



**TOWN COUNCIL MINUTES -- OFFICIAL**  
**Regular Meeting**  
**Wednesday, April 27, 2016**  
**6:30 PM**  
**Council Chambers**

**1. CALL TO ORDER**

Chairman James Sullivan called the meeting to order at 6:30 p.m.

**2. ROLL CALL #1**

In attendance: Chairman Sullivan, Councilors Robert Duhaime, Marc Miville, David Ross, James Levesque, Adam Jennings, Nancy Comai, and Tim Tsantoulis

Absent . Councilor Donald Winterton and Town Administrator, Dr. Dean Shankle.

**3. PLEDGE OF ALLEGIANCE**

**4. SPECIAL RECOGNITIONS**

4.a Swearing-in Ceremony for new Hooksett Fire Chief James Burkush

Chairman Sullivan thanked Assistant Chief, Dean Jore, and read through Chief James Burkush's biography. He welcomed family and friends in attendance, and recognized Councilor Comai. Assistant Chief Jore and Deputy Chief Michael Hoisington joined Chief Burkush and Councilor Comai who read the Firefighters Pledge and administered the oath of office to Chief Burkush.

Deputy Chief Hoisington asked Chief Burkush to be generous with passing on his knowledge and said that every Manchester firefighter he spoke to said "you've got a good one" and "you're going to like this guy". Both he and Assistant Chief Jore said they looked forward to working for and with Chief Burkush. Both offered congratulations and a "welcome aboard". Chief Burkush's son, a firefighter himself in Manchester, pinned the badge on him. Father and son exchanged a hug and the Chief said to his son "it was not that long ago, I was pinning this badge on you". Chief Burkush thanked the Council and the administrative staff. He introduced his family including his 90-year-old Mom, his wife, Anne, of 34 years, his two children, son TJ, and daughter, Kendall, his son-in-law Travis Mannon, and Manchester Assistant Fire Chief, Dan Goonan and his wife. He recognized Al Murray who taught him to dive way back. He said he met the Fire Department staff last week and looks forward to working with them, and to this new endeavor. He said he hopes to be able to "add something to this fine group here". Chairman Sullivan welcomed Chief Burkush and wished him well during his career in Hooksett. The Chairman also offered thanks to all the firefighters in attendance for their good work.

**5. APPROVAL OF MINUTES**

5.a Public: 04/13/2016  
[TC Minutes 04.13.16-U.pdf](#)

*Chairman Sullivan moved to table the public minutes of the April 13<sup>th</sup>, 2016 Council meeting. Second by Councilor Comai and passed unanimously, 8-0.*

5.b Non-Public: 04/13/2016

*Councilor Duhaime moved, second by Councilor Comai, to approve the non-public minutes of the Council meeting of April 13, 2016. Motion passed unanimously, 8-0.*

## **6. AGENDA OVERVIEW**

## **7. PUBLIC HEARINGS**

7.a Public hearing for a donation of a LifePak 15 Cardiac Monitor/Defibrillator from The New England Heart & Vascular Institute (CMC Hospital) valued at \$28,321.82 to the Hooksett Fire-Rescue Dept. as per RSA 31:95-e II.

[042716 TC LIFEPAK DONATION HFD.doc](#)

[Cardiac Monitor Donation.pdf](#)

[LP Quote 3-2016.pdf](#)

At 6:48 p.m. Chairman Sullivan read the meeting notice and opened the public hearing to accept a donation of a LifePak 15 Cardiac Monitor/Defibrillator from the New England Heart & Vascular Institute (CMC Hospital) valued at \$28,321.82 to the Hooksett Fire-Rescue Department per RSA 31:95-e, II.

Acting Fire Chief Dean Jore along with Firefighter/EMT-Paramedic Joe Stalker came forward. Chief Jore said that Firefighter Stalker served as the technical expert on the project. He originated the idea and wrote the grant request. Pictures of the equipment were handed out. FF Stalker said the LifePak is the newest in the field today and transmits cardiac rhythms. FF Stalker said the current equipment will be obsolete by September 2016 and Physio-Control will no longer service these monitors, nor will they produce any products or parts for them. FF Stalker said the town transports to three hospitals . Concord, Catholic Medical Center (CMC), and the Elliot. FF Stalker said the equipment allows for advanced care that can start more quickly from the field to the cat lab. Councilor Miville said it ~~looks heavy~~+. FF Stalker said its got a shoulder strap and stays in the ambulance. In response to Councilor Duhaime who asked about the cost of maintenance, FF Stalker said they have a service contract where they come in every year and do a systems check. The contract is worth its weight in gold.

Councilor Levesque said as a patient of CMC and a survivor, he said they hook you up to this monitor; its fantastic and great for the town. FF Stalker said they bring the equipment right into the house depending on symptoms and get on as soon as possible.

