



**TOWN COUNCIL MINUTES -- OFFICIAL
Special Meeting
Wednesday, June 29, 2016
6:30 PM
Council Chambers**

Call to Order

Chairman Sullivan called the special meeting to order at 6:30pm.

Roll Call – Attendance

Councilors D. Winterton, T. Tsantoulis, J. Levesque, A. Jennings (left 7:20pm), M. Miville, J. Sullivan and R. Duhaime (arrived 6:33pm). Missed: Councilors N. Comai and D. Ross.

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.

Chair Sullivan motioned to enter non-public session (a) & (b) above at 6:33pm. Seconded by T. Tsantoulis.

Roll Call

R. Duhaime . yes
M. Miville . yes
J. Levesque . yes
A. Jennings . yes
D. Winterton . yes
T. Tsantoulis . yes
J. Sullivan . yes

Vote unanimously in favor.

M. Miville motioned to exit non-public session (a) & (b) above at 7:40pm. Seconded by T. Tsantoulis. Vote unanimously in favor.

1. CALL TO ORDER

Chairman Sullivan called the public session of the meeting to order at 7:45 p.m.

Councilor Tsantoulis moved, second by Councilor Winterton, to seal the minutes of the non-public session of 6/29/16 (6:33pm-7:40pm). Motion passed unanimously, 6-0. Councilors Ross and Jennings were not in attendance.

2. ROLL CALL

In attendance: Councilors James Levesque, Don Winterton, Marc Miville, Robert Duhaime, Tim Tsantoulis, Chairman Sullivan and Dr. Dean E. Shankle, Jr. (left 8:40pm).

3. PLEDGE OF ALLEGIANCE

4. SPECIAL RECOGNITIONS

5. APPROVAL OF MINUTES

6. AGENDA OVERVIEW

7. PUBLIC HEARINGS

8. CONSENT AGENDA

Councilor Duhaime moved, second by Councilor Tsantoulis, to authorize Council Chair to assess personnel issue discussed during the non-public session and seek legal counsel to assist as may be required and use up to \$10,000 from the legal budget line. Motion was withdrawn.

Dr. Shankle asked if the non-public session was about him, or can the person who it was about request that the Council not seal the minutes. Legal Counsel, Laurel McLead, asked to be excused to check further the appropriate legal response.

8.a Donation of fabrication brackets valued at \$4,419.30 from Macy Industries to the Town of Hooksett for the watering system of the flower boxes on the Main Street Bridge per RSA 31:95-e II

[Staff Report - Acceptance of Donation Macy Industries.pdf](#)
[Macy Industries - Donation Flower Boxes.pdf](#)

Councilor Duhaime moved, second by Councilor Winterton, to accept the donation of the flower box and hose line brackets per RSA 31:9-3 II, acceptance of gifts less than \$5,000. On behalf of the Garden Club members, Assistant Director of Public Works and Town Engineer, Jim Donison, read a letter sent to club members from Macy as follows:

Macy Industries would like to say thank you for including as a part of the design and fabrication of the flower box support and watering system for the bridge flower project spanning the Merrimack River here in Hooksett. It was nice to see a constructive and successful partnership that included the Town of Hooksett NH DPW (Phil Arnone), his team and the wonderful members of the Hooksett NH Garden Club working cohesively and efficiently to provide civic beautification of the community.

The Garden Club provided the beautiful flowers, the pots and the love that went into each of the 48 boxes, which promotes what this town has to offer to its residents and passersby. It is our hope that others make more of this project and the joy that it brings to the community so that they participate in future beautification projects.

Macy is happy to provide the donation of \$4,419.30, and to support the Hooksett NH Garden Club and the Town. The letter is signed by Nicholas Mercier.

