

TOWN COUNCIL MEETING MINUTES
Wednesday, June 10, 2015

1. CALL TO ORDER

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

2. ROLL CALL – ATTENDANCE

Nancy Comai, Robert Duhaime, Donald Winterton, James Levesque, Chairman James Sullivan, Susan Orr, and Adam Jennings

MISSED: Todd Lizotte and David Ross

3. PLEDGE OF ALLEGIANCE

4. SPECIAL RECOGNITIONS

None

5. APPROVAL OF MINUTES

a. Public: May 27, 2015

J. Levesque motioned to accept the public minutes of May 27, 2015. Seconded by D. Winterton. Vote unanimously in favor. A. Jennings abstained due to prior absence.

b. Non-public: May 27, 2015

D. Winterton motioned to accept the non-public minutes of May 27, 2015. Seconded by R. Duhaime. Vote unanimously in favor. A. Jennings abstained due to prior absence.

6. AGENDA OVERVIEW

Chair Sullivan provided an overview of tonight's agenda.

7. PUBLIC HEARINGS

None.

8. CONSENT AGENDA

9. TOWN ADMINISTRATOR'S REPORT

The Town Administrator was not in attendance.

10. PUBLIC INPUT: 15 Minutes

Harold Murray (311 Hackett Hill Road): At the May 27, 2015, meeting I came before you, read a letter, and asked that it be placed on the record and as part of the minutes. When I read the minutes it says "attached", however I cannot find it.

J. Sullivan: We will double check that and make sure that information was added. I believe you did read that into the record.

H. Murray: I provided you with a copy of it, but I wanted it in the written record.

J. Sullivan: That was the intention. We can include it in the body of the minutes, if need be.

11. NOMINATIONS AND APPOINTMENTS

Nominations – Reappointment(s) and New Member(s) as of 07/01/2015

a. Nominated: Cindy Robertson: Conservation Commission (reappointment) (full member)

N. Comai motioned to appoint Cindy Robertson to Conservation Commission as a full member until 6/2018. Vote unanimously in favor.

b. Nominated: Kathy Northrup: Heritage Commission (reappointment) (full member)
R. Duhaime motioned to appoint Kathy Northrup to the Heritage Commission as a full member until 6/2018. Vote unanimously in favor.

c. Nominated: Michael DiBitetto: Planning Board (reappointment) (alternate member)
D. Winterton motioned to appoint Michael DiBitetto to the Planning Board as an alternate member until 6/2018. Vote unanimously in favor.

d. Nominated: Muamer Durakovic: Planning Board (reappointment) (full member)
D. Winterton motioned to appoint Muamer Durakovic to the Planning Board as a full member until 6/2018. Vote unanimously in favor.

e. Nominated: Richard G. Marshall: Planning Board (reappointment) (full member)
D. Winterton motioned to appoint Richard G. Marshall to the Planning Board as a full member until 6/2018. Vote unanimously in favor.

f. Nominated: Raymond Bonney: Recycling & Transfer Advisory Committee (reappointment) (alternate member to full member)
J. Levesque motioned to appoint Raymond Bonney to the Recycling & Transfer Advisory Committee from alternate member to full member until 6/2018. Vote unanimously in favor.

g. Nominated: Jim Gorton: Recycling & Transfer Advisory Committee (full member)
J. Levesque motioned to appoint Jim Gorton to the Recycling & Transfer Advisory Committee as a full member until 6/2017. Vote unanimously in favor.

h. Nominated: Phil Denbow: Zoning Board of Adjustment (reappointment) (alternate member)
J. Levesque motioned to appoint Phil Denbow to the Zoning Board of Adjustment as an alternate member until 6/2018. Vote unanimously in favor.

i. Nominated: Richard Bairam – Zoning Board of Adjustment (reappointment) (full member)
J. Levesque motioned to appoint Richard Bairam to the Zoning Board of Adjustment as a full member until 6/2018. Vote unanimously in favor.

J. Sullivan: There is a complete list of appointed positions available on the website. If anyone has a request for information they should contact the Administration Department.

Donna Fitzpatrick: In reference to the item Mr. Murray brought to our attention, I spoke with him in the audience and was showing him that on the record for the CMC letter, it is the last attachment of 36 pages of the minutes. We include additional items as attachments to the minutes.

J. Sullivan: If someone were to go to the website they will see that letter at the end of the 36 pages?

D. Fitzpatrick: Yes.

H. Murray: Is it possible to move that up as part of my input on the record so you don't have to go through all 36 pages?

J. Sullivan: I will see if they can move that.

12. SCHEDULED APPOINTMENTS

None.

