

**TOWN COUNCIL MEETING MINUTES**  
**Wednesday, September 11, 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, Leslie Boswak

**MISSED**

Susan Orr

**PLEDGE OF ALLEGIANCE**

Moment of silence in observance of the anniversary of 9/11/01.

**APPROVAL OF MINUTES**

a. Public minutes of August 28, 2013

***T. Lizotte motioned to approve with edits. Seconded by D. Winterton.***

***Vote unanimously in favor. D. Ross abstained (due to absence at prior meeting).***

b. Non-public minutes of August 28, 2013

***J. Levesque motioned to approve. Seconded by T. Lizotte.***

***Vote unanimously in favor. D. Ross abstained (due to absence at prior meeting).***

**AGENDA OVERVIEW**

Chair Sullivan provided an overview of tonight's agenda.

**CONSENT AGENDA**

J. Sullivan: Referring to page 3 of the previous minutes, 13-78 SNHU update of current plans and "rollover" of surety bond - table while waiting for additional info.

***T. Lizotte motioned to remove from table the item on the previous consent agenda relating to rolling over SNHU surety bond (13-78). Seconded by L. Boswak.***

Dr. Shankle: We have no new information because we are waiting on the engineer. Leo Lessard is in contact with the engineer.

***T. Lizotte motioned to table 13-78 SNHU rollover of surety bond until the next meeting. Seconded by R. Duhaime.***

***Vote unanimously in favor.***

J. Sullivan: Hopefully we will have that information at our next meeting in September.

**TOWN ADMINISTRATOR'S REPORT**

- Chief Bartlett is here; a lightning strike hit the radio tower at the Safety Center. There was damage to the console/communication system; the chief has been working with the insurance company and vendor to get it replaced. Still working off a backup power supply.

Chief Bartlett: 2 weeks ago Saturday, at 10:45 pm I got a call from the station that all communications were out; Capt. Daigle responded and put us on back up radios. We've been operating 2 weeks like that. Ossipee Mountain Electronics responded and in doing diagnostics and looking at what is wrong – there was a lightning strike to radio system. Radio tower in back attached to the concrete room plus 3 dispatch consoles in building. There was no communication between the 2 areas. They have determined all 3 consoles are inoperable. Additionally, 2 wall mounted radio units (bathroom and kitchen area) became inoperable 24 hours after the strike. One of the units in the concrete building is also inoperable. They said we were up to several 10's of thousands of dollars before they could even see if it would be functional. The preliminary numbers we got from Motorola project engineer – damage is roughly about \$261,500. Insurance adjuster from LGC is very eager to work with us. Problem with components is that some components can't be repaired, only replaced. We have been trying to build the CIP money over the

years due to the age of the system. We are at this juncture where we have this large amount of money in damage, but we need to consider how to apply this to an already struggling radio system.

J. Sullivan: Can we use a portion of the CIP funds?

Dr. Shankle: What is the cost of replacing the system?

Chief Bartlett: Including 14 mobile radios for cruisers (can't get replacement parts for); 12 portable radios to complement the 11 we got from the state grant = \$503,100; current CIP balance is just over \$225,000.

J. Sullivan: Can you repair or do you have to replace the whole system?

Dr. Shankle: We are waiting for the insurance company; if they give us close to \$250,000 it would make more sense to replace the whole system. We need to wait to see what the insurance company is giving us, so we will have to wait another 2 weeks for our next meeting.

Chief Bartlett: The engineer understands the magnitude of the emergency we are in.

R. Duhaime: There was a yearly amount put towards CIP for this process (5 to 7 year plan); even if there is a \$50-60k window we are short, we were going to put that into the CIP for next year's warrant article, so we aren't really over budgeting where we are going to fall short.

Chief Bartlett: If the math stays true to the \$503k estimate (insurance and CIP) that only leaves us shy \$16,500.

D. Winterton: This is a public safety issue; what would the time frame be to replace entire system and how long would we have to function the way we are now?

Chief Bartlett: We are considered a priority 1 for shipping; it's getting the approvals moving forward with ordering. It's going to take some time but have assured us we are at the top of the line in terms of shipping. We have not missed a beat with the public safety.

D. Winterton: Any idea how long until the new system is set up?

Chief Bartlett: I haven't spoken about time projections on installing the new system; we are working on cost now.

T. Lizotte: This is mission critical, if we debate it right now – we are going to do it anyway, if the insurance and CIP money is there.

Dr. Shankle: If you are willing to (if between CIP, insurance and overage from chief's budget), you can give the go ahead, we don't need to bid it out since we are working with a state contractor. If you give us the permission to do it without seeing it, it will move it along.

T. Lizotte: I think we can formulate a motion including the CIP plus insurance and any difference from the police budget as long as those 3 factors are set, I see no reason not to trust the Town Administrator and chief to execute it.

**J. Sullivan motioned to authorize the Town Administrator to spend the CIP communication fund and authorize the police chief and Town Administrator to release necessary funds from the police budget with additional funds to be provided through insurance coverage. Seconded by N. Comai.**

L. Boswak: Do we want to include a dollar amount?

Chief Bartlett: – These are preliminary numbers, we have nothing concrete. I can ask for a hard figure

**T. Lizotte amended motion to read not to exceed \$515k. Seconded by L. Boswak.**

D. Ross: The biggest factor is how much is the insurance company going to pay; we are on the hook for what they don't come to the table with, we don't want to be reactionary here. We don't want to exceed our rough estimate. We need to carefully write this motion.

