



**TOWN COUNCIL MINUTES -- OFFICIAL  
Regular Meeting  
Wednesday, November 09, 2016  
6:00 PM  
Council Chambers**

**CALL TO ORDER:**

Chairman James Sullivan called the Town Council meeting to order at 5:10pm.

**ROLL CALL - attendance:**

Councilors Donald Winterton, John Giotas, Timothy Tsantoulis, Robert Duhaime, Marc Miville, and Chair James Sullivan.

Missed: Councilors James Levesque, Adam Jennings and David 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.

***J. Sullivan motioned to enter non-public session at 5:11pm. Seconded by T. Tsantoulis.***

**Roll Call**

R. Duhaime . yes

M. Miville . yes

J. Giotas . yes

D. Winterton . yes

T. Tsantoulis . yes

J. Sullivan - yes

***Vote unanimously in favor.***

***J. Sullivan motioned to exit non-public at 5:59pm. Seconded by T. Tsantoulis.  
Vote unanimously in favor.***

***J. Sullivan motioned to seal the non-public minutes of 11/09/16. Seconded by T. Tsantoulis. Vote unanimously in favor.***

**1. PLEDGE OF ALLEGIANCE**

## **2. SPECIAL RECOGNITIONS**

### **2.a Fire Rescue Swearing-in Ceremony**

Chief James Burkush rose and asked Evan Young and Andrew Howe to come forward to be sworn in as new firefighters. Chief Burkush said that Evan Young grew up in Windham and served as a full time firefighter in Wakefield. He earned a 3.89 grade point average in college. The Chief administered the oath and called on firefighter Young's mom, Jenna, to come forward and pin the firefighter's badge unto her son. Chief Burkush then administered the oath to Andrew Howe who hails from Sugar Hill has a firefighter uncle working in Salem. He worked at the Campton/Thornton Fire Department and currently lives in Bow. Andrew Howe's father came forward to pin the firefighter's badge unto his son. Attendees applauded the new hires.

Chairman Sullivan welcomed the two new firefighters and thanked all of the firefighters in attendance. He wished them all good luck and continued safety.

## **3. APPROVAL OF MINUTES**

### **3.a Public: 10/26/2016**

*Councilor Duhaime moved, second by Councilor Tsantoulis, to approve the October 26, 2016 public meeting minutes, as amended. Motion passed 6-0.*

### **3.b Non-Public: 10/26/2016**

*Councilor Winterton moved, second by Councilor Duhaime, to approve the October 26, 2016 non-public meeting minutes, as presented. Motion passed 6-0.*

## **6. AGENDA OVERVIEW**

Chairman Sullivan adjusted the agenda to take up agenda item 13C after 10B.

## **5. PUBLIC HEARINGS**

5.a Public hearing for the Town Council to accept the donation of a \$40,000.00 grant from the Department of Justice, Division of Public Protection, to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-b, III (a).

[110916 TC DONATIONS HPD.doc](#)

[AG DTF Staff Report.pdf](#)

Chairman Sullivan opened the public hearing at 6:15 p.m. and read the public notice indicating that the purpose of the public hearing is to accept the donation of a \$40,000 grant from the Department of Justice, Division of Public Protection, to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-b, III (a).

Police Chief Peter Bartlett came forward and stated that Hooksett continues to experience calls for service regarding the criminal activity around the sale, possession with intent to sell, and possession of controlled drugs. Hence, the town must continue to pay an officer who is currently assigned to the Attorney General's Drug Task Force. In return, the town receives a

\$40,000 grant for FY17-18 which will cover from July 1, 2016 through June 30, 2017. This is the second installment of the grant; i.e., the previous \$40,000 grant was for FY16-17. There were no public comments made.

## **6. CONSENT AGENDA**

6.a Accept the donation of a \$5,050 grant from the U.S. Department of Justice; Bulletproof Vest Partnership (BVP), to the Town of Hooksett for the Hooksett Police Department for the purchase of up to 18 new bulletproof vests per RSA 31:95-b III (b).

[Bulletproof Vest Staff Report.pdf](#)

*Councilor Winterton moved, second by Councilor Miville, to accept the Consent Agenda as presented. Motion passed unanimously, 6-0.*

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

Dr. Shankle read a letter received from a resident who worked the polls and indicated how impressed they were with the proceedings. It was a good turnout and the weather was nice on Election Day. Chairman Sullivan said the Police Department (PD) did a great job on Election Day. The 8<sup>th</sup> grade class at Cawley showed the PD their appreciation with a Blue Ribbon ceremony.

