

TOWN COUNCIL MEETING MINUTES
Wednesday, September 10, 2014

CALL TO ORDER

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

ROLL CALL – ATTENDANCE

Donald Winterton, Nancy Comai, Todd Lizotte, James Levesque, Chairman James Sullivan, Robert Duhaime (arrived 6:32pm), Susan Orr, Adam Jennings, Dr. Dean E. Shankle, Jr. (Town Administrator)
Missed: David Ross

PLEDGE OF ALLEGIANCE

SPECIAL RECOGNITIONS

APPROVAL OF MINUTES

a. Public: August 27, 2014

T. Lizotte motioned to accept the public minutes of August 27, 2014 with edits. Seconded by J. Levesque

Vote unanimously in favor. Adam Jennings and Susan Orr abstained due to prior absence.

b. Non-public: August 27, 2014

L. Levesque motioned to accept the non-public minutes of August 27, 2014. Seconded by T. Lizotte.

Vote unanimously in favor. Adam Jennings and Susan Orr abstained due to prior absence.

AGENDA OVERVIEW

Chair Sullivan provided an overview of tonight's agenda.

PUBLIC HEARINGS

CONSENT AGENDA

a. Crawford Car Wash Bond Release

A. Jennings motioned to accept the consent agenda as written. Seconded by T. Lizotte.

Vote unanimously in favor.

TOWN ADMINISTRATOR'S REPORT

- Received correspondence from Pennichuck Utility – went to NH public utilities commission to expand their franchise in Hooksett; they are now handling rest areas owned by state of NH instead of Hooksett Village Water Precinct
- Received letter from PSNH advising that they will install automated meter reading equipment in the area.
- You had previously asked about impact fees and balances as of 8/31 are as follows:
 - Fire - \$439,730.05
 - Police - \$91,986.35
 - Public recreation facilities - \$300,511.57 (specifically Petersbrook – the original obligation was \$60,000 and so far \$5,210.25 has been spent)
 - Traffic roadway - \$1,318,211.90
 - School - \$124,223.25
- Budget: For 2015-16, the NH retirement system employer contribution rates increased; general employees increased .4% from 10.77% to 11.17%, police increase is 1.08% from 25.3% to 26.38% and fire increase is 1.42% going from 27.74% to 29.16%.
- JoAnne Duffy – open board/committee positions:
 - Conservation Commission - 1 alternate
 - Heritage Commission - 2 full members and 2 alternates
 - Parks and Rec Advisory Board - 1 full member
 - Planning Board - 1 alternate
 - Town Hall Preservation Committee - 4 full members

- Over the last couple weeks, I have been focusing on the bridge, working on the Master Plan, union negotiations, and a Dartmouth Hitchcock Medical thing with the community profile.

N. Comai: We mentioned Town Council subcommittees be updated. If we can include the vacant positions noted above, that would be good.

J. Sullivan: And we could post it on our website also.

PUBLIC INPUT: 15 Minutes

Joann McHugh: I think there was comment a few weeks ago to do with prominent citizens who have passed away – Jack Murphy and Dot Robie. I have been involved in the past with collecting fees to plant trees in the honor of those that have passed. I'd hope the Council would support this endeavor. I'd like to see a tree planted in memory of each one of them. The second item, I'm involved with the Community Profile and we've created postcards promoting Hooksett. It came to my attention that the Planning Board and Town Council were considering doing away with the CIP and from my perspective, and on behalf of the Hooksett School Board, years ago it was explained to me how important it was for schools to participate in the CIP program. As time went on the town took into consideration having impact fees. Our school district has benefitted from this to pay for the bond issues for the school. It's of concern to me that there is consideration to do away with the CIP. This whole Community Profile weekend is for the vision of what people want this community to look like. A CIP is a review of the plans for this community. It's important to have a plan in place to collect funds to set aside so when funds come due, we aren't spiking the tax rate. I am not questioning the wisdom, but I have concerns about why people want to go in that direction. It's going to be problematic on the school side. What does it mean for impact fees? I thought you had to have a CIP plan in place to collect impact fees, however I may be mistaken.

J. Sullivan: The CIP is not going away; the subcommittee is what we are referring to, according to Town Charter section 5.7. Dr. Shankle has been looking into doing away with that. It's the committee that was not prescribed by the Charter; the CIP is not going away.

Marc Miville: I knew the CIP plan wasn't going away, but had heard the committee was going to be disbanded. Initially there was a sigh of relief. There are 2 thoughts I had after: I'm lamenting the fact that it's one more citizen-based committee/board/commission that the town said we didn't need and can handle themselves. First the Police Commission goes away. Now this citizen-based committee which is a system of checks and balances, we don't need that. The cable committee gave recommendations, you worked on them and nothing has been done. I'm lamenting that this is one more citizen-based committee that has been tossed aside again. I have full faith in Dr. Shankle and the department heads but we are taking away that aspect of it. Secondly, regarding the school part of it, I assume the school administration will have to pay more attention to their plans to align properly with the town's plans and be more involved. They have historically stated they don't want to be involved. That has to gel together to form a solid CIP plan and I have full faith in Dr. Shankle to do that. I'm asking Town Council to perhaps have public hearings prior to Council examining the CIP warrant articles and also perhaps at the Planning Board level as well so there can be more citizen participation at that level. Community Profile, we are starting to work on the weekend and community outreach is out in full force. We are also going to be at the Town Council booth at Old Home Day and will be passing out flyers.

