

TOWN COUNCIL MEETING MINUTES
Wednesday, August 14, 2013

CALL TO ORDER

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

ROLL CALL – ATTENDANCE

Dr. Dean E. Shankle, Jr. (Town Administrator), James Sullivan, Nancy Comai, Donald Winterton, David Ross, James Levesque, Todd Lizotte, Robert Duhaime (arrived 6:35 pm)

ABSENT

Susan Lovas Orr (Vacation), Leslie Boswak (Vacation)

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

a. 7/10/13 public

***N. Comai motioned to approve with edits. Seconded by T. Lizotte.
Vote unanimously in favor.***

D. Winterton: We discussed at the workshop things that need to be added to minutes. I would like the minutes amended to reflect changes in terms of votes that were abstained and re-record votes.

J. Sullivan: We have not officially changed the rules so those minutes remain the same; going forward these changes will be reflected.

b. 7/10/13 non-public

***J. Levesque motioned to approve. Seconded by T. Lizotte.
Vote unanimously in favor.***

AGENDA OVERVIEW

Chair Sullivan provided an overview of tonight's agenda.

CONSENT AGENDA

- a. 13-71 Surety Bond Reduction – Holt-Neighborhood Works
- b. 13-72 Surety Bond Reduction – United Rentals
- c. 13-60 Acceptance of FEMA grant - \$54,625.59 (public hearing held on June 26, 2013)
- d. 13-73 Donation from PSNH - \$2,500

T. Lizotte motioned to accept the consent agenda. Seconded by J. Levesque.

Roll Call

S. Orr – Absent

L. Boswak – Absent

N. Comai – Yes

R. Duhaime – Yes

D. Winterton – Yes

D. Ross – Yes

J. Levesque – Yes

T. Lizotte – Yes

J. Sullivan – Yes

Vote unanimously in favor.

TOWN ADMINISTRATOR'S REPORT

- Old town hall – starting to look better
- Received approval for finance software; vendors in today and tomorrow to get finance dept. set up. We've had several bid openings based on approvals from previous town meetings (Fire, Police, DPW, Recycling)
- Fun In The Sun – ending Aug 23; has been going well

- Sewer commission meeting – town attorney still working on Wal-Mart project; it's going to help other development up there; couple days later I went to MHT water works – they are trying to sell land here and in Auburn. Bear Paw is looking to buy a lot of land in Hooksett (will make the entire NE corner of town on conservation easements)
- Annual September Council employee appreciation dinner. No date yet; HYAA provides food, town Council staffs – to be discussed in more detail at the next meeting.
- Employee news:
 - Retirement – James Anderson (firefighter)
 - Fun In The Sun camp counselor Sarah Guillemet made Dean's list
 - Jodi Pinard has resigned after 9 years to become town administrator in Chichester.
- Annual indemnification vote that the Council takes on public officials related to RSA 31

T. Lizotte motioned that the Town Council confirms by a roll call vote, that the Town of Hooksett will adopt RSA 31:104, 31:105 and 31:106 to provide immunity and indemnify all Town Councilors, other elected officials, employees, agents as well as appointed officials that serve on committees and boards within the town of Hooksett; 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.

Seconded by N. Comai

Roll Call

S. Orr – Absent
L. Boswak – Absent
T. Lizotte – Yes
N. Comai – Yes
R. Duhaime – Yes
D. Winterton - Yes
D. Ross - Yes
J. Levesque – Yes
J. Sullivan – Yes

Vote unanimously in favor.

T. Lizotte: We have done this the last 2 or 3 years, to have on record that the town will indemnify us against any civil actions which are done appropriately. Affirms that we understand and gets in on the record for the year moving forward.

J. Sullivan: We should include this in the agenda for the first meeting of next year.

- We did get a formal complaint from a resident regarding a budget committee official; per the charter, I sent it to budget committee for review and notified resident of what had been done
- Old Home Day – signed up for a booth; info coming from N. Comai
- ISO issue – one resident that had notified the town has received a rebate check based on info he got back from the water company; I sent a letter to the water company and received a return letter. I did what you asked and they were already planning on contacting residents.

