



**TOWN COUNCIL MINUTES - OFFICIAL**  
**Regular Meeting**  
**Wednesday, June 08, 2016**  
**5:30 PM**  
**Council Chambers**

**1. CALL TO ORDER**

Chairman Sullivan called the meeting to order at 5:30 p.m.

**2. ROLL CALL**

In attendance: Roll Call #1: Councilors Donald Winterton, Nancy Comai, Timothy Tsantoulis, James Levesque, Adam Jennings, Robert Duhaime, Marc Miville and Chairman James Sullivan. Town Counsel, Matt Serge, was also in attendance.

Absent: Councilor David Ross.

**3. NON-PUBLIC SESSION**

In accord with RSA 91-A:3 II (c), *Councilor Duhaime moved, second by Councilor Miville, to enter non-public session at 5:31 p.m.* Roll Call #2: Councilor Duhaime-yes, Councilor Miville-yes, Councilor Levesque-yes, Councilor Jennings-yes, Councilor Comai-yes, Councilor Winterton-yes, Councilor Tsantoulis-yes, Chairman Sullivan-yes. Motion passed unanimously, 8-0.

*Councilor Duhaime moved, second by Councilor Miville to exit non-public session at 6:28 p.m. Motion passed unanimously, 7-0.* Chairman Sullivan advised that while the Council met in non-public session no motions were made and no formal votes were taken. The Board discussed a matter that could affect adversely one's reputation, other than a member of the public body itself.

**4. PUBLIC SESSION WILL BEGIN IMMEDIATELY FOLLOWING THE NON-PUBLIC SESSION ABOVE**

Chairman Sullivan called the public session of the meeting to order at 6:33 p.m. A moment of silence was held for David Pearl who recently passed away. Mr. Pearl served the community in a number of capacities, most recently as Chair of the Budget Committee.

*Councilor Winterton moved, second by Councilor Duhaime, to tax deed map 18-25. Roll Call #3: Councilor Comai-yes, Councilor Jennings-yes, Councilor Miville-yes, Councilor Duhaime-yes, Councilor Tsantoulis-yes, Councilor Levesque-yes, Councilor Winterton-yes, Chairman Sullivan-yes. Motion passed unanimously, 8-0.*

**5. PLEDGE OF ALLEGIANCE**

**4. SPECIAL RECOGNITIONS**

**6. APPROVAL OF MINUTES**

5.a. Public: 05/25/2016

[TC Minutes 05252016.docx](#)

[052516 TC Attach-1.pdf](#)

[052516 TC Attach-2.pdf](#)

[052516 TC Attach-3.pdf](#)

*Councilor Duhaime moved, second by Councilor Tsantoulis, to approve the May 25, 2016 meeting minutes, as amended. Motion passed 7-0-1 [Councilor Comai abstained].*

5.b. Non-Public: 05/25/2016

*Councilor Duhaime moved, second by Councilor Miville, to approve the non-public May 25, 2016 meeting minutes, as presented. Motion passed 7-0-1 [Councilor Comai abstained].*

## **7. AGENDA OVERVIEW**

## **8. PUBLIC HEARINGS**

7.a. Public hearing for the donation from HYAA to the Town of Hooksett of a new scoreboard (replacement) for Donati Field valued \$10,438 under RSA 31:9-e II, acceptance of gifts more than \$5,000

[060816 HYAA Scoreboard.doc](#)

[Staff Report Donation of Scoreboard from HYAA 6-8-16.pdf](#)

[HYAA Scoreboard Donation.pdf](#)

At 6:41 p.m. Chairman Sullivan opened the public hearing and read the notice posted per RSA 31:95-e II, for a donation of a scoreboard with a value greater than \$5,000. Diane Boyce, DPW Director, indicated that the Hooksett Youth Athletic Association (HYAA) would like to donate a new scoreboard valued at \$10,438 to replace the old scoreboard at Donati Field. Chairman Sullivan held the public hearing open.

