

TOWN COUNCIL MEETING MINUTES
Wednesday, January 22, 2014

CALL TO ORDER

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

ROLL CALL – ATTENDANCE

Chairman James Sullivan, Donald Winterton, David Ross, Todd Lizotte, Adam Jennings (left at 8:45), Susan Orr, Robert Duhaime, Dr. Dean E. Shankle, Jr. (Town Administrator)

Missed: Nancy Comai, James Levesque

PLEDGE OF ALLEGIANCE

NEW BUSINESS

- a. 14-010 Hooksett Youth Achiever of the Month - January 2014

D. Winterton: My favorite part of this job is getting to meet the youth of Hooksett and read the nominations of those not announced tonight. Our incredible town is producing incredible young men and women. This person is a student at Bow High School. He is in the National Honor Society and is on the soccer team and tennis team. He is also on a robotics team. His hard work is recognized and rewarded by others. He has been awarded a scholarship to St. Michael's College. He has also received a Dean's scholarship to UNH and University of Maine. He is here with his parents and both sets of grandparents. That defines the success of the community that creates great young men and women. Tonight we honor the achievements of Jacob Huppe.

Presentation of pin and certificate.

APPROVAL OF MINUTES

- a. Public: January 8, 2014

***T. Lizotte motioned to approve with edits. Seconded by S. Orr
Vote unanimously in favor.***

- b. Non-public : January 8, 2014

***T. Lizotte motioned to approve. Seconded by D. Winterton.
Vote unanimously in favor. S. Orr and D. Ross abstained due to absence.***

- c. Workshop: January 4, 2014

***D. Winterton motioned to approve. Seconded by R. Duhaime.
Vote unanimously in favor. S. Orr and D. Ross abstained due to absence.***

AGENDA OVERVIEW

Chair Sullivan provided an overview of tonight's agenda.

CONSENT AGENDA

- a. 14- 006 Donation to Veterans' Park \$35.
b. 14- 007 Bond release for Public Works: Heritage Family Credit Union; \$75,229.69
c. 14-008 Bond release for Public Works : Auto Zone; \$42,674.76

***T. Lizotte motioned to approve the consent agenda. Seconded by R. Duhaime.
Vote unanimously in favor.***

TOWN ADMINISTRATOR'S REPORT

- Spent time on police union negotiations
- Bass Pro soft opening on February 19 and grand opening on February 20
- Budget committee not doing a Saturday meeting this year
- Spent time interviewing architects
- Hearing in Senate on sewer (Walmart project) occurred last week. Staff, sewer commission and planning board members attended and spoke in favor. There was virtually no opposition. Senator Boutin hoping it goes through both houses and gets signed by end of Feb.
- Hooksett Banner memo – winter weather update – 30% of the winter is gone and we have already spent over 70% of winter maintenance budget. Recommend money move from paving line to winter maintenance line.
- Monday, Jan 27 at 6 pm Zoning workshop – will need to post as a meeting if Councilors will be attending.

- Change in personnel – Town Clerk Tax collector office. Current part time town clerk applied for and received position of deputy tax collector. Todd Rainier is now the part time town clerk and full time deputy tax collector.

PUBLIC INPUT: 15 Minutes

None

NOMINATIONS AND APPOINTMENTS

- a. Nomination of Chief Williams as Fire Warden

D. Ross motioned to nominate Chief Williams as Fire Warden. Seconded by R. Duhaime. Vote unanimously in favor.

Dr. Shankle: He will be appointed by the state Fire Marshal.

J. Sullivan: We thank Chief Williams for serving as our Fire Warden.

SCHEDULED APPOINTMENTS

- a. Carrie Hyde: Old Home Day

C. Hyde: I am here to provide an update on the 2013 event and 2014 as we start planning. 2013 was a huge turnout of public and parade attendance. By 11 am we had run out of parking – that is a concern for next year. I am hoping to connect with Cigna and use shuttle buses. I also wanted to get permission to see if we ran out of parking at Cigna, if we could use a little bit of parking at Old Town Hall and I'm also going to send a letter to the Legion. If they don't have a function going on, we would be able to park there. I'd plan on having a sign at Cigna directing people to Old Town Hall and then to the Legion. The bus would do a loop and not go into any parking or walking areas. My plan is to have 2 buses.

Dr. Shankle: We might want to reconsider Old Town Hall since the bus might not be able to fit if both sides of the road were taken up with cars.

C. Hyde: We would like police detail throughout the day to direct traffic. Everything was on time and the second stage we added worked out really well. This year we are going to enlarge the 2nd stage to be ½ the size of the main stage (approx. 16x16). We are planning a magician and more kid-friendly shows going on in between the demonstrations. We'd like to bring in some of the high school bands to play on the second stage. Hooksett fireworks closed the event and there was a huge turnout. A lot of food vendors ran out of food by 6pm. We are planning to have the Hooksett Hurricanes have football games that day to draw more people to the event to get more community involvement. Want to see if HYAA can open concession in the morning for breakfast since there weren't any breakfast vendors this past year. We anticipate a larger crowd for 2014, and we are submitting a parade permit next week. The date is planned for 3rd Saturday in September – September 20, 2014. We appreciate the funds that came from the town in 2013 as it helped a lot. I was able to find an insurance carrier that was \$1000 less than anticipated so we have a little extra to carry over to this year. We received \$4,499 from town for 2013; for 2014 I asked that the town donate \$3,000 – that is because we have extra carried over from 2013. We also raised vendor registration fees to help pay for the buses.

