

**TOWN COUNCIL MEETING MINUTES**  
**Wednesday, February 12, 2014**

**CALL TO ORDER**

Chair Sullivan called the meeting to order at 6:32 pm.

**ROLL CALL – ATTENDANCE**

Chairman James Sullivan, Donald Winterton, David Ross, Todd Lizotte, Adam Jennings, Susan Orr, Robert Duhaime, James Levesque (6:40 pm)

Missed: Nancy Comai, Dr. Dean E. Shankle, Jr. (Town Administrator)

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- a. Public: January 22, 2014

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

- b. Non-public: January 22, 2014

***T. Lizotte motioned to approve non-public minutes. Seconded by D. Ross.  
Vote unanimously in favor. A. Jennings abstained due to absence.***

**AGENDA OVERVIEW**

Chair Sullivan provided an overview of tonight's agenda.

**CONSENT AGENDA**

- a. 14 – 012 Donation to Fire-Rescue – Owen & Alice Pierce \$100.00 gift certificate to Supreme House of Pizza
- b. 14 – 013 Donation to Fire-Rescue – Dionne family \$286.50
- c. 14 – 014 Donation to Fire-Rescue – HealthTrust, Inc. \$500.00 for fitness-wellness programs
- d. 14 – 015 Donation to Family Services – Home Depot large storage unit (replacement cost new \$200.00)
- e. 14 – 016 Donation to Town Clerk – Frank Kotowski printer/scanner/fax (replacement cost new \$299.00)
- f. 14 – 017 Bond release for Public Works: Dunkin Donuts Hooksett Rd. \$50,260.81 (conditional \$10,500 2 yr. landscape bond is in place)
- g. 14 – 018 Donation of exercise equipment from town hall by Bob Lind. \$200

***T. Lizotte motioned to approve Consent Agenda. Seconded by A. Jennings.  
Vote unanimously in favor.***

**TOWN ADMINISTRATOR'S REPORT (Donna Fitzpatrick, Administrative Services Coordinator)**

- Spending majority of time on budgets in preparation for Town Meeting
- Police negotiations are ongoing and committee is meeting at least once a week
- Attended the 2014 Access Greater Manchester annual meeting. Discussed how TIF districts and other programs impacted economic development initiatives. JoAnne and Carolyn from the Community Development Department also attended.
- Bass Pro Shops opening Feb. 19 – Councilors invited to attend. Please arrive at 5:30 pm. Grand opening on Feb. 20 at 8 am. 50% of sales on that evening will go to NH conservation organizations.
- Sen. Boutin is moderating a business round table with the Hooksett Chamber of Commerce on Feb. 26 from 6:30- 8 pm at Hooksett Library. DRED and Hooksett Legislators have been invited to attend.
- Mandatory recycling to be discussed at next meeting on 2/26
- Educating community on upcoming election – banner ½ page is \$702 for one run; full page \$1404; ½ page \$600 each time and full page is \$1200 each time (for running twice)
- Annual review for Town Administrator; town agreed to provide 5% increase in salary; contract is on the website [www.hooksett.org](http://www.hooksett.org)

- Received letter from Candia police department thanking Chief Bartlett and Town Administrator for donation of (4) used laptops and mounts

**PUBLIC INPUT: 15 Minutes**

None

**NOMINATIONS AND APPOINTMENTS**

None

**SCHEDULED APPOINTMENTS**

- a. Public hearing NHDOT bridge aid funds reimbursement for Benton Road culvert \$138,215.66 per RSA 31:95-b III (a)

J. Sullivan: The purpose of this public hearing is to accept NHDOT Bridge Aid funds for reimbursement for the Benton Road Culvert project in the amount of \$138,215.66 per RSA 31:95-b, III (a). The public hearing is now open.

C. Soucie: This started in 2007 under former DPW director, Town Administrator and Stantec. The state contacted us in December, and is waiting for our final invoice.

D. Winterton: Where does this money go?

C. Soucie: General fund revenue.

D. Winterton: We are getting reimbursed money we have already paid?

C. Soucie: Yes, we have paid it over the past few fiscal years and we didn't get the money at the same time so it goes into revenue.

