

Official

**TOWN COUNCIL MEETING
MINUTES
Wednesday, March 27, 2013**

CALL TO ORDER

Councilor Sullivan called the meeting to order at 7:10 pm.

ROLL CALL

L. Boswak, Nancy Comai, M. Downer, Vincent Lembo, James Levesque, Todd Lizotte (excused), Susan Lovas Orr, Chairman James Sullivan and Dr. Dean E. Shankle, Jr. (Town Administrator)

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

March 13, 2013 Regular Meeting

M. Downer motioned to approve the minutes of March 13, 2013 as presented. Seconded by V. Lembo.

Correction pg. 3 as a result there is a vacancy in district "6", change to district "4"

Pg.4 "mandatory" curbside recycling

Pg. 5 Gerber Dental Group's request for a "waiver" for a larger sign...

Vote unanimously in favor as amended. N. Comai abstained

CONSENT AGENDA

- (a) FEMA reimbursement
- (b) Homeland Security Grant Funds
- (c) NH Fire Academy Training Grant
- (d) Beaver Brook wetlands permit

J. Levesque motioned to approve the consent agenda. Seconded by M. Downer.

S. Orr requested to remove of item (d) Beaver Brook wetlands permit

Vote unanimously in favor (not including BB Wetland permit

Beaver Brook wetland permits.

L. Lessard stated that the permit had expired and they are looking to renew it. The permit is in the Town's name so it must be signed by the town. It is on site for that project. It is just an extension of the existing approval.

Steve Keach stated that it is in the Town's name because the crossing is in the town's right of way.

This is an offsite improvement required by the Planning Board. Conservation gave a favorable approval for the renewal of the wetlands permit however Councilor Lizotte, representative to Conservation Commission requested Council's approval prior to signing by Mr. Lessard.

This is a residential subdivision.

***S. Orr motioned to approve the BB wetlands permit. Seconded by L. Boswak
Vote unanimously in favor***

TOWN ADMINISTRATORS REPORT

- Dr. Shankle distributed a copy of the open filing positions.
- Liz Dionne will be leaving the Town of Hooksett to become a Town Administrator in another community after working in Hooksett for 24 years.
- Lee Ann Moynihan completed her certification for a Measurer and Lister with DRA.
- The trucks on Main Street will be addressed by the Police Chief
- Fun in Sun is being planned and there will be new and old counselors on staff
- Bass Pro is moving ahead
- ICM region summit was attended by the Administrator
- Taped Interviews with the Department Heads have begun. They include the review of the budgets and the warrant articles.
- Boston Post Cane will be presented next Tuesday afternoon by Dr. Shankle.

PUBLIC INPUT

None

NOMINATIONS AND APPOINTMENTS

Council Secretary

***L. Boswak nominated V. Lembo as Secretary for the remainder of the Fiscal year.
Vote unanimously in favor***

SCHEDULED APPOINTMENTS

Matt Mercier, HEDC

Some of the Councilors attended the meeting on HEDC summit on February 20th and we are in the beginning stages of determining what "business friendly" looks like. The next step appears to be a series of meetings over the next several months to speak to business owners who are in

town and determine what it is like to do business in town. We will conduct online surveys and find different venues to gain input and a report will be written.

The Ambassador Program has been difficult. Craig Ahlquist and Dave Scarpetti thought it might be good to determine who has recently received a Certificate of Occupancy in town and target those individuals for input.

There was some discussion about the Bass Pro situation and people were forthcoming with the information. HEDC would like to be more closely involved in the preliminary discussions with businesses looking to come to town. The committee is vital and active and we are excited about continuing the work.

The HEDC's Charge is three pronged:

- Assist in the recruitment
- Retain current business
- Unify the vision of the town organizations

We would like to be involved in the courtship process with prospective businesses.

L. Boswak thanked Matt for this work and the work of the committee.

Police Commissioners and Chief Bartlett

J. Sullivan stated that the Commission is here as a result of a letter received from Commissioner Chair McHugh requesting the opportunity to speak to the Council.

J. McHugh read a statement to Council and delivered a three part presentation.

Status of Police Department (Commissioner Karolian)

A review of the past and present situation at the Police Department was given which included the status of the SOP's, morale, and review of staff and vehicle inventory.

