



TOWN COUNCIL MINUTES -- UNOFFICIAL
Regular Meeting
Wednesday, August 24, 2016
6:30 PM
Council Chambers

1. CALL TO ORDER

Chairman James Sullivan called the meeting to order at 6:32 p.m.

2. ROLL CALL #1

In attendance: Councilors Donald Winterton, John Giotas, Timothy Tsantoulis, James Levesque, Adam Jennings, Robert Duhaime, Marc Miville, David Ross, and Chairman Sullivan.

3. PLEDGE OF ALLEGIANCE

4. SPECIAL RECOGNITIONS

Chairman Sullivan said the Council had recently been informed that Captain Jon Daigle intended to step back from full time service, having been part of the Hooksett Police Department since 1966. Captain Daigle came forward with Police Chief Peter Bartlett. Councilor Robert Duhaime rose to offer a special recognition of the Captain's service. On behalf of the Council he offered appreciation to the Captain for his years of service to the community and said he was happy that he was not leaving the department permanently and he looks forward to seeing the Captain on a part-time basis. Audience members applauded as Captain Daigle received a clock plaque.

Chief Bartlett read a gubernatorial commendation dated November 10, 2016 that listed Captain Daigle's rise from patrolman to detective in 1990, to sergeant and to becoming captain in 2003 and recognized his selfless and dedicated public service of close to 30 years. Chief Bartlett offered his personal thank you. He said Captain Daigle was a tenacious interviewer and received many commendations as he rose through the ranks. He said the first thing he did when he came to Hooksett was meet with the Captain and it was clear then how he loved Hooksett and always did what was best for the department. The Chief said he could always count on Captain Daigle and trusted him and was happy to call him a friend. Chief Bartlett presented the Captain with his 20 years of service (ten years late) award and his retirement badge and ID with thanks.

Captain Daigle said it was a privilege to work in Hooksett and he loved working for the community. He said he doesn't regret a minute being here, having seen a lot of changes from the Sky Ray movie theatre and a lot of other businesses that are no longer here. Changes are tough for people and his decision to retire from full time service was hard for him. Hooksett is a wonderful community and he looks forward to staying on part time and continue to serve. Captain Daigle thanked everyone for attending this recognition, particularly his wife, Allison, son, Chris, and grandson, Jack. He expressed thanks for all the people he's worked with, administrative staff, technicians, dispatchers, folks behind the scenes, officers and for all those in attendance who are top notch+. He said he was sad to

51 be leaving them but was very humbled by their attendance tonight and thanked them very
52 much.

53
54 Chairman Sullivan thanked Captain Daigle for making Hooksett a better place to live. He
55 wished him Godspeed and the best of luck, and thanked all of Captain Daigle's brothers and
56 sisters for their service and for coming to the meeting tonight.

57

58 **5. APPROVAL OF MINUTES**

59

60 5.a Public 07/27/2016

61 [TC Minutes 07272016-U.pdf](#)

62 5.b Non-Public: 07/27/2016

63 5.c Public Workshop: 08/202016

64

65 *Councilor Tsantoulis moved, second by Councilor Jennings, to approve the July 27, 2016*
66 *public meeting minutes, as amended. Motion passed unanimously, 9-0.*

67

68 *Councilor Duhaime moved, second by Councilor Levesque, to approve the July 27, 2016*
69 *non-public meeting minutes, as presented. Motion passed unanimously, 9-0.*

70

71 *Councilor Ross moved, second by Councilor Duhaime, to approve the August 20, 2016 public*
72 *workshop meeting minutes, as presented. Motion passed unanimously, 9-0.*

73

74 **6. AGENDA OVERVIEW**

75

76 Chairman Sullivan adjusted the agenda to take up Item **15a Purchase of New Police**
77 **Vehicles and Related Equipment.**

78

79 Police Chief Peter Bartlett and Richard Belanger came forward stating that during the past
80 two budget cycles the police department has used the guidelines of the state bid prices.
81 Knowing what the current, now expired, state bid price is for similarly equipped vehicles
82 allows the department to competitively shop local dealers.

83

84 Currently, the town Administrative Code, Section 5.5.5 allows for exemption to the RFP
85 process for items purchased using the state bid. The police department requested the
86 purchase of two new Ford Explorer police vehicles through Londonderry Ford. The request
87 was denied citing failure to comply with Section 5.5.5 of the Administrative Code.

88

89 Chief Bartlett said the purchase of these vehicles is imperative to the efficient operation of the
90 department, and it is difficult to get quotes as some dealers have not responded to requests
91 for pricing. Additionally, in order to ensure these cars are ordered and ready for purchase,
92 the dealerships want promissory letters of intent to purchase. The RFP process for this type
93 of purchase, though it is over the \$15,000 threshold, seems unrealistic.

94

95 Dr, Shankle said the state bid process expired in May and the town would not be able to
96 participate again until October. He suggested taking a vote to waive the policy. Councilor
97 Miville said the purchase has already been approved by the voters and funded at \$78,000.

