

Official

TOWN COUNCIL MINUTES Regular Meeting Wednesday, September 14, 2011

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

PRESENT: Nancy Comai, Michael Downer, Vincent Lembo, James Levesque, Todd Lizotte, Susan Lovas Orr, James Sullivan, Nancy VanScoy, Dean E. Shankle, Jr. (Town Administrator) and Chairman William Sirak.

PLEDGE OF ALLEGIANCE

Dylan Durazzano and Ryan Brockwly of Troop 292 lead the group.

Chair Sirak commented the (2) Cub Scouts represent Troop 292. This year they are celebrating their 50th anniversary. Troop 292 has produced more Eagle Scouts than any other troop in the State of NH.

APPROVAL OF MINUTES

August 24, 2011 – *N. VanScoy moved to approve the August 24, 2011 minutes as amended. Motion seconded by T. Lizotte. Motion carried.* J. Sullivan abstained, not present at the meeting.

August 24, 2011 Non-Public - *N. VanScoy moved to approve the August 24, 2011 non-public minutes as presented. Motion seconded by M. Downer. Motion carried.* J. Sullivan abstained, not present at the meeting.

PUBLIC INPUT

Marty Lennon, President of Garden Club: Doris Sorel has been involved with one of the beautification committees. We've had some fantastic support, input and cooperation from Town agencies. We want to share this with you. We feel it's important for the Town Council to be aware of just how helpful your departments are.

Doris Sorel, President elect of Garden Club read the following letter for the record.

"We are here this evening as representatives of the Hooksett Garden Club to say a Thank You to so many people who have been supportive of our most recent joint venture with the Town of Hooksett as part of the Beautification project that began with our former Town Administrator, Carol Granfield. Carol had a great idea to beautify the Hooksett Gateways. The Hooksett Garden Club wanted to be involved in the Beautification project. The first Beautification project as a joint venture with the Town of Hooksett and the Hooksett Garden Club is located at the intersection of Route 3A and Main Street called "The Point". The Point was created with the help of Dale Hemeon, Public Works Director at the time, Phil Arnone of Parks & Recreation and his men, along with the Hooksett Garden Club. The committee members of The Point continue to care, plant and enrich the flower bed with seasonal plants. Our second and most recent project is the Memorial Bridge. The club is dedicated to the beautification of the bridge and the continuance of the project with seasonal plants. On September 12th, after the State approved the project, we began to change the face of the Memorial Bridge with flower boxes. Phil Arnone and his men successfully installed the first 8 flower boxes on the bridge rail. Safety issues were addressed by Highway Department by providing orange cones. Police kept the traffic moving smoothly. We'd like to thank Chief Agrafiotis and his department for their support and contribution to the project. This is the first phase of the installation of flower boxes on the Memorial Bridge. In the spring, the second phase will take place. The Garden Club would like to thank Phil Arnone and his crew and our new Public Works Director, Leo Lessard for their assistance and involvement with the project. None of this would be possible if it

were not for one man, Marcel Mercier of Macy Industries, who contributed his time, effort and product to create the perfect containers to the State's specifications. We would also like to thank the following people for their support: Steven Griffin (Interim Town Administrator), William Sirak (Town Council Chair), Senator David Boutin, Ray Wieczorek (Executive Councilor), Jim Levesque (District 3 Councilor), David Powelson (NHDOT) and Jim Lillis (NHDOT). Thank you."

