

**TOWN COUNCIL MEETING MINUTES**  
**Wednesday, July 8, 2015**

**Items 1-6a led by Town Administrator**

**1. CALL TO ORDER**

Town Administrator Dr. Dean Shankle called the meeting to order at 6:30 pm.

**2. PLEDGE OF ALLEGIANCE**

**3. CEREMONY – SWEARING IN OF NEW COUNCILORS BY DEPUTY TOWN CLERK**

Dr. Shankle: Billie Hebert will swear in Councilor Miville and Councilor Jennings, who is not here yet.

**4. ROLL CALL – ATTENDANCE**

James Levesque, David Ross, Donald Winterton, James Sullivan, Nancy Comai, Marc Miville, Robert Duhaime, Dr. Dean E. Shankle, Jr. (Town Administrator)

Missed: Adam Jennings

**5. TOWN COUNCILOR DISTRICT 1 – NOMINATION, APPOINTMENT & SWEARING IN**

Dr. Shankle: There was no name on ballot for this seat; the write-ins were tied, and the person whose name was selected out of a hat chose not to accept the position. This position is open and according to the Charter, Council appoints someone until the next election. We posted the attached notice, and, to my knowledge, we only received one application from Timothy Tsantoulis of 39 Lindsay Road.

***D. Winterton nominated Timothy Tsantoulis to the District 1 Town Council seat. Seconded by R. Duhaime.***

***J. Sullivan motioned to waive the rules and appoint tonight. Seconded by N. Comai.***

**Roll Call-**

D. Winterton – Yes

N. Comai – Yes

J. Levesque – Yes

R Duhaime – Yes

M. Miville – Yes

D. Ross – Yes

J. Sullivan – Yes

***Vote unanimously in favor.***

Dr. Shankle: Now on to the main motion of appointing Timothy Tsantoulis as District 1 Councilor.

D. Ross: I think perhaps an introduction would be in order prior to a motion being made?

Dr. Shankle: There is a motion and second on the floor, but Mr. Tsantoulis would you please come up.

T. Tsantoulis: I have been a resident of Hooksett since 1979 and raised 2 children here. I've worked in Hooksett at Eversource/PSNH for 33 years. I am proud to reside here; great education and neighborhood. I am nearing retirement age and have more free time to give back to the town of Hooksett.

**Roll Call-**

R. Duhaime – Yes

M. Miville – Yes

D. Ross – Yes

J. Levesque – Yes

N. Comai – Yes

D. Winterton – Yes

J. Sullivan – Yes

***Vote unanimously in favor.***

***Swearing in of Councilor Tsantoulis by Deputy Town Clerk.***

**6. TOWN COUNCIL REORGANIZATION – PART I**

a. Election of Chair, Vice-Chair and Secretary

***N. Comai nominated J. Sullivan for Chair. Seconded by D. Winterton.***

**Roll Call-**

N. Comai – Yes  
D. Ross – Yes  
M. Miville – Yes  
R. Duhaime – Yes  
J. Levesque – Yes  
D. Winterton – Yes  
J. Sullivan – Yes  
T. Tsantoulis – Yes

***Vote unanimously in favor.***

J. Sullivan: Thank you; I appreciate it. We have 2 pieces of business then we will move on to the swearing in of new police officers coming in.

***J. Levesque nominated D. Winterton as Vice Chair.***

***D. Winterton nominated N. Comai as Vice Chair. Seconded by R. Duhaime.***

J. Sullivan: Seconds are not needed for nominations. Are both interested in serving as Vice Chair?

D. Winterton: I would defer to Ms. Comai.

J. Sullivan: The motion is to appoint Nan Comai as Vice Chair.

**Roll Call-**

J. Levesque – Yes  
D. Ross – Yes  
R. Duhaime – Yes  
M. Miville – Yes  
D. Winterton – Yes  
T. Tsantoulis – Yes  
N. Comai – Yes  
J. Sullivan – Yes

***Vote unanimously in favor.***

***D. Ross nominated A. Jennings as Secretary. Seconded by R. Duhaime.***

***N. Comai nominated M. Miville as Secretary.***

J. Sullivan: Mr. Miville would you like to serve?

M. Miville: I'd be honored, but I would defer either way.

***Vote unanimously in favor of M. Miville as Secretary.***

**7. SPECIAL RECOGNITIONS**

a. Police Department – swearing in of new Patrol Officers & introduction of new Dispatcher  
Chief Bartlett: I'd like to recognize a couple members of the audience before I get started, Chief Jamie Burkush of the Manchester Fire Department and also Assistant Chief Dan Goonan of the Manchester Fire Department, thank you both for coming. I also want to mention Detective Brian Williams. This is a large group; we are actually down one detective and Detective Williams has been instrumental in putting the background packets together for these folks and doing the tedious investigative work to get everybody ready for tonight. He is home with his family tonight, but I wanted to recognize him.

*New dispatchers: Dawn Smith (6-month anniversary); Courtney Trumble  
Swearing in and badge pinning of new officers: Erin Minihan, Travis Mannon, Michael Valeri, Brian Roche, Jesse Biron.*

Chief Bartlett: I would like to present the Chief's Achievement Award to Detective Sergeant Janet Bouchard for outstanding duty performance. She was instrumental in the evidence and property project, consisting of well over 14,000 pieces of evidence. This has been going on for over 2 years. I also need to recognize her counterpart, Jessie Ulliani. She was our receptionist clerk and has been transformed into our evidence technician. I am very proud of her and the amount of effort that she puts into her daily work. She can't be here tonight because she is on vacation, but when she returns she will be issued a Certificate of Recognition.

