



**TOWN COUNCIL MINUTES -- OFFICIAL  
Regular Meeting  
Wednesday, May 25, 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: Councilors Donald Winterton, Timothy Tsantoulis, James Levesque, Robert Duhaime, Marc Miville, David Ross, and Chairman James Sullivan. Councilor Jennings arrived at 6:40 p.m.

Absent: Councilor Nancy Comai

**3. PLEDGE OF ALLEGIANCE**

**4. SPECIAL RECOGNITIONS**

4.a Hooksett Youth Achiever

Councilor Winterton said this is the 4<sup>th</sup> year since the Hooksett Youth Achiever program was started and it remains his favorite part of serving as a Councilor. He said tonight's award was being presented to two young ladies, Aurora Knickerbocker and Acadia Knickerbocker, sisters who he admires greatly. One of the major issues that the Planning Board has faced recently was an ordinance about keeping chickens. Many puns were jokingly heard such as "whose going to run with the flock+and %ave been henpecked before+." The issue, however, is a serious one to a large constituency in Hooksett. Two of those constituents are the young ladies being honored tonight for their courage, organization, and preparation who came before the Planning Board with presentations that %lew every Board member away+ and convinced the Planning Board to rewrite the ordinance that was satisfactory to all. A short section of the presentation videos were shown. Councilor Winterton presented Aurora and Acadia with a certificate and pin and asked them to remember in the future how proud the Town of Hooksett was tonight of them and their efforts.

**5. APPROVAL OF MINUTES**

5.a Public Minutes: 05/11/2016

[TC Minutes 051116-U.docx](#)

[TC Added Material 051116.pdf](#)

*Councilor Levesque moved, second by Councilor Tsantoulis, to approve the May 11, 2016 Town Council meeting minutes, as amended. Motion passed unanimously, 7-0-1 (Councilor Jennings abstained.)*

5.b Non-Public Minutes: 05/11/2016

*Councilor Winterton moved, second by Councilor Ross, to approve the May 11, 2016 non-public Town Council meeting minutes, as presented. Motion passed unanimously, 7-0-1 (Councilor Jennings abstained.)*

## **6. AGENDA OVERVIEW**

## **7. PUBLIC HEARINGS**

7.a 16-034 Donation of new (replacement) scoreboard from Hooksett Youth Athletic Association (HYAA) valued at \$10,438.00 to Town of Hooksett for Donati Field per RSA 31:95 e II.

[052516 HYAA Scoreboard.doc](#)

[Donation of Scoreboard from HYAA.pdf](#)

[HYAA Scoreboard Donation.pdf](#)

Chairman Sullivan read the public notice and, in accord with RSA 31:95-e II, opened the public hearing at 6:44 p.m. DPW Director, Diane Boyce, recommended that the Council accept a donation from the Hooksett Youth Athletic Association (HYAA) to replace the old scoreboard at Donati Field valued at \$10,438. Stacey Howe, Chairman of the HYAA, said they had two scoreboards to donate valued at \$20,076. He provided a handout of what the scoreboards look like. Chairman Sullivan noted that a second hearing would have to be scheduled to receive and accept the second scoreboard even though the presentation will be identical to this one. Mr. Howe said the scoreboards are state-of-the-art and the one difference from the old warn-out scoreboard is that the actual team names, rather than %quest+ and %home+, can be included electronically. The second scoreboard will replace the main scoreboard at the football field.

Councilor Winterton asked if the purchase had gone out to bid and was told %no+. He praised HYAA's fundraising success and asked what their major source of funding was. Mr. Howe said their \$10 membership fees go into the General Fund for purchases of scoreboards and the like. He said this year they will be awarding two \$1,000 scholarships and their program has grown. In the past they had a golf fundraiser and comedy nights to raise funds, and will likely get back to those events next year. Mr. Howe said funds are raised through registration fees and private donations as well. Councilor Miville followed up asking who determines how funds are distributed. Mr. Howe said HYAA has an executive board including four at large members who vote on where the money will be spent. Councilor Miville asked if parents' input was sought. Mr. Howe said if they spend outside HYAA activities they would let parents know. He said this year flag football brought in an additional 140 kids to the program. He said %we don't spend a lot of money+; money spent is either field related or sports related. If funds are distributed outside of those areas, they would seek membership input. Councilor Miville recalled an appreciation picnic being funded for the town. Mr. Howe said funding is completely different today. Councilor Duhaime asked how old the scoreboards are and who maintains them. Mr. Howe said the scoreboards were donated by Pepsi in the early 90s. A sponsor label will be placed at the top of the scoreboards. Director Boyce said the town has not maintained them. Mr. Howe said the HYAA has always maintained them. Mike Horne who serves on the Parks & Recreation Advisory Board thanked the HYAA for their generosity and work over the years. There was applause from the audience. Chairman Sullivan asked how many sports HYAA supports and what their membership is. Mr. Howe said seven

individual sports and they just added flag football last fall. HYAA membership totals 2500 to 3000. The public hearing remains open.