David Pearl, 79 Main Street: I'd like to welcome you, Mr. Shankle. We look forward to you being the Town Administrator. We attempted to create a Public Access Station here in Hooksett supported by Comcast fees, which are well in excess of \$100,000 a year. The Council felt it should go to the warrant and it failed. Since then, we have been investigating a scaled down version of that. In my research I have come up with some very simple, cost-effective ideas. As simple as a stationary-mounted camera, the secretary pushes a button at the beginning of the meeting and the entire meeting is uploaded and cataloged on the internet for people to watch. This would be very simple one camera view with audio. We already have this nice audio system. That would be utilized. I come here and I videotape a lot of these meetings. I can't tape them all. I listened to you debate about the minutes. We've gone to verbatim, abbreviated minutes, trying to find that happy spot. If we had a record that is readily available, that would not be such a concern. Personally, I would be more accepting of a very summarized minutes if I could click on the internet and listen to what I'm interested in. Part of the debate on the minutes is, that is what we all rely on to research our issues and talk about them. So we are very picky of how things are mentioned so they are not misconstrued by other people. Currently, you pay \$25 and get an audio cassette recording of the meeting. Many people don't even have cassette players anymore. We are way behind the curve of not even having an audio cd. Towns that are much smaller than us are investing in much more and actual cables, where they have shows, etc.. With a minimal investment we could at least document. I was talking to Kathie Northrup about it. We're always looking for historical records that's fifty years old or more. We're not creating any. Things that are happening today, people would be interested in the future. We're not really creating a record of what we're today that is done in today's format. Once the system is in, it's virtually pennies now to record and store the data. If there's a disagreement, we could just go back and take a look. I would hope that in the upcoming budget, that you would support adding \$10,000 or maybe get a bid or two and try to figure out a finer number. I'm very confident that for under \$10,000, we could start something and start creating a permanent record. There's also a volunteer opportunity where someone can log in and chapter the video right to the agenda.

Mary Farwell, 24 Grant Drive: I am speaking for my husband, Peter Farwell, who was on the committee with David. He is a true believer of public access but so beaten down. I think this is a wonderful opportunity. The Library Trustees were in Atkinson a few weeks ago. They were talking about their Public Access Television. Atkinson is a tiny Town. Chester has Public Access. I think this would be wonderful.

D. Shankle: They actually stole one of my reports to the Council tonight. I intend to do something with this right away. I was thinking more along the lines of getting a camera and finding a way to upload it online. Virtual Town Hall, the Town's website manager has a package. It will not be live or slightly delayed. That would take a more sophisticated system. For almost nothing, we can start putting these meetings up so people can watch them the next day.

N. Comai: I've worked with Channel 16 in Manchester for New Horizons and have simply come up with a half show that played 7-8 times per week. They've offered a half hour show to Hooksett.

Marc Miville, Budget Committee Chair: Just to give a little history, it has been on the warrant article four different times. But at that time, the warrant article was requesting television. That's not what we desired. We're now proposing internet access. It doesn't have to be streamlined live. It would be archived into the Town website. I would also remind everyone there's a long history on this. The Comcast fees were supposed to be earmarked for public access. That's why the fee was there. We have since collected over the last 6 or 7 years almost \$1 million. We could have afforded a state of the art studio with the money. I think now is the time to allocate funds. We have a couple of people who could provide bids depending on what you want. I also want to alert everybody that Market Basket will be opening on Wednesday, September 21st. I work for Market Basket part-time. This will be the biggest

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the Administration Department five business days prior to the meeting.**

opening this Town has seen in a very, very long time. It's going to be a huge opening. They don't do any ribbon cutting ceremonies. There's going to be in-store promotions, unadvertised promotions, free VIP coupons and well-discounted products.

Phyllis Lembo (with her son, Jeff), 56 Main Street: We are here to present letters of Thanks for Jodi Pinard and Rob Hebert. She read the letters for the record.

“For Rob Hebert, Challenger Sports, Inc. would like to thank you in your tireless efforts weekly of opening and closing the gym for our special athletes. These young people have enormously enjoyed playing basketball and volleyball or just socializing every week. They enjoy it so much I'm sure you notice how long it takes us to wrap it up and leave the gym. Once again, many thanks to you. Sincerely, Tracy Mosman, President Challenger Sports.”

“For Jodi, Challenger Sports, Inc. would like to sincerely thank you for your efforts in procuring the Hooksett Town Hall facility for our weekly basketball games. The Challenger athletes look forward to playing truly have a great time playing or just chatting and hanging out with their buddies. This means a lot to them and to their parents as well. Once again, we thank you. Tracy Mosman, President Challenger Sports.”

