

TOWN COUNCIL MEETING – JANUARY 13, 2016

TOWN COUNCIL MINUTES Regular Meeting Wednesday, January 13, 2016

ATTENDANCE:

Chair James Sullivan (arrived at 6:00pm), Nancy Comai, Donald Winterton, James Levesque, Marc Miville, Timothy Tsantoulis, Adam Jennings, David Ross, and Dr. Dean E. Shankle, Jr.
Missed: Robert Duhaime.

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 (b) The hiring of any person as a public employee

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.

N. Comai motioned to enter non-public session at 5:30pm. Seconded by D. Winterton.

Roll Call

D. Winterton – yes

T. Tsantoulis – yes

J. Levesque – yes

A. Jennings – yes

M. Miville – yes

D. Ross – yes

N. Comai - yes

Vote unanimously in favor. J. Sullivan arrived at 6:00pm.

D. Winterton motioned to exit (recess) non-public session at 6:37pm and continue after tonight's public session. Seconded by T. Tsantoulis.

Vote unanimously in favor.

PUBLIC SESSION BEGINS at 6:37pm

PLEDGE OF ALLEGIANCE

SPECIAL RECOGNITIONS

Boston Cane Recipient – Virginia Klariotis

Hooksett Youth Achiever – Elza Zamban

APPROVAL OF MINUTES

Public: 12/09/2015

Board Secretary M. Miville reviewed the vote tallies and confirmed their accuracy.

T. Tsantoulis motioned to approve the public minutes of December 9, 2015. Seconded by J. Sullivan.

Vote unanimously in favor 3 abstained

J. Sullivan motioned to approve the public minutes of December 16, 2015. Seconded by M. Miville.

Vote unanimously in favor with 3 abstained

Anyone requesting auxiliary aids or services is asked to contact the Administration Department five business days prior to the meeting.

TOWN COUNCIL MEETING – JANUARY 13, 2016

Non-Public: 12/16/2015

J. Levesque motioned to approve the non-public minutes of December 16, 2015. Seconded by J. Sullivan.

Vote unanimously in favor 3 abstained

AGENDA OVERVIEW

J. Sullivan provided an overview of the agenda.

PUBLIC HEARINGS

CONSENT AGENDA

- a. Donation of \$200.00 in Visa gift cards from resident Tim Sweeney to Hooksett Family Services for the 2015 Holiday Assistance program
- b. Donation of \$4,995.00 from the NH Police Academy to Hooksett Police Dept. for overtime line in lieu of Detective Sergeant Bouchard assigned to 167th session as academy Cadre

M. Miville motioned to accept the consent agenda (a & b). Seconded by A. Jennings.

Vote unanimously in favor.

TOWN ADMINISTRATOR'S REPORT

- Annual Report from SNPC
- Working on upgrade the way we do the agenda and staff reports which will be done electronically. This will be available on the iPad and the format will be standardized. You will see more of this in the next few weeks.
- Fire Chief and Union Contracts are ongoing.
- Still working on the Lilac Bridge. Received an email from the engineers and they are finalizing the "For Sale" documents. Working on soliciting bids to remove salvageable parts.
- We've been working with Walmart on the Sewer issue. There is a conference call on Thursday at the Sewer Department with the representatives of Walmart.
- You approved a Hazard Mitigation Plan which was submitted to FEMA. The letter from FEMA was read with approval. With this plan approval, Hooksett is eligible to apply for Mitigation Plan grants through FEMA.

PUBLIC INPUT

No comments

NOMINATIONS AND APPOINTMENTS

SCHEDULED APPOINTMENTS

Don Riley, Moderator

Don Riley reviewed the plan for the upcoming Primary Election

- 52 individuals are need for the Primary Election Day.
- 3 Councils until closing time. A Schedule is being prepared of Councilors to attend the election.

