

**TOWN COUNCIL MEETING MINUTES**  
**Wednesday, July 23, 2014**

**CALL TO ORDER**

Chair Sullivan called the meeting to order at 6:31 pm.

**ROLL CALL – ATTENDANCE**

Adam Jennings, Nancy Comai, Robert Duhaime, Donald Winterton (arrived 7:50 pm; left at 8:30 pm), David Ross, James Levesque, Todd Lizotte, Susan Orr (left at 8:50 pm), Chairman James Sullivan, Town Administrator Dean Shankle

**PLEDGE OF ALLEGIANCE**

**SPECIAL ITEMS**

Youth Achiever of the Month

T. Lizotte: We recognize Colin Burns for this award for July. He is being recognized for his work with the town in building a kiosk as part of his Eagle Scout program. Hooksett Youth Little League was complimented by visitors for having the kiosk with directions for other field locations, playgrounds, etc. It's a great addition to Donati Park. He is going into his junior year at Central, is a varsity football player and is on the honor roll.

*Presentation of certificate and pin.*

**APPROVAL OF MINUTES**

a. Public: July 9, 2014

***J. Levesque motioned to accept the public minutes of July 9, 2014 with edits. Seconded by A. Jennings.***

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

b. Non-public: July 9, 2014

***D. Ross motioned to accept the non-public minutes of July 9, 2014. Seconded by A. Jennings.***

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

**AGENDA OVERVIEW**

Chair Sullivan provided an overview of tonight's agenda.

**CONSENT AGENDA**

a. Donation to Town Hall Preservation Committee from Family Feud fund-raiser: \$1,268

b. Donation of Toys and Gift Cards to Family Services from Cawley Middle School National Junior Honor Society: \$1,000

***N. Comai motioned to accept the consent agenda as written. Seconded by T. Lizotte.***

***Vote unanimously in favor.***

**TOWN ADMINISTRATOR'S REPORT**

- Don Riley is here and would like to give a moderator's report on the upcoming election.

Don Riley, Town Moderator: I'm here to ask for your attendance at the next election, September 9. There are a lot of moving parts which cause a lot of work: party affiliation changes and other things that pertain only to primaries. Reconciliation is more difficult as you have to count by party. I need help and am hoping that in the next few weeks you can put together a schedule so I can have a good sense of who is coming and when I can expect you to be there. I am going to be out of town until September 3, so this is the last meeting I am able to attend.

N. Comai: I received a brochure for 2014 Summer Election Law Training. Is that something we should do?

D. Riley: I don't know why they sent it to you. I think the training is to make sure everybody is accounting in the same manner. The reconciliation of the checklist checks and tape printout has to be accurate. It is compounded in the Primary because you have to account by party within 48 hours of the end of the election. I take advantage of all training because they might change things ever so slightly.

N. Comai: Is there a deputy, or a second in command?

D. Riley: Todd Rainier is on vacation but I suspect he will go.

J. Sullivan: Would it be beneficial to us to attend?

D. Riley: It wouldn't hurt. You will learn how difficult it really is! Thank you and I hope to see you all on the 9<sup>th</sup>.

N. Comai: Are we counting ballots before then?

D. Riley: Yes, I will be gone but Todd knows what to do.

- On July 15, I got an email from George Robie regarding the cherry wood secretary on which the Hooksett Town Charter was written; he proposed to allow the town to have the secretary in perpetuity as long as the town displays it in an appropriate public place. Town attorney is putting together a legal agreement. The first meeting in August it might be ready for signature.

R. Duhaime: Did we instruct Katie to put together a schedule for Mr. Riley for the election?

J. Sullivan: I did ask Katie and she shook her head yes.

- I got an email from Jeff Labrecque, president of Hooksett Little League who received an email complimenting the town and Little League on a great experience at the Districts and States from Mary Nyhan, District II Administrator for NH

T. Lizotte: Hooksett hosted the District II Championship and the State Championship the next week. Fields were in good shape and everything went off without a hitch.

- Received a letter from NH Department of Revenue Administration regarding the 2013 assessment review; "the town has met all assessing standards and stands out as excellent example for other towns to follow." Steven Hamilton, Director Municipal and Property division of Department of Revenue NH
- We changed workers comp carriers to save money and Donna has been working with Primex to provide training that will save us 2.5%. First training was last week and we had 17 attendees.
- We received a flyer at the new rest area being constructed. We toured the northbound side and it is going to be really impressive. They are opening in stages, first part in September. All will be opened by spring, hopefully.

N. Comai: I think we owe Alex Ray a thank you. He is the only one I can think of that is able to pull this off. Everything is going to make us so proud to be a part of this town. It's going to add 300 parking spots and 137 full time employees.

R. Duhaime: I think the state is hanging its hat on Hooksett. Travelers are going to get a feel for NH when they stop at that store. Alex Ray has set a standard that we can represent NH and the town of Hooksett.

Dr. Shankle: The northbound is displaying the beauty of the North Country. The southbound side theme is going to be promoting businesses to move to Hooksett.

**PUBLIC INPUT: 15 Minutes**

Marc Miville, 42 Main St: Regarding the Community Profile Committee, next meeting is 8/21 at 6 pm in chambers. There is an offer by the Town Administrator of potentially sharing the Town Council booth at Old Home Day. Secondly, I sent the Council an email regarding the Market Basket issue in town. Since I work at the Hooksett Market Basket part time, the store management asked me to pass along a message to Town Council regarding the management disputes. Store management wishes to express their concern on the impact the dispute is having on customers in Hooksett. There is a public petition initiated by residents/customers. I have also attached some in-store memos that are available to everyone to

understand and take action as they wish. Some internet sites: wearemarketbasket.com; savemarketbasket.com and also on Facebook.

