



TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, February 14, 2018
6:00 PM
Council Chambers

1. CALL TO ORDER

2. PROOF OF POSTING

3. ROLL CALL

4. PLEDGE OF ALLEGIANCE

5. SPECIAL RECOGNITIONS

5.a Hooksett Municipal Employees – New Hires

6. SCHEDULED APPOINTMENTS

6.a Town of Hooksett Financial Auditor, Matthew Angell

6.b Town of Hooksett Finance Director, Christine Soucie - Quarterly Financial Report
[Quarterly Financial Report 12-31-17.pdf](#)

7. APPROVAL OF MINUTES

7.a Public: 01/24/18
[TC Minutes 012418-U.docx](#)

7.b Public: 02/03/18
[TC public minutes 1205pm 020318-U.doc](#)

8. AGENDA OVERVIEW

9. PUBLIC HEARINGS

10. CONSENT AGENDA

10.a Motion to accept the donation of \$3,400.00 for unanticipated funds as part of a negotiated plea agreement through Merrimack Superior Court Case (#16-CR-065 [1182797]), to the Town of

**Anyone requesting auxiliary aids or services is asked to contact
the Administration Department five business days prior to the meeting.**

Hooksett for the Hooksett Police Department per RSA 31:91-b: III(b) and to return the funds to the Police Department's 2017-2018, miscellaneous donation line.

[Staff Report - Plea Agreement Donation 1.docx](#)

10.b Accept the donation of 23 file cabinets valued at \$200 each from CIGNA to the Town of Hooksett for use by departments and committees per RSA 31:95-e II

[CIGNA Donation Staff Report.docx](#)

10.c Accept the donation of 30 chairs, training tables, and a large conference table valued at \$2,000.00 from Jeff Marion, owner of THINK Office Furniture Recyclers, LLC, to the Town of Hooksett for the Emergency Operations Center at the Hooksett Safety Center per RSA 31:95-e II

[staff_report_furniture_donation_EOC.docx](#)

11. TOWN ADMINISTRATOR'S REPORT

12. PUBLIC INPUT - 15 MINUTES

13. NOMINATIONS AND APPOINTMENTS

14. 15 MINUTE RECESS

15. OLD BUSINESS

15.a Hackett Hill Rd / Rte. 3A Roundabout – Engineering Change Order #4 (1/10/18 Town Council Tabled)

[staff report - feb 14 2018 Hackett Hill Rd - rte 3A Roundabout Change Order No 4 with TFMoran.docx](#)

15.b Deliberative Session 02/03/18

16. NEW BUSINESS

16.a Accept \$60,000 in grant funds for the Conservation Easement Deed on the Town Land previous known as the Heroux Property "Clay Pond III" from NHDES Source Water Protection and LCHIP (1/10/18 Town Council Public Hearing)

[staff report - feb 14 2018 Accept Grant Funds \\$60000 Heroux Property Conservation easement.docx](#)

17. SUB-COMMITTEE REPORTS

18. PUBLIC INPUT

19. NON-PUBLIC SESSION

Anyone requesting auxiliary aids or services is asked to contact the Administration Department five business days prior to the meeting.

19.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.

19.b NH RSA 91-A:3 II (b) The hiring of any person as a public employee.

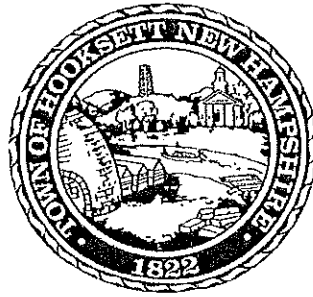
19.c NH RSA 91-A:3 II (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself.

20. ADJOURNMENT

Public Input

- 1. Two 15-minute Public Input sessions will be allowed during each Council Meeting. Time will be divided equally among those wishing to speak, however, no person will be allowed to speak for more than 5 minutes.**
- 2. No person may address the council more than twice on any issue in any meeting. Comments must be addressed to the Chair and must not be personal or derogatory about any other person.**
- 3. Any questions must be directly related to the topic being discussed and must be addressed to the Chair only, who after consultation with Council and Town Administrator, will determine if the question can be answered at that time. Questions cannot be directed to an individual Councilor and must not be personal in nature. Issues raised during Public Input, which cannot be resolved or answered at that time, or which require additional discussion or research, will be noted by the Town Administrator who will be responsible for researching and responding to the comment directly during normal work hours or by bringing to the Council for discussion at a subsequent meeting. The Chair reserves the right to end questioning if the questions depart from clarification to deliberation.**
- 4. Council members may request a comment be added to New Business at a subsequent meeting.**
- 5. No one may speak during Public Input except the person acknowledged by the Chair. Direct questions or comments from the audience are not permitted during Public Input.**

Town of Hooksett New Hampshire



Quarterly Financial Report For December 31, 2017

Second Quarter of FY 2017-18

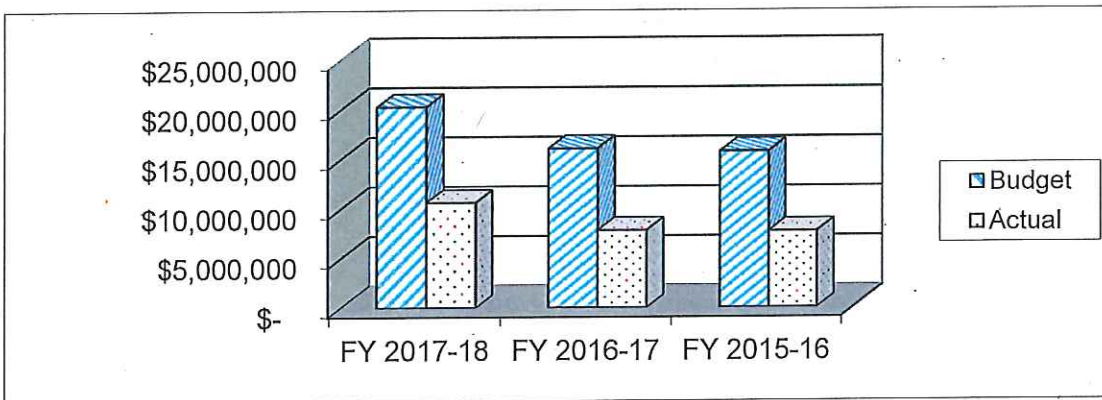
Unaudited

General Fund Second Quarter Ending December 31st

The Quarterly Financial Report summarizes expenditure and revenue projections for the Town of Hooksett. This report shows a three year history of the major expenditures and revenues. Budget Summary reports are provided monthly, which report year-to-date expenditures and revenues in detail.

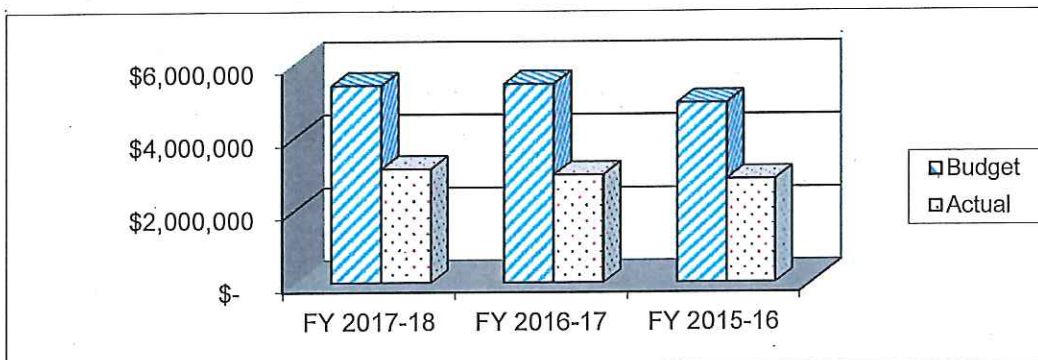
Total Operating Budget

Year	¹ Budget	Actual	Remaining Budget	%
FY 2017-18	\$ 20,277,810	\$ 10,609,926	\$ 9,667,884	52%
FY 2016-17	16,059,252	7,793,236	8,266,016	49%
FY 2015-16	15,739,800	7,681,194	8,058,606	49%



Total Revenues

Year	¹ Budget	Actual	Uncollected Budget	%
FY 2017-18	\$ 5,413,752	\$ 3,122,467	\$ (2,291,285)	58%
FY 2016-17	5,451,774	2,959,631	(2,492,143)	54%
FY 2015-16	4,926,519	2,834,679	(2,091,840)	58%



Notes: Removed the Wastewater from both the General Fund Operating Budget and Revenues.