T. Lizotte: In regards to the sewer commission, it would be nice if you could talk to them in terms of what the financial impact is and how the payback would be facilitated.

Dr. Shankle: They are trying to help with the auditors. The way it's planning on working is Wal-Mart will front money and they get their fees back as other people hook up to system; that money would go back to Wal-Mart. It is not considered long term debt because if nobody else ever hooks up, we would never pay anything. We are just using money that comes back in only if other people hook up. This is not uncommon – they front the money and the sewer/hookup fees that come in go back to Wal-Mart until it is repaid.

PUBLIC INPUT

Harold Murray - 311 Hackett Hill Rd.

I received the town charter and administrative code to review. I have a question on page 1, section 1.5 of the charter; it states the mapping needs to be done 75 years from now which would be in 2088. I think that is probably a typo.

J. Sullivan: That is correct. When they created districts so people would be aware of what district they could run in, they would have to establish districts by 10/15/1988 – update to reflect **1988**.

H. Murray: I see nothing in the organizational section on emergency management. Should that be in there since it gives all other jobs and duties (nothing in either the town charter or administrative code)? There is nothing in either one regarding emergency management. That falls under the town manager.

J. Sullivan: If it needs to be added, we will make an amendment to add that.

NOMINATIONS AND APPOINTMENTS

a. Planning Board: Paul Scarpetti

R. Duhaime motioned to nominate Paul Scarpetti to the Planning Board.

R. Duhaime: I have known him for years; he was active on the 28 bypass and has developed many parcels in that area. I believe he will be a great addition as he has a lot of expertise in Hooksett real estate.

J. Sullivan: What is the term?

T. Lizotte: Through 2016.

J. Sullivan: So he is nominated at this meeting and appointed at the next meeting

D. Winterton: If the nomination is proper, I would motion to suspend the rules so we can appoint him tonight. There is a meeting coming up on Monday with only 7 members, we might not have a quorum.

***D. Winterton motioned to suspend the rules so Mr. Scarpetti can be appointed to the planning board tonight. Seconded by N. Comai.
Vote 6-1 in favor.***

T. Lizotte: Regarding the motion to nominate, is Mr. Scarpetti here today?

R. Duhaime: No he is not here today.

T. Lizotte: I'm at a loss; he is president of Sierra Development. He fully acknowledges there could be a conflict of interest at times. Does anyone have any concerns about that?

R. Duhaime: I would assume he would have to recuse himself, as an abutter, if there was a conflict.

D. Winterton: I had discussions with Mr. Scarpetti about this. He was concerned that his involvement in development would be an issue, and even though he may have to recuse himself often, he still thought he could bring a lot to the board. I think it's really good when we move someone from that side of the table to the other side. It brings a whole lot of value to the town. As a member of the planning board, I have no doubt he will recuse himself as necessary.

Dr. Shankle: The planning board supported this and supported the idea of suspending the rules because they are down 3 alternates and need additional members.

J. Sullivan: Do they have a concern with it being a possible conflict?

Dr. Shankle: It didn't come up; they already know him.

D. Winterton: Mr. Scarpetti's business partner (his brother) presented at the last planning board meeting. When it comes back, he is going to step down. We discussed that.

D. Ross: I voted to suspend the rules just to have a discussion. I don't like waiving rules, especially when it comes to appointments. My fear is how often is he going to recuse himself? He has relationships with other builders in town. I have a lot of trepidation with this appointment because the appearance is enough to create problems. He may be unable to fully do his duties because of the perception. I think it should be thought about until the next meeting.

T. Lizotte: I'm ok with the 2 fellow Councilors who have been on the planning board who believe this appointment would be ok. I also agree with Mr. Ross that it might get to be a lot of recusals, potentially. We all sit on the Board of Assessors and we have a lot of friends that come to the Board of assessors, and we adjudicate appropriately. The planning board is governed by a set of rules and I'm sure it will be adjudicated appropriately.

D. Winterton: I hope Mr. Scarpetti will have to recuse himself often. That means the planning board is busy and that means we are moving in the right direction.

R. Duhaime: He is very active in town; he has been here a while and has an investment in this town. I think he will be a good addition.