## **NOMINATIONS AND APPOINTMENTS**

### **SCHEDULED APPOINTMENTS**

- a. Sam and Ruth Knowles: Crop Hunger Walk (Did not attend)
- b. Conservation Commission Update

Steve Couture, Hooksett Conservation Commission Chair: I wanted to stress a couple items: the Merrimack Riverfront property is a highlight. It was about a \$500,000 project and we spent \$150,000 out of conservation fund. For every town dollar we put in, we got \$3 from other sources. Now that we own the property, we can work on access. We have approval for a trail system and we are in the process of working on 2 grant applications: one through DOT and the other is a Moose Plate grant. Pinnacle Property: Switchback is in place and the trail is being well-used. We want to develop a kiosk with a map of the site. We still need to have a memorial plaque for the former owner, as part of the agreement. Clay Pond: started work on stewardship plan. Moosewood Ecological have been in the field all summer and we have a meeting in August. We hope to have a public meeting in October. We worked as part of the SNHU access road, and we were able to put money from wetlands mitigation (\$49,000) to purchase some property at Clay Pond. Dave Hess will talk more about that later. Coming up this year we want to complete the stewardship for Clay Pond and acquisition of the Hanscom-Lambert properties.

D. Ross: I wanted to say how hard these people have worked; they put a lot of time and effort into making these things happen for the town. And Jim Walters, who passed away this year, really worked hard to make things happen. They are volunteering their time so that these things can be enjoyed by generations to come. It's another thing that Hooksett is becoming an example of – how to conserve land responsibly.

R. Duhaime: I saw proposed trails on the map. Is that in keeping with the Heritage Trail?

S. Couture: Yes, we are focusing on continuity with Heritage Trail. We have right of ways in different parts of the property.

### **OLD BUSINESS**

- a. 14 – 056 Street Name Approval

J. Sullivan: There was a question at our last meeting on approving street names and we wanted to hold off until we got clarification.

Dr. Shankle: A couple questions came up last time. One was about naming roads and the other was Councilor Winterton mentioned it was a road that was not going all the way through. The road will connect East Side Drive to Donati Drive through campus property but will be gaged and locked at the Donati Drive end.

J. Sullivan: I thought another question came up about gating the road and would it restrict the emergency services. I asked Chief Williams and he said there should not be a problem.

***T. Lizotte motioned to approve the name "Victory Lane" for the approved SNHU connector road. Seconded by A. Jennings.***

J. Levesque: I drove by the other day and it doesn't go on to Alice Ave, it goes on their property.

S. Orr: There are some concerns from residents on Alice Ave regarding this road. Is this creating a precedent when we possibly get to the point of opening the road, that Council has approved this name so now it can be a road without any discussion with the abutters?

Dr. Shankle: All you are doing is naming it. It's not being built to town standards so it will never be a public road. Whether we name it or not, the Planning Board said it could be there. We are naming a private road so emergency services know where to go if there is an issue.

T. Lizotte: Why wasn't it built to town standards?

Dr. Shankle: It's basically a driveway and I don't think anyone wants it to turn into a town road.

R. Duhaime: They had a master plan and I don't know why the Planning board approved this road unless maybe they need access to a building they are planning for later? It sounds like a conditional approval.

N. Comai: Why wouldn't naming the road be last of all the conditional approvals? Why would we be asked in the middle? It should be last, in my opinion. It's just a technicality.

J. Sullivan: East Side Dr. doesn't meet town specs and we will follow the same practice with Victory Lane.

Dr. Shankle: They've got a system of roads and parking lots and driveways. If there is an emergency, they need to know where to go; this is what this is for.

T. Lizotte: Planning approved it and all we are doing is putting a name to it for public safety.

***Vote unanimously in favor.***

b. 14 – 046 Edgewater Drive

J. Sullivan: I received a message that even though the Conservation Commission approved the plan conceptually, they would like a formal review after meeting with Council tonight.

Jennifer McCourt, McCourt Engineering Associates: I have submitted a revised layout based on your concerns from last time. Existing town access is limited and continuous passage to Bow town line is difficult at best. Class VI portion of Edgewater Dr is a prescriptive easement. Road has shifted to the west due to erosion along the riverbank however the right of way has not changed. If the Class VI right of way was discontinued and Hooksett had ownership of lot 6, the entire land mass would be 44,880 sq. ft. including fee ownership of the 8,750 sq. feet (area under prescriptive easement). Option A: cul de sac with parking area plus 10,000 sq. ft. fee simple along the river. Because of the Shoreland Protection Act (50' protective buffer) we added in twice what the area is of lot 6 today (8,750 x 2) of 17,850 sq. ft. We would grant you this area in fee and not deal with any easements. We relocated lot #1 for both options to the front. With Option A we'd provide a distinction between town land and private land. Option B: cul de sac deeded to the town in fee plus the 10,000 sq. ft. and the purple and green area would be granted an easement to the town. The open space area is approximately 6.3 acres of easement plus the 10,000 sq. ft. With either option, Mr. Scarpetti had offered to install a docking structure to be addressed later. We put the land farther back so it would be more usable and not interfere with the 50' buffer. Both the right of way and lot 6 are within the 50' buffer controlled by DES. Putting a dock and path in this area is very limited on how many trees can be cut, etc. to protect the river.

