

Official

TOWN COUNCIL MINUTES Regular Meeting Wednesday, April 25, 2012

NON-PUBLIC SESSION

S. Lovas Orr moved at 6:05 pm to enter into non-public session Per RSA 91-A:3, II (e) “Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the public body or any subdivision thereof, or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph.”

Motion seconded by N. Comai. Roll call vote carried unanimously.

N. Comai moved at 6:20 pm to exit non-public session. Motion seconded by J. Danforth. Roll call vote carried unanimously.

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

CALL TO ORDER: Chair Sullivan called the meeting to order at 6:00 pm.

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

PLEDGE OF ALLEGIANCE

PROCLAMATION

May as National Heritage Month and May 20th as Hooksett Heritage Day

Kathie Northrup, Heritage Commission Chair asked the Council to approve the proclamation declaring May as National Heritage Month and May 20th as Hooksett Heritage Day. This year's event will be sponsored by Heritage Commission, Historical Society, Robie's Country Store Preservation Group and the Head School Society.

Chair Sullivan read the proclamation (on file) for the record.

J. Levesque moved to approve the proclamation. Motion seconded by J. Danforth. Motion carried unanimously.

APPROVAL OF MINUTES

April 7, 2012 Special Meeting – ***Tabled.***

April 11, 2012 Regular Meeting – ***J. Levesque moved to approve the April 11, 2012 minutes as amended. Motion seconded by T. Lizotte. Motion carried.*** N. Comai and M. Downer abstained, not present at the meeting.

CONSENT AGENDA

1. Acceptance of \$300 Donation from Hooksett Kiwanis and \$100 Donation from Steve Clapp for the Veterans' Memorial Project per RSA 674:44-b.
2. Acceptance of Grant for Fire Department Training

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

TOWN ADMINISTRATOR'S REPORT

Dr. Shankle informed the Council of the following:

1. He shared an article from NH Fish & Game's quarterly newsletter about more than 500 acres of high-valued protected habitat in Hooksett (Clay Pond). The Fish and Wildlife would like to ask for permission to survey the area.

Mike Marchand, NH Fish & Games introduced himself and stated they were successful in acquiring a grant for five states, including New Hampshire to study turtles. They are requesting to use the areas in Clay Pond as one of their sample sites. They will be on the site for 5 days. They have received permission from Bear Paw.

V. Lembo moved to give permission for the study if Conservation Commission concurs. Motion seconded by S. Lovas Orr. Motion carried unanimously.

2. Girl Scouts did some badge work at the Fire Department.
3. The Ambulance related expenses for the quarter is \$37,135.95. A total of \$90,587 was billed. He requested for the Council to authorize the transfer of funds from the Ambulance Special Revenue Fund in the amount of \$37,135.95. The Council Chair was authorized to sign the transfer.

T. Lizotte asked how the funds were authorized to be spent.

Dr. Shankle explained expenses that are paid through the Ambulance Special Revenue Fund are overtime, taxes, retirement, vehicle maintenance, medical supplies, ambulance related telephone and fuel expenses, training and dues and new equipment.

T. Lizotte added the idea of setting a special revenue fund is to make the Ambulance self-sufficient. As the ambulance service generates more funds than needed, the Town should start diverting some of the funds to pay for i.e., Fire equipment.

Dr. Shankle stated expenses should be reconciled and matched up first then try to figure out what to do with the extra revenue.

4. Volunteers' Appreciation Dinner will be held on Saturday, May 5th 6 pm at the American Legion.
5. The Town is working on making service requests available on-line no later than July 1st.
6. Dr. Shankle is putting together a process for any requests to purchase town-owned land. Planning and Assessing departments will review all requests. The Town Administrator and Public Works Director will physically look at the property.
7. New policies will be set up for the Fun in the Sun Program.

NOMINATIONS AND APPOINTMENTS

ZBA Alternate member, exp. 6/2013

Gary Lee submitted his resignation from the ZBA as an alternate member.

