

TOWN COUNCIL MEETING MINUTES
Wednesday, January 14, 2015

CALL TO ORDER

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

ROLL CALL – ATTENDANCE

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

PLEDGE OF ALLEGIANCE

SPECIAL RECOGNITIONS

None

APPROVAL OF MINUTES

a. Public: January 7, 2015

T. Lizotte motioned to accept the public minutes of January 7, 2015 with edits. Seconded by R. Duhaime

Vote 7 in favor; N. Comai abstained due to prior absence.

AGENDA OVERVIEW

Chair Sullivan provided an overview of tonight's agenda.

PUBLIC HEARINGS

- a. Clay Pond Stewardship Plan
- b. Conservation Easement

J. Sullivan: *"The purpose of the public hearing is to give the public input and to get their comments on 1) Clay Pond Stewardship Plan for land situated at Map 4. Lots 10 and 11 (Hooksett, NH) & Map 400, Lot 84 (Candia, NH) AND 2) Conservation Easement of land consisting of approximately 34.04 acres situated off the Chester Turnpike, Map 4, Lot 34 and Map 4, Lot 35 (Hooksett, NH) per NH RSA 36-A & NH RSA 477:45-47. Boundary survey, easement plan and/or documents are available for viewing in the Community Development Department."* On behalf of Council, I declare the public hearing open on those 2 issues. Steve Couture, Chairman of the Conservation Commission is here tonight.

S. Couture, 6 Pleasant St: I'll speak to the Stewardship Plan first. I'll highlight the process: we hired a consultant, developed a draft plan, held a public meeting (40 people were in attendance), received input and posted responses online. We also sent out letters to abutters for that meeting and this public hearing. *Highlighted key items from the Executive Summary.* In order to develop an access point, we have to come back to a Class V road. The turnpike ends before the stream crossing; if we created an access point across on the Class VI road, the town would have to assume maintenance liability for that; recommendation is to create something on the other side with Manchester Water Works to create an official parking spot with a kiosk so people can have official access. We also have some minimal expanded trail work that we want to do out there. The Conservation Commission unanimously supports these recommendations, and there were no objections in our public meetings.

OPEN TO PUBLIC COMMENT

D. Ross: Process that this has gone through is exhausting. There has been more detail than anything I've seen and I'm pleased with what I see here.

R. Duhaime: I know you just added some more land through conservation easements. Is that part of the plan also?

S. Couture: The 2 parcels we are having a hearing on are part of the assessment. We had the consultants consider it and are already included.

R. Duhaime: The snowmobile state trail is the Chester Tpk. It ends a little north of the Hooksett town line. Can the state change the trails? Can the town grant a way to change the trails?

S. Couture: My basic understanding is with the basic trail system, it's driven by landowner approval. Deed restrictions and rights of way within properties are granted. Chester Tpke is part of snowmobile trail 15 that goes through Bear Brook State Park. We want to build off it to create some good access.

T. Lizotte: This serves as an exemplar going forward for other properties; it's thoroughly laid out and I don't see anything controversial.

R. Duhaime: Fish and Game looks over this before approval?

S. Couture: They don't have to approve but we did share with Fish and Game and Environmental Services.

J. Sullivan: You provided a map to us – on this map I'm not sure which dots on the legend are which.

S. Couture: The 4 dots near Clay Pond are parking options and the other dots are gates/bars.

J. Sullivan: I just wanted to clarify where the access would be.

R. Duhaime: The line coming from Clay Pond is Chester Tpke, correct?

S. Couture: Chester Tpke goes north/south. The snowmobile trail crosses over and ends up by Dube's.

R. Duhaime: Is there any permission from previous owners to cross it? The state is using that property.

S. Couture: We don't own any property the trail crosses, but I don't know what the agreements are.

J. Sullivan: This material, including the map we are referring to is available on the website. Seeing no public comment, we will move on to the conservation easement.

S. Couture: Deed restriction is similar to what is in the easement. *Refer to Conservation Easement Deed.* This is required mitigation for the SNHU connector road for wetlands impact. We received a check from SNHU to purchase the property and putting a conservation easement on it is a requirement as part of the permit.

OPEN TO PUBLIC COMMENT

R. Duhaime: Good effort by the Commission to purchase land not using all your funds.

J. Sullivan: The Council traditionally has a public hearing then we vote at our next meeting. We can waive that rule tonight. Is that the intention tonight?

Dr. Shankle: I think there was some reason they wanted you to vote tonight, but if not, waiting is what you would usually do.

J. Sullivan: Is that something you are asking for, or are we OK to wait until our next meeting?

S. Couture: Regarding the Stewardship Plan – we have had our public meetings and there is no opposition so I'd be comfortable with Council voting tonight. I think it's reasonable to vote on the easement tonight since we already own the property, it's required and there is no public comment.

J. Sullivan: We can see what Council wants to do after we close the public hearings and address this under New Business.

S. Couture: I'd like to highlight the efforts of one of our Conservation Commission members, JoCarol Woodburn, who spearheaded the Stewardship Plan, including the RFP, public meetings, presentation and executive summary. I wanted you to be aware of her efforts and contributions.

CONSENT AGENDA

a. \$20.00 donation from the Hardy Family to the Hooksett Fire-Rescue Dept.

T. Lizotte motioned to approve the consent agenda as written. Seconded by A. Jennings. Vote unanimously in favor.

TOWN ADMINISTRATOR'S REPORT

- Looks like we will need another special meeting next week to discuss budgets. I'd like you to think about the possibility of non-union pay raises. Council has been looking to increase the participation of employees in health plan, so I'd like you to think about how you'd like to structure that for non-union employees.
- Lilac Bridge meeting – Jan. 21; sewer is moving forward with their part. They have installed the storage tank on the other side of the bridge and it will be in operation tomorrow in case the bridge falls down.
- ACA changes – there is a NH Municipal Managers meeting this Friday and that is the topic, so I will go to that and let you know if I hear anything interesting.
- Union negotiations are continuing.
- Jordan trip is coming up; it won't cost the town any money, but some of the costs are reimbursed at the back end (i.e., hotel), so we will use the town credit card for hotel bill but will be reimbursed before the statement comes in.