98

99 *Councilor Winterton moved, second by Councilor Tsantoulis, to waive Administrative Code,*
100 *Section 5.5.5 requiring receipt of three competitive bids when purchasing. Motion passed*
101 *unanimously, 9-0.*

102
103 Councilor Levesque asked about purchasing the 100,000 mile warranty. Chief Bartlett said
104 they had problems in the past with water pumps. Mr. Belanger said water pumps cost
105 \$1,500 alone. Warranty cost \$1,795 with a \$100 deductible.

106
107 *Councilor Levesque moved, second by Councilor Jennings, to approve the Police*
108 *Department's purchase of two new Ford Explorer vehicles from Ford of Londonderry and the*
109 *related emergency equipment through Ossipee Mountain Electronics in the amount of*
110 *\$77,205.50. Roll Call #2: Councilor Duhaime-yes, Councilor Miville-yes, Councilor Ross-yes,*
111 *Councilor Levesque-yes, Councilor Jennings-yes, Councilor Giotas-yes, Councilor Winterton-*
112 *yes, Councilor Tsantoulis-abstained due to a conflict, Chairman Sullivan-yes. Motion passed*
113 *8-0-1 [Councilor Tsantoulis abstained due to relative working at Ford of Londonderry].*

114
115 **7. PUBLIC HEARINGS**

116
117 **8. CONSENT AGENDA**

118
119 8.a Town Council to accept a \$1,266.67 training grant from New Hampshire Police Standards
120 Training Council to the Town of Hooksett for the Hooksett Police Dept. to cover cost associated
121 with "Traffic Crash Reconstruction" per RSA 31:95-b, III (b).
122 [20160801154540328.pdf](https://www.townofhooksett.com/DocumentCenter/View/20160801154540328.pdf)

123
124 *Councilor Ross moved, second by Councilor Jennings, to accept the consent agenda as*
125 *presented. Motion passed unanimously, 9-0.*

126
127 **9. TOWN ADMINISTRATOR'S REPORT**

128
129 Dr. Dean Shankle, Town Administrator, received a request from Moderator, Don Riley, to
130 come before the Council too late to be included on the agenda. Dr. Shankle received talking
131 points from Mr. Riley that he can read but since Mr. Riley was in attendance he was happy to
132 yield the floor if Councilors had no objections. No objections were voiced.

133
134 Mr. Riley came forward to report on recent statistics: 5,958 voted in the last presidential
135 election; that's 59 percent of registered voters. 1,797 were undeclared; the 2014 NH general
136 election had 5,144 votes cast, or 55%. He anticipates an increase of 25 to 30 percent
137 (93,000 voters) votes casts in September with the open governor's race. He said planning is
138 underway for the September election. He appointed and swore in Cindy. They have met in
139 two working sessions, 3 hours each, and focused on conducting an election and reconciling
140 results. They will meet again on September 1. Mr. Riley will be out of town on Election Day
141 but has confidence all will go according to plan. He said for the first time, the town will have
142 the names of six ballot clerks on September 13th. The intent is that each party have
143 representation at the ballot clerk station. He encouraged all councilors to be there and assist
144 during the day, and to schedule when they will be in attendance. He would like at least one
145 councilor onsite throughout the day and have three councilors available at closing to sign the
146 paperwork to the Town Clerk. Mr. Riley said RSA 658:1 is a new law that allows a council
147 member who is unable to participate to appoint a council member *pro tem*. In response to
148 Councilor Miville, Mr. Riley said any registered voter can serve as Councilor *pro tem* and the

149 six campaign representatives will serve as ~~working~~ ballot clerks. Chairman Sullivan
150 thanked Mr. Riley for his work.

151
152 Dr. Shankle reported as follows:

- 153
- 154 • He has been working with town attorneys on the Firebird Motel situation. More
155 information comes in with suggestion. The state has put a fence up as requested; not
156 a chain-linked, however. It looks nicer.
- 157
- 158 • He indicated that clean up by the town at 18 Benton Road cost \$8,800. An attorney or
159 realtor wants to sell the property that the town has placed a lien on and they are
160 offering the town \$3,000. The Council was not interested in the offer.
- 161
- 162 • He signed a change order for the Hackett Hill Roundabout Project. The state looked at
163 the design and didn't like some of the raised island because of the impact on snow
164 removal. They are asking for some changes that will require a change order with P.F.
165 Moran costing \$7,000 that the state agreed to pay the difference. Roundabout will not
166 be raised, it will be tapered. Town Engineer Jim Donison said the island will be raised
167 in the center; has to do with lanes going north and south and how they merge; wide
168 division between a couple of lanes. In response to Councilor Duhaime about a new
169 plan, Jim Donison said he tweaked the Moran plan who will be changing the plan, the
170 council will see the plan.
- 171
- 172 • The 2015-16 Annual Town and School Report has been printed and is available at the
173 Town Clerk's office and will be available during the election and at Old Home Day.
- 174
- 175 • Chief Burkush shared a letter received about an incident that occurred on July 22nd. A
176 couple on their way to the hospital needed an ambulance and wrote to express their
177 appreciation to Paramedic Anthony Alvino and Lamont (?). The letter states they were
178 kind and very knowledgeable. Chairman Sullivan thanked staff for their good work.
- 179
- 180 • Since the fire department phone system is used for EOC, because of an EMPG grant
181 received, there will be no cost to the town.
- 182
- 183 • Dr. Shankle warned the Councilors that Donna Fitzpatrick has been trained to detect
184 reasonable suspicion.
- 185
- 186 • All Councilors are invited to attend a Grand Opening Ribbon Cutting Ceremony for the
187 Conservation Commission's latest addition to the trail system. The ceremony will be
188 held from 4:00 to 5:30 on September 28th.
- 189
- 190 • Dr. Shankle said that every year the NH Municipal Association hosts a Legislative
191 Policy Conference to vote on what municipalities wish the legislature to focus on.
192 Every town gets a voting delegate. The event will be held on September 23rd starting
193 at 9:00 a.m. Councilor Comai attended in the past. Chairman Sullivan asked
194 councilors to think about it and will be taken up at the next Council meeting.
- 195