J. Sullivan: There have been other individuals who have had some roles in development or building sites that have served that have not created any problems.

N. Comai: I'm sure there are measures in place that if a member of the planning board acts inappropriately there are steps to be taken. I love when people come from one side of the table to the other. He is being transparent and not hiding anything. I tend to agree to give him a chance.

R. Duhaime: Raymond Guy he was a realtor and was on the planning board for several years with me before he sold his house in Hooksett. We would get into a lot of debates – he would look at it from the realtor point of view, the marketing side. Once he left town, we lost that point of view.

J. Sullivan: A realtor would have the same reason to abstain due to potential conflict.

J. Levesque: It's hard to get experienced people in the trades business on the planning board. I would think that any member can call for him to step down if there are any conflicts of interest. I have had to step down on the ZBA a few times as some things have touched on my property. I have no problem with the appointment.

N. Comai: Should we consider any other volunteers? He isn't competing with anyone so I think it would be OK to accelerate the process.

J. Sullivan: At our workshop, we looked at procedures and requiring a reason for changing rules. What we decide tonight is worth discussion on who serves on a board if there is a potential conflict.

D. Ross: There are 3 open alternate seats. So only 1 full member position is open?

D. Winterton - This is a full position that is open; there are 4 total openings, 1 full and 3 alternates.

J. Sullivan: There will be a full board with this appointment, but there are still 3 alternates that need to be nominated and appointed.

T. Lizotte: Based on the conversation with my fellow Councilors, I am satisfied to move forward.

R. Duhaime motioned to appoint Paul Scarpetti to the Planning Board. Seconded by N. Comai.

Dr. Shankle: These 4 seats have been open since July 1 and he is the only one who has applied for it.

J. Sullivan: Should there be another push to the press for more volunteers for the planning board and other boards?

D. Ross motioned to table the appointment. Not seconded. Motion defeated.

Roll Call

J. Levesque – Yes

T. Lizotte – Yes

S. Orr – Absent

L. Boswak – Absent

N. Comai – Yes

R. Duhaime – Yes

D. Winterton – Yes

D. Ross – Abstained due to disagreeing with the process of waiving the rules regarding the appointment of Mr. Scarpetti. I feel we are rushing to fill a seat that has only been open for 30 days.

J. Sullivan - Yes

Vote in favor 6-1

SCHEDULED APPOINTMENTS

a. Pop Warner Jamboree: David Diccico (spokesman) and Jerry Goodwin

D. Diccico: The jamboree is this Saturday, 8/17. The first game is at 8 am and the last game is around 3:30. We are all set with parks and rec and Cigna for parking. There will be shuttle service between the areas. Everything is the same as last year. This is our 11th year; there are 28 teams, which equates to approximately 500 people coming and going throughout the day.

J. Sullivan: There have been no issues in the past?

J. Goodwin: It used to be 2 days, but we scaled back to one day. We got Cigna to allow us to use their parking lot and we hire charter buses to shuttle people back and forth.

D. Diccico: Every year we get a lot of comments throughout the season that the facilities and conditions we provide are complimentary of the parks and rec dept. They do a great job for us and for the town.

b. Eagle Scout Project: Colin Burns – troop 292

C. Burns: The proposed project is an informational kiosk at Donati Park

C. Burns: I am working on my eagle project at Donati Park. In the main parking lot in the middle island – I am going to set up a kiosk (10' x 8'); board with information is 8'x4'. There are 4 parts to the info board: 2 bolted shut on opposite sides and 2 changeable ones with hinges. Those will house sports schedules, rec events (Old Home Day). The permanent side will house a map of the area and rules and regulations for the park. I am hoping to get it up and operational by old home day so people will know where to go.

J. Sullivan: Will the kiosk be on the front side of the island or behind?

C. Burns: It's going to be on the side of the island. There will be trees and rocks and the board will be going parallel to the road so as not to incur traffic jams.

C. Burns: Fundraising – I have already raised all the money I estimated I would need for this project (\$1100 for materials and labor). So far, I have raised \$1400 so the extra \$300 will go to parks and rec as extra money.

