



**TOWN COUNCIL -- OFFICIAL
Regular Meeting
Wednesday, April 13, 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 #2

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

3. PLEDGE OF ALLEGIANCE

4. SPECIAL RECOGNITIONS

4.a Police Department - swearing in of new Patrol Officer

Chairman Sullivan introduced Captain Daigle who came forward to swear in Eric Perreault as Hooksett's newest Patrol Officer. Captain Daigle said he was proud to swear in Officer Perreault in front of his Hooksett Police Department colleagues, his family and friends. Officer Perreault was raised in Lowell, MA and went to Salem High School. He took some business management courses at Keene State College and is an exceptional baseball player having been signed as a free agent for the Arizona Diamondbacks. From there he served as an Account Manager for MicroTech. Mr. Perreault joined the Captain and took his oath of office. His mother came forward and proudly pinned his badge to the applause of friends, family, and colleagues. On behalf of the Council, Chairman Sullivan offered congratulations to Officer Perreault and advised him to ~~stay safe~~.

5. APPROVAL OF MINUTES

5.a Public: 03/23/2016

[TC Minutes 03.23.16-U.docx](#)

Councilor Duhaime moved, second by Councilor Jennings, to approve the March 23, 2016 Town Council meeting minutes as amended. Motion passed 8-0-1 (Councilor Comai abstained).

5.b Public: 04/02/2016

[TC MINUTES 040216-U.pdf](#)

Councilor Jennings moved, second by Councilor Duhaime, to approve the April 2, 2016 Town Council special meeting as presented. Motion passed unanimously, 9-0.

6. AGENDA OVERVIEW

7. MARTINS FERRY ROAD - PUBLIC INPUT (30 MINUTES)

7.a Extended public input for the Town to provide the public with information on Martins Ferry Road for proposed sidewalks and traffic calming measures and for the Town to receive public comments on this proposal.

[2016 Roadway Construction Project april 13 2016 town council mtg.pdf](#)

Town Engineer, Jim Donison, followed up on the Martins Ferry Road construction project that was discussed at the Council's last meeting. Mr. Donison noted on overhead slides where two stakes and bump-outs would be located. Trees will be cut and the sidewalk will be immediately adjacent to the curb. If a property owner wants trees down, we'd meet with individual property owners. Bump-outs are a slight indent in the road and will be marked so that snow plow drivers see them. It was mentioned again that fire and police do not like speed tables. Mailboxes were discussed previously, as well. Mr. Donison had a slide placing the mailboxes sideways at the edge of the sidewalk which would work and not require homeowners to cross the street to get their mail. Mr. Donison will make sure this is acceptable to the Postmaster. Councilor Ross asked about the costs of removing the mailboxes that exist and reinstalling new ones. Councilor Ross asked if the town was paying for the material, labor, etc. He also pointed out that one or two mailboxes are on granite posts. Mr. Donison said the granite posts will have to be replaced. He agreed, people need to know who is paying for it and where it's going to be.

In response to David Smith about the width of roadways, Mr. Donison said the roadway would go from 22 to 20 feet. Mr. Smith said he's interested in safety, slower speeds, and peaceful living and proposed four bump-outs. Mr. Smith asked whether or not the four part-time officers had been approved. Dr. Shankle said the Council approved four part-time officers and will be filled if the budget is passed. Two other officers are on a separate warrant article. Mr. Smith said he's looking to get the police officers in the area; changing the speed limit hasn't helped.

Michael Stachura of Benton Road pointed out on the slide the area of concern to him. His house is at the corner and asked how speeding traffic can be slowed going down Benton Road. He said it is a dangerous intersection and asked if it wouldn't be better to put a stop sign at that corner on Martins Ferry. Mr. Donison said they tried to space out the bump-outs evenly along Martins Ferry Road but questioned whether that would prevent drivers from whipping around the corner. It is an enforcement issue. Dr. Shankle suggested turning it into a T intersection. Mr. Donison thought that is a possibility. Mr. Stachura was not sure that would help. Mr. Stachura said Benton Road was supposed to have been widened but it was never done. He said people cannot get out that road onto Martins Ferry Road and a three way stop sign may be the ideal solution.