NOMINATIONS AND APPOINTMENTS

None

SCHEDULED APPOINTMENTS

- a. Representatives from General Electric

J. Duffy: We met with GE about an expansion project they want to do and they need to discontinue a portion of Industrial Park Drive. We decided to hold a technical review meeting. All departments were represented as well as utilities and we had a thorough discussion with them. They are here to talk about their project and a little about the discontinuance of the road. We got very positive feedback from the department heads and the utilities as far as the project and the discontinuation. We've discussed the potential problems on Hooksett Rd. with DOT. They are here to ask for feedback from you on any issues you may see. They are returning on 9/24 for the public hearing for the discontinuance of the road. Everyone in the area has been made aware. They are attending the Planning Board meeting on 9/15 for a presentation and returning to the Planning Board after your public hearing to submit their site plan. GE

is a very integral part of this community. They employ hundreds of people and we'd like to keep them here in Hooksett.

Doug Folsom, Plant Leader for GE Aviation: With me I have Dave Colburn Project Leader for GE expansion & Technical Program Leader for product being built in the expansion, Cindy Harrington from DRED, Ron Bretton from GZA (one of the contractors) and Nick Golon from TF Moran. *Presentation of GE Aviation history and facts.* We have 741 full time GE employees as well as 80 temporary employees who work for Adecco. We have a good reputation within the GE Corporation for having great employees.

D. Colburn: I wanted to make sure you understood how we manufacture blisks and the technology we use. *Explanation of the manufacturing process and product lines.* We employ over 130 people as we stand today. It's good jobs, great folks in Hooksett and the pay follows that. Our average salary is probably \$25,000 over what the Hooksett average salary is. As we expand we look to have our supply chain expand with us to create more opportunities in Hooksett. We just secured \$36B in orders at an international air show and we need to expand to handle these new opportunities.

D. Folsom: Our employees are retiring around age 62. Over the next 10 years 50% of our employees will be retired. We are going to have 450 new jobs over the next 10 years because of retirements. Our current product line is shrinking.

D. Colburn: I can satisfy demands through 2018 but the business is looking for something longer than that. With 40,000 plus square feet, I can get us to 2022 and secure the jobs and additional work in Hooksett to support these lines. We are actually looking for 55,000 square feet.

D. Folsom: We have other manufacturing sites but we were the first site to make blisks. Today we have facilities in N. Carolina, Turkey, and France. The company has options but we'd like to put it here in Hooksett. The catch is we've got to find a way to put the addition on without being too costly to the point where it's beneficial for them to do it somewhere else.

D. Colburn: Our Plant 2 is surrounded by Industrial Park Dr. We got permission from headquarters to go ahead with this. To keep us competitive, we down selected to a more cost effective solution construction value of \$6M; we need the facility built by 2016. There is a lot of capital associated with the project beyond just construction. From 32 Industrial Park Dr (Central Hooksett Water) down to the intersection of Lehoux Drive, we'd be asking to discontinue allowing us to move forward. This is the square footage we need to support the volume. We would put a cul de sac on Industrial Park Dr, and extend the building from the existing wall about 275' across the street. The NH BFA owns the parcel across the street and we've talked to them about acquiring that property. This would allow us to maintain parking and keep some visitor parking.

D. Folsom: We want this to be a win-win for GE and Hooksett as well as the other neighbors in the industrial park. Discontinuing the use of the road wouldn't cause an issue for the neighbors. There was a suggestion to conduct a traffic study; our perspective is it will not be an issue but we will do a traffic study.

N. Comai: The traffic coming out of your facilities exit where HK Powersports is.

D. Folsom: We have 3 shifts, so they exit at various times; there are 360 first shift employees so around 3:15-3:30 is the biggest exit. About 60 or 70 are in Plant 2, the rest are in Plant 1. The majority do exit by HK Powersports. We had talked about putting in a light to help employees, but we've been bearing the cost to have a police officer direct traffic.

N. Comai: This plan stops the choice.

D. Folsom: They go that way because there is an officer there.

N. Comai: This plan forces all employees one way out.

D. Colburn: We have a gate that we can open to let employees out. The 450 maintains our current level, so the traffic over 10 years may increase by about 50.

J. Duffy: Regarding additional employees there would only be 20 per shift (3 shifts). We received an email from Chief Bartlett and their observation of traffic flow. They believe 90% is coming through there now so there would be no significant increase. A traffic study will be done and the DOT doesn't believe this will have a major impact.

J. Sullivan: You don't believe this will require a traffic signal?

D. Colburn: The Southern New Hampshire Planning Commission traffic study did not warrant a light.

D. Winterton: I read the TRC minutes about the traffic light and cost of it. Was it \$6M I saw for that?

D. Folsom: My recollection is in 2006/2007 Manchester Sand & Gravel had a desire to put in a strip mall across the street from Industrial Park Dr, to widen lanes and put in light. The cost on that was \$4.5M I believe. There was some discussion relative to what would GE's fair share would be if it was warranted in the future. This project would not trigger the need for a light but if the industrial park fills up, that may trigger the need for a light. We are willing to pay what would be our fair share.

D. Winterton: You're paying detail rates for the traffic officer?

D. Folsom: Yes, it is around \$50,000/year.

T. Lizotte: If we discontinue the road, what is the timing?

D. Folsom: We would break ground in April 2015, be complete by the end of 2015 and put machines in by early 2016.

R. Duhaime: There is an hourglass between the old Walmart and Granite Hill. Any improvements would make sense to widen to 4 lanes each direction. I'm looking forward to hearing what the traffic engineer's results will be.