PUBLIC INPUT: 15 Minutes

None

NOMINATIONS AND APPOINTMENTS

None

SCHEDULED APPOINTMENTS

- a. Community Profile/Action Groups (Marc Miville and Steve Couture)

J. Sullivan: The profile report you handed out is also available on the town website, correct?

M. Miville: Yes the final report can be found on the town website; on the front home page under boards and committees, click on community profile committee and there is a link to the 2014 final report. I'd like to focus on the end result and discuss next steps. I'd like to thank most of the Council for attending the event. We had over 150 citizens participating. In January of last year, there was discussion to establish community building initiatives. As part of that, Council approved some funding from the UNH Cooperative Extension to help facilitate a community building event as part of that initiative. Results are in the final report. The last profile in 2001 produced many completed projects as a result of active citizens and boards focused on updating the Master Plan. Residents expressed ideas on what would make the town better in the future. The boards would focus on adopting these ideas in the Master Plan such as the tif district on Exit 10, Town Hall, connector road and route 3 reconstruction. Moving on to the 2014 profile, it produced approximately 54 ideas for consideration to work on for projects. Component ideas and categories are passed on to action groups for development. Steering committee met last night at a wrap up meeting and discussed next steps. It was advised by UNH Cooperative Extension that the steering committee was organized to coordinate the event, not as an oversight committee afterwards. As a result, that committee was disbanded as of last night by majority vote. Action groups are left on their own as ad hoc citizen groups with no direction on how to proceed. We need to jump start it and now Council must decide the next steps to take to implement these citizen ideas into the Master Plan. We are asking what you are planning to do with the final report. The town citizenry are expecting that any viable ideas are worked into the Master Plan long term. The 6 citizen action groups are asking Town Council to address these on a regular basis on their agenda. Community Center and Parks and Rec groups are now ready to proceed. They are still seeking leadership and Town Council direction. The other groups are a work in progress. Are the groups an extension of the Town Council's oversight approval? Are the 6 action groups being assigned as part of the Administrative Code 4.6, similar to the Town Hall Preservation Committee? The option suggested by the steering committee is that all of these need to be identified and streamed out by the Town Council as an oversight committee. Persistent follow up is vital to the success of this event; we recommend another date in the near future for an agenda item to discuss next steps. We recommend forming a subcommittee to examine next steps, and we ask the Town Council for posted meetings and minutes with minimal staff involvement. This is what the citizens want the Town Council to act on.

R. Duhaime: This is a prelude to the Master Plan. In the past, there was no plan by previous Councils to make sure the Master Plan was followed. The Council wasn't making sure the Planning Board was following the Master Plan.

M. Miville: I couldn't agree more. The event was easy; now comes the hard part, the follow up. That is the crucial part. We need to continue to examine these, perhaps a quarterly review on your agenda and

proceed from there. Page 47 now becomes like a checklist to see if we achieve these items or not. We are still talking about certain projects from 13 or 14 years ago that have not come about.

N. Comai: I think structure needs to be put in place and I think your suggestion of a subcommittee is a good idea. Also have a Council member head up and present a subcommittee report. I am available to assist once union negotiations are over, but I don't know if other Council members are available. Adam is heading up a subcommittee for scope of work that may be a nice tie in.

J. Sullivan: We should schedule an agenda item on next steps and follow up discussion for a future meeting.

T. Lizotte: Put in perspective that the Master Plan did go out and Conservation did hit their goals. That was a slow ramp up and acceleration based on commitment of people. A lot of things on this list are easy. We can task Dr. Shankle to come up with a budget to put a community center and put it on the ballot; most likely it will fail. Where does this fall into what we already have? You need to prioritize this list and look at what is being done already. Things such as school, that is not in our jurisdiction. There is only so much we can do; we should pick a couple that are possible and put some effort into those.

N. Comai: So groups 1-6, as you have suggested by prioritizing, why wouldn't we provide a subcommittee for all 6 as part of the scope of work as what Adam's subcommittee is working on. This chisels away little by little, long term.

T. Lizotte: Make certain we don't create a false hope is all I am saying. It's not a sanction; you have to put a number to it and create an executive summary. If the voters want it, it can be voted on. There is due diligence on our side and we should structure it in a way in which we get to the fiscal impacts and then put get the drive to push it forward.

R. Duhaime: Land use change tax mainly funded conservation previously; development is town funded. Even with the 2004 Master Plan, I think that's where it ends - with us. Sooner or later when it comes to spending money, it falls on us as to how are we going to pay for it.

S. Orr: We would be disingenuous to the town and citizens who spent all this time on this process to say these things can't happen. A lot of the things on this list can be accomplished with volunteers, fundraising, and community outreach. I see a lot of things such as signage for trails as a scout project; paths along railroads as school projects/community building/Kiwanis. There are plenty of organizations in our town we can work with. If we lead with "it's not going to happen" then it won't. If you are asking us to sanction these committees then I think that's where we start to give them oversight and direction. I think we could do better for this town. If all it takes at this point is to develop committees to come up with ideas without any initial funding, then we should do that. There were 150 people who donated their time and energy to come up with these ideas, let's not shoot it down while the energy is there.

A. Jennings: I concur; at the event some of the groups talked about reaching out to other organizations to get more businesses in the community involved (group 5). Because of that I'd like to see a second subcommittee, not my subcommittee which is town oversight, but one that is more Master Plan focused.