196 **10. PUBLIC INPUT - 15 MINUTES** -- There was no public input.

197

198 **11. NOMINATIONS AND APPOINTMENTS**

199
200 11.a Nomination - Marika Yakubovich to Parks & Recreation Advisory Board
201 [MarikaYakubovichApp.pdf](#)
202 [BOARDS COMMITTEES Open July 2016.pdf](#)
203

204 Marika Yakubovich of 15 Doris Drive came forward to introduce herself and indicate her
205 interest in serving on the Parks & Recreation Advisory Board. Mrs. Yakubovich and her
206 family moved to Hooksett from New Jersey in August 2015. She loves New Hampshire and
207 enjoys working with kids. She has been involved with the PTA. Her daughter is in college.
208 Her son has participated in the Fun in the Sun program and that is one of the reasons she
209 decided to volunteer to serve. Chairman Sullivan thanked Mrs. Yakubovich for coming in and
210 for being willing to serve. Councilor Miville didn't want to dampen Mrs. Yakubovich's
211 enthusiasm but he did remind her that the Parks & Recreation Board is an Advisory Board.
212 Chairman Sullivan explained that a nomination is made prior to the actual appointment which
213 will be voted upon at the next Council meeting.
214

215 *Councilor Ross moved, second by Councilor Jennings, to nominate Marika Yakubovich to a*
216 *three-year term on the Parks & Recreation Advisory Board. Motion passed unanimously, 9-0.*
217

218 Councilor Jennings said the Advisory Board will meet in August and they need another full
219 time volunteer and a part time alternate volunteer.
220

221 **12. SCHEDULED APPOINTMENTS**

222
223 12.a Deborah Loiselle, NHDES (information on proposed private water well sampling program
224 for MtBE gasoline additive)
225 [Staff Report 8-24-16 NHDES testing of private water wells.pdf](#)
226 [Hooksett_map of MtBE remediation Bureau private well sampling.pdf](#)
227 [NHDES Sample Invite to residents letter.pdf](#)
228

229 Jim Donison, Assistant DPW and Town Engineer, came forward to introduce Deborah
230 Loiselle with the NH Department of Environmental Services (NHDES) to provide information
231 regarding proposed water well testing of 227 houses in Hooksett for the presence of the
232 gasoline additive MtBE in their private water wells. Deborah Loiselle, Sampling Program
233 Supervisor at NHDES's MtBE Remediation Bureau, came forward. She said she would stay
234 and answer all of the questions the Council may have and wants to make sure everyone is
235 comfortable with the program her Bureau is undertaking. She distributed several handouts
236 [attached] and explained that MtBE is an acronym for **methyl tertiary butyl ether**, a gasoline
237 additive, manufactured in the late 1970s as lead was being phased out. The percentage of
238 MtBE added to gasoline increased in 1995 as a result of amendments to the federal Clean Air
239 Act which required the reformulation of some gasoline to increase the oxygen content. NH
240 ultimately banned the use of MtBE in all gasoline beginning in January 2007. However, the
241 groundwater contamination caused by its use persists today. MtBE degrades very slowly and
242 is highly soluble in water which causes it to travel farther, spread faster, and last longer in
243 groundwater than many other contaminants. It can take up to 30 years or more to break
244 down.
245

246 In 2003 the state settled a legal action against all large gasoline manufacturers, except one,
247 Exxon, which was recently settled. NHDES is able to test water wells at no cost to the
248 homeowners due to a MtBE settlement fund collected from the lawsuit. Ms. Loiselle said the