Budget (Commissioner McHugh)

J. McHugh review the budgets and spending over the past 5 years.

Implementation of the Audit (Commissioner Scherer)

K. Scherer reviewed the audit process and the resulting actions by the Commission including the hiring of a new Police Chief.

Overview -Chief Bartlett

The Chief reviewed long and short term goals of the department.

J. Sullivan stated the Council will not discuss the petition article.

M. Downer: Thank you all the Commissioners for coming forward. The numbers presented by Commissioner McHugh and Chief Bartlett show a level of engagement by the officers on the street. I appreciate the level of thoughtful review for the budget. The audit discussion touched on department improvements; did that activity give cause to look at the commission's process and were there lessons learned as commissioners?

J. McHugh: One of the findings in the audit was the need for chain of command. There have been times when we violated that ourselves and it was a situation with prior commissions as well. We were made aware that we need to adhere to that.

Ken Scherer: This is the third time we are here in the past year. We have never been adverse to that. We try to be as transparent within the guidelines of 91 A. We have had a long difficult process. We, as a commission, are not adverse to any type of open dialogue with the Council.

L. Boswak: I made the motion to not discuss this. We were in a time of just hiring a Chief and I wanted to let things go. On behalf of the sworn and unsworn staff, to allow them to flourish with the new chief was my reasoning for the motion. I would love to see the Commission invest in a camera so you can communicate with the public. I have heard great things about the Chief. Missing from the presentation was the recognition of the work of the men and women of the department to make it all happen.

J. McHugh: I do appreciate the members of the department without whom it would not be successful. We have recognized them through promotions.

Commissioner Karolian: I believe we did speak about that.

K. Scherer: When we speak and use the word "we", I am referring to the entire department not just those at the table. It is the entire team.

S. Orr: Has there been consideration for the morale issues and the great strides you are making to have a random satisfaction survey for the staff. It is great to have the conversations, but there is a value in the anonymous feedback.

Chief Bartlett: That was one of my intentions as things move on but I wanted to wait longer than my first 57 days. I wanted to make my assessments first and get to know everyone. I think an anonymous survey is essential. I want a citizen survey as well. It is imperative for us to know what the community is expecting.

S. Orr: Where are you in the SOP process and how much more needs to be done?

J. McHugh: The format doesn't allow you to see the old and new policy. I have spent 8 to 10 hours reviewing 12 to 14 hours for each. Some have not been reviewed since 1997. Some are reviewed more than once before approved. Thus far we have reviewed 75 to 85 policies in the past four (4) months.

Chief Bartlett: Coming into the process mid-stream, there are a lot completed and signed off. The ones not completed are difficult to determine. The employee tasked with that when PSSG was here is no longer doing that alone. Her work is refocused on that for the entire workweek. 200+ standard operating procedures is a work in process. My goal is to have this complete by June 1st. They need to be in a functional process and electronically distributed.

S. Orr asked how the disciplinary action is different now with the new Chief.

Chief Bartlett: My sense of discipline needs to be given out in a progressive nature. If someone violates a policy or rules of the department, it must be addressed on the front line supervisory level with documentation. Any infraction is documented to make corrections and retrain. If I see fit to open internal affairs and there is an investigation, that moves forward and it will be vetted out completely and the employee will be given all the rights. It must be consistent and not subjective to the person.

S. Orr: School bus safety issue, you said you were in contact with Dr. Littlefield. I have a daughter at Manchester H.S. Students of the High School were not notified of the incident although letters went out to elementary students. Keep in mind that the High School students also wait for buses and should be notified as well when incidents happen.

Chief Bartlett: That point is well taken and it will be communicated with Dr. Littlefield on how to bridge that gap.

N. Comai thanked the Commission for their work and knowledge.

V. Lembo thanked the Commission for coming.

V. Lembo requested that the Chair express congratulations to Captain Daigle for being recognized as the employee of the year.

Dr. Shankle: How will it affect everything you are trying to do if we end up with a default budget next year?

J. McHugh: We are currently working with a default budget which has been difficult and has hampered projects that we have wanted to go forward with. We do our best to manage the funds

we have been given. Over the last few years, we had the increase in retirement which is an added cost to several departments in town as well as the increase in insurance and fuel cost. With the new vehicles, we hope fuel and maintenance cost will decrease. The overtime line will be minimized as much as possible.