J. Sullivan: We will close this hearing at the end of the second public input.

- b. Doug MacGuire, The Dubay Group, Inc. – Autumn Frost 18-lot subdivision proposed 25 mph speed limit

D. MacGuire: I am also here with David Scarpetti, the owner of the subdivision. We are here to request the Council to allow for a posted speed limit of 25 mph. This 18-lot subdivision is proposed to be a public roadway 1100' long. This would be a low volume, dead end roadway. Because it's conservation, there is no possibility of connecting to this road. Currently we are in front of the Planning Board and working with Stantec. They have completed their review and we have addressed their comments. We are scheduled to be at the Planning Board meeting in March and anticipate getting a conditional approval at that point. We both live in subdivisions with a posted speed limit of 25 mph. We feel this is the right thing to do for this type of roadway. I have a list of all public roadways in town from DPW and I have noted what roads are currently posted at 25 mph. It's over 20 roads in town that are posted at 25 mph and over 50 roads are part of these developments. We have over 200 roads in town so that means 25% of the roads are posted at 25 mph. The Austin Woods subdivision (2010) also requested the speed limit from Council and it appears that this was voted unanimously to accept.

D. Winterton: This has been presented to the Planning Board and consensus was we would be in favor of this.

J. Levesque: This being a subdivision, I assume there would be a lot of children so I am fully in favor of doing this.

T. Lizotte: Is there anything physically different from those roads versus what you are proposing?

D. MacGuire: Our road is designed to meet the speed limit we are requesting.

R. Duhaime: This road is narrower than most town roads because it's a conservation subdivision and it has a sidewalk.

T. Lizotte: Is there different criteria for a 25 mph road and below versus 25 mph and above?

D. MacGuire: Any new road designs are using the AASHTO requirements. We are following the standards for this road based on town regs and AASHTO.

D. Ross: It's narrow, short and a dead end. There are a lot of good reasons to post it.

S. Orr: Are there standards for building a new road to what the recommended speed limit is? In order to have enforceable speed limit, you have to have done a traffic study. Because this is a new development, there is no road so there is no study. If we decide to lower the speed limit, is that going to be enforceable since it's different from what the regs are and there has been no traffic study?

D. MacGuire: The Council is allowed per RSA 265:63 – alteration of limits. That allows local roadways' jurisdictional body (Town Council) to decrease speed to 25 mph or increase up to 60 mph based on engineering or traffic investigation. I have performed an engineering study and met all applicable AASHTO requirements. This road has been reviewed by Stantec and they agree this road has been designed properly for this speed. I feel this more than meets the requirements of the RSA.

L. Lessard: I spoke to the attorney and this is classified as a rural area. According to DOT, rural roads should be designed at 35 mph. Town Council can lower that and it has been designed at 25 mph. I have spoken to Dr. Shankle and we don't know how the speed limits in town were set. We want to do it correctly from this point on.

**S. Orr motioned to establish a 25 mph speed limit for the Autumn Frost subdivision off of Summerfare Street. Seconded by J. Levesque.**

T. Lizotte: Since the town will take over this road; do you have any concerns over designing it for 25 vs. 35 mph?

L. Lessard: If you design for 35 mph, your sight distance would be better than at 25 mph.

T. Lizotte: Regarding narrowness – is there any safety issue? Will fire services be able to get through?

L. Lessard: The width is fine.

T. Lizotte: With regard to drainage, is there any concern about anything?

L. Lessard: No, all closed drainage is adequate. The road is designed to town regulations.

D. Ross: I don't think we are changing anything, we are just establishing the speed limit.

J. Sullivan: The other roads adjoining this road will be 30 or 35 mph, so posting will alleviate any confusion as to the correct speed limit.

J. Levesque: Will the speed limit extend the life of the road?

L. Lessard: No.

A. Jennings: The sight lines...where does it change?

D. MacGuire: At a higher designed speed, you need longer sight distances. If we were designing for 35 mph, we would modify the design to accommodate that speed. If the road is designed for higher speed, vehicles will naturally go that speed because it feels comfortable. They recommend against designing for a higher speed because it will promote going at a higher rate of speed.

L. Lessard: Development regs should state differently if we are going to start doing this in smaller neighborhoods.

D. Winterton: The Planning Board has given staff the charge to review development regs and make them more realistic to what we want to do in this town.

