Town of Hooksett
Town Council Meeting Minutes
Wednesday, October 28, 2020

The Hooksett Town Council met on Wednesday, October 28, 2020 at 6:00 in the Hooksett Municipal Building.

CALL TO ORDER
Chair Sullivan called the meeting of 28 Oct 2020 to order at 6:01 pm.

PROOF OF POSTING
Human Resources Coordinator Donna Fitzpatrick provided proof of posting.

ROLL CALL
In Attendance: Councilor James Sullivan, Councilor John Durand, Councilor Randall Lapierre, Councilor David Boutin, Councilor Timothy Tsantoulis, Councilor Clark Karolian

Councilor Alex Walczyk arrived at 6:08 pm
Councilor Roger Duhaime arrived at 6:09 pm

Missing: Councilor Clifford Jones

PLEDGE OF ALLEGIANCE
Chair Sullivan called for the Pledge of Allegiance.

Chair Sullivan asked for a moment of silence upon the passing of Norman Morrisette who served 26 years as a Hooksett Firefighter, retiring as a Captain, and also for Mr. Richard Tuohy, a former Hooksett educator who was active in the HYAA as a coach.

SCHEDULED APPOINTMENTS
Todd Rainier, Town Clerk; Cindy Robertson, Moderator and Don Riley, Assistant Moderator-
November 3, 2020 Presidential Election Preparations

T. Rodd: We have received 2,800 requests for absentee ballots, of which almost 2,500 have been returned. According to the Checklist Supervisors, Hooksett has 11,040 registered voters. The Checklist Supervisors met last night for voter registration, and the checklist is now frozen until Election Day, when residents may register to vote at the polls. We have held six (6) training sessions for the 100+ people who will be working at the polls next Tuesday. This does not include those who will be coming to help at end of the night. I want to thank everyone who is helping. It is appreciated and much needed.

Tomorrow, we will be preprocessing absentee ballots.

C. Robertson: Preprocessing of absentee ballots will take place tomorrow, here in the Chambers, from 7:00 am till 6:00 pm. For each absentee ballot received, we will be opening the large, outer envelope and comparing the signature on the inner envelope with that on the absentee ballot request. We will have six (6) teams of two working on this. We will be notifying those whose ballots are rejected so they will have an opportunity to come in and fill out another ballot or to go to the polls to vote. We will attempt to reach these voters by telephone or email, and they will have Friday, Monday or Tuesday to complete an acceptable ballot. This step is not required but is a “best practice” recommendation of the SOS office. The actual absentee ballots will be opened and placed in the ballot box on election day.

Tomorrow, we will be highlighting on the checklist the names of those submitting accepted absentee ballots, which will speed up this process next Tuesday.
T. Rainier: We do need to have three (3) Town Councilors present at end of night, and we appreciate your participation. A new, efficient traffic pattern has been created for the school parking lot. DPW employees will be assisting in the parking lot all day, and Police Officers will be working at the polls all day as well. Members of the Fire Department will be at both entrances, making sure voters have masks. We have created a notice regarding what to expect on Election Day and sent it to many recipients at several locations to notify as many voters as possible. We have a very good plan.

D. Riley: Our team has been working since August to prepare for the Primary and this Presidential Election. It has taken a lot of time, especially because of the contentious environment and the pandemic. Your help is invaluable. State law allows for any Councilor who cannot be at the polls to appoint a Councilor pro temp.

Chair Sullivan: Will you be reporting a preliminary tally?

D. Riley: We do not speak until we have reconciled the number of ballots with the number of voters checked off on the Checklist.

T. Rainer: I want everyone to know that the preprocessing of absentee ballots tomorrow is a public session. We still anticipate 7,000 people voting in person on Tuesday, while maintaining six (6) feet between them at all times.

T. Tsantoulis: Do you see it as an advantage or a disadvantage to have so many absentee ballots?

T. Rainier: It should reduce the numbers voting in person. However, absentee ballots take a lot of time. Notation has to be made on the Checklist of each absentee voter.

D. Riley: We have three (3) times the number of absentee ballots, compared with other elections. This is the first time we have done it this way. It is new territory. Highlighting wasn’t done in advance at the Primary; there was a change in the law for this election only.

T. Tsantoulis: At the Primary, the process was slow, though it was no one’s fault.

C. Robertson: As compared with the Primary, there will be only one ballot, and voters will not be returning to undeclared, as they were at the Primary.

Chair Sullivan: You should be expecting an 85% turnout, which should hold for the March election as well!