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TOWN COUNCIL MEETING – JANUARY 13, 2016

- Based on historical data, a large turnout is expected. School has been cancelled which will help with traffic and parking.
- Dr. Shankle offered any employees who are available without closing offices to assist with the election.
- D. Ross volunteered to serve as the Representative to Board of Election

N. Comai suggested utilizing the electronic sign to help with flow.

J. Sullivan suggest the Police Department to help with traffic particularly at Farmer Road.

15 MINUTE RECESS

OLD BUSINESS

Budgets, CIP and Warrant Articles

Warrant Article – T. Rainer

Amendment to Independent Audit –

*N. Comai motioned to accept the Warrant Article for an Independent Audit and move it to the Ballot with the appropriate wording. Seconded by A. Jennings
Vote unanimously in favor.*

Amendment Relative to Town Report

*J. Levesque motion to accept the Warrant Article for Relative to Town Report and move it to the Ballot with the appropriate wording. Seconded by D. Winterton.
Vote unanimously in favor*

Amendment to Change annual meeting

D. Winterton motioned to use the first suggested wording for the amendment change which reads “Shall the municipality approve the Charter amendment to Sections 1.6; 3.1A, B, C; 5.4F; 9.2B; and 10.2B summarized below?”

The purpose of this amendment is to revise the referenced Sections of the Town of Hooksett Charter to change the annual meeting from May to March and to conform to other statutory requirements associated therewith.” Seconded by M. Miville.

Vote 7:1 motion carried

Budget

The Operating Budget after changes including Library and Sewer is \$17,260,392 .The Default budget is \$17,275,193 which is \$14,801 less than default.

You want to move the Council’s recommended budget to the Budget Committee.

This year’s budget is within \$27,000 of last year’s budget.

Warrant Articles

Roads and Related Infrastructure Capital Project

D. Boyce: We had talked about getting a bond for paving the roads. We are asking for a Capital Project and ask for \$300,000 per year for the next 5 years. Once voted in we would have it in our budget.

D. Ross: We have always had a paving line and often it goes unspent.

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the Administration Department five business days prior to the meeting.**

TOWN COUNCIL MEETING – JANUARY 13, 2016

D. Boyce: Last year we came to the Council for an additional \$120,000 to complete two roads.

D. Winterton: Why wouldn't we just add \$300,000 to the paving line in the Highway budget?

N. Comai: Because it could be used for something other than paving in the budget. The Warrant requires it to be used for roads.

Dr. Shankle: The advantage of doing this, you can do 5 years worth of planning because once past by 3/5 it becomes part of the default budget and becomes part of the planning.

D. Ross: This is a commitment in non-discretionary money.

Dr. Shankle: If we have a bad snow year, that money can disappear for plowing. If people vote for this, they are saying they want the focus on roadwork. I makes it specific on what it is for. There may be roads that take two years to build. This allows for planning. You are not bonding so you will not have to pay any interest.

A. Jennings motioned to place Roads and Related Infrastructure Capital Projects on the Ballot. Seconded J. Levesque.

Vote 7:1 motion carried

Capital Reserve Funding – DPW \$200,000

A. Jennings motioned to place Capital Reserve Funding – DPW on the Warrant. Seconded by J. Levesque

D. Boyce: We have no plan to purchase anything now but most likely we would need a front end loader or a plow truck.

D. Ross: I remember when this began, I thought we put \$100,000 in the fund.

D. Boyce: It was originally \$100,000 and we bumped it up to \$200,000 last year. Trucks are expensive. A sidewalk plow is \$125,000.

We bought a 10 wheel dump truck for \$209,000.

D. Ross motioned to amend the motion to \$100,000. Seconded by D. Winterton.

D. Winterton: Are there any plans or programs where we can lease this equipment? I think we should investigate this.

C. Soucie: Currently we have \$134,000 in the fund.

M. Miville: This is an all-encompassing fund for equipment and trucks. It was combined by the CIP.

Vote on amendment to \$100,000 1:7 motion fails

Vote on original motion 7:1 motion carried.