## 8. CONSENT AGENDA

## 9. TOWN ADMINISTRATOR'S REPORT

Dr. Shankle reported on the following:

- He has been working with Counsel regarding the Firebird Motel issue. Dr. Shankle said some states have a Criminal Activity Nuisance ordinance and they are checking the possibility of having such an ordinance in NH. They are looking at possible changes to other ordinances as well.
- The Planning Board had a meeting on Monday night and has started working on a Master Plan. Given his background in planning and having served as the first Community Development Director in Merrimack, Dr. Shankle offered his assistance but it was declined.
- He, along with Councilor Miville, presented 99 year old Sophie Dlugosz with the Boston Post Cane award. Mrs. Dlugosz recalled much that no longer exists in Hooksett; i.e., the Pic & Save, Sky Ray, the China Dragon restaurant that burned to name just a few. In 1941 there were no banks in town, now there are three, and the bus service back-and-forth to Concord is no longer available.
- Dr. Shankle encouraged the Hooksettites to get some of this kind of information written down and record some of these things. Councilor Ross said that Kathie Northrup has been doing oral history recordings.
- Tax bills will be out May 31<sup>st</sup> and are due July 1, 2016.
- The Town Engineer has contacted the state about repairing the chain-linked fence at the Firebird Motel. The state doesn't intend to replace it, but the Town Engineer will follow-up.

Councilor Levesque asked about an email received about solar energy which was received by a number of Council members. Dr. Shankle will follow-up on the matter. He said a couple of communities do it; it's a big, long-term project. It can be a good thing. Peterborough has done it; Durham is in the process.

Chairman Sullivan asked if there was an update on the Lilac Bridge. It seems the state wants more conversation with the person who may buy it before they make a commitment. Dr. Shankle was hoping to get the bid out in June but that will have to wait until the state uncertainty is resolved. Chairman Sullivan asked about a meeting that took place two days ago about the utilities. Town Engineer, Jim Donison, said a week ago they met with all utilities presently on the bridge. The meeting included Robert Schroeder, DuBois & King engineer and Kathie Northrup. He said Comcast is looking to put poles on each side of the river and a temporary line across the river. They asked us to contact Eversource to have their cable placed on the existing H pole. The response from Eversource was that it's possible but they have to make the request themselves and fill out the application. They said they were not allowed to put in their own pole so there is still some confusion. The Heritage Commission is looking for a permanent solution which would be a conduit under the pedestrian bridge. Councilor Ross asked if there was concern about using the conduit and said the idea of using a temporary pole was ridiculous. They are making money. It's their

business; if the bridge goes down, wires go down and they should pay for the temporary and permanent conduit. Chairman Sullivan confirmed with Mr. Donison that if there is a change, the utilities must get approval from the Council, the Heritage Commission, and the Historical Society.

## **10. PUBLIC INPUT - 15 MINUTES**

Mr. Horne thanked councilors for their time and asked that the town work with the state to get safe shoulders on route 3 and 3A. He drives through Allenstown, Pembroke and into Bowcawen and those towns have done it right. He said there are many bicyclists and the town needs to provide safe passageways on the side of the highways. The second thing Mr. Horne brought up was regarding the After School Program. He is concerned that town government would be competing with business. The proposal will serve only a small community and create more work . payroll and human resources . and he is very concerned about the liability.

## **11. NOMINATIONS AND APPOINTMENTS**

11.a Appointment - Leslie Boswak to SNHPC  
[Boswak SNHPC Application.pdf](#)

*Councilor Ross moved, second by Councilor Winterton, to appoint Leslie Boswak to the Southern NH Planning Commission. Motion passed unanimously, 8-0.*

## **12. SCHEDULED APPOINTMENTS**

12.a Parks & Recreation Advisory Board

Councilor Jennings said the Chair of the Parks & Recreation Board, Jacqui McCartin, wants to step down effective June 30<sup>th</sup>. Ms. McCartin said she had been a member for approximately seven years and has enjoyed her participation on the Board.

*Councilor Winterton moved, second by Councilor Jennings, to accept, with regret and thanks, Jacqui McCartin's resignation from the Parks & Recreation Advisory Board. Motion passed unanimously, 8-0.*

Jacqui McCartin and Mr. Horne came forward to provide a yearly update of the activities of the Parks and Recreation Advisory Board. Ms. McCartin provided a handout of what the Advisory Board does. Its next meeting is scheduled for June 21<sup>st</sup>. They liaison with the Conservation Commission, Heritage Commission, Parks & Recreation Committee, Cemetery Committee and other town entities. Impact fees are monitored and utilized rather than returned. The Board has played an instrumental part on a number of projects in town; Pinnacle Trail, Merrimack Riverfront Project, the sports field due to the loss of the Tri Town field. Allocation of impact fees are ongoing and supported by the Board. Last summer a intern with the Conservation Commission shared some information with the Board on the Dalton Brook Pond which is behind the Tap House and led to further research which is ongoing in compiling a list of all town owned parcels that could have recreational potential.