T. Rainer: We are actually expecting a 90% turnout.

R. Lapierre: Will the voters enter through the main door and queue up alphabetically?

T. Rainier: Yes. We will have 12 ballot clerks instead of the usual five (5). The Checklist Supervisors will be in the cafeteria. We will set up a ballot location there also. It will be a locked box, and those ballots will be transferred to the ballot counting machines periodically throughout the day.

Stephanie Perrin, HealthTrust Benefits Advisor - Town of Hooksett, NH CY2021 Health Insurance Renewal Rates and FY2020 Surplus of Funds (See Item 15.1 for details)
A. Garron: Stephanie Perrin, our Health Trust Benefits Advisor, is here to talk about the health insurance renewal rates and surplus funds.

D. Fitzpatrick: This is the time of year when we get our renewal rates. I want to welcome Stephanie Perrin and thank her for being with us to explain the new rates and the surplus we are receiving for a period of time in 2020, which is addressed on pages 7-38 of your packets. We are looking at fiscal year and calendar year information. The renewal rate for medical coverage is up 8.3%. For transparency, Mr. Garron, Ms. Soucie and I are all on the plan. Stephanie will be explaining how it is possible to have both a surplus and a rate increase.

S. Perrin: Thank you for having me. I want to explain that the rate increase and the surplus are two separate things. We usually look at 12 months of claims – July 1st through June 30th - for rate setting. For this year only, our actuaries have advised us to look at March of 2019 through February of 2020; claims were higher during that timeframe than for the July through June time period, because of COVID. The amount of claims accounts for about 93% of the calculation of the new rate. There were many deferred claims because of COVID, and some of these will never happen. Postponed surgeries and other procedures are expected to be done between January and June of 2021. At the end of the fiscal year, an audit is done to determine the surplus. This year, we were required to return the extra surplus.

D. Fitzpatrick: Ms. Perrin is referring to the Capital Adequacy Reserve described on page 19 of your packets.

S. Perrin: Our Capital Adequacy Reserve was at $85 million. This would help us survive three or four bad years. Our actuaries advised increasing our reserves to somewhere between $90 million and $140 million. Our Board of Directors decided on $90 million.

D. Boutin: Is the surplus $27,431.00?

S. Perrin: It is a lot more than that.

D. Fitzpatrick: Councilor Boutin, you are looking at the check on page 35, which is a separate surplus from NH Interlocal Trust (Harvard Pilgrim). That has nothing to do with Health Trust.

S. Perrin: The amount of the Health Trust surplus is on page 32. It is $100,484.02.

Chair Sullivan: Why is there no increase for dental insurance?

S. Perrin: Our actuaries advised us to increase the dental rate by one percent (1%), but the Board of Directors decided to have no rate increase for dental. There was a massive reduction in dental claims because the dentists basically shut down because of COVID. The dental plan maximum is being increased by 50% this year, anticipating that people will get dental work done that was put off.

Chair Sullivan: Are there any changes in the health plans being offered?

S. Perrin: There are no changes in the plans. I would refer you to page 20 in your packets for a list of plan enhancements and updates.

Chair Sullivan: Will COVID testing and treatment be covered 100%?
S. Perrin: Yes, everything related to COVID is 100% covered.

D. Boutin: Will Lantus and Humulin be covered for diabetic insulin?

S. Perrin: All diabetic insulin is covered, for a maximum of $30.00 per month.

D. Fitzpatrick: As a brief overview, we have 158 individuals on the Town medical insurance. This includes active Town employees, retirees and Wastewater employees. The Library employees have their own plan. Of the 158 enrollees, there are 42 members on the HMO plan, which has an employee contribution; 54 individuals have the Site of Service plan, which has the lowest premium; and ten have the Lumenos plan, which has a high deductible. At this time, 12 receive a $5,000.00 annual stipend for not participating in the health care plan; there are five (5) Wastewater employees taking the stipend as well. We have 32 retirees on the Town’s health insurance, 11 of which are 65 years of age or older, 19 who are under 65 and two (2) from the Wastewater facility. The Town pays no portion of the health insurance of retirees. We have three unions as well – Fire, Police and Public Works. Right now, Public Works is in contract negotiations; they currently have a contract through July 2021. There is the potential of a new union being added, which would consist of 12 of our approximately 45 non-union employees. When family members are added, we have about 300 people benefiting from the Town’s health insurance. Open enrollment will take place between November 16th and December 11th this year. A decision does not have to be made tonight, but must be made by November 4th, the date of the next Town Council meeting. All contracts must be signed by November 25th. You can find suggested motions on page 38 of your packets. The surplus is a separate matter, which requires a public hearing. That has been scheduled for your November 4th meeting, and was advertised in the newspaper today.