J. Sullivan: On behalf of the Town Council, congratulations to the newly installed officers and welcome to the dispatchers. It's with much pride and appreciation that we wish you good luck; please stay safe.

## **8. APPROVAL OF MINUTES**

a. Public: June 24, 2015

***J. Levesque motioned to accept the public minutes of June 24, 2015 with edits. Seconded by N. Comai.***

***Vote unanimously in favor. T. Tsantoulis and M. Miville abstained due to not being on the Council previously.***

b. Non-public: June 24, 2015

***D. Winterton motioned to accept the non-public minutes of June 24, 2015. Seconded by D. Ross. Vote unanimously in favor. T. Tsantoulis and M. Miville abstained due to not being on the Council previously.***

## **9. AGENDA OVERVIEW**

Chair Sullivan provided an overview of tonight's agenda.

## **10. PUBLIC HEARINGS**

a. Public Hearing for Town Council to accept conservation easement deeds for 1) Manchester Sand, Gravel & Cement Co., Inc. "The Villages at Head's Pond" "Head's Pond" "Great Pond" "Town Pond" "Small Pond" parcels 3-1, 3-5, 3-19, 3-29, 14-2, 14-4, and 2) Carriage Manor of Hooksett Condominium Association conversation property to the south of Head's Pond in Hooksett, NH parcel 6-22-75.

J. Sullivan: To accommodate the request for swearing in the nominees, we will move up the appointment to the Conservation Commission now.

***N. Comai motioned to appoint Deborah Miville to the Conservation Commission as an alternate. Seconded by D. Ross.***

***Vote unanimously in favor; M. Miville abstained due to being a relative of the nominee.***

J. Sullivan: Congratulations; we will ask the Deputy town Clerk to swear you in.

N. Comai: I nominated Ms. Miville to Parks and Rec also. Does she need to be sworn in for that?

J. Sullivan: No since that is an advisory board.

J. Sullivan: *"The Hooksett Town Council will be holding a public hearing on Wednesday, July 8, 2015 @ 6:30pm at the Hooksett Town Hall Council Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is for the Council to accept conservation easement deeds for 1) Manchester Sand, Gravel & Cement Co., Inc. "The Villages at Head's Pond" "Head's Pond" "Great Pond" "Town Pond" "Small Pond" parcels 3-1, 3-5, 3-19, 3-29, 14-2, 14-4, and 2) Carriage Manor of Hooksett Condominium Association conversation property to the south of Head's Pond in Hooksett, NH parcel 6-22-75. Easement plan(s) and deed are available for viewing in the Community Development Division of Public Works. Questions should be directed to the Administration Department 603-485-8472."* On behalf of the Council, I declare this public hearing open.

Steve Couture, Conservation Commission Chair: Both efforts (Carriage Manor and Greater Head's Pond Development) have been in the works for many years and were finalized this year. Hooksett Conservation has been involved throughout the whole process and fully supports the acceptance of the easements. Mr. Campbell will give an overview now.

David Campbell, Manchester Sand & Gravel: As part of the approval of the Head's Pond project, certain requirements were made by the Planning Board – public donations (large tracts of land). The first one is a 189-acre parcel which includes the town pond. It has frontage on Head's Pond and encompasses town pond and Head's Pond. Conservation easement deed overlays entirely which includes the town pond and small pond. The easement allows for a gravel parking lot and access to ponds for boat access cannot have boat trailers, they must be car top. Also the gravel haul road (approximately 20 acres) is being deeded in fee with no conservation easement on it. The likelihood of a parkway is not feasible anymore; there is not enough land to do that. There is a separate parcel that the school board will accept the deed for the school parcel for a possible future school site. It is about 80'-100' above town pond in back of the old St. Mary's College. Those are public donations that have to be done now. Long term, a town common will be donated. When phase 2 is developed, and after it is built, it will be turned over to the town. Another area has been deeded to BearPaw Regional Greenways as the steward of the conservation land. That consists of a total 394 acres which includes the Great Marsh. Deeds have been approved by the town attorney; now is the formality for Council to vote to accept this donation.

M. Miville: Which parcels are we referring to?

D. Campbell: The yellow (minus town common) and the conservation easement deed that goes over it.

D. Winterton: Is this time sensitive, our vote tonight?

D. Campbell: No, we had to deliver the deeds by a certain date, but you can accept now or later, it will not affect us.

R. Duhaime: The parking area in yellow off Carriage Hill is included?

D. Campbell: That has already been donated. The parking area and railroad area have already been donated.

Dr. Shankle: They have been working on this long before I got here; this was a great example of a company working with community to create a long range plan for a piece of property.

S. Couture: To clarify, that parcel (Carriage Hill open space) is being considered for a conservation easement for a connector trail; Kiwanis mentioned that at the last meeting. With the easement tonight it will be contiguous conservation land and all the connector trails will be on land that we have authority to maintain the trails.

D. Campbell: That deed comes from the Carriage Manor Homeowners Association. Manchester Sand as developers is still involved in that but the entity that owns it is the Carriage Manor Homeowners Association. You have seen the roadwork being done up by Head's Pond; once these road improvements are done in accordance with the DOT permit, we are permanently vested according to this agreement, so the approvals are permanent. The donations and wetlands crossings plus the road improvements, by agreement with the Planning Board, constitute permanent vesting once we finish the roadwork, which is a second step.