HYAA attends meetings regularly with updates on programs and developments and the town owes them much gratitude for all they do. One of the things the Advisory Board does is try to

make sure recreation in the town is more visible and they would like to see improvement on placement of recreational activities on the website. The five year plan is in review and revision; they've added a couple of new items -- disc golf and pickleball. At the end of June there will be two vacancies and one alternate vacancy on the Board and Ms. McCartin urged the Council to fill the positions with people who are enthusiastic and knowledgeable about the town and have a desire to contribute ideas for recreational activities and who work towards collaborative realization of those ideas. Councilor Winterton thanked Ms. McCartin and suggested one way to share information about recreational activities with residents might be by including the information in with their tax bill. Councilor Duhaime thought it was a good idea to prepare an inventory of town owned property with recreational potential. Mr. Horne mentioned a property between Hackett Hill and Corriveau Road where public hearings were held but people did not want to use the parcel for recreational activity. He said many people are working hard but better communication is necessary. Knowing what's in the budget, too, would allow the Board to plan better. Dr. Shankle said the reason for the Before and After School Program was to generate funds to have a full time director who could help move those programs forward. It's always been the position that any recreational program must be self-funded. Dr. Shankle asked if the Advisory Board had a position on the matter. Ms. McCartin said it had not been officially presented to the Board. Mr. Horne said if the pros and cons are weighed out perhaps that is a way to fund it. Ms. McCartin said she likes the enthusiasm and said Steve Schack has been attending committee meetings and coming in with new ideas.

Chairman Sullivan said there was a disconnect between and among the various committees and over the years not much information has been provided for inclusion in the annual report. He said he was intrigued by the interactive Google map that could include historical sites, recreational sites, and conservation lands. Mr. Horne said he does not recall being asked to put anything in the Annual Report. Councilor Miville agreed with the Chairman about a disconnect in sharing information and thinks it would be a good idea to put the Advisory Board in the Annual Report. Also, Councilor Miville said he agrees that the Advisory Board needs more collaboration from people who are advising the Advisory Board and thanked the Board for all they have been doing, and suggested they come before the Council more often. There was discussion on improving communications between all related committees, staff and Council and perhaps seeking the Advisory Board's thoughts on matters such as the Sun in the Fun program change. Councilor Ross said the Fun in the Sun program change hasn't come before the Council either. Dr. Shankle said they have kept the director on part time to work on the Fun in the Sun and trying to expand the program which, like other recreational programs, must be self-funded. They are trying to do something with the funds made from the Fun in the Sun program and it may be too late for this year.

Chairman Sullivan thanked Ms. McCartin for her eight years of service and all those serving on committees.

## 12.b Budget Committee

David Pearl, Chair of the Budget Committee, came forward and provided a PowerPoint presentation. He said the committee started with a full complement of members, they lost two and picked up another two. Both appointees were elected so now they are down to one vacancy. Mr. Pearl feels confident they'll have a full committee to start off the budget season.

Issues that arose included Roberts Rules for motions only, and getting timely data primarily from the school; this wasn't an issue with the town. The committee spent time thinking about moving the election date. At his first meeting as Chair, there was a room full of concerned citizens and all were allowed to speak; some recognized more than once. The meeting lasted until 10:30 but Mr. Pearl feels the exercise was valuable to the public and to committee members. They are looking at that as a public hearing model. The committee then went through resignations and appointments. The committee had a planning meeting on May 19<sup>th</sup> where old and new members of the committee are invited to attend. Councilor Ross attended. One thing people noticed upon entering the meeting room were the huge screens and they talked about trying to utilize technology more for presentations. The other question that came up was a budget summary which he believes the town has but could be standardized across other budgets to get an overview. Another idea was for Budget Committee members to visit town and school facilities at a time not within the budget cycle; maybe two days in September where members can get a frame of reference when various budget discussions occur. The idea seemed popular with new members. The committee is talking about asking the school district for a school transportation report because of issues that came up last year since we are not obliged to transport high school kids. We're going to ask for these things to create a realistic report.

One slide on the 2017 budget development timeline, which hasn't yet been approved, moves school up by two weeks and starts the town at the end of September. The idea was that the town would jump in front of the school. They talked about doing budgets at the same time but that didn't seem practical so they'd finish a budget before starting on the other. There was discussion on when to hold the deliberative session. At the next meeting they'd approve the budget schedule. A public hearing seemed to be the most popular idea. The public hearings tend to not be heavily attended so the thought was to get two public hearings done in one evening and people would only have to come out once. At the Budget Committee's next meeting on July 14, 2016, Mr. Pearl hopes to get the schedule approved, finalize the ideas and hopefully have a selection of people to appoint and decide on one so that come September the committee will be ready to go. Councilor Miville noted that the last date the hearing could be held is February 11<sup>th</sup>. More discussion occurred on when best to hold the public hearing. Councilor Miville encouraged everyone to attend the public hearings and the deliberative session. Mr. Pearl thanked Christine and LeAnn in putting together the presentation and all of their assistance.

