**TOWN COUNCIL MINUTES -- OFFICIAL**



**Regular Meeting**

**Wednesday, September 14, 2016**

**6:00 PM**

**Council Chambers**

**1. CALL TO ORDER**

Chairman Sullivan called the meeting to order at 6:02 p.m.

**2. ROLL CALL #1**

In attendance: Councilors Donald Winterton, John Giotas, Timothy Tsantoulis, James Levesque, Adam Jennings, Marc Miville, and Chairman James Sullivan. Councilor Robert Duhaime arrived the meeting at 6:11 p.m.

Not In Attendance: Councilors David Ross.

**3. PLEDGE OF ALLEGIANCE**

**4. SPECIAL RECOGNITIONS**

**5. APPROVAL OF MINUTES**

5.a Public: 08/24/2016

[TC Minutes 08242016.pdf](https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/24625/TC_Minutes_08242016.pdf)

*Councilor Winterton moved, second by Councilor Tsantoulis, to approve the August 24, 2016 public meeting minutes, as amended. Motion passed unanimously, 7-0.*

5.b Non-Public: 08/24/2016

*Councilor Winterton moved, second by Councilor Miville, to approve the August 24, 2016 non-public meeting minutes, as presented. Motion passed unanimously, 7-0.*

**6. AGENDA OVERVIEW**

**7. PUBLIC HEARINGS**

**8. CONSENT AGENDA**

8.a Acceptance of a donation from Judith A. Fortier in the amount of $25.00 to the Town of Hooksett for Hooksett Fire-Rescue in memory of Albert Dionne per RSA 31:95-b III (b).

[HFR DONATION FORTIER 091416.pdf](https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/24677/HFR_DONATION_FORTIER_091416.pdf)

[$25 Donation - A. Dionne.pdf](https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/21175/_25_Donation_-_A._Dionne.pdf)

*Councilor Winterton moved, second by Councilor Jennings, to approve the Consent Agenda, as presented. Motion passed 7-0.*

**9. TOWN ADMINISTRATOR'S REPORT**

On behalf of Town Administrator, Dr. Dean Shankle who was not in attendance, Donna Fitzpatrick stated that they have had some difficulty in uploading the Planning Board and Zoning Board of Adjustment meetings so the videos may not be as readily available for viewing. Other information provided includes:

* A new project coordinator has been hired. Nicholas Germaine has a background in communications which is in line with the goals of the Council. He interned with the Portsmouth Housing Authority. Mr. Germaine starts work next Monday and will be attending the next Council meeting on September 21st.
* The NH Municipal Association’s Legislative Policy Conference will be held on September 23rd from 9:00 a.m. until noon. The conference will be held in Concord. She asked for one volunteer Councilor to attend on behalf of the Council. Chairman Sullivan asked any Councilor who is able and willing to attend to let Ms. Fitzpatrick know of their interest.
* A letter from Michael Sorel dated August 25th was addressed to the Library Board of Trustees and provided a 2016 progress report on the Sorel’s gift to the library. Donna Fitzpatrick read the letter [attached].

**[Councilor Robert Duhaime arrived the meeting at 6:11 p.m.]**

* Donna reminded everyone that Hooksett Old Home Day will be held on Saturday and the Town Council Booth will have information on a number of town activities.

Chairman Sullivan thanked the fire and police departments for the great video in remembrance of September 11th, 2001 that is available at the Safety Center where a piece of the New York tower has been placed.

**10. PUBLIC INPUT - 15 MINUTES**

There was no public input provided.