D. Ross: I think this lends itself to a volunteer/citizen-run group. As far as forming a committee, I feel it should be a subcommittee of the Planning Board. They are in charge of the Master Plan and we don't have any authority over the Planning Board. Instigating community building will mesh well with the long term planning goals of the town. If there is a grant request, that comes to the Council, but I think that is where our "meddling" ends. I would be willing to say we offer accommodation and put it on another agenda to discuss any direction we could give. I think Planning is the go-between, let this group be a subcommittee of the Planning Board.

M. Miville: This whole community building event initiated with this Council; you authorized the money that was spent. It can be done if you set your mind to it. The groups want to help, but are currently stagnant but we are going to speak as to how we are going to jumpstart that. I have a letter in the *Banner* this week making the public aware that the report is available and trying to recruit citizens for our groups. It's also not about funding; we are thinking outside the box. Our understanding of the event was to form action groups and then come to town government to present ideas that pertain to them.

J. Sullivan: The Council needs to do some follow up; a lot of these ideas are not necessarily new. They have gone away because we have not followed through on what was discussed. We have to find the best agencies to foster these action groups, such as directing the Education Group to the school leaders.

R. Duhaime: I was on the Planning Board 3 or 4 years before we met with the Council; it's in the Charter that we meet with each department on a yearly basis. The buck stops here; who is going to be checking the checkers?

T. Lizotte: I'm in support of it but the problem is I've heard this before. The reason it falls apart is we jump out the gate and create a subcommittee and give them a charge. If you really want these things to work, you have to make sure you know what you have to work with. It's unfair for us to give these departments other tasks and expect them to get it done. You need to look at this list rationally as what will be a long term goal, develop a plan, and we will fill in the blanks. Funding will need to be figured out and addressed. If we are going to make a commitment, I want to make sure the Board lays out that plan.

J. Sullivan: We are committed to further discussions on this aspect of the profile to make sure what we commit to is being done.

S. Orr: This event was a result of the survey citizen. Is that online somewhere so we all can review what the citizens asked for and what it is we are trying to accomplish. We are representing our citizens; I'd suggest we remember that we are here doing the best we can to make sure the town what the town wants it to be.

S. Couture: Allan Whatley and Patrick Gosselin are 2 members of Harmony that are here tonight. Projects and solutions (p. 45) will give you a good idea of the diversity of the discussion on how the community will benefit from all of these activities in one place. This does not have to be town funded. Other communities have models that use non-profit organizations as the entity that provides the funds for the community center to exist. A lot of good concepts came out of this and the key is the needs assessment. Let's find out what we need and look at ways to address these needs. This would be a valuable resource for the town as it grows.

D. Ross: This is a good model to follow, like the Town Hall Preservation Committee. It is made up of volunteers, we have a Council rep and we have expended very little money. The second part is establishing a trust fund so they have a place to put money. This is a good agenda item. Community Profile Action Committee sounds good to me. Perhaps follow that model and see where it goes.

J. Sullivan: I'll suggest we put this on the agenda for the first meeting in February. In the meantime, we can refresh our memories on the survey.

S. Orr: What is preventing us from authorizing the committee to start examining how they can make this happen? The Harmony Committee.

J. Sullivan: That group doesn't have a place we can assign it to; it would need its own subcommittee.

S. Orr: Do all of these committees have to be attached to another group or can it be a subcommittee of the Council?

T. Lizotte: You have to create a charge for them and set an expectation or people will be disappointed.

S. Orr: I'd suggest that the existing members of Harmony do a draft of what they see their charge as being and bring it to Council so we can review/edit/change and this can be over.

Dr. Shankle: If you are going to establish a committee, it should be added to the Administrative Code and we need to follow that process. We need to make sure we have enough people to sit on that committee. The only other thing is you need to think of is that we need to provide them with staff support: needs assessment, minutes, etc. Once you become part of the government, we are responsible they are doing things right. Sometimes it's easier to do things without being part of government. I need to know what you expect of staff and what funding we will provide to them to do what they have to do.

J. Sullivan: Based on consensus, we are going to ask the Harmony committee to meet and come back on Feb. 11 with more information so we have a more clearly defined vision on how you want to proceed. We can also talk about the other 6 action groups.

D. Winterton: In light of the advice we have received from our Town Administrator, I don't think we need to get involved if they are thinking of a 501(c) 3 and being a private committee.

S. Couture: I want to be clear on what we need to invest our time and energy in, so I'd ask you for something in writing so we know what your expectations are.

T. Lizotte: My first inclination is to ask the Town Administrator to do it, but I don't know if Councilor Orr wants to spearhead that?

Dr. Shankle: I can provide you with that information.

J. Sullivan: Thank you. We will address this again at our Feb. 11 meeting.

5 MINUTE RECESS

OLD BUSINESS

- a. 14 – 101 Review of budgets and warrant articles: Conservation Commission, Library, and others as time permits

M. Broderick, Library Trustees: We have an updated budget; in addition we have provided extra details. If we focus on the areas of increases, that is a good start. The first area is contract increases – automation and equipment lines. Increase of \$2,412 over last year. The second area is regular requested increases (office supplies, postage, building maintenance, etc.). This increase is \$1,765. Next is wage line. It's an \$11,960 increase; one reason is for the children's librarian and the second area is for recognition of a significant job change for 2 of our employees. The 4th area is payroll expenses – insurance, NH retirement. That represents \$29,696 of our overall increase request. The first area is health insurance – increase made up of anticipated increase next January and the other is to fund the children's librarian at a family rate. We have some lifestyle changes in dental. Changes in wages cause a change in FICA and Medicare. Total increase is \$37,833 over current year. The attached narrative provides additional details.

D. Winterton: Why is dental up 60%?

M. Broderick: One is a change in coverage for one of our employees as a result of adding a family and accounting for the children's librarian.