13. 15 MINUTE RECESS

14. OLD BUSINESS

- a. 15-032 Recycling and Transfer Condominium Reimbursement Change of Policy

Diane Boyce (Director of Public Works): Dr. Shankle asked me to mention that Eversource has hired a tree company to cut down trees on Main Street that are hanging over the power lines. The trees are marked, and if anyone has a sentimental tree that they would like to save please let us know. Regarding the reimbursement policy, at the last Council meeting the Council voted to reduce the amount of trash disposal to 21 lbs. per unit, per week, at the condo for their condo reimbursement so I am moving forward so we can change the policy to reflect that. We also wanted to add on to the policy a time line of when we have to have the receipts in, because we occasionally have an issue getting those checks out.

J. Sullivan: That will be effective as of January 1, 2016?

D. Boyce: Correct. I am getting ready to issue some checks now, and we will put a letter in with them so they are aware.

J. Levesque motioned to amend the policy to state that the amount of trash disposal be reduced from 31 lbs. per unit, per week, to 21 lbs. per unit, per week and that condominium associates must submit the verification of paid invoices no later than 90 days after the reimbursement period. January through June receipts must be received by September 30 and July through December receipts must be received by March 31. Seconded by N. Comai. Vote unanimously in favor.

D. Boyce: I would like to add that the town may rescind or amend this section of the policy at any time. It is already in the policy, but not on the sheet that I gave you.

N. Comai: Diane is not the beginning of not getting the checks out and it isn't her procedures that are slowing the process down. It is the timing of the receipts coming in from the condominium complexes.

15. NEW BUSINESS

- a. 15-037 Public Works – Obligation of \$145,908 in Parks & Recreation Impact Fees for the Petersbrook Field Expansion

D. Winterton moved that we oblige \$145,908 for the Parks & Recreation Impact Fees for the Petersbrook Field Expansion project. Seconded by A. Jennings.

D. Boyce: We have these impact fees and we have to obligate them before we lose them. Petersbrook is a big project we have going. This will allow completion to get it play ready.

J. Sullivan: What will the funds be used for?

D. Boyce: Hydro-seeding, which we have started; electrical, which will not include the lights because HYAA will be paying for those; irrigation; fine grading; and fencing.

R. Duhaime: What is the time-frame for removing the fill?

D. Boyce: We do not have a time-line, however, they are in the process of doing that now. They are working with Manchester Sand and Gravel and this is a busy season. We believe it will be soon because we have to have the grass established before the end of the season.

R. Duhaime: The Fall will be the best to hydro-seed.

D. Boyce: Correct.

R. Duhaime: Is Manchester Sand and Gravel aware of that?

D. Boyce: Yes, and we are in constant contact with them.

Roll Call

D. Winterton – Yes

N. Comai – Yes

J. Levesque – Yes

A. Jennings – Yes

R. Duhaime – Yes

S. Orr – Yes

J. Sullivan – Yes

Vote unanimously in favor.

- b. 15-038 Public Works – Obligation of \$100,000 in Parks & Recreation Impact Fees for the Merrimack Riverfront Project

A. Jennings motioned to obligate \$100,000 in Parks & Recreation Impact Fees for the Merrimack Riverfront Project. Seconded by N. Comai.

D. Boyce: The Hooksett Parks & Recreation Advisory Board has been working with Steve Couture on the Merrimack conservation trails. They wanted to be able to obligate some of the money that we have in the Parks & Recreation impact fee, they voted to do that, and we have enough money to do what we need to on Petersbrook.

Steve Couture: We are ready to move forward.

A. Jennings: The Parks & Recreation Advisory Committee was not sure if we had enough funds for both projects so Diane has been working with Christine, since the last meeting, to verify we had the right amount of funds.

D. Winterton: This is in addition to the \$100,000 the voters approved on the warrant article?

S. Couture: Correct.

R. Duhaime: I read there will be enough funds to complete the Petersbrook field expansion which is not where this \$100,000 is going. It says both monies for two different projects.

A. Jennings: At our last Parks & Recreation meeting there was a question on if we had enough funds.

D. Boyce: We are losing a field on Rt. 3A so we wanted to make sure there was enough money in this fund to complete Petersbrook before we obligated the money to the Merrimack trails. They do have enough money for both.

