

**TOWN COUNCIL MEETING MINUTES**  
**Wednesday, May 28, 2014**

**CALL TO ORDER**

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

**ROLL CALL – ATTENDANCE**

Adam Jennings, Nancy Comai, Robert Duhaime (6:55 pm), Donald Winterton, James Levesque, Todd Lizotte, Susan Orr, Chairman James Sullivan, Dr. Dean E. Shankle, Jr. (Town Administrator)  
Missed: David Ross

**PLEDGE OF ALLEGIANCE**

*Recognition of new Eagle Scouts from Hooksett Troop 292:*

Alex Autenrieth – designed and built a changing shelter for town skating rink at Hanna Ho Hee Pond  
Colin Burns – designed and built a kiosk at Donati Park for static display items

Congratulations to both!

D. Winterton: Tonight's Hooksett Youth Achiever award winner, Dylan Durazzano is a student at Cawley Middle School. He is being recognized for being VP of his class, active in school and also a budding filmmaker! He has submitted videos to the White House and other national competitions. He created the CMS talent show winning video.

*Presentation of certificate and pin.*

*Moment of silence for Jim Walter*

**APPROVAL OF MINUTES**

a. Public: May 14, 2014

***T. Lizotte motioned to accept the public minutes of May 14, 2014. Seconded by S. Orr. Vote unanimously in favor. T. Lizotte and N. Comai abstained due to prior absence.***

b. Non-public: May 14, 2014

***D. Winterton motioned to accept the non-public minutes of May 14, 2014. Seconded by A. Jennings.***

***Vote unanimously in favor. T. Lizotte and N. Comai abstained due to prior absence.***

**AGENDA OVERVIEW**

Chair Sullivan provided an overview of tonight's agenda.

**CONSENT AGENDA**

a. Release of Maintenance Bond for Rae Brook Farm

***T. Lizotte motioned to accept consent agenda. Seconded by A. Jennings.***

D. Winterton: Have we been plowing or has the association been plowing?

Dr. Shankle: Yes we have been.

***Vote unanimously in favor.***

**TOWN ADMINISTRATOR'S REPORT**

- Attended Golden Age Luncheon w/Councilor Lizotte
- Attended GE function, Sen. Shaheen also attended; GE Aviation is lobbying federal government to bring more work to this plant and create more jobs in Hooksett
- Hooksett Heritage Day was a success
- Went to Access Greater Manchester meeting regarding public/private partnerships; Councilor Winterton to address later
- Working on insurance bid; met with consultant again
- Working on Community Development software; had demo with more info to follow

- First community profile meeting; 5-6 residents attended; UNH facilitated; hoping it leads to Master Plan update. This is a low impact committee to volunteer for; leading up to a workshop in November. 1 meeting in June and 3 or 4 in Sept and October. Way to get involved without a long term commitment.
- Sent letter to state re: bridge work
- Working with all depts. to put together a welcome packet to be handed out at Town Clerk's office and Community Development office
- DPW doing training – confined space entrenched support; OSHA roadway construction, etc. Training is provided free of charge from UNH.
- Hooksett PD sponsoring bike rodeo - working on fundraising and getting donations; current donations will be on an upcoming agenda for approval and acceptance
- Received letter from Dept. of Resource and Economic Development Division of Forest and Land (Forest Management Bureau) requesting to upgrade a portion of Chester Tpke for winter log truck access to complete forest management project in this portion of the park. It has been discussed with DPW director. I'd like permission to get to this to Conservation Commission and if they concur, I'll respond with approval.

***J. Levesque motioned to allow Town Administrator to send letter indicating Council support for the Chester Turnpike upgrade. Seconded by T. Lizotte.***

T. Lizotte: That is the road near Clay Pond?

Dr. Shankle: Yes. The road goes to the right, the gate goes forward and that is the road.

R. Duhaime: That's a state corridor trail for snowmobiles. It ends at the entrance to Bear Brook State Park. The trail is washed out and is all stones. There is a wetland crossing washed out on the Allenstown side so it makes sense to come in on the Hooksett side.

