

Official

TOWN COUNCIL MINUTES Regular Meeting Wednesday, December 12, 2012

CALL TO ORDER

Chairman Sullivan called the meeting to order at 6:30 PM

ATTENDANCE

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

M. Downer – Excused

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

November 28, 2012 Regular Meeting - T. Lizotte motioned to approve the minutes of November 28, 2012 as amended. Seconded by J. Levesque. Vote as amended unanimous.

November 28, 2012 Non-Public Meeting (1st Session)

November 28, 2012 Non-Public Meeting (2nd Session)

November 29, 2012 Non-Public Meeting

Non-public minutes to be reviewed during non-public session.

CONSENT AGENDA

Acceptance of Donation to the Fire Department per RSA 31:95-e - \$272.

V. Lembo motioned to remove from the consent agenda for discussion. Seconded by T. Lizotte. Vote unanimously in favor.

V. Lembo asked if the t-shirts had the name of the company advertised on the shirts.

H. Murray tried to contact someone to confirm, however he was unable to reach anyone.

V. Lembo motioned to accept the donation. Seconded by T. Lizotte. Vote unanimously in favor.

TOWN ADMINISTRATOR'S REPORT

Dr. Shankle reported the following:

1. Noted letters of commendation received by Administration on employees.
2. Employees at DPW are receiving trained on pesticide spraying.
3. Tomorrow evening at 3 pm (December 14), DPW will be holding a silent auction.
4. Martin Cannata submitted a letter of resignation from the Planning Board.
5. A letter was received from the Project Manager of the I293 Improvement Study of a public hearing being held this evening.

This is in conflict with the Council meeting and S. Orr suggested they could be invited to a future Council meeting.

6. A letter was sent regarding property tax bills which went out late and may have been problematic due to the contract service used to mail the tax bills.

L. Boswak thanked Dr. Shankle for assisting with a posting issue for a meeting.

L. Boswak motioned to have a letter crafted advising all Boards and Committees of the Right to Know Law. Seconded by T. Lizotte. Vote unanimously in favor.

PUBLIC INPUT

Jodi Pinard, 11 Morningside Drive and DPW: Read a letter of thanks for allowing the DPW to have a Haunted Walk and Trail which was a success.

Peter Farwell, Cable Franchise Committee: The contract with Comcast is on the agenda and I ask that you ask the Town Administrator to take the next step and start negotiations with Manchester. Take the next step and allocate a certain amount of money to incorporate the dissemination of the information that Council, School Board, and Fire Department have instead of just signing the contract. I feel more people would get involved if they could watch the meetings on cable. It would have a great benefit with no negative impact. Almost every town in NH has at least one channel. Manchester had 3, Bedford and Goffstown have 2. We could use it for elections to meet candidates, as well as for the School, the Library, and the Fire Department. It has no limit. It does have a cost but with the advance in technology, it could be at a nominal fee and the bite on the taxes could be small the first year. If you approve the contract with Comcast, please ask the Administrator to take the next step and establish a committee to carry this on.

NOMINATIONS AND APPOINTMENTS

Planning Board appointment

T. Lizotte nominated Don Winterton for appointment from alternate to full member on the Planning Board.

J. Levesque nominated Rob Duhaime for appointment from alternate to full member on the Planning Board.

V. Lembo asked if a letter of interest is required for the appointment.

SCHEDULED APPOINTMENTS

Library Trustees - Interdepartmental Cooperation

Mary Farwell, Heather Rainier and Matt Broderick

Matt Broderick read a letter from the Board of Trustees thanking the DPW for their work on the stairs and walkway and thanked the Park and Rec department for their help in improving the landscaping and lawns. A special thanks to Darrell Bradley for his professionalism and help in the building. Thank you to JoAnn Duffy for her help with the library sign.

CIP Committee - 2013-2014 CIP (Capital Improvement Program) Plan

J. Sullivan thanked the Trustees for their work and commended the library staff for a wonderful experience.

Tom Walsh, Don Winterton, and Marc Miville presented the 2013-2014 CIP Plan.

There are no new items on the CIP this year.

T. Walsh reviewed the plan. (See file.)

The Council requested photos of all town vehicles including Fire.

V. Lembo asked for the status of the drainage study in Beaufort. A discussion ensued regarding the prioritization of the drainage work in Town. Leo Lessard, DPW Director stated that work is done based on need.

OLD BUSINESS

Approval of 2013 Health & Dental Insurance Rates

V. Lembo motioned to accept the Health insurance rates as presented. Seconded by T. Lizotte.

C. Soucie stated of the estimated remaining Health insurance budget line (\$186,000), 60% (\$120,000) is in the Police Health Insurance Line. This is due to vacant positions and not the renewal rates.

Roll Call Vote unanimously in favor.

Acceptance of (\$5,193.45) Grant Fund Reimbursement for Fire Department per RSA 31:95-b.

V. Lembo motioned to accept the Grant fund Reimbursement for the Fire Department. Seconded by T. Lizotte. Vote unanimously in favor.