R. Duhaime: Info tech line – it keeps getting larger. I know you have to keep updating software.

M. Broderick: There is a \$0 increase over last year; automation is where the increase is. That is the main software package we use to run most of our library systems.

H. Rainier: It includes our dues to be part of the GMILCS consortium as well as 2 full time employees who manage that software; ROI comes back quadruple fold with resource sharing and lending.

R. Duhaime: Are you obligated every year to pay fees?

H. Rainier: Yes, there is an annual maintenance contract fee, and that is increasing. We changed the dues formula that looked at our usage in the consortium. We pay more because we use the resources more.

M. Broderick: The membership dues for the GMILCS are increasing. We spoke to you previously about employee pay rates; we are in development of a warrant addressing the pay equity study we performed. We hoped to get a sense from the Board if that is something you would support. We don't have the actual language of the warrant article.

J. Sullivan: What is the amount of the warrant article?

M. Broderick: The amount is \$48,929 which includes adjustments to wages and the resulting effect on extra payroll expenses. We will still work on the language and then present that.

J. Sullivan: If you subtract the FICA and other payroll expenses that would be a question people will be asking. Are we inclined to put this on the warrant and what is our recommendation?

T. Lizotte: The dilemma I see is Dr. Shankle brought up considering raises for non-union employees; we are still in a fiscal situation where we are striving for a flat budget. If we are looking for wage increases on that, should we consider the wage increases on the budget and put that on the warrant as well?

J. Sullivan: That is a question the voters will probably ask.

M. Broderick: We had a discussion about process and in listening to our discussion last time about pay equity study; we looked at specific duties and whether or not a position has changed over time. We felt that separating them was a clearer distinction of the rationale behind the increases. One is to get these 2 individuals more in line with some other positions within the library. It's 2 different steps with distinct reasons.

T. Lizotte: We directed the Town Administrator to come up with a flat budget and he came in \$38,000 below. We are seeing increases and we are looking at making cuts elsewhere. We want to be as fiscally responsible as we can. Do we try to negotiate with you to taper down the warrant number? We have 3 separate locations we are looking to apply some sort of salary increase on the town side.

M. Broderick: If we are not part of the larger town raises, we would be left behind again. We'd want to be part of that. It's unfair to ask someone to take on another task unless we are going to compensate them. Those duties have evolved to a point where we have to address the changes in jobs and the inequality between the overall library staff to other town wages and if the town is going to approve an increase in pay that should apply to these employees.

T. Lizotte: I can see your argument but my concern is the library is a separate entity run by a board of trustees. You are coming here to buy into the concept that we screwed up and you want us to approve an increase in salaries. I like the warrant idea. There is a \$30,000 increase between the original budget and the new budget plus the \$48,000 on the warrant plus the percentage that may go to the town.

M. Broderick: It may be difficult to do, but may be the right thing.

T. Lizotte: I could justify a warrant by saying we are taking the increase out of this position and put it in the warrant.

M. Broderick: One of the main reasons we broke it down like that, there are different reasons behind the increases, it should be structured this way to allow the greatest opportunity for people to see the components. When we discussed the positions we wanted to address due to evolution of duties, they suggested we put it in the budget. The second part is the insurance amount for the vacant position. That was the recommendation of the Town Administrator.

J. Sullivan: Should this be a non-public discussion on this issue?

Dr. Shankle: If Council wants to get into that level of detail in their budget, then we have to. They talked about reasons for the increases at the last meeting. There are 2 jobs that have significantly changed and the people are doing things they aren't being paid for. It wasn't on the warrant article because if it failed, they wouldn't be getting paid for the additional things they are doing. The other aspect is to talk about how to express to voters how it came out of the pay equity study. If you want to talk about individuals, we would need to go into non-public. We didn't think you would want to get to that level of detail.

J. Sullivan: I wouldn't say we need to do that. Is there a consensus to go into nonpublic?

T. Lizotte: In terms of the wage increase of \$11,960 how much of that is vacant position?

M. Broderick: \$4,992; remainder is adjustment in other positions.

A. Jennings: During your pay equity study, you gave us 2 options for the cohort libraries which was a 20.4% increase vs. town employees which was a 16.3% increase. What you propose for your warrant article is a 12.7% increase. Will you come back next year to make up the other difference?

M. Broderick: Part of the reason that 2 of our employees were less equitable than the rest of the town is because they were being paid for positions less than what they were doing. Adjusting their wages would bring them more in line with the percentage difference in pay equity that the other library employees have. It would reduce the pay equity study because part of it is recognition.

N. Comai: Back to your question of will Council support your warrant article, to Councilor Lizotte's point, we can't give a recommendation on this. I'd think you have enough supporters to vote for your warrant article. With or without any recommendations; that's the path we don't want to take. We have asked everybody for a flat budget this year. You've done your homework and these people potentially deserve these increases. If that is what you're asking, that is what we need to answer and move on to the next budget.

J. Sullivan: Council can put a warrant article on the ballot; if we choose not to the option is a petition warrant article. I think you could get 25 signatures so that is an easy sell. By getting a petition, it would appear on the ballot regardless of Council's wishes. My question is if it involves money, does the Budget Act require the governing body (us) to indicate a recommendation? We are recommending other warrant articles that have a figure on it. We don't recommend or not recommend petition articles, so we will remain silent.

Dr. Shankle: Either way the Budget Committee will have to make a recommendation.

M. Farwell: I know when I vote I look at the recommendations of Town Council so we take your support, or lack thereof, very seriously. The worst of both worlds is you vote to put it on then you don't recommend. That's why we were looking for a sense of how you were feeling. We may need to go the route of a petition article. The last time this came up (2006 or 2007) we did the piecemeal approach and it didn't work well because of the default budgets and we kept falling behind. We need to address this as they have been doing these jobs and have not been getting paid for them. We were looking to you for the best way for us to deal with this.