Chairman Sullivan expressed thanks to Macy Industries and to everyone involved. Councilor Duhaime suggested that a thank you letter be sent to Macy Industries. *A vote on the motion was unanimous, 6-0.*

9. TOWN ADMINISTRATOR'S REPORT

Dr. Shankle reported that the annual volunteer appreciation dinner was well attended by about 70 people. He thanked Katie Ambrose for doing most of the work on the event. Councilor Miville brought up the issue of parking at Donati Field. DPW Director, Diane Boyce, has been working on this for years and will plan to address the Council on the matter in the near future.

It was reported that the Executive Council will hold its July 13, 2016 meeting at the Hooksett Public Library with breakfast preceding the meeting at Robies. Chairman Sullivan said the last time the Executive Council met in Hooksett was July 2, 1997.

Dr. Shankle withdrew his question about the non-public meeting that town counsel stepped out to research. Councilor Winterton said having been the subject of a discussion during a non-public session, he appreciates the question and would like to know the answer to the question.

10. PUBLIC INPUT - 15 MINUTES

11. NOMINATIONS AND APPOINTMENTS

Councilor Duhaime nominated John Giotas for District 6 Councilor. Council members discussed if there were restrictions on accepting nominations. Chairman Sullivan said the process should be followed in accord with the posting seeking candidates for the position. Councilor Miville said the process was to send a letter of interest to the Town Administrator along with an application. Councilor Duhaime said that Mr. Giotas's paperwork will be in tomorrow. Chairman Sullivan noted that the deadline for receipt of applications is June 30th. Nominations can be made at the July 13th Council meeting with the intention to waive the rule and appoint on the same evening.

Town Counsel, Laurel McLead, returned to the meeting and indicated that there was nothing in the statute that would allow a response to Dr. Shankle's question. She said what occurs during non-public session cannot be discussed outside of that meeting.

12. SCHEDULED APPOINTMENTS

13. 15 MINUTE RECESS

14. OLD BUSINESS

- 14.a FY 2015-16 Budget Encumbrances
[Staff Report Encumbrances - 6-29-16.pdf](#)
[Encumbrance List Update 6-29-16.pdf](#)

Agenda Item 15.c Councilor Winterton moved, second by Councilor Miville, to approve Addendum A (included in the Council packet) of the contract between Arnett Development

Group, LLC, Weston & Sampson Engineering, Inc., and the Town of Hooksett for the purpose of approving an additional \$14,000 to assist the Task Force in recommending a Route 3A policy and implementation plan for a sewer TIF. Roll Call #4: Councilor Levesque-yes, Councilor Duhaime-yes, Councilor Miville-yes, Councilor Winterton-yes, Councilor Tsantoulis-yes, Chairman Sullivan-yes. Motion passed unanimously, 6-0.

Councilor Winterton moved, second by Councilor Miville, to encumber \$14,000 from the FY 2015-16 budget for a Sewer Tax Increment Financing (TIF) District Study. Roll Call #5: Councilor Tsantoulis-yes, Councilor Duhaime-yes, Councilor Levesque-yes, Councilor Winterton-yes, Councilor Miville-yes, Councilor Sullivan-yes. Motion passed unanimously, 6-0.

14.b Acceptance of Job Descriptions for Before and After School Program
[Staff Report - Acceptance of Before and After school Care Job Descriptions.pdf](#)
[Job Description School Age Program Assistant 6-6-16.docx](#)
[Job Description School Age Program Site Coordinator 6-6-16.docx](#)

Councilor Winterton moved, second by Councilor Tsantoulis, to approve the job descriptions for the employees of the Before and After School Program. Motion passed unanimously, 6-0. Funds for the salaries will come from the Parks & Recreation Revolving Fund.

14.c Authorize Town Administrator to negotiate and execute a sidewalk easement the SNHU
[Staff Report 6-29-16 Accept SNHU Sidewalk Easement on Martins Ferry Road.pdf](#)
[FINAL SNHU-Hooksett Sidewalk and Pedestrian Easement Deed Martins Ferry Rd June 2016.pdf](#)
[SNHU-Hooksett Sidewalk and Pedestrian Easement Deed Martins Ferry Rd 201.pdf](#)

Councilor Miville moved, second by Councilor Winterton, that the town accept the sidewalk easement from SNHU along Martins Ferry Road on Map/Lots 29/34, 29/35, and 33/01 for consideration of \$1.00 paid. Motion passed unanimously, 6-0.

