



TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, May 23, 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 Boston Post Cane Award

5.b Hooksett Fire-Rescue - Swearing-in ceremony new Firefighters/AEMTs

5.c Hooksett Municipal Employees - New Hires

5.d Hooksett Youth Achiever of the Month

6. SCHEDULED APPOINTMENTS

6.a Carl Branco, Pawnbroker/Secondhand Dealer Applicant (1261 Hooksett Rd. Unit 3) (item 16a)

7. APPROVAL OF MINUTES

7.a Public: 05/09/18
[TC Minutes 050918-U.docx](#)

7.b Non-Public: 05/09/18

8. AGENDA OVERVIEW

9. PUBLIC HEARINGS

10. CONSENT AGENDA

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

10.a Assessing Abatement
[staff reporttaxlien.docx](#)

[BackupStaffReport5232018.pdf](#)

11. TOWN ADMINISTRATOR'S REPORT

12. PUBLIC INPUT - 15 MINUTES

13. NOMINATIONS AND APPOINTMENTS

14. 15 MINUTE RECESS

15. OLD BUSINESS

15.a Tabled at 5/9/18 Town Council Meeting. Motion to accept the donation of \$2,500.00 from Monique Cote-Melendez, to the Town of Hooksett for the Hooksett Police Department K9 program per RSA 31:95-b,III (b) and return that amount to the Police Departments budget, Donation line.

[K9-Staff_Report.docx](#)

[SR Trust Fund - K-9 Program.docx](#)

[RSA 31.19.pdf](#)

15.b New Pedestrian Bridge Update (Change Order #2 tabled from 5/9/18 Town Council Meeting)

[Chronical List of Events - ED SWETT.pdf](#)

15.c Rte. 3A & Hackett Hill Road Roundabout Update

16. NEW BUSINESS

16.a Pawnbroker/Secondhand Dealer License - 1261 Hooksett Rd. Unit 3
[staff report - DeRosa Jewelers.docx](#)

[scan.pdf](#)

16.b Radio Purchase for rescue boat

[staff report - template-x.docx](#)

[Hooksett FD VM900 Boat 04-20-18 \(2\).pdf](#)

16.c Street Name Approval for Hooksett Village water storage tank

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

[Staff Report - Street Name Approval - Brickyard Pond Rd.docx](#)

[Street Approval Form - Brickyard Pond Rd..pdf](#)

16.d Sewer Commission - Asset Management Program for the wastewater collection system
[Staff Report Asset Mng Program 052318.pdf](#)

[Asset Management Program.pdf](#)

16.e Sewer Commission - Construction of Wastewater Treatment facility to upgrade and expand the flow capacity of the plant (AKA Phases III and IIIA Capital Improvements)
[Staff Report SRF App Phases III-III A 052318.pdf](#)

[SRF Application Phases III-III A.pdf](#)

16.f 2018-2019 Town Council Meeting Schedule
[Staff Report TC Meeting Schedule 2018-2019.docx](#)

[2018-19 TC MEETING SCHEDULE 052417.doc](#)

16.g Classification Pay Plan Update
[Staff Report Classification Pay Plan 052318.docx](#)

[CLASSIFICATION PAY PLAN 052318.xlsx](#)

16.h Unsealing of Council Non-Public session minutes (June 2017 - May 2018), if in the opinion of a majority of members, the circumstances that sealed the minutes no longer apply in accordance with RSA 91A:3 III.

[Staff Report Non-Public June2017-May2018.docx](#)

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

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

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 COUNCIL MINUTES - UNOFFICIAL
Regular Meeting
Wednesday, May 09, 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, indicated that the meeting post was done on May 2nd, 2018 by Donna Fitzpatrick.

3. ROLL CALL #1

In attendance: Councilor Donald Winterton, Councilor John Giotas, Councilor Timothy Tsantoulis, Councilor James Levesque, Councilor Alex Walczyk, Councilor Robert Duahime, Councilor John Durand, Councilor David Ross, and Chairman James Sullivan.

4. PLEDGE OF ALLEGIANCE

Following the pledge, Chairman Sullivan welcomed new Council member, John Durand, and reminded everyone to speak into the microphones.

5. SPECIAL RECOGNITIONS

5.a Hooksett Municipal Employees - New Hires – None to report today.

5.b 2018 Citizen of the Year - Jeff Scott

[Staff Report 2018 COY.docx](#)

[COY.pdf](#)

The Hooksett Lions Club has selected Jeff Scott as the 2018 Hooksett Citizen of the Year. A celebratory ceremony will be held on May 18th at the Puritan Conference Center. *Councilor Ross moved, second by Councilor Tsantoulis, to authorize the Chair or his designee to present the Citizen of the Year Proclamation as read at the May 18th Citizen of the Year Dinner and Ceremony. Motion passed unanimously, 9-0.*

6. SCHEDULED APPOINTMENTS

6.a Annual Activity Update - Trustees of the Trust Fund

The three Trustees of the Trust Fund, Henry Roy, Claire Lyons, and the newest member, Linda Krewson, appeared before the Council to provide an annual activity update. Mr. Roy said they are statutorily controlled under RSA 31-25 and their mission is to surpass inflation

and conserve capital which has been done this past year. He said the annual inflation rate was 2.4 percent; their return at year end March 2018 was 3.69 percent and 7.01 for the trust funds. He said the financial advisor engaged by the town seven years ago has done a “decent job for us”. Mr. Roy reported the status and earnings on various accounts. Councilor Tsantoulis thanked the Board members and welcomed the newest trustee. In response to Councilor Duhaime, Mr. Roy said that last year was a better year but they’ve managed to surpass inflation again this year. He added that the rates of return are after fees are paid.

6.b Christine Soucie, Finance Director - Quarterly Financial Report for the Third Quarter of FY 2017-18.

[Quarterly Financial Report 3-31-18.pdf](#)

Finance Director, Christine Soucie, went over the quarterly financial report included in the Council packet. She said the total operating budget is at 73 percent where it should be; total revenue collected amounts to \$5,259,978, or 72 percent. The budget amounts include encumbrances, transfers, grants, and donations approved by Council as of March 31 of each year. Director Soucie went through departmental budgets noting that:

Administration: Actuals are a little lower than last year due to the timing of the liability insurance payment for March. The largest change in the budget is an increase in property liability insurance of \$25,000. The legal line is most volatile, having spent 82 percent of the legal account.

Fire-Rescue: 73 percent spent. The FY17-18 budget has increased just over \$300,000, largely due to a three percent increase in wages and overtime, a one percent increase in the employer share of NH Retirement, two percent increase in health insurance costs, and another two percent in general operations. The department is struggling with vehicle maintenance. Director Soucie said she expects any overage will come from their savings so there shouldn’t be a need for a transfer.

Police Department: trending where they should be; have had six officer turnovers; have four openings currently and the dispatcher position has been filled.

Public Works – Highway Division: budget has increased by \$350,000 over the last three years, with the majority (\$300,000) due to road reconstruction (warrant passed in 2016). Director Soucie anticipates there will be enough funds to cover any shortages

Public Works – Recycling & Transfer Division: this budget has increased \$75,000 over the past three years primarily due to staffing. Health insurance has increased five percent due to employee plan changes and increase in premiums. Director Soucie said there is concern about vehicle maintenance and “we might squeeze by on tipping fees”.

Director Soucie said revenues are looking good; she has no concerns. Motor vehicle registration will hit \$3.4 million; interest and penalties may fall short. State revenue is less in a number of areas; such as, rooms and meals taxes, retirement. Councilor Winterton asked about the impact fee contributions. Director Soucie said road impact fees are collected from developers and homeowners. Councilor Winterton also noted that the Fire-Rescue increase would have been greater had not firefighters been moved to ambulance service. Councilor Duhaime asked about the highway block grant; \$260,000 is waiting to be used. Chairman

Sullivan said a decision on use of those funds will be made within the fiscal year. Director Soucie said there was no chance of losing the funds.

6.c Gianna Valentino

Gianna Valentino of 125 Chester Turnpike came forward to provide her opinion on the resurrection of the K9 unit within the Police Department, and animal control. She referred to meeting minutes of October 11, 2017 and explained the reason why she was not at that meeting. She listed a number of reasons why she feels the town is putting the cart before the horse regarding the K9 Officer position and an Animal Control staffer. She said she'd like to see more data, outcomes, history of incidents, cost-benefit of both positions, and how often canines are used.

6.d Police Chief Janet Bouchard - General Discussion

Police Chief, Janet Bouchard, came forward to answer any questions the councilmen may have. The Chief said in October she didn't want to devote and say they would do it, if they could not. Chairman Sullivan read the relevant section of the October 11, 2017 meeting minutes. The Chief said she was not opposed to an Animal Control Officer but that position and the K9 Officer position are totally separate jobs. She feels that a K9 Officer is more important right now given the drug epidemic throughout the state and in Hooksett. Chief Bouchard said it is a new program being put forth; it is still being established and has the support from the public. Councilor Winterton indicated that Administration and the Council have attempted to limit full time employees at a lean level while providing optimal customer services and since tonight is the first time a citizen has expressed her opinion that an animal control officer is needed, he suggested that Administration evaluate the matter and bring it back to the Council for consideration. Councilor Tsantoulis said it is his understanding that the PD has been doing an outstanding job with the task and it would be difficult to fund such a position. He would need more data to convince him that the position of Animal Control Officer was necessary. Chairman Sullivan said "whether we have animal control and K9, they are separate".

Chairman Sullivan asked the Chief if she had an update on the Firebird Motel situation. She said things were status quo; there has been no uptick in activity.

7. APPROVAL OF MINUTES

7.a Public: 04/25/18

[TC Agenda 042518.docx](#)

Councilor Levesque moved, second by Councilor Tsantoulis, to approve the Town Council meeting minutes of April 25, 2018. Following some discussion, *Councilor Ross moved, second by Councilor Winterton, to table the minutes of April 25, 2018, so that a verbatim transcription could be developed related to the question and answer section on the Lilac Bridge. Motion passed unanimously, 9-0.*

7.b Public: 04/30/18

[TC Minutes 043018-U.docx](#)

Councilor Tsantoulis moved, second by Councilor Walczyk, to approve the Town Council meeting minutes off April 30, 2018, as presented. Motion passed unanimously, 9-0.

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153 **8. AGENDA OVERVIEW**
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155 **9. PUBLIC HEARINGS**
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157 **10. CONSENT AGENDA**
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159 10.a Motion to accept the donation of \$2,500.00 from Monique Cote-Melendez, to the Town of
160 Hooksett for the Hooksett Police Department per RSA 31:95-b, III (b) and return that amount to
161 the Police Departments 2017-2018/2018-2019 fiscal budget, Donation line.

162 [Staff Report - Cote-Melendez K9 Donation.docx](#)
163

164 Councilor Winterton, as requested at a previous meeting on a different matter, asked where
165 the donor lives since it may have relevance. The issue will be placed on the Council
166 Workshop agenda. *Councilor Ross moved, second by Councilor Winterton, to accept the*
167 *donation of \$2,500 from Monique Cote-Melendez to the town for the Hooksett Fire*
168 *Department per RSA 31:95-b, III (b) and return that amount to the Police Department's 2017-*
169 *18 and 2018-19 fiscal budget donation line.*
170

171 Councilor Winterton said since the Council is discussing a K9 program being self-funded, it
172 would make sense to establish a separate fund or account where donations can go into so
173 that donations are not intermingled with the budget. Chairman Sullivan said it could be
174 handled "as we did with Old Town Hall funds". Finance Director Soucie said they could
175 establish an expendable trust where trustees would hold the funds and be signed off on by an
176 agent. Donations go into a balance sheet account that is not reported on until yearend.
177 Funds can be tracked to make sure money is being spent as the donor wishes.
178

179 Councilor Winterton said telling citizens of Hooksett that the K9 program will be self-funded
180 by the community is more transparent. Councilor Ross asked how such an account would be
181 liquidated if the K9 program fails to be established. Director Soucie was unsure on trust
182 dissolution. Dr. Shankle stated that "what we are talking about is not the officer but those
183 things to take care of a dog". *Councilor Ross moved, second by Councilor Winterton, to table*
184 *the motion. Motion passed unanimously, 9-0.*
185

186 **11. TOWN ADMINISTRATOR'S REPORT**
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188 Dr. Shankle reported the following:
189

- 190 •Hooksettites luncheon is scheduled for May 25th at the Derryfield Country Club.
191 Chairman Sullivan and Dr. Shankle will plan to attend.
- 192 •Old Town Hall work is moving ahead. Engineer is putting together an RFP to figure out
193 structural engineering needing to be done and will need to be bid out. Hopes to
194 encumber from this year's budget so that work can be done this summer.
- 195 •Chester Turnpike – he, the engineer, Diane Boyce, Steve Couture and neighbors have
196 gotten together. Parking will now be provided along the road. More information will be
197 provided to the Council at the meeting after next.
- 198 •Meeting was held at courthouse once a month. The last meeting was held – rodent
199 situation has been rectified and there are no longer complaints about the cold.
200 Chairman Sullivan suggested finding use for the empty space.