## **9. CONSENT AGENDA**

8.a. Donation of three benches by Tim Duffy (Eagle Scout Project) to Town of Hooksett for Heritage Landing valued at \$515.00 under RSA 31:9-e II, acceptance of gifts less than \$5,000.

[Staff Report -Donation of three benches to Heritage Park by Tim Duffy \(Eagle Scout Project\).pdf](#)

[Eagle Scout - Heritage Landing.pdf](#)

Chairman Sullivan noted that Scout Master, Jeff Scott, was in the audience. Tim Duffy, from the Daniel Webster Chapter of the Boy Scouts, Unit 292, came forward to present the town with an Eagle Scout Project. He proposed building and installing three benches at Heritage Landing (off of Veterans Drive). The benches would be placed along the water or near the water and built with pressure treated wood and cemented to the ground. Mr. Duffy provided pictures of the area where the benches will be placed. He intends to hold a car wash fundraiser and expects to begin construction in August.

Councilor Winterton said Tim did a nice job and asked where the car wash would be held. Mr. Duffy said the car wash would take place at the Burger King in Manchester, close to Hannaford. Councilor Winterton suggested the Town Administrator put the information on the newsletter. Chairman Sullivan asked if there was concern with flooding if the benches are placed too close to the water. Mr. Duffy said there was a good amount of height and he didn't think flooding would be an issue.

TC Minutes 060816-O

Councilor Miville said he loves Eagle Scout projects in town and with regard to an email from Kathie Northrup the park should be referred to as Heritage Landing, not Heritage Park. Councilor Duhaime said the area where the benches will be placed provide some of the best views in Hooksett and it will be nice to have benches there. Dr. Shankle said that people come from all over to see eagles from that spot. All councilors thought it was a wonderful idea and thanked Mr. Duffy.

*Councilor Miville moved, second by Councilor Jennings, to accept the donation from Tim Duffy of three wooden benches for Heritage Landing to the Town of Hooksett valued at \$515 under RSA 31:9-3 II, acceptance of gifts less than \$5,000. Motion passed unanimously, 8-0.*

## **10. TOWN ADMINISTRATOR'S REPORT**

Dr. Shankle asked that the Town Clerk, Todd Rainier, speak to the election of a new Town Moderator. Mr. Rainier said a well qualified person was elected to the moderator position to take the place of Don Riley whose term ends on June 30<sup>th</sup>. After the election, Mr. Rainier learned that there was a conflict for the individual to serve as moderator. State law points to the Supervisor of the Checklist appointing an individual. Mike Horn, Supervisor of the Checklist, appointed Don Riley to a one-year term. Mr. Riley has accepted this interim position.

Cindy Robinson was elected but the town's charter does not allow the town moderator to hold another position within town government. Ms. Robinson serves on the Conservation Commission and is not interested in resigning from that position.

Attorney Serge read the relevant section of the town charter. Sec. 7.1.C. reads ~~any~~ any person elected moderator or councilor shall not simultaneously hold another town office, board membership, commission membership or trusteeship unless otherwise required by law or this charter. The current charter is perhaps as old as 30 years, and could be relaxed. The charter would need to be amended by the Town Council and approved at the town meeting. Going forward, if the town has trouble finding moderators, a charter amendment may be in order.

The Council need not accept Ms. Robinson's resignation since she had not yet been sworn in. Chairman Sullivan said that until the charter is changed, a potential moderator or councilor would need to talk with the Town Clerk so that this stipulation is shared with future office holders of the respective positions.

Mr. Rainier spoke to the Secretary of State's office and the town can choose to change its charter. Councilor Miville suggested placing the issue on the agenda at the Council's next workshop. Councilor Comai felt that the charter may have been written as is because of the heavy workload of a Moderator. Councilor Jennings commended Mr. Riley for agreeing to serve an additional year. Chairman Sullivan thanked Ms. Robinson for her willingness to serve and urged volunteers to ~~keep up the good work~~. It's appreciated.