D. Ross: The Conservation Commission has put in a tremendous amount of time and work into this. It's something that has worked out well between the town and a private entity in town that has been a big part of this town.

D. Campbell: We have been working with the Planning Board, Conservation Commission and many others boards and commissions – everyone has been very helpful. Thank you for your cooperation and for having the farsightedness necessary to do something like this. This isn't going to happen overnight; there are 9 phases. The town common is Phase 2. I look forward to seeing what the town does with the town park.

J. Sullivan: Manchester Sand & Gravel has been a very good neighbor.

M. Miville: The construction further down the road into Allenstown; is that what we are talking about?

D. Campbell: The Allenstown line to the bridge, yes.

J. Sullivan: We traditionally hold it open until later but can close it now if you wish. We will vote on it at our next meeting (August). If anyone has questions, administration can direct them to either one of you.

D. Ross: Can we wait to close until after the second public input in case someone shows up later?

J. Sullivan: Yes, we will hold off. Thank you Mr. Couture and Mr. Campbell.

#### **11. TOWN COUNCIL REORGANIZATION PART II**

a. Adopt RSA 31:104, 31:105 and 31:106 to provide immunity and indemnification

***D. Winterton motioned to adopt RSA 31:104, 31:105 and 31:106 to provide immunity and indemnification. Seconded by M. Miville.***

#### **Roll Call-**

T. Tsantoulis – Yes

D. Ross – Yes

R. Duhaime – Yes

J. Levesque – Yes

D. Winterton – Yes

M. Miville – Yes

N. Comai – Yes

J. Sullivan – Yes

***Vote unanimously in favor.***

b. Motion to have the Town Council Chair sign ancillary documents as agent to expend (With add'l verbiage)

***D. Winterton motioned to have the Town Council Chair sign ancillary documents as agent to expend Seconded by D. Ross.***

D. Ross: I'd like to add "as a result of Town Council prior approval of the documents" to the end of that sentence.

***D. Winterton amended the motion to include above.***

***Vote unanimously in favor.***

c. Adopt the Town Council Rules of Procedures

***R. Duhaime motioned to adopt the Town Council Rules of Procedures. Seconded by D. Winterton.***

D. Ross: There are a few sections that need work: section 3 "g" is not a proper sentence, and I'd be inclined to have a period at the end of Council.

J. Sullivan: May I make a suggestion that we approve these as written and make changes at our workshop, and then make a new motion to adopt the new version.

R. Duhaime: It was amended last year, after our previous workshop.

J. Sullivan: We will review and clarify at our workshop.

D. Ross: On section 5, page 9, I see strikeouts.

D. Fitzpatrick: He is looking at the table of contents in the back with amendments that were made; the actual procedure is on page 3. The back shows what was amended from previous versions.

J. Sullivan: We will adopt it as is, let the new Councilors review it and at the workshop we can discuss and make changes then.

***Vote unanimously in favor.***

d. Appointment of Councilors to Sub-Committees  
BOARD OF ASSESSORS: David Ross, James Levesque, Donald Winterton, Timothy Tsantoulis, Nancy Comai  
BUDGET COMMITTEE: Marc Miville, David Ross (alternate)  
CABLE FRANCHISE ADVISORY BOARD: Marc Miville (Chair) and Nancy Comai; *to be confirmed if other members on the committee are still interested in serving on this board.*

D. Ross: As I remember, the contract was pretty lengthy. When does it expire?

Dr. Shankle: They signed it right when I got here so it's only been 4 years, so we have at least a couple more years.

J. Sullivan: We can put it on the agenda for further discussion at a future meeting.

CONSERVATION COMMISSION: David Ross, Robert Duhaime (alternate)  
COUNCIL DEPARTMENTAL OVERSIGHT SUBCOMMITTEE: Adam Jennings, Robert Duhaime

D. Winterton: Since Councilor Jennings was the Chair, perhaps we wait until our next meeting to appoint.

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE: Marc Miville, Robert Duhaime (alternate)

D. Ross: Should there be an alternate?

*Council consensus to appoint an alternate member to the Economic Development Advisory Committee.*

HERITAGE COMMISSION: Jim Sullivan  
HOOKSETT YOUTH ACHIEVER OF THE MONTH: Robert Duhaime, Don Winterton, Tim Tsantoulis

PARKS & RECREATION ADVISORY BOARD:

J. Sullivan: Since Councilor Jennings is not here and we don't know if he wants to continue on this board, we will wait until our next meeting to appoint someone to the Parks & Recreation Advisory Board.

PERAMBULATION: Robert Duhaime  
PLANNING BOARD: Don Winterton, Robert Duhaime (alternate)  
RECORD RETENTION COMMITTEE: Nancy Comai, Jim Sullivan (alternate)  
RECYCLING & TRANSFER ADVISORY COMMITTEE: Jim Levesque  
SEWER COMMISSION: Donald Winterton, Robert Duhaime (alternate)  
TOWN HALL PRESERVATION COMMITTEE: Jim Sullivan  
FIRE, PUBLIC WORKS/ RECYCLING & TRANSFER, and POLICE UNION NEGOTIATIONS: Nancy Comai, Donald Winterton, Robert Duhaime  
ZONING BOARD OF ADJUSTMENT: Jim Levesque

## **12. CONSENT AGENDA**

- a. \$100.00 donation from D. Saul to Hooksett Fire Rescue Dept.
- b. \$15.00 donation from Mr. & Mrs. Murray to Hooksett Fire Rescue Dept.
- c. \$100.00 donation from HealthTrust to the Town of Hooksett
- d. \$1,300.00 donation in value for proposed fence work in the police garage from Blue Ribbon Fence to Hooksett Police Department

***D. Ross motioned to accept items "a" and "b". Seconded by D. Winterton.  
Vote unanimously in favor.***

***D. Winterton motioned to accept item "c". Seconded by D. Ross.***

D. Winterton: I gladly accept the donation, but what are we going to do with that money for the ‘wellness of the town?’

C. Soucie: I don’t know what the Safety Committee will do with the funds, but in the past they have been used for training exercises, pedometers for employees, etc. It’s up to that committee.