D. Winterton: I can't support any warrant article until I have a chance to read it. In my opinion, the safest way is to do it on your own.

M. Farwell: We have brought a budget with no new services; we understood that we should bring in a budget that reflects the services that we currently provide.

N. Comai: I appreciate that you have corrected the pay scale for the children's librarian; to me that is the best foot forward. I feel bad that people working for less than equitable pay but maybe phasing it in is the way to go. Warrant article is the way to go, maybe a petition warrant article.

R. Duhaime: Health insurance benefits and pension are huge. You are looking for more money and I'm consistently saying to other departments to watch employees and salaries.

S. Orr: Staff is one of the most important pieces of a successful business or government. You want to have good people who are happy and in order to do that, they need to be fairly compensated. The benefits/insurance is what it is. We just have to deal with that. We need to remember that not only is it good from a business standpoint, but a human standpoint. We want people to live a good life and be comfortable. We need to stand by our people and treat them well.

D. Ross: The wording of the warrant article is going to be important; keep it as simple as possible. I'd be inclined to vote for it and support it. You need to make voters aware of that report; library is one of the great aspects of this town. A petition warrant article might send the wrong message. I think it stands a better chance on the warrant as non-recommended than as a petition warrant.

J. Sullivan: You asked if we would be supportive of a warrant article; to me if the governing body has the responsibility to put something on for the voters to decide, and we don't support it, what's the point? At this point I don't know what the result would be. If we do a preliminary vote now, that would be on the record. You give a lot of credence to us and we don't want to pre-determine the vote. I think the best approach is a petition article. We need to do a vote now to see if we will support the warrant article.

M. Farwell: I have preliminary wording, I don't know if DRA will approve it.

D. Ross: I'd like to point out that there is an error in your logic. Putting something on the warrant is saying that it's important enough to allow it to be voted on, even if we don't necessarily agree.

J. Sullivan: If we put something on the ballot that we don't support, then we might as well put everything on the ballot.

T. Lizotte: In addition to the \$48,000 I'd like to put the \$4,992 on there as well. It's included in the budget as an increase to a position currently not filled because they can't hire anyone at that level.

J. Sullivan: Based on what Mrs. Farwell just said, will we support this on the warrant?

Consensus to place this on the warrant article.

J. Sullivan: At this point we will not make a motion to recommend. It will be on the ballot but if we will recommend it is still TBD. When will we make the motion to recommend?

T. Lizotte: When they present it.

S. Orr: I'd recommend it.

J. Sullivan: So you will need to come back so we can vote on it.

Dr. Shankle: To be fair, they know they do not have to get a petition article; that's all you've said so far.

N. Comai: We have to think about the taxpayers and we have to be consistent with all the budgets.

M. Farwell: My feeling is it would make it easier to bring it in as a petition so there wouldn't be anything on record.

J. Sullivan: If a petition article, we as Council would not have to make a recommendation, but because it's monetary, you still have bring it to the Budget Committee, according to the Budget Act.

M. Broderick: We put the children's librarian in the budget because of the health insurance. The bump in pay for the position tied to the health insurance made more sense going on the budget instead of dividing it between the budget and potential warrant.

T. Lizotte: Because it is an unfilled position and your warrant is looking for money to address a pay equity issue, I think it should go on the warrant. I'm looking for a happy medium.

M. Broderick: Would you treat them as separate portions from the insurance and salary? The biggest effect on the whole budget is this position's health insurance.

T. Lizotte: Benefits is a different situation; I was looking at it from the salary side.

A. Jennings: I'd agree with the separation of the wages versus the benefits; it should be on the warrant as it is a pay equality issue.

D. Winterton: If the position is unfilled because of pay inequity, I'd suggest it go on the warrant as well. If we end up with a default budget, you may end up with the default budget but get the warrant passed.

M. Farwell: What is the next move with the budget?

Dr. Shankle: We will do as much as we can next week; Council has already looked at most of the warrant articles. I'm hoping to be finished up next week so we can send it to the Budget Committee. We may have to finish up on January 28 but that agenda is pretty full already. February 25 is the deadline for petition warrant articles.

J. Sullivan: Mr. Couture and Mr. Hess are here to discuss the Conservation Budget.

S. Couture: Our budget is easy, there are no problems.

R. Duhaime: We want to conserve land, but there is never money put in to fund it.

S. Couture: Our budget is limited because we have worked with Dr. Shankle and JoAnn Duffy to coordinate so Carolyn could be our staff, and that line moved to Community Development.

J. Sullivan: Let's move to the warrant article.

S. Couture: This meets DRA approval for language requirements. *"To see if the town will raise and appropriate the sum of \$1,050,000 to develop the Merrimack Riverfront Trail System, provided that the town receives \$950,000 in offsetting revenue from grants, conservation funds, Recreation Impact Fees, and private sources by June 30, 2020; the balance of \$100,000 to be raised from general taxation. This is a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the trail system is completed or by June 30, 2020, whichever is sooner. The one-time estimated tax rate impact is \$0.06."* We are asking for \$100,000 to develop a 1.8 mile trail system on the Merrimack Riverfront property that was recently acquired. We have applied for grants that are almost \$700,000 in total. I believe on your agenda tonight is a recommendation for \$100,000 of the recreation impact fees to go towards the trail system.

J. Sullivan: It's not on tonight's agenda but will be on a future agenda.

S. Couture: Parks & Rec has already approved \$100,000; I was hoping to have an answer on a major grant we applied for through DOT but they will have that next week. We have applied for another grant and we have dedicated \$100,000 from the conservation fund towards the project in addition to the funds we have already spent to acquire the property. We are asking residents to pitch in 10%. It's been highlighted in community profiles from 2001 to now about wanting more trails and access to open space. This is our implementation effort.

