

TOWN COUNCIL MEETING MINUTES
Wednesday, April 8, 2015

CALL TO ORDER

Chair Sullivan called the meeting to order at 6:35 pm.

ROLL CALL – ATTENDANCE

Donald Winterton, Nancy Comai, James Levesque, Adam Jennings, Robert Duhaime, D. Ross (arrived at 6:45 pm), Chairman James Sullivan, Dr. Dean E. Shankle, Jr. (Town Administrator)
Missed: T. Lizotte, S. Orr

PLEDGE OF ALLEGIANCE

SPECIAL RECOGNITIONS

APPROVAL OF MINUTES

a. Public: March 25, 2015

A. Jennings motioned to accept the public minutes of March 25, 2015. Seconded by D. Winterton. Vote unanimously in favor.

b. Public: April 4, 2015

D. Winterton motioned to accept the public minutes of April 4, 2015. Seconded by A. Jennings. Vote unanimously in favor; J. Levesque abstained due to prior absence.

c. Non-public: March 25, 2015

A. Jennings motioned to accept the non-public minutes of March 25, 2015. Seconded by R. Duhaime. Vote unanimously in favor.

AGENDA OVERVIEW

Chair Sullivan provided an overview of tonight's agenda.

PUBLIC HEARINGS

CONSENT AGENDA

TOWN ADMINISTRATOR'S REPORT

- We had a final large meeting regarding the Main St. Bridge closing (school, bus, police, fire were in attendance); if people do not seek alternate routes, it will get messy. We discussed what we would do if we need to go to northbound only. There will be 4 officers there during morning (6am to 10am) and afternoon (3pm to 7pm) rush hours. They will be located at the intersections of Route 3 and College Park Dr.; Merrimack St. and College Park Dr.; Main St. and Route 3-A; and the west side of the bridge. We discussed ideas on how to get students to school – the chief will make arrangements. They will be working from 7am – 4pm Monday through Friday beginning April 20, unless it rains. (They need to stripe and they can't do that in the rain.)
- Got a news release on I-93 Exit 11 northbound ramp; it will be closed on 4/12 from 9pm – 5am and again on 4/13 from 9pm – 5am. This is part of the first phase of removing the concrete deck over the northbound onramp.
- Jo Ann Duffy completed the Economic Development Academy put on by the UNH Cooperative Extension; Diane Boyce completed the NH Class C UST (Underground Storage Tank) operator training; Ernest Coulomb completed same training.

J. Levesque: The map of the one-way traffic on the bridge prints too small. Can I get a larger map somewhere?

D. Fitzpatrick: Community Development has the capability to print the larger map.

J. Levesque: On the west side coming north, there are already signs up as well as the temporary traffic lights. They are moving right along.

J. Sullivan: A smaller copy of the map is on the website.

- Lilac Bridge – We had a meeting last week and we are moving ahead. The state is still going back and forth; the federal agency that is overseeing it is the Army Corps of Engineers, and they have given us permission to get an engineer for the next phase so we are moving ahead on that.

N. Comai: How are we doing on Health Insurance committee?

D. Fitzpatrick: We have our first meeting on 4/15; there are 15 members on the committee, however we are inviting all employees to attend in the audience. We are hoping to get more support staff – we are heavy on the management side. We have a handful of retirees; one person who has worked in this field before (former Town Administrator Carol Granfield) who has been going out to other communities to work with them on this. She is coming as a retiree on our insurance. We have reached out to 5 vendors that have been working with us to give presentations. I will reach out to the committee to see who they would like to come, it is just a matter of scheduling them. At the end of April our current health insurance provider is coming to present our claims experience reports to the committee what all that means so we can start a template of where we are and where we will finish to provide data driven analysis.

R. Duhaime: Town Engineer position – How is that proceeding?

Dr. Shankle: That is coming up a little later.

PUBLIC INPUT: 15 Minutes

NOMINATIONS AND APPOINTMENTS

- a. Appointment of Muamer Durakovic as full member to Planning Board

D. Ross motioned to appoint Muamer Durakovic as a full member to the Planning Board. Seconded by D. Winterton. Vote unanimously in favor.

J. Sullivan: We will be actively looking for an alternate to the Planning Board.

- b. Acceptance of resignation of Jacqueline Roy from ZBA

J. Levesque motioned to accept Jacqueline Roy's resignation with thanks and appreciation for her service. Seconded by R. Duhaime.

J. Levesque: She knew the building business quite well and we are sorry to see her go. She is moving to another town.

Vote unanimously in favor.