Chairman Sullivan asked if it couldn't be brought back to a T rather than a Y intersection. Mr. Donison said that is something the Safety Committee took a look at. Three way stops are not preferred for speed control. Mr. Donison said he'd take a look at the area again. Councilor Winterton said he appreciated Mr. Stachura's input and asked him to get in touch with neighbors to support the Council's budget that includes funding for four part-time officers.

Matt Harding of 32 Martins Ferry Road said he supports the proposal and appreciates the effort. He said he feels strongly about making the road feel more like a community. He said

last Friday he went to see the baseball game at SNHU with his daughter who wanted to walk the ¼ mile trip to the field, so his daughter supports having a sidewalk.

Councilor Ross suggested placing a concrete cone in the middle of the road, or crosswalk. He said UNH uses them and you can't cut corners. He said that occurs on Sherwood Drive as well. Chairman Sullivan said they would have to be removed during the winter months. Councilor Duhaime said for now calming measures should be installed and marked for review in a year from now to see how it's working.

Mr. Donison said there is a pedestrian bridge across the brook. He spoke with SNHU about the cost of the superstructure and indicated that the town would pay for abutment costs. A representative from SNHU, Mr. Maldini, said the matter is under advisement and the school will see what they can do. He said it's at the leadership desk and we are looking at it. Dr. Shankle asked if students would use sidewalks. Mr. Maldini said probably, but they haven't done a study. In response to a Council member, Mr. Donison said there is no cost to Sewer.

Councilor Miville said it has been a long process and thanked everyone for providing a lot of input. He is in support of the plan and feels it accomplishes what we need. Mr. Donison said he expects to advertise the bid in mid-May and award it by mid-June. Work should begin in July and will last three months.

8. PUBLIC HEARINGS

9. CONSENT AGENDA

9.a Donation of Approximate total dollar amount for materials \$215.00 and Donation of labor will not exceed monetary value requiring a public hearing for the Hooksett Fire Station 1 Cub Scout Garden Project. This is in compliance with RSA 31:95-e II.

[Station 1 Cub Scout Garden project - Staff report.pdf](#)

[Station 1 garden picture.JPG](#)

10. TOWN ADMINISTRATOR'S REPORT

Dr. Shankle reported the following:

- Audit was received. There were no major issues.
- Received email from Councilor Levesque about a resident's interest in a guardrail. Director of Public Works, Diane Boyce, and Deputy, Jim Donison, looked at it and didn't recommend it; guardrails are generally placed so you don't go down an embankment.
- Attended a two day workshop on economic development and land use matters.
- Planning Board toured SNHU's new facilities. It was interesting.
- Conservation Commission worked through impact fees issues.
- Bid opening for Lilac Bridge reclamation. Got one bid . interested in sections of the Bridge.

Donna Fitzpatrick provided a brief update on the Wellness Program. Ms. Fitzpatrick reminded Council members that Harvard Pilgrim offers quarterly incentives and spoke to the importance of learning more about being a consumer. Active employees can avail themselves of the options in services which drives down costs. In May, the town will

launch a major water hydration challenge. Participation for the whole month of May provides a \$75 incentive check.

Chairman Sullivan said there was a satisfactory conclusion to the Benton Road property. Administrator Shankle said the work is not quite finished. The front yard is a mud hole. Work continues on the property. In response to Councilor Levesque, Chairman Sullivan said they are doing the work with the court's permission.

11. PUBLIC INPUT - 15 MINUTES

12. NOMINATIONS AND APPOINTMENTS

13. SCHEDULED APPOINTMENTS

13.a Planning Board

Scott Petty, Denise Craft, and Richard Marshall, members and Chair of the Planning Board came forward to provide an annual update of the Planning Board's activities. Mr. Marshall said the Planning Board had been very active over the past year to include zoning amendments to be presented to voters in May, raising chickens, solar energy systems and SNHU's proposed development who are working on a Master Plan for campus. Since January 1 four site applications have been received in comparison to last year's one site plan application.

They are beginning work on updating the Master Plan which hasn't been done since 2004. It has been slow going with the loss of staff but they have contracted with Southern NH Planning Commission to assist with Master Plan. Funds should be sufficient for technical assistance as long as not sidetracked. Mr. Marshall said the development of the Master Plan is under the purview of the Planning Board in accord with statute. Councilor Comai asked about attendance at their meetings. Mr. Marshall said attendance has been very good; it's always been good because volunteers take it seriously and they have alternates to replace full members when absent. In response to Councilor Miville, Mr. Marshall said appeals are made directly to the Supreme Court. If new information is provided on a case, it can be appealed to the Board.