***Vote unanimously in favor.***

R. Duhaime: Have you followed up with Sullivan Tire? Has the Code Enforcement Officer looked into the way they are using the site?

Dr. Shankle: I did bring it up but I will mention it again.

R. Duhaime: They have a mobile home that was supposed to be on site for only one year and it's been almost 2. It's looking like a permanent thing. Before we approve the bond, we might want to remind them to remove that. I attended Dot Robie's church and her funeral will be June 14 at the church. I assume there will be 100's of people. This is a chance for the town to orchestrate it well. Can we put a flag on a fire truck in the center of town? Police detail? We need Council support so I thought I'd bring it up for discussion as it will be too late at the next meeting. It will be at the Congregational church in Hooksett.

Dr. Shankle: Yes I can sit down and talk with police and fire.

R. Duhaime: They are coming in from Heads Cemetery to the church. I'm assuming there will be some dignitaries and a lot of people at this funeral.

J. Sullivan: Would it be appropriate to have the town flags lowered to half-staff for the day?

T. Lizotte: I think we should allow the Town Administrator to come up with something appropriate within the constraints of time and money.

***Consensus to assist in any way Council can.***

D. Winterton: Who is heading up the organizing?

R. Duhaime: I can mention it to her son and daughter as a point of contact for Dr. Shankle.

J. Sullivan: The Boeing program, I assume it is encouraging the federal government to extend that contract. Can we as a Council send a letter in support of any contracts sent to the Hooksett GE plant?

T. Lizotte: I think we can send it to our state reps in Congress.

***Consensus to have Town Administrator write a letter on behalf of Council encouraging support of extending the contract.***

T. Lizotte: Back to Mrs. Robie's funeral, I'd like to add that we allow Town Administrator to do what's possible with the understanding that there might be limitations because of logistics and with respect to the wishes of the family. We should understand that our town employees can only do so much.

***Consensus to, if possible, have town flags lowered to half-staff on June 14 in honor of Mrs. Robie.***

J. Sullivan: June 4 at 4:00 pm, the Garden Club is having a ceremony at upper Donati Park – installing plaque in front of memorial tree. They are looking for Councilors to attend.

T. Lizotte: June 14 is also championship day for HYAA so we might want to ask Town Administrator to discuss with police as there will be a lot of people in this area.

#### **PUBLIC INPUT: 15 Minutes**

Jodi Pinard, 11 Morningside Drive: I am Conservation Commission secretary, and I've sat with Jim Walter since 2007. Hooksett has so many amazing volunteers and staff that deserve a thank you. Jim had cancer twice and lost his battle. He was a testament to his commitment to this town. He still came, he still served, he always listened, and was always positive. I just wanted to say thank you because I appreciate what you do, the employees sitting here and the police and fire personnel who protect us everyday. I would hope you would return it to your employees and volunteers as well.

Dr. Shankle: We do have our annual volunteer appreciation day planned for June 28. We are currently planning that now.

J. Sullivan: I think the Council appreciates everyone who serves whether they work for a department or serve on a committee.

#### **NOMINATIONS AND APPOINTMENTS**

a. Cemetery Trustee: Denise Cascio Bolduc

Dr. Shankle: Mike Horne was hoping Denise Cascio Bolduc could be appointed immediately so they could start working. She is taking the position as of July 1. Town Charter states that if there are openings in elected positions, you are able to appoint.

***S. Orr motioned to appoint Denise Cascio Bolduc as Cemetery Trustee until June 30, 2014 according to section 11.4 of Town Charter. Seconded by T. Lizotte.***

S. Orr: When we have a vacancy on the Council we ask people to volunteer and we appoint. This is also an elected position so I think the same rules would apply.

J. Sullivan: If someone resigned their elected position, we'd follow standard procedures of posting. Since this person was elected to start as of July 1, I think we are all set.

A. Jennings: Was there a third person at one time? If so, we need to nominate and appoint until July 1.

Dr. Shankle: She is elected as of July 1, but they want her to start sooner.

***Vote unanimously in favor.***

#### **SCHEDULED APPOINTMENTS**

a. Fire Chief re ambulance finances  
Chief Williams, Assistant Chief Jore, Hooksett Fire Department

Dr. Shankle: Council will be discussing ambulance write offs in non-public because you can't find the people. Can you explain the process?