J. Sullivan: We now have an opening on the ZBA for an alternate to be filled.

R. Duhaime: She was recently appointed to the Southern New Hampshire Planning Commission. She is going to have to resign from that also?

D. Winterton: She has resigned from that already.

J. Sullivan: Who appoints to the Southern New Hampshire Planning Commission?

R. Duhaime: Council does.

J. Sullivan: Please make a note to ask the ZBA to send recommendations to us for consideration.

J. Levesque: The Transfer Committee has an opening and has sent a recommendation. As soon as we get his application, I will make a motion to nominate him.

J. Sullivan: And we have some openings for Budget Committee as well; the filing period for elected positions is completed. We have an opening for District 1 – no one is running currently. There are (3) 3-year Budget Committee terms and (1) 2-year term. There are 2 people running for Sewer Commission.

D. Ross: Are there Budget Committee candidates for the open positions?

A. Jennings: Not a single person put their name in for that.

J. Sullivan: If we can't fill those, there may be an issue. If no one decides to run as a write-in we may need the Budget Committee chair to come in to figure out what happens; can they proceed if they don't have enough members?

Dr. Shankle: I don't remember what the process is; on some boards the moderator appoints, but I'm not sure who appoints to the Budget Committee.

A. Jennings: Has the Economic Development met again to further discuss their charge/direction?

D. Winterton: No, Miss Cronin in the Planning Department is preparing an agenda; this meeting came on quickly and she was not ready. It is on for a future meeting.

SCHEDULED APPOINTMENTS

a. Old Home Day 9/19/15 – Carrie Hyde

C. Hyde: We changed from the program book to a calendar as this is more useful; it starts in October and goes through September. We have sent letters to sponsors, and we are planning on 150 vendors. The date is the third Saturday in September, as in past years. It seems to work well. We received the parade permit; we are starting it 30 minutes earlier (at 9:30 am) to get the day rolling quicker. Opening ceremonies are at 10:30 instead of 10:45; the website has all the information. We are going to be having a float contest. We are trying to make it an all-day event from the parade to the fireworks. We are trying to get vendors to stay until 6pm. The fireworks are between 7:00-7:20. We anticipate fireworks again but we don't find out until it gets closer if there is funding. We'd like to ask the town for a donation of \$5,000 (our budget has gone up 1%) to keep this event free. We are bringing back the climbing wall and trampoline – we stopped bringing it due to cost but the rate has gone down. We will also have the petting farm, ponies, bounce houses and live entertainment as in the past. The helicopters went well last year – he is interested in coming back. He would get all the same permits as last year; if it's ok we would like to have him back. We plan on buses to transport from Cigna; we are waiting for confirmation from Cigna, but there were no issues last year. It will take a little longer with the bridge construction but it should be fine. Parking notifications need to be done earlier so people know where parking is and that buses will be transporting; vendors are required to park at Cigna (except food vendors). Last year the town paid for fireworks, the stage, porta-potties, decorations, staff and painted lines for vendor spaces. The Committee would not mind booking those things, but we would like to ask for additional funds from the town.

J. Sullivan: Do you know what we contributed in the past? I know we have something in the budget for this event.

C. Hyde: Last year you donated \$3,000; I don't know what is in the budget for this year.

J. Sullivan: The list of things we have done that you mentioned, should we still do that?

Dr. Shankle: We have done it in the past; I don't know why we wouldn't continue to do that.

J. Sullivan: It looks like administration will still continue to do what we have always done; there is \$3,000 in budget for this. There is a \$2,000 difference, so we will leave that up to you since it's under \$15,000.

Dr. Shankle: We will look at it. I'll talk to her and see what she needs it for, and if necessary she can come back and talk to you.

C. Hyde: One of the things with the stage is we need the canopy to be 8' high; last year was too short. They need to be 8' for the sound system.

J. Sullivan: The permission for the helicopter; does Council need to authorize that?

Dr. Shankle: I think you did last year, but before you do that it strikes me that there were there some issues with teams that were playing?

C. Hyde: There were no football games going on.

Dr. Shankle: There were supposed to be but they canceled due to the helicopter.

C. Hyde: I initially contacted pop warner to see if they wanted to have games to bring in more people; they were waiting for schedules and when they heard about the helicopters they moved the games back to the originally scheduled locations. The helicopters never flew over the field. They never have games on that day; I just suggested it to bring more people to the event.

Dr. Shankle: We should wait to get a contract before making a motion on the helicopters.

C. Hyde: I will have him send something over.

J. Sullivan: Once the contract is received we will put it on the agenda for approval.

D. Ross: Helicopters are a great idea; it drew attention to the event.

J. Sullivan: As part of our community outreach, we've had a booth in previous years. Should we have another one this year?