D. Winterton: Did you raise vendor rates for non-profits also?

C. Hyde: Yes. We raised food and retail vendors by \$5 and non-profit we are asking \$15 to offset the cost of the insurance.

- b. Sewer Commissioners to discuss budgets

Bruce Kudrick, Superintendent

B. Kudrick: We have been working well with the Walmart people. There have been some delays on Walmart's end but they will be resolved. We are also working on regulations for exit 10. We want to set up a system that if someone's septic fails, they cannot rebuild, and they have to hook up to the sewer. We are still having trouble with wastewater plant. We had another issue over Christmas. If we didn't have alarms, all the discs would have gone down the river. We have had to increase the blower speeds to double. Our electric bill will increase by 50%. We are going into mediation with contractors and engineers and state and attorney general office the first week of March. Attorney general has hired a company to look over and make recommendations. They have a draft going to the state soon. We know

what causes the problem, but how are we going to fix it? Lastly, the commission is always looking to the future and we need your help in getting a warrant article for this year or next year to acquire 5 acres north of the wastewater plant to increase capacity. It's all been cleared out and is town property. We also are the evacuation center for Memorial. They come twice a year to run trials and they turn it into an educational experience by writing letters and explaining what is going on.

J. Sullivan: You mentioned at exit 10 that if the septic fails, do you have authority to say that they can't rebuild?

B. Kudrick: Commission believes through RSA:149I that they have that authority. We need to take care of mediation and the next step is to work on that. I think once sewer gets in there, there is already a dry sewer line that was put in in the 80's. We just have to connect all the dots.

J. Sullivan: You stated that the alarm tripped 3 times. The alarm didn't go off last time, so how long does it take to get there?

B. Kudrick: 15 minutes. It took about 45 minutes to get things running and another 45 minutes to make sure things were good.

J. Sullivan: Is that enough time?

B. Kudrick: If we had a higher flow, I probably wouldn't make it. I've asked for help from the state and they won't let me do what I want to do. I want to bypass the I-pass system. They will let me test it in April.

J. Sullivan: Are there procedures in place that will prevent it from not happening again.

B. Kudrick: Yes.

T. Lizotte: Is there any way to cap the top of the pools so that fluid can come up but the disks are maintained?

B. Kudrick: That is fairly expensive and with the pressure coming in, the engineers don't believe it will hold. Hopefully when we find out what the fix is, we will know what we can do from there.

D. Winterton: Is there any discussion with the emergency management department or fire department in case you weren't available, what happens to the overflow?

B. Kudrick: If I'm not in the area, 5 other employees are on call in the area that can take care of it. They are within 30 minutes of the plant.

D. Winterton: Have there been any discussions with other departments in the town of Hooksett?

B. Kudrick: I don't know how it would be legally if another department did something and it wasn't done correctly, it falls on me because it's my license that runs the plant. But that is something we have talked about.

D. Ross: Is it written down anywhere?

B. Kudrick: The procedure is, yes. The state has looked at it and they asked me to take the bypass out and we just make it work.

D. Ross: I would think we should have a copy of that on file with emergency management. Just a suggestion.

B. Kudrick: As for the budget, we put in for 2% raise. Electricity has gone up because of the cost of running the blowers. They aren't supposed to be running at full speed and they are. Heat/fuel is increasing and we have to be prepared for that. Lab has gone up because of more testing through EPA. Hauling biosolids has gone down. We had Waste Management haul at \$213,000/year and they went up

4% every year. The board purchased a triaxle and we haul to Merrimack. The cost is now only \$106,000.

R. Duhaime: Health insurance – why the increase in that line item?

B. Kudrick: It went up because an unmarried employee retired and I had to figure the replacement would be married and on the family plan. The rates have gone up for this too.

D. Winterton: Do you use the same health insurance the town does?

B. Kudrick: Yes, it's the same plan. Moving on to the second page, wages and insurances = \$9,000 increase. That insurance hasn't changed for the 2 office people.

R. Duhaime: The legal line – is that because you are still in litigation?

B. Kudrick: Mediation we were told was going to cost \$20,000/month in Feb, March and until we get it resolved. We still owe money to the lawyers. The cost for using 90,000 gallons of water, (average person) is \$636/year. That is what the state bases everything on. Allenstown is \$684 and Pembroke is \$624. Manchester is at \$501 but at one time they were \$312 for the same amount.

D. Winterton: 90,000 gallons – per person or family?

B. Kudrick: That is for a household for a year.

D. Winterton: So about \$160/quarter.

B. Kudrick: Rates will not go up this year. Wastewater treatment has been one of the biggest health improvements for this country. The Merrimack River was the 10th dirtiest river in this country in the late 50's, early 60's. Now it's a great river due to all the wastewater plants maintaining it.

