

Official

TOWN COUNCIL MINUTES Regular Meeting Wednesday, December 28, 2011

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

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

PLEDGE OF ALLEGIANCE

Oliver Mack, Jr. led the group.

APPROVAL OF MINUTES

December 14, 2011 – *M. Downer moved to approve the December 14, 2011 minutes as amended. Motion seconded by J. Levesque. Motion carried.*

December 14, 2011 Non-Public – *N. Comai moved to approve the December 14, 2011 non-public minutes as presented. Motion seconded by T. Lizotte. Motion carried.*

TOWN ADMINISTRATOR'S REPORT

D. Shankle informed the Council of the following:

1. Hooksett Fire-Rescue will be hosting a Shelter Operations Workshop at the Safety Center on Wednesday, January 18th from 6-8 pm. The workshop will be presented by the American Red Cross at no cost.
2. NHDOT is holding a public informational meeting on Wednesday, Jan. 4, 2012 at the Town Hall Council Chamber at 7 pm to discuss the proposed open road tolling project.
3. The Town Administrator was made aware of pending legislation SB 337, which would allow Manchester Water Works properties to be eligible for current use assessment. If the legislation passes, Hooksett would lose a little over \$50,000 in revenue.
4. Any Councilor who would like to add an agenda item was asked to contact the Town Administrator.
5. A letter of commendation was received from the Police Commission. Public Works Department particularly, Public Works Director, Leo Lessard and Town Mechanic, Mario Desaulniers assisted the Police Department in fixing a vehicle involved in a collision. They did not have to utilize their insurance deductible.
6. A resident brought charges against the Town for charging \$0.50 for copies. The case is now with the NH Superior Court.

PUBLIC INPUT

Mike Horne, Cemetery Trustee: I am here to urge the Council to nominate John Pieroni for the Cemetery Trustee position.

Marc Miville, Budget Committee Chair: We currently have an opening on the Budget Committee.

NOMINATIONS AND APPOINTMENTS

V. Lembo nominated John Pieroni as Cemetery Trustee.

SCHEDULED APPOINTMENTS

Parks & Recreation Advisory Board re: Impact Fees Expenditure

Jacqui McCartin and Mike Horne of Parks & Recreation Advisory Board asked for the Council's approval to expend \$20,000 of impact fees for the design and initial construction related to providing additional active sports facilities at the Petersbrook property.

M. Downer moved to approve expending \$20,000. Motion seconded by S. Orr. Roll call vote carried unanimously.

Town Moderator, Don Riley re: Deliberative Session

A few weeks ago, the Moderator was asked to render an opinion with regards to Deliberative Session. At a previous Deliberative Session, a question was called before everyone who wanted to speak had a chance to speak. No vote was made on the motion to “move” or call the previous question.

D. Riley stated the purpose of having a Deliberative Session is to explain, discuss, debate and if necessary, amend the warrant articles. To preserve the orderly progression of the meeting, it is required to set rules. Robert Rules of Order permits to call a motion. 2/3 votes is required to bring an immediate vote.

S. Orr suggesting posting written rules at the Deliberative Session so everyone understands the procedure.

D. Riley stated he is reluctant to have posted written rules as it is risky. He also explained after discussing and debating, warrant articles could be amended, except for the following provisions, (1) No warrant article cannot be changed if State law requires specific wordings, (2) Articles appear on the official ballot of Town Meeting Session II as amended; and (3) No warrant article can be amended to eliminate a subject matter but the amount can be changed to zero to negate the article. He added it is important for the Council to encourage residents to attend the Deliberative Session to avoid having only 50 people making decisions for all voters.

OLD BUSINESS

Budget Presentation

Elections - \$6,218 (Under Administration budget)

Don Riley and Mike Horne of Board of Elections presented the proposed budget. The budget includes Supervisors of the Checklist, Checklists, Election Workers for Town Meetings, Special Town Election, Postage and New Equipment.