J. Levesque nominated Jacqueline Roy as an alternate member of the ZBA.

Council consensus was to require new members seeking appointments as well as current members seeking re-appointments to submit application forms. This will be added to the Administrative Code. The Town Administrator will present a draft at the next meeting.

SCHEDULED APPOINTMENTS

Southern New Hampshire Planning Commission Report

David Preece, SNHPC Executive Director introduced himself to the Council. Hooksett has three members on the board, Richard Marshall, Mike Jolin and Robert Duhaime. The board is always looking

for a couple of alternates. He reviewed some of the services SNHPC are providing to its town members. They were contracted to complete the Economic Development plan, which will be adopted as a Chapter of the Master Plan. FEMA requires every town to adopt a hazard plan. These plans are updated every five years. SNHPC will be working with the Police and Fire Chiefs and the Town Administrator to update the hazard plan. Hooksett is now a part of CEDS (Community Economic Development Strategies), a federal economic development program. Other towns include, Bedford, New Boston and Weare. They are also working with the Planning Board and EDC on an economic development initiative called, “certified sites”. This is one way of marketing industrial sites in Hooksett nationwide.

The Metro Center is a regional economic initiative between the SNHPC and the Manchester Chambers of Commerce to work on projects several communities can all get involved with, i.e., redesign exits 6 and 7 off Route 293. This project is now a part of the 10-year DOT plan.

OLD BUSINESS

17 Granite Street – Wall Replacement

On October 12, 2011, the Council approved replacing the wall for a total cost of \$22,105.50 to be paid out of Public Works’ Construction Materials budget line item.

Leo Lessard, Public Works Director would like to change the design from a block retaining wall to a carved concrete wall. The total cost would be \$21,000. The manufacturer is asking to put their name on it for advertisement for a year.

V. Lembo moved to reconsider the vote made on October 12, 2011. Motion seconded by T. Lizotte. Motion carried unanimously.

V. Lembo asked if the 3-bid rule applies since labor will be included in the cost.

L. Lessard stated this company is the only one that does this particular type of work in the East Coast.

Dr. Shankle added the total cost is less than the original proposal.

V. Lembo moved to waive the three bid rule. Motion seconded by L. Boswak. Motion carried with N. Comai opposed.

Note: The Council is waiving the rules because the Town only received two bids.

J. Levesque moved to accept the recommendation for a total cost of \$21,000. Motion seconded by T. Lizotte. Roll call vote carried with N. Comai opposed.

Town Administrator Evaluation

Liz Dionne, Human Resource Coordinator presented the 2nd draft of the evaluation form.

N. Comai moved to adopt the evaluation form. Motion seconded by T. Lizotte. Motion carried unanimously.

J. Danforth moved to adopt the summary form. Motion seconded by J. Levesque. Motion carried unanimously.

Council consensus was to get the Councilors’ individual evaluations submitted to L. Dionne by June 1st and have the summary ready for discussion by June 13th.

NEW BUSINESS

Independent Audit RFP

The Town Charter requires for the Town to change auditors every 5 years.

Christine Soucie, Finance Director presented the bids received for Independent Audit for 3 years.

Plodzik & Sanderson	\$68,253.00
Graham & Graham	\$148,656.00
Melanson, Heath & Company	\$87,750.00

The RFP requested for estimated costs for a period of three years for both the Town and Sewer with 2 one-year extensions. The figures are just estimates. The actual audit could be more or less depending on the circumstances.

T. Lizotte moved to accept the bid from Plodzik & Sanderson for \$68,253.00 (for 3 years). Motion seconded by N. Comai.

T. Lizotte asked if the fees go up if they find something.

C. Soucie: There is a set hourly rate. The figures are just estimates. They have a good understanding of how much time they will need.

Roll call vote carried unanimously.

Fraud Policy

Per RSA, the Council shall be responsible for establishing and maintaining appropriate internal control procedures to ensure the safeguarding of all town assets and properties. The Town has never adopted a Fraud Policy. C. Soucie presented the proposed Fraud Policy for the Council to review. The policy defines fraud and classifies it into three categories, (1) Asset Misappropriations, (2) Corruption and (3) Fraudulent Statement.