249 program is not just focused on Hooksett; it is a statewide effort, and sampling is done in more
250 urbanized areas of the state. She provided a map and said it's important for citizens to
251 understand that the yellow section is currently being evaluated, green section is in progress,
252 and the blue area is complete. Chairman Sullivan asked why a certain area in Hooksett is
253 being tested. Ms. Loiselle said the area identified is heavily developed; hence more gasoline
254 stations and salvage areas and her bureau is looking at these areas first. She said the
255 majority of Hooksett is serviced by public water so it is already sampled. Ms. Loiselle
256 provided a sample letter to be sent to homeowners and a cover letter explaining the program
257 which is voluntary. Samples will be delivered to the lab and the results reported to the
258 homeowner. Ms. Loiselle asked for the Council's help with advising residents that this is not
259 a scam, and the department is not looking to finger point. She invited anyone with questions
260 to call her. She said they get a 25 percent response from their initial letter. She said one of
261 two people will schedule appointments; staff wear badges and arrive in a state vehicle. Ms.
262 Loiselle said they are happy to do additional testing for arsenic, radon, or bacteria but the
263 settlement fund cannot pay for that type of sampling.

264
265 After a month, NHDES mails out another letter that an additional 25 percent of homeowners
266 will respond to. Ms. Loiselle said she and her staff work with homeowners on best day to go
267 out, Monday through Friday. Two samples can be done within an hour. She said a couple of
268 days prior to sampling, she informs the Chief of Police of staff names and license plates used
269 so the town knows exactly what's going on.

270
271 Councilor Winterton said he would be getting a letter since he has a well and the identified
272 area is his district. He said he's happy to help with the PR. Ms. Loiselle said it would be very
273 helpful to spread the word to neighbors. Councilor Levesque noted that much of the
274 sampling will take place on the East side of Hooksett and asked if any sampling would take
275 place on the West side. Ms. Loiselle said she will take that back to the office and inquire
276 about the Hackett Hill/Route 3A area. She said that eventually sampling will take place
277 throughout the state. If there are people serviced by private wells that would like to have their
278 well sampled, they should reach out to her. If people don't want to wait, they can contact the
279 public health lab directly, pick up the vial, do the collection, and return the vial to the lab.

280
281 Robert Duhaime asked about the results. Ms. Loiselle said a year from now her supervisor,
282 Derek Bennett, will put together a summary of the results of the samplings. Councilor Miville
283 asked about the timeframe. Ms. Loiselle said her meeting with the Council and getting their
284 blessing is the first step. Letters will likely be sent out next week and she expects the district
285 will be completed by the beginning of the new year.

286
287 Councilor Ross suggested including the information on the town's website and have it
288 available at Old Home Day. Chairman Sullivan thanked Ms. Loiselle for her attendance and
289 information.

290
291 Dr. Shankle informed Council members that the microphones are going out loud and clear on
292 the internet, enough so that side conversations are being picked up.

293
294 **13. 15 MINUTE RECESS**

295
296 **14. OLD BUSINESS**

297
298 14.a Administrative Code - Approval of Updates & Adoption

299 [Staff Report Adm Code Updates 082416.pdf](#)
300 [Admin Code Section 5.7.doc](#)
301 [CELL PHONE POLICY.pdf](#)

302
303 At their workshop of August 10, 2016, the Council discussed updates to the Administrative
304 Code: 5.7 Budget Development . this updated version is to put in writing how the budget
305 process actually works; and a new section %Cellular Phones in the Workplace+. this policy
306 covers employees receiving work phones, receiving an allowance for use of personal phones
307 for work, and use of personal phones at work. The town did not have a comprehensive policy
308 to cover all of these aspects in the past.

309
310 *Councilor Jennings moved, second by Councilor Tsantoulis, to accept and adopt the*
311 *Administrative Code updates 5.7 Budget Development and the new section on Cellular*
312 *Phone in the Workplace, as presented. Motion passed unanimously, 9-0.*

313
314 14.b Town Council Rules of Procedures - Approval of Updates & Adoption
315 [Staff Report TC Rules Procedures 082416.pdf](#)
316 [TC Rules 082416.doc](#)

317
318 *Councilor Winterton moved, second by Councilor Levesque, to accept and adopt the updates*
319 *to the Town Council Rules of Procedures as discussed at the Council's workshop of August*
320 *10, 2016 and as presented. Motion passed unanimously, 9-0.*

321
322 14.c Town Personnel Plan - Approval of Updates & Adoption
323 [Staff Report TPP Section 2.pdf](#)
324 [TPP SECTION 2 082416.docx](#)

325
326 *Councilor Winterton moved, second by Councilor Jennings, to accept and adopt the updated*
327 *Town Personnel Plan, Section 2, Creating an Additional Full-Time Permanent Position, as*
328 *discussed at the Council's workshop of August 10, 2016 and as presented. Motion passed*
329 *unanimously, 9-0.*

330
331 **15. NEW BUSINESS**

332
333 15.a Purchase new police vehicles and related equipment . **Handled Earlier in Meeting**
334 [Purchase new police vehicle staff report.pdf](#)
335 [Memo for new vehicle purchases.pdf](#)
336 [Ford Of Londonderry e-mail.pdf](#)
337 [CMG Quote.pdf](#)
338 [Memo for Cruisers.pdf](#)
339 [OME Quote.pdf](#)
340 [MHQ Quote \(3\).pdf](#)
341 [Adamson Quote.pdf](#)

342
343 Chairman Sullivan adjusted the meeting to take up agenda item **15.g Main Street Roadway**
344 **Improvements – Alternatives 1 and 2.**

345
346 Jim Donison, Assistant DPW and Town Engineer, indicated that the town has awarded a
347 contract to Advanced Excavation and Paving for roadway improvements to Martins Ferry
348 Road and Main Street . Bid #16-03. He said there are two alternatives available for the
349 reconstruction of Main Street.