N. Comai: The CIP fund has \$225 presently.

T. Lizotte: There is about \$168k remaining if the numbers hold true to the initial estimate (\$503,100). Speaking to the amendment in terms of fixed level, I agree it's \$500k, I agree it's taxpayers' money but it's a public safety. Since the system is dead, I think it's a priority no matter what.

L. Boswak: Looking at the numbers (\$515k, \$225k CIP, leaves a difference of \$290k). \$261,500 is preliminary insurance damage cost. How much money is allocated in your budget? It looks like we can amend to allow for \$30k from police budget.

Chief Bartlett: That is good, allows for a cushion. Even if it goes to \$35k, I would find it to make sure this gets taken care of. It's concerning that the damage is of this magnitude. I will find the money and make it work in order to get this going. I just got a response from the engineer and from order date to install is 60-90 days; he confirmed that the total amount is hard dollars, not to exceed.

J. Sullivan: The quickest way is to remove motion.

R. Duhaime: This is a blessing, a win-win; we aren't going to get anything for used electronics. When we budgeted this amount we knew the system would go up in price so we are saving hundreds of thousands of dollars. This is a no brainer.

***T. Lizotte removed the motion to amend. Seconded by N. Comai.***

***L. Boswak motioned to authorize the Town Administrator and police chief to expend up to \$30k of budget money plus the CIP and insurance money to replace police department radio systems and consoles. Seconded by N. Comai.***

D. Winterton: I am concerned that if the \$30k is not enough, you will find more in your budget. Does this motion limit the chief from doing that?

L. Boswak: This motion includes a cushion of \$15k.

J. Sullivan: The charter allows budget money to be moved without council approval.

Dr. Shankle: If it looks like it might go over, the chief might need to wait a couple weeks for some of the radios. We are thankful you are considering this.

Chief Bartlett: The engineers are telling me this is going to be a process anyway: replace dispatch consoles, microwave transmitter on tower would be replaced, then the infrastructure of the radio system. The repeater we just put in is working perfectly. These 3 components would be replaced. If the money gets past the \$30k, we would do portables and mobile units at the end of it. That is my plan of action.

**Roll Call Vote-**

**L. Boswak – Yes**

**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.***

N. Comai: I want to clarify that the moment the insurance amount comes in, you will move forward with the ordering and installation.

J. Levesque: Is this an analog system?

Chief Bartlett: No, digital, all IP-based systems. We can't replace what we had.

- ICMA conference in Boston from 9/22-9/25; our meeting is the 25<sup>th</sup>, and I hope to be back before then
- NH Dept of Labor inspected all town buildings and we are working through things they found; we need to do some training (hazard, workplace violence, etc.)
- CNN Money rates good towns, great towns, wonderful towns – Hooksett showed up as #10 on list of least crowded towns, described as the best places in the country to spread out
- Issue of sidewalks – where we are – College Park Drive ongoing project since 2008; talked to Leo about it, state has approved CMA as engineering firm on that; plan is construction to begin in the spring of 2014
- Posted meeting on 9/18 in case majority attends for NH Governor's Advisory Commission on intermodal transportation (10 year plan); executive councilor Pappas and rep from DOT will be here in chambers next Wednesday at 7 pm
- Town received estimated \$235,000 from LGC for overpayment of insurance; \$180k put in revenue 2012-2013; \$20k returned to library, sewer, and village districts; balance of \$35k returned in September to employees who paid into it
- Got email from state fire marshal - town of Hooksett fire department received Grinnell Mutual Life Safety Achievement Award; their fire prevention and education efforts have led to a year of 0 fatalities
- At the last Old Town Hall Committee meeting, members met w/TF Moran, who they volunteered time. Based upon their observations, they think the structure is generally sound and the removal of the second floor is feasible
- We got served today - phone company is suing towns because of poles
- Another issue – Cemetery Trustees are working on fence on cemetery on 3A; according to Leo it should be installed by October. He was going to try to put something up to make it look better but was too expensive.
- Survey timing – should be out by end of September, around Old Home Day. We can use the booth to push that

L. Boswak: Did we get served last year as well or was Hooksett not part of that?

Dr. Shankle: I don't remember getting served last year.

L. Boswak: A large number of communities got served last year. Some attorneys are pooling their resources to reduce legal bills. I can share that with you offline.

### **PUBLIC INPUT**

Marc Miville, 42 Main St

I am in full support of the CIP money; this might be a procedural thing, but I remember the voters voting down \$50k allocation to the CIP reserve fund. Typically on a warrant article no means no. I wonder if, before you approve all that, if you have to waive the rules to recognize that no means no on warrant articles. This is a procedural inquiry. Although voters did vote down the \$50k allocation, they did approve the \$225k over the last few years. There is a new rule that the Budget Committee just submitted to us starting this year, that once the voters approve 1 year of a 5 year plan, all other years are approved as well. I just wanted to bring this to your attention.

J. Sullivan: Dr. Shankle will check into that.

Carrie Hyde, Old Home Day Chairperson

I came to you today to thank the Council and Town Administrator; we had a shortfall of \$1500 but that was approved. This year the town has a vendor for fireworks (local vendor) and that is part of where the shortfall came from. Since it's a celebration of the town, it's nice to use somebody in town. I also brought

a schedule of the day's events. It is double what we had last year, so we had to get a second stage to accommodate all the events.