### **13. 15 MINUTE RECESS**

### **14. OLD BUSINESS**

#### 14.a Discussion of Election Results

[District 6 Open.docx](#)

Chairman Sullivan read a letter received by Councilor Comai as follows:

It has been a pleasure to serve with you. It is true one person can make a difference. That has been the premise of my volunteering from the beginning when I served on the budget committee to this June when I complete my term as district 6 councilor. It was an honor to have been elected and confirms one person can make a difference. That said, please accept this email as a formal notice that I will not pursue another term at this time. Thank you for all that you do. I truly appreciate everything that has been done to make Hooksett a better



place to live. Keep doing the right thing and everything else will fall into place.+ Signed Nan Comai, Hooksett Town Councilor, District 6.

Donna Fitzgerald described the process for appointing a District 6 Councilor. The vacancy will be posted to the website, at town hall and other buildings, and placed in the Union Leader. Interested parties must reside in District 6 and indicate their interest by June 30<sup>th</sup>. The person chosen will serve for a one-year term. The candidate will be invited to the Town Council meeting of July 13<sup>th</sup>, where the Town Council can make their decision and the Town Clerk or Deputy Town Clerk can swear them in, and participate in the meeting. Councilor Miville said he did hear of someone who is interested in serving.

## 15. NEW BUSINESS

15.a 16-028 Kiwanis 5K Race 09/17/16

[2016 Letter to Town of Hooksett.doc](#)

[2016 5k Race Course.pdf](#)

Sue and Bob Willey came forward on behalf of the Hooksett Kiwanis Foundation seeking permission to use land owned by the town for the "Book it to the Library" race. The event is planned for September 17<sup>th</sup> at 8:30 a.m. which coincides with Old Home Day. The 5K Road Race will be using the same course as used last year which will start at Heads Pond and finish in the parking lot of the library.

*Councilor Duhaime moved, second by Councilor Levesque, to approve the use of Hooksett land for the "Book it to the Library" race to be held on September 17<sup>th</sup>, with details to be provided regarding police detail, porta potties, traffic cones, barricades, EMTs, and trail equipment. Motion passed unanimously, 8-0.*

15.b 16-030 Donations from IAFF Local 3264 to cover the cost of irrigation/landscape/hardscape material with labor, signage, and ceremonial bell valued at \$20,483.36 for the Hooksett Safety Center Memorial Park to the Town of Hooksett per RSA 31:95-b III(a) & RSA 31:95-e II.

Dr. Shankle noted that the Council held a public hearing on this matter at its last meeting. He recommended not accepting the donation for the Hooksett Safety Center Memorial Park, and instead get the Fire Chief and Police Chief together to figure out what they want. For now, he recommended the Council table the matter or vote as recommended. Councilor Winterton said he preferred to vote rather than table the matter so that the Council can have another public hearing and have a better opportunity to ask questions when it is resurrected.

*Councilor Winterton moved, second by Councilor Duhaime, to approve the gift from the Hooksett Happy Helpers. Councilor Winterton said he will vote no and encouraged others to do the same. Councilor Levesque said he liked the Town Administrator's idea for the Police Chief and Fire Chief to get together. He said he will vote no as well. Councilor Tsantoulis said he was having a hard time figuring out why this is a problem. Dr. Shankle said the project was conceived to honor both the police and fire which didn't happen with DPW doing the work. The project was given to a private contractor by the union. Dr. Shankle said that when he got to Hooksett he was told the Council had approved the project and he didn't check on it further.*

Councilor Miville said his memory, having attended the meeting, and as noted on Page 45 of the Board packet, was that Chief Williams accepted the donation from the Happy Helpers. He didn't know about the union involvement until two weeks ago. Councilor Ross who was on the Council in 2009, said it was suppose to be a town DPW project and procedures were not followed. There needs to be something in place that says it will not happen again. He said public employees shouldn't be accepting money from the public.

Councilor Levesque said the minutes provided on page 44 of the Board packet states they went completely against what was agreed upon by the Council. They did what they wanted and spent the money the way they pleased. Councilor Winterton repeated that he was not comfortable voting and will not vote to accept a donation from a union that the town is in negotiations with. Dr. Shankle said there is a process and by law the process should have been followed. Councilor Miville pointed out that \$20,000 should have been collecting interest for the town over all these years. Councilor Levesque said he spoke to Bernadette who said the Happy Helpers paid the money to whom they were told to pay. Councilor Tsantoulis said it seems the intent was good but someone was sleeping at the switch and he doesn't want this to discourage people from making donations. Councilor Winterton said he was concerned where the funds came from and how they got intermingled. He suggested the Town Administrator seek the Town Counsel's advice on whether any RSAs were violated by anyone involved. Dr. Shankle will follow up on the matter. Councilor Levesque said they knew what they were doing and had the check made out to the union; there was a changing of the guard. Councilor Miville said in looking at Pages 47 and 48, the park has already been created though two figurines are not there yet. He also mentioned that the sign was an Eagle Scout project. Dr. Shankle said there are some parts of it that are non-moveable. They dedicated each tree to a different firefighter so some things are changeable.