**Roll Call**

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

***Vote unanimously in favor.***

c. Todd Rainier, Hooksett Kiwanis – Hooksett youth projects

T. Rainier: Kiwanis been around since 2000; since then they we taken on a few good sized projects. We've had a hand in refurbishing Frazier Park, the skate park by safety center, and been the liaison for trails across from Green's Marine. In an effort to determine our next project, we are focusing on kids. WE had a focus group that brainstormed and voted on ideas. Splash pad was the idea that came out on top. We have a gap with access to anything to do with water. There are playgrounds, but no town pool. It was determined by the committee that one of the first steps is to approach HYAA and Parks and Rec advisory board to get their feedback and input. We have received resounding support from both groups and I'm here tonight to let you know that we are looking at this. There is currently no timeline or park in mind, but Leo Lessard thinks it would be great in Donati. Impact Fees could be used and we will keep discussing with Parks and Rec advisory board.

J. Sullivan: What is a splash pad?

T. Rainier: It's primarily a concrete slab that is tapered and has water jets. There are some in NH already. I have gotten in touch with Peterborough, N. Conway and Derry who already have splash pads to get feedback regarding operations cost, maintenance, red flags to look out for. Peterborough sent me a list of things to think about in advance.

R. Duhaime: Since we lost Lambert Park to the state, this is a great idea to move forward on.

T. Rainier: Focus on young kids – this gives them another thing to do while older siblings are playing sports. It will fill a void that many feel this town has. Kiwanis has looked at a town pool – but that is a significantly different project.

T. Lizotte: For supplying water is this a closed loop system?

T. Rainier: There is a company in Maine that provides parts for these and they have a good relationship with Blue Ribbon Fences (Dennis Sweeney is a member of our club). He said there are different styles of providing water: 1) flow through, 2) holding cistern, and 3) a filtration system which still has a cistern underneath but has a system of filters that recirculates the water. I don't have any figures on the amount of water required. You want to make sure you build it to accommodate for the future.

S. Orr: I think this is fantastic and a wonderful addition to our parks. I appreciate the work you are putting into this.

R. Duhaime: The larger the pump, the more electricity you use. That's the only thing I can think of that would be a large expense to the town.

T. Rainier: Kiwanis wants to do planning and get a proposal with hard numbers and sizes and see things through the building process. This would be a great thing to use impact fees for.

D. Winterton: Have you checked this is appropriate usage of parks and rec impact fees?

T. Rainier: They felt it was. They recognized we need to branch out a little more and this would be going in that direction.

R. Duhaime: This isn't specific to the East or West side of the River – it's town wide.

D. Winterton: University Heights is building a park up there and I think Donati Park is a more appropriate place. That might be a place to start – to see about amending their plans. I think this is a great project.

d. Paul Scarpetti re: Edgewater Drive

P. Scarpetti: Our land is at the end of Edgewater Dr. It's an hourglass design and approximately 11 acres. We bought the property as 4 parcels from 3 owners. We bought it 9 years ago and it was neglected. We cleared a roadway and made it passable to the field. We noticed a lot of dumping from years past. We gated it and the gate got cut – people were building rope swings and it's been an ongoing battle. We had a sign stating it was private property that residents could use it but respectful of. It's a secluded area. The Class VI road is non-existent. We have a farmer that hays it but 4WD pick-ups have been tearing up the field. We've had to grade the land. It's a hidden gem – great place to walk and we've enjoyed maintaining it and having it accessible to the town's people.

Jennifer McCourt, McCourt Engineering: The Class V portion of Edgewater Dr. is maintained by the town. 4000' goes up to Bow/Hooksett town line. It's a Class VI which the town does not maintain. On the Merrimack River side, Hooksett tax map shows a lot 6. We cannot find any deed where lot 6 was sold. If the town were to discontinue Class VI road, what rights would they be giving up and what would be the benefits/disadvantages to the public? To discontinue the Class VI road, Mr. Scarpetti would construct an 18' wide paved driveway and have a smaller path around the houses up to the town line and grant public access to the town on the road. The granting of this easement would be to get people around the houses and also grant public rights to the open space so they can get to the river. It will allow us to move the road away from the shoreline. We would only restrict the area in front of the houses for their privacy. We would construct parking spaces and a cul de sac to town standards. There would be a gate on the property but there would be a side entrance for the non-motorized recreational activities. We had Fish and Game out because we have to be cognizant of the eagles when we relocate the road. We have presented this to the Conservation Commission and they were in favor. They just wanted more detail and to get Council's feedback.