**11. NOMINATIONS AND APPOINTMENTS**

11.a Appointment - Marika Yakubovich to Parks & Recreation Advisory Board

[MarikaYakubovichApp.pdf](https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/21670/MarikaYakubovichApp.pdf)

[BOARDS COMMITTEES Open July 2016.pdf](https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/21671/BOARDS_COMMITTEES_Open_July_2016.pdf)

*Councilor Jennings moved, second by Councilor Giotas, to appoint Marika Yakubovich who came and addressed the Board at its last meeting, to the Parks and Recreation Advisory Board. Motion passed unanimously, 8-0.*

**12. SCHEDULED APPOINTMENTS**

12.a David Campbell, Attorney for Manchester, Sand & Gravel - Lehoux Drive Right-of-Way

[LEHOUX ROW.pdf](https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/25069/LEHOUX_ROW.pdf)

[PROPOSED+LANGUAGE+FOR+DEED\_0.pdf](https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/25079/PROPOSED_LANGUAGE_FOR_DEED_0.pdf)

David Campbell, Attorney for Manchester Sand and Gravel, came forward with Ron Corriveau and Eric Stevenson.

Attorney Campbell provided slides proposing deeding property to the town for a 60-foot wide parcel of land running from the end of Lehoux Drive to the southern boundary of land owned by CMI Leading Corporation (known as Map 18, Lot 7). He pointed out the lot which abuts land owned by Manchester Sand and Gravel that they do not want to tie a road to until the quarry has ceased, some 75 years down the road. Sunset Rock has an easement over the lot and they feel the town would be better served to have the right-of-way as long as their rights are preserved. The Sewer Commission could use the extra land in the interim years. Attorney Campbell said if the Town Council approves, they will take draft restrictions and work with the Town Attorney and Administrator and get back to the Council.

Councilor Winterton said he was present at the Sewer Commission meeting when Attorney Campbell presented this proposal to the commissioners. He said the Sewer Commissioners think this should be approved. *Councilor Winterton moved, second by Councilor Duhaime, to direct the Town Administrator to work with the Town Attorney and Attorney Campbell to propose a resolution and bring back to the Council for final approval.*

Councilor Miville asked if the extension is zoned industrial and whether it was part of the feasibility study. Attorney Campbell said it is zoned as a multi-use district, not residential, and that it was not part of the feasibility study. Councilor Winterton commented that there is potential in the strip for solar panels which could be something to talk about given that the Sewer Commission’s largest expense is the cost of energy. Chairman Sullivan noted that the lot was deeded to the Sewer Commission originally. Attorney Campbell said it is in the hands of the Council and he did not believe a public hearing is required; it will be a donation to the town. *A vote on the motion was called and passed unanimously, 8-0.*

**13. 15 MINUTE RECESS**

**14. OLD BUSINESS**

14.a Budget Reviews:

Capital Improvement & Long Term Budgeting Plans -- Tab 22

Finance Director, Christine Soucie, provided a draft Capital Improvement Plan for FY ending 2018-2023 and included a Long-Term Budget Plan for FY ending 2018-2023. Councilor Winterton asked if a vote was necessary to dissolve the $62,118 balance remaining in the Feasibility Study for the Southern Leg of the Parkway reserve fund. Director Soucie said dissolving funds must be handled via a warrant article. Chairman Sullivan asked is the purpose of the fund could be renamed and funds reapplied to another CIP program. Director Soucie said it was possible but more involved and would take 3/5 of the community to change it.

In response to Councilor Miville regarding the two separate reports, Director Soucie said they split items to more truly reflect a capital project versus a long-term planning project. Chairman Sullivan suggested having someone look into a third site for the fire station. Councilor Levesque said the area behind Market Basket is all ledge. Councilor Miville in referencing Car #4, said “we’ve had issues with vehicles with the Fire Department”. Councilor Winterton said discussion would be more appropriate later since CIP was being discussed now.

Director Soucie said the document she distributed was a planning tool and does not need to be approved by the Council.