S. Perrin: The precise number of people covered through Health Trust in Hooksett is 277.

R. Duhaime: How do this year’s claims compare with the last two or three years?

S. Perrin: The claims in 2019, including prescriptions, totaled $1,877,340.00. 2018 was the year Hooksett came back to Health Trust, so we don’t have a full year of data. Also, we take out claims greater than $150,000.00 and spread that among the pool.

R. Duhaime: What do you anticipate for deferred claims due to COVID?

S. Perrin: That is on page 22, line J. The amount is $21,067.00.

R. Duhaime: What do you anticipate claims to be?

S. Perrin: I have no way to predict that.

**D. Boutin motioned to continue the current health and dental plan options and contributions for 2021 non-union employees. T. Tsantoulis seconded the motion.**

The details are as follows, effective January 1, 2021:

1. HealthTrust-Anthem Blue HMO AB201PDED (01L)-R10/25/40M10/40/70/3K(L) - $250/$750
   a. 15% employee premium contribution
   b. allow the employee to establish their own FSA account

2. HealthTrust-Anthem Blue HMO ABSOS20/40/1KDED (01L)- R10/25/40M10/40/70/55K(L)- $1,000/$3,000
3. HealthTrust-Anthem Lumenos 2500 (01L) $2,500/$5,000
   a. no employee premium contribution
   b. allow the employee to establish their own HSA account
   c. allow the employee to establish their own limited FSA account (dental and vision only)

4. Health Trust – Delta Dental plans 1 flx, 2A flx, 5 flx

A. Walczyk offered an amendment to the motion, to include retirees under 65 years of age and retirees 65 years of age and older.

Details for retirees under 65 years of age, are as follows, as of January 1, 2021:

1. HealthTrust-Anthem Blue HMO AB201PDED (01L)-R10/25/40M10/40/70/3K(L) - $250/$750
   a. 100% employee premium contribution

2. HealthTrust-Anthem Blue HMO ABSOS20/40/1KDED (01L)- R10/25/40M10/40/70/55K(L) - $1,000/$3,000
   a. 100% employee premium contribution

3. HealthTrust-Anthem Lumenos 2500 (01L) $2,500/$5,000
   a. 100% employee premium contribution
   b. allow the employee to establish their own HSA account
   c. allow the employee to establish their own limited FSA account (dental and vision only)

4. Health Trust – Delta Dental plans 1 flx, 2A flx,

Details for retirees 65 years of age and older are as follows, as of January 1, 2021:

1. MC3 (01L)-R10/25/40M10/40/70(LCY)

2. MCNRX (01L)

3. Health Trust – Delta Dental plans 1 flx, 2A flx

C. Karolian: Is there a change in the dollar amounts?

D. Fitzpatrick: The premium is up 8.3%, but that doesn’t show here.

Chair Sullivan: What is the total increase in cost?

C. Soucie: The budgeted amount is $2,076,605.00. This assumes the highest possible cost to the Town, based on plan enrollment. For 2019-20, the amount was $1.6 million, which is two years ago.
C. Karolian: Does that include the surplus?
C. Soucie: No, it does not.

C. Karolian: If the increase is about $100,000.00, and the surplus coming back is $100,000.00, isn’t that a wash?
C. Soucie: Yes, it is. If we return the employees’ share to them, and the Town keeps its share, the Town will receive about $96,000.00.

R. Lapierre: If we vote no, are we looking at finding another provider?
D. Fitzpatrick: There are options: We can tweak the plan, we can change plans, or we can put out an RFP. Bear in mind that we have unions with contracts through 2021. That would involve negotiations and sidebars, which also require a 30-day notice. Once an insurance provider is chosen, we are locked in for two years.

Chair Sullivan called for a roll call vote on the amendment put forth by Councilor Walczyk.

**Roll Call Vote #2**

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>R. Duhaime</td>
<td>Aye</td>
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<td>J Durand</td>
<td>Aye</td>
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<td>C. Jones</td>
<td>Not present</td>
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<tr>
<td>R. Lapierre</td>
<td>Aye</td>
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<tr>
<td>A. Walczyk</td>
<td>Aye</td>
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<tr>
<td>D. Boutin</td>
<td>Aye</td>
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<tr>
<td>C. Karolian</td>
<td>Aye</td>
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<tr>
<td>T. Tsantoulis</td>
<td>Aye</td>
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<tr>
<td>J. Sullivan</td>
<td>Aye</td>
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Voted unanimously in favor (8-0).