D. Ross: Legal – will this money be potentially recovered?

B. Kudrick: Some of it. There are some things that can't be recovered. What we have spent so far is recoverable. Money spent for mediation is a gray area – they didn't say yes or no.

D. Ross: Where would it go?

B. Kudrick: Back to the sewer fund to expand our facility. We had over \$1M in that fund that went away when we lost the disks. We had to spend about \$990,000. You want to keep that money in reserve. Only users pay for sewer, septic people do not. Litigation is 2 parts: the cleanup and the fix.

S. Orr: How many total people on staff?

B. Kudrick: We have 5 at the wastewater plant. We work a 7-day week. We have 2 full time employees at the office and a part time accountant.

S. Orr: The office budget line – \$16,000 for office supplies?

B. Kudrick: That includes postage, copier contracts (we send out over 4,000 bills every quarter), billing forms, final bills, end of year notice, copier maintenance, billing software.

S. Orr: You have a line in there for office equipment. I would think copier would be there and generally we see postage as a separate line item.

B. Kudrick: That's the only part of the budget I don't do. Office equipment could be repairs to existing equipment. The office manager goes through what she needs and what is going to be spent. Same with the lab director – he gives me what he needs.

S. Orr: Your part time accountant was OK with putting postage under office supplies?

B. Kudrick: Yes.

D. Winterton: Under vehicles, the van we have had for 12 years has only 32,000 miles on it?

B. Kudrick: I have tools and ladders in it. We use it for final inspections of sewer lines and we keep it stocked with everything we need, ready to go.

D. Winterton: When it comes time to replace, I would think it would be a \$40,000 or \$50,000 item in 2016. Should you look into a trailer?

B. Kudrick: We have looked into that. We downsized from a box truck but there are other departments that use a trailer and tow it. I'm replacing my 1-ton right now and that is a \$60,000 item. We will look at all our options.

T. Lizotte: Sludge removal – you were looking at disposal to a facility that wanted it for compost. Did that go through?

B. Kudrick: Yes we take it to Merrimack.

T. Lizotte: All costs are purely hauling?

B. Kudrick: Yes. They charge us – 13.2 tons/run x 52 weeks at \$58/ton. Fuel is 52 miles/trip and that's where you get the \$106,000. We hope to have our own composting facility in the future and that number would go down even more.

J. Sullivan: The warrant article for this year is a little late.

B. Kudrick: We want a warrant article on the school district that would transfer property next to the plant to the town of Hooksett for future expansion.

J. Sullivan: You would need to go to the school board.

B. Kudrick: We are located in the center of town. Manchester Sand and Gravel, Granite Hill, Green's Marine - all that can expand. That could all go to the north plant. We've got to plan for growth in this town. We are looking to get this land set aside for the future of the wastewater facility.

J. Sullivan: You should contact the school superintendent. I think it's too late to be included in the school warrant article for this year.

Dr. Shankle: The Town Council can say whether or not they would accept it. We'll do whatever you need us to do to help you.

R. Duhaime: The expansion of Northbound/Southbound rest area - is there going to be a bigger pipe?

B. Kudrick: We are working with them. They are going to expand the facility and use less water.

c. Stantec re Engineering Services

Dan Tatem and Rene LaBranche

D. Tatem: We've worked here for a number of years and felt with the changing of Council members, we wanted to give you an understanding of what we do for the town. In the last couple months we have heard some negative comments concerning our services and we'd like to set the record straight. We support the Planning Board and DPW with construction monitoring. DPW has taken over that so we do estimates and reviews for the Planning Board. We have done various projects for town – Benton Rd box Culvert, Martins Ferry Rd retaining walls, Petersbrook rec fields, 3A hourglass and Hackett Hill intersection, NPDES permit compliance, traffic corridor studies – impact fee spending procedure. We came up with a procedure that mirrors RSA's for spending that money.

Misconceptions: We've heard negative comments from developers, contractors, etc. In the last couple months we've heard these comments from staff and board members. High hourly rate – Project

