TOWN COUNCIL MEETING MINUTES Wednesday, February 25, 2015

CALL TO ORDER

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

ROLL CALL – ATTENDANCE

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

PLEDGE OF ALLEGIANCE

Moment of silence for Leo Hebert

SPECIAL RECOGNITIONS

APPROVAL OF MINUTES

a. Public: February 11, 2015

J. Levesque motioned to accept the public minutes of February 11, 2015. Seconded by D. Ross. Vote 4-0 in favor; N. Comai, R. Duhaime and A. Jennings abstained due to prior absence.

a. Non-public: February 11, 2015

D. Ross motioned to accept the non-public minutes of February 11, 2015. Seconded by J. Levesque.

Vote 4-0 in favor; N. Comai, R. Duhaime and A. Jennings abstained due to prior absence.

AGENDA OVERVIEW

Chair Sullivan provided an overview of tonight's agenda.

PUBLIC HEARINGS

None

CONSENT AGENDA

- a. Donation of \$500 from HealthTrust to the Hooksett Joint Loss Management Committee to support staff in workplace health & safety
- b. Donation of \$20 in movie theater gift certificates from Renee Dudley to the Hooksett Family Services Dept.
- c. Acceptance of an in kind match grant of \$1800 from NH Dept. of Homeland Security to the Hooksett Police Dept. for software installation of Brandon Copsync on all in-cruiser computers, dispatch consoles and administration computers within the police station.

N. Comai motioned to accept the consent agenda as written. Seconded by A. Jennings.

D. Ross: I have a question on the matching grant. Because of the acceptance from Homeland Security, now we will be spending \$1,200/year for maintenance. Is that going to go in the police budget?

Dr. Shankle: Most of the software costs go into the administration budget, so I presume that is where it will go.

Vote unanimously in favor.

TOWN ADMINISTRATOR'S REPORT

- We received a letter of resignation from Robert Worrell from the Recycle & Transfer Committee. We need a motion to accept his resignation.
- J. Levesque motioned to accept the resignation of Robert Worrell from the Recycle & Transfer Committee with thanks and appreciation. Seconded by A. Jennings.

 Vote unanimously in favor.
- J. Sullivan: This vacancy and any other committee vacancies will be posted on the website.

- I received an email from a resident (John Lewis) praising the work the DPW is doing on the roads with all the storms we have had.
- I received a letter from Congressman Frank Guinta regarding his sponsorship of legislation which, if enacted, would repeal the Cadillac Tax mandated under the Affordable Care Act. I know that is something Council is concerned about so I wanted to bring this up.
- Regarding the roof collapse at Carrington Farms: We (Mary Farwell Salvation Army; Joy Buzzell Family Services; Hooksett Fire Department; Hooksett Police Department) have spent a lot of time trying to help residents. The Red Cross has been sheltering them at Cawley but that will end Friday morning. The work to repair the roof will not be done for 4-8 weeks, and we are working with the residents to see what we need to do for them, and we are doing the best we can to help them. Cawley School has been opened for them. We are meeting with the tenants again tomorrow. Joy from Family Services is working with them because as of Friday morning, the Red Cross is closing up. There were 30 units affected.
- We did find out that the town does own the Lilac Bridge. The state did us a favor in the 1950's
 and started maintaining it. They said they would maintain it until a new bridge was built, which we
 know took over 20 years. We are still waiting for word from the state on approval to move
 forward.
- D. Ross: I saw the letter and it only talks about maintenance; it doesn't talk about ownership. I'd like to see something that says the town of Hooksett built and owns it. Did we build it as a town?
- Dr. Shankle: Yes, in fact business owners in town underwrote a bond and the town paid them back over time. There are several letters in the file that explicitly say it is the town's bridge.
- R. Duhaime: I just want to echo the previous resident's sentiments that the highway department is doing a great job. I'm sure he is over his salt and overtime budget. I'm just curious if there are any other problems or issues and how smoothly things are going over there.
- Dr. Shankle: He is down 3 people right now and still managing to do a great job.

PUBLIC INPUT: 15 Minutes

None

NOMINATIONS AND APPOINTMENTS

None

SCHEDULED APPOINTMENTS

- a. Union Representatives
- J. Sullivan: There are no representatives here tonight, so we will move on.