Dr. Shankle: We were combined with other committees.

J. Sullivan: We can put a schedule together for staffing as it gets closer.

Consensus to have a booth at 2015 Old Home Day.

OLD BUSINESS

a. Deliberative Session of 4/4/15 & Future Session Planning

A. Jennings: There was very little public input.

N. Comai: The design of the room – can we figure out a way to go diagonal so the speaker is not visually obstructed? Another thing is the microphones – we need to try to solve that.

D. Ross: By arranging diagonally you are not facing speakers against a wall which is the main cause of feedback. That is pretty traditional to offset just a little bit. That could solve 2 problems.

J. Sullivan: Should we keep it on Saturday or move it to Friday?

R. Duhaime: The low turnout might be due to Easter weekend; I thought there would be more people not less after the public input sessions we had.

A. Jennings: I think Saturday morning is better than Friday night; it creates its own date and isn't at the end of a work day.

J. Sullivan: The school does that; we have a window of 9 days to schedule that public session.

Dr. Shankle: We have always done it on the first Saturday.

D. Ross: It was unusual to have Easter that early.

J. Sullivan: I want to compliment everyone on the packet; explanations were great and eliminated a lot of questions. That was a good idea.

J. Levesque: Going back to Old Home Day, I've noticed at flea markets they charge vendors \$10 or \$20 and you get it back when you leave. It is an incentive for them to stay until the end.

N. Comai: That is a great idea; perhaps you could set it up so if someone wants to leave early, they could be set up around the perimeter.

NEW BUSINESS

- a. 15 – 020 Heritage Day Proclamation 5/31/15

J. Sullivan: *Read attached proclamation*

D. Ross motioned to accept the Heritage Day Proclamation as written. Seconded by J. Levesque. Vote unanimously in favor.

J. Sullivan: We will be coming back for another proclamation request for Citizen of the Year, which is on May 15 if you are interested in attending.

- b. 15 – 021 Reorganization of Department of Public Works

Dr. Shankle: The Public Works director resigned. With that opening we are always looking for ways to make things more efficient and effective. There is a possibility of tying together Public Works with Recycling & Transfer for efficiencies since the same union people are working for 2 different department heads, on occasion. I suggested: to combine the DPW and R&T departments into a single Public Works Department; create a position called "Deputy Director of Public Works/Town Engineer" similar to what they have in Merrimack; eliminate the position of Transfer and Recycling Superintendent; eliminate the separate (never filled) position of Town Engineer; fund the Deputy position with a combination of money from the now eliminated Superintendent and Engineer positions; potentially (if deemed necessary) use some of the funds saved from this restructuring to provide part-time administrative assistance. The problem we had with finding a Town Engineer was the position wasn't paying enough for what we wanted. To eliminate the Superintendent position we would move Diane Boyce into the Public Works Director and she would be over both departments. Leo Lessard (former Public Works director) made about \$90,000 and she currently makes about \$77,000. She would get the salary Leo was getting, and we would have her salary plus the Town Engineer salary (which is already funded) and wouldn't pay near that for this job description. Merrimack has had someone in that position for quite a while who is making \$85,000; we should be able to get someone for \$85,000 - \$90,000 to do plan reviews and construction monitoring plus make sure projects are getting done the way we want. We would have some extra money; I've talked to Diane and she would like to add administrative help if she takes over both. I think it is a good plan. If you would like to hear from Diane, you would get an idea of her thoughts and vision.

D. Boyce: I have always thought we should be part of Public Works; it is feast or famine with us. This year we have sent at least 2, almost permanently, down to plow for Leo. Cross training is a good thing for both departments. It is uplifting to the employees to learn more things. I would like to hire from within so they know they can grow into positions – it would be good for them.

J. Sullivan: The office work, is that part time?

D. Boyce: I don't have an assistant; I could use someone part time. We are always open so someone always has to be there. I have been looking for this position for a little while.

N. Comai: I like your approach – it's a refreshing twist to the program and your high level of understanding of the whole thing will help. I caution how much we are going to pay a Town Engineer – if you start at the top you might not have money for the administrative help you are looking for.

Dr. Shankle: Between the positions we have, we will have plenty of money to get a good person. If you are inclined to go in this direction I will sit with Diane and come up with a job description to bring to your next meeting.

J. Sullivan: I assume we have a salary range for the Town Engineer position?

Dr. Shankle: It was posted as \$50,000 - \$55,000 for wages which was not enough for what we wanted. We will get a reasonable range; Merrimack's range is \$70,000 - \$99,000 and they pay \$85,000. I think we can get someone in the range we can afford.