J. Levesque: You are going to acquire the treed area? What prevents you from continuing the road around the building?

D. Colburn: Petersbrook is in the middle so there is limited space in putting any bypass road there.

J. Duffy: Regarding the sq ft price for traffic light installation, we only had school and public safety impact fees back then. They came up with a formula that new businesses would pay \$1/sq ft. Public safety fee was \$1.03/sq ft so they waived the impact fee and put the \$1/sq ft into a fund. There is about \$180,000 sitting there but we have road impact fees now. It's based on usage and how the building is configured inside. GE would need to ask the Planning Board for a waiver to pay into the fund vs. impact fee. If Planning agrees, it would come to Council for approval.

D. Colburn: This is creating a lot of buzz in our facility and everyone is looking forward to our expansion.

J. Sullivan: We will have a public hearing at our next meeting so we'd ask you to come back and perhaps give a brief presentation on what part will be discontinued.

T. Lizotte: I'd like them to talk about the technical side at the public hearing because it's kind of a hidden gem in Hooksett.

J. Sullivan: OK so if you could do something along the lines of what you did tonight that would be great.

Dr. Shankle: The only thing I want to mention is this would be similar to Edgewater Dr. You would not be discontinuing but laying out conditions after the Planning Board makes decisions. There are issues with ownership and construction but we want to make sure we do this clean.

T. Lizotte: Hopefully we'd get a historic perspective before the public hearing.

Dr. Shankle: We are still gathering info but will get it to you as soon as we can.

J. Sullivan: Thank you and thank you to the other reps for coming in as well.

OLD BUSINESS

a. 14 – 062 Proposed changes to Council Rules of Procedures

J. Sullivan: There was some confusion regarding roll call voting from our last meeting.

D. Fitzpatrick: We decided on a random voting order. When we put this into practice, the chair got mixed in with everyone else but the chair needs to vote last. This change will simplify this.

T. Lizotte: I think “shall” should be changed to “should.”

D. Winterton: Who creates the randomization? I want it to be clear that the secretary isn’t creating it.

K. Rosengren: I create a random list that I provide to the secretary.

S. Orr: Changing the wording to “should” doesn’t make it a rule. I think “shall” needs to be in there. “Should” is too vague and it’s not a rule.

T. Lizotte: They come to me randomized, and this rule doesn’t say pre-randomized. I look at it if someone questions we didn’t follow the rules for randomization.

N. Comai: One minor thing since I brought it up in the workshop, I agree with the “shall.” It was the same order when I was secretary and I tried to mix it up according to Riggins’ Rules.

T. Lizotte: Because they are all laid out they are not random.

S. Orr: It’s not random when the secretary does it but randomly done when provided to the secretary. It’s randomized before it gets to you.

J. Sullivan: Clearly the chair must vote last to break any potential ties. This clarifies that. Does this wording meet the rules we follow?

S. Orr motioned to adopt the amendment to the Town Council Rules of Procedures section 5c voting as presented effective 9/10/14. Seconded by J. Sullivan. Vote 7-1 in favor.

b. 14 – 066 Lilac Bridge Update

Dr. Shankle: The estimated cost is \$688,730. We had a meeting last week with the town engineer, DES, historical resources, DOT. Everyone bought into it and the one good thing that came out of it is the state is willing to go 80/20 on this amount so we will have to come up with \$140,000. There is some concern that timing might drive the cost up. Next step is another meeting this Friday (DOT, engineers, Leo Lessard) to finalize the project so the bid package can go out. The state said it needed to be out for 2 weeks then we can see what pricing is like. We are keeping this moving as fast as we can. We found someone to put floats around the 2 sections of the bridge so no traffic can go through and that will happen Sunday morning.

J. Levesque: Sewer has a major interest; are they bearing any cost?

Dr. Shankle: Sewer was there also. We had some discussion about that and moving sewer, but it does not look like they are going to be involved with the bridge; however, if anything related to sewer comes up they will need to take care of that.

J. Sullivan: Their contribution, if any, has not been established as of this point?

Dr. Shankle: Correct.

R. Duhaime: I thought we'd see a smaller rough estimate.

Dr. Shankle: When we send it out to bid then we'll have accurate numbers.

J. Levesque: Temporary support system for the steel truss is a lot of money. What does that entail?

Dr. Shankle: The 3 complete beams going across the bridge then the cross bars. That's all part of that. The significant cost is labor. They need to set this up one beam at a time, one section at a time and counter balance the weight. There's significant liability insurance on something like that.

c. 14 – 046 Discontinuance of Edgewater Drive

J. Sullivan: This is on here as I am asking for reconsideration instead of coming back without any notice so I thought it appropriate to put it on. I could have brought it up without putting it on but I thought we should officially put it on.

J. Levesque: Someone from the prevailing side needs to make the reconsideration.

Dr. Shankle: Given the number of votes taken, everyone was on both sides at one time or another. Think back to what you voted for. The next to final vote was a no vote 4-3. Any of those 4 can bring it up.

T. Lizotte: I was in the majority on both votes. The first vote was a modified motion. To bring back to the original you'd have to reconsider the discontinuance of the whole thing first.

J. Sullivan: Based on what I just heard, I was in the minority side on all votes so I can't make a motion to reconsider. Does someone want to make a motion to reconsider?

J. Levesque: Are we going back to the original vote or going back on all 3 votes?

T. Lizotte: Reconsider the vote where the motion was made by the chair to discontinue the entire road. The other motion was modified and failed with the addendum. We can make the original motion again with regards to concept 1.