- Meeting was held at the pedestrian bridge with the Attorney General's office and the NH Department of Environmental Services. A meeting with the town attorney and the AG's office has been set for May 30th. The Army Corps is interested and they were at the meeting.
- Met with SNHU President again and keeping up with what is going on. According to Councilor Winterton, the new dorm has been put on hold and the old dorm will be torn down. There is concern that wooden buildings might not be the safest places. They have decided not to build another dorm this year. Police Chief Bouchard was there and discussed a lot of safety issues. They were impressed with the town doing active shooter training. They don't have a police force and their security doesn't carry firearms. Chief Bouchard is taking a leadership course offered by the university and they have offered to waive the course fee because it would be advantage to the town and school, Chairman Sullivan said the school district has a good relationship with the school. Dr. Shankle said the school is waiting for a list on what the town could use interns for and he is working on getting an auctioneer for the Dartmouth Street property and condo at St. Mary's.

12. PUBLIC INPUT - 15 MINUTES

13. NOMINATIONS AND APPOINTMENTS

The Planning Board has requested guidance from the Council on removing a committee/commission member for lack of attendance at meetings and what the procedure is to remove a member and replace with an alternate member. Chairman Sullivan thought the Board would mimic the Council's procedures.

Donna Fitzpatrick indicated that the Planning Board has its own rules. Councilor Winterton will follow up. Chairman Sullivan said "if they don't have their own attendance rules, the Board should revert back to the requirements of the charter". Councilor Ross said the right thing to do is to ask for their resignation. Councilor Duhaime said this has happened before and they moved to the alternate member.

14. 15 MINUTE RECESS

15. OLD BUSINESS

15.a New Pedestrian Bridge Update - (\$240,134.01 Change Order tabled from 4/25/18 Town Council Meeting)

[Staff Report - Lilac Pedestrian Bridge - Change order 2.docx](#)

[Lilac Pedestrian Bridge Change Order 2.pdf](#)

[LilacBridge#2.Memo - S. Keach.pdf](#)

Councilor Duhaime moved, second by Councilor Giotas, to remove this item from the table. Motion passed unanimously, 9-0.

Diane Boyce, Public Works Director, provided the Council with updated information pertaining to Change Order 2, less the shop drawings, but including a memorandum dated April 5, 2018 from Steven Keach of Keach Nordstrom Associates. It seems the scope of additional work covered under the Change Order is the result of a stop work order issued by the town and the town's subsequent request for a work plan and subsequent corresponding cost proposal for supplemental work items. Director Boyce said they are learning that there are more sections

of the Change Order that were realized costs and should be included in the payment. Director Boyce said town attorney, Matt Serge, has advised the town “go forward and pay”.

Director Boyce recommended that the Council approve partial payment of Change Order 2 in the amount of \$155,526.76 to cover the following costs:

- 2.1 Winter temporary bypass of sewer system \$17,714.54
- 2.2 Temporary bypass sewer system \$68,181.82
- 2.3 Demobilization (Winter 2018) \$5,000
- 2.4 Install site security measurers for winter shutdown \$3,000
- 2.6.1 Increased efforts required to install sewer line in cold weather \$44,736
- 2.6.2 Increased efforts required to install water line under bridge in cold weather \$16,89440

In response to Chairman Sullivan, Director Boyce said the stop work order was issued on October 6, 2017. Councilor Duhaime noted that nothing was itemized. Councilor Levesque agreed that there was not enough of a breakdown of costs. Councilor Ross said he did not want to accept and suggested tabling or voting down the matter. Councilor Winterton questioned whether the Town Administrator, in fact, concurred with the staff recommendation. Dr. Shankle said he did not concur and, further, he would not sign off on this size a Change Order before bringing it before the Council. He said the contractor kept working without anyone approving the work.

Chairman Sulllivan moved, second by Councilor Winterton, to table the matter. Motion passed unanimously, 9-0.

15.b Rte. 3A & Hackett Hill Road Roundabout Update

Dr. Shankle reported that, as requested by the Council, he contacted elected officials to expedite approval of the Hackett Hill Roundabout work. Executive Councilor Pappas and State Representative Leavitt responded that they would look into it.

16. NEW BUSINESS

16.a Post-Issuance Tax Compliance Policy and Procedures for Tax-Exempt Obligations

Finance Director, Christine Soucie, said this policy is needed to determine compliance with the requirements of the Internal Revenue Code regarding bond issuers (the town) having adopted written procedures focused on maintaining compliance with code provisions applicable to tax exempt bonds and notes. Director Soucie said the policy has been reviewed by the town's bond counsel and the financial auditor Matt Angell.

Councilor Duhaime moved, second by Councilor Tsantoulis, to approve the Post-Issuance Tax Compliance Policies and Procedures for Tax Exempt Obligations and to include it in the town's administrative code. Motion passed unanimously, 9-0.

16.b 15 Cross Road, LLC - Memorandum of Agreement for subdivision improvements at 15 Cross Road Tax Map 17, Lot 37

[SR 15 Cross Road.docx](#)

[MOU Cross Road.12.04.17.CLEAN.DOCX](#)

Councilor Duhaime moved, second by Councilor Tsantoulis, to have the Chairman sign the Memorandum of Agreement with 15 Cross Road, LLC, where the town will provide the bond proceeds to 15 Cross Road LLC and they will complete the subdivision improvements at 15 Cross Road Tax Map 17, Lot 37.

Dr. Shankle indicated that this was developed in 2007 and took a bond for completion. The original developers sold the property unfinished and the only way to get the work finished is to call the bond and provide money to the new owners. Councilor Ross pointed out that the intent of securing these bonds with the developer is to make sure they finish the job; since they didn't finish, they are technically forfeiting the bond. He suggested having the job finished then releasing the bond to them. He said that would be the proper order. Finance Director Soucie said this is an agreement with the new owners so that they can finish the project; they don't get money until the project is completed. Councilors Duhaime and Tsantoulis agreed to amend the motion to read "to have the Chairman sign the Memorandum of Agreement with 15 Cross Road LLC where the town will provide the bond proceeds to 15 Cross Road LLC **after** they complete the subdivision improvements at 15 Cross Road, Tax Map 17, Lot 37. Motion passed unanimously, 9-0.

16.c 2018 Paving Bids

[Staff Report - 2018 Road Paving Bids.docx](#)

[2018 Advanced Paving Bid.pdf](#)

[2018 GMI Asphalt Paving Bid.pdf](#)

[2018 Brox Paving Bid.pdf](#)

[2018 Pike Paving Bid.pdf](#)

DPW Director, Diane Boyce, presented four bids to do work on various roads in town. She said \$428,000 will be encumbered from this year's budget and will receive another \$600,000 as budgeted in July. Councilor Tsantoulis moved, second by Councilor Ross, to approve the bid from the lowest bidder, GMI Asphalt, for the amount of \$629,015. Roll Call #2: Councilor Duhaime-yes, Councilor Durand-yes, Councilor Ross-yes, Councilor Levesque-yes, Councilor Walczyk-yes, Councilor Giotas-yes, Councilor Winterton-yes, Councilor Tsantoulis-yes, Chairman Sullivan-yes. Motion passed unanimously, 9-0.

16.d Comcast Renewal

[Comcast Letter 041018.pdf](#)

The Council packet included a "commencement of renewal process" with Comcast. Dr. Shankle suggested the establishment of a small subcommittee of the Council. Chairman Sullivan said the subcommittee could be appointed in July. Dr. Shankle will inform Brian Christensen of the Council's intent.

16.e Hooksett Shuttle Program - Status Update and Proposed Rider Criteria Changes

[staff report - shuttle program.docx](#)

Project Coordinator, Nick Germain, provided a detailed staff report regarding the Hooksett Shuttle Program. He said the Manchester Transit Authority has proposed to change ridership criteria. Staff recommends that Hooksett implement provisional rule changes that are comparatively less radical than that proposed by the Manchester Transit Authority; that is, for one day each week (Tuesday or Thursday), restrict the transportation to Hooksett-Manchester and medical appointments to Bedford and Concord. Allow staff time to collect

data, monitor the situation, and provide a more comprehensive report and possible permanent rule changes at the net workshop. This service is provided at no charge to riders.

Councilor Ross moved, second by Councilor Winterton, to approve temporary changes to the Hooksett Shuttle Program and consider approving the implementation of more stringent ridership rules at the Council's workshop. Motion passed unanimously, 9-0.

16.f Approval of a Town Newsletter - Spring Tax Bill Insert
[Staff Report - Tax Bill Newsletter.docx](#)

Councilor Tsantoulis moved, second by Councilor Levesque, to approve the newsletter, as presented, that will be included in the tax bill mailing. Motion passed unanimously, 9-0.

16.g Fire Chief Employment Contract Amendment – To Be Discussed in Non-Public Session
[FIRE CHIEF BURKUSH CONTRACT AMEND 042617.pdf](#)

17. SUB-COMMITTEE REPORTS

Councilor Tsantoulis said the Hooksett Youth Achievers Committee met tonight.

Councilor Giotas said neither Heritage Commission or Transfer Committee met.

Councilor Levesque said the Zoning Board of Adjustments met last night. They considered quite a few items. The owner of a proposed bed and breakfast had no paperwork so the matter was continued to next month. The owner of the GM real state wants to lease out the whole building to a body shop. There was a big turnout by abutters; very negative. The matter was put to a vote; Councilor Duhaime recused. Motion failed. Dr. Shankle suggested that if there is an appeal, the Board ought to listen to the appeal rather than deny it especially since there was no minute taker and the recording turned off prior to the end of the discussion. Matt Lavoie took minutes.

Councilor Ross said the Conservation Commission will meet next week.

Councilor Winterton said they continue negotiations with the Fire Union. The Sewer Commission met on Monday. They've contracted with Stantec who is doing drillings across the river to see what is under the river. He said the Planning Board had a quick meeting; had one approval of a waiver.

Chairman Sullivan said the Old Town Hall Committee is looking to conduct an engineering analysis. Hall will be opened on May 20th for Heritage Day where there will be a 190th birthday celebration.

A new Union Leader correspondent was recognized. He came forward and introduced himself, Travis Morin, indicating that he just started two weeks ago; his first story was the K9 story.

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 05/09/18 at 9:00 pm. Seconded by T. Tsantoulis.

Roll Call

J. Giotas – yes

D. Ross – yes

A. Walczyk – yes

J. Durand – yes

R. Duhaime – yes

T. Tsantoulis – yes

J. Levesque – yes

D. Winterton - yes

J. Sullivan - yes

Vote unanimously in favor.

J. Sullivan motioned to exit non-public session of 05/09/18 at 9:35pm. Seconded by T. Tsantoulis. Vote unanimously in favor.

J. Sullivan motioned to seal the non-public minutes of 05/09/18. Seconded by D. Winterton. Vote unanimously in favor.

PUBLIC SESSION CONTINUED AT 9:35pm

D. Winterton motioned to amend Fire Chief James Burkush's employment contract for a 2% raise in base salary effective May 1, 2018 and to amend paragraphs 3 & 4 of his contract to reflect this wage increase as appropriate. Seconded by D. Ross. Vote unanimously in favor.