Chief Williams: There are a group of people we were unable to contact (we have exhausted all sources). Our collection policy doesn't address that so we might want to put something in addressing the people that collections can't find. I'd recommend writing it off since there is no way of finding these people.

J. Sullivan: Is that a recommendation we add in to make it clear?

Chief: We could put something in there or do it on a case by case basis.

***Consensus to have Town Administrator and Fire Department to look into seeing if this should be added. If so, it will be added as a future agenda item.***

T. Lizotte: I'd like to ask Town Administrator to look to see if there is any data collection that can be done on the front end for tracking.

Chief: We ask for name, address, other contact info. We get cut sheets from hospitals also. This is when they are in the hospital. They get a bill sent and the address is not valid. They can't be located. Comstar says it's pretty common. They may have given a false address at the hospital. I can do more research to see what they recommend.

N. Comai: On average, how much is written off in a year?

S. Orr: Write off is referring to specifically uncollected funds, not what Council agreed not to collect?

Chief: Correct. This is uncollectable because the people can't be contacted.

Dr. Shankle: Bad address write offs since 9/3/11 is \$12,394.

N. Comai: In a 3-year time period it's \$12,000. I'd say it's a minimal amount of money. Would you think it's high enough to reevaluate how we confirm addresses?

Chief: I'd say it's a small percentage.

A. Jennings: \$12,000 over 3 years – how many more man hours will it take to find the people and how many would be in a hardship situation and we'd write it off anyway. At some point, we have to cut our losses.

S. Orr: That's an average of \$3,000/year over the 4-year period (\$250/month); if I extend your 2014 figures and assume an average monthly cost, it's an average ambulance fee billing of \$285,000 and \$250 of that is a write off. I'd say put it in the policy under collection process; add another bullet saying "in the event all collection procedures are exhausted, it would be written off."

J. Sullivan: I think we put the policy change on a future agenda to discuss and provide correct wording.

N. Comai: I believe you'd still need to come before Council to ask for a write off as it's not a department head's purview to write things off. We can add the bullet but you still need to come before Council.

Chief Williams: I spoke to Councilor Winterton and Dr. Shankle to find out what you were looking for in terms of the ambulance special revenue fund. Here is a brief overview of how the system works. 2007 – first ambulance went into service (TriTown) and also when the first collection policy was put into place and billing rates were established. In 2011 voters approved special revenue account for ambulance and it went into effect January 2012. Revenue goes in and bills related to ambulance are paid out of this fund. The budget summary spreadsheet reflects where the revenues are seen going into the account, tracked monthly and where expenses are paid from. In 2012, there was some discussion about what it costs to operate the ambulance. We spoke with Councilors Lizotte and Comai (on a subcommittee) and came up with formulas on what it cost to operate the ambulance. It went into effect 11/1/12, based on 3 hospitals we transport to and 4<sup>th</sup> formula is non-transport. Finance takes ambulance report monthly and runs a

report with transport vs. non-transport and figures if it's close to our estimations. It seems to work pretty well both with the formulas and the monthly reports sent to finance. Page 4 is what our billing fees are compared to other area towns. Our billing rates are low comparatively and I think we need to look at that sometime in the future to become a little more competitive. BLS is a basic call with no IV, medication administered, very basic call. ALS-1 is EMTA's – starting line, hydrating and ALS-2 is paramedic service starting IV's, administering narcotics, etc. These are just levels of service we provide. Revenue goes in and expenditures go through it, including capital expenses.

D. Winterton: How are our costs determined on the 2013 rate spreadsheet?

Chief: These are the rates that were established in 2007. The rates were Medicaid/Medicare plus 10%. That is a common practice in all ambulance billing services. AMR rates are Medicaid/Medicare plus 150%. Insurance companies pay whatever you bill whereas Medicaid/Medicare only pay what they pay.

D. Winterton: The formulas you came up with, is \$19.18 still current considering salary and benefits?

Chief: Yes, this is the average firefighter rate. All benefits are factored into that rate.