Councilor Duhaime asked who makes sure the Master Plan gets done. Mr. Marshall said the Board sets goals and objectives. To accomplish those goals, zoning changes must be developed and that continues all the time. Mr. Marshall said they are continually updating the plan and are always cognizant of the Master Plan which gets updated every ten years and gets amended from time-to-time. Currently, several chapters really need to be updated. Sometimes the Board just re-affirms particular sections. Councilor Levesque asked if proposed zoning changes are made available to the public. Mr. Marshall said they are posted. Chairman Sullivan mentioned a new TIF plan. Mr. Marshall said he would love to discuss it if somebody would come to the Planning Board to discuss it. Councilor Comai suggested clarification on who stewards the Master Plan. Mr. Marshall said the Planning Board and the Planning Department staff is responsible for that. Mr. Marshall said the amendments are recorded by date. He's done four Master Plans.

14. 15 MINUTE RECESS

15. OLD BUSINESS

15.a Richard Fitz Proposal for Selective Timber Cut

Dr. Shankle said that Richard Fitz made a proposal regarding cutting timber on town land. The Council asked Dr. Shankle to do due diligence and bring back information so the Council could make a decision. According to the state who both assess timber and keep an eye on timber cuts, it seems the prices Mr. Fitz is proposing paying are reasonable. The only issue that was raised was whether the Town's property could be clearly delineated. Dr. Shankle asked the Town Engineer to work with Mr. Fitz on the entrance to the area and the bounds.

Pending the resolution of the expressed concerns, *Councilor Winterton moved, second by Councilor Jennings, to authorize the Town Administrator to sign the Timber Contract with R.A. Fitz & Son, Inc. provided all boundaries of the town-owned property, Map 23, Lot 14, are agreed to and satisfied. Motion passed unanimously, 9-0.*

Jim Donison said that the parcel is 33 acres and Mr. Fitz will survey the parcel before the cut is actually done. Councilor Comai said Mr. Fitz was supposed to talk to abutters. Mr. Donison said Mr. Fitz has contacted everyone. Councilor Comai wanted assurance that the town would not be liable for any damages. Mr. Donison said that had to be addressed in the agreements reached. Town Administrator Shankle said we may not get permission to go in. Councilor Levesque suggested keeping the contractor to the letter of the agreement.

Councilor Winterton recalled that Mr. Fitz is doing a property in the area, not contiguous, and if trees don't come off the property now, we will never have access to that property again. He continued saying that the parcel is land locked and no one will go in again. A forest will re-grow. Councilor Winterton stands by his motion authorizing the Town Administrator to sign a contract with the caveat as included in the motion. Councilor Comai said it should be a clear cut. Councilor Duhaime said every county has its own forester. Once Mr. Donison knows the boundary, the forester will be happy to take a look. Councilor Ross said it's town property and a clear cut is generally not a good thing to do; and it's ugly too. It's a selective cut because it's still a forest; not conservation property. Councilor Winterton said no one advocated a clear cut, someone asked about a clear cut. Councilor Levesque said selective cut is the thing to do. There can be another harvest in 50-75 years from now, and sometimes hard wood comes back better. Chairman Sullivan said the concerns will be addressed. The motion passed unanimously, 9-0.

15.b Deliberative Session 04/02/16

Chairman Sullivan welcomed any comments on how the deliberative session went. He thought it went very well. Councilor Winterton said it is important to recognize that there were eight citizens who attended that were not on any committee and that's very troubling. He said warrant articles changing the dates of the deliberative session and town meeting and that is a good thing. He said that Hooksett has 9,865 voters. Under SB 2, we could be subject by governance motivated by a minority. He said weeks of hard work gets changed by a very vocal minority.