20. ADJOURNMENT

D. Ross motioned to adjourn the public session of 05/09/18 at 9:37pm. Seconded by J. Levesque. 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

Staff Report
Title: Tax Lien Abatement
Date: 5/23/2018

Background Discussion of Issues
<p>The property at 13 Carpenter Street had a mobile home on it as of 4/1/2015. Through probate a relative became owner of the home. A demo permit and the first issue tax bill were both issued on the same day 5/29/2015. The mobile home was removed 10/29/2015. Since the mobile home was there 4/1 is was taxable for the 2015 year. A second bill was issued. A tax lien was executed 5/6/2016. The owner of the old mobile home lives in Massachusetts where the tax bills were sent but never paid.</p> <p>On 6/26/2016 a permit was issued for a new 70x14 Mobile Home which was purchased 8/18/2016 by Theda Burgess. There are no actual closings on mobile homes so no title search is done. Only a bill of sale is prepared. Because the taxes stay with the location the owner of the new mobile home is receiving tax lien notices on the old mobile home.</p>
Recommendation (Including Suggested motion, if appropriate)
<p>It would cost the Town more money in attorney fees to file a claim in small claims court than the amount of the lien. The Board of Assessors recommends the Town Council abate the 2015 tax lien in the amount of \$430.30.</p>
Fiscal Impact
<p>Abatement Impact: \$430.30</p>
Prepared By: Elayne Pierson, Assessing Dept
Town Administrator's Recommendation

Timeline for property at 13 Carpenter Street				Map 39 Lot 1-34		4/25/2018
1969	Owner	Frederick N. Thomas				
		Marion E. Thomas	Name added to Deed			
1/20/2012		Frederick N. Thomas	Deceased			
4/29/2012		Marion E. Thomas	Deceased			
8/7/2014	Owner	Cynthia Kivlehan	Ownership By Probate	2012-0473		
5/29/2015	Owner	Cynthia Kivlehan	Applied for Demo Permit	(Moving Trailer off Site)		
5/29/2015	Owner	Cynthia Kivlehan	1st Issue 2015 Tax Bill			
11/16/2015	Owner	Cynthia Kivlehan	2nd Issue 2015 Tax Bill	\$366.00 Plus interest \$9.49		
5/6/2016	Owner	Cynthia Kivlehan	Tax Lien Executed 5/6/2016	Lien Total \$430.30		
10/29/2015	Owner	Cynthia Kivlehan	Mobile Home Removed.			
6/27/2016		Permit# 16A-85 issued for new 70 x 14 Mobile Home				
8/18/2016	Owner	New Mobile Home sold to Theda Burgess			Bk 3526 Page 2694	
Note:		Old Mobile Home still there 4/1/2015.				
Note 2:		There are no closings on the mobile homes so no title search. Bill of Sale is prepared.				

TOWN OF HOOKSETT
35 Main Street
Hooksett, NH 03106

COPY

BUILDING PERMIT

Application # 2011004221

Permit #: 15DM-04

Valid Date: 5/29/2015

App. Date: 5/29/2015

Issue Date: 5/29/2015

Expiration Date: 11/29/2016

Applicant Information	Owner Information
Name: Cynthis Kivlehan Address: 27 Burnap Street Wilmington, MA 01887 Phone:	Name: THOMAS, ESTATE OF FREDERICK N. Address: 13 CARPENTER STREET HOOKSETT, NH 03106-1201 Phone:
Location Information	Construction Details
Parcel ID: 0039-0001-0034 Location: 13 CARPENTER STREET	Project Type: Residential Const. Type: Demo Building Type: House
Project Description	

Demolition


THE FOLLOWING CONDITIONS ARE A PART OF THIS PERMIT:

Fee: \$50.00

POST IN A CONSPICUOUS PLACE VISIBLE FROM STREET

INSPECTION RECORD		
1 <input type="checkbox"/> Footer Inspection Required	4 <input type="checkbox"/> Plumbing Inspection Req'd	7 <input checked="" type="checkbox"/> Final Inspection Required
2 <input type="checkbox"/> Foundation Inpection Req'd	5 <input type="checkbox"/> Rough Electrical	8 <input type="checkbox"/> Chimney Inspection Req'd
3 <input type="checkbox"/> Rough Framing Inspection	6 <input type="checkbox"/> Insulation Inspection Req'd	9 <input type="checkbox"/> Other
WORK SHALL NOT PROCEED UNTIL THE INSPECTOR HAS APPROVED THE VARIOUS STAGES OF CONSTRUCTION REQUIRED ABOVE.	PERMIT SHALL BECOME NULL AND VOID IF DESCRIBED WORK IS NOT COMMENCED WITHIN (6) MONTHS OF ISSUE DATE.	PLUMBING, ELECTRICAL, AND MECHANICAL INSPECTIONS IN ADDITION TO THOSE LISTED ABOVE MAY BE REQUIRED.

Issued By:



Code Enforcement Officer

Property Location: 13 CARPENTER STREET

MAP ID: 39/ 1/ 34/ 1

Bldg Name:

State Use: 10

Vision ID: 3593

Account # 4358

Bldg #: 1 of 1

Sec #: 1 of 1 Card 1 of 1

Print Date: 02/20/2018 09:46

CURRENT OWNER		TOPO.	UTILITIES	STRT./ROAD	LOCATION	CURRENT ASSESSMENT				2115 HOOKSETT, NH VISION										
BURGESS, THEDA		1 Level	1 All Public	1 Paved	2 Suburban	Description	Code	Appraised Value	Assessed Value											
13 CARPENTER STREET		4 Rolling				RESIDNTL	1031	52,100	52,100											
HOOKSETT, NH 03106						RESIDNTL	1031	2,000	2,000											
Additional Owners:		SUPPLEMENTAL DATA																		
		Other ID: 00039 00001 00034																		
		SUB-DIV																		
		ACCOUNT#2 16087																		
		WARD 6																		
		PREC. CEN																		
		INVENTORY RYES 04/09/09																		
		GIS ID: 3593				ASSOC PID#														
RECORD OF OWNERSHIP		BK-VOL/PAGE	SALE DATE	q/u	v/i	SALE PRICE	V.C.	PREVIOUS ASSESSMENTS (HISTORY)												
BURGESS, THEDA		3526/2694	08/18/2016	U	1	0	1A	Yr.	Code	Assessed Value	Yr.	Code	Assessed Value	Yr.	Code	Assessed Value				
KIVLEHAN, CYNTHIA		2012-0473	08/07/2014	U	1	0	1N	2017	1031	52,100	2016	1031	0	2015	1031	14,200				
THOMAS, ESTATE OF FREDERICK N.						0		2017	1031	2,000				2015	1031	600				
								Total:		54,100	Total:		0	Total:		14,800				
EXEMPTIONS		OTHER ASSESSMENTS				This signature acknowledges a visit by a Data Collector or Assessor														
Year	Type	Description	Amount	Code	Description	Number	Amount	Comm. Int.												
Total:																				
ASSESSING NEIGHBORHOOD																				
NBHD/ SUB		NBHD Name		Street Index Name		Tracing		Batch												
0001/A																				
NOTES																				
ENT=00 RECHK FOR NEW HOME																				
AP=ROOF LEAKS																				
YELLOW																				
7/16/08 - NO CHANGE																				
DEMO MOBILE HOME 10/29/15																				
BUILDING PERMIT RECORD																				
Permit ID	Issue Date	Type	Description	Amount	Insp. Date	% Comp.	Date Comp.	Comments	Date	Type	IS	ID	Cd.	Purpose/Result						
CO16a-85	08/17/2016	CO	CO Issued	0		0		CO MOBILE HOME 70	01/12/2017			LM	15	Permit Visit						
16A-109	07/21/2016	AD	Addition	0		0		10 X 10 DECK W/ 5 FT	02/25/2016			LM	15	Permit Visit						
16A-85	06/27/2016	AD	Addition	0		0		70 X 14 MODILE HOME	10/29/2015			LM	15	Permit Visit						
15DM-04	05/29/2015	DE	Demolish	0		0		DEMO MOBILE HOME	12/11/2009			CA	09	Measure Est- Owner refu						
									09/22/2008			TH	56	Field Review						
LAND LINE VALUATION SECTION																				
B #	Use Code	Use Description	Zone	D	Front	Depth	Units	Unit Price	I. Factor	S.A.	Acre Disc	C. Factor	ST. Idx	Adj.	Notes- Adj	Special Pricing	S Adj	Adj. Unit Price	Land Value	
1	1031	MOBILE HM-NO LANI	COM				1 SF	15.12	0.9000	4	1.0000	1.00		0.00		Spec Use	Spec Calc	.00	13.61	0
Total Card Land Units: 0.00 AC Parcel Total Land Area: 0 AC																	Total Land Value: 0			

Property Location: 13 CARPENTER STREET

MAP ID: 39/ 1/ 34/ /

Bldg Name:

State Use: 103 00

Vision ID: 3593

Account #4358

Bldg #: 1 of 1

Sec #: 1 of 1

Card 1 of 1

Print Date: 05/10/2018 14:04

CONSTRUCTION DETAIL				CONSTRUCTION DETAIL (CONTINUED)								
Element	Cd.	Ch.	Description	Element	Cd.	Ch.	Description					
Style	20		Mobile Home									
Model	02		Mobile Home									
Grade	03		Average									
Stories	1		1 Story									
Occupancy	1			MIXED USE								
Exterior Wall 1	26		Aluminum Sidng	Code	Description		Percentage					
Exterior Wall 2				1031	MOBILE HM-NO LAND		100					
Roof Structure	01		Flat	COST/MARKET VALUATION								
Roof Cover	01		Metal/Tin	Adj. Base Rate:		60.07						
Interior Wall 1	04		Plywood Panel	Replace Cost		59,648						
Interior Wall 2				AYB		2016						
Interior Flr 1	06		Inlaid Sht Gds	EYB		2015						
Interior Flr 2	14		Carpet	Dep Code		A						
Heat Fuel	02		Oil	Remodel Rating								
Heat Type	04		Forced Air-Duc	Year Remodeled								
AC Type	01		None	Dep %		3						
Total Bedrooms	02		2 Bedrooms	Functional Obslnc								
Total Bthrms	1			External Obslnc								
Total Half Baths	0			Cost Trend Factor		1						
Total Xtra Fixtrs				Condition								
Total Rooms	4		4 Rooms	% Complete								
Bath Style	02		Average	Overall % Cond		97						
Kitchen Style	02		Average	Apprais Val		57,900						
Location Adj	007			Dep % Ovr		0						
				Dep Ovr Comment								
				Misc Imp Ovr		0						
				Misc Imp Ovr Comment								
				Cost to Cure Ovr		0						
				Cost to Cure Ovr Comment								
OB-OUTBUILDING & YARD ITEMS(L) / XF-BUILDING EXTRA FEATURES(B)												
Code	Description	Sub	Sub Descript	L/B	Units	Unit Price	Yr	Gde	Dp Rt	Cnd	%Cnd	Apr Value
PAV3	ASPHLT PARI			L	2	500.00	2016		0		100	1,000
SHD1	SHED FRAME			L	120	8.00	2016		0		100	1,000
BUILDING SUB-AREA SUMMARY SECTION												
Code	Description	Living Area		Gross Area		Eff. Area		Unit Cost		Undeprec. Value		
BAS	First Floor	980		980		980		60.07		58,867		
WDK	Deck, Wood	0		125		13		6.25		781		
Ttl. Gross Liv/Lease Area:				980		1,105		993		59,648		



COPY

TOWN OF HOOKSETT BUILDING PERMIT APPLICATION RESIDENTIAL – 1 & 2 FAMILY DWELLINGS

PROPERTY INFORMATION

Property Owner:	Cynthia Kivlehan			Building Permit No.:	15DM-04
Street Address:	13 Carpenter St			Phone Number:	978-658-3342
Applicant:	Cynthia Kivlehan				
Parcel Number	Map:	Lot:	Zoning:		
Type of Work:	<input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair/Replacement				
	<input checked="" type="checkbox"/> Demolition <input type="checkbox"/> Relocation <input type="checkbox"/> Foundation Only <input type="checkbox"/> Other _____				
Description of Work (See Attached Plans) moving trailer off site					
Building Area: _____ X _____ Total _____ SF Total Project Valuation: \$ _____					

<input checked="" type="checkbox"/> Central Water	<input type="checkbox"/> Manchester Water Works	<input type="checkbox"/> Pennichuck Water Works	<input type="checkbox"/> Village Water Works
<input type="checkbox"/> Private Well			

<input type="checkbox"/> Septic System	<input checked="" type="checkbox"/> Town Sewer
--	--

CONTRACTORS INFORMATION

	NAME	ADDRESS	PHONE NUMBER
General Contractor			
Architect/Engineer			
Mechanical			
Plumber			
Electrician			
Septic/Sewer Installer			

CERTIFICATION

The undersigned hereby agrees that the proposed work shall be done in accordance with the statements on this permit, and with the plans and specifications submitted, and that the work connected therewith shall conform to the building code, zoning ordinances and regulations of the Town of Hooksett. It is the responsibility of the applicant, contractor and/or owner to notify the Building Inspector when foundation, frame, chimneys, electrical wiring, plumbing, insulation, etc. and final completion are ready for inspection. The undersigned agrees property will be inspected by an Assessing Official.

Owner's Signature: Cynthia Kivlehan
(If not signed, the undersigned contractor certifies he is authorized to apply for this permit.)