D. Winterton: How is the OT amount calculated?

Chief: We try to keep minimum staffing at 7. If we are at 7 all the time, it works. Optimum staffing would be 8 per shift. On a week to week basis it varies so we are using some of this money to keep our staffing at 7.

D. Winterton: If you only have 6 staff on, to bring a 7<sup>th</sup> person on, it's billed to ambulance?

Chief: Yes. If it's on a shift that we need to keep staffed.

D. Winterton: What does OT cover?

Chief: Contractual things like vacation, holidays, etc.

D. Winterton: It's only billed to ambulance after you've got 6 on the contractual stuff?

Chief: Yes. Contract says minimum staffing is 6, but we're trying to stay at 7.

J. Sullivan: There are no dedicated positions to ambulance services?

Chief: Everybody rotates on the ambulance.

J. Sullivan: So based on that there should be more than OT. If you have people dedicated, even though rotating, wouldn't base pay be part of ambulance fees and that can be subtracted from the cost of the position?

Chief: Nobody was hired; everyone was cross trained on the ambulance. To charge a wage to it, we never hired any employees when we took it over.

J. Sullivan: Regular shift pay, even though people are rotating on the ambulance, why can't we take that cost out of operating cost?

Chief: We do with the formulas. The average base rate is used to figure out if what we're hiring consistent with what it cost to run the ambulance.

J. Sullivan: Why isn't the regular pay on the expenses? It only talks about overtime.

C. Soucie: If we called it wages and personnel, it would equal the same amount as what we are paying for OT. The formula makes sure that what we are charging for overtime is consistent with hiring 2 employees to run the ambulance based on the number of runs actually incurred.

Dr. Shankle: Revenue takes into consideration what people cost. We are not expensing normal salaries for people working the ambulance to the ambulance special revenue fund; it's in the budget for firefighters.

C. Soucie: In February, \$2600 was the OT amount paid. There is a formula that applies the runs each month and applies the formulas and is consistent on a yearly basis that the amount charged to OT is equivalent to hiring 2 people and we were paying regular wages vs. OT. It's based on the number of runs per month. It averages out over the whole year.

Dr. Shankle: You're saying if you need to pay 2 people 24hrs/day it would cost a lot more. Christine is saying if you consider you are paying firefighters and you only charge the time they are running the ambulance, it's covered. If you didn't have firefighters and you had to pay ambulance, it would be a lot more.

R. Duhaime: If you look at this sheet you see 132 calls. How many calls included an actual fire? The point is fire service is changing. You are trying to get 2 services out of one department. Has it been profitable in any of the years?

Chief: All our bills are paid and there is \$250,000 in the fund.

R. Duhaime: Why are we paying OT? These EMS calls are more and more part of what the department is doing and less about fires. We need to manage it the other way and put OT into the fire department if it's a large part of your work. If you could run more efficiently the town could save money and maybe hire the 8<sup>th</sup> person.

Chief: We do need to look at increasing our fees. We've always done a lot of medical calls. I'm sure you will see more calls with the Affordable Care Act.

R. Duhaime: Councilor Lizotte has mentioned thoroughly going through each department and looking at the efficiency and I think this is the perfect place to start.

Chief: We are not paying for the service – I'm not budgeting \$250,000 for this service. As a taxpayer, I think we are getting a great bang for our buck. The service is staying ahead of itself. We can absolutely collect more.

T. Lizotte: It needs to be fully loaded to understand what it is – if 132 calls, that has to be equated to 132 times number of hours. Calculation of fees, if fully loaded, we might break even. It's not clear that it's break even. I know we got some data last year or so and it reflected more medical calls and that needs to be reflected in the budget. I don't like this fund or the fact we don't reflect 100% loaded and it's not transparent. I want to make sure the budget reflects clear and straight facts.

Chief: It's fully loaded as far as when the ambulance is operating. It's not 24/7. It's a good formula.

T. Lizotte: On the fees (Medicaid plus 10%) I figure maybe 20% and you say 50% operating income. I believe it's slightly under water and needs to be fully loaded.