Family Services -- Tab 4

Joy Buzzle came forward to go over the Family Services Department budget. She said there was a small decrease in the postage line. The welfare line request was reduced by $25,000 not because of needs but because of very strong community organizations, such as the Salvation Army, who help to offset the cost. The Salvation Army raised $80,000 over the last couple of years. Ms. Buzzle said there was a new line in the budget, Bus Transportation. She said the town gets calls every week from folks that need rides to their doctor, or to pick up food and medicine. A study was done a few years ago and there is still a huge need for public transportation. She and Joanne Duffy, Town Planner, have been working as part of a Regional Transportation Committee and the town has an opportunity to take advantage of a shuttle service which would come to town twice a week and is offered by a federal grant provided through the NH Department of Transportation. The 14 passenger van would come to Hooksett on Tuesdays and Thursdays. The Manchester Transit Authority would set up the door-to-door pick ups at no cost to the residents. Eighty percent of the $25,000 cost is reimburseable. Councilor Winterton noted that $5,000 per year amounts to $100 a week, and $50 a day which is cheaper than a taxi ride across town. He asked if residents had to meet any financial requirements to participate in the program. Ms. Buzzle said “no and there was no restriction on where riders we’re going”. Councilor Miville said he was recently speaking with an elderly at the pool who expressed the need for such a service. He indicated that many elderly live on Lindsay Road that is very hilly and hard for residents to get down the hill. A bus coming directly to the house will be very helpful for many. Finance Director Soucie said the Council could only budget for one year, funds cannot be obligated for a second year. She suggested funding from this fiscal year if funds are available. Ms. Buzzle will talk with Ms. Soucie and Dr. Shankle about that possibility.

*Councilor Winterton moved, second by Councilor Miville, to approve the Family Services FY 17-18 department budget of $193,587. Motion passed unanimously, 8-0.*

Police -- Tab 7

Police Chief Bartlett stated that two full time positions were included in the budget adding $194,000 to the salary line. He said most of the other lines are either level or have gone down, including the fuel line. The Chief said that last year they were purchasing fuel from DOT at $2.67 a gallon while the retail price ranged from $1.63 to $1.70 on average. The PD used 21,066 for a total cost of $46,880.83 and he feels the fuel line at $50,000 is adequate in case fuel costs rise a little.

Councilor Winterton noted that $67,000 of the $80,000 increase in the NH retirement line is outside of the Town Administrator’s and Police Chief’s control so the net impact for hiring two full time employees is only $13,000. Director Soucie said savings can be attributed to vacancy throughout the year and the way health insurance is funded. She said the town use to use the family plan for all vacancies but now use the two person plan. Councilor Duhaime asked how the [police] academy is paid. Chief Bartlett said from the salary line; it is funded out of the selection process line, not under education.

*Councilor Winterton moved, second by Councilor Jennings, to approve the Police Department budget of $4,472,240.*

Councilor Miville asked about the selection process expense. Chief Bartlett said funds in this budget line are expended for the purchase of written exams which cost $100 apiece. Other expenses in that category include advertising. Councilor Miville questioned the expense of miscellaneous professional services. Chief Bartlett said those services include state police terminals used for license checks. Professional services are used for blood specimens, medical expenses for evidence gathering, court transcripts to County Attorney, bleeds in car clean-ups, the 911 system, secure shredding, Trans Union for investigative work, and any other such services as required.

Councilor Levesque asked about repairs to firearms. Chief Bartlett said they bought brand new weapons for the Drug Task Force. New weapons would most likely come under the equipment budget. The Chief said officers must qualify for “use of force” training and defensive tactics. A software program has training modules on it.

Councilor Miville noted that vehicle repair has gone down slightly. The Chief said a lot of the repairs have come out of extended warranty. Councilor Miville said the purchase of two vehicles has helped to reduce maintenance costs. Councilor Miville asked about the camera purchases. Chief Bartlett said digital cameras are issued to every officer and they cost about $100 apiece and are crucial for documenting evidence.

In response to Councilor Miville, Chief Bartlett noted that $9,800 was included for the purchase of tactical active shooter ballistic vests that should **not** have been included since eight vests were purchased last year. The Chief said that vests have to be replaced every five years.

*Councilor Winterton moved, second by Councilor Miville, to amend the earlier motion and approve the FY 17-18 Police Department budget of $4,462,440. Motion passed unanimously, 8-0. Director Soucie said $9,800 will be deducted from the Default Budget line as well.*

Councilor Jennings stated that the budget needed an additional adjustment to the photography line. Chief Bartlett and Director Soucie stated that $1,100 in photography was moved to the new equipment line. Councilor Miville mentioned the cost of dispatch chairs at $1,500, $920 for firearms, and $78,000 for two vehicles. Chief Bartlett said with the vacancy of command staff, he is looking to reorganize the command structure and may change a patrol lieutenant to a police lieutenant temporarily.