351 One alternative is to mill and overlay the roadway and extend a new sidewalk from the Town
352 Offices to Arthur Donati Memorial Park. The end result of the roadway will be similar to
353 existing conditions. The cost of alternative 1 totals \$227,400.

354
355 The second alternative is to include additional improvements including bituminous curbing
356 (similar to Martins Ferry Road) along the entire length of the eastern side; a new sidewalk
357 extending from Grant Drive to Beauchesne Drive with a crosswalk across Main Street at
358 Grant Drive; the removal of the paved shoulder on the western side from the Town Offices to
359 the church with the addition of bituminous curbing and a grassed shoulder between the
360 curbing and the existing sidewalk; the addition of landscaping trees on the western side. The
361 project RFP#16-03 was bid to include sufficient funds to cover the costs for the second
362 alternative. The cost of alternative 2 is \$275,500.

363
364 Mr. Donison said the project bid amount approved by the Council is \$283,000 with \$80,000
365 dedicated to the Main Street sidewalk. Any amount of the \$80,000 that remains must be
366 returned to Cinamagic because those funds are dedicated to the sidewalk only. He provided
367 slides of each alternative and indicated that the trees being considered are a Bradford pear
368 (more fragile) and a Japanese Lilac.

369
370 Mr. Donison responded to a number of Councilor questions which revealed the following
371 information:

- 372
- 373 • drainage system will be improved
 - 374 • bituminous curbing would go on East side on Main Street
 - 375 • the cost of bituminous curbing is much less than granite
 - 376 • plow drivers will have to be aware of curbing
 - 377 • will do a cross between curb and berm which is similar to cape cod berm
 - 378 • the overall condition is satisfactory to mill it and pave over it
 - 379 • will dig down six inches . road bed is sufficient
 - 380 • no bump outs will be installed on Main Street

381
382 When asked by Councilor Ross if the church had weighed in, Mr. Donison said he had
383 spoken to the priest and they are OK with it.

384
385 Former Councilor, Vincent Lembo, of 56 Main Street said he has a hard time getting out of
386 his driveway because of the hill. It wrecks his vehicles and he asked that no more than 1.5
387 inch be added to the height of the road. Jim Donison told Mr. Lembo that there was to be no
388 sidewalk on his side of the street and assured him there would be no change to the height of
389 the road. Chairman Sullivan said those concerns will be alleviated throughout the whole
390 project. Mr. Donison stressed that they will work with every property owner, though he can't
391 guarantee that all will be perfectly sloped. Mr. Lembo said when water comes down Main
392 Street one could go white water rafting and that needs to be smoothed out. Mr. Donison said
393 ~~we~~ we will address that+

394
395 June Cameron of 64 Main Street said everyone drives extremely fast on Martins Ferry Road.
396 She asked if the curbing was to go all the way to the highway. Mr. Donison said ~~yes~~, on the
397 east side. We will look at drainage and go all the way up to the top of the hill.+ Mr. Donison
398 also said that funds remaining from the \$80,000 for the sidewalk could be used to extend the
399 sidewalk beyond the second Donati Park entrance. Councilor Miville asked if more sidewalk

400 is added, what would be given up. Mr. Donison said there are no plans to use the \$10,000
401 balance remaining from the \$80,000 dedicated sidewalk fund.

402
403 Bill Shackford of 68 Main Street said it is great to hear something will be done to the street.
404 He said his driveway is the steepest of all of them and he'd work with Mr. Donison to work on
405 drainage. He said traffic coming into Donati Field during baseball and football season is
406 problematic and will create a problem on Route 3. He suggested that widening the road on
407 Pleasant Street might be a solution. Chairman Sullivan pointed out that going down the hill
408 will be restricted only during construction, and we'd be able to gauge whether we restrict
409 access later on. Councilor Miville confirmed that the road will be a two-way road.

410
411 Bob Cameron 64 Main Street asked that as much as possible be done to extend the sidewalk
412 up to the highway. He said if money is needed, he'd prefer using the funds for sidewalks
413 rather than trees. He would be in favor of spending more now to prevent re-doing the work
414 later. Jim Donison said Alternative 2 will have more defined drainage. In response to Mr.
415 Lembo, Mr. Donison said responsibility for moving mailboxes is included in the main project
416 price.