Date: 5-29-15

Contractor's Signature: _____

Date: _____

Other Requirements

- One (1) set of construction plans (11 X 17 for new construction) and a plot plan.
- Electrical and plumbing applications must be filed separately by the licensed professional in the Building Office.
- Fuel tanks, oil and gas line permits must be obtained from the Fire Department.
- Driveway permit must be obtained from Department of Public Works before installation.
- A certified footing location survey is required to be submitted for all new construction before installing foundation walls.

APPROVED BY: _____
Matthew Lavoie, Code Enforcement Officer

_____ Date



Town of Hooksett Real Estate Tax Bill

35 Main Street, Hooksett, NH 03106

First Bill

12.00% APR Interest Charged After

TAX YEAR	ACCOUNT NUMBER	BILLING DATE	INTEREST RATE	DUE DATE
2015	0014405 - 004358	5/29/2015	12% if paid after	7/1/2015
MAP/PARCEL	LOCATION	AREA		
0039-0001-0034	13 CARPENTER STREET			
OWNER OF RECORD		TAX CALCULATION		



5655 31 30 PRSRT FIRST CLASS *****AUTO**MIXED AADC 030
CYNTHIA KIVLEHAN
27 BURNAP ST
WILMINGTON MA 01887-3713

Municipal Tax Amount 96.19
School Tax Amount 191.19
State Tax Amount 34.98
County Tax Amount 45.64

Total Tax 368.00

Estimated Tax Amt 184.00
Paid to Date -0.64

2015 TAX RATE PER \$1000	ASSESSED VALUATION		
Municipal 6.49	Buildings	14,800	
School 12.90			
State 2.36			
County 3.08			
TOTAL:	24.83	NET VALUE:	14,800

<Amount To Pay> 183.36

Payments may be made online at
www.hooksett.org

INFORMATION TO TAXPAYERS	PAYMENT POLICIES
<p>TAXPAYERS HAVE THE RIGHT TO APPLY IN WRITING, BEFORE MARCH 1ST BEFORE THE YEAR FOLLOWING THE MAILING OF THE SECOND-ISSUE (DECEMBER) TAX BILL, FOR AN ABATEMENT OF THE ASSESSED TAX AS PROVIDED UNDER RSA 76:16.</p> <p>IF YOU ARE ELDERLY, DISABLED, BLIND, A VETERAN OR VETERAN'S SPOUSE, OR ARE UNABLE TO PAY TAXES DUE TO POVERTY OR OTHER GOOD CAUSE, YOU MAY BE ELIGIBLE FOR A TAX EXEMPTION, CREDIT, ABATEMENT OR DEFERRAL. FOR DETAILS AND APPLICATION, CONTACT THE ASSESSING OFFICE AT 268-0003.</p> <p>TAXPAYERS REQUIRING INFORMATION ABOUT ASSESSMENTS, OWNERSHIP CHANGES, OR CHANGES IN MAILING ADDRESS, SHOULD CONTACT THE ASSESSING OFFICE AT 268-0003.</p> <p>THIS BILL LISTS CURRENT-YEAR INFORMATION ONLY. LIEN REFERENCES DO NOT INCLUDE INTEREST. FOR PAYOFF AMOUNTS ON PROPERTY TAX LIENS, CONTACT THE TAX COLLECTOR'S OFFICE AT 485-9534.</p> <p>FOR QUESTIONS ABOUT TAXES OR INTEREST, CONTACT THE TAX COLLECTOR'S OFFICE AT 485-9534.</p>	<p>THE TOWN DOES NOT ACCEPT POST DATED CHECKS. PER RSA 80:56 CHECKS RETURNED BY THE BANK FOR ANY REASON ARE SUBJECT TO A \$25.00 FEE, PLUS PENALTIES AND INTEREST.</p> <p>TAX BILLS ARE SENT TO THE MOST CURRENT OWNER AS REPORTED TO THE TOWN OF HOOKSETT BY THE MERRIMACK COUNTY REGISTRY OF DEEDS. WE REGRET THAT WE CANNOT ASSUME RESPONSIBILITY FOR THE TIMELINESS OF THIS INFORMATION.</p> <p>PLEASE USE THE CORRECT 9-1-1 ADDRESS AS INDICATED ON THIS BILL. WE ARE NOT RESPONSIBLE FOR MIS-APPLIED PAYMENTS SENT TO US WITH INCORRECT ADDRESS/AND/OR MAP AND LOT NUMBER REFERENCES. TO ENSURE ACCURACY, RETURN BOTTOM PORTION OF BILL WITH PAYMENT.</p> <p>RECEIPTS WILL BE PROVIDED TO TAXPAYERS WHO RETURN BOTH PORTIONS OF THE BILL WITH A STAMPED SELF-ADDRESSED RETURN ENVELOPE.</p> <p>MAKE CHECKS PAYABLE TO THE TOWN OF HOOKSETT.</p> <p>CREDIT CARDS ARE NOW ACCEPTED IN THE TAX OFFICE WITH 2.95% CONVENIENCE FEE.</p>



Town of Hooksett Real Estate Tax Bill

35 Main Street, Hooksett, NH 03106

First Bill

12.00% APR Interest Charged After

First Bill			2015
TAX YEAR	ACCOUNT NUMBER	BILLING DATE	7/1/2015
2015	0014405 - 004358	5/29/2015	CURRENT AMOUNT DUE
MAP/PARCEL	LOCATION OF PROPERTY	<Amount to Pay> 183.36	
0039-0001-0034	13 CARPENTER STREET	TAX COLLECTOR'S OFFICE HOURS	

CYNTHIA KIVLEHAN
27 BURNAP ST
WILMINGTON MA 01887-3713

MONDAY - FRIDAY
8:00 AM TO 4:30 PM
PHONE: (603) 485-9534

FOR RECEIPT: RETURN ENTIRE BILL WITH YOUR PAYMENT AND A SELF-ADDRESSED, STAMPED RETURN ENVELOPE.



Town of Hooksett Real Estate Tax Bill

35 Main Street, Hooksett, NH 03106

Second Bill

12.00% APR Interest Charged After

TAX YEAR	ACCOUNT NUMBER	BILLING DATE	INTEREST RATE	DUE DATE
2015	0014405 - 004358	11/16/2015	12% if paid after	12/16/2015
MAP/PARCEL	LOCATION	AREA		
0039-0001-0034	13 CARPENTER STREET			
OWNER OF RECORD			TAX CALCULATION	



5665 31 30 PRSRT FIRST CLASS *****AUTO**MIXED AADC 030
CYNTHIA KIVLEHAN
27 BURNAP ST
WILMINGTON MA 01887-3713

Municipal Tax Amount	89.43
School Tax Amount	191.59
State Tax Amount	37.16
County Tax Amount	47.82

Total Tax 366.00

Actual Tax Amount	366.00
Paid to Date	-0.64
Interest Due	10.13

2015 TAX RATE PER \$1000		ASSESSED VALUATION	
Municipal	6.04	Buildings	14,800
School	12.94		
State	2.51		
County	3.23		
TOTAL:	24.72	NET VALUE:	14,800

<Amount To Pay> 375.49

Payments may be made online at
www.hooksett.org

INFORMATION TO TAXPAYERS

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IF YOU ARE ELDERLY, DISABLED, BLIND, A VETERAN OR VETERAN'S SPOUSE, OR ARE UNABLE TO PAY TAXES DUE TO POVERTY OR OTHER GOOD CAUSE, YOU MAY BE ELIGIBLE FOR A TAX EXEMPTION, CREDIT, ABATEMENT OR DEFERRAL. FOR DETAILS AND APPLICATION, CONTACT THE ASSESSING OFFICE AT 268-0003.

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FOR QUESTIONS ABOUT TAXES OR INTEREST, CONTACT THE TAX COLLECTOR'S OFFICE AT 485-9534.

PAYMENT POLICIES

THE TOWN DOES NOT ACCEPT POST DATED CHECKS.

PER RSA 80:56 CHECKS RETURNED BY THE BANK FOR ANY REASON ARE SUBJECT TO A \$25.00 FEE, PLUS PENALTIES AND INTEREST.

TAX BILLS ARE SENT TO THE MOST CURRENT OWNER AS REPORTED TO THE TOWN OF HOOKSETT BY THE MERRIMACK COUNTY REGISTRY OF DEEDS. WE REGRET THAT WE CANNOT ASSUME RESPONSIBILITY FOR THE TIMELINESS OF THIS INFORMATION.

PLEASE USE THE CORRECT 9-1-1 ADDRESS AS INDICATED ON THIS BILL. WE ARE NOT RESPONSIBLE FOR MIS-APPLIED PAYMENTS SENT TO US WITH INCORRECT ADDRESS/AND/OR MAP AND LOT NUMBER REFERENCES. TO ENSURE ACCURACY, RETURN BOTTOM PORTION OF BILL WITH PAYMENT.

RECEIPTS WILL BE PROVIDED TO TAXPAYERS WHO RETURN BOTH PORTIONS OF THE BILL WITH A STAMPED SELF-ADDRESSED RETURN ENVELOPE.

MAKE CHECKS PAYABLE TO THE TOWN OF HOOKSETT.

CREDIT CARDS ARE NOW ACCEPTED IN THE TAX OFFICE WITH 2.95% CONVENIENCE FEE.



Town of Hooksett Real Estate Tax Bill

35 Main Street, Hooksett, NH 03106

Second Bill

12.00% APR Interest Charged After

TAX YEAR	ACCOUNT NUMBER	BILLING DATE	12/16/2015
2015	0014405 - 004358	11/16/2015	CURRENT AMOUNT DUE
MAP/PARCEL	LOCATION OF PROPERTY	<Amount to Pay> 375.49	
0039-0001-0034	13 CARPENTER STREET		

CYNTHIA KIVLEHAN
27 BURNAP ST
WILMINGTON MA 01887-3713

TAX COLLECTOR'S OFFICE HOURS

MONDAY - FRIDAY
8:00 AM TO 4:30 PM
PHONE: (603) 485-9534

FOR RECEIPT: RETURN ENTIRE BILL WITH YOUR PAYMENT AND A SELF-ADDRESSED, STAMPED RETURN ENVELOPE.

MERRIMACK COUNTY RECORDS *Kathi L. Guay* CPO, Register

REPORT OF COLLECTOR'S EXECUTION OF REAL ESTATE TAX LIEN

Page# 23 of 39
Date 05/06/16

✓ City/Town of : Hooksett
Place of Execution : Hooksett Municipal Building
Date of Execution : May 6, 2016
Year of Levy : 2015

B
16⁰⁰

Owner or Person Taxed and Description of Real Estate	Lien Amounts	
KELLY REV TRUST 1993, JOHN M. L/B 1317 HOOKSETT ROAD 0025-0020	Taxes	146.43
	Interest	0.53
	Fees/Costs	37.75
	Lien Total	184.71
KEYLAND PROPERTIES LLC L/B 412 WEST RIVER ROAD 0013-0001	Taxes	9,186.00
	Interest	683.64
	Fees/Costs	37.75
	Lien Total	9,907.39
KEYLAND PROPERTIES LLC L/O 411 WEST RIVER ROAD 0013-0002	Taxes	433.00
	Interest	32.20
	Fees/Costs	10.00
	Lien Total	475.20
KHAN, MAMOON R. GUL, SHUMAILA L/B 13 STIRLING AVENUE 0019-0011-0009	Taxes	156.43
	Interest	3.65
	Fees/Costs	37.75
	Lien Total	197.83
KIVLEHAN, CYNTHIA B/O 13 CARPENTER STREET 0039-0001-0034	Taxes	365.36
	Interest	27.19
	Fees/Costs	37.75
	Lien Total	430.30
KOUSTAS, KOSMAS N. B/O 1465 HOOKSETT ROAD 141 0018-0049-0141	Taxes	2,438.31
	Interest	98.00
	Fees/Costs	37.75
	Lien Total	2,574.06
KULIGA, STANLEY KULIGA, HELEN N. L/B 7 ORCHARD DRIVE 0016-0028	Taxes	1,330.00
	Interest	62.09
	Fees/Costs	37.75
	Lien Total	1,429.84
LABIB, SUZY B/O 5 EMBASSY AVENUE 0039-0001-0007	Taxes	1,152.50
	Interest	61.89
	Fees/Costs	37.75
	Lien Total	1,252.14

35 Main Street
Hooksett, NH 03106
(603) 485-9534

STATEMENT DATE
02/14/18
PAGE# 1

NOTICE OF TAX DELINQUENCIES AND UNREDEEMED TAX LIENS

16087 THEYDA BURGESS
13 CARPENTER STREET
HOOKSETT, NH 03106

B/O 13 CARPENTER STREET
SERIAL# 4358
MAP/BLK 0039-0001-
LOT/PG# 0034

<<IMPORTANT: IF YOU ARE IN BANKRUPTCY, TURN OVER FOR MORE INFORMATION>>

According to my records the following tax accounts remain unpaid:

Unpaid tax liens: TAX LIEN DESCRIPTION AND YEAR	INV#	TAX LIEN DUE	TAX LIEN DATE	PENALTY OR INTEREST RATE
2015 Tax Lien	268767	430.30*	05/07/16	18.00% PER YR

* If full redemption of the outstanding 2015 tax lien due amount for the 2015 tax levy; including statutory interest, cost accrued there on and subsequent tax payments, is not made by May 23, 2018 a tax deed will be issued to the holder of the lien pursuant to RSA 80:38 or RSA 80:76.