There was discussion about radio communications that was lost to lightning some time in 2014. CIP had been building up and they got insurance money to purchase radios for the cruisers. The chief said that a radio system’s life expectancy is about ten years. After that, parts are no longer made or available so the system cannot be repaired. In 2024 and 2026 a replacement will be needed at a cost of one-half million dollars. The most prudent way to get the necessary funds is building the CIP. The current CIP balance is $86,850.

Fire-Rescue -- Tab 6

Fire Chief Burkush came forward along with Captain Steve Colburn who explained that their 24/7 operation cannot be staffed without overtime which they prefer to call “replacement”. Per Article 15 of the May 2015 Town Meeting, the overtime line was reduced by one employee, or $72,454. A major issue has been vehicle maintenance with expenses of $89,295.79 as of June 30, 2016.

Chairman Sullivan noted that the Town Administrator had reduced the department request in the overtime line. Chief Burkush said when a firefighter position was filled there was discussion with reducing the overtime, which had been reduced twice in the past. Director Soucie said both firefighter positions were moved out of the operations fund and into the ambulance fund during the same year the town approved the overtime reduction. Councilor Winterton is concerned that the Warrant Article indicated that by adding the position, there would be no tax impact because overtime wages would be reduced for one full time officer. Chairman Sullivan suggested that the Council may have been too optimistic of what voters were told. He said he would be inclined to support an increase in that budget line.

Councilor Winterton went over the difference in coverage from six full-time or seven full-time employees. Chief Burkush said every department struggles and running seven full-time employees is more efficient. Councilor Winterton asked why $76,850 was moved for dispatch cost to the Ambulance Fund. Chief Burkush said he would be happy with moving half of the funds back. Councilor Winterton felt moving at least half back into overtime would make sense since the ambulance line has the potential to increase revenue. Director Soucie said the Town Administrator moved $76,850 of the dispatch cost and an additional $9,528 to the ambulance fund. In response to questions, Chief Burkush said:

* In July and August, most people take vacations; hunting season is also a busy time. After summer, the average cost goes down around $4,000 a week; $16,000 a month.
* Eliminating the Deputy Chief position, and hiring a firefighter, would not change the complement of the department. The budget is predicated on current staffing levels.

The Councilors continued to discuss staffing and various options for addressing the costs of overtime. Councilor Winterton stated that changes in administration may provide savings of $50,000 or $60,000 that could cover the cost of overtime. Chairman Sullivan said it may be necessary to revisit the matter. Chief Burkush said people get hurt, things happen, and overtime/replacement is fluid and should not be reduced. Councilor Tsantoulis acknowledged that injuries cannot be predicted but planning for vacations can be controlled. Councilor Duhaime said $300,000 spent in the fiscal year ending June 30, 2016 is “a lot of money” and it would be nice to see a drop going forward. Chief Burkush said it is the department’s goal to continue to build up the EMS portion so they have a way to deal with situations more economically. Chairman Sullivan said a vote will be taken when more information is provided. Finance Director Soucie indicated that more information will be provided at next week’s Council meeting.

Councilor Miville asked about the surviving spouse benefit. Director Soucie said it is still in effect. Councilor Miville asked about Car 4. Chief Burkush said it is not road worthy. They’ve requested two vehicles; Dr. Shankle dropped it down to one. The Chief said that three of the five vehicles in the fleet have over 100,000 miles, and he’d like to recycle vehicles every two years. Councilor Levesque was surprised to hear of the 100,000 miles. Chief Burkush said there has been an increase in calls, the town is busier, and Exit 10 continues to grow.