R. Duhaime: The town easement is 18' wide, correct?

J. McCourt: The right of way is 33'.

R. Duhaime: Whose land is on the river side? It's listed as town property – technically we own the right of way and the lot on the other side, is that what you're saying?

J. McCourt: The town got an easement on top of the land. We don't have a deed saying it's anybody's. We can't find where the eastern part of the right of way was deeded to the town.

R. Duhaime: It's vague on who owns what. The town has an easement on the roadway.

P. Scarpetti: On the northern part we do have one, and it's still up in the air as far as the title of that piece. I met with Mike Horne and John Pironi through Kiwanis and they are both in favor of it. Mike mentioned Bow does still have rights to that easement and there is interest to make this a trail system. We would put signage at the north and south side that it's a trail system.

R. Duhaime: Parking is not on the plan. Did I not see it? You are looking at this as a walking trail?

P. Scarpetti: The rest of the land is open space for residents to use. It's all open for the town to use. We are going to use the cul de sac for parking.

J. McCourt: We are at the very beginning of this and meeting to see how to make this all work. We haven't gotten to access – banks are fairly steep so it will take some construction to get down to the river.

R. Duhaime: You are adding water frontage to 5 homes. How much access will the town have?

P. Scarpetti: Your access has disappeared where the road has washed away. There is land but it's not usable. The road I built is 2100' long and people are using that.

J. McCourt: We are allowing 2620' of shoreline access with a year round privately maintained driveway.

R. Duhaime: What is the amount of land the town would give up?

J. McCourt: It would still be the right of way; they own land underneath the town easement.

Joe Wichert. Land Surveyor: The 33' wide right of way goes from Edgewater to the town line. The right of way has eroded away. We wanted to take this right of way and relocate to an area that is maintained by the applicant. In return, in the area of the 5 houses, the discontinuance would release the public rights. You can have gaps from 100-400'. Most of the travel surface is on the westerly half of the right of way because the easterly half is in the river. The discontinuance would eliminate the public rights for privacy.

T. Lizotte: The presentation has room for negotiation. I want to evaluate the concept of access to the water. I think there is room to conceptualize it. If it's an engineering feat to make it happen, we can concede but we should see if there are any pitfalls. I think we've got enough understanding on the board – there is an opportunity for both parties and we can come up with a solution. Mr. Duhaime's point on access is valid. I would rather listen to my fellow Councilor's comments at this point.

D. Ross: We discussed this at Conservation. There is a tradeoff – I think conceptually speaking, we are gaining better access that doesn't exist now. Access to the river would continue along the entire strip except where these houses are. The town is gaining better and more riverfront property than it has now. The "dock" area could be part of the negotiations as to what that could turn into. I think it's an improvement in many ways.

J. McCourt: We may have to designate areas for fishing so that traffic doesn't beat down vegetation and have erosion again. We still need to discuss and work out river access.

J. Levesque: By moving the right of way over you are giving good access to the river. When you get to the first property line that is where the access ends. I think it's a good proposal.

D. Winterton: The residents are going to be able to drive to their property, but the public will have to walk the driveway. How do you figure out who gets in and who doesn't?

P. Scarpetti: I was planning on having an automatic gate and have a stone wall on the cul de sac and have an opening with signage for the trail system.

D. Winterton: From the parking area to the dock area is how long?

P. Scarpetti: ¾ mile. We have the cul de sac also and that might be an access point too. It's all subject to permits.

S. Orr: I think it's a great compromise and the town will receive access to the river that we didn't have an interest in working on until this point. I would suggest that we have contracts in writing for the people whose property it abuts so they will have some protection. I suggest we table this discussion and continue when the Town Administrator is present to be part of the conversation. Maybe you will have answers as to who owns lot 6. I would love to be involved in any sub group that is put together to talk about this more. I would love a site walk because I have never been out there and it would help me visualize what you are talking about here. I think there is an advantage to everyone involved.

J. Sullivan: This is the first step of a couple more discussions. We want to have Dr. Shankle lead us in the next step.

K. Rosengren: It has been confirmed by legal that you have power. We also received a memo from the conservation commission that they are looking for more info before voting. If you want to incorporate that into a motion – Dr. Shankle suggested you direct staff to explore other options.