Dr. Shankle invited Chief Bartlett to come forward to report on his time at the International Chief of Police Association meeting. The chief indicated that he had attended the 2016 International Chiefs of Police Association conference held in San Diego. A number of educational sessions were held dealing with issues such as dealing with the media and community relations. He was particularly fascinated by a crisis forum that included a panel made up of police officials from all over the world who all share the same issues when it comes to relationships with the community. He learned that Chicago, with 21 districts, reported that most of their crimes come from only two of the 21 districts and discussed operational deployment of resources.

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

## **9. NOMINATIONS AND APPOINTMENTS**

9.a Appointment of Cutler L. Brown to final open SNHPC Rep. Position expiring 6/2017  
[staff report 11.9.2016 appointment cutler l. brown.pdf](#)  
[1.09.2016 Nominations & Appointments.pdf](#)

*Councilor Winterton moved, second by Councilor Giotas, to appoint Cutler L. Brown to the Southern NH Planning Commission to fill the Planning Board Representative position expiring in June 2017. Motion passed unanimously, 6-0.*

## **10. SCHEDULED APPOINTMENTS**

10.a Don Riley, Moderator - 11/8/16 Election

Town Moderator Don Riley and Town Clerk, Todd Rainier, came forward to report on Election Day results and activities. Mr. Riley thanked everyone involved . town office personnel, PD, DPW, volunteers and all nine councilors who were at the polls yesterday. Three of the

councilors stayed until 11:00 to 11:30 p.m. Voters numbered 8,246, or 81.6 percent turnout. He said while everything ran smoothly, a few areas can be improved. Early on they struggled with voter flow since between 6:00 and 8:00 a.m. 1,400 voters queued up to the A-H line. Had electronic Ipads been used, Mr. Riley stated ~~none~~ of that would have occurred; voters could have gone to any station. Traffic was another issue. DPW staff worked hard and well. Traffic moved and there were almost no complaints. DPW Director, Diane Boyce was there most of the day, if not all day, and having parking spaces in the back helped the flow of voters coming in and out. Mr. Riley said he had met with Director Boyce and Lt. Jake Robie prior to Election Day to work out safety and security matters and be prepared for any issues that may arise.

He said 20 plus people stayed for the reconciliation, including Councilors Miville, Ross, and Giotas who stayed until 11:30 p.m. He thanked the councilors for their help, and offered particular thanks to Councilor Ross for the great job in cleaning up. The difference between the checklist count and the machine count was 32. There were eight visitors representing the democratic and republican parties sitting behind the ballot clerk; the law allows for one. No media was in attendance. The Secretary of State showed up and stayed for about one hour. They twice called for more ballots and got them within an hour. Mr. Riley said they processed 753 absentee ballots. Mr. Riley thanked everyone, including the voters, who made the day run smoothly.

Councilor Winterton said ~~nice~~ job and asked if pads would help with absentee ballots. He also said he was concerned with the town having over 11,000 registered voters because it requires the town to spend funds. He said there are as many residents as voters. Todd Rainier said that by law the checklist is purged every ten years. Councilor Miville said all of the college towns instate had high registration and it would be nice if the legislature addressed this issue. Councilor Miville asked why the town doesn't have multiple polling places. Mr. Rainier said he hasn't done a lot of research on the requirements for having two or more polling places but a lot of the mechanics would have to be addressed and everything would have to be doubled. Also, Acuvote machines are no longer being built. Mr. Riley commented that it would require double the staff and combining everything at the end of the day.

#### 10.b ICMA International Guests

- SHEILA SRI PRIYA, Petaling Jaya, Malaysia, Journalist for Star Publications
- SAKKARA SRIROENGLA, Bangkok, Thailand, Government of Thailand International Relations Department

Dr. Shankle introduced Sheila Sri Priya from Petaling Jaya, Malaysia and Sakkara Sriroengla from Bangkok, Thailand who have been here over the last month as part of an international exchange program funded by the U.S. Department of State. Both attended committee meetings, visited the library and food pantry and spent time with Dr. and Mrs. Shankle exploring the area. They both commented how impressed they were with the transparency in the town government. Sheila said she plans to introduce a ~~food bank~~ for university students when she gets back to her country. She said that will be her project since there are hunger issues in her country. Her country is facing pollution so she was very interested in the clean up of the Merrimack River compared to 20 years ago. She said she made a lot of friends in the waste management department

Sakkara said everyone was so friendly and supportive. She is interested in social media and shared views with students and teachers at the middle school. She was impressed as well when visiting the Police Department. She intends to take what she has learned back home to ensure kids will learn via social media. She also wants to move more books about Thailand to the library. She said that environmental matters are not her point of interest but DPW Director Boyce took them to the incinerator and her staff talked about the Merrimack River and the importance of clean water which is a problem in her country. She is interested in recycling. Her last impression was the equality of rights for women. She attended a SNHU foreign policy forum which was attended by U.S. Senator Kelly Ayotte. She was impressed how progressive the U.S. is and how people ask questions and ask for transparency from their government. She said she was grateful to be here and especially thanked Dr. Shankle. Both ladies said they hope they can come back to visit.