Management rate is \$113/hour; field staff is \$93.50/hour and monitoring is \$113/hour. Our rate for Project Management is less than most of our competitors. \$93.50 is industry standard. Compliance monitoring is stop in. Another misconception is that we sit all day just to bill developers. SPC is part time (see handout 1). Our invoices are detailed. We stop in, check the plan and leave. We can't sit all day long, that's an inaccurate statement. Construction monitoring – these town roads were not being monitored in the 70's and 80's. Your regulations require full time monitoring for underground utilities, sewer and water. We monitored University Heights project and we worked for DPW, Sewer and Water. We had 2 different inspectors watching different crews at the same time. We called a meeting to cut that cost in half for DPW and sewer. We suggested that to save the town money. Reviews – most are 10% of design cost which is industry standard. The Planning Board asked for detailed reviews. We have worked with them to create regulations that have different requirements. It's not our place to pick and choose which regulations we comment on; we comment on all of them. Designers have to continually address new comments in Stantec letters. We don't like comments on second reviews either. We have been thanked for timely, detailed reviews and very few "new" comments. Another comment we heard was making changes in the field during construction monitoring is acceptable. Engineers in town stamp plans and take on professional liability. The Planning Board does not feel it's appropriate for an inspector to make a change to a plan that a PE stamped and took on the liability. Field Staff doesn't have the ability to understand what the change could affect. Plans are designed with safety in mind and should not be changed by anyone other than the engineer. Goffstown was impressed with inspection and detail we offered. Next is regarding billing. Stantec billed \$300,000/year for last 5 years. The actual average is \$168,823. That is about ½ of the claim. We were alarmed and concerned and wanted to explain this. NPDEs mapping project – required by EPA to map storm water infrastructure and provide annual reports. It was \$80,361. We hired a photo map company and just passed the cost along to you (\$75,900). Stantec billed only \$4400. Benton Rd Box culvert – \$152,000; FEMA funding was 75/25 split. Rene got DOT to pay 80% of the 25%. Town ended up paying \$7600 of a \$152,000 project. We worked with other local subs and of the \$152,000 we paid \$41,578 to help us with this project. Economic Development Committee would interview contractors and developers to see what they could do to spur development. Interview with Thibeault Corp. states \$500,000 was paid to Stantec. If you look at the breakdown of bills, they actually paid \$181,000 and \$81,000 was paid to the town. We had to defend ourselves against some misinformation from a contractor. We are a local office of 30 people and you deal with me 99% of the time. Not too many engineering firms can offer the services we can. We have been working with Hooksett since 1996. We have had no conflicts of interest and we have extensive knowledge of past projects and we've worked with the Planning Board to combine regulations into one document. We offer competitive rates with in-house staff. I hope we have set the record straight on some of these things. We want to continue our relationship with you.

J. Sullivan: One of the reasons we thought it would be useful for you to come in is we have been looking to see if this is something the town can do without having to go to an independent engineering firm. The other thing we've always heard is that Hooksett's not an easy place to develop. I think having you come in clarifies your role. Designers have to continually address new comments. That's not something that would never occur, does that happen occasionally?

D. Tatem: We meant during planning reviews. As far as construction, I think the field staff would make comments on a daily basis.

R. LaBranche: We try hard to be thorough initially to limit the number of comments they have to address.

T. Lizotte: You talked about changes on a job site and authority. Who grants who authority to make changes on the job site? And who decides how a change gets made?

D. Tatem: We work for the Planning Board and they directed us; when we did construction monitoring, the intent of the design has not changed but if a drainage pipe has to get moved we would have the contractor notify the design engineer and they would decide what needs to get done. DPW director would also be notified. Aesthetic issues are brought to the Planning Board as they are not technical.

T. Lizotte: The Planning Board grants you authority to make changes on job sites. Is there a contract in place? How do we deal with liability if a change is made that becomes an issue in the future?

R. LaBranche: We have never been given that authority. There isn't really any authority. We're talking about moving a catch basin a bit but going to the next level there is no authority.

T. Lizotte: The concept of potentially beefing up engineering staff is to save the town money and streamline smaller projects. The concern I have is authority – unless there is a contract there is no authority. The next thing is I've always been concerned with a third party representing the town. We don't have a contract with Stantec. When you do these reviews, if something came up, where is the liability?

R. LaBranche: If we are negligent, we are responsible for what we do. If there is something wrong with the plans, we or the contractor contact the design engineer of record. They modify, stamp and send it back and we would be the reviewer of the change (tier 2). Tier 1 is low liability and typically done to accommodate some inaccuracy in the field.

R. Duhaime: Stantec is so thorough and that is a positive thing. I don't think a lot of things were brought to the board prior to Stantec. I think they have been a bonus and I think the town should look into hiring staff or bidding out to other firms.

D. Ross: I find it troubling that the quotes you mentioned were so inaccurate. I would hope that anyone would not make such outrageous claims that were not true. Stantec has served this town well and they do have some expertise that we couldn't possibly duplicate.

T. Lizotte: The info provided was before the downturn since 2009. We dismissed it trying to justify a situation that if we had an engineer they could augment the work the DPW director was doing in terms of infrastructure, replacements, and fixes that are coming our way because of things that were not done right in the 60's and 70's. We are looking at the heyday, not the post-2008 downturn.

D. Winterton: I'd like to thank you for coming in today. It's an important issue that the town is looking at and I'm glad we've had the opportunity to listen to your presentation. This is part of an ongoing discussion of what is best for this town going forward.

5 MINUTE RECESS

OLD BUSINESS

- a. 13 - 119 Budgets and Warrant Articles

J. Sullivan: We are voting on budgets and warrant articles.

T. Lizotte: Did we ever put the 2% in the budget? We took it off the warrant.

C. Soucie: Yes.

Dr. Shankle: There are a few minor changes we need to address.

C. Soucie: The Library Trustees modified their budget – they are requesting a reduction in the health insurance line by \$4,577 bringing their budget down to \$593,331.