CONSENT AGENDA

1. Acceptance of \$50 Donation to Fire Department
2. Bond Release – SJB Development for \$5,291.00
3. Health Officer/Deputy Health Officer

N. VanScoy requested to remove item # 2 (Bond Release) from the consent agenda.

N. VanScoy moved to approve the consent agenda. Motion seconded by T. Lizotte.

N. Comai asked what a Health Officer/Deputy Health Officer does.

D. Shankle explained they are responsible for restaurant inspections. If someone complains about a dilapidated or dangerous house, they will be responsible for that. In most Towns, they also do the septic inspections. The Deputy will act in the absence of the Health Officer.

S. Orr asked if the position was open to anyone and if anyone had expressed interest.

D. Shankle explained this was put in place by the Interim Town Administrator and he presumed the Council knew about it.

V. Lembo reminded everyone as a point of order, the item has to be removed from the consent agenda if discussion is necessary.

Motion to approve the consent agenda carried unanimously.

Bond Release – SJB Development for \$5,291.00

N. VanScoy asked for clarifications on the Code Enforcement Officer's memo.

D. Shankle will follow up.

J. Sullivan moved to table. Motion seconded by T. Lizotte. Motion carried unanimously.

NOMINATIONS AND APPOINTMENTS

Available Positions

Heritage Commission – (1) Full member; (2) Alternate members

Parks & Recreation Advisory Board – (1) Full member

Planning Board – (1) Alternate member

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A press release will be sent out.

SCHEDULED APPOINTMENTS

Family Services Department

Joy Buzzell, Director gave an overview of the department's functions. Towns are required to offer general assistance to residents who qualify. Towns cannot limit the amount of assistance provided. Everyone who receives assistance is expected to pay the Town back and the applicants are made aware of this. If an applicant is a homeowner, a welfare lien is placed on the property. There are specific guidelines to follow. In some cases, the need is more than what the Town can provide. The department looks to other resources, i.e., Salvation Army, Hooksett Emergency Relief Committee, etc. Applicants are also referred to other services and programs such as the Hooksett Community Food Pantry, the Kids Kloset, the Clothing Shed, the Department of Health and Human Services (for food stamps, financial assistance, Medicaid), and the Community Action Assistance Program.

N. Comai commented it seemed odd that the department used 10% less of their budget given the bad economy. She asked if there were changes in the rules.

J. Buzzell explained she tries to use other resources for assistance.

D. Shankle added that Towns are required to offer assistance to residents regardless of their budget.

J. Buzzell explained the application process and spoke about other programs being offered through Family Services Department.

N. VanScoy asked how long the application process takes from the time of first contact until final decision.

J. Buzzell stated by law, she has 72 hours to render a decision for emergency situations. Notices of decision are mailed to applicants via standard mail.

S. Orr asked how residents know assistance is available through Town.

J. Buzzell explained Town assistance is the last resort. For the most part, applicants are being referred to the Town by other agencies after all resources have been exhausted.

Chair Sirak stated this is the first of department reports. Department heads will be asked to present a report on a regular basis.

OLD BUSINESS

Charter Review Committee – Proposed Charge

T. Lizotte asked for some information regarding realigning voting districts.

J. Sullivan stated under the Town Charter Section 1.6, Changes in Districting, *No later than two years after the official publication of the decennial United States of America census, the Supervisors of the Checklist shall establish new district boundaries so as to establish six (6) equal (population-based) districts.* The Supervisors of the Checklist should have begun this process. The last time it was changed was 2000. There were some concerns about not properly identifying how the districts have changed.

D. Shankle will contact the Supervisors of the Checklist to make sure this is done.

T. Lizotte expressed his concerns with open-ended items, i.e., Town government efficiencies. It is too broad of a subject. Unless an efficiency issue has been identified, there's no need for review. The language on the Charter should be simplified for an average individual to understand. Look for some basic clarification. Review case study materials dealing with oversight issues and determine how the Charter failed the Town. Provide the Charter Commission to think outside of the box.