***T. Lizotte motioned to create a safety subcommittee to take a look at this more closely.***

T. Lizotte: You had concerns about HIPAA in terms of creating data sets on a map indicating where calls were placed, correct?

Chief: No, I forwarded maps, at your request, last year on where the calls were.

Dr. Shankle: Are there issues indicating which are fire calls and which are EMT calls?

S. Orr: It seems we have a lot information and numbers that need clarifying. I think we should get this going and move it along.

N. Comai: I could look at this two ways: subcommittee or as another service that the fire department offers as you do with a tanker or boat. I'm kind of on the fence, but I'm all about efficiencies. The scope of the subcommittee would be to see if it is self-sufficient or not and go from there.

D. Winterton: What process is required to change these rates we charge? We are talking about reimbursed services. I'm disappointed they haven't been adjusted since 2007. The fact that we are about 60% of what Goffstown gets for mileage, I think they should be adjusted tomorrow. For residents that don't have the ability to pay, we can waive fees for hardships. We should be billing at least what an average area rate is, if not more, because of our superior service.

A. Jennings: I concur that we need to adjust fees. I like the idea of the fund being self-sufficient, preventing town taxes from increasing. I'd like to see the subcommittee.

Dr. Shankle: Combine the two motions and make that the part of the charge of the subcommittee. It makes sense for the committee that is looking to see what is going on to recommend fees.

R. Duhaime: I'm surprised that it's not reviewed every so often so formulas and figures are transparent. There isn't anything like this town-wide regarding fee review.

Chief: There was a proposal a few years ago to do that but Council didn't want to increase fees due to the slow economy. They do need to go up but we're not super low but we can stand to institute an increase.

N. Comai: I'm getting 2 vibes – that the fees can be changed by this group in a matter of moments. With July 1 coming up, I'd suggest we refrain and ask Chief Williams and Christine to get together and present some updates to the fees at our next meeting that we can vote on. The committee needs to do more than that.

A. Jennings: We should consider making a semi-permanent subcommittee to continuously review departments.

T. Lizotte: I think it's an easy thing to do: fully load it, and determine if it is a break even enterprise. You have to understand it first to figure costs before you can create any fee change. I say we create the committee and ask Christine for the information. My reason for the committee is to get data on what calls are, where the calls are and get clarification on that data. We should be able to understand what the fully loaded costs are.

***D. Winterton motioned to ask the Town Administrator to direct the Fire Chief to come back at the next Town Council meeting with a revised fee schedule to vote on. Seconded by N. Comai.***

***T. Lizotte amended the motion to include that the Town Administrator develop, through the departments, a revised spreadsheet which takes into consideration fully loaded labor and any other ancillary costs of the ambulance service such that it reflects what the true cost is of the ambulance service. Seconded by A. Jennings.***

T. Lizotte: I want to separate it out because that if they can get that first step then the subcommittee can take a look at it. However, I like Adam's idea of something more generic that can go step by step. I'd request he consider developing a charge and forming that subcommittee for the next meeting.

D. Winterton: I'd like to ask the Town Administrator if data can be generated in 2 weeks.

Dr. Shankle: What do you mean by fully loaded?

T. Lizotte: If there are 132 calls and that equates to 160 hours, that 160 x 18 should be reflected in the budget so there needs to be a labor line not just OT line. The only reason I added ancillary things, I'm not certain the budget captures all the equipment expenses (maintenance, medical supplies, etc.). If it's not, that's OK; I just want it to be clear.

J. Sullivan: You want all costs associated with the ambulance (benefits, OT, repairs, etc.) to run a stand-alone ambulance service?

T. Lizotte: Get as close as you can, acknowledging that certain things may need more time to be vetted.

Dr. Shankle: The time that the firefighters are on an ambulance call, that is what we do now and those costs are being covered and we still have \$250,000. If you didn't have firefighters you'd have people sitting there waiting for an ambulance call. We are capturing that and we have \$250,000. If we look at the fees, what do you want us to raise them to?

T. Lizotte: You're saying it only cost \$6300 in labor costs in July to run the ambulance service?

Dr. Shankle: Finance director is nodding yes.