***Vote unanimously in favor.***

***D. Ross motioned to accept item “d”. Seconded by R. Duhaime.***

D. Ross: This is a significant donation, and I think it deserves recognition and thanks.

M. Miville: There have been issues there for several years; I see this as a definite need, and thank them for the donation.

***D. Ross amended the motion to include “and Labor under RSA 31:95-e, II.”***  
***Vote unanimously in favor.***

### **13. TOWN ADMINISTRATOR’S REPORT**

- I am just returning from vacation.
- I’d like to introduce the new Assistant Public Works Director/Town Engineer, Jim Donison. He has been involved with his town government, is a professional engineer, civil engineer and has 34 years of experience in engineering consulting.

D. Winterton: Welcome; as the Town Council member of the Planning Board I also welcome you and hope your schedule allows you to come to our next meeting and meet the members on the 20<sup>th</sup>.

J. Sullivan: Perhaps the Zoning Board as well.

*Jim Donison gave a brief overview of his background as a professional engineer and past work experience as well as municipal experience. He is a professional engineer, civil engineer, and he previously served as the City Engineer in Keene, NH. He has been a Planning Board Chair as well as a selectman in his hometown of Weare. The Council had the opportunity to ask Mr. Donison questions and discussed his experience with college towns and roundabouts, through his experiences in Keene.*

- Community Development training – the Town Planner and Assistant Planner attended training on planning law review and planning office of the future.
- At the last meeting you gave me authority to sign grant applications; we signed the 2 LCHIP grants (Old Town Hall and Merrimack trails).
- Robie’s is having an open house on 7/25; Conservation Commission will be there talking about the Merrimack Riverfront trail project; Old Town Hall committee will also be there.
- We have been working with home owners on tax issues; we have been working with a resident and we got a check for \$96,000 in back taxes.
- Donna Fitzpatrick will give an update on health committee.

D. Fitzpatrick: We are at the point of having a consultant come in; we have been meeting since mid-April. We had our last presenter (CGI) come out and we got 3 total presenters. Cigna was not one that any of the 3 wanted to bring us because of pricing; we ended up with Anthem and Harvard Pilgrim products. Consultant is meeting with the committee on 7/13 and 7/20 to consolidate the data so we can bring it to you in August.

J. Sullivan: We appreciate having someone paint the welcome sign on Alice Ave. It looks very nice.

M. Miville: Robie’s had a presidential candidate today; they will host one Friday at 6pm and another Sunday at 11 am. They are opening the doors at those times for refreshments.

### **14. PUBLIC INPUT**

David Pearl, 79 Main St: Welcome to the new Councilors; this is my 15<sup>th</sup> year in Hooksett and I have witnessed a lot of challenges. I love this town because of the way we face those challenges and solve them. That is due to the people who serve this town both as volunteers and as employees. I’d like to say

thank you; tonight was a good night to witness something good in our town and I was glad I could be here.

J. Sullivan: We are going to move up agenda item 19 b to this point in the agenda.

b. 15-054 Purchase & Sales Agreement between Karen Anne Heroux (seller) and Town of Hooksett by and through the Hooksett Conservation Commission (buyer) for \$91,000  
***D. Winterton motioned to enter into the Purchase and Sale Agreement, as drafted, for the Heroux property, Map 04, Lot 09 for \$91,000. Seconded by D. Ross.***

S. Couture: We submitted 2 grant applications to cover the cost, and the third will be submitted in the fall. The Purchase & Sales agreement has a clause that allows us to move forward with fundraising and the seller has to allow that. Clay Pond area is building up what we already have.

**Roll Call-**

M. Miville – Yes

J. Levesque – Yes

D. Winterton – Yes

N. Comai – Yes

D. Ross – Yes

T. Tsantoulis – Yes

R. Duhaime – Yes

J. Sullivan – Yes

***Vote unanimously in favor.***

Dr. Shankle: I would like to thank Christine for taking care of things while I was gone on vacation; all the staff did a great job while I was away.

5 MINUTE RECESS

**15. NOMINATIONS AND APPOINTMENTS**

a. Nominations – New Volunteer(s)

***N. Comai nominated Daniel Lagueux as a resident member to Economic Development Advisory Committee.***

D. Winterton: Not just business owners, but also those that do business in Hooksett; I think they are going to come forward with a nomination for the General Manager of the GE Plant.

N. Comai: I am going to ask Katie to put (5) so this member is not taking a non-resident spot to still allow for 2 business members.

J. Sullivan: We have one business owner so far; if Mr. Lagueux is a resident, we can appoint 2 others as non-residents.

K. Rosengren: There is a capacity to add more resident members in the future. The wording is “at least 9 members, 4 are resident members, 3 are business members, 1 Council rep and 1 Planning Board rep.” The wording is in there to allow more members.