J. Sullivan: We need approval from Council to proceed.

D. Ross motioned to approve use of town land for the installation of an informational kiosk installed at Donati Park, as presented. Seconded by T. Lizotte.

Vote unanimously in favor.

Dr. Shankle: Parks and rec and DPW are excited by this.

R. Duhaime: Will there be a cement base?

C. Burns: Yes, I am going to make sure it is stable before putting anything in.

N. Comai: I would hope you would put plaque or some identification that you have done this work to acknowledge your effort.

T. Lizotte: For clarity on the record...I would like to add an amendment to the motion to add "installed at Donati Park."

c. Senator Boutin: Robie's Country Store

Sen. David Boutin (spokesperson) and Robert Schroeder, president of Robie's Country Store Historic Preservation Corp

R. Schroeder: Brief history of Robie's – 1997 ended a 110-year legacy (5 generations of family) when the store closed. Citizens of Hooksett formed a nonprofit Robie's Country Store Historic Preservation Corp (501c3). Many people raised funds and offered support for this project. In 1998 it was voted to be put on the registry of historic places. The town forgave real estate taxes but a couple years ago it was discovered that no state statute allowed this to happen. Sen. Boutin introduced legislation that would permit a municipality to make such an award. He had great success in getting Senate Bill 43 signed into law by Gov. Hassan. We are requesting your support and vote to allow this abatement to continue.

Sen. Boutin: We have a very active and strong tradition in NH – historic preservation and economic development. We have a rich history with this property as well as economic activity. Robert, Don Riley, Kathy Northrup, Dept. of Cultural Resources, Dept. of Revenue Administration, NH Nonprofit Association, NH Historic Preservation Alliance all came together to craft something that would work and achieve the purpose of this bill which is for the community to appraise certain qualifying historic buildings at a percentage of market value in order to encourage the preservation of historic buildings and economic development. It was formerly known as Senate Bill 43 and is now identified as Chapter 203. We had a signing at state house with the governor. This has not been done anywhere else in state of NH. There are a number of other country stores in NH that are privately owned; as space becomes available, a group could step in and take over a historic property and lease to a tenant to run a retail business. This has to be done pursuant to Hooksett town charter (the Council must hold a public hearing in adopting any ordinances. In regards to 79-G:4, Robie's Country Store meets all the qualifications. When we drafted this we were careful to make it very specific so that there would be no concern for example, to include mill buildings or any historical building. We do not believe this will affect any other property in Hooksett. How it works: Then town appraises property and the amount of the assessment would be 10% of land and building value and the tax is based on that amount. They are getting a break but still paying some property taxes. It meets the guidelines of the state constitution. The rest of the bill has to do with appeals, and that is an existing statute. Thank you for the opportunity to come tonight. Would like to ask you to vote to place this on your agenda for a public hearing on Wed, 9/25.

***D. Ross motioned to place this ordinance on the agenda for a public hearing on Wednesday, September 25. Seconded by J. Levesque.
Vote unanimously in favor.***

Dr. Shankle: According to the charter, at our next meeting I will draft an ordinance, and one of you has to introduce it and it has to be distributed and reviewed at the public hearing within 7 days.

D. Ross: It is extremely narrow; in section E it says the historical purpose of the building was the retail sale of merchandise, and the building is maintained and actively used for substantially the same historical purpose. I think this is a great thing for us to adopt because it is so narrow.

J. Levesque: Board of Assessors granted them 2 years of tax abatement. It's a history of Hooksett. If there was no business, the building would go downhill fast, like town hall. It's part of the town history, a

group meeting place. There is no other place like it. I'd like to thank Sen. Boutin and the other representatives for putting the effort into this bill. It will keep our history going.

Sen. Boutin: I just want to say our 4 state reps (Hess, Walsh, Smith, and Kotowski) also played a key role in getting this into legislation, but at the end of the day, Mr. Schroeder is the true mover and shaker on this issue. We should be very thankful that he played such a large role in protecting such an iconic, historic property and business in our community. He deserves a tremendous amount of credit and gratitude.