D. Ross: This is something that we have to put the horse before the cart and have the Town Administrator prepare a document that will fulfill the request we made tonight. We need to give up this

right of way before we can get into the planning they need to do. The focus is releasing the right of way in lieu of this agreement that is allowing us another right of way and shoreline access. We should instruct staff and Town Administrator to formulate an agreement we feel comfortable moving forward with, at the next meeting perhaps. These properties and easements will be in writing so they are perpetual.

***D. Ross motioned to instruct the Town Administrator and staff to formulate an agreement that we feel comfortable moving forward with. Seconded by T. Lizotte.***

S. Orr: Are you stuck until we discontinue the Class VI designation or can you continue the process?

P. Scarpetti: I think we are stuck. I think we need to do that first to see what the next step is. I think this is a win-win for everyone.

J. Sullivan: This would be a conservation easement? What role does the conservation commission have?

J. McCourt: It would be an easement to the town – we wouldn't be asking the conservation commission to take it over. We are trying to keep the cost to the town very minimal.

J. Sullivan: We want their recommendation to support it but would not need their approval to proceed.

***Vote unanimously in favor.***

#### **5 MINUTE RECESS**

#### **OLD BUSINESS**

a. 13-119 Warrant Articles

C. Soucie: You can make any changes to the warrant articles and make a recommendation so it can go to the Budget Committee. You put the warrant articles on the ballot at the previous meeting.

***D. Ross motioned to recommend \$100,000 be placed in the Town Building Maintenance Capital Reserve Fund. Seconded by T. Lizotte.***

#### **Roll Call**

T. Lizotte – Yes

S. Orr – Yes

A. Jennings – No

R. Duhaime – Yes

D. Winterton – Yes

D. Ross – Yes

J. Levesque – Yes

J. Sullivan – Yes

***Vote 7-1 in favor.***

***S. Orr motioned to recommend establishing a new Public Works Vehicle Capital Reserve Fund with the sum of \$100,000 to be placed in this fund, and to name the Town Administrator as the agent to expend. Seconded by T. Lizotte.***

T. Lizotte: It was clearly articulated by DPW director that they will have more versatility in acquiring vehicles on an as needed basis instead of funds specifically targeting types of vehicles. It gives the department authority to make purchases in a timely manner.

#### **Roll Call**

J. Levesque – Yes

T. Lizotte – Yes

S. Orr – Yes

A. Jennings – Yes

R. Duhaime – Yes

D. Winterton – Yes

D. Ross – Yes  
J. Sullivan – Yes

**Vote unanimously in favor.**

***T. Lizotte motioned to recommend \$91,844 for salary, taxes and benefits for a full time Town Engineer in the Community Development Department with an estimated tax rate impact of \$0.06. Seconded by D. Winterton.***

C. Soucie: We can add the breakdown into the town newsletter, but I need to check if we can put it in the warrant article.

D. Winterton: How do we know what the benefits are based on who we hire?

C. Soucie: We always budget for family plans since that is the most expensive.

T. Lizotte: Can we modify the motion to include benefits broken out upon confirmation that it's appropriate to do so?

C. Soucie: These are all drafts so they still need to be reviewed.

D. Ross: I am still opposed. I think the economy is not in a position to sustain a new position.

T. Lizotte: I see an opportunity to capture costs we outsource and reduce the cost to developers and builders in town by allowing us to charge a lower rate to facilitate more generation of a greater tax base in town.

**Roll Call**

D. Ross – No  
J. Levesque – Yes  
T. Lizotte – Yes  
S. Orr – No  
A. Jennings – No  
R. Duhaime – Yes  
D. Winterton – Yes  
J. Sullivan – Yes

**Vote 5-3 in favor.**

J. Sullivan: I have, in the past, supported issues to at least bring it to the voters. I don't like putting warrant articles on the ballot if it doesn't get enough Council support. I think that is a waste. That is why I voted for it.

***S. Orr motioned to recommend \$50,000 be placed in the Fire Apparatus Capital Reserve Fund. Seconded by T. Lizotte.***

**Roll Call**

D. Winterton – Yes  
D. Ross – Yes  
J. Levesque – Yes  
T. Lizotte – Yes  
S. Orr – Yes  
A. Jennings – No  
R. Duhaime – Yes  
J. Sullivan – Yes

**Vote 7-1 in favor.**

***R. Duhaime motioned to recommend \$50,000 be placed in the Drainage Upgrades Capital Reserve Fund. Seconded by T. Lizotte.***



T. Lizotte: This goes direct to the aging drainage system and as it begins to fail that the appropriate funds are available to rectify the situation as soon as possible for those in the community.