J. Sullivan: He will be appointed at our next scheduled meeting.

b. Appointments – Reappointment(s) and New Member(s) as of 07/01/2015

K. Rosengren: Maureen McMahan and Richard Boisvert withdrew their names from consideration.

***M. Miville motioned to appoint Steve Smith as a resident member of Economic Development Advisory Committee. Seconded by T. Tsantoulis.  
Vote unanimously in favor.***

***D. Winterton motioned to appoint Denise Grafton as an alternate member of Planning Board, expiring 6/2016. Seconded by J. Sullivan.***

***Vote unanimously in favor.***

***J. Sullivan motioned to appoint Deborah Miville and Steve Smith to Parks & Rec Advisory Board as full members, expiring 6/2018. Seconded by D. Winterton.***

***Vote unanimously in favor; M. Miville abstained from Deborah Miville appointment due to being a relative.***

J. Sullivan: We will change the available appointed positions on the website to reflect our recent appointments and nominations.

## **16. SCHEDULED APPOINTMENTS**

### **17. OLD BUSINESS**

#### a. 14-066 Lilac Bridge Update

Dr. Shankle: Not much new to report; I am waiting for the engineers to get back to me with a proposal for the money. I will follow up with them.

#### b. 14-048 Town Report

J. Sullivan: This is similar to previous reports that I have drafted.

N. Comai: I think you did a beautiful job on this; you covered most everything. It's my understanding if there are more detailed things, they would be covered in another part of the report.

***N. Comai motioned to accept the Council's annual report as drafted by the Chair, with minor edits, and to include it in the 2014-2015 Annual Town & School report. Seconded by D. Winterton. Vote unanimously in favor.***

### **18. NEW BUSINESS**

#### a. 15-053 Budget Transfers for Public Works Reorganization

C. Soucie: For the new budget that started July 1, we are incorporating what was approved at the May 27 meeting regarding the way the Public Works Director and Engineer are being funded. It is a transfer from Recycle Transfer department into Community Development and Parks, as well as a transfer from Highway. The motion is to allow the Chair to sign the budget transfer form and clarify where money is coming from (refer to transfer number) for \$43,369.

***D. Winterton motioned to allow the Chair to sign the budget transfer form (transfer #2016-01) in the amount of \$43,369 and clarify where the money is coming from. Seconded by R. Duhaime.***

D. Ross: I am still opposed to this reorganization; I feel it is not complying with the wishes of the voters from the vote of 2013.

### **Roll Call-**

D. Ross – No

D. Winterton – Yes

J. Levesque – Yes

R. Duhaime – Yes

M. Miville – Yes

T. Tsantoulis – Abstained due to not being familiar enough with the issue to make a decision

N. Comai – Yes

J. Sullivan – Yes

***Vote in 6-1 in favor with 1 abstention.***

### **19. SUB-COMMITTEE REPORTS**

J. Levesque: Nothing to report.

D. Ross: Nothing to report.

D. Winterton: Planning Board had a special meeting on 6/27; we were unable to make quorum to vote on an issue at our regular meeting. I want to compliment the Planning Board for having a special meeting for

one applicant; it was the applicant's fault someone had to step down and quorum was not met. The town absorbed the cost of notifying the abutters; I think it sent a message to developers and the surveyor made a point to thank the Planning Board for having a special meeting. I was happy to be part of that meeting.

J. Sullivan: Heritage Commission – I gave an update on the marker program at Lincoln Park, and we reviewed the budget we will be submitting. Old Town Hall is slowly proceeding. Tin ceiling project has not started yet, but hopefully will be taken care of this summer. We plan on coming to Council for an update at a future meeting.

N. Comai: Nothing; but I'd like to say to Mr. Winterton's point, that having alternates is a good thing for meeting quorums.

D. Winterton: All members and alternates were at the special meeting of the Planning Board.

M. Miville: I am writing a piece for the town report from my position on the Budget Committee; I have never seen committee approval for that before. I normally write it and send to the committee. I attended the last Economic Development Committee, and they allowed me to participate. They are creating a survey of 100 businesses in town of all sizes. They selected the businesses at the last meeting and are coordinating with UNH Cooperative Extension to move forward with that.

R. Duhaime: Sewer is looking forward to working with the Town Engineer on the future of the land from Brox for the sewer treatment plant. I'd like to thank Dean for hiring a great guy and we look forward to working with him.

J. Sullivan: We have a reporter from the *Union Leader* here, Cyrus Moulton. Thank you for being here. Welcome to our new Councilors.

T. Tsantoulis: Thank you for expressing your confidence in me; as time goes on and I get my feet wet, I will participate more. I look forward to working with all of you.

Dr. Shankle: I thought it would be nice to invite Councilors Lizotte and Orr to the workshop and ask them to speak on things they think would have been helpful to know when they became Councilors.

J. Sullivan: Workshop is scheduled for July 22; please notify administration for any items to be added. We are going to be discussing Council procedures.