J. Sullivan: If we took the 132 calls and divide that into the April figures of \$5600, which is very low.

Dr. Shankle: Yes I think we can provide the info in 2 weeks.

**Vote unanimously in favor (amendment).**

**Vote unanimously in favor (original motion).**

D. Winterton: Is it possible to run this report as ambulance fully funded and charge for fire calls?

Dr. Shankle: That would be a great exercise for the committee to do.

J. Sullivan: We will have a report and look at possible increased fees. Now the committee – is it revolving throughout departments – or should we focus on this task?

**A. Jennings motioned for a department review subcommittee be formed starting with safety and working their way through other departments as instructed by Town Administrator. Seconded by T. Lizotte.**

**Vote unanimously in favor.**

S. Orr: I think you need consistency with the same people who have been there from meeting to meeting.

J. Sullivan: We have 5 people and we need 3.

D. Winterton: I will step down.

J. Sullivan: Based on that, I'm going to appoint Mr. Lizotte, Mr. Jennings and Ms. Orr as the committee with Mr. Duhaime as alternate and Administration and each department as ad hoc advisors.

Dr. Shankle: Can I ask that you have a specific charge in mind when you go in to be clear to the department heads?

J. Sullivan: The committee will establish that.

T. Lizotte: We are limited as we have to go through the Town Administrator and we can't go direct.

J. Sullivan: We request that the committee bring the charge to Council at our next meeting.

b. Finance Director re quarterly finance report  
Christine Soucie, Finance director

C. Soucie: Third quarter ended 3/31/14; total operating budget we are at 72% - consistent with last 3 years. In the current year ('13-'14) we had increases in NH retirement and the revaluation. '12-'13 was a level year and '11-'12 had the last year of Safety Center and Petersbrook. Revenue – 85% collected; smaller budget amount due to no exit 10 bond release. We anticipate funds to return from Family



Services, Police, and Recycle & Transfer. DPW is area of concern. Administration is 86% spent which is where it's supposed to be. This includes legal services that were moved over from police which helped that budget. We had a lot of expenses regarding IT/computer areas this year. Fire rescue is trending where they are supposed to be. Historically, they keep pace with their budget. Police is about where they've been previously – they normally return at the end of the year.

R. Duhaime: The Little Angels settlement went through Administration?

C. Soucie: Yes, it was a legal settlement. DPW had a tough 3<sup>rd</sup> quarter (Jan to March). Salt and sand line was over by \$140,000. They had high OT costs and because of that they are not going to be paving the second half of the year. We are watching them weekly to make sure they stay on budget and it looks like it will. Vehicle maintenance is an area all departments are struggling with. We haven't put a lot of new vehicles in the system and maintenance is getting more expensive. Recycle & Transfer is 62% spent and trending on track over prior years. We anticipate they will return funds. Because we've defaulted the last couple of years, tipping fees haven't corrected itself, but going forward we'll get some good numbers to compare budget to actuals to.

J. Sullivan: You indicate paving will be deferred 6 months on our schedule. Is it possible that if we have funds available from police and Recycle & Transfer, we can authorize those funds be transferred to highway to get roads paved?

Dr. Shankle: We are looking at that but the budget committee did put \$50,000 in paving over and above what you approved so they have a bit more money anyway.

C. Soucie: Revenues – we are seeing good numbers in motor vehicle registration (79% spent) and we anticipate exceeding again. The average car is 11 years old so people will be replacing their vehicles. Interest and penalties comes from liening properties and that doesn't happen until April so these numbers are not accurate as of today. I anticipate meeting budget expectation. Building permits – at 122% collected. Some large projects (Kohls renovation and rest area) brought in a lot of electrical permits. State revenue is 94% collected – on track. (I think meals and rooms is increasing in 2 years). Other revenues collected are over budget.

J. Levesque: Construction monitoring – is that what DPW is taking over from Stantec?

C. Soucie: Yes. It's over what we anticipated collected.

T. Lizotte: Any projection on return of budget?

C. Soucie: I haven't looked at all the budgets but I anticipate we will be returning.

T. Lizotte: We didn't offset taxes last year or the year before.

C. Soucie: I anticipate the fund balance to go up. Overage from revenues will increase fund balance and underspent will increase the balance. I anticipate we should have money available to apply to the tax rate. Anything over the goal would automatically go to the tax rate.