1). Budget amounts include encumbrances, transfers, grants and donations approved by Council as of 12/31 of each year.

TOWN OF HOOKSETT - BUDGET SUMMARY FY 2017-18

December 31, 2017

50% of the year has expired

26 of 52 pay weeks has expired or 50%

Department	2017-18 Approved Budget	Budget Transfers	* Budget Increases	2017-18 Adjusted Budget	2017-18 Actual YTD	(Over) Under Expended YTD	Percent Expended
Administration	1,316,801	(218,379)	2,243	1,100,665	530,593	570,072	48.21%
Assessing	173,623	1,326	0	174,949	75,241	99,708	43.01%
Family Services	194,951	(455)	0	194,496	62,016	132,480	31.89%
Finance	236,697	6,271	0	242,968	112,812	130,156	46.43%
Fire-Rescue	3,924,067	86,748	26,459	4,037,274	2,016,816	2,020,458	49.95%
Police	4,638,745	(3,629)	0	4,635,116	2,024,696	2,610,420	43.68%
**Public Works	4,877,708	120,776	3,734,452	8,732,936	4,815,864	3,917,072	55.15%
Tax Collection	265,896	7,442	0	273,338	105,363	167,975	38.55%
Town Clerk & Elections	29,167	(40)	0	29,127	14,056	15,071	48.26%
Administration's Budget	15,657,655	60	3,763,154	19,420,869	9,757,458	9,663,411	50.24%
Budget Committee	7,956	(60)	0	7,896	4,865	3,031	61.61%
Capital Leases	67,474	0	0	67,474	67,369	105	99.84%
Cemetery Commission	841	0	0	841	674	168	80.08%
Conservation Commission	1,277	0	0	1,277	110	1,167	8.58%
Debt Principal	0	0	0	0	0	0	0.00%
Debt Interest	0	0	0	0	0	0	0.00%
Debt Tax Anticipation Note (TAN)	1	0	0	1	0	1	0.00%
Library	779,452	0	0	779,452	779,452	0	100.00%
Total General Fund Operating Budget	16,514,656	0	3,763,154	20,277,810	10,609,926	9,667,883	52.32%
Wastewater Department	2,093,341	0	0	2,093,341	0	2,093,341	0.00%
Sewer and/or other infrastructure on Westside	100,000	0	0	100,000	7,092	92,908	7.09%
New Command Style 4x4 for Fire	50,000	0	0	50,000	37,322	12,678	74.64%
Refurbish Fire Engine 5	50,000	0	0	50,000	0	50,000	0.00%
Public Works Vehicles CR	200,000	0	0	200,000	200,000	0	100.00%
Automated Collection Equipment CR	30,000	0	0	30,000	30,000	0	100.00%
Drainage Upgrades CR	50,000	0	0	50,000	50,000	0	100.00%
Parks & Recreation Facilities Development CR	15,000	0	0	15,000	15,000	0	100.00%
Town Building Maintenance CR	75,000	0	0	75,000	75,000	0	100.00%
Air Pack and Bottles CR	20,000	0	0	20,000	20,000	0	100.00%
Fire Apparatus CR	50,000	0	0	50,000	50,000	0	100.00%
Emergency Radio Communications	50,000	0	0	50,000	50,000	0	100.00%
Revaluation CR	30,000	0	0	30,000	30,000	0	100.00%
Master Plan CR	10,000	0	0	10,000	10,000	0	100.00%
Conservation Land Improvements CR	10,000	0	0	10,000	10,000	0	100.00%
2017-18 Grand Totals	19,347,997	0	3,763,154	23,111,151	11,194,340	11,916,810	48.44%

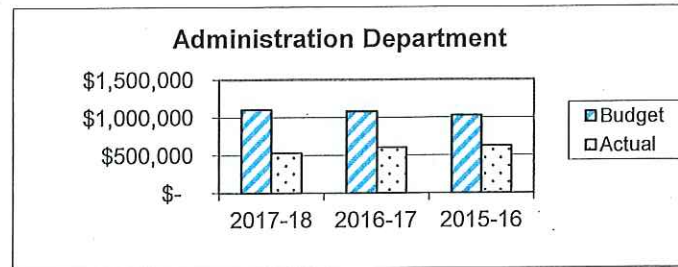
* Includes prior year encumbrances of \$3,763,154.

** Public Works

Community Development	506,301	(30,322)	0	475,979	186,451	289,528	39.17%
Highway	2,696,490	56,990	3,734,452	6,487,932	3,865,582	2,622,350	59.58%
Parks, Recreation & Cemeteries	566,877	37,051	0	603,928	300,185	303,743	49.71%
Recycling & Transfer	1,108,040	57,057	0	1,165,097	463,646	701,451	39.79%
Total Public Works	4,877,708	120,776	3,734,452	8,732,936	4,815,864	3,917,072	55.15%

Major Department Expenditure

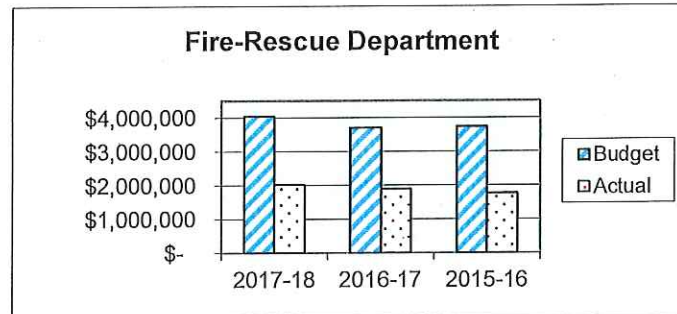
Administration Department			
Year	Budget	Actual	%
2017-18	\$ 1,100,665	\$ 530,593	48%
2016-17	1,079,494	604,113	56%
2015-16	1,028,017	620,344	60%



Administration Department - The budget has remained relatively stable for the last three years. Actuals are a little lower than last year due to the timing of the liability insurance payment for December. This department is responsible for large town wide expenditures, such as property liability insurance and workers compensation, legal service and computers. The largest change in the budget is an increase in property liability insurance of \$25,000. This increase is a result of what was actually spent in past years.

As of December 31st, the legal line is 64% spent. This compares to last December 31st which was 44% spent and the year prior was 46% spent.

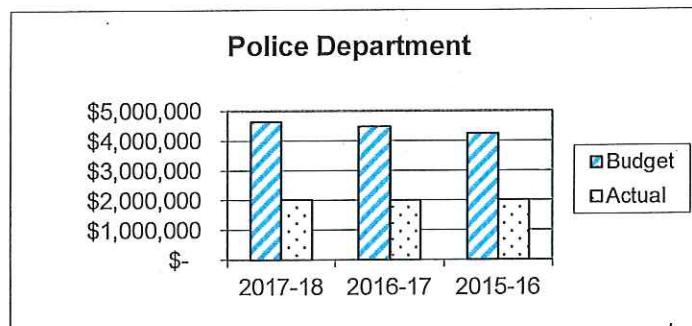
Fire-Rescue Department			
Year	Budget	Actual	%
2017-18	\$ 4,037,274	\$ 2,016,816	50%
2016-17	3,701,100	1,886,771	51%
2015-16	3,736,104	1,768,439	47%



Fire-Rescue Department - Over the last three fiscal years, this budget has increased just over \$300,000 or 8%. This increase is largely due to a 3% increase in wages and overtime, a 1% increase in the employer share of NH Retirement; a 2% increase in health insurance costs and another 2% in general operations.

The spending has increased each year, but has stayed at or near the December's benchmark of 50%. Minimum staffing is being utilized to keep the department's expenses down. The department is struggling with vehicle maintenance. Repairs include electrical issues, lights, and leaking cylinders.

