



TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, February 28, 2018
6:00 PM
Safety Center 15 Legends Drive Hooksett NH 03106

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 Clerk, Todd Rainier and Moderator - March 13, 2018 Town Elections

6.b Town of Hooksett Fire-Rescue Dept. Administration - Emergency Operations Center Tour and CPR/AED/First Aid Town Council Training

6.c Town of Hooksett Police Dept. Administration - Proposed Renovations Tour

7. APPROVAL OF MINUTES

7.a Public: 02/14/18
[TC Minutes 021418-U.docx](#)

7.b Non-Public: 02/14/18

8. AGENDA OVERVIEW

9. PUBLIC HEARINGS

9.a Public Hearing for the Town Council to notify and explain to the public that the following warrant article has been placed on the March 13, 2018 ballot for the town elections: Article 22 "To see if the town will vote to allow the operation of KENO within the town pursuant to the provisions of NH RSA 284:41 through 51".

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

[022818 KENO Public Hearing.doc](#)

[KENO 2018.pdf](#)

10. CONSENT AGENDA

10.a Accept the donation of a \$250.00 donation from the Vietnam Veterans of America, Inc. to the Town of Hooksett, NH for the Hooksett Fire Rescue Department under RSA 31:95-b III (b).

[Staff Report - VVA_donation.docx](#)

10.b Motion to accept the reimbursement of \$972.98 from the State of New Hampshire Department of Safety, Homeland Security and Emergency Management Training & Exercise, to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-b: III(b) and to return the funds to the Police Department's 2017-2018 fiscal budget under the training and dues line 400-4210-294-000.

[Staff Report - Reimbursement.docx](#)

[20180215134656402.pdf](#)

10.c Assessing - Abatement(s) & Deferral(s)

[Abatements 02282018.docx](#)

11. TOWN ADMINISTRATOR'S REPORT

12. PUBLIC INPUT - 15 MINUTES

13. NOMINATIONS AND APPOINTMENTS

14. 15 MINUTE RECESS

15. OLD BUSINESS

16. NEW BUSINESS

16.a RFP for Telephone Services

[SR Telephone Services 2018.docx](#)

[OTT Communications.pdf](#)

16.b Well Radius Encroachment Easement Request by Lamontagne Builders, Inc. (LBI) on Town Right of Way – 48 Pine Street

[staff report - 2-28-18 Well Radius Encroachment easement on Town right-of-way Pine Street - for lot 48 Pine Street.docx](#)

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

[48PineStreet.Well.020218.pdf](#)

[ISDS_eCA2017060501_Approved_Plan.pdf](#)

16.c Accept College Park Drive Sidewalk Project as complete
[staff report - feb 28 2018 Accept College Park Drive Sidewalk project as Complete.docx](#)

16.d Hooksett Village Water Precinct easement across Town of Hooksett land - Tax Map 7 Lot 18
[staff report - feb 28 2018 HVWP easement across town land.docx](#)

[4100-02 Overall Proposed Pipeline 50-scale.pdf](#)

[4100-02 Overall Proposed Pipeline 100-scale.pdf](#)

[Letter to JDonison.pdf](#)

[Town of Hooksett Easement .pdf](#)

16.e Town Personnel Plan - Professional Development Policy for Town Employees

16.f Community Profile - 1) Pavillion and 2) Blight Properties
[Community Profile.pdf](#)

17. SUB-COMMITTEE REPORTS

18. PUBLIC INPUT

19. NON-PUBLIC SESSION

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

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

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 COUNCIL MINUTES - UNOFFICIAL
Regular Meeting
Wednesday, February 14, 2018
6:00 PM
Council Chambers

1. CALL TO ORDER

Chairman James Sullivan called the meeting to order at 6:11 p.m.

2. PROOF OF POSTING

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

3. ROLL CALL

In attendance: Councilor Donald Winterton, Councilor Timothy Tsantoulis, Councilor James Levesque, Councilor Alex Walczyk, Councilor Robert Duhaime, Councilor David Ross, Chairman James Sullivan.

Absent: Councilor John Giotas, Councilor Marc Miville

4. PLEDGE OF ALLEGIANCE

5. SPECIAL RECOGNITIONS

5.a Hooksett Municipal Employees – New Hires

Dr. Shankle introduced the new Planner, Nicholas Williams who came forward. Mr. Williams said he was from Des Moines, Iowa and was happy to be a New Englander, having been in NH for ten days now. The Council welcomed him to the Hooksett family.

6. SCHEDULED APPOINTMENTS

6.a Town of Hooksett Financial Auditor, Matthew Angell

Hooksett Financial Auditor, Matthew Angell came forward and went over a PowerPoint presentation [attached] on Hooksett's financial audit for the year ending June 30, 2017. Mr. Angell went over the audit objectives and how the audit went. He said the management letter provides suggestions on how to improve internal controls.

6.b Town of Hooksett Finance Director, Christine Soucie - Quarterly Financial Report

[Quarterly Financial Report 12-31-17.pdf](#)

Christine Soucie, Finance Director, went over the unaudited quarterly financial report for December 31, 2017. The report showed a three year history of the major expenditures and revenues. Director Soucie said the increase in the total operating budget of \$20,277,810 was due to the pedestrian bridge. She said revenues have been level with a slight uptick due to the sale of the property on Auburn Road and closing a Capital Reserve account. Director Soucie said the town finances are in good shape at the half way point in the year. All departments are running where they need to be except for tax collection that is lower than

where they should be. She said she anticipates overspending in Fire-Rescue but there will be health insurance savings. She said the Police Department is pretty close to where they have been. Director Soucie indicated that DPW's recycling center is fully staffed and that revenue from building permits is slightly lower than last year but she expects they'll get to \$100,000. When asked by Councilor Tsantoulis the cause for the increase in the ambulance service fund, Director Soucie said "mandatory health insurance".

7. APPROVAL OF MINUTES

7.a Public: 01/24/18

[TC Minutes 012418-U.docx](#)

Councilor Tsantoulis moved, second by Councilor Winterton, to approve the Town Council meeting minutes of January 24, 2018, as amended. Motion passed unanimously, 7-0.

7.b Public: 02/03/18

[TC public minutes 1205pm 020318-U.doc](#)

Councilor Winterton moved, second by Councilor Walczyk, to approve the Town Council meeting minutes of February 3, 2018, as presented. Motion passed unanimously, 7-0.