**Roll Call**

R. Duhaime – Yes  
D. Winterton- Yes  
D. Ross – Yes  
J. Levesque – Yes  
T. Lizotte – Yes  
S. Orr – Yes  
A. Jennings – Yes  
J. Sullivan – Yes

***Vote unanimously in favor.***

***D. Winterton motioned to recommend entering into a seven year lease agreement for \$248,400 for the purpose of leasing a rubber tire excavator for the Public Works Department and to put \$41,433 into the first year's payment for that purpose. Seconded by T. Lizotte.***

D. Winterton: We were told by DPW director that we have had to rent in the past. By leasing we will have the use year round and we can rent it out.

**Roll Call**

R. Duhaime – Yes  
D. Winterton- Yes  
D. Ross – Yes  
J. Levesque – Yes  
T. Lizotte – Yes  
S. Orr – Yes  
A. Jennings – Yes  
J. Sullivan – Yes

***Vote unanimously in favor.***

***S. Orr motioned to recommend \$30,000 be placed in the Revaluation Capital Reserve Fund. Seconded by J. Levesque.***

S. Orr: We have to pay this by law. Either we start saving now or come up with the full amount in 5 years. I think this is a no brainer.

**Roll Call**

A. Jennings – No  
R. Duhaime – Yes  
D. Winterton- Yes  
D. Ross – Yes  
J. Levesque – Yes  
T. Lizotte – Yes  
S. Orr – Yes  
J. Sullivan – Yes

***Vote 7-1 in favor.***

***T. Lizotte motioned to recommend \$20,000 be placed in the Air Pack and Bottles Capital Reserve Fund. Seconded by R. Duhaime.***

T. Lizotte: This is to set aside funds for the safety of our firemen – putting a small amount in each year to make sure they can purchase them when they need replacing.

**Roll Call**

S. Orr – Yes  
A. Jennings – Yes  
R. Duhaime – Yes

D. Winterton- Yes  
D. Ross – Yes  
J. Levesque – Yes  
T. Lizotte – Yes  
J. Sullivan – Yes

**Vote unanimously in favor.**

**R. Duhaime motioned to recommend \$20,000 be placed in the Automated Collection Equipment Capital Reserve Fund. Seconded by J. Levesque.**

R. Duhaime: Even if you hadn't gone to recycling you would still have to replace the garbage truck so this is not an extra expense.

**Roll Call**

T. Lizotte – No  
S. Orr – Yes  
A. Jennings – No  
R. Duhaime – Yes  
D. Winterton- Yes  
D. Ross – No  
J. Levesque – Yes  
J. Sullivan – Yes

**Vote 5-3 in favor.**

**D. Winterton motioned to recommend \$15,000 be placed in the Parks and Recreation Facilities Development Capital Reserve Fund. Seconded by D. Ross.**

**Roll Call**

J. Levesque – Yes  
T. Lizotte – Yes  
S. Orr – No  
A. Jennings – Yes  
R. Duhaime – Yes  
D. Winterton – Yes  
D. Ross – Yes  
J. Sullivan – Yes

**Vote 7-1 in favor.**

D. Winterton: We had negotiations yesterday and further negotiations are scheduled for next Wednesday for the Police Union.

J. Sullivan: When is the last day to place items on a warrant article?

C. Soucie: The date the collective bargaining agreement goes to Budget Committee is Feb. 27.

**NEW BUSINESS**

a.14 – 019 FY 2014-15 Default Budget

C. Soucie: The total default for '14-'15 is \$16,451,761. We started with last year's operating budget and looked at contractual obligations of the town and removed the \$126,000 for revaluation.

D. Winterton: Why is the revaluation contract reduced?

C. Soucie: We did not have money put aside – we only had \$30,000 so we had to budget for the full amount last year. We paid 80% - 90% and the rest is encumbered into the next year.

D. Winterton: There is a reduction because we are not revaluating this year?

C. Soucie: Yes.

D. Winterton: If the warrant article is defeated for the next 4 years, in 5 years if we have a default budget, that \$150,000 would be in there because it's contractually required.