Dr. Shankle said a donation was received for the Summer Camp program that came in after the meeting agenda was mailed out. *Councilor Duhaime moved, second by Councilor Jennings, to accept a \$210 donation to the Summer Camp program. Motion passed unanimously, 8-0.*

Dr. Shankle asked for volunteers to serve on the Negotiating Committee for contract negotiations with Firefighters Local 3324 to be worked out by the end of December. Councilor Winterton volunteered to continue to serve on the committee. Chairman Sullivan indicated that all Council members will continue to serve on the Council other than Councilor Comai so the Council could make appointments now and re-confirm in July. Councilor Jennings was concerned about his ability to attend meetings if they are held early in the day. Chairman Sullivan wondered if there were restrictions in having an alternate. Councilor Comai said there was no advantage to having an alternate. It was agreed that Councilors Winterton, Duhaime, and Jennings will serve and be re-appointed in July.

Other information reported by Dr. Shankle includes:

- Community garden is up and running again.
- Flowers on Main Street Bridge . got a \$4,536 quote.
- The automatic sprinkler system was previously moved and voted on.
- Preserving a part of the Lilac Bridge. There was a meeting last week with people involved.
- The Fire and Police Departments have prepared and made presentations to school groups on the drug epidemic. Councilor Winterton suggested the presentation be made available to the public in general. That will be done on August 3<sup>rd</sup> at the public library. More information will be forthcoming as the time comes near. Councilor Miville suggested placing the presentation on the town's website. Dr. Shankle will follow-up.
- Fire Deputy Chief Hoisington has retired. He is looking forward to moving south in the next year or so.
- Dr. Shankle and Attorney Serge did some brainstorming about the Firebird Motel this afternoon.
- Dr. Shankle will provide an update at the next meeting on the restructuring of the assistant position in Community Development.
- Regarding the Firebird fence, the state told them to fix it and instead they took it down. A letter will be sent to the Firebird to tell them to put the fence back up.
- Dr. Shankle asked the Council's thoughts on limiting, or not allowing, smoking in Donati Park. There is no ordinance on the matter so it cannot be enforced. On occasion there are complaints from parents that people are smoking around the kids. Dr. Shankle asked whether staff should move forward in putting together an ordinance. Councilor Winterton said he is reluctant to add further restrictions on people, especially if they are outdoors. He would tread lightly before creating more ordinances. Councilor Comai said the schools have no smoking on school property rules. The Council agreed to bring the matter up for further discussion at its next workshop meeting.
- Dr. Shankle said a couple of bids have opened -- for IT, cameras and video equipment. Councilor Levesque asked if more speed signs could be placed on Hackett Hill Road. Dr. Shankle asked to let him know where the signs should be placed.

Councilor Miville wanted to add that Captain Jon Daigle, Assistant Chief Dean Jore, Lt. Joseph Stalker, and JoLynn Bonin all did a great job in contributing to the Forum on Opioid and Drug Prevention that was presented at the Cawley Middle School on May 24<sup>th</sup>.

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

## **12. NOMINATIONS AND APPOINTMENTS**

11.a. Nominations - Reappointment(s) and New Member(s) as of 7/1/2016

[Nominations June 2016.pdf](#)

A list of available appointed positions and nominations were provided in the Council packet. Katie Ambrose came forward stating that there is no overlap in appointments and the idea was that the Council approve the nominations tonight and appoint at the next Council meeting so that newly appointed members can vote at their respective July meetings. *Councilor Comai moved, second by Councilor Winterton, to approve the nominations as presented.*

Councilor Miville asked if he should abstain since Deb Miville was included on the list of appointees. It was pointed out that the Council was nominating so there was no vote to be taken. Ms. Ambrose said that Deb Miville is going from an Alternate to a full member and once Ms. Miville is appointed by the Council, David Hess will serve as Alternate. The Council accepted the nominations as presented. Councilor Levesque affirmed that if two positions were vacant and three people indicated their interest, all three would be nominated and the councilors would name the top two. All Councilors approved of the nominations as presented.