R. Duhaime: So the \$100,000 is going to the river front project?

D. Boyce: Correct.

N. Comai: Could we have Mr. Couture explain to us the details of what is happening?

J. Sullivan: Yes.

S. Couture: We issued an RFP, are interviewing two consultants tomorrow, and are hoping to have them under contract by next week. That will be for the design, permitting, bid construction documents, and construction oversight. All of the permits will be in place for the project as a whole. We have tentative funding and, very likely, \$50,000 from DRED to establish the trail head and the first bridge over Brown's Brook. The permits will drive things and we are hopeful that this Fall we will be able to establish the trail-head and the initial 1,000' of trail. We will have \$50,000 from DRED, \$100,000 from the warrant article, \$100,000 from the impact fee, and it looks like the Conservation Commission, out of its conservation fund, will be paying for the consultant to do all the permitting and design work on the front. Then we will be using the other funds for the actual construction. It will be phased. There was \$1,000,000 estimate for the whole thing and we are about a quarter of the way there with what we have. We will be applying for a technical assistance grant with the National Park Service Rivers and Trails Conservation Program. Generally they can help with fundraising efforts and raising awareness about the project as well as staff time.

N. Comai: Not to hinder the process, I am just curious. If we had a town engineer in place, would this kind of project be something that would be passed to that person to remove some of the costs?

S. Couture: It is possible. It is a work load matter so I am not sure what the scope is to be the hired town engineer. My guess is they would provide assistance and oversight for the contract since they are an engineer.

N. Comai: With the design and permitting, would that be something that person has the capacity to do?

S. Couture: I don't know the expertise of the engineers. It is wetlands science as well, so it would depend on their expertise and what they have done in the past.

D. Boyce: I would think there would be more overseeing and some construction monitoring.

N. Comai: You would not foresee any elements of the project to go to the engineer to save Hooksett money?

D. Boyce: Once we get the plans in place there could be some parts of the project.

J. Sullivan: What is the full acreage of the riverside project?

S. Couture: 134 acres and we are going to try to put in 1.47 miles of trail.

Roll Call

D. Winterton – Yes

N. Comai – Yes

J. Levesque – Yes

A. Jennings – Yes

R. Duhaime – Yes

S. Orr – Yes

J. Sullivan – Yes

Vote unanimously in favor.

- c. 15-039 Public Works – Obligation of \$5,088 in Zone 1 Roadway Impact Fees for the Hackett Hill Roadway Project

J. Sullivan motioned to recommend the Town Council obligate \$5,088 in impact fees in Zone 1 for the Hackett Hill Roadway Project. Seconded by J. Levesque.

D. Boyce: We have to obligate these funds or lose them in Zone 1. The project we currently have going on is the Rt. 3A and Hackett Hill Road intersection.

Vote unanimously in favor.

- d. 15-040 Property Liability Insurance contract with Travelers

Christine Soucie (Finance Director): I met with our agent for property liability and he gave us the quote for Travelers. It came in three percent higher than the previous year. Our history with property liability is about a nine percent increase each year, so three percent was positive. The national average is between five and six percent. We did not do a competitive bid process this year for several factors. The major reason was that last year, when we did the bidding, the two competitors plus Travelers, had such a difference in price we did not feel going out again would serve the community. Also, Property-Liability Trust, Inc. is no longer offering property insurance so we would be limited to Primex, which offered \$140,000 more than our current contract.

J. Levesque motioned to waive the three-bid requirement for insurance for this year. Seconded by S. Orr.

D. Winterton: Even if we put this out to bid, you would only expect two bidders?

C. Soucie: That is what we were anticipating, one from Primex and one from Travelers. We had a couple of others interested last year, private commercial property insurance, but when they saw our claims history they declined to offer to us. We are still not far enough away from our claims history to show that we made an improvement. Although, this year, we only had \$18,000 worth of claims, so it was a good year for us.

D. Winterton: What is the cost to the town for the bidding process?

C. Soucie: We spent approximately 40 hours of staff time reviewing documents and preparing individual applications.

Vote unanimously in favor.

J. Sullivan motioned to allow the town administration to enter into a one-year contract with Travelers for \$243,434. Seconded by A. Jennings.

C. Soucie: The flood insurance went up more than three percent. Flood insurance is based on the federal government.

R. Duhaime: How many years will it be for our past history to be a factor?

C. Soucie: They look at the last five years of history.

R. Duhaime: Maybe in the next year or two you should be able to get competing bids.

C. Soucie: In 2013, we had three large claims. We dropped \$100,000 worth of claims off from the previous year.

N. Comai: Would we get a further discount with a longer term than one year?

C. Soucie: Travelers does not do longer than one year, and I am not sure commercial insurance generally does.

Roll Call

D. Winterton – Yes

N. Comai – Yes

J. Levesque – Yes

A. Jennings – Yes

R. Duhaime – Yes

S. Orr – Yes

J. Sullivan – Yes

Vote unanimously in favor.

e. 15-041 End of Fiscal Year Encumbrances

C. Soucie: We submitted a staff report with three items and it has grown to eight items. We are here to discuss these items. If you would like more information we can provide that to you and at the next meeting we anticipate giving you a better understanding of how this will impact the budget.