C. Karolian: If we vote in favor of the budget amount on page 3, is the tax rate going up by five cents?
C. Soucie: If you add the amount on page 3 to the budget as a separate motion, the tax rate will go up by five cents. If the surplus is applied, the tax rate impact is zero cents.

Chair Sullivan called for a roll call vote on the motion, as amended, to continue the current health and dental plan options and contributions for 2021 non-union employees, retirees under 65, and retirees 65 years of age and older.

**Roll Call Vote #3**

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<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>D. Boutin</td>
<td>Aye</td>
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<tr>
<td>C. Jones</td>
<td>Not present</td>
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<tr>
<td>A. Walczyk</td>
<td>Aye</td>
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<td>J. Durand</td>
<td>Aye</td>
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<tr>
<td>R. Duhaime</td>
<td>Aye</td>
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<tr>
<td>T. Tsantoulis</td>
<td>Aye</td>
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<tr>
<td>R. Lapierre</td>
<td>Aye</td>
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<tr>
<td>C. Karolian</td>
<td>Aye</td>
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Chair Sullivan: Does anyone wish to offer the first suggested motion on page 3 regarding increasing the budget to cover the increased cost of employee health insurance?

_D. Boutin motioned to increase the FY 2021-22 Town Council’s recommended budget by $100,076.00 to cover the increased cost of employee health insurance. T. Tsantoulis seconded the motion._

T. Tsantoulis: To expedite the process, we can vote this evening on the budget increase and have the public hearing next week.

_Roll Call Vote #4_

_A. Walczyk  Aye
R. Lapierre  Aye
C. Jones  Not present
R. Duhaime  Aye
J. Durand  Nay
C. Karolian  Nay
T. Tsantoulis  Aye
D. Boutin  Aye
J. Sullivan  Aye_

_Voted in favor (6-2)._

Chair Sullivan: Next, does anyone wish to make a motion on the property and liability increase from Primex?

_C. Soucie: On October 15th, I received a notice from Primex, which is on page six._

_D. Boutin motioned to increase the FY 2021-22 Town Council’s recommended budget by $10,588.00 to cover the Not-To-Exceed increase in property and liability insurance. T. Tsantoulis seconded the motion._

R. Duhaime: How often do we go out for an RFP for this?

_C. Soucie: There is no plan, but it is usually every three years._

_C. Karolian: Back to the budget process, had we cut the budget back then, we could have absorbed this. We didn’t, so now we can’t. That is just a statement._

_T. Tsantoulis: Is this out of the ordinary or unexpected?_

_C. Soucie: The increase has consistently been between 6% and 9%. When we switched to Travelers, we had good rates and saved some money._

_C. Soucie: To update you on the work of the Budget Committee, they have increased the Town Council budget by $82,000.00. This is a net increase, with some reductions and some increases. For clarification regarding a question asked at the last Council meeting, although we do not yet have the tax_
rate for next year, the current Town’s portion of the tax rate is $5.49. If everything proposed passes in March, the rate will go down to $5.11. That is our best guess at this point.

Chair Sullivan: That is a decrease of $0.38.

Chair Sullivan called for a roll call vote on the motion regarding property and liability insurance.

Roll Call Vote #5
T. Tsantoulis Aye
C. Jones Not present
R. Duhaime Aye
A. Walczyk Aye
R. Lapierre Aye
C. Karolian Nay
J. Durand Nay
D. Boutin Aye
J. Sullivan Aye
Voted in favor (6-2).

TOWN ADMINISTRATOR’S REPORT
A. Garron: Unfortunately, the number of COVID cases in Hooksett is up to 14, where it had been between one and four. This is attributed to people spending more time indoors as the weather gets colder. We submitted our last request for GOEFFR funds and have used all of the $346,080.00 attributed to us. We included projected costs and revenue loss. If we are able to capture lost State revenue, it would be very advantageous to the Town.

A. Garron: Regarding the legal case against the Town put forth by Ms. Valentino, the Supreme Court affirmed the decision of the Superior Court and ruled for Hooksett, refusing Ms. Valentino permission to further admit her claim. The issue was the Town’s plan for parking spaces in the right-of-way for the Clay Pond conservation area. The court decision affirmed the Town’s right to install the parking spaces.