Police Department			
Year	Budget	Actual	%
2017-18	\$ 4,635,116	\$ 2,024,696	44%
2016-17	4,475,545	2,007,770	45%
2015-16	4,246,166	2,010,177	47%

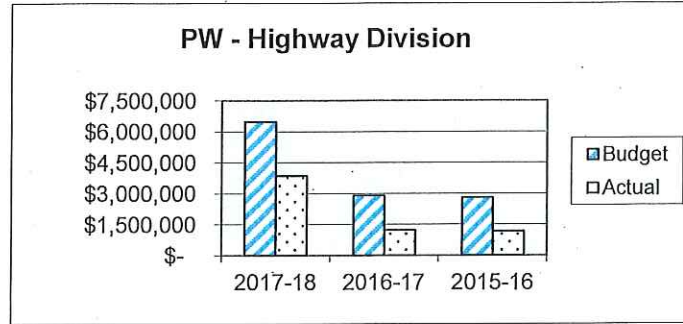


Police Department - The overall increase in this Police budget for the last three fiscal years was just over \$400,000 or 10%. Wages increased 6.9% and the employer share of NHRS increased 3%. Health insurance had a slight increase of .5% and general operations decreased just under 1%.

The department historically underspends its budget due to vacant positions. The increase in actuals spending is from the additional staffing of three full-time patrol officers that have been added in the last three budget years.

Major Department Expenditures, Continued

PW- Highway Division			
Year	Budget	Actual	%
2017-18	\$ 6,487,932	\$ 3,865,582	60%
2016-17	2,906,322	1,228,571	42%
2015-16	2,814,023	1,174,377	42%

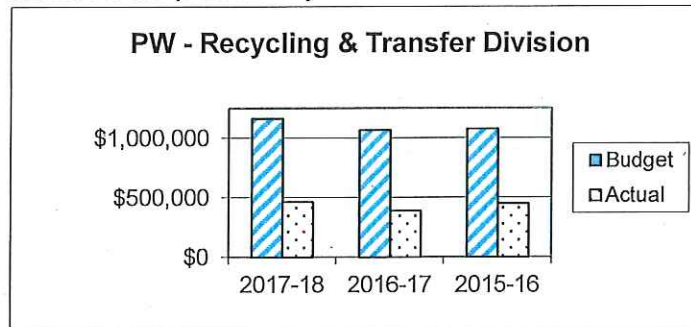


PW - Highway Division - This division of Public Works includes Roads, Fleet and Building Maintenance. The FY 2015-16 budget includes \$489,388 for road paving that was encumbered from the prior year. In FY 2016-17 there was \$541,751, and in FY 2017-18 there was \$241,381 in road paving encumbrances. Also FY 2017-18 has \$3,424,776 of encumbrances for the Lilac Pedestrian Bridge work. If you remove the encumbrances from each of the budget years, the actual budget has increased \$350,000 over the three years, and \$300,000 of that increase is due to the road reconstruction warrant that passed in 2016.

Year to date actuals are 60% of the budget, which is higher than the prior two years. This is a direct impact of the pedestrian bridge. As of December 31st, the town has spent \$2.6 million on this project. All three spans of the new bridge were installed by late fall and the sewer line was moved to the new bridge in late December. If you remove the \$2.6 million for the bridge from the actual spent of \$3.8 million that leaves \$1.2 million spent on regular Highway projects which is comparable to other years.

Staffing for the highway division has remained level for the past three year.

PW- Recycling & Transfer Division			
Year	Budget	Actual	%
2017-18	\$ 1,165,097	\$ 463,646	40%
2016-17	1,067,146	389,013	36%
2015-16	1,077,689	450,141	42%



PW - Recycling & Transfer Division - The budget has increased \$75,000 or 7% over the past three years. Wages and overtime have increased just over a half of a percent, and there have been no changes in the staffing levels. Health insurance has increased by \$50,616 or 5% due to employee plan changes and increase in premiums. The removal of trash has increased 1.5% over the last three years.

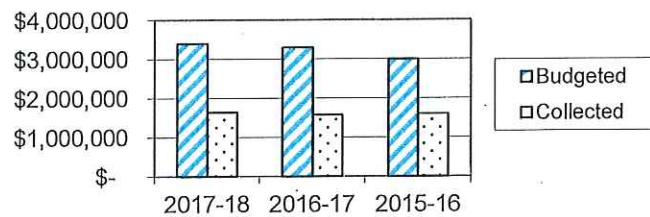
Position vacancies explain why the actuals at 40% are lower than the December benchmark of 50%.

Major Governmental Revenues

Motor Vehicle Registration

Year	Budget	Actual	%
2017-18	\$ 3,400,000	\$ 1,638,874	48%
2016-17	3,300,000	1,571,256	48%
2015-16	3,000,000	1,603,694	53%

Motor Vehicle Registration

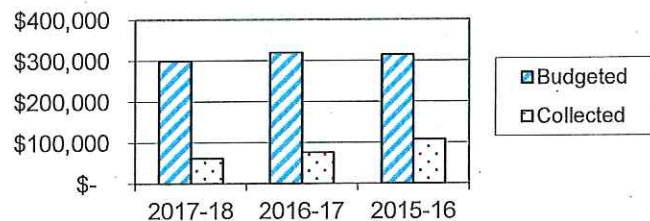


Motor Vehicle Registration - The top revenue source for the Town are fees collected for registering motor vehicles. The increase in the budget for the last several years is based on actuals collected at the end of the year. At the end of June 2017 the town collected \$3,456,724. June 2016 collections were \$3,480,590 and in June 2015 the town collected \$3,199,772.

Interest & Penalties on Taxes

Year	Budget	Actual	%
2017-18	\$ 300,000	\$ 61,755	21%
2016-17	320,000	75,996	24%
2015-16	315,000	107,621	34%

Interest & Penalties on Taxes

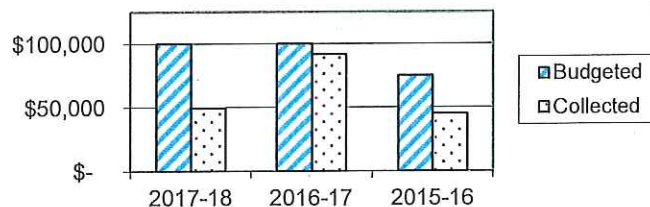


Interest & Penalties on Taxes - This interest comes from property taxes not being paid timely and the penalties are fees to execute liens and notices. Many property owners pay off delinquent taxes in the spring to avoid the Town deeding their property. Property owners will also pay off delinquent taxes when they are selling their property. The 2017-18 budget was lowered to \$300,000 in October when the tax rate was set. Collections have dropped off in the last three years finishing at \$292,779 in 2017, \$320,208 in 2016 and \$387,924 in 2015.

Building Permits

Year	Budget	Actual	%
2017-18	\$ 100,000	\$ 49,474	49%
2016-17	100,000	91,752	92%
2015-16	75,000	45,274	60%

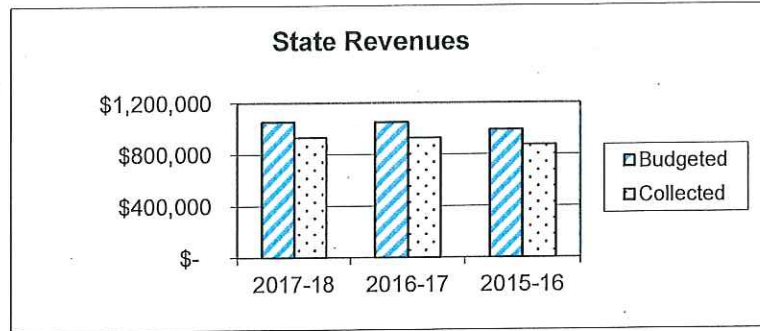
Building Permits



Building Permits - These fees are paid for residential and commercial construction. In FY 2015-16 SNHU paid for permits for both the new library and welcome center. In FY 2016-17 permits were issued to GE and electrical permits to SNHU. In FY 2017-18 permits for multi-family housing units and commercial strip mall on West River Road.

Major Governmental Revenues, Continued

Year	State Revenues		%
	Budget	Actual	
2017-18	\$ 1,053,183	\$ 930,142	88%
2016-17	1,048,826	928,652	89%
2015-16	990,978	873,484	88%



State Revenues - The Meals and Rooms Tax and the Highway Block Grant have been steady for the last three years. The Town has not received any funding from the State Shared Revenues since FY 2009-10. In July of 2017 the State sent additional Highway Block Grant funds to each community. Hooksett's share was \$260,243.87. Since these funds were not budgeted, they will be used for additional highway projects/equipment not already budgeted.

Ambulance Service Fund

The Ambulance Service fund is reported separately from the Town's General Fund as approved by the voters at the May 2011 Town Meeting. January 2012 the Town started the special revenue fund. It is the expectation that the fees from the users of the ambulance will cover the direct cost of the Ambulance Service.