P. Scarpetti: Councilor Winterton asked about a dock. I proposed a composite floating dock with aluminum ramp. It's about an 8' drop from river to embankment. It would have longevity but still be easy to install and remove. We would take care of permitting in conjunction with permits for the housing.

S. Couture: When they first came before us (Conservation Commission), we had a lot of legal questions and were not comfortable with making any decisions. We weren't certain it could happen and we assumed it would come back to Conservation when all the legal questions were answered.

P. Scarpetti: I guess we misunderstood. There wasn't any opposition so I assumed you were OK with the concept and we would come before Town Council. I know we have to come back to Conservation for the actual subdivision.

S. Couture: We did not approve any final plans like we generally do. That is why we only agreed to conceptual plans.

J. McCourt: We are going forward as best we can. Other changes may occur once we get into the subdivision process. Nothing is final yet.

J. Sullivan: We will answer questions, send to Conservation for review and I'd ask this be done before our next Council meeting, if possible.

S. Couture: We have a meeting in August and we would like to ask Mr. Scarpetti to attend.

T. Lizotte: There are two proposals, A and B. We should debate whether we want responsibility for a large piece of property or give us access to minimize responsibility. Next, based on that decision, actions take place to allow them to proceed and get closer to Conservation. Then they come to Council.

D. Ross: We are not here to deal with planning; it's to discontinue the road. We aren't approving anything. We are talking about discontinuing the Class VI road in exchange for some agreement which is TBD. This has to follow normal procedures: Planning, Conservation, etc. We can prefer Plan A or B. When we have an actual agreement, we would motion to discontinue the Class VI road and then continue with Zoning, Conservation, Planning, etc.

Dr. Shankle: We would need a public hearing at the next meeting and the Conservation Commission could comment. The other part is discontinuing a town road and agreeing that it means Lot 6 becomes part of the overall lot so the whole shoreline becomes theirs.

N. Comai: It isn't our scope of work to decide a plan. It's yes or no to the road. Conservation needs to review it first. You may not be able to put a road in for 6 houses. I'd like to hear what Conservation has to say. I'm all for slowing things down and taking the proper steps.

R. Duhaime: I think the board would have approved this easement previously if I hadn't brought up that we were moving too fast. I recognized we were giving up something that had value. We shouldn't move forward without Conservation input and feedback.

D. Ross: Applicant came on 2/10 to meet with the Conservation Commission. According to the notes from the meeting minutes, they were not ready to approve or vote until presented with specifics. We thought the idea was conceptually a good use of this land.

D. Hess: At the meeting with Conservation, we were handed a motion to recommend this to the Council and we refused. We were going to see what they came up with. We did not indicate that we supported the project at that time.

P. Scarpetti: Before we can do anything, we have to decide about the road. We aren't coming here for final approval, but you asked for proposals and that is why we got off on these tangents. We are not skirting the Conservation Commission.

J. McCourt: I want to add that if the Council says they like option A, the open space area will still be a private conservation to those lots. My other concern is if Council likes option A and Conservation likes option B, I don't want to get into a circle.

Dr. Shankle: if we have a public hearing at the next meeting, the Council will have enough information to make a decision. Whatever Council decides, it does not force Planning or Conservation to do anything that agrees with Council. Council is presuming what you are proposing is acceptable to Planning Board and Conservation Commission and can't overrule what these other bodies decide. Then the deal with Council is off if you can't meet criteria that is agreed to.

R. Duhaime: What restrictions we put on this road will stick. Once you get rid of that road, whatever approvals we give them, that goes down to Planning and Conservation and they have to live with what we decide.

T. Lizotte: What I was saying is there are 2 plans in front of us and I agree with Mr. Duhaime in terms of is there a different way of going about this? My impression is we are saying we discontinue the road based on a memorandum of understanding and specific conditions that are met. Do we want a lot of exposure or consolidated access to the river and minimal exposure? As long as there is a memorandum of understanding of the key pieces and have a claw back provision, I'm OK.

N. Comai: I found that we were moving too quickly. The road easement is the only issue right now. We haven't developed that land to have access or not.

S. Couture: The only reason I brought this up is because our role is to advise Council and I thought we might miss that opportunity. Our next meeting is scheduled for August 11.

D. Hess: I would assume you have talked to legal counsel and gotten the order of sequence in which to proceed and who has primary jurisdiction.

S. Orr: Thank you Mr. Hess. It seems we need to consult someone to find out the exact next step so we aren't wasting time. I'd request we talk to counsel or ask the Town Administrator to find out what is the logical next step so we aren't spinning our wheels talking about things we aren't ready to speak about yet.

Dr. Shankle: We did that. Planning and Conservation didn't feel comfortable acting while the road was still there. The attorney said the way to clean it up was to discontinue the road. If someone else doesn't agree with what you decide, that becomes a problem for the applicant.

Joe Slemp, Abutter: I was here previously as were my neighbors. As you said, you have to address the town road. Mr. Scarpetti was supposed to build his dream house on that land. The town approved one house. Because of the town road, you are bargaining for that road. A park and cul de sac at the end of my property, I can't get a fire truck or ambulance down Edgewater Dr right now. Most of you have already been down there. The canoe rental business takes up most of the road on the weekends. It's one way in and one way out. It's not feasible to get out on the Bow side. You will be adding more houses and a walkway for pedestrians. We don't have foot traffic on that road now. Now he is proposing a dock – imagine all the people who will come down to a road which is already a small road.