## **20. PUBLIC INPUT**

J. Sullivan: I would like to officially close the public hearing on the conservation easements.

## **21. 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 8:55pm. Seconded by R. Duhaime.***

### **Roll Call-**

J. Levesque – Yes

R. Duhaime – Yes

T. Tsantoulis – Yes

M. Miville – Yes

D. Ross – Yes

N. Comai – Yes

D. Winterton – Yes

J. Sullivan - Yes

***Vote unanimously in favor.***

***D. Ross motioned to extend the non-public session from 9:30pm to 9:40pm. Seconded by J. Levesque.  
Vote unanimously in favor.***

***J. Sullivan motioned to exit non-public at 9:35pm. Seconded by D. Winterton.  
Vote unanimously in favor.***

***D. Winterton motioned to seal the non-public minutes of 7/8/15. Seconded by R. Duhaime.  
Vote unanimously in favor.***

***D. Ross motioned to adjourn at 9:40pm. Seconded by J. Levesque.  
Vote unanimously in favor.***

**NOTE:** The Town website [www.hooksett.org](http://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

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# Town Council

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The duties and responsibilities of the Town Council are described in the Town Charter. The Charter, especially under section 3, outlines the role the Council takes in the governance of the Town of Hooksett.

In accordance to the Town Charter the Council has performed its duties and has had adhered to its role with due diligence. We have maintained a good working relationship with the Town Administrator and other governmental agencies. The 2014- 2015 year provided many opportunities for the Town to grow, succeed and continue to move Hooksett forward. The Council knows its role and will continue to meet challenges with open debate, careful deliberations and the willingness to build a community that brings all aspects of Hooksett together.

The Council meets twice a month and we encourage all to attend or participate. We also invite you to view the proceedings via video streaming which is available by visiting [www.hooksett.org](http://www.hooksett.org).

As prescribed by the Charter, the Town Report must contain “a review of all major Council actions, including a summary of ordinances enacted” as well as any actions in progress or pending before the Council”. With that the Council hereby provides a list of such accomplishments, decisions and votes.

The Council’s budget process resulted in an approved town operating budget for 2015-2016 of \$16,833,908.00 which represented a 0.32% decrease from the 2014-2015 operating budget. During our review, we were able to discuss some of the budget drivers in order to continue to provide citizen services. This included benefits for town employees, which resulted in a savings in the Town share of health insurance premiums.

- Acceptance of secretary desk , on which the Town Charter was written in 1822 , from Rev. Dr. George Robie
- Entered into a memorandum of agreement with the Army Corps of Engineers, NH DOT and the NH State Historic Preservation Office for stipulations moving forward to address the Lilac Bridge
- Signed and approved funds and documents ,with the approval of the Conservation Commission, to further support and protect the Merrimack River and Clay Pond properties
- Reviewed and discussed state road projects on Route 3, Main Street bridge repair and the future Hackett Hill/Route 3A roundabout projects
- Made changes to the investment, fund balance and condo reimbursement policies, as well as the CIP plan and Town’s safety manual
- Successfully negotiated contracts with Police and Highway department unions ,which included health insurance changes, and created a health insurance review committee
- Voted to discontinue a portion of Industrial Park Drive to allow expansion of Hooksett’s General Electric plant
- Made changes to the Administrative Code and Council Rules of Procedure and approved technology upgrades, all to improve efficiency and public awareness

- Completed Fire Station 1 upgrades and approved a cost reduction in the fees for ambulance collections from 7% to 5%
- Adopted reorganization plans and creation of a Public Works agency by combining Highway and Parks and Recreation with the Recycling and Transfer department
- Supported historic projects such as Town Hall rehabilitation with the restoration of the tin ceiling and the historic marker program
- Promoted business and community engagement and development with the community profile and business retention programs, participation in Old Home Day and installation of a POW/MIA chair in Veteran's Park

The Town Council has come a long way in its 26 years working with the Town Administrator, departments and community and has striven to improve public services, promote transparency and foster community building.

Since 1822 the Town of Hooksett has had much to celebrate and we are privileged to have dedicated individuals serving the community through elected roles, committee involvement and civic activities. The Town Council looks forward to our 200<sup>th</sup> anniversary in 2022 with great promise of making Hooksett an even better place in which to live.

Respectfully submitted on behalf of the Town Council,

*James A. Sullivan*

Hooksett Town Council Chair

**TOWN OF HOOKSETT  
BUDGET TRANSFER REQUEST FORM**

**TRANSFER # 2016-01**

Please explain the purpose of this transfer request: Public Work's reorganization as approved by Council on May 27, 2015, with Assistant Director/Engineer hired at \$96,000 not the \$90,000 as anticipated.

Public Works Director's allocation: 50% Highway, 25% Recycling, 15% Parks and 10% CD.  
Assistant Director/Engineer's allocation: 75% Community Development and 25% Highway.

**NEED OF FUNDS  
WHERE WILL THE MONEY GO?**

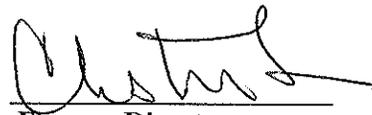
Account #	Description	Current Budget	Amount Added	New Budget
001-200.4191-111.000	CD Full-time	220,435.00	21,200.00	241,635.00
001-200.4191-220.000	CD Taxes	17,562.00	1,622.00	19,184.00
001-200.4191-230.000	CD NH Retirement	24,846.00	2,368.00	27,214.00
001-450.4520-111.000	P&R Full-time	269,149.00	15,300.00	284,449.00
001-450.4520-220.000	P&R Taxes	22,471.00	1,170.00	23,641.00
001-450.4520-230.000	P&R NH Retirement	31,361.00	1,709.00	33,070.00
<b>Totals</b>			<b>43,369.00</b>	