Information provide below is on a calendar year and cash basis of accounting.

Calls for Service

	2015	2016	2017
Elliot Hospital	569	531	529
CMC Hospital	227	291	319
Concord Hospital	67	76	95
Non-Transport	630	566	531
Total Calls for Service	1493	1464	1474

Billing and Collection Data

	2015	2016	2017
Gross Commitments	723,822.88	803,340.97	627,485.75
Contractual Allowances	(267,772.46)	(302,136.41)	(169,145.37)
Net Commitments	\$ 456,050.42	\$ 501,204.56	\$ 458,340.38
Total Collected	\$ 346,913.10	\$ 410,897.06	\$ 432,784.85
% Collected	76%	82%	94%
Total Uncollected for the period	\$ 109,137.32	\$ 90,307.50	\$ 25,555.53
% Uncollected for the period	24%	18%	6%
Total Uncollected (all years)			\$ 475,694.61

Expenses

	2015	2016	2017
Full-time Employees	\$ 41,482.83	\$ 81,291.93	\$ 86,832.54
Overtime	20,262.21	5,548.04	-
Health Insurance	12,797.24	29,116.28	37,530.69
Dental Insurance	426.08	893.60	915.00
Life & Disability Insurance	388.92	878.78	1,113.94
FICA Taxes	860.45	1,192.12	1,179.87
NH Retirement	17,236.23	24,432.48	25,220.11
Unemployment	490.54	690.98	694.64
Workers Compensation	2,814.52	3,964.46	3,849.25
Training & Dues	12,695.00	14,727.42	23,604.93
Banking Services	-	90.00	30.00
Professional Services	91,152.33	98,450.25	106,512.77
Equipment Maintenance	258.97	3,276.73	12,602.59
Vehicle Maintenance	7,518.79	19,992.75	12,431.59
Telephone	1,441.79	1,337.17	601.03
Office Supplies	-	256.00	578.00
Medical Supplies	14,475.98	21,113.88	36,120.54
Fuel	10,679.06	6,796.32	8,369.54
New Equipment	-	37,574.93	52,626.40
Vehicle & Related Equipment	-	-	258,151.00
Overpayment Refunds	1,063.21	1,821.77	1,351.91
Total Expenses	\$ 236,044.15	\$ 353,445.89	\$ 670,316.34
Cash on hand as of December 31st	\$ 431,012.72	\$ 492,822.46	\$ 260,693.57



TOWN COUNCIL MINUTES - UNOFFICIAL
Regular Meeting
Wednesday, January 24, 2018
6:00 PM
Council Chambers

1. CALL TO ORDER

Chairman James Sullivan called the meeting to order at 6:00 p.m.

2. PROOF OF POSTING

Town Administrator, Dr. Dean Shankle, provided the proof of posting.

3. ROLL CALL #1

In attendance: Councilor Donald Winterton, Councilor John Giotas, Councilor Timothy Tsantoulis, Councilor James Levesque, Councilor Alex Walczyk, Councilor Marc Miville, Councilor David Ross, Chairman James Sullivan.

Absent: Councilor Robert Duhaime

4. PLEDGE OF ALLEGIANCE

5. SPECIAL RECOGNITIONS

5.a Hooksett Municipal Employees - New Hires – Nicholas Williams, next town planner, will start work on February 12th.

6. SCHEDULED APPOINTMENTS

Chairman Sullivan adjusted the agenda to take up item 6.c

6.c SNHU (Southern New Hampshire University) Road Closure

Lawrence Yassanye of the Southern NH University and Jeff Kevan, Senior Project Manager at TF Moran came forward to request the town's approval to close North River Road and detour traffic for a period of three days to allow for the installation of a new "Southern NH University" arch sign over River Road in Manchester. The arch is proposed to be located just east of the new traffic light/intersection at East Side Drive near the tennis courts. It is a 70 foot span that will come in two pieces. During the installation of the overhead arch, which will include assembly and welding, traffic is proposed to be detoured from North River Road through the SNHU campus along East Side Drive and Victory Lane onto West Alice Avenue and Donati Drive. The contractor has spoken with the Town Engineer and Assistant Director of Public Works, Jim Donison, who has indicated that the work cannot be done without closing the roadway. If approved, they expect to have the work done during the first or second week in March. In response to Council member questions, it was stated that installation may take less than three days, the roadway will be closed during normal business hours (7 AM to 7 PM), Victory Lane will not be closing at 11:00 p.m. during the work period, and signage will not be lit. Police Chief Bouchard said she had not previously heard about

52 this but did not anticipate a problem. A detail officer will be available at the university's
53 expense.

54
55 *Councilor Ross moved, second by Councilor Levesque, to allow the three day closure of*
56 *North River Road and the detour of traffic through the SNHU campus onto East Side Drive*
57 *and Victory Lane to West Alice Avenue and Donati Drive for the purpose of SNHU installing a*
58 *new "Southern New Hampshire University" arch sign over River Road. Motion passed*
59 *unanimously, 8-0.*

60
61 6.a Town of Hooksett Assessing Appraiser, Lee Ann Moynihan - abatement process

62
63 Lee Ann Moynihan came forward in follow up to an abatement issue discussed at the last
64 Council meeting. She said with regard to abatement, the burden of proof is on the taxpayer
65 to provide information that indicates why the town's assessment is wrong. If not enough
66 evidence is provided, the abatement is denied and no further staff or contract time is utilized.
67 The applicant then has the option to appeal to the Department of Revenue Administration
68 (DRA) or the Superior Court where they can forward more proof and/or costs comparisons.
69 The assessor's office reviews those documents and sometimes may have an appraiser come
70 in. Ms. Moynihan said that the Board of Tax and Land Appeals, like court, want the town to
71 try to settle everything prior to going to them.

72
73 Councilor Ross asked if a second or third opinion is sought in getting an assessment done
74 and whether it is appropriate for the Board of Assessors to negotiate. Ms. Moynihan said that
75 negotiation is allowed at a certain point in the process. Councilor Miville asked why "would
76 there be such a disparity". Ms. Moynihan said values that are presently in the system were
77 established at the revaluation of 2013 and something could have changed; the market could
78 have changed in different neighborhoods. She said there are a lot of reasons why it would be
79 off.

80
81 6.b Town of Hooksett Financial Auditor, Matthew Angell – **Mr. Angell did not appear.**

82
83 6.c SNHU (Southern New Hampshire University) Road Closure - TF Moran, Jeff Kevan
84 -- **Taken Up Earlier**

85
86 6.d Appointment with the Old Home Day Committee

87
88 Mike Jodoin and Tom Osborne of Osborne Agway joined Carrie Hyde, Hooksett's Old Home
89 Day Coordinator, to answer Council questions about their desire to extend Old Home Day.
90 Dr. Shankle said he met with staff of the Police Department, Fire Department, and
91 Department of Public Works who had concerns about Sunday in terms of staffing and
92 congestion for church goers and neighbors. The only concern for Friday was that set up take
93 place after the Town Hall closes in preparation for a 4-7 event.

94
95 Ms. Hyde said that Sunday's activities would be held from 8:00 a.m. to 2:00 p.m. She said
96 she spoke to the church pastor who had no problems with their having the event on Sunday.
97 He only asked that no parking be allowed in the church parking before noon. Ms. Hyde said
98 they will publicize and post signs accordingly. Dr. Shankle said there would be no one to
99 keep people out of the church parking lot and people are in the habit of parking on both sides
100 of the street which is problematic. Chairman Sullivan said a Sunday extension is a concern
101 for the Police Department in terms of staffing. Ms. Hyde said no one should be parking on

the street since buses will be shuttling people and she is not asking for coverage by any town staff. She said the committee will hire staff as necessary and since there are no fireworks, there is no need for the fire department staff to be there. Councilor Tsantoulis said there were a lot of moving parts and a full plan needs to be presented that the Council can vote on. Dr. Shankle indicated that Ms. Hyde needed a decision by January 1st. Councilor Winterton asked about the dog event. Mr. Osborne stated that they last held the event at their store location in Concord. They are thinking of shortening the Friday event to only include an evening event and go to 3:00 or 4:00 on Sunday. Councilor Winterton said he went by the event held in the Lakes Region two years ago and there were cars everywhere. It looked like a very popular event. Mr. Osborne said there was no impact on traffic when they held the event in Concord but there was when held in Belmont. Councilor Ross asked how noisy the event is. Mr. Osborne said they do make announcements over the loud speaker and try to create excitement. Ms. Hyde said the dog event would be held where the bounce houses are located. When asked, she said she had not talked with neighbors.