J. Sullivan: We can schedule that discussion on tax relief for our last meeting in June.

T. Lizotte: I'm not into encumbering so we want to make sure if we are over 7%, I'd like the board to consider offsetting taxes.

C. Soucie: That might be a little premature as we haven't run all June expenses so it might be best to do it in July. Encumbrances have to be addressed in June. Applying money to the tax base can be discussed in July or August.

R. Duhaime: Regarding the meals tax – is that itemized separately?

C. Soucie: Meals and rooms is based on population not traffic.

Dr. Shankle: We are looking at things we talked about doing last year but we've held off because of the default budget. I asked departments to look at things to increase efficiencies. Software modules are going to be needed. We will look at encumbrances individually.

**5 MINUTE RECESS**

**OLD BUSINESS**

a. 14-041 Property Liability Contract Proposals

Dr. Shankle: Reminder that the consultant came in and went over 3 proposals. We did some tweaking and now we have a recommendation.

C. Soucie: Workers comp/unemployment – Primex was the lowest and they are known to be proactive and offer a lot of services. They would expect the town to participate in the Best Doctors Program and TAD which we do. Best Doctors is a group that works closely with the insurance company, but the employee makes the ultimate decision on going to their primary or the best doctor.

***J. Sullivan motioned to authorize the Town Administrator to enter into 1-year contract with Primex for Unemployment and Workers Comp Insurance. Seconded by T. Lizotte.***

S. Orr: Did you mention posting training for employees as well?

C. Soucie: Yes, Primex would provide training on preventing workplace accidents, as well as offering the Best Doctors Program.

S. Orr: Is there a requirement that the town attends a minimum number of trainings?

C. Soucie: No.

R. Duhaime: We can get a discount on multiyear policies. There were different bundles.

C. Soucie: Yes, but I recommend not bundling. These are all one-year contracts because we aren't bundling.

**Roll Call**

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

***Vote unanimously in favor.***

C. Soucie: For property liability I recommend Travelers at \$219,275. We are working with Davis and Towle and Travelers on deductibles. They lowered the employment related practice deductible from \$50,000 to \$15,000 that starts when a claim is filed from the town and we won't submit a claim unless we get a lawsuit from an employee. Last 5 years, we averaged 2/year (including the police department) so excluding that we'd be at about 1/year. Even though \$219,000 is \$10,000 less than the next quote, \$30,000 gets eaten up on the deductible. Travelers' loss control would provide services to town. They would review our employee related practices and work with the town to see if there were any changes that could help mitigate some of these losses. Their legal staff would also be available for inquiries. I recommend signing a one-year contract with Travelers.

***T. Lizotte motioned to sign a one-year contract with Travelers. Seconded by S. Orr.***

D. Winterton: Is the \$30,000 in deductibles being kept in a separate account in anticipation of use?

C. Soucie: No because if we have \$300,000 budgeted and pay \$219,000 in premiums, we have \$81,000 in excess to cover the deductibles.

**Roll Call**

T. Lizotte – Yes

S. Orr – Yes

A. Jennings – Yes

N. Comai – Yes

R. Duhaime – Abstained due to conflict as Davis & Towle is his current insurance provider

D. Winterton – Yes

J. Levesque – Yes

J. Sullivan – Yes

***Vote unanimously in favor.***

b. 14-042 Discussion Other Ordinances Town Charter/Town Council Rules of Procedure  
J. Sullivan: There was an issue regarding how to adopt ordinances and it was suggested to change rules of procedure (section 12).