## **13. SCHEDULED APPOINTMENTS**

## **14. 15 MINUTE RECESS**

## **15. OLD BUSINESS**

## **16. NEW BUSINESS**

16.a. 16-039 Certificate of Recognition - Eagle Scout

[Eagle Scout Certificate Staff Report.pdf](#)

[Scoutmaster Letter.pdf](#)

[Eagle Scout Certificate.pdf](#)

The Town Council received a letter from the Troop 292 Scoutmaster announcing that Thomas E. Maille has attained the rank of Eagle Scout and requesting a letter or certificate to present at his ceremony on June 17<sup>th</sup>. *Councilor Jennings moved, second by Councilor Tsantoulis, to send a certificate of recognition for Thomas E. Maille on behalf of the Hooksett Town Council for attaining the rank of Eagle Scout. Motion passed unanimously, 8-0.* The Councilors discussed who might be available to present the certificate on June 17<sup>th</sup>.

16.b. 16-040 Police Training Grant from New Hampshire Police Standards & Training Council in the amount of \$3,166.67

[Staff Report - Police Grant - Crash School.pdf](#)

[Grant Crash School.pdf](#)

Captain Jon Daigle reminded the Council that during the budget process, the NH Police Standards and Training Academy was forced to cut back on some of the free training offered to officers. Three of the classes removed were the ones required to become certified in crash reconstruction. Some additional funding was appropriated for the Training Academy and the Training Council decided to offer Training Grants to help cover the costs incurred by departments who now had to pay for the training. When notified of the opening of the grant period, the Police Department applied for and was granted funds to cover the costs associated with sending two officers to the training.

*Councilor Jennings moved, second by Councilor Levesque, to accept the Training Grant from the State of NH Police Standards & Training Council in the amount of \$1,900 to help cover the cost associated with the "At-Scene Crash Investigation" class and \$1,266.67 to help cover the cost associated with the "Advanced Crash Investigation" class for a total of \$3,166.67. Motion passed unanimously, 8-0.*

15.c. 16-041 Donation of Scoreboard (replacement) from HYAA to the Town of Hooksett for Donati Field valued at \$10,438 under RSA 39:9-e II, acceptance of gifts over \$5,000

Chairman Sullivan closed the subject public hearing at 7:39 p.m. *Councilor Winterton moved, second by Councilor Jennings, to waive the rule to accept the donation tonight. Motion passed unanimously, 8-0.*

*Councilor Winterton moved, second by Councilor Jennings to accept, with thanks, the donation of a scoreboard from HYAA to the Town of Hooksett for Donati Field and valued at \$10,438. Roll Call #4: Councilor Jennings-yes, Councilor Levesque-yes, Councilor Duhaime-yes, Councilor Miville-yes, Councilor Winterton-yes, Councilor Tsantoulis-yes, Councilor Comai-yes, Chairman Sullivan-yes. Motion passed unanimously, 8-0*

15.d. 16-042 Award BID#16-07. Safety Complex Video Monitoring System project.

[Staff Report 5-27-16 Police Monitoring System.pdf](#)

[Addendum No. 1 BID#16-07 Hooksett Safety Complex - 2016 Video Monitoring System May 27 2016.pdf](#)

[bid#16-07 DWGS A-2.1, A-2.2 AND A-2.3 - Original Hooksett Safety Complex - Floor Plans.pdf](#)

[List of Camera Locations Addendum No 1 5-27-16.pdf](#)

[BID#16-07 Hooksett Mandatory pre-Bid Meeting May 27 2016 List of Attendees.pdf](#)

Jim Donison, Town Engineer and Assistant DPW, and Richard Belanger, Communications Supervisor for the Hooksett Police Department, came forward to report that seven bids were received for the Safety Complex Video Monitoring System project. The project involves the following: 32 interior cameras, eight exterior cameras, three video recorders and switching units, a computer workstation and software specific to video recording, interview room control and monitoring system and video recorder system, booking room and cells audio and video recording system and an annual maintenance program. Bids were received as follows: 1) WB Hunt \$38,277.46; 2) 911 Security \$59,500; 3) Pro-Technologies \$61,337.90; 4) Setronics Security \$61,775.24; 5) Pelmac Industries \$63,367; 6) Green Mountain Communications \$64,785; and 7) Pasek \$85,606. Bids were evaluated on vendor qualifications, municipal experience, pricing, and delivery of services.