V. Lembo moved to adopt the Fraud Policy. Motion seconded by T. Lizotte.

S. Lovas Orr moved to amend the policy. Motion seconded by N. Comai.

The Council discussed additional changes.

All motions and seconds on the table were removed.

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

A second draft will be presented at the next meeting with all the suggested changes incorporated with the document.

SUB-COMMITTEE REPORTS

Sewer Commission – T. Lizotte

The board is dealing with vendor issues.

Board Of Assessors – J. Levesque

- The board took care of some non-public items.
- Granted/Denied a few abatements.

Recycling & Transfer Advisory Board – J. Levesque

- Earth Day (April 21st) was a success.
- Processed about 63 tons of recycling last month.
- Automated trucks should be in end of this week or early next week.
- 2 new CDL B driver positions were advertised. The department now has 4 drivers, 3 with CDL A and 1 with CDL B.

T. Lizotte asked if the two positions are in addition to current staff.

Dr. Shankle stated three laborers are getting laid off and two drivers will be hired.

J. Levesque added the three laborers getting laid off were given plenty of chances to get their CDL licenses.

- The barrels will be in by May 30th. The covers and wheels have to be installed when they come in.

Public Works/Recycling & Transfer Union Negotiation – V. Lembo

A contract should be agreed on by next year's election.

Heritage Commission – J. Sullivan

- The board has applied for a Moose Plate grant to restore the Native American murals.
- The Town staff will hold a fundraiser softball game on Friday, June 22nd to benefit the Veterans' Memorial. The board is also looking into other possible fundraising events.
- Gathering information for a sequel to the Town's Historical Sketches which ended in 1967.

Perambulation – N. Comai

The board met with Marty Michaud (Manchester surveyor). Perambulation is required every 7-9 years. There is a section on Manchester/Hooksett boundary line neither town cannot agree on since 1969. An attorney will be working with Manchester to resolve the issue.

High School Study Committee – S. Lovas Orr

- The committee made a presentation to the School Board.
- Getting costs for converting Cawley Middle School into High School and building a new middle school.
- Checking all options.

T. Lizotte suggested taking into consideration realistic numbers for tax rates based on the increases in valuation over the time frame when the example high schools that are being used as reference. That tax rate might seem stable, but between 2003 and 2008 valuations nearly doubled in all communities, which mean the effective tax rate could be double, then shown. He felt it was important when explaining the true financial impact on the tax payers of those communities.

Planning Board – S. Lovas Orr

- The board is in favor of a plan for Manchester Animal Hospital to add an apartment downstairs to be used by staff and not to be rented out. A memo will be sent to ZBA.
- Approved a waiver for Granite State Market Place for a bigger sign.
- Approved waivers to extend for Harmony Place.

Economic Development Committee – L. Boswak

The board has met. The Metro Center has broken off into sub-committees. They are looking into some of the region's impediments to economic development, i.e., lack of zoning and planning uniformity, resistance in working together, moving to performance zoning to avoid variances, problems with third party plan reviewers, etc..

T. Lizotte asked how the Metro Center being a regional organization, handle a big project like the Cancer Center Treatment of America.

L. Boswak stated the Metro Center is not touching the CCTA. They are looking at regional projects such as the certified sites program and promoting the region across the country.

Chair Sullivan added a legislation was recently passed not to require the certificate of need for specialty medical facilities.

T. Lizotte requested for the Town Administrator to keep the Council informed of these types of information.

NON-PUBLIC SESSION

J. Danforth moved at 8:30 pm to enter into non-public session per RSA 91-A:3, II (a) “The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee effected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.”, and, 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 V. Lembo. Roll call vote carried unanimously.

J. Levesque moved at 8:57 pm to exit non-public session. Motion seconded by T. Lizotte. Roll call vote carried unanimously.

The Council made an announcement that they voted not to divulge the minutes of the non-public session.

ADJOURNMENT

The meeting adjourned at 9:00 pm.

Respectfully submitted by,

Evelyn F. Horn
Administrative Assistant

Leslie A. Boswak
Town Council Secretary