**SOURCES OF FUNDS  
WHERE WILL YOU GET THE MONEY FROM?**

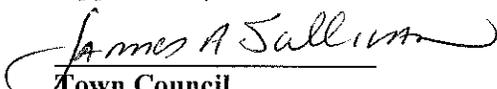
Account #	Description	Current Budget	Amount Reduced	New Budget
001-450.4311-111.000	Highway Full-time	124,789.00	(16,000.00)	108,789.00
001-450.4311-220.000	Highway Taxes	9,738.00	(1,224.00)	8,514.00
001-450.4311-230.000	Highway NH Retirement	14,218.00	(1,787.00)	12,431.00
001-500.4321-111.000	R&T Full time	124,287.00	(20,500.00)	103,787.00
001-500.4321-220.000	R&T Taxes	10,112.00	(1,568.00)	8,544.00
001-500-4321-230.000	R&T NH Retirement	14,521.00	(2,290.00)	12,231.00
<b>Totals</b>			<b>(43,369.00)</b>	

Recommended by:

  
Town Administrator

  
Finance Director

Approved by:

  
Town Council

7/8/2015  
Council Meeting Date

Public Works Reorganization Financial Implications  
 FY 2015-16 Budget

Positions	Current Budget	Highway	CD	R&T	Parks
Public Works Director	\$ 92,000	92,000			
Recycling & Transfer Superintendent	70,000			70,000	
Engineer	60,000		60,000		
	<u>222,000</u>	<u>92,000</u>	<u>60,000</u>	<u>70,000</u>	<u>-</u>
Positions	Proposed Budget	Highway	CD	R&T	Parks
Public Works Director	92,000	46,000	9,200	23,000	13,800
* Assistant Director/Engineer	96,000	24,000	72,000		
Part-Time Administrative help	15,000			15,000	
Increase for assistant crew chiefs	9,000	6,000		1,500	1,500
	<u>212,000</u>	<u>76,000</u>	<u>81,200</u>	<u>39,500</u>	<u>15,300</u>
Overall estimated cost reduction	<u>\$ 10,000</u>	(16,000)	21,200	(30,500)	15,300

Public Works Director allocation 50% Highway, 25% R&T, 15% Parks and 10% CD

Assistant Director/Engineer allocation 75% CD and 25% Highway

Increase for assistant crew chiefs

Note: \* Assistant Director/Engineer was hired at \$96,000 instead of the estimated \$90,000.

**Staff Report**  
**Reorganization of Department of Public Works**  
**May 27, 2015**

**Issue:**

Reorganization of Public Works, Transfer & Recycling and Community Development Departments as follows:

1. Combine the DPW, R&T and Community Development departments into a single Public Works Department with four divisions: Highway; Recycling and Transfer; Parks, Recreation & Cemeteries and Community Development.
2. Create a position called "Assistant Director of Public Works/ Town Engineer." (See attached job description.)
3. Make the Assistant Director the supervisor of the new Community Development Division and eliminate that function from the Town Planner's job description.
4. Eliminate the position of Transfer and Recycling Superintendent.
5. Eliminate the separate (never filled) position of Town Engineer.
6. Fund the Assistant position with a combination of money from the now eliminated Superintendent and Engineer positions.
7. Add part time administrative position to the department, and make other minor salary adjustments for added responsibilities for assistant crew chiefs.

I believe this will increase efficiency, clarify areas of responsibility and allow the combined department to move forward. Since there will be a reduction of two positions (Superintendent and Engineer) and the creation of two (Asst. DPW/ Engineer and part-time administrative assistant), there will be no additional positions added.

**Fiscal Impact:** Salaries and benefits lines will be reduced approximately \$220,000 and increased by approximately \$206,000, resulting in a net decrease in the overall budget of approximately \$16,000.

**Recommendation:** Motion to amend the administrative code, approve the new and revised job descriptions, approve the changes to the classification pay plan and revise the 2015-2016 budget to reflect the changes outlined above.

**Prepared by:** Dean Shankle

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Dean E. Shankle, Jr., Ph. D.  
Town Administrator

**SALES AGREEMENT AND DEPOSIT RECEIPT**

THIS AGREEMENT made this 8<sup>th</sup> day of July, 2015

Between the SELLER, **Karen Anne Heroux** of 15 Forest Lane, Boscawen, NH 03303, hereinafter referred to as "SELLER";

and the BUYER, **The Town of Hooksett by and through the Hooksett Conservation Commission** of 35 Main Street, Hooksett, NH 03106, hereinafter referred to as "BUYER".

**WITNESSETH:** That the SELLER agrees to sell and convey, and the BUYER agrees to buy a certain tract of land, with improvements thereon, situated on the north side of Mountain Road a/k/a The North Road a/k/a North Candia Road in the **Town of Hooksett, County of Merrimack and State of New Hampshire** being Tax Lot 9 on Tax Map 4 of the Town of Hooksett, NH (hereinafter "PREMISES") and being the same property as described in the deed of Fletcher B. Perkins to Karen Anne Heroux dated September 26, 1960 and recorded at Book 870, Page 304 in the Merrimack County Registry of Deeds;

**THE SELLING PRICE:** The Selling Price is NINETY-ONE THOUSAND & 00/100 Dollars (\$91,000.00);

**DEPOSIT:** The Deposit, which is being held in the escrow account of Mark R. Dunn, Esq. is TWO THOUSAND & 00/100 Dollars (\$2,000.00);