A. Garron: In addition to the information provided by the Finance Director on the work of the Budget Committee, I would add that they made reductions to the Public Works budget totaling about $15,500.00, including a $6,500.00 reduction in the Fleet line, $4,000.00 in Fuel budget lines, and $5,000.00 in the Recycling and Transfer budget. For Assessing, Mr. Duhamel and I opted to withdraw $38,000.00 from the Measures and Listing line. This will be needed as we lead up to the next revaluation, but we will submit it next year through the proper process.

A. Garron: I will be requesting a non-public session to update the Council on union negotiations and some legal matters.

OLD BUSINESS
FY 2021-22 Budget and Warrant Article Review
This item was covered under SCHEDULED APPOINTMENTS earlier in the meeting.

NEW BUSINESS
CY2021 Health Insurance Renewal Rates (medical & dental) & Health Insurance Surplus of Funds (NHIT 2016, HealthTrust 2020)

This item was covered under SCHEDULED APPOINTMENTS earlier in the meeting.

Motion to transfer $285,427.78 from the School Impact Fee Special Revenue Fund to the Hooksett School District.

D. Boutin motioned to transfer $285,427.78 from the School Impact Fee Special Revenue Fund to the Hooksett School District. A. Walczyk seconded the motion.

C. Soucie: This is an annual transfer of impact fees collected for the School. Regarding their bond issued in 2002, as of June 30, 2020, the balance was $3.3 million. There is about two years left on the bond.

D. Boutin: Is this from development in Hooksett?

C. Soucie: Yes. Impact fees are divided among School, Public Safety (Police & Fire), Public Recreation and Traffic.

Vice Chair Tsantoulis called for a roll call vote on the motion to approve this transfer of impact fees to the Hooksett School District.

Roll Call Vote #6

J. Durand Aye
R. Lapierre Aye
C. Karolian Aye
D. Boutin Aye
C. Jones Not present
T. Tsantoulis Aye
A. Walczyk Aye
R. Duhaime Aye
J. Sullivan Not present

Voted in favor (7-0).

Brookview Development Request for Street Approval and Partial Release of Letter of Credit of $184,610.00 to Stinson Hills, Inc.

C. Karolian motioned to accept Phase III of the Brookview Subdivision, which is Brookview Drive from Station 50+00 adjacent to House #151 to Jacob Drive and release $184,610.00 of Irrevocable Letter of Credit #532201 to Stinson Hills, Inc., reducing it from $234,610.00 to $50,000.00. D. Boutin seconded the motion.

B. Thomas: The staff report pretty much speaks for itself. I would like to say it has been a pleasure working with Dana Finn of Lamonte Builders and Bob Grondin of Summit Excavation who are sitting behind me tonight. They did an excellent job on this project, taking care of concerns that were expressed immediately. I have a map indicating the street to be approved.

Vice Chair Tsantoulis: I would note that the Town of Hooksett will be responsible for this road when it is accepted.
B. Thomas: The detention ponds are the main reason for withholding $50,000.00. When all of the homes are built and everything is working properly, those funds can be released.

C. Karolian: School buses have had to stop at the bottom of Brookview and parents have had to bring their kids down to get the bus. I am hoping that the bus will be able to go up the hill to pick up the kids now, although I realize this is not in our wheelhouse. I drove through the area, and they did an excellent job. I wish the Planning Board would require sidewalks and granite curbing in all of these developments.

Vice Chair Tsantoulis: I would suggest that the Town Engineer notify the School Board of the acceptance of the road so that bus route can be adjusted.

Vice Chair Tsantoulis called for a roll call vote on the motion to accept Phase III and release the funds.

Roll Call Vote #7

C. Jones Not present
C. Karolian Aye
R. Lapierre Aye
R. Duhaime Aye
A. Walczyk Aye
J. Durand Aye
T. Tsantoulis Aye
D. Boutin Aye
J. Sullivan Aye

Voted unanimously in favor (8-0).

Chair Sullivan: Thank you, Mr. Tsantoulis, for filling in for me while I was out of the room.

Chair Sullivan: We have some rules of procedure to review which were postponed at our annual workshop of August 12, 2020. These are listed on page 45 of our packets. The first task is to review the procedure for the Town Administrator’s annual evaluation.

Chair Sullivan motioned to establish a three-member subcommittee to draft a new tool for the evaluation of the Town Administrator. D. Boutin seconded the motion.

Chair Sullivan: I will serve on that subcommittee.