S. Orr: Is there a reason why the first line is for the total instead of simply saying \$100,000? Voters will look at that and think that is the amount we're asking for. I'm sure there is a legal reason for it.

C. Soucie: Under the Budget Act, you have to gross appropriate everything. That is the total cost, but showing the offsetting revenue, just like we do with all of our budgets.

S. Orr: Can we reverse the order?

C. Soucie: I can ask DRA; I've never seen it reversed.

T. Lizotte: If the warrant fails, does that mean you can't spend money from the grants for that project?

C. Soucie: No means no; you cannot accept the grants.

D. Hess: I respectfully disagree. If the Conservation Commission receives grants towards this project, even if the warrant fails, there is a separate statutory authority for the Conservation Commission to act on those issues.

T. Lizotte: I think we need clarity to be sure; we are saying to raise \$1,050,000.

R. Duhaime: You didn't include that this would be a hook up to the Heritage Trail.

S. Couture: It's not part of how the Heritage Trail was envisioned. For the grant application we made the case that this has the potential to start to work north towards Concord. The sell point is not within the warrant article, it's if the warrant article gets passed we have to communicate what this means and show people maps of what their 6 cents will get them.

N. Comai: My question revolves around moving the part time employee's money to Community Development; is this dollar amount under part time employees. I'm not sure if we need to discuss this in non-public?

Dr. Shankle: They no longer need an hourly employee to do their minutes. No money got moved.

D. Ross: They had to put a number on this plan to apply for these grants; I'm presuming that if the article fails it won't stop them from getting these funds because they aren't contingent on the town having to share in it. Am I correct?

D. Hess: Many of these grants are contingent on getting a matching commitment from the town.

D. Ross: That is why it's worded as is; it is a complete plan for a trail system worth over \$1 million.

D. Winterton: Does the town contributing impact fees, say the town is contributing to this project?

S. Couture: Yes. The town has committed, once you approve impact fees, \$200,000. There is also \$67,000 in the budget for private fundraising.

D. Winterton: Maintenance costs?

S. Couture: Based on our established relationship with Kiwanis, ballpark estimate is \$3,000 per year. That is why we have a conservation fund for stewardship and staff from Parks & Rec that help out.

Dr. Shankle: We need to get a legal opinion on this warrant article. I feel uncomfortable with the notion that if there is something conservation can spend without voter approval, asking them to approve it and then ignoring what they tell you to do makes me uncomfortable. If we can not ask them to do it, that would be good. I think we need to get a legal opinion on that.

S. Couture: We have to look at the ability of the conservation fund that we have as the entity that does not need an appropriation according to state law. That might be the avenue that allows us to not have to include the appropriation language, but we will have to look into that.

J. Sullivan: We will do one more budget and finish up next week.

C. Soucie: I have the Sewer Commission budget; it passes through the Council and the Budget Committee makes changes to it, but I can invite Bruce to come to next week's meeting if you would like.

J. Sullivan: Yes, we would so we will have him first up next week. On behalf of the Council, I'm going to close both public hearings on Clay Pond Stewardship Plan and Conservation Easement.

***T. Lizotte motioned to waive the rules in regards to voting on the Clay Pond Stewardship Plan and the Conservation Easement. Seconded by D. Ross.
Vote unanimously in favor.***

NEW BUSINESS

a. 15 – 001 Clay Pond Stewardship Plan

***D. Ross motioned to approve the Clay Pond Stewardship Plan. Seconded by S. Orr.
Vote unanimously in favor.***

b. 15 – 002 Conservation Easement

***T. Lizotte motioned to approve the Conservation Easement. Seconded by S. Orr
Vote unanimously in favor.***

***T. Lizotte motioned to authorize the Chair to sign on behalf of Town Council for the Conservation Easement for Map 4, Lot 34 and Map 4, Lot 35. Seconded by D. Winterton.
Vote unanimously in favor.***

SUB-COMMITTEE REPORTS

D. Ross: Nothing to report.

D. Winterton: Planning has issues with the sewer (Walmart project) that are ongoing.

J. Sullivan: Old Town Hall Preservation Committee is moving along quite well; we received the breakdown of aspects of the project in various areas on what the cost will be. We have a meeting tomorrow to review at 11 am in Chambers. We plan to have a public input session to update what we are looking at.

N. Comai: Union negotiations are ongoing.

S. Orr: Hooksett Youth Achiever met; Tiffany Verney and I have been working on updating and expanding the outreach list and creating a comprehensive database; we have an updated letter and plan a mass mailing to go out in the next couple weeks to bring in more nominations.

R. Duhaime: Nothing to report.

A. Jennings: Nothing to report.

T. Lizotte: Hooksett Youth Achiever met and picked a candidate that will be presented in the near future.

PUBLIC INPUT

None

NON-PUBLIC SESSION

- **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 9:25pm. Seconded by T. Lizotte.

Roll call

R. Duhaime-Yes

S. Orr-Yes

D. Ross-Yes

A. Jennings- Yes

N. Comai- Yes

D. Winterton- Yes

T. Lizotte-Yes

J. Sullivan-Yes

Vote unanimously in favor.

5 Minute Recess.

D. Ross motioned to extend the meeting from 9:30pm to 9:40pm. Seconded by D. Winterton.

Vote unanimously in favor.

D. Ross motioned to extend the meeting from 9:40pm to 9:50pm. Seconded by T. Lizotte.

Vote unanimously in favor.

D. Ross motioned to extend the meeting from 9:50pm to 10:15pm. Seconded by D. Winterton.

Vote unanimously in favor.

J. Sullivan motioned to exit non-public at 10:15pm. Seconded by R. Duhaime.

Vote unanimously in favor.

