The Hooksett Town Council met on Wednesday, November 18, 2020 at 6:00 in the Hooksett Municipal Building.

CALL TO ORDER
Chair Sullivan called the meeting of 18 Nov 2020 to order at 6:04 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 Roger Duhaime, Councilor David Boutin, Councilor Timothy Tsantoulis, Councilor Clark Karolian, and Councilor Alex Walczyk

Missing: Councilor Clifford Jones

PLEDGE OF ALLEGIANCE
Chair Sullivan called for the Pledge of Allegiance

Chair Sullivan: Please remain standing for a moment of silence for William Shackford, a member of the Hooksett family for 35 years who died on November 9th at the age of 93. He was a Hooksett Police Officer and a Firefighter. He worked at the Merrimack County Sheriff’s office and as the head of the Civil Defense Committee for 25 years. When he was in his 80’s, he helped solve a 25-year-old murder case. He was also a cofounder of the Tri-Town EMS ambulance service. We are appreciative of Bill’s service to Hooksett and offer our sympathy to his family.

SPECIAL RECOGNITION
Hooksett Youth Achiever of the Month - Shannon Ernshaw

T. Tsantoulis: A highlight of our meetings is when we honor young men and women of Hooksett who have done exceptional things. We receive many nominations, which is a reflection on the type of families we have in Hooksett. Shannon Ernshaw’s name was submitted by Police Chief Janet Bouchard. Shannon created kits full of items to help young children deal with difficult times in their lives. The kits include such items as small toys, dolls, and coloring books & crayons. These got out into the cruisers. It is great to see people doing things like this to benefit others who are less fortunate. Shannon, who is 17 years old, is in her senior year at Central High School. She maintains a grade point average between 3.5 and 4.0, ranking 36 in a class of 295 students. She is in the National Honor Society and the National English Honor Society. She is a member of Kiwanis and the Key Club. She is the sports editor for The Little Green, Central’s school newspaper, and a member of the Amnesty Club. Shannon also writes for the Oracle, a literary magazine at Central. She participated in the Head of the Charles Regatta, which requires a lot of teamwork, and she plays soccer for the Hooksett Strikers. Congratulations to Shannon and to her parents. I am proud of the families we have in Hooksett, and these youth achievers are the result of good parenting.

Police Chief Bouchard: I was impressed with Shannon’s initial presentation. Overall, she is an impressive young woman. Her kits are great and have been helpful in comforting children who are sad or frightened. Shannon has promised to replenish the supply of kits, and we are grateful for that. Congratulations and thank you, Shannon.
Hooksett Fire-Rescue:

Retirements

Patricia Bona, 23 years Chaplain
Earl Lincoln, 20 years Lieutenant

Promotions

Kristy Tobin, Lieutenant
Seth Miller, Lieutenant

A. Garron: This ceremony will take place tomorrow, November 19th, at the Fire Station between noon and 2:00 pm for anyone who would like to stop by to wish the retirees well and to congratulate those being promoted.

Hooksett Municipal Employee - New Hire

A. Garron: We are pleased to announce the hiring of Joshua Stefanilo as a Highway Department Driver/Laborer.

A. Garron: We wish to thank Bonnie Smith for her service to Hooksett. She is retiring, effective today, from her position as a part-time Administrative Assistant in the Administration Department. Bonnie will be missed. She is a pleasant person and did her job well. We wish her the best.

SCHEDULED APPOINTMENTS

David Mercier, Underwood Engineering and Arleigh Greene, property owner - TIF District Sewer - Design Amendment 2 for $40,800 - Pump Station Relocation and Easement Discussion

A. Garron: In September, we postponed a Scheduled Appointment for discussion of a potential land swap related to the pump station to be constructed at Route 3A. This is part of the TIF District infrastructure development, bringing pipes under the Merrimack River. There were concerns about space for future expansion, and the discussion turned from a land swap to creation of permanent easements. That is, the town would allow Mr. Greene an easement onto our property for recreation, while he allowed us an easement on his property during construction and for maintenance. Bringing sewer and water under the Merrimack River is an important component of this project. Mr. David Mercier of Underwood Engineering and Town Engineer Bruce Thomas will present the details and answer your questions.

D. Boutin: This use of Mr. Greene’s land is a tremendous advantage to the town in terms of savings on water, electricity and natural gas.

T. Tsantoulis: Would you please explain the difference between a land swap and a permanent easement?

B. Thomas: We consulted with the Town Attorney and learned that it would be just as easy to have a permanent easement as to have a land swap.