C. Karolian: I volunteer to serve as well.

R. Lapierre: I will serve on the subcommittee also.

Roll Call Vote #8

R. Lapierre Aye
R. Duhaime Aye
T. Tsantoulis Aye
A. Walczyk Aye
Chair Sullivan: The next item is the donation of items to the Town.

D. Fitzpatrick: There are three categories of donations to consider: perishables, money (checks/cash), and gift cards. Perishable items do not require acceptance by the Council. For example, the Garden Club delivers Poinsettia plants to Town Hall offices and other town departments during the holiday season. People sometimes bring cookies to express thanks for the help of town employees. The protocol with food items is to place them in the break room. If monetary donations are made, the Finance Director places them in an account for that purpose, awaiting Council acceptance, at which time they are allocated. Sometimes, a public hearing is required. We have been placing the donation of gift cards on the Consent Agenda. One suggestion is to have these received and tracked by the Town Administrator instead.

**D. Boutin motioned that gift cards up to $1,000.00 be accepted and handled by the Town Administrator. T. Tsantoulis seconded the motion.**

D. Boutin: This makes sense. It is a waste of our time to vote on these.

R. Lapierre: Could this motion include the donation of services such as the cleaning of Police vehicles?

A. Walczyk: We also have donations for cleaning the Police dog, Timber.

D. Boutin: My motion is only for gift cards.

C. Karolian: Has anyone checked the State law on this?

R. Lapierre: After a non-exhaustive search, RSA 31:95 states that donations over $5,000.00 must be accepted by the governing body.

D. Boutin: I have served on government boards and committees and in the legislature since 1970 and this has never been an issue.

T. Tsantoulis: The issue is transparency. The Town Administrator will be keeping records.

Chair Sullivan called for a roll call vote on the motion to allow the Town Administrator to accept and handle gift card donations up to $1,000.00.

**Roll Call Vote #9**

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<tr>
<td>J. Durand</td>
<td>Aye</td>
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<tr>
<td>D. Boutin</td>
<td>Aye</td>
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<tr>
<td>C. Jones</td>
<td>Not present</td>
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<tr>
<td>R. Duhaime</td>
<td>Not present</td>
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<tr>
<td>C. Karolian</td>
<td>Nay</td>
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Voted unanimously in favor (7-0).
Chair Sullivan: The next topic is Section 6 on Debate, pages 78 & 79 in our packets.

C. Karolian: All Councilors need to be reminded that they need to be recognized by the Chair if they wish to speak. That also applies to being recognized to move the previous question.

D. Boutin motioned to change the procedure for ending debate by changing the required vote to a simple majority and deleting the requirement of a two-thirds vote or unanimous consent. R. Lapierre seconded the motion.

D. Boutin: Why would a two-thirds majority be needed?

T. Tsantoulis: There might be Councilors wishing to speak who would not have the opportunity if debate is stopped too early.

R. Lapierre: Two-thirds is a high bar.

Roll Call Vote #10

C. Karolian Nay
T. Tsantoulis Aye
R. Lapierre Aye
C. Jones Not present
D. Boutin Aye
J. Durand Aye
A. Walczyk Aye
R. Duhaime Not present
J. Sullivan Aye

Voted in favor (6-1).

Chair Sullivan: Next we are looking at the process for tabling items, rescinding votes and reconsidering votes. These are described on page 82. Town Attorney Matt Serge provided language that we could add.

D. Boutin: The language is appropriate. Councilors need to understand that tabling takes precedent over the main motion.

T. Tsantoulis: I understand that when tabling an item, we should identify the information needed, but I don’t know how we can be sure by what date we will be able to get that information.

Chair Sullivan: If we don’t have the information for the next meeting, the item can be left on the table or it can be re-tabled.

R. Lapierre: Would it then be classified as Old Business?
D. Fitzpatrick: Yes, it would, if it has already been discussed and tabled at a previous meeting.

**D. Boutin motioned to accept the procedure for tabling on page 82. T. Tsantoulis seconded the motion.**

**Tabling Rules of Procedure details:**

a. Any Councilor may make the motion to table.

b. Tabling is needed when more information on the subject matter is needed for the Council to make a decision.

c. Tabling of an agenda item should indicate the date certain of the next time the item is to appear on the Council’s agenda and what information the Council is seeking at the meeting.

d. Tabling an agenda item takes precedence over any main motion not yet stated by the Chair.

e. When the item tabled is to be discussed again, Council first needs to make a motion to remove from the table.

