren't using perhaps we should have and thus,

contribute to the problem. I invite you all to come look at it, give us suggestions. We don't have a plan. We need to do something about it. For the moment, we have a safe way of people getting in and out, though it's not pretty, it does work to keep people away from areas.

M. Miville: First, I want to vouch for Mary. Mary did walk the property with me a couple of weeks ago. There is some serious concerns there. I will be addressing the budget committee to make them aware of it. I did want to put my name in for the record for the Charter Review Committee and the community panel for the Town Administrator search.

Chair Gahara: Can you just send an e-mail to Carol?

M. Miville: I do have a copy of the Riggins Rule. I want to address it here for a second. I was going to wait for the new Council but for your information, there's nothing in here that prevents the Chair from being involved in the discussion. It's not really anything to do with procedures, do's and don'ts code of conduct, behavior, how you should behave in public or what not. When I read it, because I've been hearing for a long time that this Council is operating through Riggins Rules but it's more like a suggestion.

Chair Gahara: We did but it goes with Charter too. I mean Council Rules, as well. They run together.

N. VanScoy: If I may clarify and also Parliamentary Law at a Glance is also noted.

M. Miville: I also want to ask, as a Chair of the Budget Committee, does this apply to all other Town boards. Mr. Chair, I fully agree with you, there were times while on I'm on the Budget Committee, I was elected to represent the citizens as much as you are. By being the Chair, you're not getting the full representation of the citizens that you represent. I was wondering, if you go that route, can the Budget Committee and all other boards go that route, as well? Or is it exclusive to the Town Council?

Chair Gahara: We can make a note of that and bring that up to discussion.

David Pearl, 79 Main Street: Being on the Budget Committee, that's one of the reasons why I didn't want to be the Chair. I'm too opinionated and you're stifled when you're the Chair. I fully support the charter amendments. It seems like when we go through different processes for warrant articles, it was like avoiding the charter, instead of following the charter. It was almost an obstacle that we were trying to weave through. Going through the process, I realized hoe out of sync it really is. I totally support us taking one or two years to really get it right, then we could follow it instead of avoid it. The third thing I'd lie to mention is, I just wish, maybe a suggestion going forward that if we could create some kind of a knowledge base. It seems as though when we get an opinion from a lawyer or something, somehow, that should be the first place to go back the next time the question comes up. If the situation were exactly the same, we wouldn't have to ask an attorney or anything like that. Obviously there are certain things that are unique. For standard things, like tonight, recounting what was done with the last Town Administrator. You could enter in there what the criteria was. That will give people a quick place to go back and review as well as the citizens to look and to see, for instance how warrant articles were brought up.

### **NON-PUBLIC SESSION**

***J. Levesque moved at 10:00 pm to enter into non-public session under:***

**RSA 91-A:3, II (b)** *"The hiring of any person as a public employee."*

**RSA 91-A:3, II (c)** *"Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant."*

**RSA 91-A:3, II (d)** *"Consideration of the acquisition, sale, or lease of real or personal property, which if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community."*

***Motion seconded by W. Sirak. Roll call vote carried unanimously.***

***J. Levesque moved to exit the non-public session. Motion seconded by N. VanScoy. Roll call vote carried unanimously.***

The Council made a statement that they voted to seal the minutes of the non-public session.

**ADJOURNMENT**

The meeting adjourned at 11:03 pm.

Respectfully submitted by,

Evelyn F. Horn  
Administrative Assistant

Vincent F. Lembo, Jr.  
Town Council Secretary