J. Sullivan: We thank you Mr. Schroeder...

R. Schroeder: This bill would not have been thought of without Sen. Boutin. He pulled all the strings to make it happen.

OLD BUSINESS

a. 13-68 Town survey

Dr. Shankle: I made your suggested changes. You need to finish the possible open ended questions. At the meeting, I asked people to send me things they wanted to discuss, that's where the last 2 came from; first 2 came out of discussion, one about the budget and the other is about people's attitudes about the town. As you discuss, remember we don't need to do open ended questions. There is a lot of information in the other questions. If it's not useful, we don't have to do it.

D. Winterton: We get 1 open ended question that we pay for whether we use it or not? How much is it?

Dr. Shankle: If we don't use it we don't pay for it. I think it's about \$1200.

D. Winterton: Would you get enough information without an open ended question or is one of the open ended questions valuable for your evaluation of the survey?

Dr. Shankle: I think doing a survey without it we would get a lot of information; we haven't done one before. Is there anything we can't capture in a multiple choice way? Idea of budget might be good to know but most will say taxes. Answers to any of these would be interesting but none of them are biting. My concern would be I don't want people to spend more time worrying about the open ended questions than the other questions.

N. Comai: My experience with surveys is we can take suggestion #1 ("The Town has voted down the proposed budget each of the last two years. Can you please tell us at least two reasons why you believe this might have happened?" In my opinion, this is the most important question.) and create a closed-ended question with bullet points as possible answers (taxes, DPW equipment, operating budget vs. warrant article) and any other things we can come up with. You might get 300 different answers and I believe it would be a waste. Let's take one of these suggested questions and create a closed ended question, save \$1200 and still get answers you are looking for.

Dr. Shankle: We might have come up with 3 custom questions and we have done it with those. If there is something everybody is excited about, it might be worth asking but if not I don't think it's necessary.

N. Comai: We can add a comment section and people can just write in..

D. Ross: Anything we can do to make it shorter will be better. We can't get people to fill in 28 questions on a ballot and we have over 100 here. I would think some of the later questions should be near the beginning. Most people will only get so far and then stop. It's a very long survey.

J. Sullivan: It seems we are inclined not to have an open ended question.

D. Winterton: It seems it will cost 10% of the survey but might not give us 10% more information than the rest of the survey. I don't think we should use it and save money.

J. Sullivan: Is the consensus to not include any open ended questions in survey?

Vote unanimously in favor.

J. Sullivan: Consensus is to eliminate the optional open ended question and proceed with survey as proposed.

b. 13-64 Community-building Initiative

J. Sullivan: The goals and objectives were discussed at the workshop:

Hooksett Town Council- Community Building

Goal: Communicate TC goal and vision to build community and to take steps to understand reasons voters have passed previous default budgets.

Objective:

1. Draft a pledge (for TC and all various committees)
2. Identify youth leaders within the community by recognizing youth achievement monthly.
3. Fully participate in Old Home Day.

We recognize the need to reach out to our constituents to see where we are going wrong.

Over the past several years this "new TC" has lost their momentum.

Developing these key elements is crucial to the success of any community initiative, and understanding how to do so is the purpose this project.

What I believe should be included within the pledge:

Pledge to inspire action and commitment. Capture our mission. Draw people in.

Give hope to a better future (outcome oriented)

Enhance our image (redirect the misperception) Lend credibility to TC members providing confidence in leadership

What I believe we should do to communicate, activate and celebrate this project:

- 1) Include on town letterhead, website municipal bulletin boards. (same look too)
- 2) Include in annual report.
- 3) Have t-shirts printed up and worn at Old Home Day
- 4) Use same message when speaking with public or media- One message one voice

Let's go to Mr. Winterton who created information on how to recognize youth achievement.

D. Winterton: Hooksett Youth Achiever of the Month

This monthly award is initiated by the Hooksett Town Council to recognize achievements by the youth of Hooksett NH.

Hooksett youth, under the age of 21, who have done something "special", are eligible for the recognition. Nominations may be made to the Achievement Subcommittee of the Hooksett Town Council by any resident of the town, or any town employee or town volunteer by submitting a nomination form that will be on the Hooksett website. The committee will communicate monthly with the principals of the Hooksett schools for potential nominations.