My second reason for coming is regarding insurance liability. We need volunteers to help. We do not pay our volunteers; committee members are not paid either. We want to make sure they are covered in the event they are hurt. Last year, a vendor had an insurance rider that included Hooksett town employees and Old Home Day committee members. This year, I'm asking the town to do a rider for our volunteers so if something happens it doesn't come back on a committee that can't support a lawsuit. I looked into getting a policy and it would be just over \$2000. I already had a shortfall (which the town graciously covered); I still have money coming in, so I could cover part of that but I don't think I can cover a full \$2000. I would like to ask the town to do a rider for that reason.

Dr. Shankle: This is new today. I think the town should donate – we gave them \$1500 for the fireworks and I suggest you give them the full \$2000k to get their own insurance and not put them on town insurance. You can increase the donation.

J. Sullivan: Will you check for next year to see if they can be covered under our insurance.

Dr. Shankle: Because they aren't really part of the town, they probably need to get more organized for the future.

T. Lizotte: If the committee was formed by the town body then that switches it to town coverage?

Dr. Shankle: Yes, but the committee would have to abide by the rules and regs of the town. We can consider that for next year.

N. Comai: Has Dr. Shankle guided you to reach out for the right insurance binder?

Dr. Shankle: Yes.

C. Hyde: Yes, it's a TULIP policy that covers what is going on that day, on town property; I went online to do it. This year we have 150 vendors; small amount of food vendors, many non-profits, catalog vendors and a lot of craft vendors. I need to find out what type of event this is considered. I just don't want something to happen without having some kind of insurance in place.

J. Sullivan: In the Administrative Code 5.5, an amount under \$2000 does not require Town Council approval.

Dr. Shankle: There was more in the budget, but then we ended up with a default budget and that kicked us back to \$1000 which is where it's been for 3 years. We gave them \$1500 more so that will be up to \$2500. We're going to be up to \$4500 if we give them the other money.

***D. Ross motioned Town Administrator to expense an amount not to exceed \$1999 for insurance rider required for volunteers at Old Home Day. Seconded by T. Lizotte.***

J. Sullivan: You might want to amend that because if you're going to follow the Administrative Code, anything over \$2000 needs competitive quotes and bids. They are going to have to go through the bid process. If we amend it to under \$2000 that would be better.

***TL removed the second on the original motion (\$2100) and seconded amended motion (\$1999).***

D. Ross – Even at \$4500 it's still less than what we used to put in; it used to be \$5000.

T. Lizotte: I agree that it's a community event, and we want to make sure no liability is on the organizers so it makes sense.

**Roll Call Vote-**

**T. Lizotte – Yes**

**L. Boswak – Yes**

**N. Comai – Yes**

**R. Duhaime – Yes**

**D. Winterton – Yes**

**D. Ross – Yes**

**J. Levesque – Yes**

**J. Sullivan – Yes**

***Vote unanimously in favor.***

### **NOMINATIONS AND APPOINTMENTS**

a. Parks & Recreation Committee: Richard Cote – full member, exp. 2016

R. Cote: I'm here to volunteer for the Parks and Rec Committee; I want to get more involved in the community. My wife and I use a lot and I felt like it was something I can have a say in and help out as much as I can.

***N. Comai motioned to appoint Richard Cote to a full member position on the Parks and Rec Advisory Committee with a term expiring in 2016. Seconded by T. Lizotte.***

***Vote unanimously in favor.***

### **SCHEDULED APPOINTMENTS**

a. Planning Board Chair: David J. Rogers

J. Sullivan: According to our charter, we are required to meet once a year with the members of individual boards.

Overview of current projects and going forward

- Councilor Winterton is our rep
- Only been the chair for 4 meetings; prior experience was with the Zoning Board in Salem
- Major projects:
  - Bass Pro Shop in former Lowe's location; expectation is to be open in Feb 2014 (postponed from Nov 2013); construction issues in adaptation of building
  - Rt. 3 drainage issue - with recent rains, it didn't flood the Kmart parking lot; scheduled to be completed in 2014
  - I-93 rest area - DOT presented at Planning Board meeting; ambitious but desirable project; northbound renovation beginning in October; public meeting sometime in the next month, hopefully before they break ground; notices will be published
  - Southbound side to begin February 2014; both to be completed by April 2015; 18-24 month project; plans are impressive
  - Board – regular meetings 2 times per month; busier this year in terms of subdivision requests, renewals, extensions; economy hasn't allowed developers to follow through with plans. Regular issue is sign waivers in performance zone; committee being formed to address that (initial meeting on 9/23) to hopefully clarify things so we aren't getting these waiver requests as regularly as we have been
  - Housekeeping to clean up development regulations addressed on an annual basis

D. Winterton: As Town Council rep, I would like to compliment Chairman Rogers on the way he runs the meetings; I also want to remind you we still have 3 openings for alternates.

D. Rogers: We have had our quorum, but there will be times when we need an alternate to fill in.

J. Sullivan: The draining at Kmart, that's the widening project?

D. Rogers: The overall project includes drainage; this rainfall was a good test of that project. Draining is done, now widening and paving.

J. Sullivan: We had discussed the use of engineers to help look at town projects, more in-house vs. sent out. Is that Town Council or Planning Board?