**15. NEW BUSINESS**

15.a Police Lieutenant Job Description

[Police Lieutenant Job Description 2016.pdf](https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/25070/Police_Lieutenant_Job_Description_2016.pdf)

[Police Lieutenant 2016.doc](https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/25071/Police_Lieutenant_2016.pdf)

15.b SafeStation Program on the opioid epidemic

[Safe Station 091416.pdf](https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/24760/Safe_Station_091416.pdf)

Chief Burkush said the Safe Station is an offering to residents who need a connection to rehabilitation. It’s voluntary and will be rolled-out in mid-October. Councilor Winterton commended the Chief and staff for their efforts and said he supports them 100 percent. Chief Burkush said the program that was held at the library was not well attended, unfortunately.

*Councilor Winterton moved, second by Councilor Levesque, to thank the Fire and Police Departments for recognizing the opioid epidemic and working towards increasing public awareness and public safety. Motion passed unanimously, 8-0.*

15.c Award of RFP#16-12Petersbrook Athletic Field project

[Staff Report 9-14-24-16 Contract Award RFP#16-12 Peters Brook Athletic Field Construction.pdf](https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/24661/Staff_Report_9-14-24-16_Contract_Award_RFP_16-12_Peters_Brook_Athletic_Field_Construction.pdf)

[Bid Tabulation RFP 16-12 REBID Aug 24 16 Peters Brook Athletic Fields.pdf](https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/24662/Bid_Tabulation_RFP_16-12_REBID_Aug_24_16_Peters_Brook_Athletic_Fields.pdf)

[Additional reference list from david w white and son.pdf](https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/24663/Additional_reference_list_from_david_w_white_and_son.pdf)

Town Engineer and Assistant Public Works Director, Jim Donison, stated that three bids were received for RFP#16-12 for the Peters Brook Athletic Fields construction. The contract is for an Irrigation System, Lighting Pole bases and electrical conduits and Loam and establishment of grass for one full size soccer field, one reduced size soccer field, one lacrosse field and three smaller soccer “nipper” fields. The three bidders were: David W. White and Sons, Inc. of Bow, NH; Advanced Excavating and Paving, Inc. of Suncook; and Alvin J. Coleman & Sons, Conway, NH. Mr. Donison recommends the bid be awarded to the lowest bidder, David W. White and Sons, Inc. of Bow, NH with a total base bid amount of $217,490 and total bid Alt. No. 1 amount of $220,140. Mr. Donison did a reference check and everyone spoke highly of the company. Mr. Donison said the work will begin soon and the company will do their best to get the fields seeded this fall and play time should not be delayed. The funds for this contract will come from Parks & Recreation impact fees which have an available balance amount of $217,900.

*Councilor Winterton moved, second by Councilor Jennings, to award and approve a contract with David W. White and Sons, Inc. of Bow for the amount of $217,490.00 which is the base bid amount for RFP#16-12 Peters Brook Athletic Fields Construction Project. Roll Call No 2: Councilor Duhaime-yes, Councilor Miville-yes, Councilor Levesque-yes, Councilor Jennings-yes, Councilor Giotas-yes, Councilor Winterton-yes, Councilor Tsantoulis-yes, Chairman Sullivan-yes. Motion passed unanimously, 8-0.*

Councilor Miville brought up a matter discussed during the last Council meeting regarding an extra $10,000 being used to pave more of Main Street. Mr. Donison said the extra cost for drainage; i.e., additional catch basins because of curbing, were going to take up $8,000 so the extra funds are not available for paving as was discussed. Councilor Miville asked if the same number of trees would be planted. Mr. Donison said ten trees are scheduled to be delivered next Wednesday. Councilor Miville asked if the street is narrowed because of the curbing. Mr. Donison said the road was 26 or 28 feet but will be narrower, 24 feet, from curb to curb. An additional four catch basins will reduce curbing to prevent water from entering driveways. Councilor Levesque said that Mr. Lembo is very happy. Councilor Jennings asked if a narrower road might have any traffic calming effect. Mr. Donison said it would have some impact. He said the road stripping will be done on October 3rd.