The monthly winner will be determined by the subcommittee which will be made up of three town Councilors. The achievements may include but are not limited to civic, philanthropic, volunteer, leadership, athletic, musical, teamwork, or academic activities.

The award winner will be presented with recognition of his achievement at a Hooksett Town Council meeting.

I recommend a 3-person subcommittee that I would volunteer to chair to review nominations and pick winners. We saw someone tonight who fit those criteria and if we weren't here tonight we wouldn't have known that.

N. Comai motioned to create a community-initiative subcommittee and have D. Winterton as the chair. Seconded by T. Lizotte.

Vote unanimously in favor.

D. Ross: Being a monthly award, sounds like it would be time consuming; I wonder about the frequency.

J. Sullivan: There may be some times we are unaware of someone who is deserving and can we possibly make a program where we could recognize them officially as needed.

D. Ross: We don't want to cheapen it; we want to make it more special than every month. It is a significant thing to be recognized by Town Council for an achievement.

R. Duhaime: Quarterly may be a better option just to get it started.

J. Sullivan: I suggest we base it on what the committee believes who may have to be recognized. It may be 2 at one time and none for a while.

T. Lizotte: My impression is we would put together a standard format that within a particular month, there are always a lot of achievements. I think there is going to be a treasure trove on a monthly basis. I don't think it's going to be competitive; I say give it a shot. Administration should create something canned so that picking it is the hardest thing but presenting it is consistent.

J. Sullivan: Something that doesn't restrict them in what they need to do but doesn't require them to act if the committee sees at this point that We want to recognize people but this might not be the time.

T. Lizotte: Each month there are at least 10 people that do things, even something small; it does not necessarily have to be something big.

D. Winterton: That is part of my thought..."has done something special" leaves it wide open; lemonade stand for a cause; a kid that learned an instrument and played at school. The charge was finding things to celebrate. I'm willing to do the work. I agree that we aren't going to have trouble finding someone. We may have co-achievers, such as a team of baton twirlers that went to Australia; it doesn't have to be normal, super big things.

J. Sullivan: We should do that as they need to be recognized too. I think there needs to be a restriction - achiever(s) - since there may be multiple recipients. Perhaps we call it the Hooksett Youth Achiever Program that would allow it to be open ended.

D. Winterton: NH has an athlete of month. At the end of the year, one of the winners is the athlete of year. I like having deadlines and goals – choose one a month (and only one).

T. Lizotte: In this case I think we should give Mr. Winterton the ability to make this achiever of the month. Give the committee charge. They can come to Town Council for a vote.

N. Comai: Nothing precludes us from taking nominees from last month and carrying them over to the next month.

**J. Sullivan: All in favor to establish the program?
Vote unanimously in favor.**

T. Lizotte and R. Duhaime volunteered to serve on the committee; S. Orr and L. Boswak can be offered the chance to volunteer and one of them will step down.

D. Ross: I'd like to suggest that it be no less than 3 members.

N. Comai: Enter document into minutes as what we tried to accomplish at workshop. This will come up again. There might be 2 different ideas on the draft of pledge (14 sentences and formal or 1 sentence mission statement). Those are things we will need to revisit.

J. Sullivan: We have committed to Hooksett Youth Achiever program, we will establish a draft pledge related to community building; we have a booth for Old Home Day on 9/21 - at our next meeting we can fine tune a schedule.

**D. Ross motioned to allow 3 to 5 members on the Hooksett Youth Achiever subcommittee.
Seconded by T. Lizotte.**

Dr. Shankle: Once a committee gets together, they will come back to Council for guidance.

T. Lizotte: I have a concern about reaching a quorum. The committee can be 3 members but additional seats are alternates.

D. Ross removed motion. T. Lizotte removed second.

D. Winterton: It is made up of the chairman and 2 town Councilors (rotating).

D. Ross motioned to allow the Hooksett Youth Achiever subcommittee to be made up of a committee chairman and 2 Town Councilors (rotating members). Seconded by T. Lizotte. Vote unanimously in favor.