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 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](#)

Councilor Winterton asked that item 10c be removed from the Consent Agenda. *Chairman Sullivan moved, second by Councilor Winterton to approve items 10a and 10b. Motion passed unanimously, 7-0.*

Councilor Winterton moved, second by Councilor Ross, to approve item 10c of the Consent Agenda. Motion passed unanimously, 7-0. Councilor Winterton asked where THINK Office Furniture is located and was informed in Candia. He said it is nice to know so that "we can do business with those who are nice to us".

Chairman Sullivan adjusted the agenda to take up item 15.a Hackett Hill Road/Route 3A Roundabout.

As requested by the Council, Nick Golan from TF Moran appeared to discuss the number of Change Orders on the project; specifically, Change Order #4. Jim Donison, Town Engineer, joined him.

Mr. Golan provided a description of each engineering design phase of the change orders [attached] starting in 2012. TF Moran now 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 percent of the project costs with 70 percent being NHDOT eligible for reimbursement. Mr. Golan said the additional engineering pertains to retaining a contractor to perform test pits along the shoulder of Route 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. Also, 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 to complete their appraisal of the required land taking from KP as part of the roundabout project in order to start the negotiation process.

Dr. Shankle asked when the project could go out to bid. Mr. Donison said the project could go out to bid in March or April then presented to the Council to recommend award of the contract which has to go to NHDOT. Mr. Donison stated that NHDOT has said that this particular project is sunsetting which means if the town doesn't go forward they will lose their 2/3 share.

Councilor Ross said there was no public outcry "wanting this thing". Dr. Shankle suggested moving forward to get a bid and see what comes in before making a decision. After a bit more discussion, *Councilor Ross moved, second by Councilor Winterton, to approve Change Order #4 for the amount of \$14,623 resulting in a total engineering contract amount of \$189,187 with TF Moran with 70 percent of these costs being eligible for NHDOT reimbursement funding. Roll Call #2: Councilor Ross-yes, Councilor Levesque-yes, Councilor Walczyk-yes, Councilor Winterton-yes, Councilor Tsantoulis-yes, Chairman Sullivan-yes. Motion passed unanimously, 6-0. [Note: Councilor Duhaime had stepped out of the meeting room at the time of the vote.]* It was also noted that the 30 percent town portion of this Change Order #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. The Council will review a timeline at its next meeting.

11. TOWN ADMINISTRATOR'S REPORT

Dr. Shankle's report included the following information:

- Recycling is fully staff; short a driver in Highway. The District Court part-time custodian has left his position; found a Fun in the Sun Director and are now doing a background check. FF is leaving next month.
- In follow-up to Councilor Ross' request for information on taxation of manufactured homes, a PowerPoint presentation was located prepared by the NH Housing Assessors Association. He'll forward a copy to Councilor Ross.

- There were some weather related issues at the Courthouse. He said they will know more after March 13th.
- Dr. Littlefield will come by tomorrow; the Merrimack Chamber will host a Business After Hours and all can attend since “we are dues paying members”.
- The first week of closing early on Fridays went well. Data was provided on a number of activities.
- On the request for a light on Berry Hill, Jim Donison, Town Engineer looked into it. It is a state road but the town pays. The town will install the light. They are in the process of changing to LED.
- He requested information on progress with the Firebird Motel. Chief Bouchard came forward. She stated that there has been a significant decrease in illegal activities and transients are fewer. She said the owners are cooperative and are making efforts. There is more lighting and security now requires photo identification. Councilor Winterton said he/the Council were happy with the news noting movement in the right direction.

Councilor Duhaime returned to the meeting at 7:41 p.m.

Councilor Winterton said he received a message from a Hooksett resident whose mailbox had been knocked down. The resident said he got a new mailbox by noon. The Councilor thanked DPW Director, Diane Boyce, for the great service.

Dr. Shankle and Nick Germain look at all social media that mentions Hooksett. In January there were 6,019 interactions -- 43 percent positive, 48 neutral, and only nine negative. The most active group are people in the dog park. There is a big problem with kennel cough and negatives were on that.

Councilor Winterton moved, second by Councilor Tsantoulis, that the Council Chair send a letter to the Sewer Commission stating that upon receipt of their final payment on the Lilac Bridge that any further charges will not be borne by the Sewer Commission. Motion passed unanimously, 7-0.

Councilor Ross suggested putting social media information on the website. During the storm, Councilor Duhaime said the town roads were in better shape than the state roads.

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) – **TAKEN UP EARLIER**

[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

Chairman Sullivan said there was good discussion at the Deliberative Session but just too few people in attendance. Councilor Tsantoulis said what needed to be accomplished was accomplished.

Dr. Shankle reminded everyone of the open Council seat in District 4 that no one applied for.

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](#)

Councilor Ross moved, second by Councilor Tsantoulis, to accept the \$50,000 NH Department of Environmental Services (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's Conservation Commission fund account. Roll Call #3: Councilor Ross-yes, Councilor Walczyk-yes, Councilor Duhaime-yes, Councilor Tsantoulis-yes, Councilor Levesque-yes, Councilor Winterton-yes, Chairman Sullivan-yes. Motion passed unanimously, 7-0.

17. SUB-COMMITTEE REPORTS

Councilor Levesque said the Zoning Board met on one item – the tower on Mast Road. A site walk will be posted.

Councilor Ross said the Conservation Commission met on Monday but he missed the meeting. He said they discussed mitigation fee for SNHU regarding encroachment on parking area and a letter from NHDES denying a permit to ED Swett which is now in the hands of the Attorney General.

Councilor Winterton said the Planning Board did not meet; Sewer met.

Chairman Sullivan said the Old Town Hall Committee met and had a very good meeting. They are looking for a grant to do woodworking near the loft and wanes coating. He said the windows were in and you "can't tell where the old door was".

Councilor Duhaime said the Parks and Recreation Advisory Committee meet and are moving forward.

Councilor Tsantoulis said a mother wants to nominate her son as Youth Achiever.

Donna Fitzpatrick said the Council meeting of February 28th will be held at the Safety Center and preceded by CPR/AED training. She suggested wearing comfortable clothing. She said there will be a public hearing on Keno that night as well.

18. PUBLIC INPUT

19. NON-PUBLIC SESSION

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.

J. Sullivan motioned to enter non-public session of 02/14/18 at 8:10pm. Seconded by J. Levesque.

Roll Call

A. Walczyk – yes

J. Levesque – yes

D. Ross – yes

R. Duhaime – yes

D. Winterton – yes

T. Tsantoulis – yes

J. Sullivan - yes

Vote 7 in favor.

D. Winterton motioned to exit non-public session of 02/14/18 at 9:00pm. Seconded by A. Walczyk. Vote unanimously in favor.