A vote on the motion was called. *Roll Call #2: Councilor Duhaime-no, Councilor Miville-no, Councilor Ross-no, Councilor Levesque-no, Councilor Jennings-no, Councilor Winterton-no, Councilor Tsantoulis-yes, and Chairman Sullivan-no. Motion failed 7-1.*

15.c 16-031 Hooksett Recreation - The establishment of a Hooksett Recreation Before and After School Care Program  
[Staff Report - Before and After Recreation School Program.pdf](#)  
[After School Program Framework.docx](#)  
[Hooksett Recreation Before and After School Care Calendar.pdf](#)

DPW Director, Diane Boyce, and Fun in the Sun summer Program Director, Steve Schack came forward to recommend that the Council approve a one year contract with the School Board for the implementation of a Recreation Before and After School Program. In an effort to address the Community Profile Survey to develop more recreational programs in the town and to eventually establish the position of Recreation Director, a list of possible revenue producing programs was produced. Along with the summer camp, FIS, a before and after school care program was researched. Presently, the school system has a contracted before and after school program called New Morning. The contract is ready to expire. This would be a great time to begin a town Before and After School Program. The town cost would be slightly less than presently being paid by residents. If it is a town program, students who presently can't afford to attend, may qualify for financial assistance and can apply for full or partial scholarships through the Salvation Army. Director Boyce said that Steve Schack did a fantastic presentation before the School Board. The program was voted on unanimously by



the Hooksett School Board. It would take place at the Underhill School. Town Administrator Shankel said it would serve as a pilot program for the school and for the person running it.

Councilor Jennings said this issue has been before the Town Council before; it is not coming out of the blue, and asked if other towns do this. Mr. Schack said he has worked with the town for five summers and there are other towns that do this. Mr. Schack talked about a similar program out of Farmington. Councilor Winterton asked if there were other competing day camps in the area and would the town prices for a Before and After School program reflect similar prices as private industry and are ~~we~~ putting someone out of business. Mr. Schack said the private business we contract with is New Morning out of Bedford. They run 16 other programs so they don't really need this program to stay afloat. Councilor Winterton confirmed that there is a program being run currently. The town's price for the program would be less.

Dr. Shankle said the town will offer an enhanced program. Mr. Schack said he communicated directly with the schools to have a program that ties more closely to what they are doing and offer it at a lower price. Councilor Ross said it ~~sounds~~ like a school project, designed for school children so he's not surprised the School Board is in favor. This is a school thing. He continued saying ~~we're~~ a town, not here to make money. He would like to see more town services privatized and entangling the school with the town has never been a good idea. Further, it sets the town up for liability issues and why should the town take on employees to support a school project. Councilor Ross said he is not in favor of this.

Councilor Tsantoulis disagreed with a lot of what Councilor Ross said. He feels the taxpayer would benefit and there is no financial impact to the town for this one year program. He asked ~~why~~ not go with the initial commitment? There is nothing to lose and if it works out, taxpayers and residents may thank us. Councilor Duhaime thought it might be worth trying for a year but he is concerned about assessing late fees.

Councilor Miville felt his toes ~~stepped~~ on. He said finding out about something happening in town while it's already happening is embarrassing to him. He asked why this hadn't been brought before the Town Council months ago. Dr. Shankle said he's pretty sure he mentioned it to the Council more than once and details were not brought forward until it went before the School Board. Councilor Jennings remembers bringing it up during committee reports. Dr. Shankle said the proposal was based on things brought up from surveys about recreational opportunities. He said ~~if~~ Mr. Schack hadn't done it, we still wouldn't be doing it. There were 30 people in Fun in the Sun five years ago, ~~look~~ at what we have now, over 200 children involved in the program. It's the best programming around. There is no one trying to undercut this Council. Dr. Shankle said they wanted to bring the Council something to work with. Director Boyce said we have a waiting list of kids wanted to get into the camp, and they've brought in the Garden Club, Seniors coming in to share knowledge and this program is great for the people of Hooksett.

Chairman Sullivan said if the Council wants a different approach from the Town Administrator perhaps we can address any disconnect at a future workshop. Councilor Miville was astonished that the School Board knew about this before the Council did and felt that Mr. Schack was ~~pitching~~ for a new position. Dr. Shankle said it will be on the warrant and funded out of the revolving fund. Councilor Miville said he agrees with Councilor Ross that the town should not be collecting revenue, and as Councilor Winterton said, ~~we're~~ taking

away from legitimate businesses. Councilor Miville asked about bus costs. Mr. Schack said the school district pays for buses.