A. Garron: Mr. Greene has a piece of land on Quality Drive which he was going to deed to the town by subdividing off a small section. The Sewer Department suggested a perpetual easement instead, allowing Mr. Greene to keep all of his 3.1 acres, for density purposes. The town owns a parcel next to the river. There will be extra costs but also substantial savings in the cost of bringing utility services to the site.
B. Thomas: The new location is a bit to the right of the original site. It will cost money to relocate it, but utility connections will be much closer. The redesign will cost $40,800; the savings for the water main, gas, and electric will exceed $200,000. The easement will allow us to maintain the sewer forced main.

D. Mercier: It is important to point out that the easements are tied to the property deeds. Quite a lot of work has been done already; the design is 50% complete, and we will have to recreate all of these things.

Sid Baines, Sewer Commission Chair: We are happy with the plan.

R. Lapierre: When do we see the savings?

B. Thomas: They will charge a lot less for the utilities.

D. Mercier: The savings will be realized at the point of construction in 2022.

J. Durand: If we stay with the original plan, how far is it to the river?

D. Mercier: About 900 feet, versus less than 50 feet with the revised plan.

J. Durand: I heard that you cannot put three-phase electricity near a body of water. Isn’t that the real reason for moving the pump station?

D. Mercier: No. All of these types of stations are on rivers. The change is to be closer to the utilities. I will look into what you said, but in 25 years of doing this type of engineering I have never heard of that restriction.

T. Tsantoulis: In more than three decades of working for PSNH and Eversource, I know of no such restriction. I also have a question: Since Quality Drive has underground utilities, will they continue underground here?

D. Mercier: Yes, they will continue underground. Regarding electric service, perhaps this could be built on single phase, since these are only 15 horsepower pumps.

T. Tsantoulis: That would not be efficient.

R. Duhaime: Is there any dry sewer pipe on Quality Drive?

B. Thomas: No, there is not.

R. Duhaime: Why does Mr. Greene want the easement?

A. Greene: I want it for recreation – picnic tables, grills, maybe a dock. I didn’t want to subdivide my 3.1-acre lot because I would lose density.

R. Duhaime: I don’t know if you remember be, but ten years ago I was on the ZBA and you were supposed to give the town some land for a fire station. What happened?

A. Greene: The Fire Department didn’t want it.
R. Duhaime: What do you want to do with the land?

A. Greene: Residential. The folks there want it to be residential. I would need a zone change or a variance.

C. Karolian: From the proposed new location on the north side, where is the line going from the new pump station? How does it get from the pumping station to the river?

D. Mercier: The forced main comes back south on Kimball Drive across the town land and under the Merrimack River. The previous plan cut across the town-owned land and under the River. From the east, it would go up near the Kimball Drive pump station and obtain an easement to cross under the railroad.

C. Karolian: So, it won't go under any of the properties of abutters?

D. Mercier: Correct. It is not the shortest route, but the town owns the land.

C. Karolian: Is the right-of-way for Mr. Greene to be able to access the water, or is it an exclusive easement to use as he sees fit, such as to build a boat ramp? Have the neighbors on Kimball Drive been notified of the change? Has Eversource agreed to bring three-phase power to the property identified as 29-53?

B. Thomas: The easement is for Mr. Greene’s exclusive use, but the town can maintain the forced main. I have nothing in writing from Eversource, but they didn’t express any reservations. I don’t think they are going to have any objections. They probably are happy that we are staying on Quality Drive.

C. Karolian: Why was it not planned this way in the beginning?

B. Thomas: We wouldn’t have thought to solicit property for a pump station since we own land there.

C. Karolian: Will the recreation area be for general public use?

B. Thomas: No, it will be for Mr. Greene’s use exclusively.

C. Karolian: Do the abutters need to be notified?

B. Thomas: We have notified those from whom we need easements.

D. Mercier: Nothing has been done yet that requires notifications. The next phase, which is the permitting phase, will require abutter notification.

D. Boutin: What is the advantage of this design?

B. Thomas: The cost is less, the roadway is better maintained, and it provides the Sewer Commission better access.

D. Boutin: The town parcel is small, so there is not much room for expansion. Is Mr. Greene’s property better for expansion?

B. Thomas: Yes, it is.
T. Tsantoulis: Eversource is an energy delivery system, and they will bring electricity to the customer at the customer’s cost. There is no reason not to. This is a simple line extension. It is revenue for them.

R. Lapierre motioned to approve of the Town Administrator signing Amendment No. 2 of Underwood Engineering’s contract with the Town of Hooksett to increase the existing contract by $40,800 for a new contract amount of $1,245,400.00. D. Boutin seconded the motion.