15. NEW BUSINESS

15.a Budget Transfer Requests FY 2015-16
[Staff Report - Budget Transfer Requist 6-29-16.pdf](#)
[Budget Transfers.pdf](#)

Councilor Winterton moved, second by Councilor Tsantoulis, to approve Council Chair sign Budget Transfers #2016-02 and #2016-03 as recommended by the Town Administrator. Motion passed unanimously, 6-0.

[Transfer #2016 02 reduces the CD Health Insurance, Police Health Insurance, and ASSG Professional Service lines by \$40,000 and transfers the funds to the Computer New Equipment and Computer Software and Program budget lines. Transfer #2016-03 reduces the Parks & Recreation Health Insurance line by \$200 and transfers the funds to the Cemetery New Equipment line.]

15.b Property Liability Insurance Renewal
[Staff Report - Property Liability Insurance Renewal.pdf](#)
[Staff Report - Property Liability Loss History.doc](#)

Councilor Winterton moved, second by Councilor Tsantoulis, to waive the three bid requirement for property liability insurance and allow the Town Administrator to enter into a one-year agreement with Travelers at an estimated FY17-18 cost of \$246,230. Roll Call #6: Councilor Miville-yes, Councilor Levesque-yes, Councilor Winterton-yes, Councilor Tsantoulis-yes, Councilor Duhaime-yes, Chairman Sullivan-yes. Motion passed unanimously, 6-0.

15.c Acceptance of TIF Contract Addendum . **Taken Up Earlier in the Meeting.**

[STAFF REPORT TIF.pdf](#)

[Amendment June 24 2016.pdf](#)

16. SUB-COMMITTEE REPORTS

17. PUBLIC INPUT

Councilor Duhaime moved, second by Councilor Winterton, to authorize Council Chair to assess the personnel issue discussed during the non-public session and seek legal counsel to assist as may be required and expend up to \$10,000 from the legal budget line. Roll Call #7: Councilor Winterton-yes, Councilor Levesque-yes, Councilor Duhaime-yes, Councilor Miville-yes, Councilor Tsantoulis-no, Chairman Sullivan-yes. Motion passed 5-1 [Councilor Tsantoulis opposed].

18. NON-PUBLIC SESSION

NH RSA 91-A:3 II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her,

Chair Sullivan motioned to enter non-public session (a) above at 8:35pm. Seconded by D. Winterton.

Roll Call

J. Levesque . yes

R. Duhaime . yes

T. Tsantoulis . yes

M. Miville . yes

D. Winterton - yes

J. Sullivan . yes

Vote unanimously in favor.

D. Winterton motioned to exit non-public session (a) above at 9:10pm. Seconded by J. Levesque. Vote unanimously in favor.

J. Levesque motioned to seal the minutes of the non-public session of 06/29/16 (8:35pm-9:10pm). Seconded by R. Duhaime. Vote unanimously in favor.

Chairman Sullivan called the public session of the meeting back to order at 9:10 p.m.

Chair Sullivan motioned to authorize the Council Chair to sign the Town Administrator's performance evaluation for period 07/01/15-06/30/16 to include two (2) additional goals as submitted by the Town Administrator (for a total of nine (9) goals) for period 07/01/16-06/30/17 AND for the Council Chair to sign documentation for the Town Administrator to receive a 3.25% wage increase effective 07/01/16. Seconded by J. Levesque. Vote 5 in favor and 1 opposed. Motion carried.

D. Winterton motioned to authorize the Council Chair to notify the Town Administrator tonight of the motion above regarding his performance evaluation and wage increase. Seconded by J. Levesque. Vote unanimously in favor.

19. ADJOURNMENT

***Chair Sullivan motioned to adjourn the public session at 9:15pm. Seconded by T. Tsantoulis.
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