D. Winterson motioned to seal the non-public minutes of 02/14/18. Seconded by J. Levesque. Vote unanimously in favor.

PUBLIC SESSION CONTINUED AT 9:00pm

D. Winterton motioned that the Council, as recommended by the Town Administrator and per Town Charter Section 4.6, advises and consents to Randy Evans for a conditional offer of employment as the new Family Services Director. Seconded by J. Levesque. Vote unanimously in favor.

20. ADJOURNMENT

J. Sullivan motioned to adjourn the public session of 02/14/18 at 9:05pm. Seconded by D. Winterton. Vote unanimously in favor.

Note: The town website may have attachments to these Town Council minutes for documents referred to in the minutes, reading file materials, and/or ancillary documents that the Town Council has signed as agent to expend as a result of the Council's prior approval of the documents.

Respectfully submitted,

Suzanne Beauchesne
Recording Clerk

**TOWN OF HOOKSETT
PUBLIC HEARING NOTICE**

The Hooksett Town Council will be holding a public hearing on Wednesday, February 28, 2018 @ 6:00pm at the Hooksett Safety Center, 15 Legends Drive, Hooksett, NH. The purpose of the hearing is to notify and explain to the public that the following warrant article has been placed on the March 13, 2018 ballot for the town elections: Article 22 "To see if the town will vote to allow the operation of KENO within the town pursuant to the provisions of NH RSA 284:41 through 51". KENO documents are available for viewing in the Administration Department and questions should be directed to this department at 603-485-8472.



Nearly \$2 Billion and Counting for our Schools

GOVERNOR Christopher T. Sununu
CHAIRMAN Debra M. Douglas
COMMISSIONER Paul J. Holloway
COMMISSIONER David L. Gelinis
EXECUTIVE DIRECTOR Charles R. McIntyre

December 11, 2017

Todd Rainier
Town Clerk
35 Main St
Hooksett, NH 03106



Dear Mr. Rainier,

I'd like to take this opportunity to introduce myself. My name is Charlie McIntyre and I am the Executive Director of the New Hampshire Lottery. This past summer, Governor Sununu signed SB 191 into law which establishes KENO as a revenue source to fund full-day kindergarten in New Hampshire. In response, our agency is launching a new lottery game called KENO 603, which will be played exclusively in taverns and restaurants that have an active liquor pouring license.

The law was written to give municipalities the option to allow KENO in their communities by putting it on city election ballots or as a warrant article for consideration by citizens at annual town meetings. With the passage of KENO in six cities last month, there are already establishments that will be offering KENO 603 beginning later this month, with more signing up each week. Our office is receiving calls from businesses in towns like yours, with owners inquiring about the application process so that they may offer the game to their customers.

Understanding that town meeting deadlines are fast approaching, I offer the support of our staff to answer any questions town administrators, voters, or business owners may have about KENO 603. In some cases, a representative from the Lottery can appear before your Board of Selectmen in January to share a short presentation on the game in advance of the warrant deadline of February 6. Enclosed is a brief question and answer overview of KENO 603 for your reference. Please understand we have had numerous requests to meet with town officials and we will do our best to accommodate as many towns as possible. Our staff is limited, so availability will largely be based on a first come first serve basis.

Should the Selectmen decide to place KENO on the town warrant, the suggested language for that warrant article would be: **To see if the town will vote to allow the operation of KENO within the town pursuant to the provisions of NH RSA 284:41 through 51.** (Note that a public hearing on the question must be held fifteen to thirty days prior to town meeting.) Finally, the statute describes the wording to be used for the question on KENO substantially as follows: **Shall we allow the operation of KENO games within the town?**

In the next two weeks, staff will reach out to you to answer any questions and potentially schedule a time for the KENO 603 presentation in January. Please consider this a request to have the matter of KENO placed on your Town's Legislative agenda at an upcoming meeting. Certainly, please feel free to give us a call Monday through Friday, 8 AM to 4 PM, at 271-3391 if you have questions. Thank you very much for your time.

Sincerely,

Charlie McIntyre
Executive Director



Live Free or Die

New Hampshire Lottery Commission 14 Integra Drive Concord, New Hampshire 03301
TEL 603.271.3391 FAX 603.271.1160 TDD 1.800.735.2964 www.nhlottery.com

A. Correct. In the absence of a citizen petition, the governing body *may* place the question on the ballot (or the warrant), in its sole discretion. If a valid citizen petition is received, the governing body *must* submit the question to the voters.

Q. If the question is placed on the warrant for a town meeting, should it go on the official ballot?

A. It depends. Of course, if a town has adopted the official ballot referendum (SB 2) form of town meeting, *all* questions must go on the official ballot.

In a town with a traditional (non-SB 2) town meeting, the question *may* be, but is not *required* to be, placed on the official ballot. This is because the new law specifies the form of the question and says that it will be “voted on a ballot,” but does not use the term “official ballot.” Under RSA 39:3-d, II, any law that prescribes the wording of a question, but does not use the term “official ballot,” is deemed to “authorize, but not require, the use of the official ballot for that question, unless a contrary intent is specified.”

RSA 39:3-d, II, goes on to say that if the question is *not* placed on the official ballot, “the prescribed wording shall be placed in the warrant, and may also be placed upon a preprinted ballot to be acted upon in open meeting in the same manner as a secret ‘yes-no’ ballot.” Although the statute says the question *may* be placed on a preprinted ballot, SB 191 says the question *shall* be voted on by ballot, so there is no discretion. Thus, if the question is not placed on the *official* ballot, it must be voted on by “unofficial” written ballot at the open meeting.

In short, non-SB 2 towns have a choice: put the question on the official ballot, or put it on the warrant and vote on it by written ballot at the open meeting.

Q. What exactly is “the question” that should go on the ballot or warrant?

A. The law states, “The wording of the question shall be substantially as follows: ‘Shall we allow the operation of keno games within the town?’”

Q. Must it be stated exactly in that manner?

A. No, not *exactly*. Note that the law says “substantially.” Further, RSA 31:130 states, “The forms of questions prescribed by municipal enabling statutes shall be deemed advisory only, and municipal legislation shall not be declared invalid for failure to conform to the precise wording of any question prescribed for submission to voters, so long as the action taken is within the scope of, and consistent with the intent of, the enabling statute or statutes.”

Q. In an SB 2 town, the question would be placed on the warrant that goes to the deliberative session. May the deliberative session amend the question?