T. Lizotte: For clarification, there are 3 Councilors on the committee. We are talking about students and other members of the community. Would it have to be non-public? We are going to be requesting people send in nominations without nominees knowing. I'm concerned about proprietary information.

J. Sullivan: I suggest we proceed with what we have and we can fine tune if necessary and Dr. Shankle can let the committee know.

Dr. Shankle: I don't think you can do it in public. Whether you need to open a meeting and go into non-public I will find that out.

N. Comai: Would it hinder the process to ask a citizen to join the subcommittee or have only Mr. Winterton collect all nominations narrow down first, second and third and then hold a nonpublic to mull over the options.

J. Sullivan: We can contact the scout master to recognize Eagle Scouts. We need to work out details, community outreach is not easy. We need to make sure we do it properly.

R. Duhaime: Once a year we can choose an athlete of the year at the 8th grade graduation, it might turn into a good, award positive for the Council and town.

J. Sullivan: Community involvement award is better coming from the town as a civic award vs. athletic award.

R. Duhaime: We can talk about the positive achievements of student.

NEW BUSINESS

a. 13-74 Discussion of possible changes to Council Rules of Procedure

J. Sullivan: We could not officially vote to change the procedures at the workshop.

T. Lizotte motioned to modify Section 5.d, sentence 2 to change "The Chair" to "Any Councilor" and remove sentence 3. Seconded by N. Comai. Vote unanimously in favor.

Dr. Shankle: Anyone can ask for a roll call vote after a voice vote as currently written.

J. Sullivan: Looking to change so it can occur automatically by any Councilor.

N. Comai: In Section 7.b, I led the charge on restricting it in some way. Has another town done this or are there any examples?

T. Lizotte: I think it's OK as is, but Chair would ask for approval.

T. Lizotte motioned to modify Section 7.d, only sentence, to change "spokesman" to "speaker" and after "spokesmen" add "when possible." Seconded by N. Comai. Vote unanimously in favor.

Dr. Shankle: In Section 7.f.3, it depends on how you read that sentence. I think when it was written it meant the next meeting, not the meeting you are discussing. It's matter of how you read it, but "unless" is clearer than "only if."

T. Lizotte motioned to modify Section 7.f.3 to change “only if” to “unless.” Seconded by J. Levesque.

Vote unanimously in favor.

T. Lizotte motioned to modify Section 8.c, only sentence to add at the end, “unless a Councilor requests, in writing, to receive it in electronic format only.” Seconded by D. Winterton.

Vote unanimously in favor.

J. Sullivan: I would suggest new Council members go over rules of procedure and indemnity.

b. 13-75 Risk Assessment Questionnaire from auditor

J. Sullivan: We go through this together and by consensus we answer yes or no to the questions. We fill it in now and vote to have it modified and signed at our next meeting.

Town Council reviewed and answered by consensus the Risk Assessment Questionnaire from auditor as outlined in 13-75.

J. Sullivan: This will be approved, adopted and signed at our next meeting.

SUB-COMMITTEE REPORTS

N. Comai: I have nothing to report; I will be attending the parks and rec meeting next Tuesday.

R. Duhaime: Last month's letter from SNHPC:

- ***Monthly Meeting:*** At the June 25, 2013 meeting, SNHPC MPO reviewed and approved the proposed changes to the functional classification and National Highway System (NHS) for many of the roads in its region, and the smoothing of the Census 2010-established urban area boundaries. Federal functional classification and NHS delineation helps determine which levels of government have responsibility for roadways and which are eligible for Federal-aid funding. For more information, go to our website www.snhpc.org, or contact Dr. Julie Chen at 669-4664.
- ***SM4 Permits:*** Polluted storm water runoff is often discharged untreated into local rivers and streams. EPA's Storm water Phase II Rule establishes an MS4 storm water management program to improve the Nation's waterways by reducing the quantity of pollutants that storm water picks up and carries during storm events. The Bureau of the Census' recently released 2010 data indicates new or expanded urbanized areas which may result in the requirement for MS4 permit coverage for operators in unregulated communities, or the expansion of coverage for operators in regulated communities. Several municipalities in the SNHPC region have not been regulated previously. On July 18, 2013 at 10:30 AM, SNHPC Planners' Roundtable will discuss this proposed new rule and its impact on smaller communities. For more information, contact David Preece at 669-4664.
- ***SNHPC Mutual Sharing Opportunities- Needs Assessment Survey:*** SNHPC is conducting a survey to determine if there are common interests and needs among the municipalities and counties in our region in sharing various types of resources and services and/or participating in various cooperative purchasing opportunities. The survey is designed specifically for local government managers and administrators to complete. For more information, contact Jack Munn at 669-4664.