A. Jennings motioned to seal the non-public minutes of 1/14/15. Seconded by S. Orr.

Vote unanimously in favor.

D. Ross motioned to adjourn at 10:15pm. Seconded by R. Duhaime.

Vote unanimously in favor.

NOTE: The Town website www.hooksett.org may have attachments to these Town Council minutes for documents referred to in the minutes, reading file material, and/or 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

Donna Fitzpatrick

From: Marc Miville <MMiville@acosta.com>
Sent: Thursday, January 08, 2015 10:07 AM
To: Donna Fitzpatrick; Carolyn Cronin; Dean Shankle
Cc: stevedeb4@comcast.net
Subject: FW: Council Agenda item - 1/14 Community Profile final report

Follow Up Flag: Follow up
Flag Status: Flagged

From: Marc Miville
Sent: Thursday, January 08, 2015 10:05 AM
To: 'jsullivan@hooksett.org'; 'ajennings@hooksett.org'; 'dpross@usa.net'; 'ncomai@hooksett.org'; 'dwinterton@hooksett.org'; 'slovasorr@hooksett.org'; 'jlevesque@hooksett.org'; 'rduhaime@hooksett.org'; 'tlizotte@hooksett.org'
Subject: Council Agenda item - 1/14 Community Profile final report

Good morning Councilors,

As a follow-up to the successful Hooksett Community Profile event on November 7th and 8th, the final report that outlines the results of the Profile event is now available for the Town Council's review and hopeful subsequent Council action taken on the results.

It is a 51 page comprehensive process report, but it's in very large print, and with event photos, for easy reading. Takes only a short time to review the report.

Please examine the final Community Profile report prior to next week's Council meeting on 1/14.

I am on the meeting agenda, to briefly present the final report. Steve Couture will also be presenting his plans for a Community Center, and seeking your approval.

The Hooksett Community Profile report can be viewed on the town's hooksett.org website link >
http://www.hooksett.org/Pages/HooksettNH_BComm/CPC1/Hooksett%20CP%20Report%2012-15-12%20FINAL.pdf

To also find the link path on the Hooksett town website --

On the hooksett.org home page website, go to the top of the home page -- Click on Boards and Committees - then go to the Community Profile Committee line -

then find and click on the Community Profile 2014 report line.

Citizen Action Group component ideas include --

A Harmony Community Center group, an Economic Development group, a Communications group, an Education long term planning group, a Town Transportation group, and a Parks and Recreation group.

Please contact me at mmiville@hooksett.org or 603-340-3840 for further details... though you all know where to find me... ☺

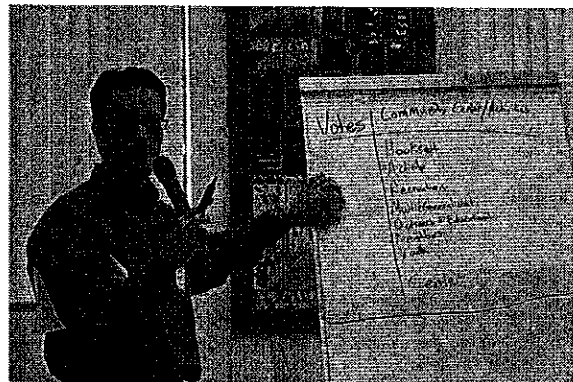
Let's get started, together... or the planned future ideas will not get accomplished at all.
The Council's oversight is vital to the Profile event's success and the town master plan.

Thanks and regards, Marc Miville, Hooksett

VOTING RESULTS: PRIORITY PROJECTS AND SOLUTIONS

of votes

- 47 Hooksett Activity Recreation Multi-Generational Outreach and Educational Neighbors Youth Center (HARMONY)
- 47 Create position responsible for the function, direction and execute vision and direction for economic development. Position leads the Economic Development Advisory Committee
- 42 Long range planning committee (re: education)
- 27 Create a bike path/walking trail along railroads from SNHU to Village
- 25 Adopt a "complete streets" strategy for new construction/reconstruction projects incorporating multi-modal transportation
- 17 Communication and dissemination of information
- 15 Welcome packet to new residential people. Also to prospective and existing businesses
- 11 Cable Access Channel, Internet
- 9 Traffic light at GE on Rt. 3 to alleviate congestion at that point and facilitate development
- 9 Bring in private companies (vans, taxis) to provide alternative transportation, give 3 transportation vouchers (transferable) to each resident (paid by town when redeemed)
- 9 Create labels/signage for trails, trailheads and parking
- 8 Create a volunteer group to plan and execute recreational opportunities (all ages)
- 4 Communicating present information
- 4 Address infrastructure issues (water, sewer) roads – improve
- 2 Examine regulatory process to avoid delays



ACTION GROUPS

After the voting, the groups were to focus in on the top project from each topic. Participants were asked to volunteer to work on Action Groups for each topic area and consider the top priority as identified through the Community Profile. Participants self-selected into Action Groups of interest to them. Action Groups met to exchange contact information, identify a group leader, identify who else might be involved with the topic and to plan a first meeting.

Action groups planned to begin meeting later in November or early December 2014. Action groups will meet with the Steering Committee in January 2015 to discuss their progress and share next steps. These participants signed up for action groups at the Community Profile. For an updated list contact the Town of Hooksett.