Dr. Shankle: Staff is looking into it, but we will need to talk to the Planning Board.

D. Rogers: We have had preliminary discussions about Stantech with input from them addressing site development plans submitted by various developers. Beyond that I'm not sure what the status will be going forward. If some of that can be kept in-house that would be good.

J. Sullivan: Besides Bass Pro and the exit 11 projects, are there any other big projects?

D. Rogers: Not that I'm aware of. There are a number of residential things going on (University Heights apartments) but I'm not aware of anything else. There have been more subdivision requests as a result of the economy picking up on both the commercial and residential sides.

R. Duhaime: There used to be competition between commercial sites/engineering sites. We would hire that out and are thinking about going back to that instead of Stantech doing it all. Local engineering firms would compete.

D. Rogers: We would lose the uniformity of analysis and what we were receiving as input. My only exposure has been with Stantech, but I'm sure there are other firms out there and if we can save money that is good.

Dr. Shankle: What about the medical center?

D. Rogers: The Scarpetti family is developing a medical center that is going to replace existing property across from Regency Mortgage on Bypass 28. That should be starting fairly soon.

D. Ross: University Heights has been lagging for the last few years; intersection is not fully paved yet? Is it binder coat that is down?

D. Rogers: I don't know the details but it seems kind of rough. That may be more of an enforcement question.

Dr. Shankle: As long as they are still doing construction, we don't want them to finish paving. The heavy equipment will tear it up.

## **RECESS**

## **OLD BUSINESS**

a. 13-64 Community-building: Youth Initiative, Old Home Day Booth, other

D. Winterton: I have some information for you to see before we go public. I have a press release announcement but would like your feedback:

*The Hooksett Town Council is proud and excited to announce "The Hooksett Youth Achiever of the Month Award." This award will be presented to a youth of Hooksett under the age of 21 for "special" achievements that the Council is excited to recognize. Nominations for the award may be made by coaches, teachers, instructors, neighbors, parents, or any other resident or employee of Hooksett to the Town Council Youth Achiever Committee by filling out the nomination form that can be found on the Hooksett.org website. The subcommittee will interact with school principals for nominations from their students. The winner of the award will be determined by the Youth Achiever Subcommittee of the Town Council. The award winner will receive recognition for their achievement at a regular Town Council meeting.*

*The Council is proud of the youth of Hooksett and the many seen and unseen achievements and special acts that contribute to our community.*

*The council welcomes your participation and nominations. Do you know the next "Hooksett Youth Achiever of the Month?"*

My suggestion is that is the tagline "Do you know the next Hooksett youth achiever of the month?" We are going to have a poster at Old Home Day with that tagline, and it will give us an opportunity to talk about it. This is what was prepared for the website:

*Thank you for logging on to the Hooksett Town Council nomination site for the Hooksett Youth Achiever of the Month Award.*

*Nominations may be made by coaches, instructors, parents, teachers, principals, neighbors, or any Hooksett resident, volunteer, or town employee.*

*Please fill out the application as thoroughly as possible, but all parts of the form may not apply to all nominees. Nominations will be held over for future months, so your nomination need not be repeated.*

*Thanks again for helping the Town Council recognize the achievements and special acts of the youth of Hooksett.  
Do you know the next Hooksett Youth Achiever of the Month?*

N. Comai: Nicely done.

L. Boswak: Fantastic job.

D. Winterton: I have received permission from Dr. Littlefield to interact with the principals. I will try to send emails to as many of the other town principals (Central and West) to make them aware. I'd ask Dr. Shankle if he can make a comment in the Banner.

N. Comai: We should make duplicates of the posters to hang in other public areas.

D. Ross: The only edit would be the typo on special achievements; add the s on the end.

***T. Lizotte motioned to allow Councilor Winterton to proceed with his press release with the edits indicated and to work with the Town Administrator in order to put this on the town website and put press release out to public. Seconded by J. Levesque.  
Vote unanimously in favor.***

D. Winterton: I would like to schedule the first subcommittee meeting. We will probably post it, but since we will be talking about individuals most of the discussion will be nonpublic.

T. Lizotte: We have to post it as a subcommittee of the Town Council and should be posted.

Dr. Shankle: There were changes to the right to know law in 2008; definitional changes referring to public bodies as subcommittees or advisories of larger bodies. By saying a subcommittee is subject to the right to know law, the presumption is less than a quorum. Any committee or part of a body designated to do work and come back to that body should be subject to right to know law; we should always do it with subcommittees from now on.

T. Lizotte: Posted meeting of subcommittee with 3-5 members; what does a quorum mean to go into nonpublic?

J. Sullivan: You have to post a subcommittee because there are 5 members of Council.

Dr. Shankle: I think what you decided is a 3-member committee with 5 rotating members; 2 means a quorum.

L. Boswak: Right to know law specifies you are not posting a quorum but posting a meeting, not bodies.

D. Winterton: What is the lead time to post?

L. Boswak: 24 hours.

T. Lizotte: If I can't make the meeting, I send the info to other councilors.

Dr. Shankle: Maybe have Donna send a notice to the 5 members, you respond to her and she will coordinate.