417
418 Councilor Miville said he lives on the east side of the road and there is a significant dip on the
419 east side of the road where everyone lives. This valley creates a lot of drainage issues. He
420 asked if curbing there will be raised in order to ease drainage in the area. Mr. Donison said
421 there would be a higher reveal curb.

422
423 Councilor Miville said he's observed the construction on Martins Ferry Road and has spoken
424 with residents who said Mr. Donison has been very hands-on and doing an excellent job to
425 accommodate resident requests.

426
427 *Councilor Levesque moved, second by Councilor Miville, to approve alternative 2 and extend*
428 *the sidewalk as far as possible toward highway. Roll Call #3: Councilor Giotas-yes, Councilor*
429 *Ross-yes, Councilor Jennings-yes, Councilor Miville-yes, Councilor Duhaime-abstained due*
430 *to conflict, Councilor Tsantoulis-yes, Councilor Levesque-yes, Councilor Winterton-yes,*
431 *Chairman Sullivan-yes. Motion passed 8-0-1 [Councilor Duhaime abstaining].*

432
433 15.b FY 2017-18 Budget Overview

434
435 Christine Soucie, Finance Director, said she is still missing the library and wastewater budgets. She
436 is looking at several warrant articles for consideration and there could be three union contracts to be
437 considered; four meetings are scheduled in September. Director Soucie said she is deliberating the
438 DPW budget and the Budget Committee has not formally met to set the date the budget must be
439 submitted to the Committee. Councilor Miville said the Budget Committee will meet on September 8th.
440 Dr. Shankle stated that the budget is up five percent and four percent of that amount is due to
441 expenses that we have no control over, such as retirement expenses and the like.

442
443 15.c Risk Assessment Questionnaire
444 [SR Auditors' Financial Procedures Questionnaire.doc](#)
445 [2016 Questionnaire - BOS-Town Council.doc](#)

446
447 As part of Plodzick & Sanderson's auditing process they've asked the Council to complete a
448 questionnaire designed to provide them with the Council's understanding of the town's
449 financial procedures. Chairman Sullivan went through the questionnaire and Council
450 members agreed on responses. *Chairman Sullivan moved, second by Councilor Winterton,*

451 *to have the Chair sign the questionnaire on behalf of the Council and return it to the auditors.*
452 *Motion passed unanimously, 9-0.*

453
454 15.d State Form MS - 535 Financial Report
455 [SR MS- 535.doc](#)
456 [MS 535.pdf](#)

457
458 A copy of the MS-535 Financial Report, prepared by Donna Soucie, Finance Director, was
459 included in the Council packet for the Council's review and approval. *Councilor Miville*
460 *moved, second by Councilor Jennings, to authorize the Town Administrator to sign, on behalf*
461 *of the Council, the 2016 MS-535 Town Financial Report to be submitted to the NH*
462 *Department of Revenue Administration as required by REV 1700 Rules. Motion passed*
463 *unanimously, 9-0.*

464
465 15.e Town Council to accept a donation of \$25,000 from SNHU to the Town of Hooksett
466 towards the construction costs of the Martins Ferry Road pedestrian bridge over Messer Brook
467 Tax Map 29, Lot 34 in Hooksett, NH per RSA 31:95-b III (a)
468 [072716 SNHU BRIDGE.doc](#)
469 [Staff Report 7-27-16 Accept SNHU \\$25000 donation for Pedestrian bridge on Martins Ferry Road.pdf](#)

470
471 *Councilor Winterton moved, second by Councilor Jennings, to accept a donation of \$25,000*
472 *from Southern NH University (SNHU) to the town towards the construction costs of the*
473 *Martins Ferry Road pedestrian bridge over Messer Brook, Tax Map 29, Lot 34 in Hooksett,*
474 *per RSA 31:95-b III (a). Motion passed unanimously, 9-0.*

475
476 15.f Change Order to RFP#16-03 to add Rte 3 Crosswalk pedestals and lights
477 [Staff Report 8-24-16 Change Order for crosswalk signals to Advanced Excavating and Paving.pdf](#)

478
479 Jim Donison, Assistant DPW and Town Engineer indicated that the town has awarded a
480 contract to Advanced Excavation and Paving for roadway improvements to Martins Ferry
481 Road and Main Street (Bid #16-03). The contract is for the amount of \$763,206. A Change
482 Order No. 1 was issued for \$150,000 for additional street paving work increasing the contract
483 total to \$913,206. Mr. Donison said the design and contract included a sidewalk extending
484 along Martins Ferry Road to the corner of Route 3/Hooksett and tipdowns at opposite corner
485 of McDonald's and CVS. NHDOT has since indicated that they will not allow a sidewalk
486 extension onto their right-of-way with a crosswalk unless pedestrian activated buttons with
487 walk-down, walk+lights and coordination timing with the existing traffic signals are provided.
488 The project design did not include pedestrian signals for this crosswalk across Route
489 3/Hooksett Road. The additional cost totals \$32,800 which includes \$15,000 already
490 allocated. Mr. Donison provided slides of the area discussed and examples of what it would
491 look like with work required by NHDOT.