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Chair Sirak added that intent is to be as flexible as possible but to be specific enough to attract the community members. The Council should continue to refine the charge and discuss further on the 28th.

M. Downer suggested striking the work “efficiencies” and replacing it with “desire to improve Town governance”. It provide for an open-ended scope without using the term “efficiencies”.

T. Lizotte suggested breaking it down to 3 objectives, (1) simplify the language, (2) identifying issues where the Charter failed the Town, and (3) add flexibility.

D. Shankle added that things that have resulted in law suits should be brought to his attention, as well inconsistencies and any questions that have come up.

Coaker Avenue Property

N. Comai moved to table the item. Motion seconded by T. Lizotte. Motion carried unanimously.

Old Home Day Update – Fireworks

N. VanScoy received a message from the new Town Administrator advising her that Fireworks will be on and were ordered.

D. Shankle stated the money is coming from Public Works Mechanics position line item, which is not being filled until later.

NEW BUSINESS

Investment Policy

Christine Soucie, Finance Director presented the Investment Policy for approval. The policy has to be reviewed and approved at least once a year. No change was made.

J. Sullivan moved to approve the policy. Motion seconded by T. Lizotte. Motion carried unanimously.

Fund Balance Policy

C. Soucie presented the amended Fund Balance Policy. GASB (Government Accounting Standards Boards) came out with a new fund balance policy that makes government look and feel like corporations in the private sector. They used to have Unreserved and Reserved Fund Balance. The Unreserved Fund Balance is what is known as surplus. The current policy which was adopted in 2009 set a minimum balance of 5% and since that time, the Town has not met that minimum. DRA recommends for communities to keep 8% to 17% fund balance. She recommended adopting 3.5% fund balance. She stated she’s confident the Town would be able to surpass this amount.

D. Shankle stated this is lower than what he has seen with other communities.

V. Lembo stated the Town’s bond rate increases as fund balance goes down.

C. Soucie explained there is a possibility that the bond rate will increase as the Town does not look as healthy with a low fund balance.

N. VanScoy commented the Town’s policy should not be lower than the recommended level. She thinks the minimum should be 5%.

J. Sullivan added the Town has consistently been in violation of its policy by going lower than 5%, the current Town policy and utilizing the fund balance to offset the tax rate.

C. Soucie explained there is no penalty for violating the policy.

T. Lizotte asked for an explanation where the excess funds come from.

C. Soucie explained surplus comes from three places, the cash part of it comes from funds (town budget) that haven't been spent and revenues that exceeded budgeted revenues. Non-cash portion comes from bad debt and deferred revenues.

T. Lizotte asked if these include the School budget.

C. Soucie explained it does not include School Budget. School surplus is only reflected on DRA reports.

M. Downer stated sticking with the 5% minimum and aiming for the 8% should be the Town's goal.

D. Shankle stated given the history, the DRA recommendation of 8% is a little high. One of the reasons why DRA is recommending a high balance at end of the year is that the Town does not collect taxes until a few months into the fiscal year and the fund balance is used to pay what's due. There is more need to utilize that fund balance in the beginning of the year than other times during the fiscal year. If it's not the policy of the Council to keep 5% then why make it a policy.

V. Lembo moved to use a goal of 5% for fund balance policy. Motion seconded by J. Levesque.

C. Soucie suggested adding the term "strive to maintain" to the motion.

The motion and second were withdrawn.

T. Lizotte moved to amend the policy for the Town to strive to achieve and maintain a minimum unassigned fund balance of 5%. Motion seconded by J. Levesque. Motion carried with J. Sullivan opposed.

Quarterly Financial Report

C. Soucie presented the final quarterly financial report for fiscal year 2010-2011. All figures are unaudited. Expenses came in at 97%. Public Works expenses are down due to staff changes and projects left undone. Recycling & Transfer had unfilled positions for the whole year. Tipping fees were unbudgeted by \$100,000 due to the economy, people producing less trash, more recycling with single stream, etc. Some departments went over budget. The Town spent some money last year to update the computer system. Administration's budget is 104% expended due to computers and legal expenses. 61% of Legal expenses was for defending litigations brought against the Town. Police Commission has \$145,000 remaining on their budget. Revenues were also over budgeted, \$160,000 on interest and penalties from delinquent taxes. The sale of town property on Leonard Avenue created a \$96,000 extra revenue for the Town. This property have long been written off. Ambulance income was \$115,000 more than anticipated. All in all, the Town did very well on the revenue side. Actual revenues came in higher than expected. Operating budget is down at 97%.