**Roll Call #11**

T. Tsantoulis  Aye

R. Lapierre  Aye

J. Durand  Aye

C. Jones  Not present

C. Karolian  Aye

A. Walczyk  Aye

R. Duhaime  Aye

D. Boutin  Aye

J. Sullivan  Aye

Voted unanimously in favor (8-0).

Chair Sullivan: Do we want to discuss or adopt the language regarding rescinding a vote or reconsideration of a vote?

T. Tsantoulis: I don’t believe we need to because those situations do not often come up.

A. Walczyk: If a vote is being reconsidered, would discussion be allowed or just another vote taken?

D. Boutin: Discussion would be allowed. The key word is ‘reconsideration.’

A. Garron: Section c under Reconsideration of a prior vote says, “Negative vote may be reconsidered.” Why is that spelled out for a negative vote but not for a positive vote?

Chair Sullivan: If we decide to add that section later, we will get clarification on that. The next workshop item is the development of a process for the Town Council to receive information on an agenda item(s) after receiving the agenda packet and prior to or at the Council meeting.

D. Fitzpatrick: The agenda must be filed and posted by Wednesday at 5:00 pm the week before the meeting.
Chair Sullivan: Currently, if we get additional information, we get that out via email as soon as possible. Mr. Garron has been diligent about that, which has been helpful.

D. Boutin: This says that items to be on the agenda must be received two Thursdays prior to the meeting. Does this mean that citizens must present agenda items to the Town Administrator or the Council Chair by that deadline?

Chair Sullivan: Yes, it does, but they also can provide information during Public Input, or they can ask Mr. Garron to bring up information in his Town Administrator’s Report.

Mr. Garron: Sometimes we get important legal advice late, and we provide it as quickly as possible.

Chair Sullivan: There is a long time between the deadline for submitting agenda items and the actual meeting.

T. Tsantoulis: It is a reasonable, given the amount of work that has to be done to prepare the agenda.

D. Boutin: Maybe we could allow non-profit organizations to present agenda items within one week of the meeting.

C. Karolian: We are looking at two different things. Item e on page 45 is about Councilors receiving information in a timely way. It’s bad enough that some Councilors don’t even look at the agenda until 6:00 pm Wednesday. It is unfair that we have to make decisions based on information received at the eleventh hour.

T. Tsantoulis: We have section a because our town employees have other work to do besides preparing our agenda. It takes a week to get the agenda out.

D. Fitzpatrick: We use a software program to prepare the agenda. State law only requires that a posted agenda include the date, time and location of the meeting. Our packets have a lot of information and are sometimes over 200 pages long. Everyone, including department heads, has the same Thursday deadline for submitting agenda items. I review the submissions on Friday and prepare a draft for the Chair and the Town Administrator to review. I get their comments on Monday and prepare a final draft on Tuesday. Then, we have a Management Team meeting so that all department heads can see what others have submitted. The Town Administrator approves the draft and adds his comments. Beginning at 8:00 am on Wednesday, packets are put together, a process that can take two to four hours.

Chair Sullivan: I would say that 99.9% of items submitted go on the agenda.

D. Boutin: I have to respectfully disagree with you. Any item submitted by a citizen needs to be on the agenda.

C. Karolian: I am not sure why we are discussing Section 9 on page 86. The workshop item was not about preparation of the agenda.

Chair Sullivan: This is the spot in the procedures where it fit.

C. Karolian: This is apples and oranges. It is a violation of item c if information is given out at the meeting.
D. Boutin motioned to adopt section 9 in its entirety.

Chair Sullivan: The motion is not necessary because it is already part of our procedures.

D. Boutin withdrew his motion.

T. Tsantoulis: The last-minute information helps us make decisions. I am not sure why it is a problem.

R. Lapierre: I prefer to receive this information electronically – in an email if possible.

T. Tsantoulis motioned to continue the current practice of providing additional information as soon as possible via email or as a paper copy. D. Boutin seconded the motion.

T. Tsantoulis: The information is provided with good intentions by Town Administrator André Garron, Finance Director Christine Soucie and Human Resources Coordinator Donna Fitzpatrick. There is nothing nefarious going on.

R. Lapierre: Even if information is being presented on paper at the beginning of a meeting, I would like an electronic copy as well, if possible.

C. Karolian: It is bad enough that some Councilors don’t read their agendas until 6:00 pm, but getting information at the eleventh hour means additional information to digest in a short period of time. I can’t make an informed decision.

D. Boutin: Councilor Lapierre, would you like to add amending language to address receiving information electronically? That currently is not addressed.