Chief Jore mentioned that another feature of the equipment is that it records the time medication is administered and when certain procedures are done. FF Stalker said they have the ability to select what is transmitted to the hospital; i.e., cardiac rymthm, vital signs. FF Stalker said one machine has been traded in; they hope to trade the other two. The Chief mentioned that the other machines are getting near the end of their serviceable life. Councilor Miville asked if the ~~weakest one~~+gets replaced first. FF Stalker said they are all weak. Councilor Ross thanked CMC and said he looks forward to having the modern technology. He also urged staff to ~~keep up the good work~~ and ask again [for grant funds]+ Councilor Levesque asked if CMC had informed us of the grant or did the department pursue

it. FF Stalker said in 2013 he had heard that the philanthropic department had done this sort of grant. At the time, Hooksett was in need of a chest compression device. Fast forward to 2015, the department figured they'd try the same avenue and lucked out again. Michael Kelley from CMC came forward. Chairman Sullivan thanked him and CMC for their generous donation. Mr. Kelley said it is CMC's pleasure to donate the device to area fire departments and other organizations in need of this and other life saving equipment. Chairman Sullivan said the donation would be formally accepted at the Council's next meeting.

## 8. CONSENT AGENDA

8.a Donation of a circa 1900 black and silver parlor stove from Bob Schroeder valued under \$5,000 to the Hooksett Heritage Commission for eventual use at the old town hall.  
[Stove Donation 042716.pdf](#)

*Councilor Ross moved, second by Councilor Miville, to accept a donation to the Hooksett Heritage Commission of a silver parlor stove from Bob Schroeder valued under \$5,000. Motion passed unanimously.*

8.b Landscape surety release in the amount of \$36,762.62 to PSNH/Eversource (off Legends Drive)  
[Staff Report - PSNH landscape release.pdf](#)

*Councilor Jennings moved, second by Councilor Comai, to approve a landscape surety release in the amount of \$36,762.62 to PSNH/Eversource. Motion passed, 7-0-1 (Councilor Tsantoulis abstained).*

8.c Landscape surety release in the amount of \$10,500.00 to Manco, LLC (Dunkin Donuts - Benton Road)  
[Staff Report - Dunkin Donuts Landscape Surety Release..pdf](#)

*Councilor Duhaime moved, second by Councilor Jennings, to approve a landscape surety release in the amount of \$10,500 to Manco, LLC. Motion passed unanimously, 8-0.*

## 9. TOWN ADMINISTRATOR'S REPORT

In Dr. Shankle's absence, Christine Soucie, Finance Director, indicated the Hooksettites invited one Council member to attend and say a few words at an event to be held on Thursday, May 19<sup>th</sup> at the Derryfield Country Club. Chairman Sullivan said they will make arrangements to have someone attend. Director Soucie then reported that NH Motor Speedway has offered Council members a 20 percent discount at two events to be held on July 17<sup>th</sup> and September 25<sup>th</sup>. There is no conflict and no action is required by the Council.

## 10. PUBLIC INPUT - 15 MINUTES

Ronald Latouche of Bell Avenue came forward and presented a petition letter regarding ongoing activity at the Firebird Motel. Mr. Latouche read the petition letter which is attached to these minutes.

Chairman Sullivan said the Chief has kept him posted on what's going on at the motel. He is aware of the concern and asked that Town Administrator Shankle ask the Police Chief to come in at the Council's next meeting to discuss plans to address citizens' concerns. Donna

Fitzgerald mentioned that the Chief was out at training. The issue will be placed on the May 11<sup>th</sup> meeting agenda. Councilor Miville asked what course of action Mr. Latouche is proposing. Mr. Latouche said that he and his neighbors would like the motel shut down; there is prostitution, murder, and stabbings there. Recently, syringes were picked up and now people are parking at the Fairfield and walking to the Firebird. He said all they care about is taking in cash. Chairman Sullivan said ~~we'd~~ find out what else can be done to alleviate the situation.

## 11. NOMINATIONS AND APPOINTMENTS

## 12. SCHEDULED APPOINTMENTS

### 12.a Don Riley, Moderator

Town Moderator, Don Riley, on behalf of the Board of Elections thanked the Council for their tremendous support over the last five years. He said that he and his team of volunteers have ~~raised~~ the bar and everyone should be thanked for what they do. He suggested maintaining the Council representative to the Board of Elections, currently held by Councilor Ross. The town election will be held on May 10<sup>th</sup>, and Mr. Riley encouraged Council members to sign up to volunteer on Election Day except those on the ballot. Mr. Riley said he'd need three Council members to be available at the end of the day to sign the seal for the ballot.