Andy Janosz of 39 Main Street came forward and said he had talked with a number of his neighbors and no one from the OHD Committee has ever approached them to inquire about any concerns they may have. He said he has had to deal with the noises of numerous jamborees and people parking on his front lawn. He loves dogs and the event would be a big draw, a positive thing, but the traffic and noise would not be good. Councilor Miville said that churchgoers hang around until 12:30. In response to Councilor Winterton, Police Chief Bouchard said that jamboree organizers do pay for police and fire details. Chairman Sullivan asked what the Police Department would need to provide details and the costs associated with that. Chief Bouchard said there is a game on Friday night between police and fire departmental staff; eight officers are needed for the Saturday parade. She said she won't get many volunteers for Sunday detail but is concerned about overtime since that is paid out of the department's budget. Chief Bouchard said Saturday is a big drain on both the Police Department as well as Fire Department.

Dr. Shankle asked if the OHD Committee was an independent group. Ms. Hyde said they have a trade name and an EIN number. She said she has been organizing OHD for five or six years and this is the first time the town has asked for their EIN. Dr. Shankle said if they are a town committee then funding should come through the town. Chairman Sullivan steered the discussion back to the request for a Sunday event. Councilor Ross inquired whether request for outside help would have to go through the police department. Chief Bouchard said yes, they would make the call to other communities but they would not know to do so until the week prior to an event since officers mark themselves as available by the week. Finance Director Soucie said the Fire Department has a mechanism to be able to provide fire detail; DPW does not. Councilor Ross asked "what would happen if we said no"? Ms. Hyde said OHD is free and there is nothing in the town like OHD. She said having it extended to Sunday this year "won't hurt anyone; it will only tell us if we should ever do it again". *Councilor Winterton moved, second by Councilor Ross, to allow holding the 2018 OHD on Friday, Saturday, and Sunday.* Councilor Winterton said he will vote against his motion because "it is not the right year". Councilor Ross said that the Committee's willingness to pay, move down to the field to accommodate neighbors and the church, the dog dock event is a big deal and people in town love OHD, he thinks it is worth a try. Councilor Miville said he was okay with the idea so long as the organizers pay for everything. He said the event should be self-funded and stay that way. It should not become the responsibility of a recreational director, should the hiring of a director be approved by the voters. Councilor Tsantoulis said it is not the Council's responsibility to determine whether

OHD is held or not. He said the program is successful and it may be a good idea to extend it next year. Councilor Tsantoulis said he will vote against the extension. In response to Councilor Walczyk, Ms. Hyde said that vendors are given options and their pay rates are dependent on what they choose. She said they have 50 vendors and it has gone up in the past to 125; last year they had 100 vendors. Councilor Giotas said he is inclined to vote yes but would like to see a lot more data to include discussion with neighbors. Councilor Levesque said there are a lot of issues up in the air and more advanced planning might be necessary; next year might be the year to do this. Councilor Ross said "all we're talking about is Sunday"; there are no problems with anything else. He said the planning has been done; this is no different that a carnival where town officials don't make the decision. Councilor Ross said there is no reason "why we shouldn't".

Roll Call #2: Councilor Miville-no, Councilor Ross-yes, Councilor Levesque-yes, Councilor Walczyk-yes, Councilor Giotas-yes, Councilor Winterton-no, Councilor Tsantoulis-no, Chairman Sullivan-no. Motion failed 4-4.

7. APPROVAL OF MINUTES

7.a Public: 01/10/18
[TC Minutes 011018-U.docx](#)

Councilor Levesque moved, second by Councilor Walczyk, to approve the Town Council meeting minutes of January 10, 2018, as amended. Motion passed unanimously, 8-0

7.b Non-Public: 01/10/18

Councilor Miville moved, second by Councilor Tsantoulis, to approve the Town Council non-public meeting minutes of January 10, 2018, as represented. Motion passed unanimously, 8-0.

Councilor Ross moved, second by Councilor Winterton, to have all non-public meeting materials be handed in to Donna Fitzpatrick at the end of the meeting and have this directive included in the Rules of Procedures. Motion passed unanimously, 8-0.

8. AGENDA OVERVIEW

9. PUBLIC HEARINGS

10. CONSENT AGENDA

11. TOWN ADMINISTRATOR'S REPORT

Dr. Shankle reported as follows:

- Signs for the upcoming deliberative session are available and can be taken for councilors to distributed.
- The Police Chief wanted everyone to know that on Tuesday, March 30th between 5:00 and 7:00 p.m. an informal open house will be held at the Safety Center. They will provide tours and information on proposed warrant articles. Town Engineer Jim Donison and the architect will be on site to answer questions.

• The Family Services Director's last day will be January 31st. A card was passed around expressing the Council's thanks for her service which will be sent to her along with an appropriate farewell gift.

•The letter from Chairman Sullivan to the Sewer Commission was sent.

•Dr. Shankle read an email from Mike Horne urging Hooksett residents to sign up for elected town and school district offices. He has reserved space on Monday, January 29th from 7:00 to 8:00 at the library where he will provide a brief overview of open positions. Councilor Miville suggested posting the information on the town website.

•Following Jim Donison's trip to Cambodia, he has received numerous requests to speak at organizational meetings, the water supply and pollution control association, the new England wastewater association, to name a few.

•Dr. Shankle said he started reviewing work done in response to the survey that was done in 2013 and that has been mentioned by Councilor Miville. He highlighted a few statistics as follows:

- 86% said the quality of life in Hooksett was excellent or good,
- 65% said they felt a sense of community was excellent or good,
- 65% said openness and diversity was excellent or good,
- 64% said the town's appearance was excellent or good,
- 61% said cleanliness was excellent or good.

▪Some of the problems that were rated as fair and poor include: opportunity to attend cultural events, 75%, recreation 56%, ease in bicycle travel 79%, ease of walking 72%, available walking trails 64%. Chairman Sullivan noted that 75 percent of identified issues have been taken care of. Dr. Shankle said they have been trying to make improvements and these figures are impressive. In addition, he said that the survey revealed that residents were asked if they would recommend living in Hooksett. 89% said very likely or somewhat likely. Only three percent said not very likely. Councilor Miville said that less than 50 percent are willing to help. Chairman Sullivan said that is not Hooksett's issue alone. It is hard for all communities to fill volunteer positions.

Dr. Shankle then ran through a number of his identified goals which are completed or being addressed: recruiting a planner, town-owned land was sold, health insurance plan developed, long-term recreation plan, updated job descriptions, classification, master plan, and 3A sewer district.

▪On the matter of electioneering discussed by the Council at its last meeting, Dr. Shankle said that no elected officer is suppose to do anything in terms of electing people but the governing body can and does advocate. Individuals can endorse a candidate; public employees are prohibited from electioneering while conducting official duties. Councilor Miville said people do come to committee meetings to express their opinions but don't want to do anything to make things happen.

Councilor Winterton said he was confused as to why, in the ambulance budget report, the full time wage line and the NH Retirement line don't correspond; if wages are higher, wouldn't the retirement costs be higher. Finance Director, Christine Soucie, said fire department staff are not subject to the NH Retirement System; holiday pay is not earned time for fire personnel.

12. PUBLIC INPUT - 15 MINUTES

Sarah Mackee, 39 Joanne Drive, a volunteer on the Parks and Recreation Subcommittee, came forward to report they will be releasing a survey. She sought Council approval to put the survey at town hall and library. There is nothing about the Warrant Article on the survey. All the committee members wish to do is make sure they reach every voter that wants to participate in the survey. They want to release the survey via Facebook, email, and texting and print it out at the library. Ms. Mackee said as a google document, there will be no costs. Councilor Miville said his main objection is anything that is posted on the website to promulgate a point of view is not permitted since they would be using town resources to advocate for one position over another. Dr. Shankle said there was no electioneering being done. Councilor Ross said they are “doing what they were tasked to do”.

Dr. Shankle said the committee is a town committee gathering information in accordance with their tasks. Councilor Ross said his only concern is if the information gathered is used as an electioneering tool. Ms. Mackee said she is the sole gatekeeper of the information. Dr. Shankle said it would be acceptable to publish the results of the survey on the town website so long as it does not refer to a director. Councilor Miville said “this shouldn’t go on a town website, or use town resources”.