A. No. RSA 40:13, IV(a) states, “Warrant articles whose wording is prescribed by law shall not be amended” at the deliberative session. If the question is placed on the warrant, voters may discuss and debate it as much as they want at the deliberative session, but they may not amend it. The question must go on the official ballot “substantially” as provided in SB 191.

Q. Can the governing body include an explanation of the issue along with the question on the warrant or ballot?

A. No. This would be a supplement to the language required by the law, and is likely to be deemed inconsistent with the requirement that the question be “substantially” in the form stated in the law. If the question is going to be submitted, it should be as stated above, without anything extra. The time for explaining the issue to voters is at the hearing that is required before the vote. It also can be explained as part of the discussion at the deliberative session (in a SB 2 town) or at the town meeting (in a non-SB 2 town).

Q. When is the hearing required to be held?

A. For either a town, the governing body must hold a hearing “at least 15 days but not more than 30 days before the question is to be voted on.” Notice of the hearing must be “posted in at least 2 public places in the municipality and published in a newspaper of general circulation at least 7 days before the hearing.” In a town, the date of the hearing will depend on the session at which the vote will be taken. In an SB 2 town, because the question will be on the official ballot, the hearing must be held 15 to 30 days before the second (voting) session—*not* before the deliberative session. In a town with a traditional town meeting, if the question is going to be on the official ballot, the hearing must be held 15 to 30 days before the voting session. If, instead, it is going to be voted on by written ballot at the open meeting, the hearing must be held 15 to 30 days before the meeting.

Q. Does the governing body need to hold a hearing before voting to put the question on the ballot or warrant?

A. No, unless the municipality has a charter or rules of procedure that require such a hearing.

Q. How does the new law regarding keno and kindergarten affect municipalities?

A. From a municipal perspective, the new law does two things: (1) It provides funding to school districts for full-day kindergarten, with the intent that the funding will eventually (but not immediately) come from the proceeds from keno operations in the state. (2) It allows each municipality to vote on whether to allow the operation of keno within the municipality.

Q. How does the kindergarten funding work, and what is the connection with keno?

A. Under existing law, state adequate education grants to school districts are based on the “average daily membership in attendance” in each district—essentially, the number of full-time students. The basic grant is \$3,561 per student, subject to certain adjustments. Kindergarten students are counted as “½ day attendance,” even if they attend for a full day. In other words, adequate education grants are provided only for half-day kindergarten—a little under \$1,800 per student. Under SB 191, for fiscal year 2019 only, the state will distribute an additional \$1,100 (for a total of about \$2,900) for each student attending a full-day kindergarten program. These distributions do not depend on keno revenue.

For fiscal year 2020 and later years, the state will instead distribute an additional one-half share (approximately \$1,800) so that districts are receiving the full grant of \$3,561 for full-day kindergarten students. **However**, that amount is to be funded by keno proceeds, which will be paid (after certain deductions) into the state’s education trust fund. If the amount of revenue raised through keno is less than enough to fund these additional grants, the grants will be reduced proportionally, but not below \$1,100 per student. Thus, districts will receive a minimum of \$1,100 and a maximum of (roughly) \$1,800 per full-time student, depending the amount of keno revenue.

Q. Must a municipality allow keno in order to receive the full-day kindergarten funding?

A. No. There is no connection between a municipality’s allowance (or disallowance) of keno and its receipt of kindergarten funding. If the school district provides full-day kindergarten, it will receive the funding, both for fiscal year 2019 and for later years, regardless of whether the municipality allows keno. The only effect of a given municipality’s allowance of keno is a cumulative one: if a municipality chooses to allow keno, and one or more establishments in the municipality subsequently obtain keno licenses, there may be an increase in the total statewide keno revenue that is available to fund kindergarten beginning in fiscal year 2020.

Q. Who determines whether a municipality will allow keno?

A. In a town, the question of allowing keno may be placed on the warrant for an annual town meeting, “and shall be voted on by ballot.” If a majority of those voting on the question vote in the affirmative, keno games may be operated within the town.

Q. May the question be submitted at a special town meeting?

A. No, the law specifically says “an annual town meeting.”

Q. How does it work in a town that doesn’t have town meetings?

A. Unfortunately, the legislature appears to have overlooked that question. The legislation provides for placing the question on the warrant for a town meeting. No provision is made for a town that does not have a town meeting. Because those towns are governed much more like cities, it would make sense to put the question on the ballot at a regular town election—but the statute does not say that, and we are not prepared to opine that this would be legal. We urge towns without a town meeting to consult with their legal counsel before taking action. In the meantime, an amendment to clarify the law seems in order.

Q. What is the process for getting the question onto the ballot or warrant? Is it up to the governing body, or can citizens petition to have it included?

A. The short answer is either one. Here is the longer answer:

For towns: The new law says the question “shall be placed on the warrant of an annual town meeting under the procedure set out in RSA 39:3.” That is the statute that authorizes citizens to submit a warrant article by petition (signed by at least 25 voters or two percent of the registered voters), so one might conclude that *only* the citizens, not the selectmen, may initiate the warrant article. However, RSA 31:131 states, “Any question which an enabling statute authorizes to be placed in the warrant for a town meeting by petition may also be inserted by the selectmen, even in the absence of any petition.” Thus, the selectmen may place the question on the warrant at their own initiative, and they *must* place it on the warrant if a valid petition is received under RSA 39:3.

Q. So the governing body is not required to put the question on the ballot unless it receives a citizen petition?

Staff Report

Title: Fire Dept donation from the Vietnam Veterans of America, Inc

Date: 2/28/2018

Background and Discussion of Issues
On October 4 th to 8 th , the Hooksett Fire Rescue Department provided assistance to the NH Chapter 41 of the Vietnam Veterans of America, Inc with the Vietnam Veterans Memorial Traveling Wall at Southern NH University. They provided this donation along with a certificate of appreciation to the Fire Rescue Department.
Recommendation (including suggested motion, if appropriate)
Accept the donation of a \$250.00 donation from the Vietnam Veterans of America, Inc. to the Town of Hooksett, NH for the Hooksett Fire Rescue Department under RSA 31:95-b III (b).
Fiscal Impact
None
Report prepared by: Captain Joseph P Stalker
Town Administrator's Recommendation
Concur