Chair Sirak shared some information made available at the Economic Development Committee meeting this afternoon on the Town's tax base. The Town had a significant increase on tax base for the year 2011 from \$1.7 billion to \$2 billion.

Budget Goals for FY 2012-13

D. Shankle stated his goal is to have a data driven process as the Town goes through the budget process. He suggested looking at comparative data regarding revenues from other similar towns. The budget is Town Council's priority. The policies and priorities are what the Town spends money on. The Town Administrator will focus a lot of time on the budget and will provide the Town Council as much data as possible. Policies will be taken into consideration as treated as more than goals.

C. Soucie stated the current actual Town budget is \$13.8 million. Looking at the Town's actual budget for the last three years, the figures are right there at \$13.6, \$13.8 and \$13.4 million. It will be hard for departments to cut without cutting services. Unknown figures such as, NH Retirement, Health Insurance, etc. will have to be considered in developing the budget goal. She presented a couple of suggested goals for the Council to consider.

Revaluation, which will cost about \$180,000 will have to be done by April 2013. In the past, this has been funded through the reserves (CIP). There is \$43,000 in the reserves account for revaluation. This hasn't been funded for two years.

V. Lembo asked if the Town gets penalized for not doing the revaluation.

D. Shankle stated the danger is that if you don't do it when the State tells you to, the State will come in and enforce it and send you a bill bigger than it would have been had you done it yourself. The figure is being presented only as an indication that it is forthcoming. The Town Administrator will look into it to check if it could be put off, actual costs, etc.

C. Soucie explained budget packets will be sent out to all department heads by end of September. The Town Administrator will start reviewing budgets by mid-October. The Town is still waiting for the health insurance estimates.

N. VanScoy reminded the Council to be prepared to receive the budget packets around Thanksgiving to be discussed at the first meeting in December.

V. Lembo moved to accept the recommendation of coming up with a budget that (1) keeps current services level, (2) require all departments to review and modify, if necessary, fees they charge for services, review programs to determine if they are meeting the needs of the community and (4) be sensitive to the tax rate. Motion seconded by M. Downer.

T. Lizotte asked if the tax impact could be included.

C. Soucie explained the current tax rate hasn't even been set yet. It would be hard to project what the tax impact would be. She will provide estimated tax impact after the tax rate is set.

D. Shankle reminded everyone the revaluation should also be taken into consideration. The Town does not have control on a lot of factors, i.e., school budget, etc.

Motion carried unanimously.

Town Council Minutes

T. Lizotte requested for the draft Town Council minutes to be sent to all Councilors prior to posting.

Staff Reports

T. Lizotte requested to receive clearer copies of staff reports and back up materials.

TOWN ADMINISTRATOR'S REPORT

D. Shankle informed the Council of the following:

1. D. Shankle asked for a motion to allow the Town Administrator to opt out of participating in the NH Retirement System per employment contract.

N. VanScoy moved to exempt the Town Administrator from participating in the NH Retirement System per RSA 100-A:22 and in accordance with his employment contract. Motion seconded by M. Downer. Motion carried unanimously.

2. Community Calendar – There were some issues with the previous calendar. This was updated by Administrative Assistant, Evelyn Horn. The Town website now utilizes a community calendar through Virtual Town Hall.

3. Annual Employees Picnic – This event is held annually for Town employees. The Town Hall usually closes at 12 noon and employees gather at the Donati field. HYAA, once again have agreed to

provide food. Proposed date is Friday, September 30th*. (Note: It was later determined that end of month would not be a good day to close early. This date will be changed.)