R. Duhaime: I asked how much square footage the town is giving up. I didn't get an answer, they didn't know. I knew if we were giving this up now, he would have owned the land and we would have an easement on his land. I think we should wait for the other boards.

P. Scarpetti: We have met with DES and showed them the concept. They were OK with the road to the houses. My attorney has written the agreement based on perpetuity. Joe has been a great neighbor, but my wife doesn't want to live alone in the field. The dock was to accommodate a suggestion from Council to allow for kayaks, not power boats.

J. Sullivan: We all had individual thoughts and comments and you were trying to accommodate all of our suggestions, not the board as a whole.

R. Uchida: I'm going to see if I can provide some guidance and direction. We are here for the road and what makes sense for the town. We have given you 2 options and are fine with going to Conservation with these options to see what makes sense from the Conservation perspective. We then bring that to the Council and I think you should have a public hearing. We understand this is a fluid process. We need to nail down the road conceptually in order to go to Planning with a proposal. We are on board with your proposed process.

Dr. Shankle: I agree but the only thing is we need to inform the town of Bow of our public hearing, as an abutter. The hearing will be on August 13.

T. Lizotte: It was brought up by an abutter –maybe we should have a comment from the fire chief about accessibility down that road.

Dr. Shankle: There are no abutters, if I'm correct. You are not going to be notified as an abutter, but a neighbor.

*Dr. Shankle asked that copies of the maps be given to Community Development for residents to view.*

c. 14 – 055 Town Report Items

J. Sullivan: It's the same format as last year but mentions it is the 25<sup>th</sup> anniversary of the Town Charter and highlights what the Town Council has done this year. If possible, can we get an update on the actual

savings by using the ice treatment and add it was a result of salt and OT savings? Katie, can you confirm?

T. Lizotte: I recommend we remove the last bullet.

J. Sullivan: We can remove that, I don't have a problem with that.

A. Jennings: Could we keep the last bullet as a major action and say something about RSA 91:A?

T. Lizotte: I like Mr. Jennings' idea of saying something about how we reaffirmed RSA 91:A.

J. Sullivan: We can change it to read "Reaffirmed town government's compliance with RSA 91:A."

**J. Sullivan motioned to approve the Council's Annual Report as amended. Seconded by T. Lizotte.**

**D. Ross motioned to approve the Annual Town & School Report front and back cover as presented. Seconded by T. Lizotte.**

**Vote unanimously in favor.**

#### **5 MINUTE RECESS**

d. 14 – 004 Station 1 renovations: Phase 3

Chief Williams: We received 4 bids and reviewed them. We recommend choosing MCCI Mark Carrier Construction to construct the renovations. It would be \$385,027 which includes the construction of all interior and add exterior siding (to look similar to the Village) and additional foam insulation to improve heating efficiency. There is an additional \$10,100 to have SMP oversee the project for inspection of processes and \$6,000 to furnish the addition.

J. Sullivan: Where are the funds coming from? Impact fees?

Chief Williams: Correct.

N. Comai: I don't see that one of the elements would be verification of credentials of any contractor that is chosen.

Chief Williams: We have looked into that and they are bonded and insured.

R. Duhaime: Why don't we use our Code Enforcement Officer? Can we give that \$10,000 to the Code Enforcement department instead?

Dr. Shankle: We went through the whole process with the architect (SMP) so they know exactly what we are looking for. It's a way to keep continuity with the people that have been working on it all along.

L. Lessard: They are there 8 hours a day; our building inspector cannot be there 8 hours a day to oversee the project. And they already know the plans. Code enforcement will still be doing inspections.

**S. Orr motioned to approve MCCI Mark Carrier Construction, SMP Construction phase fees and money to furnish the addition at a total cost of \$401,127. Seconded by T. Lizotte.**

T. Lizotte: Is there enough verbiage in the contract for failure to meet requirements? The performance bond is removed at the end of the project.

Chief Williams: There are warranties there.

**S. Orr modified motion to include the cost will come from Public Safety impact fees already collected. Seconded by T. Lizotte.**

D. Ross: Why didn't you go with the lower bid?

Chief Williams: They didn't meet all of the specs of the town and they had the lowest time frame to complete.

**Roll Call**

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

***Vote unanimously in favor.***

*Discussion on who, if anyone, needs to be consulted for colors/aesthetics. Decision was it should go to Heritage Commission.*

e. 13 – 069 2013 Budget Transfers

C. Soucie: There are 6 budget transfers related to FY ending 6/30 as outlined in the staff report (2014-05 through 2014-10). The budget, as of 7/14, we had approximately \$539,208 remaining but I see that number going down to \$250,000-\$300,000 and we have one more AP run next week. We should be set with the overall budget.

D. Ross: On the Recycle & Transfer shortfall, how much was that?

C. Soucie: \$22,000.

D. Ross: Same for Fire and Rescue.

C. Soucie: \$26,000.

T. Lizotte: Do we know where the Fire & Rescue shortfall was?

C. Soucie: There was a provision in their contract to buy back unused vacation time. There was a lot of usage this year and I think the Chief will look into limiting that in future contracts.

T. Lizotte: We discussed that staff cycled into ambulance service. Why couldn't we have taken that out of the ambulance service funds?