N. Comai: Before we spend another 45 minutes going around in this circle again, what will it accomplish? Right now the developer can go to boards and committees and get plans done then come back to us to discontinue the road. I don't think it's going to be a problem for him to do what he wants to do. There is no benefit to go back to square one.

J. Sullivan: For each Councilor to figure out if discontinuing the road would benefit the town in any way, similar to GE.

N. Comai: Dr. Shankle's draft motion did not pass this cycle because we want to give confidence to our boards and committees to then come back to us to discontinue the road.

A. Jennings: I think it's more to protect the developer and property owner by saying that if you pass other boards with the understanding that if you do meet the provisions, we will discontinue the road.

T. Lizotte: The one that failed was modified with the concept of saying within this section of conservation land there is a strip of road and to me that was untenable because that road is next to waterway. The idea was to have conservation land protected with an easement and discontinue the road completely all the way across the property not just the house.

J. Sullivan: My motion was the opposite with no conditions. Before we continue, is there a motion to reconsider?

J. Levesque: I'd like to reconsider but I'd like to do that with the whole board here.

N. Comai: My clarification would be are you asking to reconsider to motion in its original form?

J. Levesque: I'd like to reconsider the motion that Dr. Shankle drafted.

J. Sullivan: If that is the case, there is no reconsideration.

T. Lizotte: We have to first reconsider Councilor Sullivan's motion to discontinue the Class VI portion of Edgewater Dr and then the original motion could be brought up again.

J. Sullivan: Is there a motion to reconsider before we proceed?

D. Winterton motioned to reconsider the motion made by J. Sullivan on 8/27/14 to discontinue Class VI portion of Edgewater Drive. Seconded by T. Lizotte.

N. Comai: Can prior absentee Councilors vote on this since they were not here for the initial vote?

Dr. Shankle: People who were not here have a right to vote – whoever is here has a right to vote on whatever comes before the board.

J. Sullivan: if you miss a meeting we still have actions to take. We still need to make decisions.

S. Orr: I agree. As long as we have a quorum, we can vote.

R. Duhaime: We have spent hours discussing this. He can move forward, nobody is saying he can't.

S. Orr: It is on the agenda so people had a chance to attend this meeting.

N. Comai: There is a motion on the floor and a second and we were questioning if 2 voters who were not part of the original vote can vote to reconsider.

J. Sullivan: The only person who can't make a motion to reconsider is the chairman because he was on the non-prevailing side. I'm going to make a ruling that anyone who wasn't here can vote.

Roll Call

T. Lizotte – Yes

R. Duhaime – No

A. Jennings – Yes

J. Levesque – Yes

D. Winterton – Yes

S. Orr – Yes

N. Comai – No

J. Sullivan – Yes

Vote 6-2 in favor.

D. Winterton motioned that Council support the discontinuation of the Class VI portion of Edgewater Dr if following conditions are met: The plan as approved by the Planning Board generally conforms with the first plan that was presented to us by Mr. Scarpetti; Mr. Scarpetti continues as the developer; the plan as approved by the Planning Board is approved by the Conservation Commission; all approvals are received by 6/15/15. It is understood that this discontinuance will need to come back to the Council for a vote. Seconded by A. Jennings.

S. Orr: Since I missed last meeting, this is basically a show of support for process so as he goes to different boards he knows he has Council support?

J. Sullivan: If someone wants to do something that requires discontinuation of a road. In order for them to go forward, they need to know the road will be discontinued otherwise there is no purpose for them to continue. The motion after our next meeting is going to be similar to this regarding GE.

Dr. Shankle: With different conditions. This sends a message to Planning and Conservation under what conditions the Council will be willing to discontinue a road. Planning can do what they want. When it comes back here you can say yes or no.

S. Orr: Did you change the date of approval in your motion from September 1, 2015 to June 15, 2015?

D. Winterton: Yes I changed to 6/15 so it will be this same Council that votes on it.

T. Lizotte: The Conservation Commission voted unanimously for the option one concept even though one person was not in attendance. I brought forward Mr. Hess's letter because I thought it was a good point of view.

A. Jennings: I want citizens in this town to be able to use their land. Let's send them to the boards and come back to us for final approval.

N. Comai: Regarding the Conservation Commission, I had a conversation with a Conservation Commission member and he said, "I forgot to think about Pinnacle and GE." This is going to set a precedent and I like the way this is set up for a final vote. I will be adding to New Business a perspective for discontinuing class VI roads

J. Sullivan: I support this motion because we all have roles in this town – Conservation, Planning, Council. We are blending each other's roles but for any project to proceed, Planning decides if it meets their requirements. At this point I have confidence our other boards will do what they are supposed to do. There are many other roads we want to look at discontinuing.

J. Levesque: I think we are doing the right thing. We had a resident in public input voice his opinion and I agree with him.

Roll Call

S. Orr –Yes

J. Levesque – Yes

D. Winterton – Yes

N. Comai – Yes

T. Lizotte – Yes

A. Jennings – Yes

R. Duhaime – No

J. Sullivan – Yes

Vote 7-1 in favor.

NEW BUSINESS

a. 14 – 068 Industrial Drive Roadway Discontinuance

J. Sullivan: This was discussed previously.

b. 14 – 069 School Impact Fee Transfer

J. Sullivan: The new amount is \$124,223.25

D. Winterton motioned to transfer \$124,223.25 from the School Impact Fee Special Revenue fund to the Hooksett School District. Seconded by A. Jennings.

C. Soucie: Our annual transfer to school is money collected from developers and is going toward Cawley and Memorial renovations that were done in 2003.