J. Sullivan: Old Home Day booth, can you update and summarize, Donna?

D. Fitzpatrick: I am passing around the sign-up sheet for Councilors; 8-10 am for set up of booth. I'm working with Public Works on tables to get them to the field; set up like a square with small opening; bring your own chairs. I need one small card table and chairs for kids to make the Lego land. Bass Pro – working on getting architectural rendering for each corner of our booth: SNHU library, I-93 rest area rendering/presentation. Signature Digital Imaging donated plastic bags for people to take informational material. Ask people if they are a Hooksett resident before handing out town report; wicker basket for



displaying items (such as some small thing with the youth achievement tagline); be prepared for weather – plastic sheets, paperweights, etc.; supplies coming from town hall; street maps will be available; we have a business directory that is a few years outdated – do we want to hand it out?

J. Sullivan: It wouldn't hurt since they are just sitting there. Just make sure they know it might be outdated.

T. Lizotte: I would rather not put out stuff that has wrong information, I'd rather do less. We should just throw it out.

D. Fitzpatrick: We can take that off the list. We have a legal sized contact sheet for different town groups and departments. Perhaps having a short survey at the booth – is there a question out of the community survey that you want to have at the booth?

J. Sullivan: Is there one of the 4 open ended questions we want to include?

D. Winterton: I don't think it's the right forum. I would prefer more upbeat than a place where people complain.

N. Comai: We can mention the survey is coming out.

D. Fitzpatrick: Pledge banner – where are we with that?

N. Comai: We don't have it written out yet; just a plain Hooksett Old Home Day banner and have people sign it. That is a community thing. It's amazing when it's done! Are we able to ask the Signature Digital printing people to print a 3x10 banner for people to sign?

J. Sullivan: I have crossword puzzles and some other things I can get copies of to you. We have updates on what's happening with upcoming projects; survey; kids' activities; youth achievement initiative...seems like a lot of stuff.

D. Winterton: The press release would be good to have copies of so I can give one to all the activities in town – girl scouts, boy scouts, etc.

D. Fitzpatrick: Applications should be there also.

Dr. Shankle: How big is it?

D. Fitzpatrick: 1 page.

Dr. Shankle: Can we turn it into a trifold brochure to hand out? We can work on that.

D. Fitzpatrick: We need to park where the fields are since they use the town hall parking lot for handicapped parking.

N. Comai: When we first got community building started, I submitted an objective sheet. Our goal is to communicate Town Council's vision to build community and find out why voters have passed previous default budgets. We would draft a pledge, youth initiative, and participate in Old Home Day. To draft the pledge, I'd like to leave it for our next meeting so Leslie and I can pull options together. I have some examples of existing vision statements from 2 other towns (Winchester and Rindge). Since 1822, Hooksett: Our home town; Hooksett: tradition, family, future. I suggest it be simple, but I need to work it out with Councilor Boswak. We can put it on letterhead, annual report, and website. Can we put "other" on a future agenda so we stay on task with this objective?

J. Sullivan: Yes, we can put it on the next agenda.

b. 13-83 Employee Appreciation Lunch: Councilor Lizotte update

T. Lizotte: Donna provided me with a rundown of things done in the past; I'd like to get more councilors involved. We are trying to solicit Gift Certificates from local businesses – does anyone want to help me

with that? Next is the raffle for day off, putting it into the payroll letter so those not there can still participate in the raffle. They will get a ticket in their payroll envelope so they can participate. Some library and sewer commission employees come over and are on a separate payroll. We have authorized a day off but we need to make sure they are on board.

D. Fitzpatrick: I talked to Commissioner Sid Baines for sewer and he will discuss at his next commission meeting; he appeared to be in favor but wanted to get the commission's approval. I left a message for Mary Farwell, the Library trustee.

T. Lizotte: I recommend we insert in each employee envelope a signed memo from Town Council promoting the event and thanking them for their service. I will work with HYAA to figure out the donation of food and beverages. I'd like to find out who can participate in that event with me.

D. Winterton: Whatever you need.

J. Sullivan: Where and when?

T. Lizotte: Friday, October 11 from 11-2. At the brown parks and rec building.

J. Sullivan: At the big hot dog concession between little league and pony league park at Donati park.

N. Comai: Would you accept a backpack and other gift type items as lower end prizes?

T. Lizotte: Sure.

J. Sullivan: I can get a gift certificate from the place. We need to draft the thank you letter at our next meeting (9/25).

D. Fitzpatrick: I would like to get it by Wednesday, 10/2.

D. Ross: Is that building suitable for the number of people? What if there is inclement weather?

T. Lizotte: We have the auditorium.

### **NEW BUSINESS**

#### a. 13-85 Town Council Budget Goals / Principles

Dr. Shankle: I'd like you to remember the budget is about the principle and policies the town is thinking of going forward with; there are different ways of looking at it. Are you determined to keep the same level of service that we have or keep the bottom line no more than last year (involves cuts in services). I'm hoping to get a general direction so I can give it to the department heads. They have already started working on CIP.

D. Ross: Nobody is improving income in general; I'm inclined to hold the line as much as possible as far as the bottom line is concerned. How it occurs is TBD. I don't think anybody wants to pay any more for anything because they are already paying more for everything and not making any more.

R. Duhaime: From a planning aspect, we live in a great town. I can't understand how the tax rate can't get better; we have a great income, we keep building commercial buildings, yet we can't stabilize tax rate. It would really be nice if the commercial base would help the residential base so living in town would be cheaper. I don't want to give up current services, but I don't think we want to add any new ones.