D. Riley suggested changing the Moderator's pay to a flat stipend instead of hourly to keep it simple.

V. Lembo moved to increase line 01-401-16-215 from \$2,530 to \$3,000. Motion seconded by T. Lizotte. Motion carried unanimously.

Discussion on increasing the Moderator's stipend to \$500 and adding it to the Supervisors of the Checklist stipend line. The line name will be change.

T. Lizotte moved to increase line 01-401-16-110 from \$1,800 to \$2,300. Motion seconded M. Downer. Motion carried unanimously.

Discussion on options for (3) computers needed for the Supervisors of the Checklist. The Town Administrator will check into possibly using some of the old laptops.

The Council held off on voting on the total budget.

Assessing - \$164,330

D. Shankle presented the proposed budget. There was an increase in contracted services (Professional Services) for the Town Assessor. Services for Data Verification was taken out this year. GIS web hosting for staff is separate from the GIS system for the public under Community Development.

N. Comai moved to approve the budget. Motion seconded by J. Danforth. Motion carried unanimously.

Budget Committee – \$8,496

Marc Miville, Budget Committee Chair presented the proposed budget. The increase is due to the recording secretary's re-calculated blended rate pay. The recording secretary is also a full time Town employee.

N. Comai moved to approve the budget. Motion seconded by T. Lizotte. Motion carried unanimously.

Cemetery - \$850

M. Downer moved to approve the budget. Motion seconded by T. Lizotte. Motion carried unanimously.

Community Development - \$203,004

Jo Ann Duffy, Town Planner presented the proposed budget. SNHPC Dues line item was moved from Administration to Community Development under Training & Dues. SNHPC dues are based on the projected number of population reported by the Census Bureau.

The department will work on updating the GIS system and possibly add layers showing cisterns and fire hydrants. Other information, i.e., building permit, site plan, etc. will also be made available to other Town departments.

V. Lembo moved to approve the budget. Motion seconded by S. Orr. Motion carried unanimously.

Conservation Commission - \$10,000

As approved at the Town Meeting, 100% of revenue from current use change tax can only be used for land purchase.

T. Lizotte moved to approve the budget. Motion seconded by M. Downer. Motion carried unanimously.

Debt Service - \$265,201

Christine Soucie, Finance Director stated this is the final payment for the Exit 10 TIF bond.

S. Orr moved to approve the budget. Motion seconded by L. Boswak. Motion carried unanimously.

Leases - \$85,377

Lease payments on the plow truck and fire tanker truck.

V. Lembo moved to approve the budget. Motion seconded by T. Lizotte. Motion carried unanimously.

Family Services - \$219,619

Joy Buzzell, Director gave an overview of what her department does and presented the proposed budget. Community Action Program (\$12,217) and Visiting Nurses (\$7,402) lines were moved from Administration to Family Services. S. Orr asked how many towns contribute to these organizations and how the amount of contribution is calculated. J. Buzzell will find out and follow-up.

T. Lizotte moved to approve the budget. Motion seconded by J. Danforth. Motion carried unanimously.

Finance - \$214,800

C. Soucie presented the proposed budget. Banking Services fees are charged against interest earned. A line item on the budget was established to correctly account for the expense and offsetting revenue. Trustees of Trust Funds (\$1,800) was moved from Administration to Finance. New line item, GASB Compliance (\$5,000) was added this year.

J. Danforth moved to approve the budget. Motion seconded by T. Lizotte. Motion carried unanimously.

Tax Collector - \$245,851

Kimberly Blichmann, Tax Collector gave a short overview of the department's functions and presented the proposed budget. Decrease in Full-time Employees line is due to a personnel turn-over, no one in the

department took a cut in pay. Increase in Health Insurance line is due to a change of personnel health plan from single to family. Professional Services line (\$9,000) was established, used to be charged under General Operating Expenses, which was re-allocated last year. There was an increase in Motor Vehicles value (Blue Book) subscription.

L. Boswak moved to approve the budget. Motion seconded by N. Comai. Motion carried unanimously.

Town Clerk - \$ 20,607

Linda Pischetola, Town Clerk presented the proposed budget. This is the first year the Town Clerk has a separate budget. It used to be combined with the Tax Collector's budget.