TOWN COUNCIL MEETING – JANUARY 13, 2016

Capital Reserve Funding – DPW

J. Levesque motioned to place the Capital Reserve Fund - DPW on the Warrant for \$170,000.

Seconded by A. Jennings.

Vote unanimously in favor

Police Officers 2 New Full-time

D. Winterton motioned to place the Police Officer – 2 New Full Time on the Warrant.

Seconded by N. Comai.

Chief Bartlett: This would bring the complement to 30 full time officers. We have more arrest than Concord last year. When we have to take an officer off the road to book and transport, it leaves us shy. We had a standoff at the Fire Bird and everyone was tied up there. With the added positions, I hope to maintain 3 officers on all shifts and add a swing shift during the peak respond hours.

J. Sullivan: Last year we had a warrant article to add two officers.

Chief Bartlett: There will be 3 officers on the day shift, evening and night shift. The additional officer would be from 6 at night to 2:30 in the morning.

J. Sullivan: We had 26 last year. We are increasing by 4 in a year. We made due with the 26 and then you explained the same rational last year. You haven't had time to evaluate if the 4 will bring you to the level required. The voters will decide on what level of police coverage they want.

Chief Bartlett: The voters decide, it is about public safety and a level of customer service. In my view, in order to have an appropriate level of force to cover the town equally, we need 30 officers.

D. Winterton: Will this require additional equipment and cruisers?

Chief Bartlett: Equipment yes, which is covered in the warrant. We have 8 or 9 vehicles. We always have spare vehicles. I can't see adding vehicles to the fleet. That isn't part of my plan. We are now at the stage that the cars we purchased a few years ago are being repurposed for the detectives. We have enough cars.

M. Miville: I support the Police Department but I think we need to take a breath and hold off for a year. We have requested 4 more part time officers and 2 full last year. I think we need time to evaluate that.

A. Jennings: Other than one officer that was Cadre, are all officers on board.

Chief Bartlett: I have one that needs training and 2 that graduated from the academy that will be on their own in the Spring. We have two vacant positions which we are trying to fill.

T. Tsantoulis: We have Department heads that we expect to do a job and we support. We should at least give the voters a decision. The Chief feels this is what he needs.

D. Ross motioned to amend the motion to "one" full time officer. Seconded by A. Jennings

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the Administration Department five business days prior to the meeting.**

TOWN COUNCIL MEETING – JANUARY 13, 2016

D. Ross: This might be an easier sell to the voters. This would bring the force to 29.

Roll Call Vote on amendment to “one” officer

N. Comai *No*

D. Ross *Yes*

A. Jennings *Yes*

M. Miville *No*

T. Tsantoulis *No*

J. Levesque *No*

D. Winterton *Yes*

J. Sullivan *No*

Vote 3:5 amendment fails

Vote on original motion 7:1 motion carried

A. Jennings motioned to place the Article for Capital Reserve Funding – Fire Rescue \$70,000 on the Warrant. Seconded by D. Winterton.

D. Jore: The next planned replacement for apparatus is in 2018 for a truck estimated at \$400,000.

T. Tsantoulis: What do we do with the used apparatus? Do we use it in trade?

D. Jore: We sometime trade it in or send it to auction. The auction is a last resort. We have looked for value in trade. We have placed ads in the trade magazine. We currently have one at the Transfer Station because we received no reasonable offers and is not worth much.

C. Soucie: We are using it for parts

Vote unanimously in favor.

Fire Rescue – Car #2

N. Comai motioned to place Fire Rescue Car #2 on the Warrant. Seconded by J. Levesque.

D. Winterton: This is a onetime deal. We do not have a fund to replace this type of vehicle.

Vote unanimously in favor.

Live Bottom Trailer for R&T

A. Jennings motioned to place the Live Bottom Trailer for R & T to the Warrant. Seconded by D. Ross.

D. Boyce: The current trailer is rotting and needs replacement.

We replaced one in 2010 which we use for trash. That will be downgrading to the demo and then to the metal.

Vote unanimously in favor.