Staff Report
Title: Reimbursement
Date: 02/28/2018

Background Discussion of Issues
On November 9, 2017 The Hooksett Police Department paid the Central New Hampshire Special Operations Unit \$972.98 with the understanding we would be reimbursed the \$972.98 from the State of New Hampshire Department of Safety, Homeland Security and Emergency Management Training & Exercise, for two of our officers who are members to the Central New Hampshire Special Operations unit that attend the New York Tactical Officer Association Conference in April, 2017.
Recommendation (Including Suggested motion, if appropriate)
Motion to accept the reimbursement of \$972.98 from the State of New Hampshire Department of Safety, Homeland Security and Emergency Management Training & Exercise, to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-b: III(b) and to return the funds to the Police Department's 2017-2018 fiscal budget under the training and dues line 400-4210-294-000.
Fiscal Impact
None
Prepared By: Captain Jake Robie
Town Administrator's Recommendation
Concur



TOWN OF HOOKSETT
35 MAIN STREET
HOOKSETT, NH 03108
PH. (603) 485-2017

Citizens Bank

54-153714

125436
CHECK NO. 125436
CHECK DATE 11/09/17

CHECK AMOUNT

Nine Hundred Seventy-Two and 98/100 Dollars** 972.98

PAY TO THE ORDER OF
Central NH Special Operations Unit
247 Pembroke Street

Suncook

NH 03275

[Signature]
AUTHORIZED SIGNATURE

THIS DOCUMENT CONTAINS NO SIGNATURE. IT IS A COPY OF THE ORIGINAL CHECK. IT IS NOT VALID FOR DEPOSIT OR CASHING.

⑈125436⑈ ⑆0311401533⑆ 3309255636⑈



147035154486 133454 20171121 000000003309256636
TRN_DEBIT SMERSIN 97298
Suncook 0047 92002 1470 8 0106

for deposit only
Acct# 0944730366



STATEMENT OF REMITTANCE

If you have further payment questions, reference the contact information provided next to the line item in question.

\$972.98

Please use the contact information provided above in the fourth column from the left.

Page 1 of 1

02/08/18

2140720

PAY EXACTLY *109D 109D 109D 109D 109D 109D 109D 109D*

\$ *****972.98

NON-NEGOTIABLE

Staff Report
Title Assessing Abatements
Date: 2/28/2018

Background Discussion of Issues
<p>On January 24, 2018 the Board of Assessors met to review the 2017 Abatement requests and made the following recommendations:</p> <p>Case 17-002 Burgess Mobile Homes Map 39-1-56 Hooksett Road. In 2017, Mr. Burgess requested a tax abatement on the past due taxes of \$6600 for this mobile home which he acquire through a "rite of possession" on 1/23/17. The Town granted an abated in the amount of \$3600 on 4/5/17. Mr. Burgess paid the balance of \$3000 on 5/16/17 and obtained a demo permit to remove the existing structure. Since the structure remained on the property as of April 1, 2017, a tax bill was issued in the amount of \$751 for 2017. Mr. Burgess paid the taxes in full on 11/30/2017. The BOA met with Mr. Burgess and reviewed the request and recommends abating the 2017 taxes in the amount of \$751.</p> <p>Case 17-003 (Deferral) BOA reviewed the application and recommends approval of the deferral in the amount of \$4621</p>
Recommendation (Including Suggested motion, if appropriate)
<p>Consent Agenda Motion to approve the recommendation of the BOA for Case 17-002. Motion to approve the recommendation of the BOA for Case 17-003</p>
Fiscal Impact
<p>Abatements in the amount of \$751. Deferral of \$4621.</p>
Prepared By: Lee Ann Moynihan
Town Administrator's Recommendation
Concur

Staff Report
RFP for Telephone Services
2/28/2018

Background Discussion of Issues

This was the second time the Town bid out the Telephone Services within twelve months.

The first time the Town received only one qualified bid from FirstLight. This time the Town received one bid, from our current provider OTT Communications.

<u>Type of Line</u>	<u>Current Pricing</u>	<u>OTT Proposal</u>		
		<u>1 Year</u>	<u>2 Year</u>	<u>3 Year</u>
Copper lines	1,292.58	1,476.00	1,312.00	1,148.00
T1 w/internet	192.00	245.00	232.00	219.00
Hosted**	683.57	733.00	694.00	655.00
Monthly cost w/out Taxes	<u>2,168.15</u>	<u>2,454.00</u>	<u>2,238.00</u>	<u>2,022.00</u>

**pricing includes 3000 minutes of long distance

Recommendation (Including Suggested motion, if appropriate)

Motion to accept OTT Communication's three year bid for Telephone Services and have the Town Administrator enter into a contract with them.

Fiscal Impact

Estimated annual savings of \$1,754

Prepared By: Christine Soucie, Finance Director

Town Administrator's Recommendation

Concur



OTTcommunications

Town of Hooksett

Dean E Shankle, Jr.

Town Administrator

35 Main Street,

Hooksett, NH 03106

Thank you for the opportunity to propose new pricing for the Hosted IP PBX that the town has been using for over 6 years.

I am your dedicated Strategic Account Manager for the last 6 years and the last contract renewal.

OTT Communications has been a local telephone company for about 125 years and has been offering IP Voice service for about 12 years where many vendors have just a few years of experience. With the experience we have in the industry our customers don't leave. With local technicians, a Network Operating Center that is located in Maine that is manned 7/24 365 days a year, you will speak to someone that knows and understand how to resolve any issue you may have for weather. With a redundant and diverse network that has multiple ways in and out of NH you can depend on a reliable PBX. We currently have over 10,000 users in our Broadsoft IP PBX while having your own private IP PBX within our Broadsoft platform. We have 2 redundant IP PBX within our Class 5 Central offices which are connected but a 10 gig DWDM self-healing ring that will reroute service in less than 50milliseconds. We also have multiple internet feeds that enter our service areas which will provide options to connect to our network so as long as you have internet in a location you will be able to connect to our network. We maintain the most advance software version in our Broadworks platform you will not need to do yearly software upgrades or maintenance contracts as you would on an installed PBX.

OTT communications
56 Campus Drive
New Gloucester, Maine 04260



OTTcommunications

The phones you use today don't need to change and we do routinely do software upgrades as they are needed and it is done at night and remotely.

References, Town of Hooksett is one of OTT's best references. We have many large references in NH and Maine. If you would like additional references I can provide them for you. I have the pleasure to inform you that when it comes to municipality experience The County of Cumberland awarded us Hosted IP PBX service for all of their offices.

I look forward to renewing your service agreement with the new lower prices.