Roll Call Vote #2

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<td>J Durand</td>
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<td>C. Jones</td>
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<td>R. Lapierre</td>
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<td>A. Walczyk</td>
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<td>D. Boutin</td>
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<td>C. Karolian</td>
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<td>T. Tsantoulis</td>
<td>Aye</td>
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<td>J. Sullivan</td>
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Voted in favor (5-3).

CONSENT AGENDA

Town Council to accept the donation of an EvaClean Electrostatic Sprayer and cleaning solution from the NH Bureau of Emergency Medical Services (EMS), valued at $948.00 to the Town of Hooksett for the Hooksett Fire Rescue Department’s Ambulances under RSA 31:95-e, II.

Town Council to accept $5,000 grant from The Center for Technology and Civic Life (CTCL) to the Town of Hooksett and apply to staffing expenses for the November 3, 2020 General Election per RSA 31:95-b, III (b)

D. Boutin motioned to approve the two Consent Agenda items. T. Tsantoulis seconded the motion.

Roll Call Vote #3

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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>
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<td>C. Karolian</td>
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<td>J. Sullivan</td>
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Voted unanimously in favor (8-0).

TOWN ADMINISTRATOR’S REPORT

A. Garron: The Budget Committee has been working on the School budget and will be returning to the Town budget in December.

A. Garron: Regarding COVID cases, Hooksett now has 45 active cases, up from 20 two weeks ago. The total since March is now at 196. During this spike there have been fewer hospitalizations. The Governor issued a new travel policy order dated November 12th, based on a new directive from the
CDC, which means the Town is update its travel policy for town employees and looking for approval by the Town Council. According to a NH Department of Public Health Services newsletter, those traveling out of New England, must quarantine for 14 days upon returning from non-essential, high risk trips, unless they get a negative molecular (PRC) test on the seventh day of their return.

A. Walczyk: I assume the molecular test is not a rapid one. So, employees will be out of work for eight to nine days, and possibly ten to eleven days.

D. Boutin: My concern is that an employee could be out of work for ten days for possibly no reason. I object to that.

Assistant Fire Chief Colburn: You can get a rapid molecular test. The technology is rapidly changing. Some labs are backed up because of test demands. The tests can't be an antigen test.

D. Boutin: Why not?

Assistant Chief Colburn: It is because of the failure rate.

D. Boutin: What is the purpose of waiting seven days to be tested?

Assistant Chief Colburn: That gives the virus time to develop; research indicates that it shows up by seven days.

D. Boutin: Will the town be paying these employees?

R. Lapierre: The back page of the handout we received says that employees must use available accrued time or emergency paid sick leave or go without pay if neither accrued time nor emergency paid sick leave is available.

D. Boutin: This is highly objectionable. The town says employees have to stay home for seven days but is not going to pay them? This is putting these employees at risk. If they are out of work for a week, how are they going to support their families?

R. Lapierre: They just went on a vacation. This is only for high-risk travel, and the employees will sign a document indicating that they are aware of the policy. If they come back, they are putting all of the other employees at risk.

D. Boutin: I understand that, but we are not giving them a chance to support their families. Do they get covered by insurance to take the test?

Chair Sullivan: My understanding is that no one pays for COVID testing.

D. Fitzpatrick: Speaking only as your Human Resources Coordinator, not as your Emergency Operations Commander or your Health Officer, the town is not paying for testing. Employees on the Town’s insurance, which is provided by Anthem, are covered. I don’t know how many tests are covered. I don’t know if there is a maximum. From what I know, all health insurance covers COVID testing, but I can’t vouch for companies other than Anthem. The federal government covers 80 hours of sick time for COVID-related situations. That took effect April 1st of this year and goes through December 31, 2020. Some employees have exhausted that. They can also use sick time and vacation time in their banks. I join Councilor Lapierre in pointing out that this is a Governor’s order.
D. Boutin: A Governor's order is not binding, I don't think. This was not approved by the legislature or the Executive Council. The employee is getting the shaft. He/she cannot feed his/her family for a week.

Chair Sullivan: You are entitled to your opinion, but the employee returning from high risk travel is putting the other employees at risk. This is what the Governor is suggesting.

R. Lapierre: When would you want this to go into effect?

A. Garron: We are planning on Monday, November 23rd. We will notify all employees.

R. Lapierre motioned to approve the Town of Hooksett revised travel policy and to make it effective as of Monday, November 23, 2020. C. Karolian seconded the motion.

D. Fitzpatrick: This is not a suggestion; the order says ‘must comply.’

C. Karolian motioned to move the previous question. J. Durand seconded the motion.

Roll Call Vote #4

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

Motion failed (4-4).

D. Boutin: The problem with this being effective next Monday is that people have already made their travel plans. They can’t turn in their plane tickets to Michigan or their train tickets to DC. I would like this to be effective on December 1, 2020.