C. Soucie: That can only be used for ambulance services. The vacation would have had to be related to ambulance service.

Dr. Shankle: We don't have the level of detail to determine that at this point. Maybe it's possible in the future, but we didn't plan for it in the past.

T. Lizotte: This is an example in which the taxpayer gets hit by another \$26,000 that might not be sent back down to the fund balance because we can't tap into a landlocked fund in which staff cycles in and out of and gets paid from.

R. Duhaime: All these transfers are being transferred out of accounts that have sufficient funds. The bottom line is there is less money going back into the budget the following year. Is that correct?

C. Soucie: We are bottom line budget and we are shifting where some departments are overspent to departments that are underspent. The only thing that would have controlled that is if departments were told they couldn't overspend. We are showing where we spent what money.



N. Comai: Please, in the future, have a column with what we started with and these adjustments so we can see it was not budgeted correctly from the beginning. It's my opinion that Family Services should not be tapped into but should be put back in the general fund. There has got to be someplace else you can find the money.

C. Soucie: We would have to make a decision about that tonight. It could come from Recycle & Transfer or Police. It is \$35,000.

***T. Lizotte motioned to have the Council Chair sign the budget transfer requests as written (#2014-05) through #2014-10. Seconded by N. Comai.***

T. Lizotte: We were under a default budget and had extenuating circumstances; we have to think outside the box. Even the Budget Committee saw to add extra money to the paving budget. Circumstances may arise and I think all the departments have been transparent.

N. Comai: Under the condition we are able to see the beginning budget and all the changes so we can see where shortfalls occur. We increased Family Services because the department head requested it and now we are taking it away?

C. Soucie: The monthly report shows that and it is always in the budget books. I can do it during the year, but I think it's cleaner to do it at the end of the year.

**Roll Call**

D. Ross – Yes  
J. Levesque – Yes  
T. Lizotte – Yes  
A. Jennings – Yes  
N. Comai – Yes  
R. Duhaime – Yes  
J. Sullivan – Yes

***Vote unanimously in favor.***

**NEW BUSINESS**

a. 14 – 057 2014 Budget Transfers

C. Soucie: Since Conservation is a separate board we thought we would do it at the beginning of the year instead of waiting until the end of the year.

Dr. Shankle: We moved the staffing of Conservation Commission to Community Development. The Assistant Town Planner is doing most of the work and it allows them to have a good tie to each other.

***T. Lizotte motioned to have the Council Chair sign budget transfer request #2015-01. Seconded by N. Comai.***

**Roll Call**

R. Duhaime – Yes  
D. Ross – Yes  
J. Levesque – Yes  
T. Lizotte – Yes  
A. Jennings – Yes  
N. Comai – Yes  
J. Sullivan – Yes

***Vote unanimously in favor.***

b. 14 – 058 Ambulance Billing Contract

Chief Williams: The contract has come up for renewal and we received 4 bids. Our recommendation is to stay with Comstar at a reduced rate from 7% to 5% of what is collected. It will save \$5,000 to \$6,000.

**J. Sullivan motioned to approve Comstar Ambulance Billing Services at a rate of 5% of what is collected. Seconded by T. Lizotte.**

J. Levesque: Why did they reduce their rate?

Chief: I think it's based on the fact they were trying to be competitive as it went out to bid and their call volume has gone up.

**Vote unanimously in favor.**

c. 14 – 059 Excavator Lease-Purchase Agreement

L. Lessard: We received 4 bids to purchase this machine based on Article 12 which was passed. Chappell Tractor met all specs; recommend purchasing for \$234,000.

**N. Comai motioned to accept the bid for Chappell Tractor for \$234,000. Seconded by T. Lizotte.**

D. Ross: Is adding the window guard going to increase the cost? Or will you come back to ask for that?

L. Lessard: We don't know what the cost will be. I will come back when we know. It will probably not be more than \$5,000.

**N. Comai amended motion to include "not to exceed \$248,000." Seconded by T. Lizotte.**

#### **Roll Call**

A. Jennings – Yes

N. Comai – Yes

R. Duhaime – Yes

D. Ross – Yes

J. Levesque – Yes

T. Lizotte – Yes

J. Sullivan – Yes

**Vote unanimously in favor.**

d. 14 – 060 Purchase of Conservation Land

D. Hess: There is a permit that has to be renewed to allow sludge to be deposited on 8 acres in the north end of the conservation area in a cornfield. This is the 3<sup>rd</sup> renewal coming up. We ask that you vote to allow a 5-year extension.

**D. Ross motioned to approve the permit extension up to 5 years for the application of bio solids as pertaining to the northern cornfield. Seconded by T. Lizotte.**

**Vote unanimously in favor.**

D. Hess: We had hoped to have paperwork on the acquisition of the Hanscom-Lambert properties for you to have a public hearing. This is a wash in terms of money for the town. These 2 properties are landlocked properties bordered by land owned by Bear-Paw, Bear Brook State Park, Hooksett and Manchester Water Works. With SNHU extending Alice Ave, they are compromising wetlands. DES gave them 2 options: make a contribution to ARM (Aquatic Remediation and Mitigation Fund) or recreate new wetlands to replace the ones they are destroying; DES determined value to be \$49,000 and SNHU has made a contribution to DES in that amount. Unless there are unexpected increases in expenses, we are adding 34 acres to northeast quadrant at no cost to the town. The Purchase & Sales specified the purchaser was Bear-Paw, but is structured as the town having the title, DES holding restrictive covenants and Bear-Paw holding the conservation easement. Hopefully we can have a public hearing on this at your next meeting on August 13.