Councilor Winterton moved, second by Councilor Tsantoulis, to approve the survey, as presented by the Parks and Recreation Advisory Committee, be allowed to be placed on the town’s website. Motion passed, 7-1 [Councilor Miville opposed].

Maureen McDonald came forward to discuss the Fun-in-the-Sun budget and where parents are on the matter. She said last year’s cost was \$100 a week, per child. In September there was discussion of \$125 a week based on administrative costs. She said they recommend charging no more than \$125 per week, per child.

13. NOMINATIONS AND APPOINTMENTS

14. 15 MINUTE RECESS

15. OLD BUSINESS

15.a 2018-2019 Budget and Warrant Articles

[SR Budget FY 2018-19.doc.docx](#)

[Budget Committee's Changes.pdf](#)

[Warrant for Council.doc](#)

Christine Soucie, Finance Director, stated that the Budget Committee’s recommended operating budget for FY 2018-19 is \$18,544,778.00, less than the current year’s budget by \$63,219 and more than the default budget by \$293,883. Councilor Miville said the Budget Committee cut the budget by \$71,100.

The Council discussed the Fun in the Sun Assistance budget line. Dr. Shankle said it was important to come up with criteria in determining applicant eligibility. *Councilor Ross moved, second by Councilor Tsantoulis, to authorize funding for the Fun in the Sun program as previously determined by Council.*

Councilor Miville said he has a problem “with subsidizing a separate fund for people who tell us they can’t afford something”. He said at Budget Committee meetings he votes in accord

with the Council's wishes. He said he has to evaluate whether to vote yes or no based on the Council's votes. He has worked hard to support those votes. All of the amounts requested by the Budget Committee are lower than the Council's request and on every vote Councilor Miville had to vote as the Council wished. He said he was often the tie-breaking vote. He said since he had to vote "no" than the Council should vote "no" on this budget.

Councilor Winterton asked what precedent the Council had, or what required the Council's approval, to provide subsidies for children who might need help. Councilor Miville said there was no precedent to fund Fun in the Sun, a self-funded program. Chairman Sullivan said this Council and other previous Councils have never made a vote on how family services should distribute such funds. Councilor Ross said that is what family services does; it is not the business of the Council. Councilors talked about the obligations of the Council representative on the Budget Committee. Chairman Sullivan said that tonight Councilor Miville is not acting on behalf of the Council. Councilor Miville said he has served on the Budget Committee for 11 years with integrity and upholding the Council's wishes and he has followed the letter of the law. He asked "what if the decrease was \$1.5 million instead of \$71,100?" He said he will vote his conscience. Councilor Miville said that according to the rules, if a Councilor votes against the wishes of the Council, he or she could be removed by the Town Council. He said he intends to vote no on the budget and hopes other Councilors will do the same. *Roll Call #3: Councilor Giotas-no, Councilor Ross-yes, Councilor Walczyk-no, Councilor Miville-no, Councilor Tsantoulis-no, Councilor Levesque-no, Councilor Winterton-yes, Chairman Sullivan-yes. Motion failed, 3-5.*

Councilor Miville said when at a public hearing, one can only make a motion to reduce or add funding if mentioned at the public hearing. The sewer matter was never discussed; it was reduced once the public hearing started and that was not proper to do. Chairman Sullivan said that is not the Council's call. Councilor Miville said he made a point of order. Finance Director Soucie said when the public hearing opened, the Vice Chair spoke about the changes to the sewer because the insurance costs had not yet been received. She said it was discussed during the public hearing. Finance Director Soucie said all Councilors will need to sign the default budget.

16. NEW BUSINESS

16.a SNHU Request to close North River Road at City of Manchester line and detour traffic through SNHU campus via East Side Drive/Victory Lane to West Alice Ave/Donati Drive. – **This agenda item was taken up earlier.**

[staff report - Jan 24 2018 North River Road Detour Plan for SNHU overhead Arch sign.docx](#)
[15614 Traffic Control Plan 12-20-2017-Traffic Flow and Detours.pdf](#)
[Temporary Rd Closure request SNHU 1-12-18.pdf](#)

16.b Proposed Fun in the Sun Budget for 2018
[Staff Report - Proposed 2018 Fun in the Sun budget.docx](#)
[Proposed Fun in the Sun Budget 2018 \(2\).xlsx](#)

Diane Boyce, DPW Director, stated that this is the first year when staff will be submitting a proposed Fun in the Sun budget. They will be adding a Health Care Supervisor and other support staff other than the Fun in the Sun staff. She said this will increase the base cost of a camper from \$100 to \$135 and this does not include a price reduction for families with multiple children.

Councilor Ross moved, second by Councilor Winterton, to approve a base rate of \$125 per week, per child for the Fun in the Sun Program. Director Boyce said “aftercare” has not been included as revenue so chances are the rate could be lower. She said there are still a number of unknowns but needs to open registration by April 1st. In response to Councilor Miville, Director Boyce said the health care supervisor will be certified in NH to be able to dispense/handle medications. Councilor Miville said he will vote “no” since he believes the program should be self-funded.

Roll Call #4: Councilor Walczyk-yes, Councilor Levesque-yes, Councilor Ross-yes, Councilor Miville-no, Councilor Winterton-yes, Councilor Tsantoulis-yes, Councilor Giotas-yes, Chairman Sullivan-yes. Motion passed 7-1 [Councilor Miville opposed].

16.c Deliberative Session - Motions and Seconds Assignments
[staff report - motions and seconds.docx](#)
[Town Warrant - Motions and Seconds.doc](#)

Finance Director Soucie said that traditionally members of Council are assigned to motion and second warrant articles at the deliberative session. Associated responsibilities generally include introducing the article in question and having first shot at answering questions directed from the public. The Council went through each warrant article and made assignments as follows:

Article 3	Moved: Councilor Winterton; Second: Councilor Tsantoulis
Article 4	Moved: Councilor Giotas; Second: Councilor Winterton
Article 5	Moved: Councilor Ross; Second: Councilor Tsantoulis
Article 6	Moved: Councilor Winterton; Second: Chairman Sullivan
Article 7	Moved: Councilor Winterton; Second: Councilor Levesque
Article 8	Moved: Councilor Tsantoulis; Second: Chairman Sullivan
Article 9	Moved: Councilor Winterton; Second: Councilor Ross
Article 10	Moved: Councilor Tsantoulis; Second: Councilor Walczyk
Article 11	Moved: Councilor Miville; Second: Councilor Giotas
Article 12	Moved: Chairman Sullivan; Second: Councilor Miville
Article 13	Moved: Councilor Duhaime; Second: Chairman Sullivan
Article 14	Moved: Councilor Levesque; Second: Councilor Giotas
Article 15	Moved: Councilor Miville; Second: Councilor Duhaime
Article 16	Moved: Councilor Duhaime; Second: Councilor Giotas
Article 17	Moved: Councilor Levesque; Second: Councilor Tsantoulis
Article 18	Moved: Councilor Duhaime; Second: Councilor Miville
Article 19	Moved: Councilor Winterton; Second: Councilor Miville
Article 20	Moved: Councilor Ross; Second: Councilor Winterton
Article 21	Moved: Councilor Ross; Second: Councilor Giotas
Article 22	Moved: Chairman Sullivan; Second: Councilor Walczyk

16.d Town Personnel Plan Updates
[Staff Report Town Personnel Plan Updates 012418.docx](#)
[Town Personnel Plan Updates 012418.pdf](#)

Donna Fitzpatrick, Administrative Services Coordinator, said that the Town Personnel Plan was last updated on March 23, 2017 and proposed a number of amendments as follows:

Section 1: Employee Classification – Job Descriptions – add “with the approval of the Town Administrator”

Section 2: Pre-Employment Conditions and Criteria – Vacancy – add “and/or online advertisement posting site(s) as appropriate for the position”.

Section 3: Employment Conditions – Policy on Hours of Work for Salaried Exempt Employees – remove town office as example from first bullet with safety center and dpw garage hours and add “town hall offices: between the hours of 8:00 am and 4:30 pm Monday, Tuesday, and Thursday, Wednesday 8:00 am-6:30 pm, and Friday 8:00 a.m.-12:00p.m.

Section 4: Workplace Conduct – Employment Driver’s Records Checks – remove entire section. Section was added in February 2015 at the request of Travelers Insurance, Property-Liability carrier at that time. Primex, current Property-Liability carrier, does not require this policy.