Thank you


Art Hanson

Strategic Account Manager

OTT Communications

56 Campus Dr.

New Gloucester, ME 04260

207-699-2295 voice

207-688-8595 fax

Arthur.hanson@ottcommunications.com

OTT communications
56 Campus Drive
New Gloucester, Maine 04260

Town of Hooksett
Hosted IP PBX RFP

User Type	Number of Users	Per User Cost 1 Yr Term	Per User Cost 2 Yr Term	Per User Cost 3 Yr Term	Total 3 year monthly cost
Premium	21	\$ 17.00	\$ 16.00	\$ 15.00	\$ 315.00
Enhanced	16	\$ 15.00	\$ 14.00	\$ 13.00	\$ 208.00
Basic	2	\$ 12.00	\$ 11.00	\$ 10.00	\$ 20.00
Business Lines	41	\$ 36.00	\$ 32.00	\$ 28.00	\$ 1,148.00
Buisness Line Feature Pack	1	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00
Hunt Group	8	\$ 2.00	\$ 2.00	\$ 2.00	\$ 16.00
Auto Attendant	3	\$ 5.00	\$ 5.00	\$ 5.00	\$ 15.00
T1 Access For Internet	1	\$ 230.00	\$ 220.00	\$ 210.00	\$ 210.00
1.5 meg Internet	1	\$ 15.00	\$ 12.00	\$ 9.00	\$ 9.00
Long Distance is .022 per minute					

Based on the design you currently use with our Hosted IP PBX I have priced the services with the features you currently use and your last recast of your services with OTT Communications.

One feature that you use is Push To Talk which some clients use to replace 2 way radio

Hosted IP PBX Does Not Require OTT Internet and The Town Can Move Internet For The Hosted To Any Provider Of Internet Service.

Staff Report

Title: Well Radius Encroachment Easement Request by Lamontagne Builders, Inc. (LBI) on Town Right of Way – 48 Pine Street

Date: 2/28/2018

Background Discussion of Issues
<p>A request has been made for a Well Radius Encroachment Easement by Lamontagne Builders, Inc. (LBI) onto the Pine Street Right of Way as part of the construction of a residential house located at 48 Pine Street, Map/Lot 5/86. The existing lot is narrow and the 75 ft. well radius will extend onto the roadway right-of-way. See attached approved subsurface design plan, and letter from KVA on behalf of LBI.</p>
Recommendation
<p>Recommend that Town council approve a water well radius encroachment easement on the Pine Street right-of-way, with easement language to be approved by Town Attorney, for a proposed well to be located on Map/Lot 5/86 - 48 Pine Street. Well to be constructed by Lamontagne Builders, Inc. (LBI) as part of a new residential house.</p>
Fiscal Impact
<p>None.</p>
Prepared By: James J. Donison, P.E., Assistant Director of Public Works/Town Engineer
Town Administrator's Recommendation
Concur

February 02, 2018

Mr. James J. Donison, P.E.
Hooksett Community Development Department
35 Main Street
Hooksett, New Hampshire 03106

Subject: **48 Pine Street (Map 5 – Lot 86); Hooksett, New Hampshire**
KNA Project No. 18-0109-1

Dear Mr. Donison:

I am writing at this time in order to follow up on our recent telephone conversation regarding the subject property. As you may recall on November 08, 2017 your office forwarded email correspondence to Lamontagne Builders, Inc. (LBI) advising that a private water well they had caused to be installed on the subject premises did not comply, in terms of its location, with the requirements of Section 11.13 (3) of Town of Hooksett Development Regulations. Subsequent to receipt of this correspondence, LBI contacted this office for assistance in properly resolving the noted deficiency. Since we did not have benefit of prior involvement with the subject parcel, nor participated in advancement of LBI's plans to construct a single-family home on the same, in order to properly advise LBI we performed research which revealed the following series of facts:

- The 0.79± acre parcel, now identified as 48 Pine Street, came to exist in its current dimension and configuration several decades ago as a result of takings by the State of New Hampshire for the construction of I-93 and associated realignment of Pine Street.
- Bedford Three Corners Corporation (an LBI entity) acquired the subject parcel on June 22, 2017 with the intent of constructing a single family residential dwelling on the same. Prior to taking title and submitting an application for a residential building permit, LBI contracted with a local Septic System Designer who updated a design plan he had previously prepared for the former lot owner. The NHDES Subsurface Systems Bureau issued Construction Approval on June 05, 2017.
- Given the genesis of the parcel it enjoys status as a nonconforming "Lot of Record" as defined under Article 26.B (1) of the Hooksett Zoning Ordinance. Article 26.B (2) of the Ordinance goes on to establish criteria, which if satisfied, enables a Lot of Record to "be used for the purposes provided in the district in which the property is located." We presume the Code Enforcement Officer relied on these provisions when issuing LBI a building permit for residential construction in 2017.

Mr. James J. Donison, P.E.
February 02, 2018

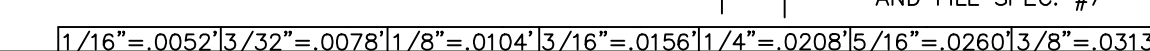
Section 11.13 (3) of the Hooksett Development Regulations requires a 75 foot protective well radius for private wells. Consistent with requirements of NHDES Rules, Section 11.13 (3) precludes the installation of leach-fields on land situated within a required well radius. The approved septic system design plan satisfies each of these requirements. Section 11.13 (3) goes on to also stipulate that “the entire well radius must be contained within the property lines, including the lot’s frontage (right-of-way).” Current State requirements [see RSA 485-A: 30-b, I(b) and (c)] parrot this requirement but only for lots created after August 20, 1989. For the purposes of administering RSA 485-A: 30-b, I(c), the NHDES considers the right-of-way of public highways to be “permanently dedicated to a use which precludes development”. On that basis the NHDES was able to lawfully approve the septic system design plan prepared by LBI’s consultant despite limited portions the protective well radius being situated within public right-of-way beyond the boundaries of the subject tract.

For the reasons noted in the two preceding paragraphs, it is my opinion that neither the NHDES Subsurface Systems Bureau nor Hooksett’s Code Enforcement Officer erred when issuing the construction and buildings permits LBI has received to date.

Within your correspondence of November 8th you suggest pursuit of easements with the Town and the NHDOT as a remedy for LBI’s inability to site a well on the subject parcel at a location which would enable the entire well radius to be contained within the property lines. While I agree the easement option would be appropriate if the well radius encroached on privately owned property, I do not believe this is the preferred remedy in the current instance. I say this for two reasons; one is that the only activity precluded from land situated within the protective radius is the construction of a septic system. From a practical standpoint I find it extremely unlikely that either the Town of Hooksett or NHDOT would have any reason to construct a leach-field within the right-of-way of the two adjoining public highways. The second reason is that I would be hesitant to suggest it would be good public policy for any governmental entity to convey rights to a private entity over public lands, including the right-of-way of public streets and highways. Rather than the use of easements in the current instance, I recommend LBI rely on applicable provisions of RSA 485-A: 30-b, I(g). Under this solution, LBI would execute and record a NHDES Standard Release Form which both acknowledges the protective well radius at 48 Pine Street extends beyond the boundaries of the parcel and holds the owners of the abutting property harmless in the event the well becomes contaminated as a result of the decreased setback distance. Attached, please find a draft copy of the NHDES Standard Release Form I have prepared for your consideration and review. If acceptable, I will advise Mr. Lamontagne to sign and record the original at the Merrimack County Registry of Deeds. This recommended remedy is both consistent and fully compliant with applicable statute.