T. Lizotte: Was last year's transfer more?

C. Soucie: It was \$250,000.

S. Orr: What is the balance on the bond?

C. Soucie: I don't know; the school district would have that info.

J. Sullivan: Can we ask Joann McHugh since she is here?

J. McHugh: We are in the 12th and 13th payments of the bond; I don't know but I asked Karen Lessard to get that number and will forward that information to the town.

Roll Call

R. Duhaime – Yes

J. Levesque – Yes

A. Jennings – Yes

T. Lizotte – Yes

S. Orr – Yes

D. Winterton – Yes

N. Comai – Yes

J. Sullivan – Yes

Vote 8-0 in favor.

c. 14 – 070 Readopted Investment Policy

C. Soucie: We are required by RSA to annually look at this policy and make any changes and adopt. The Treasurer made 2 small recommendations. This past fiscal year, we pooled our money into less accounts (more cash to invest) so based on that we have asked to change “must” to “should” (Section VII) as that allows us to seek longer term investments. Currently we are at 180 days and she would like to go a bit longer. She reaches out to local banks to see what they can do for us regarding rates which leads to the second change which is in Section VIII. The policy currently says “bid” and we want to change it to “quote” since the bid process is more formal.

J. Sullivan: And you note it was reviewed by the town auditors.

S. Orr motioned to approve the amendments to the Town of Hooksett Investment Policy as presented and include the policy in the Administrative Code. Seconded by T. Lizotte.

T. Lizotte: I just want to say I love that you are going from :.”must’ to “should”

N. Comai: By changing the policy, does it lend any impropriety? A bid process includes documentation/paper trail. By putting “quotes shall be requested” means she can go to any bank she wants and we gave her the approval to do this. I’m against this.

C. Soucie: I see your point. We have relationships with certain banks because they meet certain requirements.

N. Comai: I would just like another pair of eyes on this – either by you or Dr. Shankle.

J. Sullivan: Is there a paper trail the way it’s being done now?

C. Soucie: Yes. It is being recorded in our financial system and reconciled to our bank statements each month. There is nobody looking to see what the three bids are but we can request that information.

R. Duhaime: It may be an issue in the future – if someone else takes over the new person would have to get competitive bids. How can we change the wording?

J. Sullivan: Whether we change it to “bids” or “quotes,” there is still concern about not having another set of eyes.

D. Winterton: Under Section VIII it says, *“The Town Treasurer will accept the quote(s) which provide(s) the highest rate of return, within the maturity required, and within the parameters of this policy, taking into consideration all associated costs, requirements and capabilities.”*

N. Comai: How would one know?

D. Winterton: Because Section XI (3) states, "*The Finance Director, on a monthly basis, reviews and reconciles all bank account activity and records the investment transactions in the general ledger.*" Then we move to number 1 under Internal Controls, "*Fraudulent or dishonest acts committed by the covered officers.*"

C. Soucie: Right now we don't look to see the quotes and make sure she is taking the highest. I'll make a draft to change the Roman numeral from IIX to VII and to include how to have a double check on that and bring it back at the next meeting.

**D. Winterton moved to table 14-070. Seconded by J. Levesque.
Vote unanimously in favor.**

d. 14 – 071 2015-2016 Budget Goals

C. Soucie: It's that time of year to begin thinking about budgets. We want a feeling from the board on what the direction of town will be so we can let departments know so they have some sort of understanding. I put together something to show the areas that will affect the upcoming budget cycle. There is a possible 8.18% increase in health insurance rates which is about \$154,000 annually. We got the NH retirement employer contribution rates and there is an approximately \$60,000 increase, and all three union contracts are up for negotiation. Our revenue collections (not including sewer) were up over the last 5 years (just under \$500,000); there is no general long term debt related to the general fund. The only debt is in the sewer department and they have dedicated sewer use fees to pay that off. Long term planning (CIP) has been supported by voters. Fund Balance is very close to meeting long term goal of 8% (7.87% as of June 30, 2013). There was a reduction in the number of warrant articles (27 in 2012, 24 in 2013 and 16 in 2014). Advancement of technology in our daily operation in order to improve communication between Town government, residents, and businesses. We are looking for feedback on how we want to move forward in the budget process.

D. Shankle: Under technology, the recycling facility didn't have access to the internet except through wireless from DPW. The cable company put it in for nothing.

N. Comai: Because the Cable committee brought it to their attention that they were not being compliant with the deal.

J. Sullivan: We were going to look at some of the subcommittee recommendations and we had a good discussion at our workshop. We need to schedule that on the agenda. There are possible budget goals: Request level of percentage increase or decrease on the bottom line; construct budgets that provide a cost effective government to achieve level or enhanced services, explore all opportunities to enhance non-property tax revenues; present a balanced operating budget (the overall operating budget would not increase without the overall revenues increasing) . Can you remind us how we approached the budget last year?

Dr. Shankle: We don't expect a discussion tonight but maybe bring in your ideas at the next meeting or the one after.

S. Orr: I feel great about the way we have all worked together to increase the fund balance. 4 years ago it was dismally low and we made a conscious effort to increase it without increasing taxes.

J. Sullivan: We will put it on the agenda for our next meeting to come back with our thoughts.

T. Lizotte: Can we get a chart for each department so we can compare departments?

S. Orr: And can we get an answer on what we did last year?

C. Soucie: Of course.

T. Lizotte: I know it was Adam's initiative to lead the data committee but I'd like to get that activated. Just looking to see if Council will give permission to task the data committee to look at different departments and use that info for budget purposes.