N. Comai: We don't want to pay them higher than the person above them.

J. Sullivan: Combining 2 positions, would that demand a little higher salary range?

Dr. Shankle: We know what money we have got to play with; if you are inclined to go forward, we can do some research and come back to you. We will bring in something that will make sense.

R. Duhaime: There is an administrative assistant in the Public Works department now; you would look for additional part time help to cover Recycling & Transfer which is one of the positions you are looking for. There is extra money in here for incentives, and cross training like you said. I am in favor of this. This is a hard time of year to be hiring staff in the trades; there is a huge demand right now. The thing I was thinking about the engineering job we posted, an engineer who has been in a firm for 10 years is not thinking of leaving. You might have to lower the experience or you still might not get what you want.

D. Winterton: I appreciate you bringing this forward; I would really like to see a solid potential org chart to see who reports to who. My first thought is if the deputy director reports to the director, who do the other people report to? The marketplace will determine who and what we can hire; I am not going to make a ballpark guess at anything.

D. Ross: My concern is the timing is not good; the engineering thing was recently voted in at the last election. We haven't even given it a shot yet. It would be good to have an independent eye to review and oversee things. There are a lot of categories that might fit that from retirees wanting to come out of retirement to recent college graduates; I don't think we have given that a chance to see if it will work. To create a more compact pyramid – things good for business are not necessarily good for towns. The citizenry and Council should have as much input as possible. The concept of Recycling & Transfer is a separate entity in what it does, why it does it and it needs to be, in my opinion, a separate thing like sewer. We have made big changes in that over the years and we are still waiting for that to see the fruits of that to come out; for me timing is not good. There is a lot to be said for the traditional way we have done things. The DPW maintains the infrastructure of the town; Recycling & Transfer pick up and deliver stuff; I understand trading help back and forth. I don't think consolidating too much authority is a good thing for the community.

J. Levesque: The Deputy Director of Public Works and Town Engineer would be under Diane (Public Works Director). I think it's a good idea, but I still think it should stay 2 separate departments run by one person. Having one budget will be hard to figure out if Public Works is making money or not.

Dr. Shankle: It would be separate divisions like Highway, Parks & Rec, etc.; that is pretty common. In most towns I know of, Recycling & Transfer is part of Public Works.

J. Levesque: Another idea that has been passed around is that having a lead person in Public Works would be a good thing; if Diane is comfortable with that, I think it's a good idea.

D. Ross: It seems like we are putting something in between the Town Administrator and these departments, they already report to one person. When there is a doubt, he brings it to us. Someone has to be at Recycling & Transfer at all times; likewise with Public Works. I see it as inherently separate things that need to be addressed by someone who knows about this stuff. In my opinion, no one knows enough about both of these departments. They are so different and I think the structure we have is still a better one.

R. Duhaime: The chain of command is the first topic that ties in with everything; staffing is an issue right now. People aren't going to be flocking here to get a job now. We have an experienced director running the department. She knows the town and is familiar with the town; yes with only one department, but it won't be too hard to pick up the ball and run with it. Years from now hopefully we will have an experienced deputy engineer and if the Town Administrator or Council chooses to change that direction, it would be wise. We don't have anyone with a lot of experience right now. Where else can we turn to?

J. Sullivan: Looking at this position for the future, she is doing a fantastic job right now. We are creating the position because it will work, but we do have a capable person to fill it. Town Engineer would have previously been under Community Development, so a little change there. If we were to create that position separately, would it be assigned to Highway or Community Development; if we separated that would there still be a need for a deputy director of Public Works?

Dr. Shankle: We wouldn't have money to do justice to either one of them. This job description is something towns do because it makes sense. Someone to coordinate and someone to run projects, do construction monitoring, plan review and make sure what is happening on the roads ties in to what developers are doing. We put the Town Engineer in Community Development because that's where it was before. They never had it and probably one of the reasons it never happened is because it doesn't make as much sense there as it does in Public Works.

J. Sullivan: According to the Charter sections 10.11 and 10.12, Council has the authority to reorganize the layout of town;

R. Duhaime: From a planning perspective, even if we had 2 Town Engineers in '04-'05, he wouldn't have been able to handle all the work. In the future it could change depending on the growth of town.

A Jennings: If this person is also Deputy Director of Public Works it gives them something to do in lean times and shift work accordingly. And also to be a director of a department, you don't necessarily need to know everything everyone does – they just need to know the business. If we go forward, hiring competent middle-level management would be best since they could give Diane the best direction.