Acceptance of Legends Drive (Road A) Roadway Extension

T. Lizotte motioned to accept Legends Drive Roadway Extension. Seconded by J. Danforth. Vote unanimously in favor.

Approval of Comcast Cable Franchise Renewal Agreement

N. Comai motioned to approve contract with 3% of gross annual revenues, an 8 year agree from Dec. 2012 to Dec. 2020, and PEG channel access per the agreement which has been reviewed by the attorney. Seconded by L. Boswak. Roll Call Vote unanimously in favor.

N. Comai motioned to form a Cable Access Subcommittee and establish a charge. Seconded by L. Boswak. Vote unanimously in favor.

Administration Department Reorganization

Dr. Shankle reviewed the reorganization plan for the Administration Department.

Requesting the remainder of the reorganization.

1. Create the position of Administrative Services Coordinator.
2. Eliminate Human Resources Coordinator and change the Administrative Code.
3. Approve the layoff of the present Administrative Assistant.
4. Update the Classification Plan as required in the Personnel Plan, Section 3, pg.15.

Dr. Shankle: When I applied for this job, I met with 3 groups of people, the Councilors, the citizens group, and employees. Not one person in any group said “we want the status quo”. We want someone that can help Hooksett move forward. I do think that one thing I try to do is stay out of the way of the good things that people want to do. We’ve done some good things. We’ve built relationships between departments and the schools. We’ve increased transparency and put meetings on-line. We’ve increased information sharing with a memo in the newspaper. Information goes out through video streaming with department heads. We are trying to find ways to gather hard data. I have taken small reorganizational steps and it is time to move my department forward. It has been mentioned to look at the whole piece and do it all at once. Incremental changes are easier to digest and given things that have happened here in the past, I think Hooksett would be best served by incremental changes. I’m trying to eliminate silos and trying to increase responsibility and accountability.

Dr. Shankle noted 7 key design principals referenced in the book “Seamless Government”.

1. Organize around outcomes not function.
2. Substitute parallels through sequential processes.
3. Bring down stream information upstream.
4. Capture information once.
5. Provide single contact.
6. Continuous flow.
7. Use a triage approach.

That is why the job descriptions are written the way they are. I am trying to do this without increasing positions. The job descriptions have been kept broad intentionally. In my department, I’m trying to put together a three (3) member team who are responsible for all actions. Basically, when it comes to job titles, Administrative Services are ongoing operations. The job descriptions intentionally overlap. Lastly, I understand that change is hard, but we need to keep the vision before us of what we want to do. We

want better outcome of our projects. We need more data driven decision making. I want to see more specific clarity by using GIS more and the importance of performance measuring. I'm hoping you will support this even though it is not easy. I think we all want to keep moving forward on the path faster and more efficiently.

V. Lembo motioned to not approve the reorganization plan as outlined. Seconded by J. Levesque.

V. Lembo: After reviewing the staff report it is not a well thought out plan. There are points that violate the personnel plan. To eliminate the Human Resources position is the poorest plan. The layoff violates the personnel. In my opinion, the personnel plan on page 16 outlines the responsibility of the town in reorganizations. The reorganization of Human Resources is inappropriate to put onto the departments. The job descriptions describe everything that falls under the duties of the Town Administration. This violates the American Disability Act.

L. Boswak: I think what is before us is a philosophical issue. A few meetings ago I spoke about the police audit which spoke volumes of what is happening here regarding professional development and the culture of this town. Are we going to abandon our current employees for more qualified employees? We don't talk about goals and objectives with current employees. I also believe there is a bigger picture and I think Dr. Shankle has a bigger plan and I don't want to be spoon-fed. We have a workforce that is terrorized into losing their job. No one has been given the opportunity to change and perform.

J. Sullivan: We did vote to approve a Project Coordinator and we were aware that the result would be a layoff. If we vote not to lay that person off, we still have that project coordinator. If there are concerns, we need to follow the proper steps.

S. Orr: When we voted to change the positions, we voted to create a new position and eliminate the Administrative Position. My thought was the current Administrative Assistant would be in running for that position and considered and given whatever training would be necessary. We are being asked to make decisions on personnel and positions when I have no idea what goes on in the day to day operation at the town hall. I don't know job performance of staff. We cannot make these important decisions without more information. I take exception to the vote taken previously and I did not assume a layoff. I thought current employees would be seriously considered since they were already doing those jobs.

N. Comai: Dr. Shankle made the statement that the money was going to come from the layoff of the Administrative Assistant. There was a question on how to pay for this position and it was stated a layoff.

Dr. Shankle: I have offered the job to someone with a background in GIS and project management. The fact is I never would have gotten to the outside candidate if I had an internal candidate.

V. Lembo withdrew his motion and J. Levesque withdrew his second.

L. Boswak motioned to enter into non-public session under RSA 91-A: 3, II (c). Seconded by V. Lembo. Roll Call unanimously in favor.

The Council entered non-public session at 9:17 pm.

The Council voted to seal the non-public session.

The Council returned to public session at 10:20 pm.