J. Sullivan: Could you please go through this for us.

C. Soucie: 1.) New filing system for the Police Department. They placed the order for this system in early May. It is a custom file system that moves files up for the employees and there will be no more drawers.

This is a timing issue and they anticipate it being in state at the installer on June 26, but not at the Town Hall until June 30. 2.) Road Paving. I believe Diane is working on the bid. She anticipates getting it out to the three major bidders that we see every year. They have been put on notice that it will be a short time frame to get that bid back to us. The \$300,000 is what was annually budgeted. 3.) The laser mower has been removed. 4.) The Granite Street retaining wall. Last Fall the DPW Director was in, he got a contract, and we got early snow which prevented the work from being done. We wanted to encumber the funds to do it this Fall. 5.) Engineering services for the CMAC sidewalk grant. There is \$13,000 left on that contract. The sidewalk is for the Connector Road and that project was put on hold because of the Main Street bridge. 6.) Tin ceiling for the Old Town Hall. We received \$10,000 of grant funds. We are holding those funds over into the next year for the work to be performed. 7.) In this year's budget, we had a highway truck with a plow budgeted. It has been put on order. They just have to put the equipment on it and then will ship it to us. We are hoping to get it by June 30, but if not we want to encumber it so that we can pay for it in July. 8.) Chief Bartlett is requesting 20 new Tasers with holsters, cartridges, belts and batteries. They have a mix of old and new, and the goal was to phase out the old ones as they fail reducing the burden of replacing them all at one time. Unfortunately, their situation is at the point where the old Tasers are failing rapidly.

N. Comai: If we vote tonight to allow you to encumber these funds, and for some reason one of these falls out after more discussion when the Town Administrator comes back, would that mean that you may or may not have to spend the money?

C. Soucie: Correct. When you encumber the funds, if something happens where we can purchase it prior to July 1, or not, the monies do not roll over into the new year budget. It would just go back as unspent budget.

N. Comai: I see questions regarding some these items, and I don't feel comfortable just saying to encumber the funds.

C. Soucie: We are not asking you to encumber any money tonight. We are just asking you to hear these questions so that you can be prepared for the next meeting for this to be presented to you.

J. Sullivan: That is what you indicated in the recommendation. To discuss items for possible encumbrance at our June 24 meeting.

R. Duhaime: Is the Chief going to be here at the next meeting?

J. Sullivan: I will ask the administration to request his presence.

N. Comai: It is encumbered upon us that 4, 5, 6, 7, and 8 are just being brought to us now. 1, 2, and 3 were in the packets. That is why I am hesitant to be forthright.

J. Sullivan: We were asked to wait and make the official motion at our next meeting.

A. Jennings: Which line items were budgeted for that purpose? Is it only because it is rolling over that we need to encumber the funds? Is there anything that is changing its purpose?

C. Soucie: I don't think so. The filing system is being paid out of the new equipment line for the police; the paving is the paving line for DPW; the Granite Street wall is road construction; engineering services for the sidewalk grant is a grant number, but it is professional services; the Town Hall tin ceiling is building maintenance; the plow truck was budgeted under the road maintenance vehicles and new equipment line; and the Tasers are police equipment.

R. Duhaime: Have all these amounts been budgeted or are they adding on to the budget?

C. Soucie: For the filing system, they have an equipment line. I don't think it was in the budget saying they wanted a filing system, but the police department has available funds within their budget for that

purchase. It is the same with all of the items. As of May 31, we have \$2.77 million left of our budget. These encumbrances are roughly \$370,000. Our average June expenditure is \$1.5 million so it should leave as estimated \$800,000, which will feed into fund balance, possibly for the Lilac Bridge.

D. Winterton: It will be used to replace the funds that are already committed out of the fund balance. We have not committed, but we have a fund balance, and we have committed some funds out of that fund balance. These monies could go to put our fund balance back somewhere close to where we were.

C. Soucie: We have not committed any money out of fund balance for the Lilac Bridge, but that was our anticipation of how we were going to fund it.

N. Comai: I believe we did, as a group, vote to use fund balance to help with the Bridge.

J. Sullivan: Of the five percent that is suggested we have for emergency situations, we committed a portion of that for the Lilac Bridge. Currently, we have not committed any funds that are left over for this year.

N. Comai: I will go back and look in the minutes. I am unaware of the actual commitment, but I believe it changed the percentage.