***T. Lizotte motioned to adopt new Town Council Rules and Procedures sections 12 A and B, covering the procedures concerning the adoptions of ordinances pursuant to section 3.6 of the Town Charter. Seconded by R. Duhaime.***

***Vote unanimously in favor.***

c. 14-043 Discussion on Results of Town Elections: MS-2  
***N. Comai motioned to authorize the Town Council to sign the 2014-2015 MS-2 Report of Appropriations Actually Voted with a total of \$17,402,094. Seconded by A. Jennings.***

***Vote unanimously in favor.***

**NEW BUSINESS**

a. 14-045 Town Council 2014-2015 schedule  
***R. Duhaime motioned to approve the Town Council 2014-2015 schedule. Seconded by J. Levesque.***

S. Orr: Can I verify that it's still the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays.

D. Fitzpatrick: Yes, except the items in blue.

S. Orr: What is the workshop on the 30<sup>th</sup>?

Dr. Shankle: I'd like to get a feel for things you'd like to talk about (things that take a longer time) when we're not pressed for time with other items.

***Vote unanimously in favor.***

**SUB-COMMITTEE REPORTS**

T. Lizotte: Nothing to report.

J. Levesque: Transfer Committee – Diane is getting bids on a small truck; disappointed she can't get the same arm assembly so the parts we have won't fit. Discussed rules for disposing of items at the site (cardboard, etc.) to govern what goes on at the site. She will be bringing changes to the policy to Council.

D. Winterton: Planning met and had a long discussion about the Scarpetti land on the other side of the river. They will come to Council at some point. SNHU came with proposals on the CB Sullivan buildings on Alice Ave to make one building offices that are part of the online program and the other building for band/chorus to practice. It was rejected - waivers for one year were voted down by a close margin. I think

they will be back on the agenda soon as the engineering firm didn't have answers to a lot of questions. Development in Manchester off Smyth Rd. - 80 home parcel going in behind Fox Hollow that will exit on Smyth Rd. close to Mammoth. That has regional impact with Hooksett so we are able to attend meetings as abutters. We may attend some Planning Board meetings in Manchester for that. Dr. Shankle, JoAnne Duffy and I attended a meeting at Manchester Chamber of Commerce on public/private development. It was a 3-person board with developers Steve Dupree and Dick Anagnost and Sen. Boutin. Developers said it's good to come to a town that gives you answers right away. They are happy we are employing a town engineer and liked that everyone is on the same page.

J. Sullivan: Heritage Commission met – Heritage Day was successful and had good turnout. Old Town Hall was opened up to see tin ceiling. We are selling t-shirts and coffee travel mugs as fundraisers. We will have Family Feud June 12 – funds going to town Hall.

Dr. Shankle: Items for purchase are in Town Clerk's office.

J. Sullivan: Looking at the placement of POW chair. Old Town Hall is meeting on Monday to discuss what the committee wants the architect to do.

N. Comai: Municipal Retention Policy Committee will come to Council in the next 3 meetings with an updated policy including feedback from department heads. They have made a tremendous amount of progress in a short amount of time. Kudos to Todd Rainier and the rest of the committee.

S. Orr: Nothing to report.

R. Duhaime: Memorial Day parade was nicely attended. The grass was well manicured and was the nicest the park has looked that I can remember which makes the town look good. It seems to get larger every year and weather was great.

A. Jennings: Parks and Rec met - HYAA reported spring sports opening day on May 10 was a success; football registration is open; update to recreation 5 year plan workshop is set for July 15 at 7 pm in place of regular meeting.

#### **PUBLIC INPUT**

None

#### **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 9:20 pm. Seconded by T. Lizotte.***

#### **Roll Call**

J. Levesque – Yes

T. Lizotte – Yes

S. Orr – Yes

A. Jennings – Yes

N. Comai – Yes

R. Duhaime – Yes

D. Winterton – Yes

J. Sullivan – Yes

***Vote unanimously in favor.***

**5 minute recess.**

***J. Sullivan motioned to extend the meeting at 9:30pm to 9:40pm. Seconded by T. Lizotte. Vote unanimously in favor.***

***S. Orr motioned to exit non-public at 9:40pm. Seconded by T. Lizotte.  
Vote unanimously in favor.***

***S. Orr motioned to seal the non-public minutes of 5/28/14. Seconded by D. Winterton.  
Vote unanimously in favor.***

***S. Orr motioned to adjourn at 9:40pm. Seconded by A. Jennings.  
Vote unanimously in favor.***

Respectfully Submitted,

Tiffany Verney