OLD BUSINESS

- a. 14-101 Warrants Library petitioned warrant article
- J. Sullivan: The warrant article states: "To see if the town will raise and appropriate the sum of \$49,744. This sum represents the additional costs over the current compensation rates attributable to an increase in salaries and benefits to address pay equity issues for library employees when compared with the salaries and benefits of other Hooksett municipal employees. The passage of this article will establish pay parity between Hooksett library employees and other Hooksett municipal employees. Salaries = \$43,902; Taxes (FICA) = \$3,358; NH Retirement = \$2,484."
- M. Broderick: Mary Farwell is with me as well as other library trustees Tammy Hooker and Barbara Davis and our librarian Heather Rainier. We are very passionate about this item. We followed your advice and what we took away from the last meeting was the idea this item would best be served as a warrant article. Luckily we received over 100 names; we needed 25. We are still collecting as part of our outreach to inform citizens of our petition article. We'd be happy to answer any questions if you have them, now that we have the finalized wording. We have made an update to Tab 6 of the pay equity study handout that we previously gave to you (attached). We also moved some things from the equity to the budget. On the far right, the bottom line number is the number on the warrant article (\$49,744).

- J. Sullivan: We need to place this on the ballot and, as we recently learned, the Council actually does have to make a recommendation. In 2008, the voters voted on a separate warrant article that states all articles need a Council recommendation complete with a tally of votes and the estimated tax impact.
- M. Broderick: The tax impact is not on there, but I believe it is \$0.03 per thousand.
- D. Ross motioned to place the Library petitioned warrant article on the ballot. Seconded by S. Orr. Vote unanimously in favor.
- N. Comai: Before we vote to recommend, can we double check the tax impact to be sure?
- B. Davis: It is \$7.50/year on a \$250,000 house. That was the information I got from the Finance Director.
- J. Sullivan: We will get clarification on that.
- C. Soucie: \$0.03 is correct.
- N. Comai motioned to recommend the library petition warrant article as written. Seconded by S. Orr.

Roll Call

R. Duhaime – No

S. Orr – Yes

D. Ross - Yes

J. Levesque – Yes

A. Jennings – Yes

N. Comai – Yes

J. Sullivan - Yes

Vote 6-1 in favor.

- M. Farwell: I'd also like to add that the library is sponsoring a school board forum on March 2 from 6:30-8:00 pm with a meet and greet at 6:00 pm. You will be able to ask questions and get to know the candidates as some of them are new to running for elected office. We will videotape it and put it on the library website.
- J. Levesque: On the updated sheet you handed out, what are the abbreviations on the left hand side?
- M. Broderick: Library Director, Assistant Director, IT Support Specialist, Youth Services Librarian and Circulation Supervisor.
- M. Farwell: We appreciate the Council's support of this warrant article. I believe it really makes a difference to the voters to have that recommendation.
- M. Broderick: We will do our best to educate the community on this item, but seeing your support is very meaningful.
 - b. 14-068 Vote on discontinuance of portion of Industrial Park Drive
- J. Sullivan: Nick Golon from TF Moran and Dave Coburn from GE are with us.
- Dr. Shankle: Council told them to go through the process and get all the other approvals needed. They have done that and now they are back.
- R. Duhaime: I assume everything went smoothly Monday night at the Planning Board meeting and that is why you are here?
- N. Golon: Yes
- D. Coburn: I'm a project manager with GE Aviation. We've been working on a 55,000 square foot expansion that would cross Industrial Park Drive. I'm here with Nick Golon from TF Moran and also Ron Bretton frm GZA, 2 key members of the team that got us to this point.

N. Golon: Relative to the request there is a portion of Industrial Park Drive that runs from the property line with lot 18-43 and 18-45 as shown on the lot consolidation plan to the proposed right of way line along Lehoux Drive. This is an area of 1.5711 acres and would be the portion of the existing right of way in which we are requesting to be discontinued. We met with the Planning Board on Monday, and the project from a site plan prospective was approved.