492
493 Dr. Shankle said the project would be less useful without a crosswalk. Councilor Miville
494 questioned the town paying for work on a state road. Councilor Winterton suggested having
495 no sidewalk after McDonald's and inform the state to do the crosswalk. Councilor Jennings
496 pointed out that \$15,000 has already been allocated and perhaps the town would lose the
497 \$17,700 if the town doesn't do it. Chairman Sullivan suggested doing the project that is likely
498 to have the most longevity. Dr. Shankle stated that for \$17,700 a safer environment would be
499 created for kids from school or Martins Ferry Road. Councilor Duhaime felt it would be
500 foolish to not continue the project.

501

502 *Chairman Sullivan moved, second by Councilor Giotas, to approve issuing a change order to*
503 *Bid #16-03 with Advanced Excavating and Paving for the additional amount of \$17,700. Roll*
504 *Call #4: Councilor Jennings-yes, Councilor Levesque-yes, Councilor Ross-yes, Councilor*
505 *Duhaime-yes, Councilor Miville-yes, Councilor Winterton-yes, Councilor Tsantoulis-*
506 *abstained, Councilor Giotas-yes, Chairman Sullivan-yes. Motion passed 8-0-1 [Councilor*
507 *Tsantoulis abstained].*

508
509 *Chairman Sullivan moved, second by Councilor Jennings, to extend the meeting until*
510 *adjournment. Motion passed unanimously, 9-0.*

511
512 15.g Main Street Roadway Improvements alternatives 1 and 2 – **Handled Earlier in Meeting**
513 [Staff Report 8-24-16 Main Street Roadway Improvement Alternatives.pdf](#)

514
515 15.h Purchase of new Liberty International 7400 SFA 6 wheel plow truck
516 [Staff Report - 2016 purchase of 6 wheel plow truck.pdf](#)
517 [2016 Freightliner Bid.pdf](#)
518 [2016 Liberty International Bid.pdf](#)
519 [2016 Mack Bid.pdf](#)

520
521 *Councilor Levesque moved, second by Councilor Tsantoulis, to accept the quote from Liberty*
522 *International for a six wheel plow truck to include chassis, body, plow, heavy duty rear*
523 *springs, extended warranty and radio from Ossipee Mountain Radio in the amount of*
524 *\$165,894.*

525
526 Diane Boyce, DPW Director came forward and said they had received three bids, all state
527 bids, and Liberty came in with the lowest bid. She said they'd be getting \$6,000 in trade-in,
528 and she is turning in the 20 year old truck. Councilor Tsantoulis pointed out that Liberty is the
529 dealer, not the brand. Director Boyce said that is correct and that she had Mario research the
530 matter given his expertise. Councilor Miville pointed out that funding for this is coming from
531 the Capital Reserve Fund, not the operating budget.

532
533 *The results of Roll Call #5 are: Councilor Tsantoulis-yes, Councilor Ross-yes, Councilor*
534 *Duhaime-yes, Councilor Jennings-yes, Councilor Levesque-yes, Councilor Winterton-yes,*
535 *Councilor Miville-yes, Councilor Giotas-yes, Chairman Sullivan-yes. Motion passed*
536 *unanimously, 9-0*

537
538 15.i Public Works Administrative Assistant Job Description

539
540 Diane Boyce, DPW Director, said she is seeking to change the Administrative Assistant job
541 description so that it is a little more generalized so that an Administrative Assistant can
542 effectively be used throughout the department and for every division. Slight changes were
543 made to accommodate all divisions including general responsibilities and hours of work. Dr.
544 Shankle said they were down two administrative positions and will use one to replace the
545 assistant town planner position. Director Boyce said they are not adding a position, just
546 changing the title of a position.

547
548 *Councilor Duhaime moved, second by Councilor Giotas, to approve the change in the*
549 *Administrative Assistant job description within Public Works to the new job description dated*
550 *August 2016. Motion passed unanimously, 9-0.*

551
552 **16. SUB-COMMITTEE REPORTS**

553
554 Chairman Sullivan said he'd like to tweak the council assignments, and get three members
555 on the Heritage Commission since sometimes he is unable to attend a committee meeting.
556 Councilor Giotas is willing to serve on the Heritage Commission and be removed from the
557 Town Hall Preservation Committee.

558
559 Councilor Jennings said the Parks & Recreation Commission couldn't get a quorum at their
560 last meeting so they are considering bi-monthly meetings as a way to entice membership
561 which will be voted on in September. Chairman Sullivan felt that might present a disconnect
562 with communicating with Parks and Recreation. Having fewer meetings is not going to help
563 communications. Councilor Miville asked if Council approval was necessary. Councilor
564 Jennings said he checked with Katie Ambrose.

565
566 Councilor Miville said the Budget Committee will meet on September 8th. Election of officers
567 will be on the agenda along with the calendar. Economic Development met a couple of
568 weeks ago. UNH Extension delivered the business review survey which is posted to the web.