**CASH, CERTIFIED CHECK OR BANK DRAFT** on the date of transfer of title shall be made to Mark R. Dunn, Esq., as closing/escrow agent, in the amount of \$89,000.00 (less debits and plus credits) from the Buyer;

**DEED:** Marketable Title shall be conveyed by a Warranty Deed and shall be free and clear of all encumbrances.

**TRANSFER OF TITLE:** On or before December 31, 2015 at a place mutually convenient to the parties.

**POSSESSION:** Free and clear of all tenants and personal property as of the date of the closing;

**REAL ESTATE AGENT:** The Seller is represented by James Scanlon, JD, CCM of Colliers International and shall pay the real estate commission due to Colliers International, totally and completely. Buyer is not represented by any real estate agent and no commission is due to be paid by the Buyer to any real estate agent;

**TITLE:** If BUYER desires an examination of title he shall pay the cost thereof. If upon examination of title it is found that title is not marketable and SELLER cannot cure said defect within sixty (60) days, this agreement may be rescinded at the option of the BUYER and deposit shall be refunded to BUYER.

**SURVEY OF PREMISES:** The BUYER, at its sole initial expense may commission a survey of the PREMISES if it so desires;

**TESTS & INSPECTIONS:** BUYER, its agents and employees may enter the PREMISES for purposes of making measurements, surveys and environmental assessments, fundraising activities and generally examining the PREMISES at BUYER'S sole risk and expense. BUYER shall have the right, at BUYER'S sole cost and expense, at reasonable times, to perform such reasonable tests, studies and surveys of the PREMISES as it deems appropriate, including soil, water and subsurface investigation, and other environmental tests and inspections, with the requirement that it provide all such tests, studies, and surveys to the SELLER; provided, however, BUYER (1) shall defend, indemnify and hold SELLER harmless from and against all costs, damages and liabilities arising out of such activities and (2) shall, in the event it does not purchase the property interests described hereunder, reasonably repair any and all damage caused by such activities; and (3) shall provide Certificates of such insurance to Seller in form and substance acceptable to SELLER. If the results of these tests are unsatisfactory to the BUYER, then the BUYER, at its option, may rescind this Agreement with written notice to the SELLER.

**FINANCING:** Obtaining grants from public, private and non-profit granting agencies to partially finance the acquisition of the PREMISES by the BUYER is critical. To that end, the SELLER agrees to help the BUYER prepare, assist, execute and submit such documentation for any grant application requested by the BUYER and to otherwise provide such access to the PREMISES and other information and assistance as BUYER may reasonably request in completing said grant applications all at no expense to the SELLER;

**REAL ESTATE TAXES:** Real estate taxes shall be prorated as of the date of the closing.

**NEW HAMPSHIRE STATE TRANSFER TAX:** The BUYER and SELLER agree to split the NH State Transfer Tax equally in the event a transfer tax is imposed. However, it is the belief of the BUYER that the transaction is tax exempt as a transfer into a subdivision of the State of New Hampshire pursuant to RSA 78-B:2, I;

**LIQUIDATED DAMAGES:** If the BUYER shall default in the performance of its obligations under this agreement, the amount of the deposit shall become the property of the Sellers as reasonable liquidated damages. If SELLER shall default in the performance of her obligations under this Agreement, the SELLER's share of the Survey expenses, as defined in the Agreement above, shall be deemed the BUYER's liquidated and shall be payable to the BUYER;

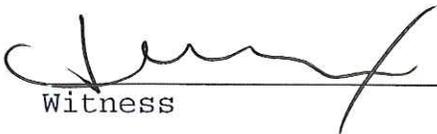
**PRIOR STATEMENTS:** All representations, statements, and agreements heretofore made between the parties hereto are merged in this agreement, which alone fully and completely expresses their respective obligations, and this agreement is entered into by each party after opportunity for investigation, neither party relying on any statements or representations not embodied in this agreement, made by the other or on its behalf.

**OPERATIVE STATE LAW:** This Agreement shall be interpreted under the laws of the State of New Hampshire. This Agreement shall be binding on the heirs and assigns of both the Seller and the Buyer. All singular nouns shall be considered plural as the context suggests and vice versa and all male pronouns shall be considered as female pronouns as the context suggests and vice versa.

WITNESS the signatures of the above parties on the day and year first above written:

In the presence of:

SELLER:

  
Witness

  
Karen Anne Heroux

BUYER:

TOWN OF HOOKSETT

Donna J Fitzpatrick  
Witness

BY: James A Sullivan  
Name: James A. Sullivan  
Title: Town Council Chair  
Duly Authorized



**Town of Hooksett, NH**

**Town Council District 1**  
**Candidate Selection Process 1 year Term**

The Hooksett Town Council is seeking a 1 year term (07/01/15-06/30/16) candidate for the District 1 Town Council seat. Candidate must reside in Hooksett for at least 1 year & currently reside in District 1. Completed Application for Appointed Town Board Position must be received no later than 06/30/15 to: Town of Hooksett, Attn: Town Council, 35 Main Street, Hooksett, NH 03106 or email [townadministrator@hooksett.org](mailto:townadministrator@hooksett.org). Applications are available via [www.hooksett.org](http://www.hooksett.org) or at the Town of Hooksett address above. Candidates are invited to attend the Town Council's 07/08/15 meeting at Town Hall Chambers, 35 Main Street, Hooksett, NH @ 6:30pm at which time the Council will make their nomination/appointment for the District 1 seat. Questions should be directed to the Administration Department 603-485-8472."