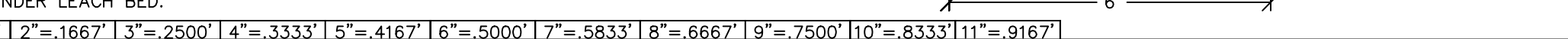
Sincerely:

Steven B. Keach, P.E.
President
Keach-Nordstrom Associates, Inc.



VEN
FINAL

TR LINES, TPOISOL, ROOTS AND ORGANIC MATTER
REMOVED FROM THE AREA TO BE FILLED, INCLU
AREA UNDER THE 3:1 SLOPE IF APPLICABLE.
L SMEARED OR COMPACTED SURFACES INCLUDING
TURAL CHANGES SHALL BE RAKED TO A DEPTH
MORE BEFORE PLACING FILL OR CRUSHED STON
ESSENTIAL IN ORDER TO PROTECT THE NATURAL
SORPTION QUALITIES OF THE SOIL BY PREVENTIN
RESTRICTED TRANSITION BETWEEN MATERIALS.
OWN OVER EXCAVATION OF RECEIVING AREA UNDER
SLOPE OF THE LEACHFIELD. THIS IS ESSENTIAL
DER TO PREVENT INTERCEPTING THE WATER TAB
CONTAINING AN EFFECTIVE RECEIVING AREA.



KEYLAND
ENTERPRISES, L.L.C.

LAND & CONSTRUCTION CONSULTING • SEPTIC SYSTEM DESIGN
 SITE EVALUATION • WETLAND DELINEATION • ENVIRONMENTAL PERMITTING
 412 WEST RIVER ROAD, HOOKSETT, NH, 03086 • (603) 344-9371

Staff Report

Title: Accept College Park Drive Sidewalk Project as complete

Date: 2/28/2018

Background Discussion of Issues
<p>The construction of College Park Drive Sidewalk Project was complete on 12/15/17 with work performed by Advanced Excavating and Paving, LLC. The construction contract amount was \$396,642.00. This project is funded 80% by NHDOT as part of the US Federal Highway Administration "Congestion Mitigation and Air Quality Improvement Program" (CMAQ) and 20% by the Town.</p> <p>The College Park Drive Sidewalk project is waiting final approval from NHDOT upon receipt of the Town's acceptance of the project.</p> <p>See attached detailed breakdown.</p>
Recommendation (Including Suggested motion, if appropriate)
<p>Recommend to accept the College Park Sidewalk Drive sidewalk as complete</p>
Fiscal Impact
<p>No Fiscal Impact</p>
Prepared By: James Donison
Town Administrator's Recommendation
<p>Concur</p>

Staff Report

Title: Hooksett Village Water Precinct easement across Town of Hooksett land - Tax Map 7 Lot 18

Date: 2/28/2018

Background Discussion of Issues
<p>The Hooksett Village Water Precinct would like to discuss an agreement with the Town to acquire an easement across the Town of Hooksett land designated as Tax Map 7 Lot 18. The easement will provide for the construction of a proposed water main extension from a new tank on the west side of Route 93 to Route 3A.</p> <p>Attached are the plans of the proposed water storage tank and watermain which extends under I-93 to Pinnacle Street to Vista Drive, across Town lot 18 and connects to the existing watermain on Rte. 3A near Hackett Hill Road. Also attached is the letter request from HVWP and a draft easement which will be reviewed by the Town attorney.</p>
Recommendation (Including Suggested motion, if appropriate)
<p>Recommend to approve a 30 ft. wide watermain easement with HVWP across Town land, Map 7-Lot 18 upon review and approval by the Town attorney.</p>
Fiscal Impact
<p>No Fiscal Impact</p>
Prepared By: James Donison
Town Administrator's Recommendation
<p>Concur</p>

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

12/31/15

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.

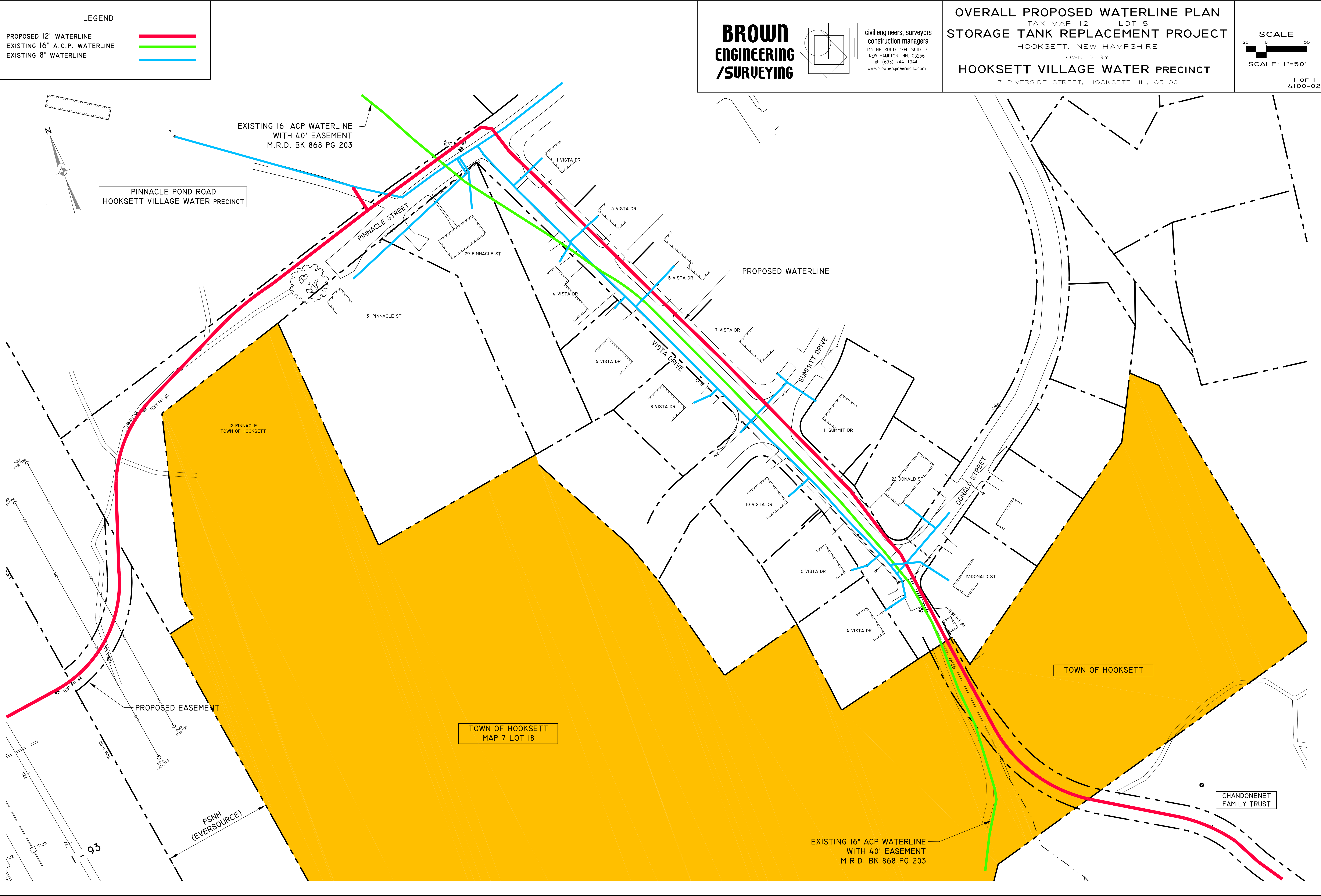
Please contact me at 603-344-3114 if you have any questions regarding this grant