L. Boswak pointed out there is nothing allocated for the September, 2012 State and County Primary Election, ballot box maintenance and ballot booths. When she previous served as Town Clerk, the Town did not comply with the required number of booths.

L. Pischetola stated the Town now complies with the number of booths required. The purge was done this year. The ballot box maintenance line is under the Administration budget. She was not aware of the State and County Primary Election. She will have to go back and re-calculate. An amended budget request will be presented to the Council.

NEW BUSINESS

Revised Snow and Ice Removal Policy

D. Shankle presented the presented the proposed revised policy.

The Public Works Director put together a revised Snow and Ice Removal Policy that actually conforms to what is being done.

M. Downer moved to approve the revised policy. Motion seconded by T. Lizotte. Motion carried unanimously.

Surety Partial Release – Holt-NeighborWorks Project

T. Lizotte moved to approve the partial release in the amount of \$72,820.88. Motion seconded by S. Orr. Motion carried unanimously.

SUB-COMMITTEE REPORTS

Board of Assessors – J. Levesque

1. The board heard 2 cases at their meeting today. One was approved and the other was denied.
2. A change on back taxes agreement with a developer was discovered by the Assessing staff after the developer's attorney has signed it. They caught a change in wording that would have caused legal problems.

J. Levesque suggested for the Council to start getting regular quarterly reports on all delinquent taxes. The Town Administrator will follow-up.

Recycling & Transfer Advisory Board – J. Levesque

1. They are waiting to bid out the barrels until the trucks come in due to lack of storage space for the barrels.
2. The Recycling Coop in Concord has broken ground and scheduled to open in the Fall, 2012.

Budget Committee – T. Lizotte

The School budget was approved. Almost \$1 million was cut from the budget. The High School tuition surplus line from previous years was taken out and no additional staff will be hired given the state of economy.

Conservation Commission – T. Lizotte

LCHIP grants to purchase the (2) riverfront properties were approved.

Fire Union Negotiation – V. Lembo

The negotiation is moving along and should be presented to the Council in an upcoming meeting.

Parks & Recreation Advisory Board – M. Downer

The request for impact fees expenditure was discussed earlier.

Police Commission – M. Downer

1. The contract with PSSG was extended to aid with the implementation of audit recommendation. PSSG conducted the audit.
2. The board was able to propose a responsible budget given all the major changes with the department.

V. Lembo brought up an issue with trucks coming through Main Street. There is a “No Thru Trucks” sign posted, which worked for a while. M. Downer will bring this matter to the Police Department’s attention.

Town Hall Preservation Committee – S. Orr

The board have not heard from anyone interested in becoming a member of the committee. They will hold a reception at the Old Town Hall and send out invitations to get people involved with the project. The tentative date is Saturday Jan. 21st or 28th.

Economic Development Committee – L. Boswak

L. Boswak spoke to the Chair, Craig Ahlquist. He would like to present a proposal to follow-up on the Exit 11 meeting as well as request for a budget.

T. Lizotte brought up the fact that CDRC cannot finish their end of the contract without the Town spending money to conduct a study. HEDC is an advisory group to the Council. He would like to see any proposal going through the Council first and not the other way around.

PUBLIC INPUT

M. Miville: I attended the meeting on Exit 11. The majority of the public who attended the meeting did not want any development. I was there hoping to get feedback from the citizens to move forward in a positive way but I heard resistance to that, which surprised me. My observation of the meeting was that the developers were there to get feedback from the citizens not to ask permission. They were looking for feedback on, “We’re going to build something, what would you like to see there?” Instead, they got, “We don’t want you to develop it.” The feedback I got from the developers is that they’re going to do it, anyway. I’d like to see something done with it, for the record.

ADJOURNMENT

The meeting adjourned at 9:07 pm.

Respectfully submitted by,

Evelyn F. Horn
Administrative Assistant

Leslie Boswak
Town Council Secretary