- R. Duhaime: I am assuming the abutters are in agreement and all the requirements have been met.
- J. Sullivan: Were there any questions from the Planning Board?
- N. Golon: Yes, the roadway impact fee was discussed relative to what would be an appropriate fee for GE to pay. They are paying what your regulations require. We discussed the traffic access and impact study which was the catalyst for the impact fee.
- D. Ross: Is there still going to be a public hearing at the Planning Board after traffic study?
- N. Golon: That has already taken place. The traffic access and impact study was completed and submitted to DOT. We received their comments, and they are in agreement with the assessment of the traffic study that it would not be necessary to install a light at that south loop of Industrial Park Drive. Appropriate mitigation would be a southbound right hand turn lane (75') for the project's impact.
- R. Duhaime motioned to approve the discontinuance of a portion of Industrial Park Drive, as shown on a plan titled Lot Consolidation Plan, GE Aviation Plant Two Expansion, prepared by TFM, Sheet 6 of 23, dated December 16, 2014, revised January 28, 2015. This discontinuance will result in the elimination of the loop roadway creating two separate roadways. The Community Development Department will receive all deeds and easements prior to the Planning Board Chair signing off on the site plan for recording purposes. This motion also authorizes the Town Administrator to sign any required documents pertaining to this action. Seconded by J. Levesque.
- N. Comai: Are all actions taken?
- R. Duhaime: Once the plan is approved by the Planning Board, the Chair signs it the next day. Once they get all the main plans and everything they are actually going to build with all the changes (if there are any), if anything is different on the plans, they would come in with a full plan set, the Chair would sign them and now he can build, as long as the Council and Town Administrator sign off on it. I'd like to add that it's 1.5 acres of roadway the town is discontinuing, however it's referenced in the plan.

N. Golon: I'd like to add, jus for clarification, that it is sheet 1 of 1.

Roll Call

N. Comai - Yes

D. Ross - Yes

A. Jennings – Yes

R. Duhaime – Yes

J. Levesque – Yes

J. Sullivan - Yes

Vote unanimously in favor.

NEW BUSINESS

- a. 15-009 Union Contract Signing
- J. Sullivan: We approved the contract at our last meeting last Friday, so this is just the signing.
 - b. 15-010 Vote on Town Charter Changes Sections 5.9 Independent Audit & 9.1 Town Report for ballot

Dr. Shankle: We are going to pass over this because before you approve to move forward any further, we need to get something back from the Secretary of State approving it. The Town Clerk has sent it in but we have not received anything back yet. They are supposed to have it back to us in time; if not, I'd

suggest to put it on the warrant for this year. I wouldn't suggest having a special meeting for those so we will just move it to next year if we have to, but hopefully they will get it to us in time.

- J. Sullivan: Would it be appropriate to motion to authorize the placement of these articles on the ballot subject to receiving approval from the Secretary of State?
- Dr. Shankle: I would have said yes but after reading the RSA is pretty clear that you need to have something from the Secretary of State prior to voting.
 - c. 15-011 Merrimack County Savings Bank Contract
- C. Soucie: After researching several banks, they did offer favorable rates of .25%, and they are approved to do municipal business in the state of NH.
- D. Ross motioned to authorize the Council Chair to sign the contract with Merrimack County Savings Bank to establish a banking relationship for the Town of Hooksett. Seconded by A. Jennings.
- N. Comai: Why the acceptance with interest rates since it matches another bank on the list. What were the attributes of bank you chose?
- C. Soucie: We can't have all our money in one bank. There is an 80% rule stating that no more than 80% of our money can be in one bank. The majority is at Citizens Bank followed by People's United Bank. We are trying to get more banks with better rates. We used to do business with a couple of other banks and they stopped serving municipalities so we are looking for other options.

Vote unanimously in favor.