I have not had the first sewer meeting yet. We all should have received an invitation to SNHPC annual meeting on September 13; RSVP by 8/30.

J. Sullivan: Old town hall met two weeks ago – the new handicapped ramp has been installed; fine tuning of railings and woodworking still need to be completed; old ramp removed. We are currently in the process of getting a grant to review the architecture of the building. We have a gentleman from TF Moran has volunteered his services. There is a meeting Monday at 3:30; continuing with a slow approach to removing upper floor (wiring/electronics). One member has a group of electrical volunteers willing to help. Once complete, we will apply for an assessment grant.

D. Winterton: Planning board met 8/5

- Ritchie Bros came to announce a soft opening in early October. They won't have everything done but what isn't ready will be blocked off. This will give all town departments a heads up without being a real grand opening.
- Paul David and Ken Scarpetti had a hearing on a medical building on Londonderry Tpk going in across from Regency Mortgage.
- We approved additional sign for Valvoline to be compliant
- 2 families building houses on Quimby Mountain asked for and received waivers of sprinkler requirements
- Bond Auto Parts is going where the former Colonial Hardware is
- Beaver Brook Development (between Smyth Rd. and Londonderry Tpk) got final approval for 87 lot subdivision with cluster housing. Most of the discussion was with Webster Woods; they were granted an extension until 10/7 for phase 2.

D. Ross: The conservation commission met on 8/6

- Manchester Sand and Gravel - we signed off on swapping 2 pieces of property in their development
- The proposed medical building on Londonderry Tpk, the concern was there is no sewer system there. Is it served by septic only?

D. Winterton: I will have to look.

D. Ross: How does a medical facility operate without town sewer? I would think we would revisit it. As far as I know there is no plan of water or sewer going to that property.

J. Sullivan: Is it like the Elliot facility on Rt 3?

D. Winterton: Yes, I will check as they come back on 9/9 for public hearing.

R. Duhaime: They are doing sewer hookups there, but I don't know if this is going to be hooked up to town sewer.

J. Levesque:

- Board of assessors met tonight and agreed with the town assessor's recommendations
- ZBA met last night
 - East Point Industrial Park – new United Rental place asked for a bigger sign than allowed. They granted the request because it is hard to see the building from the road.
 - Bass Pro discussed ranger tower signage. Variance was granted, but it was discussed that from the tree line up it should have stairs to look more like a tower. They agreed they would need access to service the sign. Rep from Bass Pro thought it was a good idea and will discuss it with the sign manufacturer
 - Homeowner on Goffstown Rd. is rebuilding a burned house. Asked for variance on setback – greater setback than what was there. They do not want to move an existing pool; variance was granted to put the house in the new position. Abutter was satisfied to see what was happening.

T. Lizotte: I have nothing to report; the budget committee does not meet until September.

Dr. Shankle: The Council has been invited to the safety center on 8/19 for the swearing in of a new officer at 10 am. This will be posted as a meeting.

PUBLIC INPUT

None

N. Comai motioned to enter non-public (c) session at 8:50 pm. Seconded by T. Lizotte.

Roll Call

D. Ross - Yes
J. Levesque – Yes
T. Lizotte - Yes
S. Orr – Absent
L. Boswak – Absent
N. Comai – Yes
R. Duhaime – Yes
D. Winterton – Yes
J. Sullivan - Yes

Vote unanimously in favor.

NON-PUBLIC SESSION

NH 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: re tax deeds

Respectfully submitted,

Tiffany Verney
Recording Clerk