15.d School Impact Fee Transfer

[School Impact Fee Transfers Request.pdf](https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/25044/School_Impact_Fee_Transfers_Request.pdf)

*Councilor Jennings moved, second by Councilor Winterton, to transfer $91,274.36 from the School Impact Fee Special Revenue fund to the Hooksett School District. Roll Call #3: Councilor Giotas-yes, Councilor Jennings-yes, Councilor Miville-yes, Councilor Duhaime-yes, Councilor Tsantoulis-yes, Councilor Levesque-yes, Councilor Winterton-yes, Chairman Sullian-yes. Motion passed unanimously, 8-0.*

15.e Budget Transfers

[Budget Transfer Request 2017-01.pdf](https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/25043/Budget_Transfer_Request_2017-01.pdf)

*Councilor Winterton moved, second by Councilor Tsantoulis, to approve the transfer of $3,000 from the Parks & Recreation Full-Time Wages budget line, 001-450-4520-111-000, to the Administration Old Home Day budget account line of 001-100-4589-800-006. Roll Call #4: Councilor Jennings-yes, Councilor Levesque-yes, Councilor Duhaime-yes, Councilor Miville-yes, Councilor Winterton-yes, Councilor Tsantoulis-yes, Councilor Giotas-yes, and Chairman Sullivan-yes. Motion passed unanimously, 8-0.* [attached]

**16. SUB-COMMITTEE REPORTS**

Councilor Levesque attended last night’s Zoning Board of Adjustments meeting. There were a number of items on the agenda. Supreme Industries wants to sell mulch which the Planning Board has approved. There is a question about the roadway on Hackett Hill Road. They are looking to provide access to their office and mulch sale area. A car wash was approved to be held at Auto Wholesalers. A request to build a garage with not enough buffer was considered and approved. Another matter included building a garage where the town owned a right-of-way. The project didn’t impact anything but Councilor Levesque asked who would represent the town if the town is an abutter to a project. Chairman Sullivan said the question is one for the Town Administrator. Eversource Energy requested a special exception to permit the installation of a 120 foot tall telecommunications tower to be located on CT&M Facility property.

Councilor Winterton said the Planning Board has been busy. Long Beach Development is requesting a waiver to build on a lot, since the cistern is not yet in. SNHU has conducted a road study and will do another in the fall when things are back to normal. There was discussion on Supreme Industries’ request for a special exception. Harmony Place will be coming back with new site plans. He said the Eversource tower is great since it will electronically turn off sections of Hooksett if there is a power outage. Councilor Tsantoulis said the purpose has to do more with truck and vehicle communication.

Councilor Winterton said pet owners will be pleased to know that a vet rehabilitation facility will open on DW Highway. The TIF is moving along and will be coming to the Planning Board with a presentation. Meetings are going great. Councilor Miville asked if there were any minutes of the TIF meetings. Councilor Winterton said Katie Ambrose use to take the minutes.

Councilor Miville said the Budget Committee met last Thursday. Jason Hyde was elected Chair, and Chris Morneau, Vice Chair. The Budget Committee budget was approved and another member was brought on the committee, Michael Yakubovich.

Councilor Jennings stated that the Parks and Recreation Commission will be meeting next week. They are still down one full-time and one part-time member.

Councilor Tsantoulis said he had nothing to report from the Board of Assessors and indicated that the Youth Achievers Committee has had no activity of late. Councilor Winterton asked all councilors to talk up the Youth Achiever award in general and in particular at the Old Home Day Celebration.

In response to Councilor Miville, Donna Fitzpatrick said all councilors will be working the Old Home Day Town Hall booth which will display some larger, ongoing projects; i.e., the roundabout, lilac bridge, SNHU and the Martins Ferry work. Information on the March election will be available along with nomination forms and available committee positions, and the Town Report.

**17. PUBLIC INPUT**

**18. NON-PUBLIC SESSION**

**19. ADJOURNMENT**

*Councilor Winterton moved, second by Councilor Duhaime, to adjourn the meeting at 8:37 p.m. Motion passed unanimously, 8-0.*

**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