J. Sullivan: Do we still have the issue with the full time/part time employee and the Affordable Care Act? We had a question on the penalty.

C. Soucie: We have gotten different answers from different agencies and no clear answer, so they made the change to reduce the staff hours for that person.

Dr. Shankle: We had 3 lawyers look at it and they all had different answers. NH law is clear that library employees work under Library Trustees; however, nobody seems to be clear on what the ACA says about that issue. Library employees are under the control of the Trustees. We are saying that there is no clear answer.

M. Broderick: We had a meeting of the Trustees and we are going to follow that recommendation. We've reduced our line in health insurance and it is based on that discussion. We will make accommodations to meet the requirements of the law. I think we have to be realistic and we will make due with what we have. We appreciate all of your support. We want to work with Council to educate patrons on their support of the library.

J. Sullivan: Budget for Library is now \$593,331.

T. Lizotte: I'd like to do them section by section but taking everything as a whole, where are we in terms of default and percentage under/over.

C. Soucie: With the 2% raise, and the adjusted library budget, Council's request is higher than the default by 1.1% (\$180,000). This also means Council's request is higher than current budget by 3.78% (\$533,869).

S. Orr: Higher than default, is there one line item that stands out or is it across the board? Is it in one department? Where is the increase?

C. Soucie: There were 2 new vehicles for police, 1 in DPW, 2% nonunion raises, new equipment in fire department, and a part time new hire in Finance Department.

D. Winterton: Even with a 3.78% increase over last year, we have been hit with a 17% increase in health insurance.

J. Sullivan: I think having that info out there would be good for voters to know.

C. Soucie: Health insurance 17% increase (\$240,000), property liability 77% increase (\$159,000), and some other contractual items totaling \$112,000.

T. Lizotte: I would still like us to consider an info graphic on the budget in the paper or something.

T. Lizotte motioned to instruct the Town Administrator to explore options of placing an info graphic in newspaper at his discretion utilizing existing budget. Seconded by A. Jennings.

Dr. Shankle: I'm clear on what he is asking but is there anyone on Council that is willing to work with me on graphic design. I can give you the facts but need help in making it attractive.

T. Lizotte and S. Orr volunteered to assist the Town Administrator with this info graphic.

R. Duhaime: Town Council would want the voters to approve budget instead of default. The Town Council is educating the public.

S. Orr: It's not what the Town Council wants; we want to provide voters with information so they can make the best decision for the town.

Vote unanimously in favor.

D. Winterton: Could you give me the number for the salary increase with 2% nonunion raise?

C. Soucie: \$63,854 for wages and benefits.

A. Jennings: A \$240,000 increase in health insurance is 1.5% of default increases – almost half.

Dr. Shankle: When you look at how the budget is over the default, several things in the past have been separate warrant articles. This is the best way to do that.

T. Lizotte motioned to accept the Library budget of \$600,682. Seconded by S. Orr.

Roll Call

S. Orr – Yes
R. Duhaime – Yes
D. Winterton – Yes
D. Ross – Yes
T. Lizotte – Yes
J. Sullivan – Yes

Vote 6-0 in favor.

D. Ross motioned to accept Town Clerk's budget of \$34,273. Seconded by T. Lizotte.

D. Ross: Is the 2% based on salaries?

C. Soucie: It was \$34,199 without 2% raises for nonunion, and we added \$74 for the 2% increase.

Roll Call

T. Lizotte – Yes
S. Orr – Yes
R. Duhaime – Yes
D. Winterton – Yes
D. Ross – Yes
J. Sullivan – Yes

Vote 6-0 in favor.

J. Sullivan motioned to approve the Tax Collector budget at \$274,650. Seconded by T. Lizotte.

Roll Call

T. Lizotte – Yes
S. Orr – Yes
R. Duhaime – Yes
D. Winterton – Yes
D. Ross – Yes
J. Sullivan – Yes

Vote 6-0 in favor.

R. Duhaime motioned to approve the Recycling & Transfer budget of \$1,082,076. Seconded by T. Lizotte.

Roll Call

D. Ross – Yes
T. Lizotte – Yes
S. Orr – Yes
R. Duhaime – Yes
D. Winterton – Yes
J. Sullivan – Yes

Vote 6-0 in favor.

T. Lizotte motioned to approve the DPW budget of \$2,741,987. Seconded by R. Duhaime.

Roll Call

D. Winterton – Yes
D. Ross – Yes
T. Lizotte – Yes
S. Orr – Yes
R. Duhaime – Yes
J. Sullivan – Yes

Vote 6-0 in favor.