Councilor Tsantoulis recalls Dr. Shankle specifically bringing this to the attention of the Council and it might be worth trying. He doesn't like Mr. Schack being beat up. He is just trying to provide us with a service and doing what administration asked him to do.

Councilor Ross said the Fun in the Sun program is a success story so why take it away and go in another direction. He is not questioning that it is a valuable thing but feels this is another way for the schools to get our money and should be handled by the schools. Perhaps the town should expand the Fun in the Sun and not trying to do what should be handled by the school.

Chairman Sullivan said one of the goals for the administrator is to work with intergovernmental relations and if we can't work with someone in our own back yard. He said he forgot that Dr. Shankle had brought it up to the Council and the Council was kept in the loop.

Councilor Duhaime remembers Dr. Shankle bringing this forward and he'd like the Council to move forward on this. Councilor Miville mentioned that the written document states the development of more recreation programs and eventually establish the position of Recreation Director. He said he's drumming up his own business. Director Boyce said that for at least three years we've been talking about eventually needing a recreation director and that it wouldn't be done unless it is self-funded. She said the timing is now right and this addresses the community profile. In response to a question by Dr. Shankle, Director Boyce said the School Board approved this on May 3<sup>rd</sup>. Dr. Shankle said up until then the idea was just a pipe dream.

Councilor Winterton said he met Steve but likes to think that the Council functions as a Board of Directors and, as such, doesn't need to meet every employee. He doesn't want to meet every employee, and feels that is not the Council's role. The role of the Council, he stated, is to develop policies and clearly they want to do something. He said he has reservations about getting into that business. He understands that it would be good for Hooksett to have a Recreation Director and has concerns about the status of employees and whether they'd be entitled to benefits, etc. Those are policy issues that he'd like to address.

*Councilor Duhaime moved, second by Councilor Ross, to extend the meeting. Motion passed unanimously, 8-0.*

Councilor Miville said he didn't need to know every employee but the Council should be made aware when one's role is expanded to a higher level role.

*Councilor Jennings moved, second by Councilor Tsantoulis, to approve a one year contract with the Hooksett School Board for the implementation of a Recreation Before and After School Program.* Councilor Jennings said Bedford has a similar program and no one has been put out of business, and liability is already there with the Fun in the Sun program. Councilor Ross asked about finding people with the required certifications. Mr. Schack spoke to the issue and explained where staff is recruited from. Councilor Ross said taking on the school's liability is the issue.

*A vote on the motion was called. Roll Call # 3: Councilor Ross-no, Councilor Jennings-yes, Councilor Miville-no, Councilor Duhaime-yes, Councilor Tsantoulis-yes, Councilor Levesque-yes, Councilor Winterton-yes, and Chairman Sullivan-yes. Motion passed 6-2.*

Councilor Tsantoulis left the meeting at 9:40 p.m.

15.d 16-032 Award Project Bid No 16-03 to Advance Excavating and Paving for Part A - Martins Ferry Road from current roadway funds and for Part B - Main Street from funds which will be available on July 1, 2016

Councilor Duhaime recused himself from the proceeding. *Councilor Winterton moved, second by Councilor Jennings to award to Advanced Excavating and Paving of Suncook for Project Bid No. 16-03 for \$474,522 for Part A Martins Ferry Road for the Base Bid, Bid Alternate 1 and Bid Alternate 2 and \$288,684 for Part B Main Street for the Base Bid and Bid Alternative No. 4 for a total contract award amount of \$763,206; and it is recommended to obligate \$80,000 of Zone 2 impact fees for the Martins Ferry Road sidewalks.*

Town Engineer, Jim Donison, said two bids were received on May 13<sup>th</sup> for Project No. 16-03 for Martins Ferry Road and Main Street roadway improvements. Two bids were received with the lowest and most reasonable bid from Advanced Excavating and Paving of Suncook. The summary of bid results is as follows:

Part A Martins Ferry Road: Roadway improvements \$325,810; Bid Alternative No. 1 . Sidewalks \$122,340; Bid Alternative No. 2 . Pedestrian Bridge over the Messer Brook \$50,410; Bid Alternative No. 3 . Realignment of Benton Road into a T+intersection \$34,410. Total Part A: \$532,972.

Part B Main Street: Base Bid . Roadway improvements \$244,689; Bid Alternative No. 4 . Sidewalk \$64,795. Total Part B: \$309,484.

Mr. Donison said that two bid items for retroreflective thermoplastic pavement markings for the Martins Ferry Road base bid for \$22,340 and Main Street roadway base bid for \$20,800 can be eliminated and the town can direct contract as part of the annual pain stripping contract for significantly less for regular pavement markings. SNHU has committed \$25,000 towards the Messer Brook pedestrian bridge. \$80,000 is available from Zone 2 impact fees towards the cost of the Martins Ferry Road sidewalk and \$64,795 is available from previously obligated impact fees (May 2013) for the Main Street sidewalk. Mr. Donison said that as an option to awarding Bid Alternative No. 3 for the realignment of Benton Road into a T+intersection, an approach can be to perform paint marking of the intersection to form a T+intersection as part of the town's annual line painting contract.