Mr. Donison, Mr. Belanger, and Chief Daigle did some research with references and recommend the bid be awarded to Pro-Technology of Hooksett for their bid amount of \$61,337.90. Mr. Belanger said the two lowest bidders did not provide exactly what was required. The second lowest bidder was difficult to get a hold of and have nothing in the TC Minutes 060816-O

Northeast. They recently opened in Lawrence and that brought the team to the next lowest bidder, Pro-Technology. Mr. Belanger said that Pro-Technology has done work in the past in Merrimack County. Chairman Sullivan pointed out that Pro-Technology was the lowest bidder who met all specifications. Councilor Winterton asked how long such a system lasts for \$60,000 plus. Mr. Belanger said that they got 15 years out of the current system, and can no longer get parts for it, and they have been slowly mix matching cameras. He said the video is in catastrophic failure and things that should be recorded everyday are not. Mr. Donison said they were meeting with the architect for upgrades so that things don't get re-wired and can ensure the work is done in appropriate sequence. In response to Councilor Comai regarding where funds were coming from, Mr. Donison said the current operating budget. Councilor Miville asked where Pro-Technology was located and would there be recurring cost of maintenance. Pro-Technology is in the same building as Portland Glass on Embassy Avenue. Mr. Belanger said servicing will be done annually; the first year of a three year contract will be under warranty. Telephone support will be provided as well.

*Councilor Duhaime moved, second by Councilor Winterton, to award the bid for the Safety Complex Video Monitoring System to Pro-Technology for the amount of \$61,337.90. Roll Call #5: Councilor Tsantoulis-yes, Councilor Duhaime-yes, Councilor Jennings-yes, Councilor Levesque-yes, Councilor Winterton-yes, Councilor Miville-yes, Councilor Comai-yes, and Chairman Sullivan-yes. Motion passed unanimously, 8-0.*

15.e. 16-043 FY 2015-16 Budget Encumbrances  
[Encumbrances - 2016.pdf](#)  
[Budget Encumbrances.pdf](#)

Christine Soucie, Finance Director, presented nine proposed encumbrances to move from this year's budget into next year's budget. In accordance with RSA 32:7 all appropriations shall lapse at the end of the fiscal year unless it meets one of six exceptions. Director Soucie went through each of the nine contracts that met at least one of the exceptions. Total encumbrances amount to \$556,685.00. Ms. Soucie said that requests came from individual departments; most from DPW. She said the Martins Ferry Road Improvements contract encumbrance total did not include SNHU's contribution.

Councilor Comai was not sure she agreed with moving all funds listed from this year to next year. Dr. Shankle explained that all of the contracts listed were approved this year ~~presuming we were going to use this year's money~~. Budget line items were not overspent; the work didn't get done. Director Soucie added that if all listed funds are encumbered there will still remain approximately \$1 million to be returned to taxpayers. Councilor Jennings also noted that funds are not hidden; the work is not going to get started by June 30<sup>th</sup> so the obligated funds will be used next year. Councilor Winterton said ~~this is money we thought we would spend this year and we may still spend some this year~~.

Councilor Miville said a while ago there was a volunteer picnic where Councilor Winterton spent his own money; about \$700 of his own money, and suggested that Councilor Winterton be reimbursed. Councilor Winterton appreciated the thought but would not accept the reimbursement. Going forward he agreed that it should be a budget line item. Dr. Shankle will include Councilor Winterton's donation as a Consent item on the next Council meeting agenda.