J. Sullivan: I believe you are correct and we made a commitment to use the emergency fund balance to cover the cost of the Lilac Bridge due to the emergency nature of it.

J. Levesque: Regarding Item 4, the Granite Street retaining wall, if I recall correctly that is a one or two-year wall. Can we ask Diane what needs to be repaired on it?

R. Duhaime: It is the old granite wall, not the brick wall.

J. Sullivan: We voted to approve it to be done last year but, due to the early snow storm, it has not been completed yet. Therefore, you want us to encumber it so it allows us to cover it after July 1?

C. Soucie: Correct.

J. Sullivan: The Town Hall grant was money that we accepted from the moose plate grant for this year. It is being requested to encumber it, because there are a couple more items that need to be done before they can start that project. That will probably not start until after July. That \$10,000 is the only thing that was not covered in the budget that we accepted. I would suggest that, if you have any other questions, you contact Christine or the Administrator and we can come back with more information for the June 24 meeting. We will also ask the Police Chief to be here.

f. 15-042 Town Council 2015-2016 Meeting Schedule

J. Sullivan: We have a meeting schedule that includes the 2nd and 4th Wednesdays of the month. We originally had a workshop scheduled the 3rd meeting in July. The administration and Councilor Comai thought we might not need that extra meeting, so we are replacing the workshop and having it at the 2nd meeting in July.

D. Fitzpatrick: We have some other recommendations. In addition to what the Chairman just mentioned, in November we have a town holiday, Veteran's Day, that falls on the 11th which would normally be our first meeting of the month, and the 25th would fall on the Wednesday that is the eve of Thanksgiving. Therefore, I pushed to just have one meeting in November on the 18th. In December, rather than having the 2nd and 4th Wednesdays, coming up to the week of Christmas, I am offering to have 1st and 3rd Wednesday's. Once we get to the January budget workshop, rather than have it the first Saturday, which is January 2, I moved it to January 9. I checked with the Finance Director and that was okay with the budget cycle. Going into April of 2016, I checked with the Town Clerk's office, and April 2 appears to be a good date to have our town meeting, and it is not Easter weekend.

J. Sullivan motioned to approve the July, 2015 - June, 2016 town meeting schedule, subject to change if we are in need of having any special meetings. Seconded by A. Jennings. Vote unanimously in favor.

g. 15-043 Public Safety Administrative Consolidation

D. Winterton read a letter from Dr. Dean Shankle, dated June 9, 2015, in support of his recommendation regarding the public safety administrative consolidation, into record.

J. Sullivan: I would want to hold off on a lot of questions until Dr. Shankle is here. This letter did touch on a lot of the aspects. One of the things in our packet talked about full consolidation and partial, functional, and administrative consolidation and it appears that administrative consolidation the one he is proposing. I have questions and would suggest we take our time on this.

J. Levesque: Could the Councilors have a copy of that letter?

D. Winterton: Yes. Quoting from our packet: "Research from both the IAFF (International Association of Fire Fighters) and the IAFC (International Association of Fire Chiefs) has indicated that there are four types of department consolidation models." The model that Dr. Shankle is suggesting is the administrative consolidation in which: "The fire and police departments remain completely separate; however, they operate under the administration of a single director who maintains full authority over all police and fire services." For example, a full consolidation is what was done at Waterville Valley where everyone is a certified police officer and a certified firefighter. That would not work in this town. The partial consolidation is where you have fire, police, and some that overlap. The administrative consolidation makes sense for a number of reasons. To quote from the IAFF study called "Police and Fire Consolidation" which remedies ineffective use of resources: "Most consolidation efforts today do not involve operational consolidation (which Dr. Shankle's plan does not). Instead, a limited number of functions may be combined, or two departments may be nominally consolidated under a single administrator. Such cases do not normally alter the delivery of fire and police services." It is important for the public and the Council to understand this is not a combining of two departments. It is a consolidation of the administration of the departments. We would not be the first in the state of New Hampshire to do this. North Hampton has recently done this. I don't want to speak for Dr. Shankle but, from things he has said, this is first and foremost discussed at town managers convention meetings. There are large sessions held on this topic. Especially in times where we may have an all hands on deck disaster event, if we are siloed in terms of who is in charge that is not good. If we have one public safety director that directs both departments, I feel that is better.

J. Sullivan: I would want the Administrator to be here to move forward.

R. Duhaime: As far as numbers go, we could have the Administrator start working on numbers to see if it is cost effective and what ideas he has for heading in that direction. I don't understand not wanting to have him move forward in that direction. If he does not start working on it he cannot give us numbers, solutions, or variables.