NEW BUSINESS

Acceptance of LCHIP grant for Window Restoration at Town Hall

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TOWN COUNCIL MEETING – JANUARY 13, 2016

D. Winterton motioned to accept the LCHIP Grant in the amount of \$19,000 for window restoration at Old Town Hall, and authorize the Town Administrator to sign all necessary LCHIP grant agreements and documents. Seconded by N. Comai.

Vote unanimously in favor.

Paramedic Intercept Agreement – Town of Bow

D. Jore: The billing company likes to have these agreements in place. This agreement goes to 2019.

M. Miville motioned to authorize the Town Administrator to accept this agreement and sign on behalf of the Town of Hooksett. Seconded by D. Winterton.

Vote unanimously in favor.

A. Jennings motioned to extend the meeting 20 minutes. Seconded by D. Winterton.

Vote unanimously in favor.

SUB-COMMITTEE REPORTS

M. Miville: Budget Committee-The Public Hearing for the School is tomorrow at 7:00 pm. Two members of the Budget Committee resigned this week, Tabitha Jennings and Pat Gosselin, Chair.

D. Ross: There is a need for us to accept a donation for Blue Ribbon Gates and Locks.

Donna Fitzpatrick: There will be a public hearing at the next meeting.

D. Ross: The gates have already been damaged and it should be reported to the police. They have been damaged deliberately.

D. Ross: The bid package was approved by the Conservation Commission for the Riverfront Trail Project. It is imperative for us to raise awareness because contractors are few and far between. The bids are available from Stantec and hard copies are available in the Planning Department with the opening on February 11th.

D. Winterton: The Sewer Commission - There are microbeads in scrubbing cleansers. These are a problem and there is Legislation in Concord to make these illegal.

PUBLIC INPUT

No comments

NON-PUBLIC SESSION (CONTINUED FROM EARLIER SESSION THIS EVENING)

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 (b) The hiring of any person as a public employee

NH RSA 91-A:3 II (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself.

J. Sullivan motioned to enter non-public session at 9:38pm. Seconded by D. Winterton.

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TOWN COUNCIL MEETING – JANUARY 13, 2016

Roll Call

A. Jennings – yes

J. Levesque – yes

D. Ross – yes

M. Miville – yes

D. Winterton – yes

T. Tsantoulis – yes

N. Comai – yes

J. Sullivan - Yes

Vote unanimously in favor.

A. Jennings motioned to exit non-public at 10:20pm. Seconded by T. Tsantoulis.

Vote unanimously in favor.

J. Levesque motioned to seal the non-public minutes of 01/13/16. Seconded by M. Miville.

Vote unanimously in favor.

J. Levesque motioned to adjourn at 10:22pm. Seconded by A. Jennings.

Vote unanimously in favor.

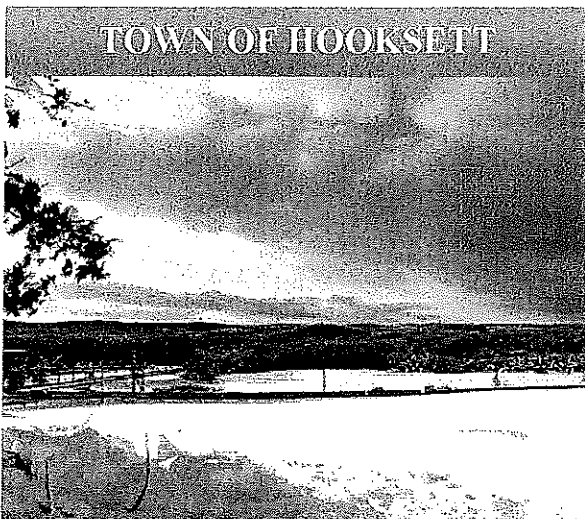
Respectfully submitted,

Lee Ann Moynihan

2015 Report of the Southern New Hampshire Planning Commission



The Southern New Hampshire Planning Commission has a wide range of services and resources available to help dues-paying members deal with a variety of municipal issues. Technical assistance is provided by a professional staff whose expertise is, when necessary, supplemented by consultants selected for their specialized skills or services. Each year, with the approval of appointed representatives, the Commission's staff designs and carries out programs of area-wide significance mandated by New Hampshire and federal laws or regulations, as well as local projects which pertain more exclusively to a specific community.