Chairman Sullivan thanked both and presented them with a token of appreciation (blankets from Robies Country Store). Everyone applauded and photos were taken.

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

Chairman Sullivan then went to agenda item **13.c Sewer TIF Presentation**

Councilor Winterton, Chairman of the Sewer TIF Subcommittee, introduced Stu Arnett of the Arnett Development Group, LLC who has been working with five entities in Hooksett on what option they have for greater development of the 3A corridor to increase its tax base and create more jobs and other public benefits. Mr. Arnett provided the findings and recommendations of a Route 3A Infrastructure Inter-Agency Task Force. The Task Force comprised of representatives from the Water Precinct and staff and met several times over the last few months. The PowerPoint presentation revealed the following:

- A TIF, Tax Incremental Financing District, is a financial tool to help pay for public infrastructure faster.
- A TIF is not a grant, tax increase, tax decrease, revaluation, or a fix for a bad idea.
- The town's Master Plan encourages: 3A commercial development; infrastructure for sewer collection; and environmental enhancements.
- Initial findings: focus on 3A from town line (Exit 10 area) to Exit 11 area; sewer primary issue; determine sewer treatment capacity and Sewer Commission interest; do inventory of buildings, sites, and development potential (excludes residential properties); assess funding strategies.
- There are 74 properties in the district, broken out by gross and net acreage, map, lot, slope, and wetlands.

Mr. Arnett went over options and suggested Option 5 (option 3 and 4 combined) that included both exits 10 and 11 to be done in two phases at a cost of \$9 to \$18 million. The plan must be agreed to by many: the Planning Board, Economic Development Committee, Sewer Commission, Town Council, and private owners.

Chris Perkins with Wesson and Samson went over the regulatory process and said they were trying to balance different needs and doing outreach. Mr. Arnett's presentation included a cost sharing spreadsheet. Revenue and costs research and findings include:

- 74 commercial properties

- 650 developable acres; 1.2m existing square feet
- \$132m assessed non-residential valuation
- Range of assessed value @ three scenarios: +5% - \$6.6m = \$164,014; =10% - \$13.3m = \$328,027; =20% - \$26.5m = \$656,055. This shows a range of possible effects.
- Existing commercial properties assessments range from under \$10,000 to up to \$16m
- Town Assessor states that new sewer access will not inherently increase assessed values but may if market values increase.

In referring to projections listed on page 101 of the Board packet, Councilor Winterton said TIF doesn't make a bad project into a good project and the committee is making a recommendation without guarantee. He said there is risk and reward for what we do. Councilor Winterton said the Council must first create a TIF District and then develop a Warrant Article asking voters if they would like to borrow funds over a five year note. He said it is the best time to borrow money since the town has no debt right now. Councilor Winterton said he understands the concern of property owners and asked councilors to examine closely the down side and the up side. Councilor Tsantoulis said he has enough information to decide to look at the matter further.

Dr. Shankle said the staff recommendation is the most conservative and indicated he was not sure how much build out needs to be done for it to pay for itself. He suggested doing a planning study that would be less expensive. Chairman Sullivan said he would like to think about it further. Councilor Winterton said establishing a TIF District cost nothing. The committee has spent numerous hours working on this and all stakeholders are ready to go forward and it is now up to the Council to decide. Chairman Sullivan said he'd like to wait until all council members are in attendance. Councilor Winterton asked that the Council vote to accept the report from the committee.

Councilor Miville asked for clarification regarding the 60/40 split. Mr. Arnett said it is based on three factors: development land, square footage and usage. Sixty percent is paid by the TIF District and 40 percent comes from those three factors broken out 50-40-10. Councilor Miville said it would be nice to know what businesses might be in the shadow. Councilor Winterton said one thing developers don't like is to show you their cards. Chairman Sullivan was in favor of District 10 but can't remember if bond was in place before the district was approved. Councilor Winterton suggested doing the engineering study and a year from now be able to tell the voters who is interested. Peter Arnett added that establishing a TIF District will help as a call to all businesses and will provide a year's time to know more. Dr. Shankle asked if we're using the year for that, why spend \$650,000 for an engineering study, instead of \$50,000? Chris Perkins said they would be looking at a combination of economic development and environmental considerations and deciding what comes first. engineering since the river crossing has a lot of unanswered questions and is a unique element. The study is important and will help get to the next step. It's unclear whether market analysis brings enough clarity.

Chairman Sullivan asked that the decision to move forward on the TIF District and the option be placed on the next Council meeting agenda. Dr. Shankle will follow-up.