T. Lizotte motioned to approve the Police budget of \$3,771,423. Seconded by D. Ross.

Roll Call

R. Duhaime – Yes
D. Winterton – Yes
D. Ross – Yes
T. Lizotte – Yes
S. Orr – Yes
J. Sullivan – Yes
Vote 6-0 in favor.

T. Lizotte motioned to approve the Fire Rescue budget of \$3,949,867. Seconded by S. Orr.

Roll Call

R. Duhaime – Yes
D. Winterton – Yes
D. Ross – Yes
T. Lizotte – Yes
S. Orr – Yes
J. Sullivan – Yes
Vote 6-0 in favor.

J. Sullivan motioned to approve the Finance budget of \$230,522. Seconded by R. Duhaime.

Roll Call

R. Duhaime – Yes
D. Winterton – Yes
D. Ross – Yes
T. Lizotte – Yes
S. Orr – Yes
J. Sullivan – Yes
Vote 6-0 in favor.

T. Lizotte motioned to approve the Family Services budget of \$245,381. Seconded by D. Winterton.

Roll Call

S. Orr – Yes
R. Duhaime – Yes
D. Winterton – Yes
D. Ross – Yes
T. Lizotte – Yes
J. Sullivan – Yes
Vote 6-0 in favor.

C. Soucie: Community Development was previously \$372,016 but after Joanne presented, she realized she hadn't included \$5000 for minute takers part time line 200.4191-113.000. She wanted to increase it to \$377,016.

***J. Sullivan motioned to approve an additional \$5000 to increase to \$6,920. Seconded by R. Duhaime.
Vote unanimously in favor.***

R. Duhaime motioned to approve the Community Development budget of \$377,016. Seconded by D. Ross.

Roll Call

T. Lizotte – Yes
S. Orr – Yes
R. Duhaime – Yes
D. Winterton – Yes
D. Ross – Yes
J. Levesque – Yes

Vote 6-0 in favor.

D. Ross motioned to reduce the Assessing office supply line by \$1800 to \$1000. Seconded by T. Lizotte.

Vote unanimously in favor.

D. Ross motioned to approve the Assessing budget of \$181,497. Seconded by J. Sullivan.

Roll call

T. Lizotte – Yes
S. Orr – Yes
R. Duhaime – Yes
D. Winterton – Yes
D. Ross – Yes
J. Sullivan – Yes

Vote 6-0 in favor.

C. Soucie: For the Administrative budget – I suggest you increase by \$2000 based on the request from Ms. Hyde.

D. Ross motioned to increase Old Home Day donation by \$2000. Seconded by T. Lizotte.

L. Lessard: DPW paid for the stage and they raised money for fireworks.

C. Soucie: The money for insurance came from administration.

Vote unanimously in favor.

R. Duhaime motioned to approve the Administration budget of \$1,094,368. Seconded by T. Lizotte.

Roll call

D. Ross – Yes
T. Lizotte – Yes
S. Orr – Yes
R. Duhaime – Yes
D. Winterton – Yes
J. Sullivan – Yes

Vote 6-0 in favor.

T. Lizotte motioned to approve the Budget Committee budget of \$7,609. Seconded by R. Duhaime.

T. Lizotte: Are we going to give the 2% increase to the minute taker?

C. Soucie: Yes, we are including part timers in the raises.

T. Lizotte: That is a dual role at a mixed rate. Why add 2% to the minute taking role? It's a unique situation.

Dr. Shankle: Some of the minute takers are also full time employees of the town and they get a 2% raise. How does the blended rate work?

C. Soucie: It waters it down – they won't get a 4% raise.

T. Lizotte: The budget is enough to cover but not go over.

J. Sullivan: \$6000 is the amount budgeted.

C. Soucie: The \$6000 is 2% on top of that. Technically, they are paid a rate, get an evaluation and get the 2% and hourly rate increases. Full time rate goes up 2%. You add up the hours worked to come up with a blended rate.

T. Lizotte: The money in the budget is money that is representative of a do not exceed amount.

Dr. Shankle: We had talked about giving a stipend to budget committee members. I've done some research on that and will say that out of the towns we've looked at, only 1 out of 30 paid.

J. Sullivan: What is the suggested stipend?

Dr. Shankle: Planning Board gets \$200 each for a full member.

J. Sullivan: If we do consider the Budget Committee, should we look at other committees to see if there is a stipend necessary for them?

T. Lizotte: The Budget Committee had a discussion and not that many were inclined. The other concern is a school board member is on that committee, water district, Town Council member...all elected officials would be double stipend.

D. Winterton: There is no stipend for the Planning Board.

S. Orr: I think the Budget Committee is entitled to a stipend consideration. It's an important job and we should take our time and research. Adding this to a budget that is higher than the default and current budget isn't the right time.

Roll Call

D. Winterton – Yes

D. Ross – Yes

T. Lizotte – Yes

S. Orr – Yes

R. Duhaime – Yes

J. Sullivan – Yes

Vote 6-0 in favor.

R. Duhaime motioned to approve the Capital Lease budget (fire tanker truck) of \$51,601. Seconded by T. Lizotte.

Roll call

R. Duhaime – Yes

D. Winterton – Yes

D. Ross – Yes

T. Lizotte – Yes

S. Orr – Yes

J. Sullivan – Yes

Vote 6-0 in favor.