**D. Ross motioned to accept and sign the FY 2014-15 Default Budget of the Town totaling \$16,451,761. Seconded by T. Lizotte.**

T. Lizotte: Our finance department breaks everything down as transparently as possible and everything looks in order. I have confidence in the default.

A. Jennings: The biggest increase is health insurance and that is coming down from higher up. It's frustrating to see it's only 1.17% less than what we are recommending but I would like to see local governments stay small.

D. Winterton: These are numbers we can control but they have been contractually made so we can't control them in this budget.

R. Duhaime: Looking at all the numbers in the budget, healthcare is huge. We discussed possibly taking one department at a time and going through each one looking for efficiencies so we can save the tax payers as much money as possible.

T. Lizotte: We have made some good investments in efficiencies. If we can find more technology solutions that would be good. I also believe the Town Administrator was tasking staff with doing performance comparisons with other towns. I think we should do that on a per department basis and approach it as we might need to bring some radical ideas for discussion and talk it out. We might find something we all agree on to reduce costs.

#### **Roll Call**

D. Ross – Yes

J. Levesque – Yes

T. Lizotte – Yes

S. Orr – Yes

A. Jennings – Yes

R. Duhaime – Yes

D. Winterton – Yes

J. Sullivan – Yes

**Vote unanimously in favor.**

b.14 – 020 Fire-Rescue purchase of Atmospheric Monitoring Equipment using impact fees

J. Sullivan: According to legal counsel, this is not eligible for impact fees.

c.14 – 021 UNH Cooperative Extension – memorandum of understanding for Community Profile Steering Committee

Katie Rosengren, Project Coordinator: Molly Donovan came in a few weeks ago to discuss what the program offers. Hooksett conducted a community profile project in 2001. It assisted in the Master Plan development so the idea is it would support upcoming Master Plan revisions and the community building initiative.

D. Ross: Are there any costs the town will incur?

K. Rosengren: \$2500 plus any additional materials such as invitations and programs.

**T. Lizotte motioned to authorize the Chair to sign the Memorandum of Understanding agreement with UNH Cooperative Extension. Seconded by R. Duhaime.**

R. Duhaime: They do a great job and I believe the Master Plan is outdated so we are on track to update it this year.

S. Orr: Where is the money coming from?

K. Rosengren: I don't know for certain but I would imagine Administration. I can find out and follow up.

D. Winterton: This is very nice and probably needs to be done but I'm not in favor of spending this money this way. My feeling is you are going to get the same 12 people involved and until we can get volunteers, I'd rather not spend the money this way.

T. Lizotte: I think we did the survey and it gave us some feedback and I think this Council has made small initiatives such as the Hooksett Youth Achiever program and this is just one more incremental step. I do agree it's hard to get volunteers but I think we still need to continue to take incremental steps. This is something for the Town Administrator and staff to spearhead.

S. Orr: I agree with Councilor Lizotte. The survey results indicated that people felt there weren't enough avenues in town to become involved. We spent a lot of money on the survey; if we don't take the next forward step to try to reach out to people who are not engaged then the money was wasted. I think this is a good method to do it and the value would be huge in the long run.

K. Rosengren: The Steering Committee would reach out to the community to get them engaged.

J. Sullivan: We haven't had a full discussion on the results of the survey. Should we review that first?

***D. Ross motioned to move the question.  
Vote unanimously in favor.***

**Roll Call**

D. Winterton – No  
D. Ross – Yes  
J. Levesque – Yes  
T. Lizotte – Yes  
S. Orr – Yes  
A. Jennings – Yes  
R. Duhaime – Yes  
J. Sullivan – No  
***Vote 6-2 in favor.***

***D. Ross motioned to extend meeting for 15 minutes. Seconded by T. Lizotte.  
Vote unanimously in favor.***

**SUB-COMMITTEE REPORTS**

A. Jennings: Nothing to report.

R. Duhaime: No sewer meeting next week because of the holiday so we will meet the following Monday.

S. Orr: Nothing to report.

J. Sullivan (for N. Comai): I attended a MRC meeting held on January 9th. Todd Rainier led the meeting and is moving in the right direction to establish necessary retention policies as well as proper tasks and employee functions to follow. The committee is working toward a policy draft taking into consideration other towns policies as well as guidance from the LGC. The fire department will be called upon to evaluate present record locations. A list of proper records, responsibilities and process is also being drafted. Moving forward the committee will meet monthly and schedule meetings prior to Town Council meetings.