A. Jennings: How long does the town have first dibs on the money?

D. Hess: I'm not completely sure, but I'd say about 6 months.

R. Duhaime: There was one section not added on at Clay Pond. Are these any of those?

D. Hess: No, these are to the west of Clay Pond 2. Town has acquired fee title to it and Bear-Paw holds the conservation easement. Bear-Paw has negotiated directly with Manchester Sand and Gravel and acquired 2 parcels totaling over 700 acres. We didn't pay anything for that. Manchester Sand and Gravel is going to be conserving the great swamp, and Bear-Paw is taking possession of that. Bear-Paw will own 1000 acres in town that we have paid no money for.

***D. Ross motioned to extend the meeting. Seconded by T. Lizotte.***

***Vote unanimously in favor.***

J. Sullivan: It will be on the agenda as a public hearing at our next meeting.

D. Hess: There is another development at the waterfront and the Conservation Commission feels the best place for river access is at the ramp where the Rowing Club has their things. Leo is quoting to install a footbridge across. We may need the attention of the Rowing Club so we can have meaningful access. Lease is for 2 years, and if you do not want to automatically renew, you have to give them 12 months' notice which is coming up in December of this year.

Dr. Shankle: I set up a meeting with them for next week.

A. Jennings: I was contacted by the Rowing Club as part of Parks & Rec and they were concerned about the fence they just installed.

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

A. Jennings: Parks & Rec 5-year plan meeting was postponed to August.

R. Duhaime: Sewer Commission: \$3,000 is standard fee to charge for putting a bathroom in a separate standing building to make it a livable area.

N. Comai: Negotiation Committee did not meet and hasn't met yet to design who would be reporting that. Meeting to figure that out in another week or so.

D. Ross: Nothing to report.

J. Levesque: Transfer Commission met and discussed fees; she let an employee go for disciplinary reasons; and she is going to bring a proposal to Council for mandatory recycling at the plant.

T. Lizotte: Hooksett Youth Achiever of the Month Committee has chosen a recipient for August.

J. Sullivan: Nothing to report.

#### **PUBLIC INPUT**

None

***D. Ross motioned to extend the meeting from 9:30pm to 9:40pm. Seconded by T. Lizotte.  
Vote unanimously in favor.***

#### **NON-PUBLIC SESSION**

**NH RSA 91-A:3 II (d)** Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

***J. Sullivan motioned to enter non-public session at 9:37pm. Seconded by A. Jennings.***

#### **Roll Call**

J. Levesque – Yes

T. Lizotte – Yes

A. Jennings – Yes  
N. Comai – Yes  
R. Duhaime – Yes  
D. Ross – Yes  
J. Sullivan – Yes

***Vote unanimously in favor.***

***J. Sullivan motioned to exit non-public at 9:40pm. Seconded by A. Jennings.  
Vote unanimously in favor.***

***J. Sullivan motioned to seal the non-public minutes of 7/23/14. Seconded by T. Lizotte.  
Vote unanimously in favor.***

***J. Sullivan motioned to adjourn at 9:40pm. Seconded by N. Comai.  
Vote unanimously in favor.***

**NOTE**

Attached are ancillary documents that the Town Council Chair has signed as agent to expend as a result of the Council's prior approval of the documents.

Respectfully Submitted,

Tiffany Verney

**TOWN OF HOOKSETT  
BUDGET TRANSFER REQUEST FORM**

TRANSFER # 2014 -5

Please explain the purpose of this transfer request: This transfer request is to cover the staffing change that happened in Community Development at the end of the last fiscal year. The full-time assistant in the Building Inspection division was moved to the Planning & Engineering

**NEED OF FUNDS  
WHERE WILL THE MONEY GO?**

Account #	Description	Current Budget	Amount Added	New Budget
001-200.4191-111.000	Full-time Employees	109,928.00	42,439.00	152,367.00
<b>Total CD Planning</b>		<b>202,393.00</b>	<b>42,439.00</b>	<b>244,832.00</b>
<b>Total</b>	<b>Community Development</b>		<b>42,439.00</b>	

**SOURCES OF FUNDS  
WHERE WILL YOU GET THE MONEY FROM?**


Account #	Description	Current Budget	Amount Reduced	New Budget
001-202.4240-111.000	Full-time Employees	97,053.00	(42,439.00)	54,614.00
<b>Total CD Building Ins</b>		<b>153,304.00</b>	<b>(42,439.00)</b>	<b>110,865.00</b>
<b>Total</b>	<b>Community Development</b>		<b>(42,439.00)</b>	

Recommended by:

  
Town Administrator

  
Finance Director

Approved by:

  
Town Council

7/23/14  
Council Meeting Date

**TOWN OF HOOKSETT  
BUDGET TRANSFER REQUEST FORM**

**TRANSFER # 2014 -6**

Please explain the purpose of this transfer request: The Finance budget was overspent in the following areas: Wages was due to extra help needed for software conversion, bank services and GASB compliance were over spent due to the fact the default budget did not include them.