V. Lembo motioned to delay the hiring of the Project Coordinator until the first meeting in January (January 9, 2013) to ensure it is in compliance with the Personnel Plan. Seconded by L. Boswak.

T. Lizotte stated he would prefer the offer be rescinded.

Roll Call Vote

V. Lembo Yes
J. Levesque Yes
T. Lizotte No
S. Orr Yes
L. Boswak Yes
N. Comai No
J. Danforth Yes
J. Sullivan Yes **Vote 6:2 motion carries.**

Town Charter Amendments

Article 8, Section 8.3.A

The Council agreed to have the charter conform to State Statute.

L. Boswak motioned to amend the Charter to require 25 voters for referendum petition. Seconded by V. Lembo. Vote 7:1 motion carries.

Article 11.1A

L. Boswak motioned to place the amendment on the ballot as written. Seconded by V. Lembo. Vote unanimously in favor.

Article 5.4C

N. Comai motioned to place the amendment on the ballot as written. Seconded by T. Lizotte. Vote unanimously in favor.

NEW BUSINESS

Surety Bond Release – PSNH CT & M Facility - \$857,173.14

V. Lembo recused himself because he is employed by PSNH.

J. Levesque motioned to approve the release of the surety as presented. Seconded by N. Comai. Roll Call vote unanimously in favor.

S. Orr left the meeting at 10:39 pm.

Budget Presentation - Overview

Dr. Shankle stated that the Budget Overview presented does not include the Police or Sewer Budgets. The Police Department's budget has been submitted but is still being reviewed. This year's budget is 1.53% higher than last year's, which is due to the increase in retirement, the assessing revaluation, health insurance and union contracts. The Operating Budget is estimated to be \$55,605 higher than the default. Revenues are estimated to decrease \$430,000. Major factors include a decrease in the TIF Bond and Special Revenues to purchase a loader for the Transfer Station.

J. Sullivan asked about the impact of the new federal laws related to health insurance.

C. Soucie stated we are not yet sure what the impact will be.

T. Lizotte requested a budget for the ambulance service.

L. Boswak stated that the disclosure of the type of health insurance plan individuals have is a violation of the HIPA laws.

Dr. Shankle stated the information will be removed.

Administration and Agencies

L. Boswak motioned to table the Administration's budget. Seconded by T. Lizotte. Vote unanimously in favor.

Assessing

L. Boswak motioned to reduce the uniform line to \$1. Seconded by V. Lembo. Vote unanimously in favor.

V. Lembo motioned to approve the Assessing Department's budget for \$294,213. Seconded by N. Comai. Roll Call vote unanimously in favor.

Budget Committee

M. Miville presented the Budget Committee budget.

L. Boswak motioned to approve the Budget Committee's budget for \$7101. Seconded by T. Lizotte. Roll Call vote unanimously in favor.

Cemetery Commission

Mike Horne reviewed the Cemetery Commission's budget with the increase of \$3000 for professional services. Services will be for digital scanning of records.

N. Comai motioned to approve the Cemetery Budget for \$3900. Seconded by J. Danforth. Roll Call vote unanimously in favor.

Conservation Commission

L. Boswak motioned to reduce the dues & training line to \$200. Seconded by T. Lizotte. Vote unanimously in favor.

N. Comai motioned to approve the Conservation Commission budget for \$10,715. Seconded by T. Lizotte. Roll Call unanimously in favor.

Debt and Leases

L. Boswak motioned to approve Leases for \$51,601. Seconded by T. Lizotte. Roll Call vote unanimously in favor.

L. Boswak motioned to approve the Debt Service for \$1. Seconded by T. Lizotte. Roll Call vote unanimously in favor.

The next Town Council meeting to review the budget is Wednesday, January 2, 2013 and Saturday, January 5, 2012.

PUBLIC INPUT

Marc Miville, 42 Main Street: Regarding the Comcast contract, at the last meeting, the points about the previous warrants being voted down; the distinction is they were voted down because it was a vast proposal with studios and equipment. It was an all-encompassing. This 1% Comcast proposal is different. With the 1 million dollars collected over the past eight (8) years, we could have built a studio. We haven't spent a dime on public access. I would also think if you want to add 1% of the 3% that is being collected; it should have been stated in the contract. I would like to be considered to be a member of the newly formed committee. I do take exception that the Town Administrator was called vindictive. That is a violation of Council rules. I stated at a previous meeting that a motion was hypocritical and that was not directed at an individual. Regarding the budget, when I was young, every year we would sit in the back yard and look at the Sears catalogue and make a wish list. I'm asking for restraint with the budget and I see a 1.5% increase and I ask for restraint.

T. Lizotte motioned to enter into non-public session per 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."

Seconded by J. Levesque. Roll Call vote unanimously in favor.

The Town Council entered non-public session at 11:25 pm. Council left non-public.

The Council announced that they voted to seal the minutes of the non-public session.

ADJOURNMENT

V. Lembo motioned to adjourn. Seconded by T. Lizotte. Vote unanimously in favor.

Respectfully submitted,

Lee Ann Moynihan

John Danforth
Town Council Secretary