Chair Sullivan: They would still have to comply with the revised policy because it would be in effect when they returned.

D. Boutin: I disagree, because it would not have been in effect when they left.

A. Garron: Keep in mind that this is not a suggestion; it is an order from the Governor, and it was dated November 12, 2020.

D. Boutin motioned to amend the effective date of the revised travel policy of the Town of Hooksett to December 1, 2020. T. Tsantoulis seconded the motion.

Roll Call Vote #5

T. Tsantoulis Aye
C. Jones Not present
R. Duhaime Nay
A. Walczyk Nay
R. Lapierre Nay

TC MINUTES 11-18-2020
Motion failed (2-6).

Chair Sullivan called for a roll call vote on the motion to approve the revised travel policy, to be effective November 23, 2020.

Roll Call Vote #6

A. Garron: The iWave Air Purifiers have been installed and are working.

A. Garron: The pavilion project is in the process of obtaining a Shoreland Protection permit. With that permit in hand, they will commence work in the spring of 2021.

A. Garron: The Administrative Department’s Administrative Assistant retired, effective today, and the Code Enforcement Officer is leaving in early December.

A. Garron: The Fire-Rescue ceremony that was scheduled for this evening will be held instead tomorrow from noon to 2:00 pm at the Fire Station, 15 Legends Drive.

Chair Sullivan: I would ask the Town Administrator to make a presentation at tomorrow’s ceremony on behalf of the Town Council. We thank Patricia Bona for her 23 years of service as Chaplain and are especially grateful for her service at the time of the then Fire Chief’s death in the 1990’s.

A. Garron: I have one brief item for non-public session.

PUBLIC INPUT

C. Karolian, 25 Helen Drive: Because of the audio problem we have, I have not been able to hear all that is said at the meetings. I have gone over some of the Town Council videos, specifically the November 4th meeting, when I took exception to having two motions being combined in a single vote.

A. Garron: The Fire-Rescue ceremony that was scheduled for this evening will be held instead tomorrow from noon to 2:00 pm at the Fire Station, 15 Legends Drive.

Chair Sullivan: I am recognizing you as a Councilor.

C. Karolian: I am speaking as a citizen. Councilor Duhaime took the floor and scolded me about how much time was being taken, saying I should be considerate of the Councilors’ time. He said he didn’t see me working at the election the previous day. I take exception to that and to the Chair breaking the rules in allowing Duhaime to address his question to me. I have very thick skin. I don’t know who he
thinks he is, calling out another Councilor and questioning me. He talked about how late he had been up and how early. It is not for him to question me.

Chair Sullivan: Point of order. Be careful. There are guidelines to follow for Public Input.

C. Karolian: Nothing I have said is in violation of RSA 91-A.

Chair Sullivan: I am referring to the guidelines for Public Input.

C. Karolian: Enlighten us as to what we can and cannot say.

Chair Sullivan: Check the guidelines.

C. Karolian: I know the guidelines. I am asking for my time back.

Chair Sullivan: You are out of order.

C. Karolian: He wasn't called out of order when he said something disparaging about me. Explain why that is. Comments should be directed to the Chair and should not be personal or derogatory.

Chair Sullivan: I spoke with you prior to this meeting because of your concerns. In my way, when Councilor Durand said that Councilor Duhaime was out of order, I said that we should be careful, considerate, and patient with one another, and work with each other.

C. Karolian: That courtesy was not extended to me when Duhaime was making remarks about me.

Chair Sullivan: You are not a member of the public; you are a Councilor. I want to get to these people who are here for Public Input. You may not like the way I reprimand.

C. Karolian: You did not specifically reprimand Duhaime. This isn’t about you; it’s about him.

Chair Sullivan: Mr. Duhaime, what you said to Mr. Karolian was inappropriate and should not happen again.

Chair Sullivan: I apologize. I do this job because I like it and have served the town in various capacities since 1988.

C. Karolian: I get snarky, sarcastic, juvenile remarks from Councilors to your left, Mr. Chair. I don’t hear them at the meetings, but I hear them when I listen to the recordings.