J. Sullivan: There is a lot of information from the letter that Mr. Winterton read, and I think there are a lot of questions that we have. You are correct to say that the Administrator could come back with more information. I may have conveyed that wrong.

S. Orr: Money isn't the only factor. It is interesting to hear. It sounds like you and Dr. Shankle have had conversations about this that we have not been a part of so you know more information about this than we do. I think it is interesting that other towns have done this. I would like to see the thought process. You have someone who is part of one department trained in a certain task that is going to be supervising people who are trained in entirely different tasks. In my opinion, I need clarification on things like that. I am not an expert in police or fire operations. To make a huge leap like this makes sense on some levels, and on others I would not feel comfortable making a decision that large without more information.

D. Winterton: It is important to keep in mind that this is a consolidation of the administration. On the last page of our agenda, it is recommended that we create a new position of Deputy Director/Chief of Fire

Operations and a new position of Deputy Director/Chief of Police Operations. The Administrator doesn't administrate the functionality of the department. Those are handled by a Deputy Director/Chief of Fire Operations and a Deputy Director/Chief of Police Operations. These departments remain functionally separate as they are now. Currently Dr. Shankle administrates police and fire. I understand your concern and I understand this request tonight is a request to only move forward, and to suggest the Administrator look more into this.

N. Comai: I was going to ask if you are willing to allow the opportunity for Dr. Shankle to investigate further and bring more facts back to us. This is not driven by money. Money isn't mentioned, yet. This concept and idea has been discussed for several years. It is just coming to light that now might be the time to investigate it further.

R. Duhaime: We have a Police Chief who has only been with us few years so he might be open for changes. Someone moving up in the Fire Department to another position would be a new benefit. As far as moving forward, someone could talk to the Planning Commission in North Hampton, and find out how many other towns have done this and how they have done it. If this is something that is seen again and again at the Town Administrator's meetings, there must be a reason. I want answers and data. We got new software and computers. I want to see numbers, graphs, and data. I think this is a key chance for us to revamp both departments, make it easier for us to look at them, and make it easier for them to manage because it is data driven. That would be a cost savings for the residents in Hooksett.

J. Sullivan: In the letter there is a list of potential advantages of an administration consolidation with bullet points. I would want more information and details of how this would work and on each bullet point. The question is do we want Dr. Shankle to come back with additional information which would allow us to look further into this?

D. Winterton: One of the things that is paramount is that it is appropriate and recommended for individual Council members to talk with the Administrator. It is inappropriate for a number of Councilors to meet with the Administrator on a topic. This is RSA 91A compliant and all decisions in this town will be done in the light of day.

J. Sullivan: Everything will be done properly and openly.

S. Orr: I understand this is being brought to the Council for discussion and conversation. Does the Administrator need Council approval to make this organizational change.

J. Sullivan: According to the charter, there are two ways for administration or any changes in the organization of the town to be made. They can be brought forth by a Councilor, which is similar to what happened with public works. There is also something within the charter that allows the Administrator to make organizational changes and proposals which would be up to the Council to approve.

S. Orr: I wanted to clarify so this is a worthwhile discussion and not just spinning our wheels if he can make the decision regardless of what our input is.

N. Comai motioned that we support this concept in order to direct the Town Administrator to put together the details of this concept for the next meeting, at his will. Seconded by A. Jennings.

N. Comai: I applaud Dr. Shankle for taking the proper protocol and steps and presenting this to us in this manner, written nicely on paper, so we can refer to it. This is the first time I have seen this material, but not the first time we have briefed the concept over the last few years.

A. Jennings: I like Councilor Comai's wording of the recommendation, rather than what was in the packet. The packet said "move forward with the consolidation" and I am not sure we are ready for that.

J. Sullivan: Referred to Town Charter section 10.11 Reorganization Plans and 10.12 Proposed Reorganization Plans by the Administrator (see attached for details).

Vote unanimously in favor.

16. SUB-COMMITTEE REPORTS

A. Jennings: Nothing to report.

R. Duhaime: Referring to the minutes from the May 18th meeting of the Sewer Commission, the Lilac Bridge is moving forward and they are interviewing three engineering companies. The other thing mentioned was the discussion of Granite Hill. Mike DiBitetto discussed future plans for preserving Granite Hill. They changed the lot sizes and there was concern on whether the Sewer Commission had enough sewerage capacity for that plan.

J. Sullivan: A while ago there was a proposal on Walmart and the sewer line going across the river. Could you please find out what is going on with that.