Councilor Winterton said SB 2 today is a troubling way to govern ourselves. He said in 2016 we are asking citizens of Hooksett to go to a deliberative session or ballot box seven times this year. Motivated citizens will go seven times a year. We have eight of them. Only

eight citizens could have perfect attendance. Councilor Winterton suggested that the Council direct the Town Administrator to confer with counsel on other ways Hooksett could govern itself and provide descriptions of various forms of government and ask the citizens if that is the way they want to govern. Chairman Sullivan asked that the matter be included on next month's Council meeting agenda. Councilor Ross suggested letting the people weigh in on the warrant article first. Councilor Winterton said he was not proposing anything. SB 2 is not serving the people of Hooksett. Chairman Sullivan said it could be voter apathy. Councilor Miville said at times when there is no controversy, there's no reason to show up. We need to get out the vote. Election will be held on May 10th and the word needs to get out. Chairman Sullivan said that other than lack of attendance, the explanations were clear and answers were provided and we continue to improve. Councilor Levesque said the Voters Guide doesn't have zoning amendments in it. Dr. Shankle thought they were included.

16. NEW BUSINESS

16.a 16-015 Contract Award for Architectural Services for the Hooksett Safety Complex - 2016 Police Station Renovations RFP#16-02
[Staff Report April 13 2016 Town Council RFP 16-02 Police Station.pdf](#)

Town Engineer, Jim Donison, on behalf of Chief Bartlett, reviewed the results of the RFP for architectural services in renovating the town's Safety Complex. The scope of work will include relocating the dispatch room, improving a number of rooms, and the like. Four interested firms submitted their proposal. The Selection Committee interviewed three of them. The fourth firm was not interviewed because their quote of \$97,500 was substantially higher than the other three firms. The Selection Committee chose SMP Architecture because they provided the most detailed information though their price of \$54,125 was not the lowest. Mr. Donison also stated that SMP Architecture has done work for the town previously.

Councilor Comai moved, second by Councilor Jennings, to award RFP #16-02 Proposal for Architectural Services for the Town's Safety Complex to SMP Architecture for the amount of \$54,125. It was noted that funding for the project will come from the already approved Police Impact Fee account approved by the Town Council on October 28, 2015.

Councilor Ross was concerned about what was not included in the scope of services and that more meetings, if necessary, would add to the cost. Mr. Donison said specifics were included and the Police Chief is comfortable with the five meetings proposed to include critical milestone meetings, and will supply drawings. Dr. Shankle said SMP Architecture is the firm that did Station 1. Councilor Ross said the comparison of the two buildings is stark. Councilor Tsantoulis recalled the Chief talking about small scope items; not a total rehabilitation and asked whether the quoted price was fair compensation. Mr. Donison said yes. Councilor Miville asked what the difference was between SMP and the next lowest price quote of \$42,800 provided by Dennis Mires, P.A. Mr. Donison said the proposal submitted by SMP was very detailed. They provided very detailed sketches in comparison to the others who were very generic.

Roll Call # 3 was called: Comai-yes, Ross-yes, Jennings-yes, Miville-yes, Duhaime-yes, Tsantoulis-yes, Levesque-yes, Winterton-yes, Sullivan-yes. Motion passed unanimously, 9-0.

[SMP Architecture proposal RFP 16-02 Police Station Improvements.pdf](#)

16.b 16-016 Contract Award for Fire Alarm System for Hooksett Old Town Hall
[Staff Report - Fire Alarm system Old town Hall.pdf](#)

Councilor Ross recused himself on this matter. Dr. Shankle mentioned that normally if an award is for less than \$15,000 it would not come before the Council.

Councilor Comai moved, second by Councilor Duhaime, to concur with DPW's recommendation and award the contract to D.P. Ross Home Electronics at a cost of \$9,700. Roll Call #4: Jennings-yes, Levesque-yes, Ross-abstained, Duhaime –yes, Miville-yes, Winterton-yes, Tsantoulis-yes, Comai-yes, Sullivan-no. Motion passed, 8-0-1.

[D. Ross bid - Old Town Hall.pdf](#)

[Hampshire Fire Bid Old Town Hall.pdf](#)

[Tyco Bid Old Town Hall.pdf](#)

16.c 16-017 Town Administrator Annual Performance Review Process
[Staff Report TA Eval 041316.pdf](#)

Town Administrator Shankle removed himself from the discussion. Councilors were asked to approve the timeline and process for the Town Administrator's annual evaluation for period 7/1/15 . 6/30/16. Chairman Sullivan said he was comfortable with the format. Dr. Shankle will provide his self-evaluation on May 11th instead of April 27th. Councilor Winterton said he is a firm believer in self evaluation and he was comfortable with the accelerated timeline. May 25th will now be May 11th. Ms. Fitzpatrick said that it use to be done closer to May or the end of June. Chairman Sullivan said that in June, the Council will give the Town Administrator established goals. Donna Fitzpatrick said she will send out an updated schedule. Councilor Jennings asked if there were any recommendations on the form itself. Ms. Fitzpatrick said that goals for this round included more technology. Councilor Miville asked if there was an area for suggestions for improvement. Ms. Fitzpatrick said that under each item there is a section for general comments.