T. Lizotte: We have to hold firm as much as possible. We had a tracker on how stable our tax rate was; with the revaluation there might be a spike in tax rate but we still might be level. It would be nice to keep it flat until we see some improvement on the horizon. Maybe a workshop to evaluate departments (like Waste Management); I have problems with how we plow private roads and trash – is it worth it? Can we make changes in policy to affect less cost to taxpayers? Is there any way to drive more efficiencies?

R. Duhaime: Bond for TIP district being paid off, that is being added into the budget. The money is in there so let's bank so we don't have to borrow money for a CIP item.

Dr. Shankle: Katie is working on performance measurements with departments.

K. Rosengren: The deadline is 10/1; received from finance, fire and EMS, recycling/transfer will be reporting next week and library is reporting soon as well. I am working with departments on any questions they have. Every service section asks the population that the service is targeted at – for fire and EMS, how many people are their services reaching? Police includes number of arrests, facilities management to use of recreational facilities. Also covers workers' comp (how many reports) and any losses in the last year. It's for FY 2012-2013

Dr. Shankle: The real value will be to see benchmarks of other communities and get some ideas of how we compare to those other areas across the country. We will see if we have proper staffing and appropriate resources. We are supposed to get that to them by 10/1; when do they get back to us?

K. Rosengren: Three following month; the final report will be due in March. The time in between is when they are validating data with us. When comparing similar towns, they also report things such as workload if a police department has a larger number of staff.

N. Comai: I have a problem with the number of times the plow truck goes by my house (inefficient) and the other is understanding our number of passes for recycling and trash pickup. I'm wondering if the town could better do it so placement of units is on one side of the street to be more efficient. It's a new program but might be time to evaluate and look at any efficiencies to be found. Regarding the budget itself, we have talked about potentially limiting warrant articles to a number so when departments are submitting their wants and needs, that you scrutinize and put forward that it goes toward a warrant article. Maybe put a thumb on CIP committee to see what warrant articles go down the procedural path. There may be a way to reassess that especially with the new assessments coming in. The lower the budget the better unless there is some tremendous service we want to add or correct that increases it. We shouldn't send the message that they get a 1% increase.

L. Boswak: I want to echo holding the line. Has the town put together an impact on what the affordable healthcare act will do to us next year? With the size of this community there will be a financial consequence and I would like to know that sooner rather than later.

J. Sullivan: The citizens expect services whether we are in default or not. We have had a history of defaults; why? They see they are still getting services they expect (fire, police, Public Works, town hall, etc.). Whatever we do, we need to keep the services but find the efficiencies. We need to sell what is needed. 20 CIP numbers turn people off; a lot of CIP items were successful but translated into a no on the budget but yes on some items, such as the police communication systems. We don't want to go back to a time where Council says 0 increases. The key is to maintain our services. We need to consider the affordable healthcare act and what the impact will be because we are considered a town that provides premium insurance, and there will be a penalty for that.

D. Winterton: I am very interested in the affordable healthcare act; I'm also concerned about the impact of pension plans. They continue to be a larger portion of the budget with no control. We need to control where we can and stay ahead of legislative demands on our budget and anticipate what those are, especially in terms of benefit packages when residents of town usually don't have equal packages.

L. Boswak: I agree. Every year we provide the same services and are always able to find money for things the general public doesn't find money for. One of the biggest problems is the pension, the affordable healthcare act; those increases hit the default budget. That is also continuing to climb out of control. We need to try to maintain the budget itself, not the tax rate or assessed value.

Dr. Shankle: I have heard over and over about the excessive number of warrant articles. I'm wondering if we should think about putting those things of need into the budget instead of warrant articles. If things are really a need, we should take it out of the warrant article and put it in the budget. There are a couple things like that that keep being passed that should just be part of budget.

N. Comai: I think we should wean people in slowly. If the budget got too high, we would be back at square one again.

Dr. Shankle: Maybe groups that don't support the budget because they get what they want anyway will find a way to support the budget.

R. Duhaime: We are expanding budgets and we don't know where the efficiencies are. I am anxious to see the surveys.

D. Ross: As far as limiting warrant articles, we are the body that says they get on the ballot or they don't. When we get these proposed warrant articles it's up to us to not vote them on. That's how we limit the warrant articles.

N. Comai: My concern with that would be we would not be supporting the department that asked us for that item. Dr. Shankle would have to filter out what comes to us in the first place. He knows we don't want too many and we would then trust him to know when it's in operation budget or not.

R. Duhaime: Good point; the last few years, warrants are growing. We all want it to start to shrink; we need it to stop growing.

T. Lizotte: I'm leaning towards what Dr. Shankle said about putting it in the budget. It's a tyranny of choices. Maybe we have to change our approach to educating – something that concisely states what the budget is and what the impact is to you. The tax rate should be a footnote. How we analyze budgets – it would be nice to see the fixed costs separated from variable; on the needs side, we need to be more discriminating – what value add or revenue stream from it to negate it? We should task a couple areas that are big ticket items for analysis – a year later look at it and maybe find some efficiencies. I'd rather make the department heads work harder and provide analytic data just so we have a gauge of what is really needed or if there are alternatives.

D. Ross: A lot of these things should be included in their budget proposals; if you really want something you should try to work it into your budget because we are going to start limiting warrant articles. Some things are long term purchases but what should be a separate warrant article?