R. Duhaime: They will be issuing a letter to the Town Council.

S. Orr: I have nothing to report.

N. Comai: I have nothing to report.

J. Sullivan: For the Heritage Commission, this Sunday, June 14, at 2:00 pm is the Lincoln Park Historical Marker dedication on Brace Avenue between the original Manchester Road School No. 2 and Lincoln Park. Councilor Comai will be there to represent the Council. There will be a reception in the second Lincoln Park School, which is the three-room school house. Regarding Town Hall preservation, there is some information in the room about the schematic of the potential of what the Old Town Hall can look like, the breakdown of the floor plan, pictures of the Old Town Hall, and various functions that occurred dating back to 1828. The Committee will be coming in at some point to talk about those things. The tin ceiling should be started soon. We want to remove some of obstacles above such as ventilation. Great job to the Department of Public Works in being valuable in that. Currently the second floor is wide open and a lot of architectural detail is left.

D. Winterton: The Planning Board met and there were just a couple of items.

J. Levesque: The ZBA met last night, however, I was unable to attend. I have the information they worked on, and when I get the minutes I will report at the next meeting.

N. Comai: At the next July meeting, we may want to ask everyone to think about the sub-committees they want to be on and somehow get the information to the new Councilors.

J. Sullivan: Could we make sure the Councilors are aware of the various tasks they may be assigned or appointed to. On July 8, we will be voting on a District 1 Council seat and we will be having a ceremony to swear in the new Councilors all together to make it more formal.

13. PUBLIC INPUT

Harold Murray (311 Hackett Hill Road): I am glad to see you are approaching this cautiously and glad to see that you haven't gotten any information either. I have not read any of the details on this, but there can be some problems when you combine both. We had an EMT who went from fire to another town doing part-time police work, as well as EMT work, and I asked him: "When you have a DWI accident do you give a breathalyzer or patch him up first?" That is the problem that you have when you are combining these. In the past you have had a level of management between Police and the Town Manager, and that was the Police Commission. The last one was a disaster. I talked to the Police Chief and he said without that they got along fabulous working with the Town Manager directly. I don't know if this will add another level back in or not. I am speaking ignorant on this because I have not read anything on it. I am assuming you can get documents on how this would be set up so it can be looked at. I caution you on combining. Is this person going to be police or fire oriented? That can be a problem. I am sure it can work under certain conditions.

J. Sullivan: The letter that was read from the Administrator, as well as the pieces of information we received with our agenda, will be in the minutes.

H. Murray: The statement that was made regarding a disaster where you have a single person in charge, you have that now. In an emergency, the Chair of the Council is called; he has to sign a paper declaring an emergency, and the emergency manager runs fire, police, and highway. Currently, you have a single source for management under emergencies.

Valerie Silva (1858 Hooksett Rd.) I have been in EMS and have had many friends who have done both fire and police. It is uncomfortable for them to do both. Mr. Murray said the incident command system is in place and works very well. I don't see the purpose behind this. There was a lot of vituperation in the letter from Dr. Shankle which seemed unwarranted and uncalled for. In speaking to neighbors and Hooksett residents they are adamantly opposed to this.

J. Sullivan: The only information we received was what was in the packet and this was the first time we heard the letter that was read. This will be done correctly. Please come and listen because we will be getting a lot of information and will make sure that information is available before we proceed.

V. Silva: I understand.

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. Levesque motioned to enter non-public session at 7:55pm. Seconded by J. Sullivan.

Roll Call

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

Vote unanimously in favor.

***J. Sullivan motioned to extend the meeting from 9:30pm to 9:45pm. Seconded by A. Jennings.
Vote unanimously in favor.***

***D. Winterton motioned to exit non-public at 9:45pm. Seconded by J. Levesque.
Vote unanimously in favor.***

***J. Levesque motioned to seal the non-public minutes of 6/10/15. Seconded by J. Levesque.
Vote unanimously in favor.***

***J. Sullivan motioned to adjourn at 9:48pm. Seconded by J. Levesque.
Vote unanimously in favor.***

Respectfully Submitted,

AnnMarie White

Sec. 10.11.

Reorganization Plans.

Except for those agencies established by this Charter or as otherwise prohibited by state law, the Council may reorganize consolidate, or abolish any existing Town agency in whole or in part; establish new Town agencies and prescribe the functions of any Town agencies; provided that such action shall not eliminate the statutory duties of Town officials.

Sec. 10.12.

Proposed Reorganization Plans by the Administrator.

The Administrator may prepare and submit to the Council proposed reorganization plans which may, subject to applicable law and this Charter, reorganize, consolidate or abolish any Town agency in whole or in part, or establish new Town agencies as he/she deems necessary or expedient. Such reorganization plans shall be accompanied by explanatory messages when submitted.

Sec. 10.13.