Please Contact the Tax Office for the correct interest computation and/or cost prior to the final payment. Please see other side for more information. Thank you Tax Office

Tax Collector: Kimberly A Blichmann

606-2835

~~606-39~~

MERRIMACK COUNTY RECORDS *Kathi L. Guay*, CPO, Register

Grantee

4358

WARRANTY DEED

16087 ✓

KNOW ALL PERSONS that by these presents that Burgess Mobile Homes Inc.,
a New Hampshire Corporation, with an address of 1180 D.W. Highway No. Hooksett,
New Hampshire, for consideration paid grants to Theyda Burgess, of 13 Carpenter St.
Hooksett NH 03106. with WARRANTY COVENANTS, the following

2017 Titan Model PINNACLE # pn829 Serial # QTO22679

Width 13' 6" Length 66

Date of Manufacture 06-06-16

Located at 13 Carpenter St. Hooksett NH

70x14 MH

16A-85

8-17-16

Roger and Bonnie Burgess, owners of the tract or parcel of land up
described manufactured housing is situated in town of Hooksett State of
consents to the conveyance of the above described housing

CO ISSUED
K. Guay

99-1-34

This conveyance is an initial sale of manufactured housing in stock and trade and is
exempt from the real estate transfer tax pursuant to RSA 78-B:41V (a)

DATED this 15th day of August, 2016

State of New Hampshire

County of Merrimack

Before me, this 15 day of August 2016, personally appeared, Roger Burgess
who acknowledged the foregoing to be his voluntary act and deed.

Jennifer L. Graf
Notary public / Justice of the Peace
My Commission Expires:

JENNIFER L. GRAF
Notary Public, New Hampshire
My Commission Expires Aug 26, 2020

Burgess Mobile Homes Inc.

By: *Roger Burgess*
Roger Burgess Pres.

Staff Report
Title: K9 Program Donation
Date: 5/23/18

Background Discussion of Issues
Monique Cote-Melendez of Hooksett, would like to donate \$2,500.00 to the Hooksett Police Department. Mrs. Cote-Melendez requests the money be used to help fund the K9 Program.
Recommendation (Including Suggested motion, if appropriate)
Motion to accept the donation of \$2,500.00 from Monique Cote-Melendez, to the Town of Hooksett for the Hooksett Police Department K9 program per RSA 31:95-b,III (b) and return that amount to the Police Departments budget, Donation line.
Fiscal Impact
None
Prepared By: Captain Jake Robie
Town Administrator's Recommendation

Staff Report
Create a Trust Fund for K-9 Program for the Police Department
May 23, 2018

Background Discussion of Issues
<p>Per RSA 31:19 Towns are allowed to hold in trust gifts that are for any public purpose that is not foreign to their institution or incompatible with the objects of their organization. The Council can create the trust and should appoint an agent to expend any funds in the trust for the purposes of the trust. Trusts are held with the Trustees of the Trust Funds, and will not be commingled with public funds (tax dollars). Annual accounting and report of activities of the trust shall be presented and published in the annual report. When the trust is on longer needed Council can close it and the monies in the trust are returned to the Treasurer.</p>
Recommendation (Including Suggested motion, if appropriate)
<p>Motion to establish a trust fund under RSA 31:19 for the purpose of a K-9 Program for the Police Department and to name the Town Administrator as the agent to expend.</p>
Fiscal Impact
Prepared By: Christine Soucie, Finance Director
Town Administrator's Recommendation

TITLE III

TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 31

POWERS AND DUTIES OF TOWNS

Trust Funds

Section 31:19

31:19 In General. –

I. Towns may take and hold in trust gifts, legacies, and devises made to them for the establishment, maintenance, and care of libraries, reading-rooms, schools, and other educational facilities, parks, cemeteries, and burial lots, the planting and care of shade and ornamental trees upon their highways and other public places, and for any other public purpose that is not foreign to their institution or incompatible with the objects of their organization.

II. Towns may authorize the board of selectmen, or town council if there is one, to accept such trusts without further action by the town.

III. Such authority to accept shall continue in effect for one year from the date of town meeting or action by the town council. The authority to accept trusts may be granted for an indefinite period, in which case the warrant article or vote granting such authority shall use the words, "indefinitely" or "until rescinded" or similar language.

Source. GL 49:7; 50:3. PS 40:5. 1901, 83:1. 1907, 70:1. PL 42:18. 1941, 43:1. RL 51:19, RSA 31:19. 1995, 137:1, eff. May 24, 1995.

TITLE III

TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 31

POWERS AND DUTIES OF TOWNS

Trust Funds

Section 31:19-a

31:19-a Trust Funds Created by Towns. –

I. A town may at any annual or special meeting grant and vote such sums of money as it deems necessary to create trust funds for the maintenance and operation of the town; and any other public purpose that is not foreign to the town's institution or incompatible with the objects of its organization. The town may appoint agents to expend any funds in the trust for the purposes of the trust. An annual accounting and report of the activities of the trust shall be presented to the selectmen and published in the annual report.

II. Trust funds created pursuant to this section shall be revocable by majority vote of the legal voters present and voting at any annual meeting, unless the vote creating the trust expressly provides that the trust shall be irrevocable, and upon revocation the trustees of trust funds holding the account for said trust shall pay all the moneys in such fund to the town treasurer.

III. Notwithstanding any other provision of this chapter, any trust fund created under this section shall be subject to the same provisions concerning custody, investment, expenditure, change of purpose, and audit as are reserve funds established under RSA 34:1, 34:1-a, 35:1 or 35:1-c. The legal validity of such a fund properly established shall not be affected by its designation as a "trust," "reserve," "capital reserve," or any other designation.

IV. The local legislative body may authorize the acceptance of privately donated gifts, legacies, and devises to be utilized for the same purposes as a trust fund created under this section; provided, however, that such gifts, legacies, or devises shall be invested and accounted for separately from, and not commingled with, amounts appropriated under paragraph I, and shall be subject to the custody and investment provisions applicable to trust funds accepted under RSA 31:19.

V. A trust fund created under the provisions of this section that is established for the purpose of maintaining health insurance funds for the benefit of employees and retired employees of any town shall be exempt from the provisions of RSA 35:8 or 34:4, and, when so established, the town may name its own trustees who may expend any funds in the trust for the payment of health claims or health insurance premiums for the benefit of any employees or retired employees of the town. An annual accounting and report of the activities of the trust shall be presented to the selectmen and published in the annual report.

Source. 1983, 264:2. 1991, 231:1. 1993, 176:1, 2. 1995, 20:2, 3, eff. June 11, 1995. 1998, 44:1, eff. July 4, 1998.

CHRONOLOGY OF EVENTS

- 10/6/17 Town issues Stop Work Order pursuant to Article 16.01 of the General Conditions.
- 10/10/17 Meeting between Town, Dubois & King, and ED Swett to discuss Stop Work Order. Dubois & King and ED Swett warned Town that Stop Work Order would delay completion of the Project and recommended that Stop Work Order be lifted.
- 10/23/17 Meeting between Town, Dubois & King, and ED Swett. Engineer and Contractor repeat warning that Stop Work Order would delay completion of the Project.
- 10/25/17 ED Swett issues letter to Town and Dubois & King stating that a Change Proposal will be forthcoming, pursuant to Article 16.01 of the General Conditions, regarding the Stop Work Order issued by the Town.
- 10/30/17 Hooksett Wastewater Treatment Facility Board of Sewer Commissioners issues a letter to the Town stating that pumping is not a good option for the winter and that if anything happens the wastewater could overflow and go into the river causing violations.
- 11/3/17 ED Swett issues Proposed Change Order No. 2 as required by Article 16.01.A of the General Conditions.
- 11/14/17 Town lifts Stop Work Order, and instructs Contractor to immediately resume work.
- 12/11/17 ED Swett issues Proposed Change Order No. 2. (\$273,481.16)
- 12/13/17 – 1/18/18 ED Swett, Dubois & King and the Town exchange numerous, e-mails, etc., regarding items to be included and revisions requested to Change Order No. 2 as submitted by ED Swett on 12/11/17.
- 1/18/18 Project Engineer approves Revised Change Order No. 2 (\$240,134.01) triggering thirty (30) day period during which Town can contest Revised Change Order.
- 2/17/18 Project Engineer's decision on Revised Change Order No. 2 became final and binding on the Contractor and the Town pursuant to Article 11.06.A.3 of the General Conditions.

- 3/5/18 ED Swett issues a Third Notice of Material Breach after Town refuses to pay Contractor's Application for Payment No. 9 which included costs relating to Revised Change Order No. 2.
- 4/23/18 ED Swett issues a Fourth Notice of Material Breach regarding non-payment of Contractor's Application for Payments No. 10 and 11, which also included costs relating to Revised Change Order No. 2.
- 4/24/18 The Town issues partial payment of Contractor's Application for Payments No. 9, 10 and 11 in the amount of \$95,928.80.
- 5/1/18 ED Swett issues a 5th Notice of Material Breach regarding non-payment of the outstanding balance for Contractor's Application for Payments No. 9, 10 and 11 (\$210,936.52).
-

RELEVANT CONTRACT PROVISIONS

ARTICLE 6.02 OF THE CONTRACT ***Progress Payments; Retainage***

- A.1 Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below . . . in accordance with the Contract
- a. 100 percent of Work completed
 - b. 100 percent of cost of materials and equipment not incorporated in the Work (with the balance being retainage).

ARTICLE 16 OF THE GENERAL CONDITIONS **SUSPENSION OF WORK AND TERMINATION**

16.01 Owner May Suspend Work

- A. At any time and without cause, Owner may suspend the Work or any portion thereof for a period of not more than 90 consecutive days by written notice to Contractor and Engineer. Such notice will fix the date on which Work will be resumed. Contractor shall resume the Work on the date so fixed. Contractor shall be entitled to an adjustment in the Contract Price or an extension of the Contract Times, or both, directly attributable to any such suspension. Any Change Proposal seeking such adjustments shall be submitted no later than 30 days after the date fixed for resumption of Work. (Emphasis supplied)

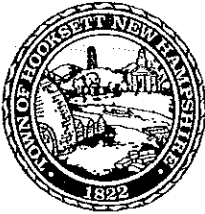
**ARTICLE 11 OF THE GENERAL CONDITIONS
AMENDING THE CONTRACT DOCUMENTS; CHANGES IN THE WORK**

11.06 Change Proposals

- A. Contractor shall submit a Change Proposal to Engineer to request an adjustment in the Contract Times or Contract Price; . . . The Change Proposal shall specify any proposed change in Contract Times or Contract Price, or both, or other proposed relief, and explain the reason for the proposed change, with citations to any governing or applicable provisions of the Contract Documents.
1. *Procedures:* Contractor shall submit each Change Proposal to Engineer promptly (but in no event later than 30 days) after the start of the event giving rise thereto, or after such initial decision. The Contractor shall submit supporting data, including the proposed change in Contract Price or Contract Time (if any), to the Engineer and Owner within 15 days after the submittal of the Change Proposal. The supporting data shall be accompanied by a written statement that the supporting data are accurate and complete, and that any requested time or price adjustment is the entire adjustment to which Contractor believes it is entitled as a result of said event. Engineer will advise Owner regarding the Change Proposal, and consider any comments or response from Owner regarding the Change Proposal.
2. *Engineer's Action:* Engineer will review each Change Proposal and, within 30 days after receipt of the Contractor's supporting data, either deny the Change Proposal in whole, approve it in whole, or deny it in part and approve it in part. Such actions shall be in writing, with a copy provided to Owner and Contractor. . . .
3. *Binding Decision:* Engineer's decision will be final and binding upon Owner and Contractor, unless Owner or Contractor appeals the decision by filing a Claim under Article 12. (Emphasis supplied)

**ARTICLE 12 OF THE GENERAL CONDITIONS
CLAIMS**

- 12.01.B** *Submittal of Claim:* The party submitting a Claim shall deliver it directly to the other party to the Contract promptly (but in no event later than 30 days) after the start of the event giving rise thereto; in the case of appeals regarding Change Proposals within 30 days of the decision under appeal. . . .