Councilor Duhaime and Councilor Winterton withdrew their motion.

*Chairman Sullivan moved, second by Councilor Miville, to waive obtaining three bids as required by Town Charter. Roll Call #4: Councilor Jennings-yes, Councilor Levesque-yes, Councilor Ross-yes, Councilor Miville-yes, Councilor Winterton-yes, Chairman Sullivan-yes. Motion passed unanimously, 6-0. (Councilor Duhaime recused).*

Finance Director, Christine Soucie, said the motion as stated is good+. In response to Councilor Miville, Mr. Donison said Sherwood Drive is not included in the work. Councilor  
TC Minutes 052516-U

Ross asked about the mailboxes. Mr. Donison said the mailboxes will be parallel with the road at the curb. They will be basic black boxes and post. He will talk with each resident on whether they may want to keep the granite post. The South side will not involve turning mailboxes.

*Councilor Winterton moved, second by Councilor Jennings to award to Advanced Excavating and Paving of Suncook for Project Bid No. 16-03 for \$474,522 for Part A Martins Ferry Road for the Base Bid, Bid Alternate 1 and Bid Alternate 2 and \$288,684 for Part B Main Street for the Base Bid and Bid Alternative No. 4 for a total contract award amount of \$763,206; and it is recommended to obligate \$80,000 of Zone 2 impact fees for the Martins Ferry Road sidewalks. Roll Call #5 – Councilor Ross-yes, Councilor Jennings-yes, Councilor Levesque-yes, Councilor Winterton-yes, Councilor Miville-yes, Chairman Sullivan-yes. Motion passed unanimously, 6-0. [Councilor Duhaime recused].*

15.e 16-033 Roadway Cracksealing and Chipsealing Project Bid#16-04

*Councilor Jennings moved, second by Councilor Winterton, to waive obtaining three bids as required by Town Charter. Motion passed unanimously, 7-0.*

*Councilor Jennings moved, second by Councilor Winterton, to award Project Bid #16-04 to All States Asphalt, Inc. of Sunderland, MA for the amount of \$144,400.*

James Donison, Asst DPW/Town Engineer, received two bids on May 13<sup>th</sup> for Project Bid No. 16-04 for roadway crack sealing and chip sealing. Two bids were received from the lowest and most reasonable bid from All States Asphalt, Inc. of Sunderland, MA. The total bid amount is \$144,400. Mr. Donison said that chip sealing extends the life of the roadway by five to ten years. Crack sealing includes asphalt and roll in stone, a rougher surface. In response to Councilor Jennings, Mr. Donison said they are taking a pavement preservation approach+which should extend 15-20 years to Martins Ferry and 10-15 years to Main Street. Mr. Donison said the goal is to try 75 miles of roadway per year. Councilor Winterton asked about the number of hours required of flaggers and how that equates to what police charge which is \$85 an hour . their quote is \$72. Mr. Donison said he will work with the Police Chief and have coverage in areas of heavy traffic and will use flaggers instead of police whenever possible.

*Councilor Winterton moved, second by Chairman Sullivan, to extend the meeting to 11:00 p.m. Motion passed unanimously, 7-0.*

A vote on the motion was called. *Roll Call #7: Councilor Ross-yes, Councilor Winterton-yes, Councilor Levesque-yes, Councilor Duhaime-yes, Councilor Jennings-yes, Councilor Miville-yes and Chairman Sullivan-yes. Motion passed unanimously, 7-0.*

15.f 16-034 Donation of new(replacement) scoreboard from Hooksett Youth Athletic Association (HYAA) valued at \$10,438.00 to Town of Hooksett for Donati Field per RSA 31:95 e II.

[052516 HYAA Scoreboard.doc](#)

[Donation of Scoreboard from HYAA.pdf](#)

[HYAA Scoreboard Donation.pdf](#)

15.g 16-035 Town Council Meeting Schedule July 2016 to June 2017

[2016-17TC Meeting Schedule.pdf](#)  
[2016-17 TC MEETING SCHEDULE 052516.doc](#)

Donna Fitzpatrick stated that the Town Council meeting schedule is based on the fiscal year with meetings occurring on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of each month. The May 10<sup>th</sup> voter outcome was in favor of the Town Charter change to move the Town vote to March vs. May. The proposed meeting schedule reflects the Town Charter changes and noted the Council Workshop will be held in August rather than July and the town election will be held on March 14<sup>th</sup>.

*Chairman Sullivan moved, second by Councilor Ross, to adjust the calendar as proposed with the Town Election being held on March 14<sup>th</sup>, 2017. Motion passed unanimously, 7-0.*

15.h 16-036 Council sign MS-232 for Appropriations Actually Voted  
[SR MS- 2.doc](#)  
[MS 232 AppropriationsVoted.xlsx](#)

*Chairman Sullivan moved, second by Councilor Levesque, to authorize the Town Council to sign the "2016 MS-232 Report of Appropriations Actually Voted" totaling \$18,275,642. Motion passed unanimously, 8-0.*

Chairman Sullivan closed the public hearing on the HYAA donation.