N. Comai: I have full confidence in Dr. Shankle's decision-making process, and how Diane has demonstrated her strong base of goals and objectives and has demonstrated a flawless department. She is always fully prepared to present to this body and has left no stone unturned. I have full confidence this is a perfect way to start this process and let's see where that takes us.

J. Sullivan: At one point, wasn't trash collection under highway and it morphed over to recycling?

D. Boyce: The collection itself was part of highway.

J. Sullivan: Are there any other thoughts for Dr. Shankle to bring back with the org chart? An official decision will be scheduled for our next meeting.

D. Ross: We can't ignore that this was a ballot question, creating funding for a Town Engineer; we are changing what has been voted on.

Dr. Shankle: I don't see it as eliminating a Town Engineer; someone will be doing the same things we told people they would be doing, but the other thing is I told people at that deliberative session that we would have enough money coming in to cover it from the projects. We have had nothing close to that. If we hired someone, we would be \$40,000 below because the projects have disappeared. The position we are eliminating is \$70,000; maybe \$15,000 (at most) out of the Town Engineer will need to be added to get what we need. We will be keeping our promise to the town to get an engineer and that will be covered by what we get from developers. We will be closer to the promise that I made than if I spend \$60,000 on someone and get \$15,000 in revenue.

J. Sullivan: Dr. Shankle will have the information for us at the next meeting, including job descriptions and an org chart, so we can make that vote.

D. Winterton: In the org chart can we add salary ranges for each position so we can look at it from a budgetary point of view?

Dr. Shankle: Classifications will be included. In the meantime, I have appointed Diane as acting Public Works director as of last Friday.

SUB-COMMITTEE REPORTS

R. Duhaime: Sewer Commission met and they got into the Lilac Bridge; they promised \$500,000 toward this project. They have spent over \$25,000 which is deducted. Depending on how we remove the bridge, they estimate it will cost \$50,000/week to maintain the sewer line. That comes out of the \$500,000; if we don't move fast enough, there will be nothing left. That is a set limit and they won't give any more. We have to worry about how to take it down and put up another one in the shortest time.

Dr. Shankle: Some of it depends on how this happens; another option is run a temporary line over the railroad bridge.

R. Duhaime: That would be a lot cheaper. This money won't be used to move the sewer line, just to maintain it. That's how I'm looking at it.

Dr. Shankle: Part of the costs were figured into the engineering estimate.

D. Ross: Is there any news with the railroad company as to what is going on?

R. Duhaime: They had an insurance company attorney who backed out; they didn't want anything to do with B&M because it was too small of a firm and they were afraid the attorney was going to put them out of business, so they ran on that one. It was brought up that nothing is moving on the Walmart line; the biggest thing was the cost of the delay in taking down the bridge. SNHU business department is putting a lunch truck on campus from 10pm-2am. One final thing, they have always gone with what the town has recommended for health insurance; they pay 100% of employee's premium because of the hazard. They didn't understand why we cut their negotiations on the health insurance; they didn't quite see it from our point of view. They said that nobody asked them for their input so in the future we are going to ask them.

A Jennings: Nothing to report.

N. Comai: Nothing to report.

J. Sullivan: Mr. Winterton is working on a program for the POW-MIA chair; it looks very nice. We talked about Heritage Day; Old Town Hall Preservation met Monday – more progress was made (pre-wiring for lights), and we found a tin ceiling contractor using the Moose Plate Grant but auxiliary items need to be removed (piping and chair lift) before beginning. We estimate a 3-week project to repair the ceiling; at that point we will proceed on other aspects which may prompt us to eliminate the 2nd floor.

D. Winterton: Nothing from Planning Board or Economic Development. On 4/19 at 1:00pm there is the POW-MIA chair dedication at Veterans Park; Rolling Thunder will be there. I would like to invite all Councilors to attend. Police will escort Rolling Thunder through town; Councilor Jennings has volunteered to help out also.

D. Ross: Nothing to report.

J. Levesque: ZBA meeting is next week.

PUBLIC INPUT

NON-PUBLIC SESSION

- **NH RSA 91-A:3 II (a)** The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her.
- **NH RSA 91-A:3 II (c)** Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself.

J. Sullivan motioned to enter non-public session at 8:00pm. Seconded by J. Levesque.

Roll Call

R. Duhaime – Yes

D. Ross – Yes

J. Levesque – Yes

A. Jennings – Yes

N. Comai – Yes

D. Winterton – Yes

J. Sullivan – Yes

Vote unanimously in favor.

***J. Sullivan motioned to exit non-public at 8:24pm. Seconded by D. Ross.
Vote unanimously in favor.***

***J. Sullivan motioned to seal the non-public minutes of 4/8/15. Seconded by J. Levesque.
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