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





345 NH Route 104, Suite 7 New Hampton, NH 03256
Phone (603) 744-1044
www.browngineeringllc.com

James Donison, P.E.
Town of Hooksett
35 Main Street
Hooksett, NH. 03106

Date: February 15, 2018

Re: Hooksett Village Water Precinct

Dear Mr. Donison,

On behalf of my client I request that you put the Hooksett Village Water Precinct on the February 28, 2018 agenda for the Town Council meeting. The Hooksett Village Water Precinct would like to discuss an agreement with the Town to acquire an easement across the Town of Hooksett land designated as Tax Map 7 Lot 18. The easement will provide for the construction of a proposed water main extension from a new tank on the west side of Route 93 to Route 3A.

Enclosed you will find:

- 1 Set of plans for the water line extension
- 1 Overview Plan
- 1 Draft Easement
- 1 CD with a pdf version of the submittal

Please let me know if you need any additional information.

Sincerely,

Kent Brown, P.E.

EASEMENT DEED

Water Utility Easement

The Town of Hooksett, Map 7 Lot 18, in the county of Merrimack and state of New Hampshire, for consideration paid, grant to the Hooksett Village Water Precinct, a municipal corporation with its principal place of business at 7 Riverside Street, Hooksett, NH 03106, a perpetual Water Utility Easement described as follows:

A 30 foot-wide Right and Easement to lay, construct, operate, renew, change the size of, and remove a pipe line for transmission of water, together with necessary fittings, valves and other appurtenances under, along and across said land of the Town of Hooksett. Said pipeline is to be located as now laid out by Brown Engineering and Surveying LLC., extending from the fifty-foot-wide, public right of way known as Vista drive to the North to land now or formally of Chandonenet Family Rev. Trust to the South.

The Grantors and their successors, heirs and assigns shall not erect or construct any building or other structure, or drill or construct or operate any well, or construct any reservoir or other obstruction in the easement area, or diminish or substantially add to the ground over the said easement area.

The Grantor shall not make any improvements within or abutting this easement which interfere with or will interfere with the Grantee's exercise of its rights under this easement.

The Grantee, its employees and its agents shall have the right to enter and leave the easement area with workers, equipment and material in order to inspect, survey and clear the easement and to carry out the purposes of the easement.

The rights, restrictions, conditions and duties of this Water Utility Easement shall run with the land and shall accrue to and be binding upon the Grantor, tenants and any subsequent owners and tenants, their successors, heirs or assigns. Any lease of the parcel containing the easement shall be subject to the terms of this Water Utility Easement.

Said land of Hooksett is also subject to another waterline easement recorded at the Merrimack Country Registry of Deeds as Book 868 Page 203.

IN WITNESS WHEREOF, I hereby set my hand this _____ day of _____. _____
(date) (month) (year)

GRANTOR:

(signature)

By: _____
(printed)

Witness to Grantor

STATE OF NEW HAMPSHIRE
COUNTY OF MERRIMACK

This instrument was acknowledged before me on this _____ day of _____
_____ 201__ by _____ .

Notary Public/Justice of the Peace

My Commission Expires: _____

#

Hooksett– How we envision our FUTURE.

- Formal relationship with SNHU – Hooksett not leveraging it
- Community support system that's self-funded and integrates all components of community
- Education system that gets how mind works to improve education
- Sustainable plan for seniors transitioning out of homes but staying in town – aging in community
- Tracking abusers of women and children
- More non-sports related activities for kids
- Want street lights on Rt. 3 that all work
- Needs good quality senior center
- More compassion for special needs children
- Bicycle routes – needed
- Sidewalks 3 + 3A
- Traffic lights Exit 11/Rt 3A and Hackett Hill Rd.
- Public access channel
- Community calendar open access
- Bowling alley and leagues
- Senior center
- More positive dialogue with Pinkerton so students get better education
- Hooksett high school
- Rt. 28 Bypass rezoned as commercial
- Pool like they have in Livingston Park (Manchester)
- Public transportation options especially for elderly
- Being more connected – more walkable neighborhoods
- Bridge halfway between north and south bridges
- Clean up unsightly areas of town
- More professional office space and manufacturing facilities
- Teen community center with games
- State take more effort to clean up Exits 10 and 11
- Lower taxes
- More positive dialogue with City of Manchester re: high school kids
- More participation from younger citizens on town boards and communities
- Picnic tables, covered pavilion
- Improvements along river side
- Expand pedestrian and bicycle access esp. I93 corridor
- Transportation: seniors who don't drive

Mosaic

We spent a few minutes meeting each other, learning how long we lived in town, some history and current demographics. We were then asked to offer descriptions of what our town was like right now and what we would like it to be like in the future. Adjectives and phrases were called out and recorded on easels at the front of the room labeled **NOW and FUTURE.**