J. Sullivan: We want you to look at all departments and we encouraged you to start with one, but there are no stipulations.

T. Lizotte: If Council is good to give us that latitude, then we'll proceed.

Consensus is to allow the Data Committee to proceed as they have been.

R. Duhaime: Katie was working on the performance management. Is any of that going to be used in the budget process?

K. Rosengren: I've already worked with 2 departments and will start meeting individually with more departments. The original intent was to meet and then come to the committee and move forward with goals in the budget process.

Dr. Shankle: DPW is getting ready to use it for the budget process. Hopefully we will see enough in this budget cycle to see what is available.

K. Rosengren: part of the process is to identify what we need to incorporate into the process moving forward.

e. 14 – 074 Briar Court Road Acceptance

Dr. Shankle: The maintenance bond was released in 2011; I'm not sure why the road wasn't accepted.

L. Lessard: Before I came here, the road was accepted; the bond was released, but never came to Town Council for acceptance of the roadway. I want to get it on the books. We've been taking care of it for 3 years.

***R. Duhaime motioned to accept Briar Court. Seconded by J. Levesque.
Vote unanimously in favor.***

f. 14 – 073 Classification Pay Plan

Dr. Shankle: We are trying to integrate the Police Department more into the regular pay plan. Changes made to the pay plan integrate positions from the Police Department so everyone is on the same page. There is no change of pay; we are just putting it in the system.

D. Fitzpatrick: This was discussed in non-public at the last meeting and that section of the minutes have been released so it is in the packet and online. This takes the place of the previous police commission matrices.

S. Orr motioned to adopt the Classification Pay Plan to include the Hooksett Police Department non-union sworn and civilian positions effective September 10, 2014. Seconded by R. Duhaime.

N. Comai: With this in place, it classifies a pay grade but does not initiate or lead us into the changing of minimum and maximum. Do we have something in place when someone reaches the maximum? We are not adopting grade 1 to end at \$41,181. Is that what I am voting for?

Dr. Shankle: If anyone gets to the top, they wouldn't get a raise technically. Council said a couple years ago that the cost of living raise (2%) would be what they get, but then the scale moves. They can't get past the max without a Council vote.

D. Winterton: We are only adding police. All others were already in place. The vote is only to add police.

Vote unanimously in favor.

SUB-COMMITTEE REPORTS

T. Lizotte: Conservation Commission met Monday and went over some maintenance plans on Clay Pond, etc. Something came up regarding a letter of support for a transportation alternative program application. Joe Carroll put together a letter to give assistance and we can modify if needed. *"The Hooksett Town Council is writing on behalf of our support for the Hooksett Conservation Commission's application for the Transportation Alternatives Program funds that your department recently announced.*

The Town Council considers the Merrimack Riverfront project to be one of our top five priorities for 2014-15 and we believe this project fulfills several key criteria for TAP (readiness, connectivity, socioeconomic benefit, and financial support). First, this project will be of foremost benefit to the community by providing a major addition to NH's Granite State Trail System and connecting southern NH to Lebanon through Manchester. These proposed trails use the abandoned Concord & Portsmouth railroad corridor in Hooksett and provide a connector to the Heads Pond Trail System already developed (and supported by State Trail Grants and matching funds totaling \$70,000 to date). Secondly, the proposed trails are within a half-mile of both the Village of Hooksett and the Village of Suncook and will eventually provide a connector to these two locales that currently only have motorized access. Because of its central location off of I-93 at exit 11, we believe this area provides optimal benefit for anyone seeking access to the undeveloped areas of the Merrimack River. This property is within walking distance of a national historic landmark, Robie's Country Store, which was built in 1822, and is a favorite stop-over for political candidates. And finally, this area is part of Hooksett's deep cultural heritage and history. The land includes the former site of the Head & Son Brickyard (1850-1930) and is depicted on our town seal.

Identified in the Town's Master Plan of 2004, the acquisition and management of conservation properties continues to be a long-term focus for the community. We have made significant progress in fulfilling our vision of providing quality conservation lands for public access, enjoyment, education, and preservation of our valuable wildlife through conservation efforts at Quimby Mountain, Pinnacle Park, Clay Pond, and the Merrimack River. The first phase of the Merrimack Riverfront project has been accomplished through fundraising and land acquisition of 130 acres, and the donation of easements to the Society for the Protection of NH Forests. We are now ready to fulfill the second phase of this project with the addition of connecting trails, access points, and signage. Our commitment includes 20% funding which has already been allocated through the HCC Conservation fund for project engineering, design, and construction.

It is for these reasons and more that the Hooksett Town Council unanimously and enthusiastically supports the Merrimack Riverfront project through volunteers, town staff, contractors, and funding to see this project through completion in 2015-16. If you have any questions, please do not hesitate to contact me directly." This is funding to create different aspects of trails on that property and they are seeking a letter of support from us. Will Town Council consider a letter?

S. Orr: When is the proposal due?

T. Lizotte: Near the end of the month so we can't really wait.

S. Orr: It's alternative transportation grant for trails? I would assume it's for buses.

T. Lizotte: They are putting in a trail system connecting as a bike path/walking path.

R. Duhaime motioned to send letter of recommendation to Conservation Commission and authorize the chair to sign on behalf of Town Council. Seconded by T. Lizotte.

T. Lizotte: I'd request it be amended to allow the chair to sign on behalf of Town Council.

J. Sullivan: We will add that as a modification to the motion.

Vote unanimously in favor.