Steve Petrosky, 89 Corriveau Drive: I am here with Eugene Moser of 81 Corriveau Drive. We are abutters to the right of access off Corriveau Drive that was approved at your meeting of April 10, 2019. The vote was 6-2. Future access is in both of our deeds. However, the map used at the meeting was made in 1983 before several houses were developed on Corriveau Drive, impacting easements, drainage, wetlands, and landscaping. Also, the 11 units on Walnut Drive are also impacting easements, drainage, wetlands and landscaping 200 yards to the northwest. The right of access is crossing wetlands. We saw a surveyor working in the area - unbeknownst to us because neither of us were contacted. He said he was working on a driveway where they would build one or more houses on the ten to twelve acres there. At the April 10, 2019 meeting, a Councilor asked if the abutters had been notified. The question was not answered. Who owns this? It is not the town and it is not us. Someone at the meeting said it would be better if it were paved for the later subdivision plan. The intent was vague.
There is a lot of wetland there. Another right of access was granted in 2017. The equipment is still sitting there, and it is an eyesore. It is leaking oil and has flat tires. They have drainage concerns because of the wetlands. There is even a creek there when the water is high enough.

Chair Sullivan: I am going to ask the Town Administrator to work with you and have this put on the agenda for our next meeting.

S. Petrosky: At the April 10, 2019 meeting, someone said you should reconsider or vote again later, looking at a better map. It was not an official map; it had no signatures. Access roads were built into the paper map. Good items were raised at that meeting, but not addressed.

A. Garron: That was for one driveway. The subdivision was approved in 1983.

D. Boutin: Was that a 12-acre subdivision?

A. Garron: No, the property identified as 27-4 was not part of it; that was just for access.

S. Petrosky: Three landowners had the intention of subdividing but it didn’t happen.

D. Boutin: The Town Administrator should send the Town Engineer and the CEO to check this out.

A. Garron: For a driveway, a road or a subdivision, they would go before the Planning Board. That would not be the jurisdiction of the Town Council.

E. Moser: It is not just us; it’s the whole neighborhood.

RECESS

Chair Sullivan called for a recess at 8:15 pm.

Chair Sullivan reconvened the meeting at 8:27 pm.

PUBLIC INPUT (continued)

Paul Kenney: I live at the end of Corriveau Drive, and was a Planning Board alternate when this was first approved. The intention of the Planning Board was to have an access road for future development. The site plan presented had access roads, but none of them were good. One was in a wetland and the others went into wetlands. 101 Realty snookered the Town of Hooksett. The Planning Board never did anything. The Town Engineer and the CEO should look at this. It will come back to haunt you. I spoke with an engineer in Concord about a paper street. He said that was a Pandora’s Box. The Town should take the access roads and give them to the abutters.

NOMINATIONS AND APPOINTMENTS

November 2020 Nominations and Appointments

T. Tsantoulis motioned to nominate Robert Duhaime as an Alternate to the Planning Board, term ending June 30, 2022; to nominate Robert Duhaime to the Bicentennial Committee, term ending June 30, 2023; and to nominate Yolande Cotnoir-Walsh to the Heritage Commission, term ending June 30, 2023.
Chair Sullivan: No second is required for nominations, and we will take up these appointments at our next meeting.

N. Germain: The ZBA has asked us to consider appointing Chris Pearson to the ZBA as soon as possible.

R. Lapierre motioned to waive the rules for appointments. R. Duhaime seconded the motion.

Roll Call Vote #7

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<td>C. Karolian</td>
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<td>R. Lapierre</td>
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<td>R. Duhaime</td>
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<td>A. Walczyk</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>
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Voted in favor (5-3).

R. Lapierre motioned to nominate and appoint Chris Pearson to the ZBA, term expiring June 30, 2023. D. Boutin seconded the motion.

D. Boutin: I personally know Mr. Pearson. He is a fine gentleman who has the interest of Hooksett at heart.

Chair Sullivan: Mr. Pearson previously served on the ZBA for six to ten years.

Roll Call Vote #8

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<td>R. Lapierre</td>
<td>Aye</td>
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<td>R. Duhaime</td>
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<td>Aye</td>
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<td>J. Sullivan</td>
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Voted unanimously in favor (8-0).

R. Lapierre motioned to nominate David Scarpetti to the TIF Advisory Board, term ending June 30, 2023; to nominate Denise Pichette-Volk as a Planning Board Alternate, term ending June 30, 2021; to nominate Denise Pichette-Volk to the Town Hall Preservation Committee, term ending June 30, 2023; and to nominate Nathan DePlessis to the Parks & Rec Advisory Board, term ending June 30, 2023.

N. Germain: Mark Chagnon told me today that he would like to serve on the Parks & Rec Advisory Board. He is currently a member of the HYAA and serves on the Economic Development Committee.

Chair Sullivan motioned to nominate Mark Chagnon to the Parks & Rec Advisory Committee.
Chair Sullivan: The expiration date can be provided at the next meeting.

D. Boutin: Are any of these individuals coming before the Town Council to share their experiences and what they want to do?

Chair Sullivan: I will ask Mr. Germain to invite all of them.