N. VanScoy moved to approve the Annual Employees Picnic and close the Town Hall at 12 noon on the day of the event. Motion seconded by T. Lizotte. Motion carried unanimously.

J. Sullivan requested for the Town Administrator to submit a regular update to the Town Council.

CHAIRMAN'S REMARKS

September 17th Best Boards Win Seminar

About 32 people are expected to attend the seminar. Chair Sirak asked everyone to forward any questions to him.

September 10th LGC Series Reports

T. Lizotte, J. Levesque and S. Orr attended the seminar.

T. Lizotte shared some of the topic of discussion with the Council.

It was recommended for Councilors to have e-mail accounts for all Town correspondences separate from their personal e-mail. This has been done before but was not effective. Council consensus was for all Councilors to have Town e-mail accounts. The Town Administrator will look into this and will follow up.

It was also recommended for the Council to vote every year on a motion to provide immunity for each Councilor.

T. Lizotte moved that the Town Council confirms by a roll call vote, that the Town of Hooksett will provide immunity and indemnify all Town Councilors; specifically covering immunity from civil liability for discretionary acts, according to RSA 31:104, indemnification for costs of defense of civil suits, according to RSA 31:105 and indemnification for civil rights claims, according to RSA 31:106. Motion seconded by J. Levesque. Roll call vote carried unanimously.

J. Sullivan recommended updating the Charter to reflect the above motion.

SUB-COMMITTEE REPORTS

Sewer Commission – T. Lizotte

- Sid Baines clarified some statements that were printed in the papers. To date, the department has incurred \$800,000 in disk clean up, not \$1.5 million as reported in the papers.
- Enpro came in and presented a clean-up report and emphasized there are less disks showing up.
- Circle T came in and requested to reduce their capacity.
- Discussion on grease traps.
- The State indicated there was a violation due to very slight variation in ph level that was considered normal.
- Looking for ways to increase revenue, possibly taking some sludge from PSNH but there were concerns with selenium contents.

Conservation Commission – T. Lizotte

- PSNH came in with TF Moran to discuss downstream storm water culvert design to be installed by Valvoline Oil, where there has been some wash out.
- Discussion on CIP and Kiwanis 5K Race.

Zoning Board of Adjustment – J. Levesque

- They granted a variance on Pine Street.
- They received a petition from the neighbors to hold another hearing on the proposed development off Mammoth Road for 20 single-family condominiums. The variance will be reviewed again.

- Hefron Pit on Hackett Hill Road – site plan and reclamation of the pit will be done at the same time. They agreed to keep the ZBA updated monthly.

Parks & Recreation Advisory Board – M. Downer

- There will be Fireworks for Old Home Day.
- They are doing a Haunted Trail at Donati Park on October 28th. This year, they will partner with the Library to create a separate trail for children under 5.
- Multiple recreation programs will be offered throughout the year.
- The Pinnacle signs for Ardon Drive cul-de-sac were ordered.
- There is a proposed ice rink. The board is in the process of getting estimates.
- They are looking for volunteers for the Kiwanis 5K Race walk.

Police Commission – M. Downer

- Extensive non-public issues were discussed.
- Discussions on copier contract, office supplies, etc. These were forwarded to the Town Administrator.

Economic Development Committee – Chair Sirak

- The Economic Development draft plan was presented to the board. He encouraged everyone to review the plan. This is a part of the Master Plan.
- EDC is willing to take on the Town Hall Preservation project. They are looking for directions if the Town Council will authorize the EDC to take on the Town Hall Preservation project.

N. VanScoy stated the current committee has already done extensive research but has not presented it to the Council. She does not want duplication of work. She encouraged anyone to explore possibilities but not take any action at this point. She thinks it should be put in the hands of the Town Administrator to determine the future use of the facility and involve different Town groups, as needed.

J. Sullivan added the Council will have to discuss the best approach with the facility. Ideally, the whole area could be a Heritage Park with the Old Town Hall, Prescott Library, the Lilac Bridge and Robie's Country Store. The Town will have to work collectively.