Moderator Riley said there was a Union Leader article recently on an electronic voter checklist system. He and Scott attended demonstrations that were conducted over the last several weeks. He said it is exciting technology that will eliminate lines and minimize errors. The ~~Poll Pad~~ tablets allow voters to swipe their driver's licenses on a card reader to check in. If the information that comes up is correct (home address, polling location), the voter can sign his or her name on the tablet, which the poll worker then matches to signatures already on file with election officials. The tablet then prints out a slip that can be given to election workers in exchange for a ballot. Senator Boutin developed an amendment which calls for pilot programs in September and November. Manchester City Clerk, Matt Normand, is hoping to get approval of the system as a first step to have the technology implemented statewide.

Mr. Riley stated that he and Todd attended the NH Senate's Public and Municipal Affairs Committee and there seemed to be lots of support for the legislation. If passed by the Senate, it will need to go back to the House for approval. Three communities in NH could be participating in the pilot program in September and November. Manchester, Durham, and Hooksett at no cost to the town. Mr. Riley said that votes can be counted in 15 minutes, rather than two hours. Councilor Miville asked if ballots still get counted. Mr. Riley said that the machine counts the ballots. Workers look at ballots for write-ins. Councilor Ross said ~~anything~~ getting rid of lines is a great idea, and asked if a log is maintained. Mr. Riley said that it was all captured and uploaded to the Cloud; very secure. Mr. Riley said that 10 states are using this technology. Councilor Miville asked if more volunteers would be required. Mr. Riley said it's likely fewer people will be required. The new technology cost about \$1,200 per Poll Pad, and if all materializes, funding will be an issue.

Chairman Sullivan indicated that the Memorandum of Understanding (MOU) will need to be signed. A final schedule of Councilor participation on election day will be sent to Mr. Riley.

### 13. 15 MINUTE RECESS

### 14. OLD BUSINESS

### 15. NEW BUSINESS

15.a 16-020 Quarterly Financial Update for March 2016  
[Quarterly March 2016.pdf](#)

Finance Director Christine Soucie went over highlights of the third quarter financial report ending March 31, 2016 as follows:

- total operating budget is 68 percent spent
- total revenue figure shows 78 percent collected which is very comparative to the last two years
- percent expended is very low for family assistance
- administration has expended close to 84 percent to date; Ms. Soucie expects to come in below or at budget
- Fire-Rescue's budget as of March 31<sup>st</sup> is 69 percent spent, which is slightly lower than the prior two years and primarily due to vacant positions
- One thing running through each department is turnover, a 30 percent rate

Chairman Sullivan asked what is an average turnover rate and are there concerns about why, why are people leaving. Director Soucie said the hardest department hit was Public Works and Fire-Rescue and there are a number of factors as to why people are leaving. Donna Fitzpatrick mentioned that her office does exit interviews with all departing employees no matter why they are leaving. Councilor Tsantoulis said that unemployment is low and more people feel comfortable leaving jobs but it not unique to municipal employees.

Other highlights include:

- while there were not many snow events this year, those that did occur were on weekends or holidays so staff had to be paid overtime; hired contractors plow school parking lots to ease the burden on staff
- \$64,781 as of March 31<sup>st</sup>, has been spent for engineering costs on the Lilac Bridge which was not budgeted for
- The Recycling and Transfer Division is 62% spent and is keeping pace with prior years spending; tipping fees are up

Councilor Ross stated that ~~we~~ we need to look at this recycling; ~~we~~ we are not saving money+. He said the town was losing money given the cost of the vehicles, fuel, and maintenance items, and the vehicles are only three years old. Chairman Sullivan said the matter needed to be brought back on the agenda. Councilor Ross said he would like specifics from Administrator Shankle. Councilor Duhaime stated that turnover of staff also takes a toll on equipment. Chairman Sullivan repeated that the issue should be placed on the agenda and have Dr. Shankle address the question. Councilor Ross said he would like numbers in a simple format of the cost per ton to get rid of trash now versus a few years ago. The bottom line, he said, is how much does it take to get the trash out of town.

15.b 16-021 Declare Vacancy - Parks & Recreation Advisory Board  
[PRAB Vacancy.pdf](#)

*Councilor Jennings move, second by Councilor Duhaime, to authorize posting a vacancy for the Parks and Recreation Advisory Board. This vacancy is created by Richard Cote lack of attendance and participation on the Advisory Board. Motion passed unanimously, 8-0.*

15.c 16-022 Proclamation - Citizen of the Year 2016  
[COY 16 Staff Report.pdf](#)  
[Citizen of the Year Proclamation 2016.doc](#)

The Lions Club has selected Frank Kotowski as the 2016 Hooksett Citizen of the Year. Each year the Town Council presents a proclamation at the recipient of the Citizen of the Year ceremony which will be held on May 13<sup>th</sup> this year at the Puritan. Chairman Sullivan read the proposed proclamation. A typographical error was pointed out to change %æer+to %åim+in the third paragraph.