## **17. SUB-COMMITTEE REPORTS**

Councilor Tsantoulis said he had no subcommittee report but did want to commend the performance of the Police and Fire Department staff in dealing with a %Jerry Springer+ like event that transpired in his neighborhood over the weekend. He said it was a dangerous situation and he was impressed with the way ambulance and PD staff handled the situation. All of the officers were very professional.

Councilor Duhaime commented that during the Memorial Day Parade the amplifier system was working and should be reconnected to the belfry of the church.

Councilor Miville reported that the next Budget Committee meeting will be held on July 14<sup>th</sup>, and they will be soliciting another person to serve given Mr. Pearl's passing.

Councilor Comai said it was her last council meeting in her capacity as Councilor and her time of service confirmed her thinking that one person can make a difference. She hopes the Council is able to fill her seat soon and she'll be watching. Councilors applauded and thanked Councilor Comai for her service and expressed having had a good experience working with her.

Chairman Sullivan indicated that the Town Hall assessment committee met last Monday to review the assessment. The Chairman had nothing to report from the Heritage Commission.

Councilor Winterton said the Hooksett Youth Achiever Committee will meet on June 22<sup>nd</sup>. He said last Monday, the Planning Board had a full agenda. A 300 room SNHU dormitory was approved. It is a beautiful building housed in Hooksett. SNHU's other dormitories have been in Manchester. Councilor Winterton said he is working with Ms. Moynihan on what part of the building is taxable and it means 300 new voters in town. The Planning Board also took up the Bluebird Self Storage -- an enclosed self-storage facility next to University Heights near Mount St. Mary's -- assessed impact fee of \$108,000. The organization has up to four or five buildings that are climate controlled. The impact in Bedford was zero, in Manchester \$24,000 and the Planning Board re-calculated it from \$108,000 to \$70,000. In accord with state and town regulations, the Planning Board cannot waive impact fees unless the building is restricted to 55 year olds and over and/or impacting the school portion. Councilor Winterton said for the first time in history since the impact fee regulations were enacted, the Planning Board granted an appeal of an impact fee. They will have their own road maintained by them. The real impact on the facilities is minimal. The applicant offered to pay and the Planning Board chose to accept the appeal for \$29,000. The vote was unanimous.

This spurred discussion of what impact fees are doing for Hooksett. The Economic Development Committee and the Planning Board will further discuss whether fees are doing anything for Hooksett. He said Londonderry has eliminated them; they are zero, and all want to encourage commercial and industrial development in Hooksett.

Councilor Levesque said the Zoning Board will be meeting next week. Chairman Sullivan asked Councilor Winterton to provide a legislative update on the bill that would alleviate the opioid problem in the state.

Councilor Winterton said the Senate passed, but the House bill failed by one vote, to provide \$1.5 million for Granite Hammer funding to communities because of an attachment to the legislation regarding a contribution for retired state employees. The Legislature will meet  
TC Minutes 060816-O



next Wednesday to reconsider the bill. Chairman Sullivan asked how Hooksett representatives voted and suggested sending a letter to support the legislation.

*Councilor Winterton moved, second by Councilor Miville, to have the Town Administrator prepare letters to Hooksett's four representatives and senator in support of the Granite Hammer legislation.*

Councilor Miville encouraged towns people to volunteer and express interest in serving as District 6 Councilor to replace outgoing Councilor Comai.

Councilor Winterton said the NH State Retirement Board reduced its municipal contribution from \$7.75 to \$7.25 so a change in contributions to employees is expected in the near future.

## **18. PUBLIC INPUT**

## **19. NON-PUBLIC SESSION**

18.a. 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,

18.b. 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.

## **20. ADJOURNMENT**

*Chairman Sullivan moved to adjourn the meeting, second by Councilor Comai, at 8:25 p.m. Motion passed unanimously, 8-0. The Council again applauded Councilor Comai's service on the Council and wished her well.*

**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