Department of Public Works /
Community Development
35 Main Street
HOOKSETT, NEW HAMPSHIRE

October 6, 2017

Christopher W. Robert, P.E., President
E.D. Swett, Inc.
8 Industrial Park Drive
Concord, NH 03301-8512

Re: NOTICE TO CEASE WORK ON NORTHERN BRIDGE SPAN
File 15-01 Town of Hooksett Lilac Pedestrian Bridge
Construction Phase (NHDOT Project No 29655)

Dear Mr. Robert:

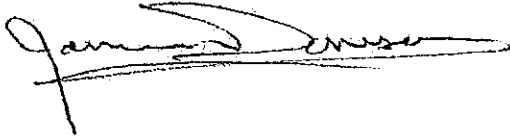
The Town is writing to notify E.D. Swett, Inc. that you are to cease any further construction activities on the northern most bridge span of the Lilac Pedestrian Bridge. The third of three bridge spans was recently set on 10/2/17 and we subsequently immediately realized that the three spans are not symmetrical. The top and bottom and chords of the northern span are smaller than the middle and southern spans. The Town has always had the expectation based upon all previous presentations by Dubois & King, Inc. and as presented in the contract drawings that the bridge would be symmetrical. The Town is extremely disappointed with the bridge discrepancy situation as it presently exists.

The Town is advising E.D. Swett that you may continue other bridge project related work including but not limited to removal of the stone causeway which is required to be removed by 10/13/17 prior to Eversource beginning the raising of the Merrimack River water levels and also work on the other bridge sections and both approaches to the bridge.

As you have accepted the invitation you are aware that a meeting has been scheduled to discuss this situation with E.D. Swett, Inc. and Dubois & King, Inc. on Tuesday, October 10, 2017 at 10:00 am. Big R Bridges has indicated that they would provide information to you prior to that meeting time on alternative solutions including the complete replacement of the existing bridge span with a matching symmetrical bridge span.

Please do not hesitate to contact me at 603-419-4003 if you have any questions or comments regarding this notice to stop work on the northern bridge section.

Sincerely,

A handwritten signature in black ink, appearing to read "James J. Donison", with a long horizontal flourish extending to the right.

James J. Donison, P.E.
Assistant Public Works Director/Town Engineer

Cc: File #15-01
Attorney Matthew Serge, DrummondWoodsum Attorneys At Law via email:
mserge@dwmlaw.com
Dr. Dean Shankle, Town Administrator
Robert Durfee, P.E., Dubois & King, Inc. via email: rdurfee@dubois-king.com
Jeff Tucker, President, Dubois & King, Inc. via email: jtucker@dubois-king.com
David Rogers, Big R Bridge via email: drogers@bigrbridge.com



E.D. SWETT, INC.

8 INDUSTRIAL PARK DRIVE
CONCORD, NEW HAMPSHIRE 03301-8512

Phone: (603) 224-7401
Fax: (603) 224-5006

James Donison, P.E.
Assistant Public Works Director/Town Engineer
35 Main Street
Hooksett, N.H. 03106

October 25, 2017

**Re: Notice to Cease Work Dated October 6, 2017
Town of Hooksett Lilac Pedestrian Bridge
Your File No. 15-01 (NHDOT Project No. 29655)**

Dear James:

On October 6, 2017 the Town issued a notice to cease all construction activities on the north span of the Lilac Pedestrian Bridge ("Project"). Although E.D. Swett has continued working on other portions of the Project, the Town's decision to suspend all work on the north span of the Project is interfering with our ability to construct the Project.

Pursuant to Article 16.01 of the General Conditions, E.D. Swett will be submitting a Change Proposal. We therefore need to know when work on the north span will resume.

Please identify the date on which Work on the north span will be resumed.

Sincerely,

Christopher Robert, P.E.
President

cc: Dean Shankle, Ph.D., Town Administrator
Robert Durfee, P.E., Dubois & King, Inc.
File



Hooksett Wastewater Treatment Facility

Board of Sewer Commissioners

1 Egawes Drive

Hooksett, NH 03106

(603) 485-7000

October 30, 2017

Jim Donnison, Town Engineer
Town of Hooksett
35 Main St.
Hooksett, NH 03106

RE: Temporary Sewer Line
New Pedestrian Bridge

Dear Mr. Donnison:

After consulting with the New Hampshire Department of Environmental Services, the Board of Sewer Commissioners is recommending that a temporary gravity sewer line be run over the new walking bridge. The gravity sewer lines at the north and south end of the bridge should be finished and a temporary connection should be made on the section of the bridge in question. That section must be designed so that it will not come apart. The Town will still be responsible for the temporary sewer until the bridge is finished.

Pumping for the winter is not a good option due to possible power outages, frozen pipes, and etc. There is no generator on the north side and if anything happens the wastewater could overflow and go into the river causing violations.

If you have any questions, please do not hesitate to call.

Sincerely,

Sidney Baines, Chairman
For the Board of Sewer Commissioners

Cc: Dean Shankle, Town Administrator
Robert H. Durfree, PE, SECB, Dubios & King
Mary Jane Meier, NH D.E.S

Proposed Change Order No. 2

Date of Issuance: November 3, 2017	Effective Date: October 6, 2017
Owner: Town of Hooksett	Owner's Contract No.: 17-01
Contractor: E.D. Swett, Inc.	Contractor's Project No.: 201703
Engineer: DuBois & King, Inc.	Engineer's Project No.: 622910
Project: Lilac Pedestrian Bridge	Contract Name: Lilac Pedestrian Bridge

The Contract is modified as follows upon execution of this Change Order: The notice to cease all construction activities on the north span issued by the Owner on October 6, 2017 will necessitate an increase in Contract Price and the increase in Contract Time, however it is premature to calculate the amounts of the increases because the Owner has not yet set a date for resumption of the Work.

Description: On October 6, 2017 the Owner issued a notice to cease all construction activities on the north span of the Lilac Pedestrian Bridge ("Project"). Although E.D. Swett has continued working on other portions of the Project, the Town's decision to suspend all work on the north span of the Project has interfered with E.D. Swett's ability to construct the Project and will delay completion of the Project. To date the Town has not identified the date on which Work on the north span will resume, so at this time E.D. Swett cannot determine what the change in the Contract Price and the change in the Contract Times will be. Pursuant to Article 16.01.A of the General Conditions, E.D. Swett will submit a Revised Proposed Change Order No. 2 no later than thirty days after the date fixed for resumption of the Work.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price: \$3,345,941.00	Original Contract Times: Substantial Completion: December 11, 2017 Ready for Final Payment: January 10, 2018
Increase from previously approved Change Orders: \$125,000.00	Changes from previously approved Change Orders: Substantial Completion: None. Ready for Final Payment: None.
Contract Price prior to this Change Order: \$3,470,941.00	Contract Times prior to this Change Order: Substantial Completion: December 11, 2017 Ready for Final Payment: January 10, 2018
Increase of this Change Order: \$ [To be determined after Owner fixes date for resumption of Work].	Increase of this Change Order: [To be determined after Owner fixes date for resumption of Work].
Contract Price incorporating this Change Order: \$ [To be determined after Owner fixes date for resumption of Work].	Contract Times with all approved Change Orders: [To be determined after Owner fixes date for resumption of Work].

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RECOMMENDED:

By: _____
Engineer

Title: _____

Date: _____

ACCEPTED:

By: _____
Owner (Authorized Signature)

Title: _____

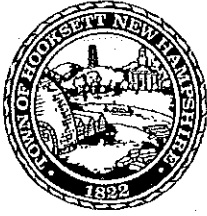
Date: _____

ACCEPTED:

By:  _____
Contractor (Authorized
Signature)

Title: President

Date: 11/3/2017



HOOKSETT, NEW HAMPSHIRE
Department of Public Works /
Community Development
35 Main Street

November 14, 2017

Christopher W. Robert, P.E., President
E.D. Swett, Inc.
8 Industrial Park Drive
Concord, NH 03301-8512

**Re: Official Lifting of Cease Order Notice for Work on Northern Bridge Span
File 15-01 Town of Hooksett Lilac Pedestrian Bridge
Construction Phase (NHDOT Project No 29655)**

Dear Mr. Robert:

As a follow-up to our 11/13/17 email, the Town is officially notifying ED Swett that under Article 16.01 of the contract documents that the cease order to stop work on the northern bridge span is LIFTED. Please proceed immediately with the completion of the project including but not limited to the sewer line installation.

In addition, the Town will promptly proceed to pay 90% of the two outstanding invoices. The Town will hold the remaining 10% of invoices with the understanding that legal counsel for the Town and ED Swett will have further discussions concerning the north span.

Please do not hesitate to contact me at 603-419-4003 if you have any questions or comments.

Sincerely,

James J. Donison, P.E.
Assistant Public Works Director/Town Engineer

Cc: File #15-01
Attorney Matthew Serge, DrummondWoodsum Attorneys At Law via email:
mserge@dwmlaw.com
Dr. Dean Shankle, Town Administrator



E.D. SWETT, INC.

8 INDUSTRIAL PARK DRIVE
CONCORD, NEW HAMPSHIRE 03301-8512

Phone: (603) 224-7401
Fax: (603) 224-5006

By E-Mail Only

December 11, 2017

Darren M. Benoit, P.E.
DuBois & King Inc.
18 Constitution Drive, Suite 8
Bedford, NH 03110

Re: CHANGE ORDER NO. 2
Town of Hooksett Lilac Pedestrian Bridge
Your File No. 15-01 (NHDOT Project No. 29655)

Dear Mr. Benoit:

Attached please find the Contractor's proposed Change Order No. 2 which relates to the Cease Work Order the Town issued on October 6, 2017. I am also attaching the supporting data which is available at this time (the Contractor reserves the right to submit additional supporting data if such information become available at a later time).

On behalf of the Contractor I certify that the supporting data is accurate, and that to the best of the Contractor's knowledge and belief the amount of time and money requested accurately reflects the full amount to which Contractor is entitled to as a result of the Cease Work Order. Please note that the requested extension of the Contract Time is premised on the assumption that all snow will have melted from the area where the Project is located by April 1, 2018. If this does not occur, the Contractor reserves the right to seek an additional extension of the Contract Time.

Please contact me if you have any questions or if there is any additional information you need.

Sincerely,

Christopher Robert, P.E.
President

cc: James Donison, P.E.
Dean Shankle, Ph.D.

Change Order No. 2

Date of Issuance: 12/11/17	Effective Date: 12/11/17
Owner: Town of Hooksett	Owner's Contract No.: 17-01
Contractor: E.D. Swett, Inc.	Contractor's Project No.:
Engineer: DuBois & King, Inc.	Engineer's Project No.: 622910
Project: Lilac Pedestrian Bridge	Contract Name: Lilac Pedestrian Bridge

The Contract is modified as follows upon execution of this Change Order:

1. Change in Work: Cease Work Order
2. Change in Contract Times: Cease Work Order

Attachments: 1. Description of Work
2. Change of Contract time

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ 3,345,941.00	Original Contract Times: Substantial Completion: <u>12/11/17</u> Ready for Final Payment: <u>1/10/18</u> days or dates
[Increase] [Decrease] from previously approved Change Orders No. <u>0</u> to No. <u>1</u> : \$ 125,000.00	[Increase] [Decrease] from previously approved Change Orders No. <u>0</u> to No. <u>1</u> : Substantial Completion: <u>0</u> Ready for Final Payment: <u>0</u> days
Contract Price prior to this Change Order: \$ 3,470,941.00	Contract Times prior to this Change Order: Substantial Completion: <u>12/11/17</u> Ready for Final Payment: <u>1/10/18</u> days or dates
[Increase] [Decrease] of this Change Order: \$ 273,481.16	[Increase] [Decrease] of this Change Order: Substantial Completion: <u>154 days</u> Ready for Final Payment: <u>142 days</u> days or dates
Contract Price incorporating this Change Order: \$ 3,744,422.16	Contract Times with all approved Change Orders: Substantial Completion: <u>5/14/18</u> Ready for Final Payment: <u>6/1/18</u> days or dates

RECOMMENDED:

ACCEPTED:

ACCEPTED:

By: _____ Engineer (if required)	By: _____ Owner (Authorized Signature)	By: <u>CLR</u> Contractor (Authorized Signature)
Title: <u>V.P., Project Manager</u>	Title: <u>Town Administrator</u>	Title: <u>President, Project Manager</u>
Date: <u>12/11/17</u>	Date: _____	Date: <u>12/11/17</u>

Approved by Funding Agency (if applicable)

By: N/A Date: _____
Title: _____

Hooksett, NH
Lilac Pedestrian Bridge
Change Order No. 2
Description of Work

General: Cease Work Order issued on 10/6/17 and lifted on 11/14/17, resulting in a 39 day delay in completing certain portions of the work within the current contract price and within current contract times.