R. Duhaime: What percent of their budget are warrant articles? Can we limit the % of budget in warrant articles – find a way to make it a smaller percentage in warrant articles.

T. Lizotte: I have concerns about the concept about individual departments that receive revenue that doesn't go to general fund; what comes to mind is ambulance services – analysis on fire department - over 60% of time was ambulance related. If they want a new ambulance, they need to go to the public or put it in their budget.

J. Sullivan: It would help to know what is discretionary vs. non-discretionary items. There are a lot of non-discretionary items we can't control. That will be helpful to us. It is important for us to eliminate items in a CIP (not limit length of warrant article). We don't want to attach items we need to the operating budget that we know we so we know it won't get voted down. I think clarifying what we have as a Council the authority to change whether non-discretionary or discretionary. I think as Councilor Comai said; I don't think of us as a board not approving an item a department head might present – they have been thorough in presenting a budget on needs versus wants.

J. Levesque: People are used to getting certain services; all departments do a good job. We have to educate people that this is the bottom line to keep services where it's at. We have to cut something out – one less plow, officer, firefighter, etc. We have no control over the cost of salt, fuel, asphalt. We need to sell the community on why the budget is where it's at. We are going to try to keep it as low as possible, but everything has gone up in price. Unfortunately our bottom budget is going to go up too; we should try to keep it at a minimal amount of increase.

T. Lizotte: How much is it to publish the annual report?

K. Rosengren: Less than \$2000; school paid for their portion.

T. Lizotte: How many was that for?

K. Rosengren: 250

T. Lizotte: During the budget season, is there a deal we can work out with the Hooksett Banner for a ½ page info graphic talking about each department monthly (proposed budget vs. last year) – that is the education side of it. Each month would feature a different department. Info graphics – visual and verbiage that gets to the point.

b. 13-86 Council Chair authority to sign documents

J. Sullivan: I will still be signing documents on behalf of council, and I would provide updates on what I sign.

***N. Comai motioned to reaffirm the authority of the Chair to sign documents on behalf of the Council. Seconded by T. Lizotte.  
Vote unanimously in favor.***

c. 13-87 Boston Post Cane

Dr. Shankle: Evelyn Woodbury received the Boston Post Cane last year; however she has passed away. The next person on list is Eva Chouinard. As far as we know, she is the oldest person living in Hooksett. We are willing to come to her for presentation.

***J. Sullivan motioned to present the Boston Post Cane to Eva Chouinard at a time and place convenient for her. Seconded by J. Levesque.***

N. Comai: Tradition is that the Councilor of her area attends.

Dr. Shankle: I will let you know where and when so those of you who are available can attend.

***Vote unanimously in favor.***

#### **SUB-COMMITTEE REPORTS**

T. Lizotte: The Budget Committee starts up at the end of the month.

J. Levesque: ZBA did not meet – there was no agenda this month; Transfer Committee meets in a couple weeks.

D. Ross: Conservation Commission: Riverfront project is moving along; agreements have been agreed to; will have booth at Old Home Day.

D. Winterton: Planning Board: Raised question regarding I-93 rest area - I asked what is the property tax impact on private business leasing land from state; it is before the attorney general's office; developers will stay in contact with me. It appears we will receive property tax revenue from new developments; we waived sprinkler registrations for 5 lots; lengthy discussion regarding signage committee – meeting on 9/23.

J. Sullivan: Wasn't the sprinkler requirement voted out?

D. Winterton: The developments were approved before the requirement was voted out; they had the sprinkler requirements on the original plans so they had to come in for a waiver.

N. Comai: I will be traveling during the next Parks and Rec meeting, but I will reach out to Tom Praisol to come to the next Town Council meeting to report on what is happening; Petersbrook fill in process to begin; Pinnacle and Merrimack riverfront project – this body works on the language of signage/font detail also; removing sand from Petersbrook sports field; working on recreation part of town website – interactive map; report in September on impact fees quarterly review; working on recreation 5 year plan – setting up a meeting with Mike Horne to work further on that; interested in filling open positions, now we have Mr. Cote.; still awaiting some hardware for Pinnacle signage – Dr. Shankle, can you look into that for them? Board of Assessors did not meet.

R. Duhaime: SNHPC letter – 10 year plan there will be a meeting in September.

L. Boswak: I have nothing to report.

J. Sullivan: Heritage Commission: Oct 6 at 2 pm park dedication; Veterans' Park sign is up in the oval; new sign entering Veteran's Drive below congregational church sign. The renovations look great - Parks and Rec and Highway Department have done great.

L. Boswak: I regretfully must resign my councilor-at-large position effective September 30, 2013.

J. Sullivan: Thank you for your service. We need to officially accept her resignation.

***D. Winterton motioned to accept Councilor Boswak's resignation, effective September 30, 2013, with regret and gratitude for her service. Seconded by T. Lizotte. Vote unanimously in favor, with regret.***

J. Sullivan: According to the Town Charter, section 3.3: *Vacancies occurring in the office of Councilor at any time shall be filled by a duly qualified member of said District by appointment by affirmative vote of the Council within thirty (30) days of a declared vacancy. If a tie vote is maintained after three (3) calls by the Council Chair, a special election will be held within thirty (30) days to fill such vacancy. Such appointed or elected appointee shall hold office until the next regular election. No appointments for councilor-at-large shall be in contradiction of Section 3.2.* District 1 and district 4 cannot serve. We need to post that the position is available as of 9/30, and interested candidates should send in their request and appear at our first meeting in October.