16.d 16-018 Old Home Day Town Council Booth - 09/17/16
[STAFF REPORT 2016 OLD HOME DAY TC BOOTH.pdf](#)

Annually the Council has hosted an Old Home Day Town Council booth. Additionally, to promote town collaboration the Conservation Commission and Heritage Commission have booths on either side to share their respective information. Councilors volunteer their time to work the booths. Councilor Winterton suggested filling in the volunteer sign-in sheet after the election since the Council composition may change.

Councilor Jennings moved, second by Councilor Tsantoulis, to approve the 2016 Old Home Day Town Council booth as presented. Motion passed unanimously, 9-0.

[2016 Vendor Registration.pdf](#)

[2016 OHD vendor guidelines.pdf](#)

16.e 16-019 Heritage Day Proclamation 05/21/2016

Chairman Sullivan read a Preservation Month 2016, Proclamation by Hooksett Town Council proclaiming May as National Preservation Month in Hooksett and May 21, 2016 as Hooksett Heritage Day.

Councilor Levesque moved, second by Councilor Jennings, to accept the proclamation as presented. Motion passed unanimously, 9-0.

17. SUB-COMMITTEE REPORTS

Councilor Tsantoulis said the Assessors Committee met tonight and there is nothing out of the ordinary to report.

Councilors Jennings, Duhaime, Comai, and Miville had no report.

Chairman Sullivan reported on the Old town hall committee. He said during demolition of the old town hall, they discovered items to be preserved -- the old arch of the window of the front door; the outline of the original staircase to the balcony and an old shade in a south facing window. The wanes coating is still in good shape and should also be saved. The OTHC is working on gathering information for bids to go for the replacement of the windows under the grant we received.

Councilor Winterton said the Sewer Commission met last Monday. As mentioned by Dr. Shankle earlier, the Planning Board met at SNHU. In attendance were five or six representatives of SNHU. They had a lot of new hires. It was a really productive discussion and their growth is rapid; tearing down two buildings. Their proposal to the town will be a \$36 million dorm to house students that currently live in Manchester. That will be taxable property for Hooksett. They are also building the Gustafson Welcome Center and 1500 seat soccer facility and field. They need to provide the Planning Board with more information. It was a very positive meeting. Councilor Winterton suggested Councilors take time to go through and around the property and see the spectacular growth. New buildings are all green+.

Councilor Ross said they came to the Conservation Commission with preliminary plans for the new soccer field. He lives on Sherwood Drive and he can see the end of the tree line. There is noise pollution and music at the softball field. He hopes planning will address some of these issues . noise and traffic are a problem. He also found drainage arrangements a bit short. Councilor Ross said there may be extra money for trail projects. He also commented on the elderly exemption qualifications; i.e., the asset level/income level are out of whack and the veterans tax credit totals \$500.

Councilor Levesque said the Zoning Board met last night. On Harmony Place, they passed variance to change from 63 units to 76 units which passed.

18. PUBLIC INPUT

19. NON-PUBLIC SESSION

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 9:30pm. Seconded by D. Winterton.

Roll Call

T. Tsantoulis . yes

D. Ross . yes

R. Duhaime . yes

A. Jennings . yes

J. Levesque . yes

D. Winterton . yes

M. Miville . yes

N. Comai - yes

J. Sullivan - yes

Vote unanimously in favor.

***J. Sullivan motioned to exit non-public at 9:37pm. Seconded by D. Winterton.
Vote unanimously in favor.***

***J. Sullivan motioned to seal the non-public minutes of 04/13/16. Seconded by T. Tsantoulis.
Vote unanimously in favor.***

20. ADJOURNMENT

Councilor Ross moved, second by Councilor Tsantoulis, to adjourn the public session of the meeting at 9:38 p.m. Motion passed unanimously, 9-0.