OLD BUSINESS

TIF District Sewer - Design Amendment 2 for $40,800 - Pump Station Relocation and Easement Discussion

This item was approved during Scheduled Appointments.

FY 2021-22 Budget and Warrant Article Review

C. Soucie: The operating budget is now 2.37% over the 2020 budget proposal. The Budget Committee will continue its review for two more meetings, and I expect there will be more changes. At this point, the Committee has added about $81,000 to the budget. It restored one full-time police officer position and $62,000 in Fire Department overtime. They made several other small adjustments. Because of the position restored by the Budget Committee, the Default budget has been adjusted. The new Default budget is on page 37, and it is under the purview of the Town Council to approve it when all adjustments have been made. At this point, it is $55,000 higher than last year’s Default budget.

D. Boutin: How much do the warrant articles add to the tax rate?

C. Soucie: All budget decisions haven’t been made yet, so I don’t have that figure.

D. Boutin: How many fiscal warrant articles are there?

C. Soucie: There are three we haven’t seen yet. There are 12 which have fiscal impact.

D. Boutin: How much do these add up to?

C. Soucie: Forty-two cents ($0.42).

D. Boutin: That would bring the budget increase over three percent (3%), wouldn’t it?

Chair Sullivan: It would not be $0.42 because 12 of the warrant articles were approved last year.

D. Boutin: Our friends and neighbors are out of work because of COVID. We can’t willy-nilly increase the tax rate. We need to consider them.

Chair Sullivan: We did consider them when we created the operating budget. Regarding the warrant articles, the voters have their say because they vote ‘yes’ or ‘no’ on each one.

D. Boutin: Isn’t it unusual for the Default budget to be higher than the operating budget?

C. Soucie: That’s because you did such a good job on the operating budget.
D. Boutin: I have known Christine Soucie for a long time, and we are fortunate to have her working for us.

**NEW BUSINESS**

**2017 Tax Deeding**

K. Blichmann, Tax Collector: There are 50 properties eligible for Tax Deeding for the outstanding 2017 Tax Liens. I am looking for the will of the Town Council. Tax Deeding has been delayed because of an Executive Order preventing deeding, which has been lifted. Most of these properties have payment plans. I have presented two options for your consideration: one is to proceed with Tax Deeding and the other is to waive the Tax Deeding process.

_T. Tsantoulis motioned that the Town Council direct the Tax Collector to implement the Tax Deed process for the outstanding 2017 Tax Liens. Per Town Council Rules #9 and #10, the Tax Collector can sign payment plans and the Town Administrator can approve said plans as long as they do not forgive interest or principle. J. Durand seconded the motion._

T. Tsantoulis: I would note that unpaid taxes from 2017 are before COVID.

J. Durand: If a property owner has a payment plan, is it correct that the property cannot be deeded?

K. Blichmann: That is correct.

Chair Sullivan called for a roll call vote on the motion to proceed with the Tax Deed process for the outstanding 2017 Tax Liens.

**Roll Call Vote #9**

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

Voted unanimously in favor (8-0).

Quarterly Financial Report as of September 30, 2020

C. Soucie: This is an unaudited report for the first quarter. I will start with the COVID-19 Impacts. Hooksett has received seven grants related to the pandemic, for a total of $690,708 as of November 3, 2020. Direct COVID-related expenses for last year’s operating budget totaled $263,079 and were at $149,954 as of October 31, 2020 for the current budget. The Library, Wastewater and Ambulance have received $37,659 to date. Awarded funds remaining total $240,016, to be used for elections, PPE, overtime and other COVID costs. FEMA expenses, which are for first responders, fires, emergency management and ambulance services, are not included in this data. Unlike COVID reimbursements, they have no deadline for submission. The rate of reimbursement from FEMA is 75%. Anticipated lost revenue for this fiscal year in the amount of $237,276 is largely due to the decline in interest rates. A small amount of about $17,000 is from a decrease in Highway Block Grants. Looking to the next budget cycle, State revenues from Meals & Lodging and from Highway Block Grants are expected to down by
an estimated $104,000. The General Fund Operating Budget is on target for the first quarter, spent at 23%. The budget increase from the previous year reflects union and non-union wage increases. Administration expenses, which include the larger expenses for the town, are also on target. The budget increase is due mainly to staff changes. COVID grants received offset increases related to remote working and updates to the Chambers and the gym. Fire-Rescue expenses at 23% are in line with prior years. The department is short two firefighters. Beginning in March, all shifts were filled due to the pandemic, which also required extra time for transporting patients and disinfecting the ambulance and equipment. Grant funds helped cover these extra costs. The Police Department’s budget is 21% spent, with only one officer position vacant. Some COVID grant funding was received for the Police.