S. Orr asked for clarification as to whether the Town Hall Preservation Committee will cease to exist and create a new one. A committee suggested sending a letter to the current Chair to reactivate the committee.

J. Sullivan suggested combining efforts from all resources, i.e., EDC, Heritage Commission, Historical Society, etc. through a new leadership provided by the Town Administrator.

This item will be discussed at the meeting on September 28th.

Union Negotiation – N. Comai

- D. Shankle met with the group and facilitated the discussion. Things are moving forward without lawyers. Next meeting will be held on September 28th.

Planning Board – N. VanScoy

- The board received a second request to waive a sprinkler system and that was approved.
- There was a presentation for a minor 3-lot subdivision plan, which is actually a part of a larger subdivision. Research will have to be done.
- All or Nothing by Pizza Man – They have about two weeks to move things along before it becomes a Town problem. They are waiting to get financing and to be able to stabilize the slope before wintertime.
- The Economic Development Plan will be presented to the Planning Board for approval.

CIP – N. VanScoy

The committee members were appointed. There is no limit on the number of members. Anyone interested in joining the committee should contact the Planning Board for appointment.

Heritage Commission – J. Sullivan

- They are in the process of drafting rules for use of the Head School, which was recently renovated.
- Discussions on the Old Town Hall preservation project.
- Discussions on how to save old buildings scheduled for demolition.
- They continue to participate in the Pinnacle project.
- Working on updating the History book, which currently ends in 1967.
- New Hampshire History Week is October 16th – 22nd. There will be a full month of activities; (1) presentation on Native American History at the old Lincoln Park School, (2) Robie's Country Store will have a New Hampshire Primary History program, (3) A Night at the Prescott Museum, (4) treasure hunt and a program on the Civil War.

PUBLIC INPUT

Harold Murray, 311 Hackett Hill Road: Acceptance of donations in the past have always required a roll call vote. I don't believe you took a roll call vote on the Fire Department donation tonight.

D. Shankle explained it was accepted as a part of the consent agenda. Over a certain amount (\$5,000) requires a public hearing.

M. Miville: The list of names on the draft Economic Development Plan need to be updated.

Chair Sirak explained the plan was the original plan going back to 2004. That will be corrected.

M. Miville: The tendency of the Budget Committee's role is to protect the citizens' tax rates. It's almost like you're saying that we need to have an effort to leave some "fat" or "perceived fat" into the budget, knowing that money would be used later on the fund balance. Our tendency on the Budget Committee is to limit the funding but maximize services. The Budget Committee focuses on that line by line. We now have to consider, I guess, whether to consider budgets and not spend it. That's what you're alluding to. My suggestions would be, when I come to this meeting in June when the Council is talking about end of the fiscal year encumbrances, I would suggest that you show that discipline that Councilor Downer was talking about. Perhaps having a memo of understanding or a pledge not to have any encumbrances. If you didn't budget it for that budget year, you really shouldn't be spending money that would normally go into the fund balance. Have a memo of understanding amongst yourselves and a consensus not to spend the June fund balance through encumbrances. Almost having a CIP article to put some money into the fund balance. I don't think that would be legitimate but that's another option. Whatever you decide here for fund balances, warrant articles or budgetary decisions, just remember that the citizens have an opportunity at the deliberative session to change the budget, if they want to. The ultimate decision is with the voters, whether to raise or lower the budget within that 10% rule. On another subject, when Councilor (Dean) Longfellow left the Council in May, there was a discussion on having a recognition for him. To my knowledge, that has not occurred, yet.

Evelyn Horn, Administrative Assistant stated a recognition was held for Councilor Longfellow where he was presented a plaque.

NON-PUBLIC SESSION

J. Sullivan moved at 9:35 pm to enter into non-public session per RSA 91-A:3, II (c) and (d). Motion seconded by T. Lizotte. Roll call vote carried unanimously.

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.”*

J. Levesque moved at 10:55 pm to exit the non-public session. Motion seconded by M. Downer. 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 10:57 pm.

Respectfully submitted by,

Evelyn F. Horn
Administrative Assistant

Nancy Comai
Town Council Secretary