T. Lizotte motioned to approve Cemetery Commission budget of \$850. Seconded by J. Sullivan. Vote unanimously in favor.

T. Lizotte motioned to approve the Conservation Commission budget of \$7,801. Seconded by S. Orr.

Roll call

R. Duhaime – Yes
D. Winterton – Yes
D. Ross – Yes
T. Lizotte – Yes
S. Orr – Yes
J. Sullivan – Yes

Vote 6-0 in favor.

C. Soucie: The \$1 for interest paid on a Tax Anticipation Note (TAN) is just a placeholder.

**D. Ross motioned to approve \$1 for the interest on the TAN; seconded by D. Winterton.
Vote unanimously in favor.**

Warrant articles

C. Soucie: Operation budget is \$14,651,604 plus sewer (\$1,994,923) = \$16,646,527 to Budget Committee.

J. Sullivan: If we go to a default budget, sewer doesn't fall back to a default figure?

C. Soucie: Yes, they are working on finalizing that number in the next week or two.

D. Ross: What is the number for estimated tax impact on article 3?

C. Soucie: \$6.70 including sewer

S. Orr motioned to recommend the CIP Recycle & Transfer warrant article to see if the town will vote to raise and appropriate the sum of \$180,000 to purchase a 14 Yard Automated Collection Truck for the Recycling & Transfer Department and to authorize the withdrawal from the Solid Waste Disposal Special Revenue Fund created for that purpose. Seconded by T. Lizotte.

D. Ross: Why does it state raise and appropriate?

C. Soucie: It's state law

Roll call

R. Duhaime – Yes
D. Winterton – Yes
D. Ross – Yes
T. Lizotte – Yes
S. Orr – Yes
J. Sullivan – Yes

Vote 6-0 in favor.

**J. Sullivan motioned to table all warrant articles but the Town Engineer position until the first meeting in February. Seconded by S. Orr.
Vote unanimously in favor.**

Dr. Shankle: You have already approved them but the Town Engineer position. I'd like to have a discussion on that. I think that many of the reasons that we want to move ahead with this, they highlighted for us. It depends on where you start looking at the 5 years. We are looking at \$91,884 for this position. Just about every year except the last year, this position would have paid for itself. It didn't last year because Leo took on the construction monitoring. I'd like to have Leo come talk about this. There are some big projects coming up with regard to the MS4 drainage.

L. Lessard: We are one of 20 towns that do the MS4; Goffstown hired a part time engineer to do just that. This person will get some of that. We don't know the price of that yet. We are already in an MS4 from

2003-2008. Stantec was doing them but since I've been here I've been doing them (saving \$5000/year). This could be very costly.

Dr. Shankle: It's important to get on top of that because this is something the town will have to pay for directly. Stantec said they have averaged \$168,000/year over the last 5 years – we could have someone here full time for that.

***D. Ross motioned to continue the meeting until 10pm. Seconded by T. Lizotte.
Vote unanimously in favor.***

Dr. Shankle: From my perspective the problem with contractors is you have very little control over how they treat people. We'd want the Planning Board to be with us on this since they can pick who they want. They talked about detailed planning regulations. They have written those regulations so those things have to be done.

L. Lessard: It's the Planning Board regulations but they wrote it. We changed some of the Town's appropriated engineer duties to DPW director when I took over some of the responsibility.

Dr. Shankle: Having a full time employee makes sense. Sometimes you need to get a different perspective. From the town point of view, we haven't done anything to see if they are the best fit. Leo and Joanne support doing this. There are other things an engineer on staff could help with. It should end up being revenue neutral.

S. Orr: Stantec can suggest ordinance changes but they don't have authority to pass ordinances for the town of Hooksett.

Dr. Shankle: Development regs are passed by the Planning Board. How many towns have detailed development regs like us?

L. Lessard: Most are not that tight. They are set up where there can be debate or working room between developers, town engineers and developer's engineers. The Planning Board relies on them for knowledge and background.

S. Orr: If you have 2 developers and you make one decision for one developer but not the other one because you have that wiggle room, you don't want to have a perception of favoritism. Aren't having strict, tight regulations a good thing because there is no room for argument?

Dr. Shankle: They are reviewing other engineers' work. A lot of small towns don't have engineers. By us doing this, we are putting ourselves in a liability position.

J. Sullivan: We are trying to do more work in house; we aren't doing it because we don't like Stantec; it is to result in savings, control, etc.

R. Duhaime: A town engineer being at every Planning Board meeting would be a good thing. Stantec provided that continuity with developers. This person in the field will represent the town as a better liaison with developers.

L. Lessard: They can make decisions in the field but would have to go back to the engineer (Stantec); an in-house engineer could do it faster and the contractor could continue and nobody gets shut down. That provides better customer service.

D. Winterton: If we write this article, should we say what department the Town Engineer is in? And if we do have significant projects out of the town engineer's expertise, how and where do we go for help? Do we have a list to choose from, count on one firm, or bid it out?

Dr. Shankle: Nobody has all the expertise you need. It would depend on the size of the job. In terms of where it's at, it's part of the Community Development department and I don't see any reason to change that.