C. Soucie: Turning to Public Works, the Highway Division’s budget was only 14% spent at the end of the first quarter, mainly because of the timing of paving projects. Removing encumbrances, the actual budget increase over three years is 9%, mostly due to increases in wages and general operations.

D. Boutin: Can you explain encumbrances?

C. Soucie: For contracted projects which are not completed at the end of the fiscal year, funds are moved into the next year’s budget.

C. Soucie: The Recycling & Transfer Division spent only 16% of its budget in the first quarter. This budget has increased 11% over the past three years because of increased tipping fees and because more trash is being disposed of due to the change in the recycling market. It is more costly to recycle many items than to dispose of them as trash.

C. Soucie: General Fund Revenues are on target at 25% collected. Motor Vehicle Registration Revenue is a bright spot in the budget, at 32% for the first quarter, even with an increased projection for the current fiscal year. Fleet registrations have increased. Hooksett charges only the minimum municipal rate, so companies have no incentive to register their fleets in another community. When the tax rate was set, the Motor Vehicle Registration budget was increased from $4 million to $4.3 million.

D. Boutin: What are some of the fleets?

C. Soucie: We have Amazon at Exit 10 and two from Merchant Motors.

C. Soucie: Building Permit Revenue, budgeted at $200,000, was at 36% at the end of the first quarter and is at about 50% now. The number of permits has increased over the past three years, with the town issuing permits for Starbucks and the Sports Dome this year. This is difficult to project because of the economic uncertainty.

D. Boutin: There are no big developments before us at this time.

C. Soucie: Highway Block Grant revenue was down by $17,275, and no State Shared Revenue has been received since 2009-2010. Revenue from Meals & Lodging are expected to be down 14% next year, which means a loss of about $100,000 for Hooksett. Finally, revenue from interest on deposits has tanked. In the first quarter, only 2% of the projected interest revenue had been realized, even though we are investing the same amount. The low interest rates help spenders but not savers. This is the largest loss of revenue related to COVID-19.

Chair Sullivan motioned to extend the meeting at 9:30 pm for a half hour. D. Boutin seconded the motion.
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  Nay
J. Sullivan  Aye
Voted in favor (6-2).

Fire Department Reorganization for Fire Inspector

A. Garron: In my preparation of this year’s budget, I included this reorganization, but it was taken out by the Town Council. Chief Burkush felt strongly about it, so I redirected him from the Budget Committee to the Council.

D. Boutin motioned to approve the Fire Department reorganization plan and increase the FY 21-22 budget by $31,000 in the Full-Time Administration line. A. Walczyk seconded the motion.

D. Boutin: Is the intent to hire a fire inspector?

Chief Burkush: We would like to do that at the end, but this is not a new position. It is a reclassification.

D. Boutin: Anywhere I ever lived or worked had a fire inspector. Several years ago, Hooksett got rid of this position. With all of the activity in town, this is important for safety.

A. Walczyk: Thank you for the information you have provided. Can you walk me through how this would work?

J. Burkush: Dr. Shankle was doing a reorganization when I first came here because of some immediate goals. At the time, Assistant Chief Colburn was the Captain of Fire Inspection. He and I were left with the administration of the department. For a year and a half, we have explored many different options, including a full-time Fire Inspector and the idea of merging the position of Fire Inspector with that of the Code Enforcement Officer.

Assistant Chief Colburn: Our plan is to pull a person off the floor and reclassify that person to work with me to learn the job of Fire Inspector. It will take a long time. It takes three or four years to complete all of the classes. The Fire Investigator training is especially hard to get. We want to do a lot of job shadowing to create some redundancy in the department and so there would be no mess if something happens to me.

Chief Burkush: We want to get some of the workload off Assistant Chief Colburn.

A. Walczyk: Have you determined that this is the best way to do this or should we just hire a full-time Fire Inspector?

Chief Burkush: Economically, it is the best way. We can come back and revisit this if necessary.

A. Walczyk: It sounds like this will be needed.
Assistant Chief Colburn: Absolutely. Hooksett is poised to grow, and we have to handle that growth.

T. Tsantoulis: I would like to remind everyone that the Fire Department budget has increased by more than $500,000, which is 7%, over the past three years. Everyone has to pay for this. Since we are looking for a Building Inspector, maybe we can combine the two positions. Is this outlandish or could it be done?