Indemnification of Town Officers, Board Members, and Employees.

The Town shall undertake to indemnify and save harmless all its officers, officials, volunteers, boards, commissions, and employees from personal loss and expense, including reasonable legal fees and costs, if any, arising out of any claim, demand, suit or judgment by reason of negligent acts or omissions if the indemnified person was acting in the scope of his/her office or employment and in good faith in accord with the provisions of state law. In addition, the Town shall undertake to indemnify and save harmless all its officers, officials, volunteers, boards, commissions and employees from personal loss and expense, including reasonable legal fees and costs, if any, arising out of any claim, demand, suit or judgment by reason of any act or omission constituting violation of the civil rights of any person if such act or omission was not committed with malice, and if indemnified person at the time of such act or omission was acting in the scope of his office or employment. If state statutes provide further indemnification in the future, this paragraph shall expand in definition to be consistent with that statute.

Sec. 10.14.

Prohibition.

- A. No person shall be appointed to or removed from, or in any way favored or discriminated against with respect to, any Town position or appointed Town administrative office because of age, race, sex, political or religious opinions or affiliations.
- B. No person shall willfully make any false statement, certificate, mark, rating or report in regard to any test, certification or appointment.
- C. No person who seeks appointment or promotion with respect to any Town position or appointed Town administrative office shall directly or indirectly give, render or pay any money, service or other valuable thing to any person for or in

Town Administrator Dean Shankle's comments on the administrative consolidation of the police and fire/ rescue departments for the meeting of June 10, 2015:

"As Councilors may recall, the idea of consolidating the police and fire departments was discussed briefly when the police chief position was vacant. There were a variety of reasons it did not move forward at that time, including the fact that there was a significant number of issues that needed to be addressed within the police department. The time just did not seem right.

When I became aware that Chief Williams would be retiring from the Fire Department, I immediately began looking into whether this would be a good time to move forward with an administrative consolidation.

I felt that although there were some organizational issues within the Fire Department that this consolidation would address (see below), that overall they were solid in the areas of fire suppression and EMS. At your last Council meeting a representative from Elliot hospital spoke to their readiness and this was re-affirmed by a letter from representatives of the Catholic Medical Center. This being the case, it seems like now is a good time to move forward with an administrative consolidation.

The potential advantages of an administrative consolidation include:

- Better coordinated emergency management system
- Increased efficiency in service delivery
- Reduced costs
- More efficient utilization of personnel and town-owned resources
- Ability to obtain statistical data to be used for deployment of resources ensuring efficient operations
- Possible cost savings using data analysis for resource and personnel deployment including medical call analysis (are we billing correctly)
- Increased communication between departments
- Increased training opportunities such as active shooter scenarios, industrial accidents, natural disasters, drug overdose calls, and arson and death case investigations, where each role is separate but working together proves crucial for public safety

6-10-15
TA comments

Hooksett has already seen the benefit of co-locating the departments in the Safety Center. An administrative consolidation is the next logical step.

But if it "ain't broke, don't fix it," right?

The fact is that in spite of (or maybe because of) fire/ rescue's success at the operational aspects of their job, the Council is aware of a number of issues where administrative tasks have suffered.

First, getting data for decision-making has sometimes been difficult for the staff and the Council. For example, last year the Council had asked some of its members to gather data from the department for a study they were doing on departmental efficiencies. Over two weeks later, a Councilor's frustration boiled and he made the comment: "This is getting ridiculous." Nearly a month later this Councilor was still trying to get the information and apparently has NEVER received it in a user-friendly format.

Staff has had similar difficulties getting clear and concise information from Fire Rescue. If the town is going to continue moving toward data-driven decision making, decision-makers need to be able to get useful data in a timely manner. Making sure this data is readily available will be one of the main functions of the new Director of Public Safety.

Second, the contract that an organization has with its union members is vital. In the Fire Department this is a multi-million dollar cost item that covers all aspects of the working condition of the staff, including hours of work, training, equipment, pay, etc. During the last round of union negotiations none of the fire command staff sat in on the union negotiations, although they were invited.

This had a significant effect on the negotiations. Their union was the only one of the three with which we were not able to reach an agreement. The active participation of departmental supervisors from police, public works, and transfer and recycling was instrumental in forging the contracts with their respective unions. This is a major administrative function that I think will be able to be handled effectively by the new administration in the Department of Public Safety.

Once again, this is not to in any way suggest that Fire Rescue is not doing a great job in their functional areas of responsibility. Rather it is an effort to give two recent examples of why an administrative consolidation is in the best interest of the Town of Hooksett.

I hope you will support this concept so that I can move ahead and put together the details for your next meeting.”