*Councilor Jennings moved, second by Councilor Duhaime, to waive the rules on accepting the HYAA donation. Motion passed unanimously, 7-0.*

*Councilor Ross moved, second by Councilor Duhaime, to accept the donation from the HYAA for the scoreboard from New England Facility Sales, Inc. for Donati Field in the amount of \$10,438.00. Motion passed unanimously, 7-0.*

15.i 16-037 Non-Union full-time wage increase & health insurance premium contribution increase AND part-time wage increase effective 07/01/16  
[Wage-Health 070116.pdf](#)

Article 3 of the operating budget was approved by the voters on May 10, 2016 which includes a three percent wage increase for non-union full time employees and a two percent wage increase for non-union part-time employees. Employees will also contribute three percent more (12% to 15%) towards their health insurance premiums. Wastewater Department employees have a two percent wage increase and do not contribute to health insurance premiums. Wage increases and health insurance employee contribution increases are effective July 1, 2016.

*Councilor Jennings moved, second by Councilor Winterton, to approve the wage increases and health insurance employee contribution increases effective July 1, 2016 as per the operating budget approved by the voters under Article 3 at the May 10, 2016 elections. Motion passed unanimously, 7-0.*

15.j 16-038 Purchase of planer and high flow pump attachments for Bobcat  
[Staff Report - purchase of planer 5-25-16.pdf](#)  
[Quote Bobcat planer high flow pump.pdf](#)

*Councilor Jennings moved, second by Councilor Levesque, that the Council vote to support the purchase of the planer and high flow pump, and to allow the Town Administrator, as agent to expend, release the amount of \$20,168.16 from the Public Works Vehicle/Equipment Capital Reserve Funds, and to waive obtaining three bids as required by Town Charter.*

DPW Director, Diane Boyce, said DPW would like to purchase a planer attachment for the bobcat. The planer would be able to grind larger sections of pavement for repair versus filling areas with multiple potholes. The larger % repaired+sections last longer than potholes keeping the road in better shape. Last summer, DPW rented a planer for five days costing the town close to \$2,000. There are not three bids because the planer is bobcat specific. The installation of the high flow pump would also enable us to use this bobcat as a backup for the sidewalk plow. Councilor Winterton preferred taking the funds from the CRF and if underbudget, decide to return to voters

A vote on the motion was called. *Roll Call #8: Councilor Levesque-yes, Councilor Duhaime-yes, Councilor Jennings-yes, Councilor Miville-yes, Councilor Ross-yes, Councilor Winterton-yes, Chairman Sullivan-yes. Motion passed unanimously, 7-0.*

**16. SUB-COMMITTEE REPORTS – No subcommittee reports were provided.**

**17. PUBLIC INPUT – No input was provided**

**18. NON-PUBLIC SESSION**

Chairman Sullivan moved to enter non-public session at 10:17 p.m.

### **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 10:18pm. Seconded by D. Winterton.***

### **Roll Call**

M. Miville . yes

D. Ross . yes

R. Duhaime . yes

D. Winterton . yes

A. Jennings . yes

J. Levesque . yes

J. Sullivan - yes

***Vote unanimously in favor.***

### **DISCUSSION #2 – 2013 Tax Deeding**

K. Blichmann: Facilitated discussion on 2013 tax deeding to include: \$116,162.18 received in principal penalties & interest, 81 accounts with tax liens, 30 accounts paid-in-full and 28



payment plans. This is also the first time the Town has been contacted by mobile home owners.

***J. Sullivan motioned to allow the Town Council designee to sign all of the tax deed waivers on behalf of the entire Town Council for the 2013 tax deeding period.***

***Seconded by D. Ross.***

***Vote unanimously in favor.***

***J. Sullivan motioned to allow the Tax Collector to sign approved payment plans for the 2013 tax deeding period. Seconded by A. Jennings.***

***Vote unanimously in favor.***

***D. Ross motioned to allow the Tax Collector to postpone the 2013 tax deeding until the next Town Council meeting of June 8, 2016, as supported by Matthew Serge, Town legal counsel. Seconded by D. Winterton.***

***Vote unanimously in favor.***

J. Sullivan: August 10, 2016 Town Council Workshop - add the first two deeding motions above to the Town Council Rules of Procedure for the Council's first meeting each July.

***J. Sullivan motioned to exit non-public at 11:22pm. Seconded by D. Winterton.***

***Vote unanimously in favor.***

***J. Sullivan motioned to seal the non-public minutes of 05/25/16 with the exception of DISCUSSION #2 – 2013 Tax Deeding. Seconded by J. Levesque.***

***Vote unanimously in favor.***

## **19. ADJOURNMENT**

***J. Sullivan motioned to adjourn the public session at 11:22pm. Seconded by J. Levesque.***

***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