- d. 15-012 Town of Hooksett Personnel Plan Amended Nepotism Policy
- Dr. Shankle: The current nepotism policy says that 2 employees related or living together can't work in the same department, which is a little unusual. Normally, policies talk about supervising one another. Over the last few years, the Fun in the Sun program was hiring siblings. The Personnel Policy says the Town Administrator can make exceptions to the entire Personnel Policy, and because we needed people to do this for the Fun in the Sun program, I made those exceptions for a couple years. However, it's now becoming institutionalized to the point where I am uncomfortable with it, and if I am going to continue to do it, I'd like to know if the Council would like to hold on to the nepotism policy it has or give us a little more flexibility through the policy itself rather than me just ignoring the policy on a regular basis which I feel uncomfortable doing.
- D. Fitzpatrick: You have my recommended changes in front of you. Basically it's saying if you are in the same department, if a new employee that you aren't supervising or you are not being supervised by a current employee that falls under the definition of relative or the other definitions listed under nepotism. That is for the purpose that if we fall under disciplinary action, you would have to discipline someone you are close to.
- J. Sullivan: If I was department head, we couldn't hire my wife or brother; but these changes allow for that?
- D. Fitzpatrick: We want to ensure that it's any direct report position; i.e. if the Public Works director had a child working for the Fun in the Sun program. That would be allowed since there is middle management that supervises directly. There is another section that we want to add a statement to the grievance appeal procedure. If a direct supervisor concurs with the original discipline they gave the employee, they can go to the next level which would be department head, but since they are related it would skip and go up the chain to the next level.
- J. Levesque: It's going to happen with these summer jobs. I think we should stay away from it as best we can. If they are in different departments, that is fine, but it can become a mess I would think.
- A. Jennings motioned to adopt the amendments to the Town of Hooksett Personnel Plan Sections 2 and 6 as attached, effective 02/25/2015. Seconded by D. Ross.

Vote unanimously in favor.

SUB-COMMITTEE REPORTS

- J. Levesque: The Transfer Committee met last night but I was unable to attend, however I will refer to minutes: Recycling is down due to weather and possibly with the kids being home for February vacation things will pick up. The electronic disposal fee is costing the town money. She wants to increase the disposal fee by, possibly, 4 cents per pound. She will be coming to Council with that. Earth Day is scheduled for April 25; since they started curbside recycling they have not had much participation. She is hoping to get the word out about it. Last year the paper shredding was a big draw to get people to attend. People have been putting their barrels out even with the amount of snow we have had. By 6:30 am it is posted online and on the phones whether they will pick up recycling that day. She is encouraging people to check before putting out barrels. We received the resignation of Robert Worrell as discussed earlier, so they are looking for another member.
- D. Ross: Nothing to report.
- J. Sullivan: Town Hall Preservation Committee is meeting Monday at 11:00 am to review the bids for the repair of the tin ceiling.
- N. Comai: Nothing to report.
- R. Duhaime: Nothing to report.
- A. Jennings: Nothing to report.

PUBLIC INPUT

J. Sullivan: We have some guests in the audience. I received an email from Alyssa Cote, a nursing student from St. Anselm's. They are doing a community research project. I told her to contact our Health Inspector/Code Enforcement Office, Dr. Shankle, and Joy Buzzell with Family Services.

Alyssa Cote: I am here with Jen and Tyler and we are nursing students from St Anselm College. We are working on a community health project on the town of Hooksett. We are examining the town from the community health nursing perspective and finding what the health of Hooksett is and policies related to the health aspect.

Jen: I am the team leader for this project. My job is to get an overall view of the town, history, etc. I've spoken to the Heritage Commission and the Historical Society to see what the history of Hooksett is. Other aspects include school, environment, politics, business, and infrastructure. The point of the project is to get an overall sense of how Hooksett works in each of these sections. The final project is to write a paper on what we think the strengths of Hooksett are and some of the potential problems, regarding health.

Tyler: I am working on the environmental aspect. I have met with the Sewer Commission, Water Precinct, and Parks and Rec.

J. Levesque: When you are finished, would you provide the town with a copy of your report?

Jen: Yes, Todd Rainier has requested a copy, and we will send it to you also as well as Matt Lavoie.

D. Ross: Have you reviewed the town survey results?

Jen: Yes, Todd Rainier pointed that out to me, and I plan on using that for my portion which is an overview of the town, how the residents view the town and what they feel are issues and strengths within the town.

- D. Ross: And the community profile that was just completed by UNH Cooperative Extension.
- R. Duhaime: Where are you from and how did you end up with Hooksett?

A. Cote: I am from Methuen. We ended up with Hooksett because we went by town size and somewhere that was close to us.

Jen: I am from Maine. We also chose Hooksett because I know someone who is from the town.