T. Lizotte: When they say they have authority, that implies a contractual agreement to me, and we don't have a contract with them. I'm concerned when non-engineers are reviewing stamped designs. That's why I like having our own engineer. A lot of their billing is management. You can still access someone with expertise from Stantec.

Dr. Shankle: Any firm we hire, we are paying for insurance, overhead, profit, etc.

D. Winterton motioned to add Town Engineer position to warrant article. Seconded by T. Lizotte.

D. Ross: I'm a big fan of reducing how much government has to do. Privatization is a trend coming back around. It's an as needed item. I feel like there is an insulation value by hiring outsiders. What's to say the dysfunction between boards will not happen with an employee? There are a lot of things that occur when government grows. Without a compelling definable cost savings for the tax payers, I can't support it. I don't know anything has been horribly wrong. The Planning Board is adding the comments, not the engineering firm. I think the timing is wrong and it deserves more thought.

D. Winterton: The Planning Board is appointed by Council. If we have problems with them, we need to appoint different people to the board. The culture of the Planning Board has changed; however I think we need to continue to make the change in the Planning Board. That's why I support this motion and put it to the voters. This will be a revenue generator for the town vs. a consulting firm and could pay for the entire Community Development. The largest developer in southern NH will not come to Hooksett without a change in our engineering.

D. Ross: The firm is chosen by the Planning Board. I think this should be left to the Planning Board. This will take away that option.

R. Duhaime: It's not *if* Hooksett is going to develop, it's *when* is Hooksett going to develop? We are growing, and I think an engineer is something the town needs.

Roll call

S. Orr – Yes

R. Duhaime – Yes

D. Winterton – Yes

D. Ross – No

T. Lizotte – Yes

J. Sullivan – Yes

Vote in favor – 5-1.

b. 14 - 009 Parking Ordinance

J. Sullivan: We had the public hearing last week. We need to vote on adopting Ordinance 00-28.

T. Lizotte motioned to adopt the amendments to ordinance 00-28 in Other Ordinances. Seconded by R. Duhaime.

Vote unanimously in favor.

J. Sullivan: Ordinance 00-28 is in effect as of 1/22/14.

NEW BUSINESS

a. 14 - 011 DPW Director authority to release street bonds under \$5,000

L. Lessard: On small excavation projects, we have them post a road bond on newly paved roads if there are lots not being developed. They post a \$5000 bond on the front of the lot so they have to pay for any damages. I want to be able to release \$5000 bonds without coming here every time.

D. Ross motioned to authorize DPW director to release street bonds not to exceed \$5000. Seconded by D. Winterton.

Vote in favor 5-1.

SUB-COMMITTEE REPORTS

None

PUBLIC INPUT

Marc Miville (42 Main St): I don't think the default budget was mentioned. Could you mention the amount?

S. Orr: It's \$180,000 higher than the default. 26 cents is the estimated increase in the Town share of the tax rate.

M. Miville: Last year we were over default by \$366,000 and the operating budget failed. School budget is also high this year. Town survey indicated that citizens don't want taxes raised. This is going to be a big sell job. Councilors Ross and Duhaime were lamenting certain things had to be raised and there were a lot of unanimous votes tonight on raising taxes. There was very little discussion tonight on proposed cuts. That is my concern. I am passionately trying to conserve tax payers' money in their pockets and I'm coming up against a tidal wave.

***T. Lizotte motioned to extend meeting to 10:20pm. Seconded by D. Winterton.
Vote unanimously in favor.***

***J. Sullivan motioned to enter non-public at 10:05pm. Seconded by T. Lizotte.
Vote unanimously in favor.***

NON-PUBLIC SESSION

NH RSA 91-A:3 II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her,

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.

J. Sullivan motioned to enter non-public session at 10:05pm. Seconded by T. Lizotte.

Roll call

T. Lizotte – Yes

S. Orr - Yes

R. Duhaime – Yes

D. Winterton – Yes

D. Ross - Yes

J. Sullivan - Yes

Vote unanimously in favor.

***D. Ross motioned to exit non-public at 10:20pm. Seconded by T. Lizotte.
Vote unanimously in favor.***

***J. Sullivan motioned to seal the non-public minutes of 1/22/14 with the exception of the Town Administrator contract amendments (see below for details). Seconded by T. Lizotte.
Vote unanimously in favor.***

DISCUSSION

The Council and Dr. Dean E. Shankle, Jr. discussed the Town Administrator contract language as a result of his evaluation for period 9/1/2012-8/31/2013.

Town Council Consensus: The following amendments are approved for the Town Administrator contract effective 9/1/2013:

- **Section 5 – Salary:** the Council, at their non-public meeting of 1/8/14, motioned for an increase of 5% (was \$88,658.00 now \$93,090.90); the Council at their non-public meeting of 1/22/14 approved this increase to be effective 9/1/2013
- **Section 6 – Performance Evaluation:** defined annual evaluation as “at a Town Council meeting scheduled in June”

***S. Orr motioned to adjourn at 10:23pm. Seconded by D. Ross.
Vote unanimously in favor.***

Respectfully Submitted,

Tiffany Verney
Recording Clerk