**NEED OF FUNDS  
WHERE WILL THE MONEY GO?**

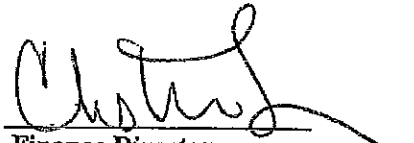
Account #	Description	Current Budget	Amount Added	New Budget
001-300.4150-111.000	Full time Employees	108,056.00	2,000.00	110,056.00
001-300.4150-113.000	Part-time Employees	8,900.00	1,666.00	10,566.00
001-300.4150-314.000	Banking Services	0.00	8,000.00	8,000.00
001-300.4150-321.000	GASB Compliance	0.00	1,800.00	1,800.00
<b>Total</b>	<b>Finance</b>	<b>204,469.00</b>	<b>13,466.00</b>	<b>217,935.00</b>

**SOURCES OF FUNDS  
WHERE WILL YOU GET THE MONEY FROM?**


Account #	Description	Current Budget	Amount Reduced	New Budget
001-150.4152-330.000	Professional Services	50,375.00	(13,466.00)	36,909.00
<b>Total</b>	<b>Assessing</b>	<b>309,443.00</b>	<b>(13,466.00)</b>	<b>295,977.00</b>

Recommended by:

  
Town Administrator

  
Finance Director

Approved by:

  
Town Council

7/23/14  
Council Meeting Date

**TOWN OF HOOKSETT  
BUDGET TRANSFER REQUEST FORM**

**TRANSFER # 2014 -7**

Please explain the purpose of this transfer request: This transfer request is to cover fuel in the Solid Waste Collection Division of Recycling and Transfer. Cost to cover additional automated collection runs had not been increased due to the default budget.

**NEED OF FUNDS  
WHERE WILL THE MONEY GO?**

Account #	Description	Current Budget	Amount Added	New Budget
001-500.4323-626.000	Fuel	22,000.00	22,000.00	44,000.00
<b>Total R&amp;T Solid Waste</b>	<b>Collection</b>	<b>216,461.00</b>	<b>22,000.00</b>	<b>238,461.00</b>
<b>Total</b>	<b>Recycling &amp; Transfer</b>		<b>22,000.00</b>	

**SOURCES OF FUNDS  
WHERE WILL YOU GET THE MONEY FROM?**

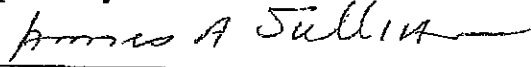
Account #	Description	Current Budget	Amount Reduced	New Budget
001-500.4324-421.000	Tipping Fees	477,551.00	(22,000.00)	455,551.00
<b>Total R&amp;T Solid Waste</b>	<b>Disposal</b>	<b>708,934.00</b>	<b>(22,000.00)</b>	<b>686,934.00</b>
<b>Total</b>	<b>Recycling &amp; Transfer</b>		<b>(22,000.00)</b>	

Recommended by:

  
Town Administrator

  
Finance Director

Approved by:

  
Town Council

7/23/14  
Council Meeting Date

**TOWN OF HOOKSETT  
BUDGET TRANSFER REQUEST FORM**

TRANSFER # 2014 -8

Please explain the purpose of this transfer request: Several divisions of the Administration budget are over and are covered by other divisions within Administration. Full-time wages are over budget due to employee increases approved by Council. Liability Insurance and NH Municipal are budgeted using estimates. Settlement was unknown at the time of budgeting and the Old Home Day overage was caused by the need for insurance coverage on that day. Software & Programs are over budget due to new software purchases for human resources and community development, which will be covered by the Family Services welfare line.

**NEED OF FUNDS  
WHERE WILL THE MONEY GO?**

Account #	Description	Current Budget	Amount Added	New Budget
001-100.4130-111.000	Full Time Wages	177,049.00	4,500.00	181,549.00
001-100.4196-520.000	Liability Insurance	171,000.00	15,300.00	186,300.00
001-100.4197-800.012	NH Municipal Association	10,190.00	1,520.00	11,710.00
001-100.4199-899.000	Unanticipated Settlement	13,000.00	1,000.00	14,000.00
001-100.4589-800.006	Old Home Day	1,000.00	3,500.00	4,500.00
001-100.4150-342.000	Software & Programs	38,896.00	33,500.00	72,396.00
<b>Total</b>	<b>Administration</b>	<b>888,682.00</b>	<b>59,320.00</b>	<b>948,002.00</b>

**SOURCES OF FUNDS  
WHERE WILL YOU GET THE MONEY FROM?**

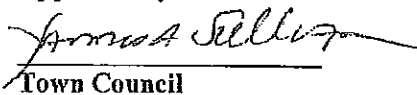
Account #	Description	Current Budget	Amount Reduced	New Budget
001-100.4155.250.000	Unemployment Comp	16,234.00	(2,000.00)	14,234.00
001-100.4155.260.000	Worker's Comp	157,606.00	(22,320.00)	135,286.00
<b>Total</b>	<b>Administration</b>	<b>944,502.00</b>	<b>(24,320.00)</b>	<b>920,182.00</b>
001-250.4442-510.000	Town Welfare	190,000.00	(35,000.00)	225,000.00
<b>Total</b>	<b>Family Services</b>	<b>254,696.00</b>	<b>(35,000.00)</b>	<b>219,696.00</b>

Recommended by:

  
Town Administrator

  
Finance Director

Approved by:

  
Town Council

7/23/14  
Council Meeting Date



**TOWN OF HOOKSETT  
BUDGET TRANSFER REQUEST FORM**

TRANSFER # 2014 -9

Please explain the purpose of this transfer request: Various divisions in the Department of Public Works are over budget, with vehicle and building maintenance being the largest. With the support of the police transfer the annual paving was completed.