Group 1 – Community Center/Activities

Contact: Steve Couture

Matt Lavoie
Maureen Hirtle
Bea Slavin
Jenifer D’Urso
Allan Whatley

Patrick Gosselin
Maureen Hall
Robbie Grady
Todd Rainier
Gerald Quinn

Irene Ayers
Kara Reynolds
Frank Kotowski

Group 2 – Economic Development

Contact: Steve Korzyniowski

Matt Mercier
Ed Durso
Will Ashworth

Dick Pingree
Mary Farwell
Judith Shapiro

Frank Kotowski

Group 3 – Education

Contact: John Lyscars

Adam Jennings
Tabitha Jennings

Bill Fournier
Matt Comai

Allan Whatley

Group 4 – Recreation Assets

Contact: Mike Horne

Gabe Roxby
Norman Milliard

Paulette Wilcott
Roxanne Kate

Group 5 – Multi-modal Transportation

Contact:

Freb Hunt-Bull
Brian Tilton
Ivan Gult

(Ask) Town planner
(Ask) Goodale’s Bike Shop
(Ask) Dept. of Public Works

(Ask) Hooksett Highway Department

Group 6 – Communications

Contact: Matt Barrett

Joan Lauterborn
Joan Stenquist

Nancy Comai
Ken Kuerbe

* Per notes at the Profile. Action Groups will continue expanding membership

Memorandum

To: Hooksett Town Council
From: Steve Couture, Facilitator, 2014 Hooksett Community Profile
Date: 01/14/2015
Re: Council appointed committee: HARMONY

Background

The idea for a council appointed committee started Friday evening with the facilitated discussion focused on Fostering Healthy Families, Individuals and Youth (UNH, p. 18, p. 34). This was then further defined in Saturday's discussion focused on Community Center and Activities. They identified one Priority Project and Solution: Hooksett Activity Recreation Multi-Generational Outreach and Educational Neighbors Youth Center (HARMONY) (UNH, p. 45). This concept received 47 votes and tied for top vote recipient with establishment of an economic development position (UNH, p. 47).

Request

A Town Council appointed commission. The request for a commission and its membership was identified as a means to emphasize the importance of the effort and to stress the diversity intended for HARMONY implementation. The list below reflects the discussion of the community members that participated in the November 8th discussion.

1. Students (2). One High School, One Middle School
2. School Board
3. HYAA
4. Library
5. Hooksettites
6. Town Council
7. Parks and Recreation Advisory Board
8. Business Interests (2): One large corporate, one small local
9. Kiwanis
10. Lions Club
11. Visioning representatives (2). Participants of Saturday's Community Center and Activities group discussion if not otherwise represented in the above appointments.

Town Staff (support as needed other than standard posting of agendas and minutes)

Community Development Parks and Recreation Community Services

Tasks:

1. Needs assessment
2. Options and alternatives based on needs assessment and intent of HARMONY discussions
 - a. Though not part of the acronym, thoroughly investigating a non-profit funding scenario as part of the funding options and alternatives to address the needs.

Reference:

University of New Hampshire Cooperative Extension (UNH). 2014. *2014 Hooksett Community Profile*. Retrieved December 28, 2014 from http://www.hooksett.org/Pages/HooksettNH_CommDev/Hooksett%20CP%20Report%2012-15-12%20FINAL.pdf

Strengths

- Great churches
- Good schools (half day kindergarten and afterschool programs)
- Good library programs, such as including preschool, senior, technical, Lego program in addition to CDs and books.
- Access to doctor and hospitals
- Recreation areas, parks, sports – Fun in the Sun
- Fire department and emergency services
- PTA
- High school options
- Good access to highways
- Active scouts
- Community gardens
- Local food pantry – Kiwanis
- Community Kitchen – Congregational Church
- Kid's closet
- Family services program – adopt a family
- Salvation army
- Knitting group – hats scarves
- Hooksettites
- HYAA sports

Challenges

- Financial for improvement (dollars)
- How to accomplish improvements without tax dollars. Self-funded programs – 501 (c) (3) structure
- No government involvement (coordinate only)
- Publicize available social programs in order to gain additional volunteers
- Publicize town website
- Prioritize issues of importance
- Electronic messages vs. paper newsletters
- Need is always growing
- Options other than sports for kids
- Lack of swimming facilities
- Trying to change how to provide education to students more effectively
- For Hooksett High School students the current situation is fragmenting them from being part of a community

Vision for the Future

- Most progressive high school in the state
- Sr. Social center
- Swimming area – pool
- High School and Senior Complex – integration (educational community center)
- Marketing efforts already happening
- Community access channel
- Larger police force
- LISTEN – (similar to program in Lebanon) to tie everything together re: social services
- Old Home Day – provide social services information and do it more frequently
- Adult sports

p. 18

**Group 4
Fostering Healthy Families, Individuals &
Youth**

1. High school/senior center – community center which is innovative
2. Improving/growing communication of what we already do and volunteer opportunities
3. Innovative, creative ways of funding social services for the community
4. Getting people more involved
5. Options in general for kids and adults – drama, swimming, etc.

Community Center/ Activities

Small Group Facilitator:
Steve Couture
Recorder:
Matt Lavoie

Group 1 – Community Center/Activities

Saturday Morning Discussion

Projects and Solutions

1. **New Building**; old buildings don't have parking/accessibility
2. **Survey other communities**; see what they did, what works; **Needs Assessment**; **Social Services**
3. **Combine High School/Seniors**; **lifelong services**
4. **Marry sports with Senior Center for all to use**; partner with SNHU
5. **Needs Assessment**
6. **Community Center**:
 - **Multi-purpose**
 - **Seniors**
 - **Youth activities**
 - **Athletic facilities**
 - **School System connection**
 - **Outdoor trails, fields**
 - **Not just recreation**
 - **Welcome Center**
 - **Social services**
 - **Library**
 - **Form a committee**
 - **With Performing Arts**
- **Funding**
- **Invest in community**; vote for \$ investments into – 501(c)(3)
- **Funding model in Lebanon**
- **Run by volunteers**

p. 37.

Group #1 – Community Center/Activities

Vote

1. **Hooksett Activity Recreation Multi-Generational Outreach and Educational Neighbors Youth Center (HARMONY)**

No others identified.

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