Chief Bartlett: Regarding the truck traffic on Main, I would like to contact SNHP to do a vehicle weight survey for the road if possible. I looked at the signs and they appear to be placed appropriately. We will look to see what we can do for enforcement action.

V. Lembo: The major problem is the GPS in the trucks take them through Main Street rather than College Park Drive. I think the sign is a little small and possibly move the sign back so trucks can anticipate not making the turn.

Old Home Day – Carrie Hyde

The committee has starting planning early for 2013. We would like to get more sponsors and more vendors. The Community involvement was huge. We will continue with the parade. I met with Chief Bartlett and reviewed the process. I sent the permit to the State and hope to make it an annual event. We are hoping to see an increase in attendance and more sponsors and vendors. We had an increase of 45% last year and we hope to have a 32% increase this year.

The Date is planned for September 21st, 2013 at 10:00 am with the parade and opening ceremony at 11:00 am. The bids for the fireworks went out a month before the event last year and I requested Mr. Lessard send out the bids much earlier this year.

The Road Race is coordinated by Kiwanis.

OLD BUSINESS

Town Warrant: Motions and Seconds

D. Riley, Town Moderator reviewed the procedures for the Deliberative Session on April 6th at 9:00 AM.

Council Goals

N. Comai asked that we look into the phone and internet contacts and the web.

L. Boswak requested that we update the website with living people.

The Town Hall front door is still a problem and people still are confused about the entrance.

L. Boswak asked if there has been consideration given to putting legal services out for bid.

This will be placed on the agenda

Dr. Shankle presented the following list of goals:

- Tax stabilization

- Improve community engagement and increase social media. A survey is a good idea.
- Data Driven decision making which will lead to putting together performance based budgeting
- More training and standard operating procedures.

J. Levesque suggested looking into more “eye catching” signs to be erect on Hackett Hill Road in reference to the signs requested at the last School Board Meeting by a young resident on Hackett Hill.

Appointment of District 2 Councilor

J. Sullivan has 30 days to appoint a Councilor.

NEW BUSINESS

Amendment to Section 218 Agreement

V. Lembo motioned to sign the 218 Amendment to the agreement between the State of New Hampshire and the Town of Hooksett increasing the exclusion paid to election workers in the TO \$1600. Seconded by N. Comai.

Vote unanimously in favor

SUB-COMMITTEE REPORTS

J. Levesques stated the transfer committee met last night.
Earth Day is April 20th.

J. Sullivan – Old Town Hall Committee, a meeting is being scheduled.

Heritage Commission continues to work on a date for the Native American Mural

Veterans Park continues with a dedication planned for September

Heritage Day fund raiser is May 17th (Antique Road Show)

S. Orr – Planning Board

Dunkin Donuts came to the Board with a conceptual design for their entrance way.

SNHU is planning to build a library (3 stories) and learning center.

Austin Woods is looking for extensions for their conditional approvals.

Public Input

M. Miville, 42 Main Street: Regarding legal representation, I agree there have been some issues.

Based on the comments regarding how to get the word out on the budget, I wrote a letter for the voter’s guide; what is the Council planning to do to promote the budget? I will be posting my letter on social media as well as the website. We need to educate the voters over the next month and half.

Recycling, it seems we need better explanations before the warrant goes out. 31% based on tonnage is a very good participation nationwide. I'm concerned that fees may be levied and resulting in loss of service.

Police Commission, based on what was said tonight, having sat at many Police Commission meetings, I have never seen a Commission work harder than this group. Look at where they were and where they've come. I commend the Commission for holding the budget. A survey would never have been accomplished with the prior administration. Those wanting to abolish the Police Commission do not have first hand knowledge of the commission. I am pleased to hear the Council's praised for their work.

Non-public

M. Downer 91A:3 © into non-public at 9:55 pm. Seconded by L. Boswak.

Roll Call Vote unanimously in favor

L. Boswak motioned to exit non-public at 10:10 pm. Seconded by J. Levesque seconded.

Vote unanimously in favor.

L. Boswak motioned to seal the minutes. Seconded by s. Orr.

Vote unanimously in favor

ADJOURNMENT

M. Downer motioned to adjourn at 10:12 pm. Seconded by V. Lembo.

Vote unanimously in favor.

Respectfully submitted,

Lee Ann Moynihan