Section 9 – Leaves of Absence – sick leave “remove “the minimum amount of sick leave that may be used is one hour”.

Section 10 – Insurance – Disability – remove “eighth” and add “fifteenth”.

Councilor Miville moved, second by Councilor Tsantoulis, to extend the meeting. Motion passed unanimously, 8-0.

Chairman Sullivan moved, second by Councilor Tsantoulis, to approve changes in the Personnel Plan, as listed above, except for Section 4. Motion passed unanimously, 8-0.

Councilor Winterton moved, second by Councilor Tsantoulis, to remove Section 4 from the Personnel Plan. After some discussion, the vote on the motion was called. Motion passed unanimously, 8-0.

16.e Sub-Committee Regarding Southern New Hampshire University (SNHU)

Dr. Shankle indicated that the new Chamber Executive Director was appointed to the advisory committee. The Chamber has moved their meetings from Wednesday to Thursday nights. He’ll plan to attend all of their meetings.

Councilor Winterton suggested the establishment of a subcommittee to help enhance communications with SNHU. A mechanism to dialogue would include:

- Interaction with senior staff at SNHU
- Discuss long-term goals for future development of university
- University acquisition additional properties
- Act as buffer to prevent surprises to Planning Board
- Discuss all tax policies including potential payments in lieu of taxes
- Forum for Council input in discussions with the Town Administrator and Department Heads
- Planning

- Police
- Fire
- Public Works
- Discuss University involvement with the town
- Recreational cooperation
- Internship opportunities within town for students
- Job opportunities for Hooksett residents

Councilor Winterton suggested the subcommittee composition include the Town Administrator, two members of the Council appointed by the Chair, and relevant department heads related to the discussion. *Councilor Winterton moved, second by Councilor Tsantoulis, to approve the establishment of a subcommittee to enhance communications with SNHU. Motion passed unanimously, 8-0.*

Chairman Sullivan appointed Councilors Winterton and Walczyk to the subcommittee for a one-year term and asked that they provide an update on the subcommittee's progress at every Council meeting. He also indicated that meetings of the subcommittee should be posted.

17. SUB-COMMITTEE REPORTS

Councilor Giotas said the transfer station is fully staffed.

Councilor Miville said the Economic Development Committee met with Steve Morro, Merrimack County Administrator. It was a good meeting.

Chairman Sullivan said the Old Town Hall Committee is working on the windows and tweaking some changes.

Councilor Winterton said the Planning Board did not meet since the last Council meeting. The Sewer Commission met. They voted to look at preliminary engineering request to go across the river and pump station to see if its feasible and get some ballpark costs. They received the Council's letter and were very appreciative.

Councilor Ross said the Board of Assessors met. They discussed a mobile home abatement issue. He asked that a discussion on taxation for mobile homes be placed on the agenda of a future Council meeting.

Councilor Winterton and other Council members congratulated Councilor Ross on the birth of his first grandson.

Councilor Miville reminded everyone that sign-up for elective office is open through February 2nd. On February 2nd the Town Clerk's office will be closed from 12:00 to 3:00 and open from 3:00 to 5:00 p.m.

Donna Fitzpatrick announced that the pre-meeting event to be held at the Safety Center on February 14th must be postponed to a later date. The Council meeting will be held on February 14th to begin at 6:00 p.m. in Council Chambers as usual.

501 **18. PUBLIC INPUT**

502
503 **19. NON-PUBLIC SESSION**

504
505 **20. ADJOURNMENT**

506
507 *Chairman Sullivan moved, second by Councilor Tsantoulis, to adjourn the meeting at 1:15*
508 *p.m. Motion passed unanimously, 8-0.*
509

510
511
512 **NOTE:** The town website may have attachments to these Town Council minute for
513 documents referred to in the minutes, reading file materials, and/or ancillary documents that
514 the Town Council has signed as agent to expend as a result of the Council's prior approval of
515 the documents.

516
517 Respectfully submitted,
518

519
520
521 Suzanne Beauchesne
522 Recording Clerk

Unofficial

TOWN COUNCIL MINUTES
Special Public Meeting
Saturday,
February 3, 2018 12:05pm

CALL TO ORDER:

Chair Sullivan called the Special Meeting to order at 12:05pm.

ROLL CALL ATTENDANCE:

Chair James Sullivan, James Levesque, Marc Miville, David Ross, Robert Duhaime (arrived 12:07pm), Donald Winterton, John Giotas, Timothy Tsantoulis, and Alex Walczyk..
Also in attendance Dr. Dean E. Shankle, Jr.

BUSINESS

Warrant amendment from the 2/3/18 deliberative session – recommendation by Town Council:

D. Ross motioned to recommend the amendment to Article 8 for an operating budget totaling \$18,544,678.00 on the March 13, 2018 Town ballot. Seconded by M. Miville.

Roll Call

R. Duhaime – yes

M. Miville – no

D. Ross – yes

J. Levesque – yes

A. Walczyk – yes

J. Giotas – yes

D. Winterton – yes

T. Tsantoulis – yes

J. Sullivan – yes

Vote 8 in favor and 1 opposed (8:1)

D. Winterton motioned to adjourn the special meeting of 02/03/18 at 12:12pm. Seconded by D. Ross.

Vote unanimously in favor.

Respectfully submitted by,

Donna Fitzpatrick
Recording Clerk

Staff Report

Title: Donation

Date: 02/14/2018

Background Discussion of Issues
<p>In January 2016, the Hooksett Police Department arrested a defendant for possession of a narcotic drug with intent to distribute. The arrest originated from an investigation that began in November of 2015. During the course of the investigation the Hooksett Police Department seized \$3,400.00. As part of a negotiated plea agreement through Merrimack Superior Court Case (#16-CR-065 [1182797]) the defendant voluntarily agreed to forfeit the \$3,400.00 to the Hooksett Police Department for use in drug investigations.</p>
Recommendation (Including Suggested motion, if appropriate)
<p>Motion to accept the donation of \$3,400.00 for unanticipated funds as part of an negotiated plea agreement through Merrimack Superior Court Case (#16-CR-065 [1182797]), to the Town of Hooksett for the Hooksett Police Department per RSA 31:91-b: III(b) and to return the funds to the Police Department's 2017-2018, miscellaneous donation line.</p>
Fiscal Impact
<p>None</p>
Prepared By: Captain Jake Robie
Town Administrator's Recommendation
<p>Concur</p>

Staff Report
Title: CIGNA FILE CABINETS' DONATION TO TOWN
Date: February 14, 2018

Background Discussion of Issues
CIGNA donated 23 file cabinets to Town.
Recommendation (Including Suggested motion, if appropriate)
Accept the donation of 23 file cabinets valued at \$200 each from CIGNA to the Town of Hooksett for use by departments and committees per RSA 31:95-e II
Fiscal Impact
Estimated \$200 per cabinet = \$4600.
Prepared By: Todd Rainier
Town Administrator's Recommendation
Concur

Staff Report
Title: EOC Furniture Donation
Date: 2/14/2018

Background Discussion of Issues
Jeff Marion, owner of THINK Office Furniture, has offered to donate 30 chairs, Training tables, and a large conference table to the Emergency Operations Center at the Safety Center. Estimated value \$2000.00.
Recommendation (Including Suggested motion, if appropriate)
Accept the donation of 30 chairs, training tables, and a large conference table valued at \$2,000.00 from Jeff Marion, owner of THINK Office Furniture Recyclers, LLC, to the Town of Hooksett for the Emergency Operations Center at the Hooksett Safety Center per RSA 31:95-e II
Fiscal Impact
None- donation
Prepared By: Chief James Burkush
Town Administrator's Recommendation
Concur