R. Lapierre: Thank you. I have made my request. It doesn’t need to be codified.

T. Tsantoulis withdrew his motion to continue the current practice of providing additional information, and D. Boutin withdrew his second.

APPROVAL OF MINUTES

Public: 10/14/2020

T. Tsantoulis motioned to approve the minutes of the October 14, 2020 minutes as written. A. Walczyk seconded the motion.

Roll Call Vote #12

D. Boutin    Aye
A. Walczyk   Aye
J. Durand    Aye
C. Karolian  Aye
R. Lapierre  Aye
T. Tsantoulis Aye
R. Duhaime   Aye
C. Jones     Not present
J. Sullivan  Aye

Voted unanimously in favor (8-0).

TC MINUTES 10-28-2020
Non-Public: 10/14/2020

D. Boutin motioned to approve the minutes of the October 14, 2020 non-public session as written. T. Tsantoulis seconded the motion.

Roll Call Vote #13

- C. Karolian: Aye
- D. Boutin: Aye
- T. Tsantoulis: Aye
- R. Lapierre: Aye
- A. Walczyk: Aye
- R. Duhaime: Aye
- J. Durand: Aye
- C. Jones: Not present
- J. Sullivan: Aye

Voted unanimously in favor (8-0).

NON-PUBLIC SESSION NH RSA 91-A:3 II

Chair Sullivan motioned to enter non-public session at 9:19 pm in accordance with the provisions of RSA 91-A:3, II (a) and (c). D. Boutin seconded the motion.

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, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

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 this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.

Roll Call Vote #14

- R. Duhaime: Aye
- J. Durand: Aye
- C. Jones: Not present
- R. Lapierre: Aye
- A. Walczyk: Aye
- D. Boutin: Aye
- C. Karolian: Aye
- T. Tsantoulis: Aye
- J. Sullivan: Aye

Voted unanimously in favor (8-0).

Non-Public #1 Motion

D. Boutin motioned to send a letter to the Economic Development Advisory Committee (EDAC) talking about conflict of interest issues, requesting that they re-vote on their June 17, 2020
Commercial & Industrial Tax Exemption motion due to a potential conflict of interest of a member of the EDAC, and the member to recuse himself. T. Tsantoulis seconded the motion.

Roll Call Vote #15

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<td>D. Boutin</td>
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<td>C. Jones</td>
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<td>A. Walczyk</td>
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<td>J. Durand</td>
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<td>R. Duhaime</td>
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<td>T. Tsantoulis</td>
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<td>R. Lapierre</td>
<td>Aye</td>
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<td>C. Karolian</td>
<td>Nay</td>
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<td>J. Sullivan</td>
<td>Aye</td>
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Voted in favor (7-1).

Chair Sullivan motioned to exit non-public session at 10:04 pm. D. Boutin seconded the motion.

Roll Call Vote #16

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<tr>
<td>A. Walczyk</td>
<td>Aye</td>
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<td>R. Lapierre</td>
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<td>C. Jones</td>
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<td>R. Duhaime</td>
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<td>J. Durand</td>
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<td>C. Karolian</td>
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<td>T. Tsantoulis</td>
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<td>D. Boutin</td>
<td>Aye</td>
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<td>J. Sullivan</td>
<td>Aye</td>
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Voted unanimously in favor (8-0).

Chair Sullivan motioned to seal the minutes of the non-public session, with the exception of non-public #1 motion. T. Tsantoulis seconded the motion.

Roll Call Vote #17

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<tr>
<td>T. Tsantoulis</td>
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<td>C. Jones</td>
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<td>R. Duhaime</td>
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<td>A. Walczyk</td>
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<td>R. Lapierre</td>
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<td>C. Karolian</td>
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<td>Aye</td>
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<td>D. Boutin</td>
<td>Aye</td>
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<td>J. Sullivan</td>
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Voted unanimously in favor (8-0).

Chair Sullivan motioned to adjourn at 10:06 pm. T. Tsantoulis seconded the motion.

Roll Call Vote #18

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<tr>
<td>J. Durand</td>
<td>Aye</td>
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<td>R. Lapierre</td>
<td>Aye</td>
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</table>
C. Karolian  Aye
D. Boutin  Aye
C. Jones  Not present
T. Tsantoulis  Aye
A. Walczyk  Aye
R. Duhaime  Aye
J. Sullivan  Aye

Voted unanimously in favor (8-0).

Respectfully submitted,

Kathleen Donnelly

Recording Clerk

Please see subsequent meeting minutes for any amendments to these minutes.