**NEED OF FUNDS  
WHERE WILL THE MONEY GO?**


Account #	Description	Current Budget	Amount Added	New Budget
001-450.4311-294.000	Training & Dues	1.00	3,499.00	3,500.00
001-450.4311-600.000	Office Supplies	2,000.00	4,500.00	6,500.00
<b>Total DPW Admin</b>		<b>199,969.00</b>	<b>7,999.00</b>	<b>207,968.00</b>
001-450.4312-330.000	Professional Services	32,200.00	25,000.00	57,200.00
001-450.4312-434.000	Vehicle Maintenance	45,000.00	61,000.00	106,000.00
<b>Total DPW Rd Maint</b>		<b>1,308,304.00</b>	<b>86,000.00</b>	<b>1,394,304.00</b>
001-450.4319-130.000	Overtime	7,826.00	9,000.00	16,826.00
001-450.4319-606.000	Shop Supplies/Hand Tools	13,605.00	6,000.00	19,605.00
<b>Total DPW Fleet</b>		<b>149,112.00</b>	<b>15,000.00</b>	<b>164,112.00</b>
001-450.4194-436.000	Building Maintenance	66,450.00	41,000.00	107,450.00
001-451.4194-413.000	Heating	62,336.00	19,000.00	81,336.00
<b>Total DPW Buildings</b>		<b>393,977.00</b>	<b>60,000.00</b>	<b>453,977.00</b>
<b>Total</b>			<b>168,999.00</b>	

**SOURCES OF FUNDS  
WHERE WILL YOU GET THE MONEY FROM?**

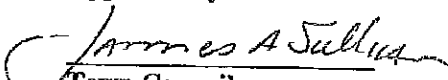
Account #	Description	Current Budget	Amount Reduced	New Budget
001-450.4520-111.000	Full-time employees	253,939.00	(30,000.00)	223,939.00
<b>Total Parks &amp; Rec.</b>		<b>490,460.00</b>	<b>(30,000.00)</b>	<b>460,046.00</b>
001-400.4210-111.000	Full-time employees	2,092,377.00	(138,999.00)	1,953,378.00
<b>Total Police</b>		<b>3,611,358.00</b>	<b>(138,999.00)</b>	<b>3,472,359.00</b>
<b>Total</b>			<b>(168,999.00)</b>	

Recommended by:

  
Town Administrator

  
Finance Director

Approved by:

  
Town Council

7/23/14  
Council Meeting Date

**TOWN OF HOOKSETT  
BUDGET TRANSFER REQUEST FORM**

**TRANSFER # 2014 -10**

Please explain the purpose of this transfer request: The Fire-Rescue wage line is over due to the union contract which provides for vacation buyouts, which are less costly then filling vacant shifts. The new equipment line was over due to equipment and software upgrades.

**NEED OF FUNDS  
WHERE WILL THE MONEY GO?**

Account #	Description	Current Budget	Amount Added	New Budget
001-350.4220-111.000	Full-time employees	1,495,805.00	14,000.00	1,509,805.00
001-350.4220-751.000	New Equipment	3,399.00	12,000.00	15,399.00
<b>Total</b>	<b>Fire-Rescue</b>	<b>3,815,142.00</b>	<b>26,000.00</b>	<b>3,841,142.00</b>

**SOURCES OF FUNDS  
WHERE WILL YOU GET THE MONEY FROM?**

Account #	Description	Current Budget	Amount Reduced	New Budget
001-500.4324-421.000	Tipping Fees	455,551.00	(26,000.00)	429,551.00
<b>Total</b>	<b>Recycling &amp; Transfer</b>	<b>1,107,596.00</b>	<b>(26,000.00)</b>	<b>1,081,596.00</b>

Recommended by:

*D. E. Thacker*  
Town Administrator

*Christina L.*  
Finance Director

Approved by:

*Thomas A. Sillice*  
Town Council

7/23/14  
Council Meeting Date

**TOWN OF HOOKSETT  
BUDGET TRANSFER REQUEST FORM**

**TRANSFER # 2015-01**

Please explain the purpose of this transfer request: Transfer funds from Conservation Commission to Community Development's Planning & Engineering division as the responsibility for the Conservation's secretarial duties have been assigned to the Assistant Town Planner's positions.

**NEED OF FUNDS  
WHERE WILL THE MONEY GO?**

Account #	Description	Current Budget	Amount Added	New Budget
001-200.4191-111.000	Full-time Employees	210,525.00	5,476.00	216,001.00
001-200.4191-220.000	FICA Taxes	16,555.00	465.00	17,020.00
001-200.4191-230.000	NH Retirement	23,105.00	608.00	23,713.00
<b>Total</b>	<b>Community Development</b>	<b>468,900.00</b>	<b>6,549.00</b>	<b>475,449.00</b>

**SOURCES OF FUNDS  
WHERE WILL YOU GET THE MONEY FROM?**

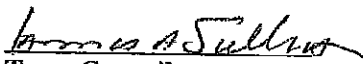
Account #	Description	Current Budget	Amount Reduced	New Budget
001-670.4611-113.000	Part-time Employees	6,084.00	(6,084.00)	0.00
001-670.4611-220.000	FICA Taxes	465.00	(465.00)	0.00
<b>Total</b>	<b>Conservation Commission</b>	<b>7,801.00</b>	<b>(6,549.00)</b>	<b>1,252.00</b>

Recommended by:

  
Town Administrator

  
Finance Director

Approved by:

  
Town Council

7/23/14  
Council Meeting Date