569
570 Chairman Sullivan said the Town Hall Preservation Committee has run into a delay in
571 working on the restoration of the ceiling and they are looking for bids on the replacement
572 windows.

573
574 Councilor Winterton said TIF is continuing to meet and making good progress. A report
575 should be forthcoming in October. There has been a whole bunch of public sessions and
576 he's very happy with the input received. The Planning Board had a good meeting recently.
577 Much is going on with Lilac [Bridge] and the project on Hackett Hill. He said the value of
578 development properties in Hooksett is heading in the right direction.

579
580 Councilor Ross said as mentioned by the Town Administrator, new trail opening ceremony
581 will be held on September 28th, and trails continue to be built. A special meeting to amend
582 wetlands permit to the dock is planned. It's busy in conservation.

583
584 Councilor Levesque said Assessors Committee met tonight. One request was denied and
585 there will be need to go to Tax Court about it. Went on site walk with Councilor Winterton . a
586 little controversy on how to put in a driveway which goes out between two residences.
587 Transfer Committee met Tuesday night. The price of trash is the same at \$27 a ton for
588 recycle . scrap metal \$80 a ton.

589
590 **Chairman Sullivan announced that the next meeting and all meetings going forward**
591 **will start at 6:00 p.m.**

592
593 Councilor Ross asked that administration do something to remove the hazardous bump outs
594 on Martins Ferry Road. He said he has lived on the street for 15 years and someone is going
595 to get hurt or killed, because of those bump outs because they are a totally unexpected
596 hazard and it puts the town at risk. He said one was hit twice the day it was put there.

597
598 Councilor Tsantoulis stated that the bump outs, or traffic control devices, were placed to
599 address speeding. He feels there is a lot of repeat traffic and people have to get use to it and
600 go slow to maneuver around them. Councilor Jennings suggested waiting until the lines are
601 in and have the discussion next year. Councilor Duhaime felt money was spent to install the
602 bumps so should not be pulled out so quickly. He suggested giving it some time, at least a

603 year. Councilor Ross said he has asked enforcement and not a single road has these.
604 People are not used to them and it puts the town at risk. He said he hears it every single day
605 and even his wife wanted to come in to address the matter with the Council. He said he
606 doesn't want to wait until someone gets killed. Chairman Sullivan said there are differences
607 of opinion on the devices. It is something new that people have to get used to and the project
608 hasn't been completed. He said ~~lets~~ complete the project and let buses start to officially role
609 in September and see what happens. Dr. Shankle indicated that the whole road is different
610 partly because the university is there and it's been made clear traffic must be slowed down.

611
612 *Councilor Ross moved, second by Councilor Tsantoulis, to have the bump outs removed*
613 *from Martins Ferry Road. Roll Call #6: Councilor Miville-no, Councilor Levesque-no,*
614 *Councilor Winterton-no, Councilor Giotas-no, Councilor Ross-yes, Councilor Tsantoulis-no,*
615 *Councilor Jennings-no, Councilor Duhaime-no, Chairman Sullivan-no. Motion failed 8-1*
616 *[Councilor Ross in favor],*

617
618 The Council went into non-public at 10:04 p.m.
619

620 **17. PUBLIC INPUT**

621
622 **18. NON-PUBLIC SESSION**

623
624 18.a NH RSA 91-A:3 II (a) The dismissal, promotion, or compensation of any public employee
625 or the disciplining of such employee, or the investigation of any charges against him or her,
626

627 18.b NH RSA 91-A:3 II (c) Matters which, if discussed in public, would likely affect adversely the
628 reputation of any person, other than a member of the public body itself.
629

630 ***J. Sullivan motioned to enter non-public session at 10:00pm. Seconded by D.***
631 ***Winterton.***

632
633 **Roll Call**

634 D. Ross . yes
635 D. Winterton . yes
636 J. Levesque . yes
637 R. Duhaime . yes
638 A. Jennings . yes
639 M Miville . yes
640 T. Tsantoulis . yes
641 J. Giotas . yes
642 J. Sullivan - yes

643 ***Vote unanimously in favor.***

644
645 ***J. Levesque motioned to exit non-public at 10:12pm. Seconded by D. Winterton.***
646 ***Vote unanimously in favor.***

647 ***J. Sullivan motioned to seal the non-public minutes of 08/24/16. Seconded by D. Ross.***
648 ***Vote 8-1 (A. Jennings opposed)***
649

650
651
652

653 **19. ADJOURNMENT**

654

655 ***J. Sullivan motioned to adjourn public session at 10:12pm. Seconded by D. Ross.***
656 ***Vote unanimously in favor.***

657

658

659

660

661

662 **Note:**

663

664 **The town website may have attachments to these Town Council minutes for**
665 **documents referred to in the minutes, reading file material, and/or ancillary documents**
666 **that the Town Council Chair has signed as agent to expend as a result of the Council's**
667 **prior approval of the documents.**

668

669 Respectfully submitted,

670

671

672 Suzanne Beauchesne

673 Recording Clerk

674

675

676