*Councilor Miville moved, second by Councilor Giotas, to accept the TIF report as presented. Motion passed unanimously, 6-0.*

Chairman Sullivan then took up agenda item **13.a Emergency Operations Plan Update.**

Fire Chief Burkush indicated that a couple of changes were made to the Emergency Operations Plan, one change being to name him as Emergency Management Director, and another includes the Town Hall as a critical infrastructure.

*Chairman Sullivan moved, second by Councilor Tsantoulis, to accept and adopt the updated 2016 Emergency Operations Plan. Motion passed unanimously, 6-0.*

## **12. OLD BUSINESS**

12.a 2017-18 Budget and Warrant Articles

12.b 2017 Town of Hooksett Health Insurance

Dr. Shankle indicated that there are a variety of different health insurance plans to choose from and we can switch to any mixture of those plans.

*Chairman Sullivan moved, second by Councilor Tsantoulis, to approve the Health Trust contract and Dental Health Trust for the town employees effective January 2017. Motion passed unanimously, 6-0.*

Councilor Tsantoulis asked if changes could be made to the plan midstream and whether that would require the approval of the union. Dr. Shankle said the fire union would require approval.

## **13. NEW BUSINESS**

13.a Emergency Operations Plan (EOP) update . Taken Up Earlier in the Meeting  
[Fillable Staff Report Template.pdf](#)  
[Hooksett EOP 2013 revision-3.doc](#)

13.b Town Council Rules of Procedures - agenda order of business  
[Staff Report Agenda Order 110916.pdf](#)

Chairman Sullivan indicated that currently the Town Council has scheduled appointments under Section XII of their Order of Business in the Town Council Rules of Procedures. Often times the appointment needs to be moved up on the agenda to present or discuss items, since there may be public input or audience participation based on that appointment.

*Chairman Sullivan moved, second by Councilor Tsantoulis, to approve changing the Council's agenda "Order of Business" by moving "Scheduled Appointments" to Section V after Special Recognitions and renumbering the remaining agenda as appropriate. Motion passed unanimously, 6-0.*

15.c Sewer TIF Presentation . Taken Up Earlier in the Meeting  
[Staff Report 9-30-16 Staff Report 11-9-16 Sewer TIF Presentation.pdf](#)  
[TIF 101916 meeting minutes at Library.pdf](#)  
[101716\\_U.pdf](#)  
[PowerPoint w revisions ADG Oct 26 2016 for town council presentation.pdf](#)

#### **14. SUB-COMMITTEE REPORTS**

Councilor Miville stated that tomorrow will be the final review of budget proposals. Budget Committee members are very concerned about the Health Insurance increase. There was discussion about cutting \$390,000 from the budget and trying to find money elsewhere, including to take the funds from the reserve balance. Chairman Sullivan cautioned that there may be restrictions on what can be removed from the reserve balance. Dr. Shankle didn't think there were any restrictions. Councilor Tsantoulis confirmed that the health insurance provider cannot be changed; the policy can be changed.

*Chairman Sullivan moved, second by Councilor Winterton, to request that the Budget Committee recommend an increase of \$390,000 to the budget. Motion passed unanimously, 6-0.*

Dr. Shankle suggested forming a subcommittee to more thoroughly look into the health insurance increase. *Chairman Sullivan moved, second by Councilor Tsantoulis, to appoint Councilors Winterton, Giotas, and Chairman Sullivan to a Health Insurance Review Subcommittee. Motion passed unanimously, 6-0.*

Councilor Winterton said they had a good Planning Board meeting. The potato chip warehouse is coming.

Chairman Sullivan said he was not able to attend the Town Hall Committee meeting. Nick Germain attended and said the work done on the ceiling looks pretty good and is almost completed. He said the basement floor window should be done by June. He was not sure when the second floor would be coming down. He said the committee talked about fundraising and are looking for in-kind donations.

#### **17. PUBLIC INPUT**

Roger Duhaime came forward to remind councilors that development of undeveloped areas will require more fire and police protection, and increased insurance costs and other expenses. It's a quality of life thing.

Chairman Sullivan closed the public hearing at 9:39 p.m.

Kimberly Blichmann of 335 Buck Street in Pembroke asked councilors, while reviewing health insurance numbers, to keep in mind that employees are attached to those numbers.

Matt Bose, who lives in Bow asked the Council to help employees through this. He thanked the Council for their time. Mr. Bose was invited to come to the Budget Committee meeting tomorrow night.

Councilor Winterton reminded everyone that Gold Star mothers will be recognized at a Veterans Day event. Councilor Miville said he plans to attend.

#### **16. 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.

## **19. ADJOURNMENT**

*Chairman Sullivan moved, second by Councilor Tsantoulis, to adjourn the public meeting at 9:40 p.m.*

**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