Technical assistance is provided in a professional and timely manner by staff at the request of the Planning Board and/or Board of Selectmen. The Commission conducts planning studies and carries out projects of common interest and benefit to all member communities; keeps officials apprised of changes in planning and land use regulation; and in conjunction with the New Hampshire Municipal Association, offers annual training workshops for Planning Board and Zoning Board members.

Services performed for the Town of Hooksett during the past year are as follows. Hours listed represent work for the Town only; in projects involving multiple municipalities the total hours spent by SNHPC staff is higher. For example, 36 hours were spent by SNHPC staff working on the Planner's Roundtable Brown-Bag Sessions for the 15 municipalities in the region; equally dividing the total hours results in 2.4 hours of benefits that can be attributed to the Town.

| No. | Hours | Project Description |
|-----|-------|--|
| 1. | 160 | Assisted Emergency Management Director and Department Heads in completing the update to the Town's Hazard Mitigation Plan. The purpose of formulating the Town's Hazard Mitigation Plan was to have in place a strategy to reduce the severity of harmful consequences derived from natural and man-made events. |
| 2. | 90 | Conducted traffic counts at 28 locations and forwarded traffic data to the Town. |
| 3. | 13 | Updated ITS Architecture for the Southern NH Planning Commission Region. |



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|-----|-----|--|
| 4. | 12 | Provided staff support to the Regional Trails Coordinating Council: led correspondence efforts, organized meetings, recorded minutes, and assisted in the search for grant opportunities. |
| 5. | 10 | Provided monthly information to the Planning Board regarding upcoming meetings, project and grant updates, webinars and other training opportunities through SNHPC's quarterly Newsletters, monthly Media Blasts and periodic E-Bulletins; |
| 6. | 4 | Represented the interests of the Town on the Region 8 Regional Coordination Council for the Statewide Coordination of Community Transportation Services Project. |
| 7. | 3 | Participated on the NH BPTAC (Bike-Ped Transportation Advisory Committee) Counting Subcommittee, preparing a statewide counting plan and conducting the inaugural counts using shared automated counting equipment. |
| 8. | 2.6 | Provided an opportunity for all SNHPC communities to participate in a unique project studying various aspects of complete streets and encouraged communities to participate in a corresponding pilot policy project to be completed in 2016. |
| 9. | 2.6 | Applied for and awarded a competitive U.S. EPA funded Community Wide Brownfields Assessment Grant to be implemented in the region in 2016. |
| 10. | 2.4 | Provided multiple opportunities for community staff, volunteer commissioners, and other community stakeholders to come together and discuss "hot topics", participate in webinars, and attend multiple planning and land-use related events throughout the year. |
| 11. | 2 | Provided staff assistance to Statewide Coordinating Council for Community Transportation (SCC). |
| 12. | 2 | Presented and assisted Planning Board in adopting "ReadySetGo!", which strives to promote economic growth and development in participating communities. |
| 13. | 5 | Provided technical assistance and facilitation with the Mutual Sharing Committee and established a regional electric purchasing cooperative with several other municipalities and school districts in the SNHPC Region. The combined savings for the first year will be \$287,462, or 24.4 percent. In addition to the significant savings, the majority of participants will be using at least 20 percent green energy. |
| 14. | 2 | Organized and facilitated a Legislative Event for NH Legislators and local officials in the SNHPC region. This year's topic was Growing the High Tech Corridor. |
| 15. | .5 | Provided a training opportunity for planning staff and land-use board volunteers to improve plan reading and analysis skills through a site plan review workshop. |



Certified Sites in Southern New Hampshire

Hooksett's Representatives to the Commission

Michel N. Jolin
Richard G. Marshall

Executive Committee Member: Michel N. Jolin