A. Jennings: Nothing to report.

R. Duhaime: Nothing to report.

S. Orr: Hooksett Youth Achiever met and we realized we need to start outreach to garner a larger pool of candidates. I got a list of people we previously reached out to and I'm compiling correspondence so we can do some outreach.

N. Comai: Nothing to report. Todd Rainier thanked me for our work in expediency in the records retention committee.

J. Sullivan: Heritage Commission – October ceremony for new historical marker for Mt. St. Mary's; we are introducing a new wooden Mt. St. Mary's souvenir that will be ready for that ceremony. We have the town hall and Mt. St. Mary's funds will be used to support old town hall. Old Town Hall Committee met with the architect and reviewed goals and the scope of project. They are coming back for final details and it's moving along. We did get the Moose Plate Grant for the tin ceiling project and that will go out to bid. Bids may be limited since the profession is very limited in who can do that type of work. We are looking at another project as a potential fundraiser but Dr. Shankle is looking into that.

D. Winterton: Union negotiations are ongoing.

J. Levesque: ZBA met last night and heard 2 cases: The first is a subdivision off Evelyn St. The road is a dirt driveway and there is a house back there. They want to do a lot line adjustment to rotate the property but keep the same amount of land on both pieces of property. There is no frontage on a street since it was never approved or developed into a street. Can they build on this lot? It's big enough to build on but there is no street to speak of. There is a common driveway and there is a maintenance agreement between the two property owners that is registered with the state. The cost of a new road is more than the land is worth. They are going to ask the Planning Board and consult legal counsel. The other is the Animal Crackers building on Route 3. Originally ½ of the property was in a residential zone and the other ½ in the performance zone. When they redid that area, the whole property moved into the performance zone. He has been trying to sell it as office space but no one wants it. He wants to put 2 4-unit condos but needs ZBA approval. They are going to consult an attorney. They would discontinue the road on Route 3 and use Mammoth Rd to get to the property. There is a 40' drop there. It's a hard piece of land to do something with. They will be returning at some point in the future.

PUBLIC INPUT

Marc Miville: Regarding budget goals, I spent a lot of time at the elections talking to residents about the community profile and the biggest feedback is "whatever you come up with, keep my taxes down." I heard that 50 times. My recommendation is keep it strategic. I know administration does due diligence on what is needed. Keep it as close to default as possible, or potentially lower. The budget only passed by 15 votes and I think that sends a message to the Budget Committee and Town Council. I just want to bring up for reconsideration as an agenda item as to how stipends are created for the boards.

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 9:15pm. Seconded by T. Lizotte.

Roll Call

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

Vote unanimously in favor.

D. Winterton motioned to extend the meeting from 9:30pm to 9:45pm. Seconded by J. Levesque. Vote unanimously in favor.

J. Sullivan motioned to extend the meeting from 9:45pm to 9:55pm. Seconded by J. Levesque. Vote unanimously in favor.

J. Sullivan motioned to extend the meeting from 9:55pm to 10:05pm. Seconded by D. Winterton. Vote unanimously in favor.

J. Sullivan motioned to exit non-public at 10:05pm. Seconded by D. Winterton.

Vote unanimously in favor.

D. Winterton motioned to seal the non-public minutes of 9/10/14. Seconded by J. Levesque. Vote unanimously in favor.

J. Sullivan motioned to adjourn at 10:07pm. Seconded by J. Levesque. Vote unanimously in favor.

NOTE

Attached is an overview sheet of the Town Council reading file material, documents referred to in tonight's meeting minutes, and 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.

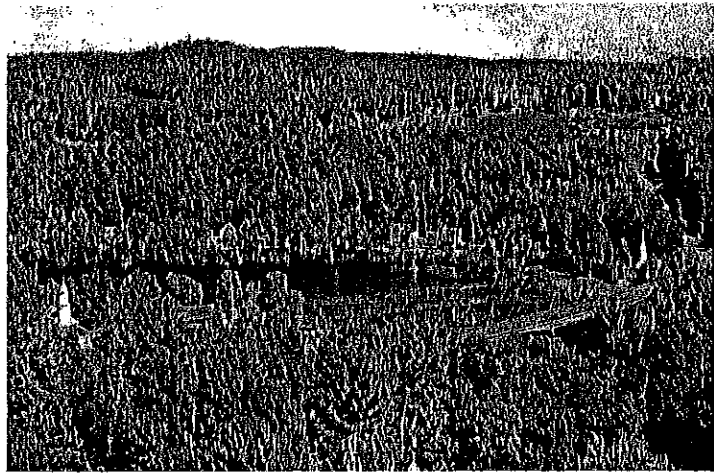
Respectfully Submitted,

Tiffany Verney
Recording Clerk

**Town Council
September 10, 2014
Reading File Items**

- Hooksett Happy Helpers monthly financial statement

Hooksett – Our Town...Our Future
Friday, November 7 & Saturday, November 8



Share your ideas for the future of Hooksett!

Hooksett Community Profile

Friday, Nov. 7, 2014

5:30 PM – 9:00 PM

Free Community Supper

Saturday, Nov. 8, 2014

8:00 AM – 1:00 PM

Coffee & Refreshments

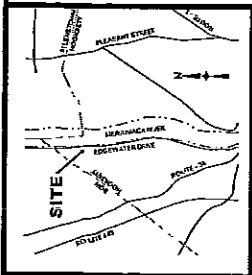
David R. Cawley Middle School, 89 Whitehall Rd.

Come share your ideas with your neighbors and plan the future of Hooksett! Consider the opportunities and challenges facing our town and bring your ideas to guide Hooksett's path to the future.