Assistant Chief Colburn: They are two different things. Matt Lavoie and I work very closely together on a lot of projects. There is a lot going on. You may be looking at two in Building Department before too long because of all of the development. I hear from contractors who don’t want to wait a month for a set of plans to be approved. I have 17 sets of plans on my desk now, and some of them have been there for five weeks. A big difference is that the Building Inspector doesn’t go back after a building is finished. The Fire Department inspection, by code, is supposed to be done annually for follow-up inspection. We have looked at combining the positions; Dr. Shankle looked at it two or three times. One problem is that there is no space to locate the Building Department at the Safety Center, short of putting on an addition.

R. Duhaime: Fire Department overtime is excessive. In lean times, you are expected to give more service with the same amount of money. Your department has the highest increase of all departments, so the residents expect really good service.

C. Karolian: What rank would the Fire Inspector hold within the Fire Department?

Assistant Chief Colburn: The rank would be Administrative Captain.

C. Karolian: A captain as the Fire Inspector?

Chief Burkush: It would be outside of the collective bargaining group. The job specs have already been developed. That would give us flexibility...

C. Karolian: Why couldn’t a regular firefighter get the credentials and check buildings between calls for service like they do in Manchester?

Chief Burkush: It is a totally different level of training. Those in Manchester are walk-throughs. They check doors and emergency lighting. In addition, Manchester has four dedicated Fire Inspectors.

C. Karolian: Are you saying that the Hooksett Fire Inspector would have a higher level of training than in Manchester?

Chair Sullivan: Our Fire Inspector would be doing the same job as the four inspectors in Manchester.

Assistant Chief Colburn: Correct. I do the same inspections as all of the inspectors in New Hampshire. In Manchester, because there are a lot of apartment buildings, they supplement with basic walk-throughs, checking that doors aren’t locked that might trap people. They have a hard time keeping up.

C. Karolian: What would Hooksett do above and beyond what Manchester certifies with their walk-throughs?

Assistant Chief Colburn: Fire Inspections include life safety, sprinklers, alarms, site plan reviews, and commissioning buildings.
C. Karolian: Why couldn’t a firefighter get certified and do that?

Assistant Chief Colburn: It is a specialty position, and you are paying for the knowledge and certification. In terms of dealing with the public, people are more apt to comply when instructions come from someone with a higher rank. We are just trying to get back to where we were in 2008.

C. Karolian: A firefighter would probably have the same level of authority. Are they captains in Manchester?

Assistant Chief Colburn: In Manchester they are Fire Marshalls, but the status and pay are comparable to what we are proposing for a captain.

D. Boutin motioned to call the question. R. Lapierre seconded the motion.

Roll Call #11

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

Motion failed (5-3). A two-thirds majority needed.

R. Duhaime: Dr. Shankle put a lot of computers in all of the departments and planned to review all positions. He started with the Fire Department.

Chair Sullivan called for a roll call vote on the motion regarding the Fire Department reorganization plan.

Roll Call Vote #12

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

Motion failed (4-4).

D. Boutin: Can we have a discussion to try to convince someone to change his vote?

Chair Sullivan: Someone on the prevailing side can ask for reconsideration, but I suggest that be taken up at the next meeting.
T. Tsantoulis: I think we should look at the combined position of Fire Inspector and Building Inspector.

D. Boutin: Regarding what Mr. Tsantoulis said, that would be too much work for the Building Inspector.

**Fall-Winter Tax Bill Newsletter**

Chair Sullivan motioned to approve the Fall-Winter Tax Bill Newsletter. D. Boutin seconded the motion.

**Roll Call Vote #13**

C. Karolian  Nay  
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 in favor (7-1).

Chair Sullivan said that anyone with tweaks should contact the Town Administrator.

**SUB-COMMITTEE REPORTS**

Chair Sullivan motioned to approve spending $2,500 to reserve the Moving Wall for the Bicentennial Celebration. D. Boutin seconded the motion.

**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 SESSION NH RSA 91-A:3 II**

Chair Sullivan motioned to enter non-public session at 10:00 pm in accordance with the provisions of RSA 91-A:3, II (a). T. Tsantoulis 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 he meeting be open, in which case the request shall be granted.
Roll Call Vote #15

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

Voted in favor (7-1).

D. Boutin motioned to leave non-public session and return to public session at 10:03 pm. Chair Sullivan seconded the motion.

Roll Call Vote #16

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

Voted unanimously in favor (8-0).

Chair Sullivan motioned to seal the minutes of the non-public session. A. Walczyk seconded the motion.

Roll Call Vote #17

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

Voted unanimously in favor (8-0).

ADJOURNMENT

Chair Sullivan motioned to adjourn at 10:05 pm. C. Karolian seconded the motion.

Roll Call Vote #18

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   Aye

Voted unanimously in favor (8-0).

Respectfully submitted,

Kathleen Donnelly
Kathleen Donnelly
Recording Clerk

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