J. Sullivan: Good movement on Old town Hall. Katie has more information.

K. Rosengren: Committee is working with an architect and waiting for DPW to get quotes on hazmat inspection and structural engineering services. After that, we can reevaluate the budget and if possible renegotiate the contract with the architect.

D. Winterton: Hooksett Youth Achiever subcommittee met and made a selection for Feb. Since our next meeting is during vacation week, I'm not sure if we can make the presentation at our next meeting. We are getting more and more nominations. Planning Board – resident asking to have impact fees waived on house for hardship that was denied. I said I would mention to Council that we should evaluate whether impact fees are appropriate amounts and positive/negative for the town in commercial and residential.

S. Orr: Who sets impact fees? Town Council? I think that would be appropriate.

***D. Winterton motioned to direct staff to see who sets impact fees and when the last time they were changed was along with recommendations on where we should go and survey surrounding towns and provide any additional helpful information. Seconded by D. Ross***

T. Lizotte: Southern New Hampshire Planning has a package that talks about developing impact fees. I think it's geared towards setting things like schools. We should think about that and maybe have a workshop on it. We should look at the master plan linking in growth. When will we hit capacity at the schools?

***Vote unanimously in favor.***

S. Orr: We should address that school capacity question as well. We need to make sure we are covering our needs for the future.

D. Winterton: Sign committee has finished its job and the work they did was spectacular. Public hearings start before the Planning Board and I expect it to be on the ballot.

D. Ross: Conservation committee met on Monday. Pike Industries is trying to work out how they are going to accommodate impact on plant expansion. Nothing has moved on that yet. The Summit View subdivision on S. Bow Rd. made presentation and moved further on it but still have more questions to answer. Clay Pond maintenance RFP – there are 3 bids in for that. Town owned land compilation still ongoing. This Fall we are sponsoring a town event to bring residents up to speed on what has been happening and we are going to invite Bearpaw and other groups to bring them up to speed on what has been happening in conservation.

J. Levesque: Transfer Advisory Committee met – got a new pick-up truck with a plow on it. Trash agreement is down to \$65/ton instead of \$72. Recycle went up to \$15/ton. Maintenance cost was over budget by \$10,000 – new DOT regulations are driving the costs up. Single stream Nov-Dec went up 16 tons. Slowly going up (Oct was 93, Nov was 102 and Dec was 118). She is not sure what Council wants her to come back with regarding mandatory recycling. ZBA - Jeffrey Larrabee owns pit on Hackett Hill Rd. and submitted a proposal to put a sign up on the highway that is 700 sq. ft. with a 450' lit section – going to be called Lilac Park. He envisions a conference center, winery section and 2 areas for an event ground. He needs to advertise because people don't know it's there. If we give the variance for the sign, we have to live with it. Jutras sign is doing the development.

T. Lizotte: Budget Committee met to handle the Police Budget and the public hearing for water district and sewer. We had the Hooksett Youth Achiever meeting and ZBA. Nothing else to report.

***D. Ross motioned to extend meeting the meeting by 5 minutes.  
Vote 6-2 in favor.***

### **PUBLIC INPUT**

J. Sullivan: We will now close the public hearing to accept NHDOT Bridge Aid funds for reimbursement for the Benton Road Culvert project in the amount of \$138,215.66 per RSA 31:95-b, III (a).

### **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 9:45pm. Seconded by A. Jennings.***

**Roll call**

R. Duhaime – Yes

D. Winterton – Yes

D. Ross - Yes

J. Levesque – Yes

T. Lizotte – Yes

S. Orr - No

A. Jennings – Yes

J. Sullivan - Yes

***Vote 7 in favor and 1 opposed. Motion carried.***

***T. Lizotte motioned to exit non-public at 9:50pm. Seconded by D. Winterton.***

***Vote unanimously in favor.***

***D. Ross motioned to seal the non-public minutes of 2/12/14. Seconded by T. Lizotte.***

***Vote unanimously in favor.***

***T. Lizotte motioned to adjourn at 9:50pm. Seconded by D. Ross.***

***Vote unanimously in favor.***

Respectfully Submitted,

Tiffany Verney  
Recording Clerk