***D. Ross motioned to instruct Town Administrator to advertise that we are entertaining applications for the vacated seat on the Town Council. Seconded by T. Lizotte. Vote unanimously in favor.***

#### **PUBLIC INPUT**

Marc Miville, 42 Main St.

I have some notes about the budget: Education is key; I tried hard to educate voters by writing letters to the editor and spoke at deliberative sessions and on blogs. I think you should own that as Councilor Boswak said. I think you should have collective letters to the editor; try to get a reporter here – we need better reporting. Regarding the budget, by putting a lot of items into the budget it goes into default. Department strategy is to keep it under default numbers, but adding it to the budget it goes into default. Most warrant articles get approved. They vote the default and approve 10 out of 16 warrant articles. It doesn't make sense to me. CIP has to follow master plan. A lot of things could be questioned as to what belongs on the CIP because it's not on the master plan. We have to look at needs versus wants; is it a valid investment or administrative comfort; data driven justifications of the department budgets - the Town Administrator has stressed that many times in his budget reviews. In my opinion, no new positions or new support staff this year; discretionary items are at a minimum; no replacement furniture or equipment unless absolutely justified through data and need; no salary increases unless union contractual renewals.

We all worked very hard on an election day and a lot of things happened; we need to educate public on aren't going through. When revaluation doesn't pass or emergency communication doesn't pass – we need to pay attention to what the needs are in the town, not just the wants; read the articles and understand we are working hard to do what's right for the town. The CIP committee will be starting in early October; previously, the finance director has guided us through process. Person doing advising should come from the planning department who will attend the meetings. We still need a minute taker. There should be an invitation through planning board to recruit members for CIP committee – fresh new faces will be nice. We need to start getting organized.

N. Comai: Regarding the subcommittee of the Planning Board – you mentioned the CIP on the charter is not stated that way?

Dr. Shankle: My recollection is I don't think the CIP committee is envisioned in the charter. It talks about the Town Administrator presenting a Capital Improvement Plan to planning board and town council. It's really an adjunct document to master plan.

J. Sullivan: According to the Town Charter, section 5.7:

*The Town Administrator, after consultation with the Planning Board, shall prepare and submit to the Council a capital improvement plan at least one (1) month prior to the final date for submission of the budget. All town departments and agencies (including school and water precincts) shall participate in preparing input for the capital improvement plan. The capital improvement program shall include:*

*A clear summary of its contents;*

*A list of all capital improvements which are proposed to be undertaken during at least the next six (6) fiscal years, including, but not limited to equipment, sewer, roads, sidewalks, bicycle paths or lanes, public open spaces and recreation facilities, new police and/or fire stations, and other new public facilities and major items of equipment, with appropriate supporting information as to the necessity for such improvements;*

*Cost estimates, methods of financing and recommended time schedule for each such improvement;*

*The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.*

*The capital improvement plan shall be based on a period of not less than six (6) years and shall include reference to or be influenced by, where appropriate, the Town Master/Comprehensive Plan.*

*The above information may be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition.*

M. Miville: The CIP committee plans up to 6 years but it can go past.

J. Sullivan: The Town Administrator needs to meet with Planning Board or subcommittee.

M. Miville: The CIP reports final plan to the Planning Board for approval then it comes to Town Council.

J. Sullivan: Did Council establish a CIP committee?

D. Winterton: I think if we collect impact fees, aren't we required to have CIP?

N. Comai: My point was procedural and interpreting of the charter and how to do it correctly; perhaps it could be done with less hours. Dr. Shankle can look at the spreadsheet and determine what is on the CIP and what is not, without a 6-person subcommittee of the Planning Board. It's his decision as to which way we continue.

Dr. Shankle: I think the charter presumes the process works the other way around - CIP committee and Planning Board come up with something and give it to the Town Administrator to decide what comes to Council.

M. Miville: You make recommendations and we go with it or not.

J. Sullivan: Town Charter 5.7D *The Town Council and Town Planning Board shall meet annually in preparation for and review of the capital improvement plan in a manner determined from time to time by the Town Council.* In 1989 the Council came up with a CIP committee; the way we are doing it is something we still can do.

Dr. Shankle: It's not a real problem – what goes before the Budget Committee, Planning Board and Town Council is the recommendations of both the Town Administrator and CIP.

M. Miville: There has been a lot of discussion about whether certain department heads should be part of the CIP committee; a member shouldn't be on the committee if they are presenting their own CIP plans to the CIP committee. The school board voted to not have a member on the CIP committee this year.

J. Sullivan: We will double check when the CIP committee was established; in the meantime ultimately the Council makes the final decision.

M. Miville: Finance staff personnel will be changing this year.

Dr. Shankle: We just need to remember the purpose of CIP was that planning boards had master plans that said there would never be growth in this region of town; when anyone came to town for anything that would be premature as it is not in master plan. Court says it's fine if premature but you need to be

working toward making some parts of town developable. In order for a master plan to be legitimate, you need a CIP plan to show how the town is going to develop. That's why the courts tied the master plan to the Planning Board.

***D. Ross motioned to adjourn at 9:30 pm. Seconded by R. Duhaime  
Vote unanimously in favor.***

Respectfully submitted,

Tiffany Verney  
Recording Clerk