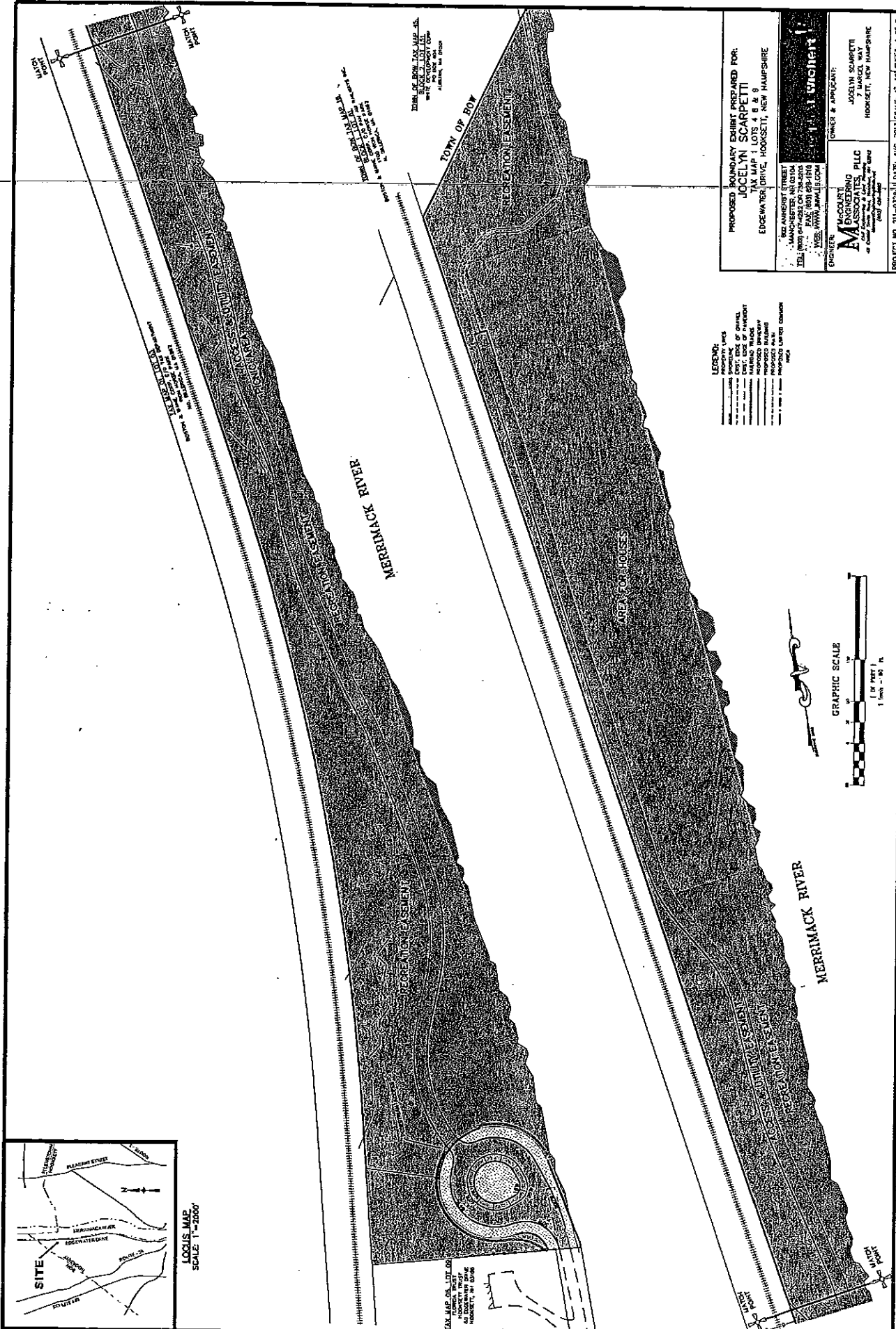
Please RSVP by Nov. 1, 2014 so we can plan for food, and let us know if you need child care or transportation for the event

RSVP at hooksettsfuture@gmail.com or call Carolyn Cronin at the Hooksett Town Office 603-268-0279

Everyone is invited – Everyone's voice has value!



LOCUS MAP
SCALE: 1" = 2000'



TAX MAP DIST. LINE
AS SHOWN ON MAP
NO. 1000000000
MERRIMACK, N.H.

MERRIMACK RIVER

TOWN OF BOW

RECREATION EASEMENT

AREA FOR HOUSES

MERRIMACK RIVER

- LEGEND:**
- PROPERTY LINES
 - EXISTING UTILITY LINES
 - EXIST. EDGE OF CANAL
 - EXIST. EDGE OF PARKING
 - PROPOSED UTILITY LINES
 - PROPOSED PARKING
 - PROPOSED BOUNDARY
 - PROPOSED LOT LINES
 - PROPOSED LOT AREA

PROPOSED BOUNDARY EXHIBIT PREPARED FOR:
JOCELYN SCARPETTI
TAX MAP 1, LOTS 4 & 9
EDGEWATER DRIVE, HOORSSETT, NEW HAMPSHIRE

AREA AMONGST STREET
MERRIMACK, NH 03074
TAX MAP 1, LOTS 4 & 9
EDGEWATER DRIVE, HOORSSETT, NH
PROJECT NO. 211-0329

OWNER & APPLICANT:
MERRIMACK ENGINEERING ASSOCIATES, PLLC
2 MARCEL WAY
HOORSSETT, NEW HAMPSHIRE

ENGINEER:
J. J. WICHEIT
PROJECT NO. 211-0329