Tyler: I'm from Woodsville, NH.

J. Sullivan: Thank you for coming in and if you'd like to come back and share your findings we would appreciate that.

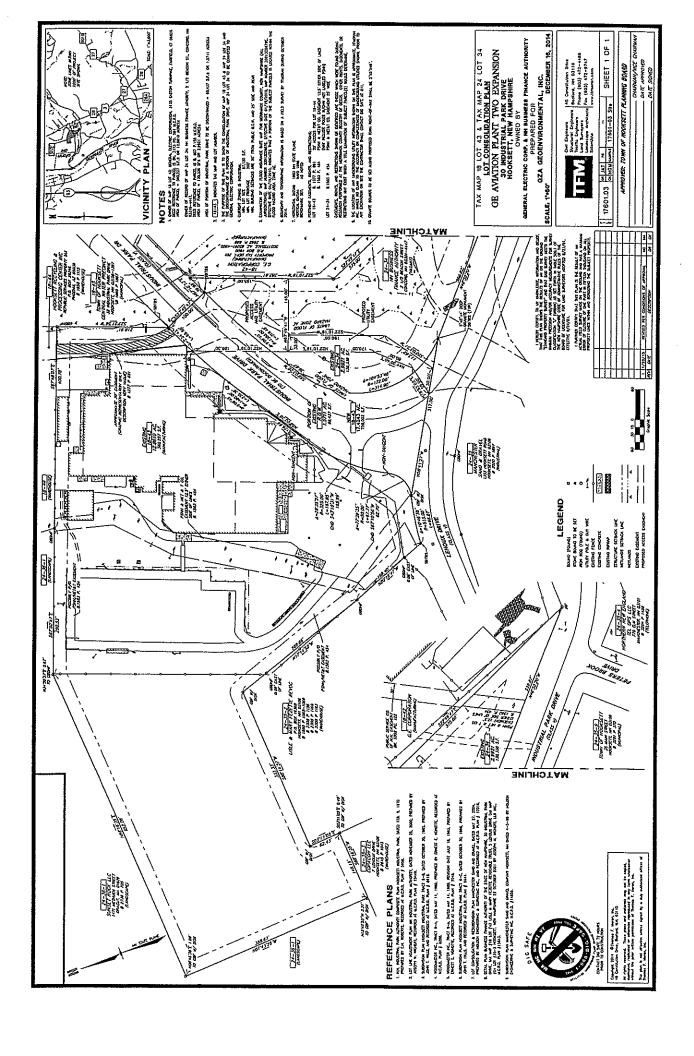
Dr. Shankle: I'd just like to remind you that beginning next Friday, I will be gone for 2 weeks to Jordan. Please contact Christine Soucie with anything you would normally go to me for.

N. Comai motioned to adjourn at 7:25 pm. 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



Warrant Increase \$6,885 \$4,888 \$5,865 \$6,582 \$4,658 \$3,076 \$3,115 \$1,533 \$839 \$1,865 \$43,902 \$4,596 \$22,234 \$3,358 \$2,484 Amount for Warrant article New New Hourly Annual \$32.84 \$68,307 \$24,92 \$51,834 \$52,48 \$52,48 \$44,678 \$22,072 \$26,090 \$20,902 \$19,525 \$17,873 \$8,732 \$21.48 22.40 14.90 13.54 15.40 16.85 4,264 4,992 2,704 11,960 915 1,336 14,211 Budget Increase 47,050 45,011 40,082 New Annual Amount for budget \$ 22.62 \$ 21.64 \$ 19.27 New Hourly 6,582 4,658 3,076 3,115 1,533 839 \$1,865 51,865 Annual 1.2% Diff \$ Annual 553,937 11.2% \$ 6,8 4.8 5.51,834 10.4% \$ 4,8 1 554,575 10.8% \$ 4,3 1 544,575 19.5% \$ 7,3 5 252,059 14.7% \$ 33,5 Other Town of Hooksett employee's 40.0% \$
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AD
ITSS
YS Llb
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F-T sub totals P-T YS Assis Circ/IT assis GKA - Adams AA - Alwyn SL - Lippman Admin Assis Custodian Total Payroli