Staff Report

Title: Hackett Hill Rd / Rte. 3A Roundabout – Engineering Change Order #4

Date: 2/14/2018

Background Discussion of Issues
<p>Additional engineering design work is necessary for the Hackett Hill Road/Rte. 3A Roundabout project. TFMoran proposes an increase in their contract amount by \$14,623 which will result in a total contract amount of \$189,187. The Town's responsibility is 30% of these project costs with 70% being NHDOT eligible for reimbursement.</p> <p>This additional engineering pertains to retaining a contractor to perform test pits along the shoulder of Rte. 3A to determine soil conditions to finalize the design of the roadway and for the large overhead sign posts that will be required by NHDOT. Without this soil information NHDOT will require the complete reconstruction of the roadway rather than just a pavement overlay which will result in additional construction costs to the project.</p> <p>In addition, it includes engineering services for the preparation of driveway design plans for the Keyland Properties (KP) driveway relocation off of Hackett Hill Road. This design is required in order for the state (NHDOT) to complete their appraisal of the required land taking from KP as part of the roundabout project, in order to start the negotiation process.</p>
Recommendation
<p>Approve the change order No. 4 for the amount of \$14,623 resulting in a total engineering contract amount of \$189,187 with TF Moran with 70% of these costs being eligible for NHDOT reimbursement funding.</p>
Fiscal Impact
<p>The 30% town portion of this change order no 4 (\$4,389.90) will be paid from the Zone 1 impact fees. The town has presently obligated \$405,088 from Zone 1 impact fees for this project.</p>
Prepared By: James J. Donison, P.E., Assistant Director of Public Works/Town Engineer
Town Administrator's Recommendation
Concur

Staff Report

Title: Accept \$60,000 in grant funds for the Conservation Easement Deed on the Town Land previous known as the Heroux Property "Clay Pond III" from NHDES Source Water Protection and LCHIP

Date: 2/14/2018

Background Discussion of Issues
<p>On 1/10/18 a Public Hearing was held regarding the Town's acceptance of \$60,000 in grant funds for a conservation easement deed on Town land previously known as the Heroux Property "Clay Pond) with funds from NHDES Source Water Protection Program and LCHIP.</p> <p>The "Heroux Property" consisting of 73.5 acres, Tax Map 4 Lot 9 on North Candia Road is presently owned by the Town of Hooksett and the Hooksett Conservation Commission.</p> <p>On 11/15/17 the Town Council approved a Conservation Easement Deed to Bear-Paw Regional Greenways (BPRG) on this property. . Subsequently a warranty deed granting a conservation easement on Heroux property from the Town and Conservation Commission to Bear Paw Regional Greenway and a Warranty Deed with Executory Interest granting to LCHIP was recorded at the Merrimack County Registry of Deeds.</p> <p>The \$50,000 grant from NHDES for a Source Water Protection grant and a \$10,000 grant from LCHIP to the Town were conditional upon the recording of these two deeds.</p>
Recommendation (Including Suggested motion, if appropriate)
<p>Recommend to accept the \$50,000 NHDES Source Water Protection Grant and the \$10,000 Land and Community Investment Heritage Program (LCHIP) grant and to place the \$60,000 into the Town Conservation Commission fund account.</p>
Fiscal Impact
No Fiscal Impact
Prepared By: James Donison
Town Administrator's Recommendation
Concur

Bear-Paw Regional Greenways
Conservation Project Budget
Project: Clay Pond III (Heroux), Hooksett
November 29, 2017

		Heroux Map 4 Lot 9 \$1,300 / acre
Description	Payee / Other	
Acquisition Cost		
Fee Acquisition Cost	Town of Hooksett	91,000.00
Total Acquisition Cost		91,000.00
Transaction Costs		
Survey	Knight Hill Land Surveying Services	8,500.00
Appraisals	Freneau Appraisal (Update)	1,000.00
Easement Drafting Fee	Bear-Paw Regional Greenways	1,000.00
Environmental Assessment(s)	Bear-Paw Regional Greenways	500.00
Attorney Fees (Bear-Paw)	Ransmeier & Spellman, PC	995.00
Title Insurance	Mark Dunn	250.25
Recording (Bear-Paw)	County Registrar	190.00
Staff (Baseline Documentation, etc.)	Bear-Paw Regional Greenways	2,000.00
Staff (Grant Applications and Admin.)	Bear-Paw Regional Greenways	1,500.00
Other (Copies, Postage, Etc.)	Bear-Paw Regional Greenways	122.54
		16,057.79
Stewardship Fee / Contribution	Bear-Paw Regional Greenways	2,500.00
Total Transaction Costs		18,557.79
Total Project Cost		109,557.79
Project Funding		
NHDES Drinking Water Source Protection	Bear-Paw Regional Greenways	50,000.00
NH LCHIP	Bear-Paw Regional Greenways	10,000.00
MCP Transaction Grant	Bear-Paw Regional Greenways	15,066.00
Conservation Fund	Town of Hooksett	34,491.79
Total Project Funding		109,557.79
Acres		73.50
Cost / Acre		1,490.58

LCHIP

Land & Community Heritage
Investment Program



December 15, 2015

Daniel Kern
Bear-Paw Regional Greenways
PO Box 19
Deerfield, NH 03037

Dear Dan,

On behalf of the Land and Community Heritage Investment Program (LCHIP) Board of Directors, I am pleased to inform you that, in recognition of your important efforts to preserve New Hampshire's sense of place, Bear-Paw Regional Greenways has been awarded a grant of up to \$10,000 in support of the Clay Pond 3 conservation project. Please review the *Grant Terms, Conditions, and Understandings* on the reverse, which summarize the obligations associated with this grant award.

Prior to receiving your grant award, a project agreement must be executed and a series of documents provided to LCHIP for review and approval. Enclosed you will find a more detailed explanation of this requirement. Please note that we must receive these documents at least four weeks prior to releasing grant funds, and that you are expected to complete your project no later than June 30, 2017. Your primary LCHIP contact will be Paula Bellemore, Natural Resource Specialist, who can be reached at Pbellemore@lchip.org.

We encourage you to notify local media and your elected officials of this exciting award and of the successful completion of your project when the time comes. Please insure that all publicity related to the project includes recognition of the financial support received through the Land and Community Heritage Investment Program.

Dan, to accept this grant award please sign below, retaining a copy for your files and returning the original to LCHIP by January 15, 2016. We look forward to working with you to complete this exciting project.

Warm regards,

Dorit Taylor

Dorit Taylor
Executive Director

The undersigned certifies that he/she has received and reviewed the LCHIP *Grant Terms, Conditions and Understandings*, is duly authorized to accept this grant on behalf of Bear-Paw Regional Greenways, and to obligate Bear-Paw Regional Greenways to the terms and conditions placed on this grant, and, in connection with this grant, to make, execute and deliver on behalf of Bear-Paw Regional Greenways all grant agreements, representations, receipts, reports and instruments of every kind.

Signature of duly authorized representative

Date

Print Name and Title

DANIEL KERN, EXECUTIVE DIRECTOR

13 West Street, Suite 3 Concord, New Hampshire 03301 (603) 224-4113

lchip.org



The State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES

Thomas S. Burack, Commissioner



April 11, 2016

Mr. Daniel Kern
Bear-Paw Regional Greenways
PO Box 19
Deerfield, NH 03037

Subject: Horoux Property in Hooksett, NH Water Supply Land Protection Grant Application

Dear Mr. Kern:

Congratulations on Bear-Paw Regional Greenways' successful application for a Water Supply Land Protection Grant. The Department of Environmental Services intends to award up to 50% of the eligible costs of acquiring a conservation easement on this property (estimated at \$50,000) to Bear-Paw Regional Greenways in order to further the protection of Lake Massabesic, the source of drinking water for Manchester, NH.

To award the funds we must enter into a grant agreement, approved by Governor and Council. Enclosed is a grant agreement and certificate of authorization. The following items also must be submitted prior to finalizing the grant for this project:

1. A survey of the property, as specified in Env-Dw 1002.16;
2. An appraisal of the property, as specified in Env-Dw 1002.17;
3. A title examination, as specified in Env-Dw 1002.18;
4. The conservation easement(s) language. This easements must meet the requirements of Env-Dw 1002.19 and must specify prohibited and allowed uses of the property;
5. An acceptable stewardship plan(s) for the properties to ensure that the provisions of the conservation easement are upheld;
6. Baseline documentation, as specified in Env-Dw 1002.21, which indicates the current condition of the properties; and
7. Documentation to support the match required for this grant.

Please contact me at 603-344-3114 if you have any questions regarding this grant

Sincerely,

Holly Green, Water Supply Land Protection Grant Program Coordinator
Drinking Water and Groundwater Bureau

Enclosures: Grant agreement
Certificate of Authorization

DES Web Site: www.des.nh.gov
P.O. Box 95, 29 Hazen Drive, Concord, New Hampshire 03302-0095
Telephone: (603) 271-2513 Fax: (603) 271-5171 TDD Access: Relay NH 1-800-735-2964