*Councilor Jennings moved, second by Councilor Miville, to authorize the Chair to present the Citizen of the Year proclamation as read to Frank Kotowski at the 2016 Citizen of the Year dinner and ceremony. Motion passed unanimously, 8-0.*

15.d 16-023 Donati & Frasier Tennis Courts for Pickleball Use  
[Pickle Ball lines in Tennis Courts.pdf](#)

Diane Boyce, Director of the Public Works Department, indicated that presently the town is leasing the gym during the day to a pickle ball group. Pickle ball has become one of the fastest growing sports and the group has requested that the town put pickle ball lines in the tennis courts along with the tennis lines for the courts. The town could place a lighter purple line in one of the two courts at Donati and on one of the two courts at Fraser Field. Those courts could then be used by both tennis players and pickle ball players. It seems the Town of Merrimack had the same issue that caused a conflict with tennis players that created a need for more tennis courts. Director Boyce said that Dr. Shankle feels the tennis courts are being regularly used and re-purposing them is inappropriate. Director Boyce has gone by the courts on several occasions and has found that they are not regularly used. She said she went by seven times over the weekend and did not find anyone using the courts. A resident showed Council members the racquet and ball used in the game. Director Boyce is asking that the Council allow pickle ball lines to be painted on two of the four tennis courts in town at a cost of \$400. Councilor Tsantoulis said that town property should be shared and enjoyed by all residents. Councilor Jennings said if scheduling becomes an issue, perhaps that may serve as a good Eagle Scout project.

*Councilor Jennings moved, second by Councilor Ross, to allow two of the four tennis courts in town to be painted with pickle ball lines. Motion passed unanimously, 7-0 [Councilor Levesque stepped outside of the meeting room at the time of the vote].*

## **16. SUB-COMMITTEE REPORTS**

Councilors Tsantoulis, Jennings, Duhaime, and Miville has no reports. Councilor Comai said she will not be on the Council going forward and members may want to consider filling her

position on the Board of Assessors, Cable Advisory Board, Retention Committee, and Union Negotiations. Councilor Ross is also on those committees.

Chairman Sullivan said he had nothing to report on the Old Town Hall Committee other than documentation to go out for bid for windows is on its way. Heritage Commission Day will be held on May 21<sup>st</sup>. The Chairman will report back to the Council on Guidelines on Monuments and discussed bid opening for Lilac Bridge.

Councilor Ross said there was no Conservation Commission meeting. He said there were no surprises for the Old Town Hall Committee; heat detectors were all found operational.

Councilor Miville said town elections will be held May 10<sup>th</sup>. Remind everyone to come out and vote. Appreciate everyone showing up at McCauley Middle School. Please come vote.

Councilor Levesque said the Transfer Committee met but he was not able to attend. He will provide information at next meeting.

Councilor Duhaime . Tshirts . Chairman Sullivan said they have a multitude of items: t-shirts, blankets, maps, all available from the Town Clerk, Town Hall, or Robie's Store. Proceeds benefit the Heritage Commission endeavors.

Councilor Ross moved, second by Councilor Tsantoulis, to place an ad in the newspaper, at a cost not to exceed \$200, to %Get Out The Vote+ and remind people how important it is to vote and to post a similar public service announcement at the Library. Motion passed unanimously, 8-0.

Councilor Miville suggested writing up a press release as well to be included in the Hooksett Banner and/or the Union Leader. Councilor Jennings asked if other towns held elections in May. Chairman Sullivan said not many and indicated that holding town and school elections at the same time would help

Chairman Sullivan closed the Public Hearing on LifePak.

## **17. PUBLIC INPUT**

## **18. 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 8:29pm. Seconded by A. Jennings.***

### **Roll Call**

R. Duhaime . yes

M. Miville . yes

D. Ross . yes

J. Levesque . yes

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A. Jennings . yes  
N. Comai . yes  
T. Tsantoulis - yes  
J. Sullivan . yes

***Vote unanimously in favor.***

***J. Sullivan motioned to exit non-public at 8:58pm. Seconded by J. Levesque.  
Vote unanimously in favor.***

***D. Ross motioned to seal the non-public minutes of 04/27/16. Seconded by M. Miville.  
Vote unanimously in favor.***

## **19. ADJOURNMENT**

***R. Duhaime motioned to adjourn 04/27/16 public session at 9:00pm. Seconded by D. Ross. Vote unanimously in favor.***

**Note:** The Town website 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,

Suzanne Beauchesne  
Recording Clerk