Article 16.01 of the General Conditions to the Contract provides that the Owner has the right to temporarily suspend work on the Project, however Article 16.01 also provides that if the Owner suspends work on all or part of the Project, the "Contractor shall be entitled to an adjustment in the Contract Price or an extension of the Contract Times, or both, directly attributable to any such suspension."

Although the Contractor was able to complete a limited amount of work on other portions of the Project during the period when the Order was in effect, by issuing the Order the Owner:

- (a) Delayed the Contractor from starting work on several key aspects of the Project, such as installation of the new water and sewer lines.
- (b) Required the Contractor to substantially change its execution plan and interfered with the Contractor's ability to prosecute its work efficiently.
- (c) Forced the Contractor to complete work on the utilities lines and bridge decking in much less favorable weather conditions than it would have had the Cease Work Order not been issued.

2.1 Winterize Temporary Bypass Sewer System

- Procurement, material and installation of protective coverings on pipe as needed
- Procurement, material and installation of protective coverings for pump as needed
- Heat source for winter operation of pumping system
- Labor and fuel to maintain winterized operation
- Removal of winterized portion of bypass sewer system

Total Cost of Item 2.1 **\$17,714.54**

2.2 Temporary Bypass Sewer System (Item 612.1111)

- Extension of bypass sewer system operation beyond original contract schedule

Total Cost of Item 2.2 **\$68,181.82**

2.3 Demobilization (Winter 2018)

- Work to prep the site for a winter shutdown that would not have occurred if the Stop Work Order was not put in place
 - Includes temporary backfills, site operations for winter maintenance, storage of materials
 - Includes work and costs for both ED Swett and FL Merrill

Total Cost of Item 2.3 \$5,000.00

2.4 Install Site Security Measures for Winter Shutdown

- Provide security fencing across the ends of the bridge to prevent public access during winter shutdown
- Provide warning lines/boundary markers of any grade changes due to temporary backfills from the off-bridge utility work during winter shutdown

Total Cost of Item 2.4 \$3,000.00

2.5 Re-Mobilization (Spring 2018)

- Extension of Insurance Premiums due to contract extension
 - Builders Risk
 - Railroad Protective
 - Pollution Liability
- Mobilization of equipment and materials
- Project administration beyond original contract time

Total Cost of Item 2.5 \$64,500

2.6 Increased Efforts Required to Install Water and Sewer Lines in Cold Weather

- Additional labor
 - Original schedule required 25 days to install under bridge and underground utilities
 - Revised schedule requires 67 days to install under bridge and underground utilities

- Additional equipment and fuel costs needed for cold weather work
 - Pre-heating of HDPE pipe for fusing, enclosure to maintain temperatures during fusing operations, protective covering of materials against frost/snow/ice accumulation
 - Fuel costs to operate pre-heating equipment

Total Cost of Item 2.6 \$93,260.80

2.7 Increased Efforts Required to Install Timber Decking in Cold Weather

- Additional labor
 - Original schedule required 15 days to install wood decking
 - Revised schedule requires 25 days to install wood decking
- Additional equipment and fuel costs needed for cold weather work
 - Melting of snow/ice accumulation on stringers

Total Cost of Item 2.7 \$21,824.00

TOTAL CONTRACT PRICE (INCREASE) \$273,481.16

Change of Contract Time

Request and approval of one hundred and one (101) days for completion of work under winter conditions.

Request and approval of forty-one (41) days for winter shutdown period and ceasing of work

Total change (addition) to contract time of one hundred forty-two (142) days.

Hooksett, NH
Lilac Pedestrian Bridge
Change Order No. 2
Cost Breakdown of Work Items

2.1 Winterize Temporary Bypass Sewer System

- Procurement, material and installation of protective coverings on pipe as needed
 - Procurement
 - Project Manager: \$110/hr x 2 hours = \$220.00
 - Yard Labor: \$57.75/hr x 2 hours = \$115.50
 - Material
 - Insulating Blankets \$38.00/ea x 10 blankets = \$380.00
 - Installation
 - 4 hours of Foreman: \$66.00/hr x 4 hours = \$264.00
 - 4 hours of Laborer: \$50.00/hr x 4 hours = \$200.00
- Procurement, material and installation of protective coverings for pump as needed
 - Procurement
 - Project Manager: \$110/hr x 2 hours = \$220.00
 - Yard Labor: \$57.75/hr x 2 hours = \$115.50
 - Material
 - Insulating Blankets \$38.00/ea x 10 blankets = \$380.00
 - Installation
 - 4 hours of Foreman: \$66.00/hr x 4 hours = \$264.00
 - 8 hours of Laborer: \$50.00/hr x 8 hours = \$400.00
- Heat source for winter operation of pumping system (11/8/17 – 1/18/18, 10 weeks)
 - Equipment Costs (from Rental Rate Blue Book)
 - 2012 Kemp Diesel 400,00 BTU air forced heater
 - \$450.00/mo x 2 mo + \$120.00/wk x 2 wk = \$1,140.00
 - 2010 IR Light Tower, 4 cy Diesel (power source for hear)
 - \$1,005.00/mo x 2 mo + \$280.00/wk x 2 wk = \$2,570.00
- Labor and fuel to maintain winterized operation
 - Labor Cost
 - Foreman at 1 hr/day M-F, 1.5 hr/day Saturday, 2 hr/day Sunday (8.5 hrs/wk)
 - 8.5 hrs/week x 10 weeks \$66.00/hr x 85 hours = \$5,610.00
 - Fuel Costs
 - 17.00 gal/day @ \$2.91/gal = \$49.47/day
 - \$49.47/day x 7 days/week x 10 weeks = \$3,462.90

- Removal of winterized portion of bypass sewer system
 - Demobilization of bypass sewer system is covered under 692.1
 - Removal
 - 8 hours of Foreman: \$66.00/hr x 8 hours = \$528.00
 - 16 hours of Laborer: \$50.00/hr x 16 hours = \$800.00
- | | | |
|---------------------------------|------------|--------------------|
| Labor Subtotal = | \$8,737.00 | |
| 5% Markup = | \$436.85 | |
| | | |
| Equipment Subtotal = | \$3,710.00 | |
| 5% Markup = | \$185.50 | |
| | | |
| Materials and Fuel Subtotal = | \$4,222.90 | |
| 10% Markup = | \$422.29 | |
| | | |
| Total Cost of Item 2.1 = | | \$17,714.54 |

2.2 Temporary Bypass Sewer System (Item 612.1111)

- Extension of temporary bypass sewer system operating beyond original schedule date
 - Original schedule shows permanent sewer in place on 10/25/17
 - Assume removal operations would have begun 11/1/17
 - System running an additional 12 weeks due to Stop Work Order
 - Bid price of \$125,000.00 over a 5 month (22 week) window (6/1/17 – 11/1/17)
 - \$5,681.82 per week
 - Cost to operate additional 12 weeks extending beyond original schedule
 - \$68,181.82 x 12 weeks = \$68,181.82
- | | | |
|---------------------------------|--|--------------------|
| Total Cost of Item 2.2 = | | \$68,181.82 |
|---------------------------------|--|--------------------|

2.3 Demobilization (Winter 2018)

- Work to prep the site for a winter shutdown that would not have occurred if the Stop Work Order was not put in place
 - Includes temporary backfills, site operations for winter maintenance, storage of materials
 - Includes work and costs for both ED Swett and FL Merrill
- | | | |
|---------------------------------|--|-------------------|
| Total Cost of Item 2.3 = | | \$5,000.00 |
|---------------------------------|--|-------------------|

2.4 Install Site Security Measures for Winter Shutdown

- Provide closures across the ends of the bridge to prevent public access during winter shutdown
- Provide warning lines/boundary markers of any grade changes due to temporary backfills from the off-bridge utility work during winter shutdown

Total Cost of Item 2.4 = \$3,000.00

2.5 Re-Mobilization (Spring 2018)

- Renewal costs of Insurance Premiums due to contract extension
 - Builders Risk = \$5,000.00
 - Railroad Protective = \$2,500.00
 - Pollution Liability = \$7,000.00
- Mobilization of equipment and materials \$20,000.00
 - ED Swett and FL Merrill
- Project administration beyond original contract time \$30,000.00

Total Cost of Item 2.5 = \$64,500.00

2.6 Increased Efforts Required to Install Water and Sewer Lines in Cold Weather

- Additional labor
 - Original schedule required 25 days to install under bridge and underground utilities
 - Revised schedule requires 67 days to install under bridge and underground utilities
 - Time duration extension to complete work is a direct result of winter conditions. Productivity in cold weather always decreases as it requires more effort to complete the work. This effort includes additional time to pre-heat materials that otherwise would not have been required during warmer temperature months, increased time to setup work faces for each day as additional protective measures are required in the winter and the drop in physical production of workers due to cold temperatures (i.e. removal of snow from stockpiles, prepping sites for safe working conditions due to the presence

of ice and snow, covering work faces at the end of each day to prevent freezing, setup and maintenance of heat sources, thawing of frozen ground, etc.).

- Time extension is inclusive of under bridge and underground work
 - 4 man crews @ 8 hour days
 - Crews consist of foreman (\$66.00/hr), operator (\$60.00/hr), 2 laborers (\$55.00/hr) for a total of \$236.00/crew hour
 - 42 additional days = 42 days x 8 hrs/day x \$236.00/hr = \$79,296.00
 - 5% Markup on labor = \$3,964.80
- Additional equipment and fuel costs needed for cold weather work = \$10,000.00
 - Pre-heating of HDPE pipe for fusing, enclosure to maintain temperatures during fusing operations, protective covering of materials against frost/snow/ice accumulation, efforts to thaw frozen ground/prevent ground and materials from frost
 - Fuel costs to operate pre-heating equipment

Total Cost of Item 2.6 = \$93,260.80

2.7 Increased Efforts Required to Install Timber Decking in Cold Weather

- Additional labor
 - Original schedule required 15 days to install wood decking
 - Revised schedule requires 25 days to install wood decking
 - Time duration extension to complete work is a direct result of winter conditions. Productivity in cold weather always decreases as it requires more effort to complete the work. This effort includes increased time to setup work faces for each day as additional protective measures are required in the winter and the drop in physical production of workers due to cold temperatures (i.e. removal of snow from stockpiles, prepping sites for safe working conditions due to the presence of ice and snow, covering work faces at the end of each day to prevent freezing, setup and maintenance of heat sources, equipment downtime due to freezing temperatures, etc.).
 - 4 man crews @ 8 hour days
 - Crews consist of foreman (\$66.00/hr), carpenter (\$60.00/hr), 2 laborers (\$55.00/hr) for a total of \$236.00/crew hour
 - 10 additional days = 10 days x 8 hrs/day x \$236.00/hr = \$18,880.00
 - 5% Markup on labor = \$944.00
- Additional equipment and fuel costs needed for cold weather work = \$2,000.00
 - Melting of snow/ice accumulation on stringers and decking

Total Cost of Item 2.7 = \$21,824.00

TOTAL CONTRACT PRICE (INCREASE) \$273,481.16

Change Order No. 2

Date of Issuance: 01/18/18	Effective Date: 01/18/18
Owner: Town of Hooksett	Owner's Contract No.: 17-01
Contractor: E.D. Swett, Inc.	Contractor's Project No.:
Engineer: DuBois & King, Inc.	Engineer's Project No.: 622910
Project: Lilac Pedestrian Bridge	Contract Name: Lilac Pedestrian Bridge

The Contract is modified as follows upon execution of this Change Order:

1. Change in Work: Cease Work Order
2. Change in Contract Times: Cease Work Order

Attachments: 1. Description of Work
2. Change of Contract time

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES [note changes in Milestones if applicable]
Original Contract Price: \$ 3,345,941.00	Original Contract Times: Substantial Completion: 12/11/17 Ready for Final Payment: 1/10/18 days or dates
[Increase] [Decrease] from previously approved Change Orders No. 0 to No. 1: \$ 125,000.00	[Increase] [Decrease] from previously approved Change Orders No. 0 to No. 1: Substantial Completion: 0 Ready for Final Payment: 0 days
Contract Price prior to this Change Order: \$ 3,470,941.00	Contract Times prior to this Change Order: Substantial Completion: 12/11/17 Ready for Final Payment: 1/10/18 days or dates
[Increase] [Decrease] of this Change Order: \$ 240,134.01	[Increase] [Decrease] of this Change Order: Substantial Completion: 154 days Ready for Final Payment: 142 days days or dates
Contract Price incorporating this Change Order: \$ 3,711,075.01	Contract Times with all approved Change Orders: Substantial Completion: 5/14/18 Ready for Final Payment: 6/1/18 days or dates

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: 	By: _____	By: 
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Title: V.P., Project Manager	Title: Town Administrator	Title: President, Project Manager
Date: 01/18/18	Date: _____	Date: 1/18/18

Approved by Funding Agency (if applicable)

By: N/A Date: _____
Title: _____

Hooksett, NH
Lilac Pedestrian Bridge
Change Order No. 2
Cost Breakdown of Work Items
(Revised 1/8/18)

2.1 Winterize Temporary Bypass Sewer System

- Procurement, material and installation of protective coverings on pipe as needed
 - Procurement
 - Project Manager: \$110/hr x 2 hours = \$220.00
 - Yard Labor: \$57.75/hr x 2 hours = \$115.50
 - Material
 - Insulating Blankets \$38.00/ea x 10 blankets = \$380.00
 - Installation
 - 4 hours of Foreman: \$66.00/hr x 4 hours = \$264.00
 - 4 hours of Laborer: \$50.00/hr x 4 hours = \$200.00
- Procurement, material and installation of protective coverings for pump as needed
 - Procurement
 - Project Manager: \$110/hr x 2 hours = \$220.00
 - Yard Labor: \$57.75/hr x 2 hours = \$115.50
 - Material
 - Insulating Blankets \$38.00/ea x 10 blankets = \$380.00
 - Installation
 - 4 hours of Foreman: \$66.00/hr x 4 hours = \$264.00
 - 8 hours of Laborer: \$50.00/hr x 8 hours = \$400.00
- Heat source for winter operation of pumping system (11/8/17 – 1/18/18, 10 weeks)
 - Equipment Costs (from Rental Rate Blue Book)
 - 2012 Kemp Diesel 400,00 BTU air forced heater
 - \$450.00/mo x 2 mo + \$120.00/wk x 2 wk = \$1,140.00
 - 2010 IR Light Tower, 4 cy Diesel (power source for heat)
 - \$1,005.00/mo x 2 mo + \$280.00/wk x 2 wk = \$2,570.00
- Labor and fuel to maintain winterized operation
 - Labor Cost
 - Foreman at 1 hr/day M-F, 1.5 hr/day Saturday, 2 hr/day Sunday (8.5 hrs/wk)
 - 8.5 hrs/week x 10 weeks \$66.00/hr x 85 hours = \$5,610.00
 - Fuel Costs
 - 17.00 gal/day @ \$2.91/gal = \$49.47/day
 - \$49.47/day x 7 days/week x 10 weeks = \$3,462.90
- Removal of winterized portion of bypass sewer system
 - Demobilization of bypass sewer system is covered under 692.1

o Removal

- 8 hours of Foreman: \$66.00/hr x 8 hours = \$528.00
- 16 hours of Laborer: \$50.00/hr x 16 hours = \$800.00

Labor Subtotal = \$8,737.00

5% Markup = \$436.85

Equipment Subtotal = \$3,710.00

5% Markup = \$185.50

Materials and Fuel Subtotal = \$4,222.90

10% Markup = \$422.29

Total Cost of Item 2.1 = \$17,714.54

2.2 Temporary Bypass Sewer System (Item 612.1111)

- Extension of temporary bypass sewer system operating beyond original schedule date
 - o Original schedule shows permanent sewer in place on 10/25/17
 - o Assume removal operations would have begun 11/1/17
 - o System running an additional 12 weeks due to Stop Work Order
- Bid price of \$125,000.00 over a 5 month (22 week) window (6/1/17 – 11/1/17)
 - o \$5,681.82 per week
- Cost to operate additional 12 weeks extending beyond original schedule
 - o \$5,681.82 x 12 weeks = \$68,181.82

Total Cost of Item 2.2 = \$68,181.82

2.3 Demobilization (Winter 2018)

- Work to prep the site for a winter shutdown that would not have occurred if the Stop Work Order was not put in place
 - o Includes temporary backfills, site operations for winter maintenance, storage of materials
 - o Includes work and costs for both ED Swett and FL Merrill

Total Cost of Item 2.3 = \$5,000.00

2.4 Install Site Security Measures for Winter Shutdown

- Provide closures across the ends of the bridge to prevent public access during winter shutdown
- Provide warning lines/boundary markers of any grade changes due to temporary backfills from the off-bridge utility work during winter shutdown

Total Cost of Item 2.4 = \$3,000.00

2.5 Re-Mobilization (Spring 2018)

- Renewal costs of Insurance Premiums due to contract extension, all policies extended to now expire 6/1/18
 - Builders Risk = \$5,000.00
 - Railroad Protective = \$2,500.00
 - Pollution Liability = \$7,000.00
- Mobilization of equipment and materials \$20,000.00
 - ED Swett and FL Merrill
- Project administration beyond original contract time \$30,000.00

Total Cost of Item 2.5 = \$64,500.00

2.6.1 Increased Efforts Required to Install Sewer Line in Cold Weather

- Additional labor
 - Original schedule required 15 days to install under bridge and underground sewer
 - 15 days concurrent to install sewer, water and conduit
 - 5 days per utility plus 5 days North side and 5 days South side (15 days)
 - Revised schedule requires 30 days to install under bridge and underground utilities
 - Time duration extension to complete work is a direct result of winter conditions. Productivity in cold weather always decreases as it requires more effort to complete the work. This effort includes additional time to pre-heat materials that otherwise would not have been required during warmer temperature months, increased time to setup work faces for each day as additional protective measures are required in the winter and the drop in physical production of workers due to cold temperatures (i.e. removal of snow from stockpiles, prepping sites for safe working conditions due to the presence of ice and snow, covering work faces at the end of each day to prevent freezing, setup and maintenance of heat sources, thawing of frozen ground, etc.).

Staff Report

Title: Application for Pawnbroker/Secondhand Dealer License

Date: 05/23/2018

Background Discussion of Issues
<p>Carl Branco, owner of DeRosa of Boston Jewelers, LLC, has submitted application for a Pawnbroker/Secondhand Dealer license for a location at 1261 Hooksett Road, Unit 3. As part of the application process required by Hooksett Ordinance 2014-1, Captain Jake Robie of Hooksett Police Department has completed a review of the application, criminal history record, lease agreement and proof of subscription to Leads Online. The attached letter indicates Captain Robie has found all requirements to be in order.</p> <p>Application and all supporting documents are attached.</p>
Recommendation (Including Suggested motion, if appropriate)
<p>Town Council motion to approve DeRosa of Boston Jewelers, LLC, application for pawnbroker/secondhand dealer license for a business located at 1261 Hooksett Road, Unit 3, and for a permit to be issued immediately upon receipt by Town Clerk of \$250.00 permit fee.</p>
Fiscal Impact
None
Prepared By: Todd Rainier, Town Clerk
Town Administrator's Recommendation

Town of Hooksett, NH

PAWNBROKER LICENSE



It is unlawful for any person, firm, or corporation to conduct the business of pawnbroker within the Town limits unless such person, firm or corporation shall have first obtained a pawnbroker's license from the Town of Hooksett in accordance with Town Ordinance 2014-1. All applicants for a pawnbroker's license shall file an application for such license with the Town Clerk on forms to be provided by the Clerk.

DOCUMENTS REQUIRED WITH APPLICATION

- ✓ Proof of applicant's right to possession of premises
- ✓ Evidence that the corporation is in good standing under the statutes of the State of New Hampshire
- ~~Foreign corporations shall provide evidence that the~~
- ✓ corporation is authorized to do business in the State of New Hampshire
- ✓ Proof of subscription to authorized electronic filing software

FEES REQUIRED FOR INITIAL APPLICATION

\$250.00 nonrefundable application fee

TERMS OF LICENSE

The term of a Pawnbroker license is for one year from the date of issuance.

If you have any questions regarding a pawnbroker license, please call the Town Clerk's office at 603-485-9534.

**Town Clerk's Office
Hooksett Town Hall
35 Main Street
Hooksett, NH 03106
Phone: 603-485-9534
Fax: 603-268-0049**

**Town of Hooksett NH
Pawnbroker License Application**

ALL INFORMATION MUST BE COMPLETED - Illegible and/or incomplete applications will be rejected

GENERAL INFORMATION

1. Name of business: DeRosa of Boston Jewelers, LLC
2. Trade name of establishment (d/b/a): DeRosa Jewelers
3. Address of Business: 1261 Hooksett Road - Unit 3
4. Address of premises: 1261 Hooksett Road - Unit 3 Hooksett, NH 03106
5. Business telephone: (603) 886 0101
6. Applicant is a:

☐ Sole Proprietorship

☐ Partnership

☐ Corporation

☒ Limited Liability Company

SOLE PROPRIETORSHIP INFORMATION

7. If sole proprietorship, list name, address, and date of birth of proprietor:

PARTNERSHIP INFORMATION

8. If partnership, list name, address, and date of birth of partners:

LIMITED LIABILITY INFORMATION

9. If limited liability company, list name, address, and date of birth of members and manager:
Carl Branco 3 Briarwood Lane Litchfield, NH 03052 DOB: 03/28/1967 Title: Manager

CORPORATION INFORMATION

10. If corporation, list name: _____

11. If corporation, list names, addresses, and dates of birth of:

President _____

Vice-President _____

Treasurer _____

Secretary _____

Director _____

Director _____

12. List all stockholders owning 10% (or more) of the issued stock:

Name	Address	Date of Birth	Position

13. If stock is pledged, state name and address of person or entity to whom pledged and terms thereof. If additional space is needed, use separate sheet. Attach copies of articles of incorporation and certificate of good standing from the State of NH. (If new corporation, attach certificate and articles of incorporation and organizational minutes.)

14. List any other persons who have a direct or indirect financial interest in this business and the percentage of their interest: _____

15. Has the corporation, any officer, director, manager, stockholder owning or controlling 10% or more of the corporation, member, entity, or person having an interest in the business been adjudicated bankrupt, entered into a "Wage-Earner Plan" pursuant to Chapter XIII of the Federal Bankruptcy Act, or made a general assignment for the benefit of creditors during the past three years?

() Yes (X) No If yes, please explain on separate sheet.

16. Has a judgment based on fraud ever been entered against the applicant, any officer, director, manager, partner, or stockholder owning or controlling 10% or more of the corporation, member, entity, or any person having an interest in the business?

() Yes (X) No If yes explain.

17. Has the applicant, manager, partner, officer, director, or stockholder ever held a pawnbroker's license?

Yes (X) () No If yes, complete the following.

Name of licensee: Pawn & Second Hand Dealer

Relationship to this applicant: Self

Dates licensee was held: Starting around 2001 in Derry, 2002-2007 Lowell, 2007-2013 Plaistow,

Dates are approximate 2013-2015 Rochester; 2015-2016 Nashua, NH

City and state where license was held: Derry, NH; Lowell, MA, Plaistow, NH; Rochester, NH; Nashua, NH

18. Has the applicant, manager, partner, officer, director, or stockholder ever been denied a pawnbroker license?

() Yes (X) No

19. Name of person denied a license: _____

20. Relationship to this applicant: _____

21. Date of denial: _____

22. City and state where denied: _____

23. Reason for denial: _____

24. Has the applicant, manager, partner, officer, director, or stockholder ever had a pawnbroker license suspended or revoked?

() Yes (X) No If yes, complete the following:

Name of person with suspended or revoked license: _____

Relationship to this applicant: _____

Dates of suspension or revocation: _____

City and state of suspension or revocation: _____

Reason for suspension or revocation: _____

FINANCIAL INFORMATION

25. State purchase price and/or terms of lease: 1 Year Lease at a rate of \$ 1,200.00/Month starting July 2018

26. Attach a copy of mortgage agreement, deed, or lease.

27. Cash to be invested:

CARL & GRACE BRANCO
 By Whom Bank & Account # Amount-Source Purpose
 No cash is being invested by anyone other than myself and wife. Bank of America
 acct no; 3881 1382 40 Amount: \$ 25,000.00 Source: Earned Purpose: To fund operation

28. Complete the following on all business loans obtained. Attach copies of loan agreements

By Whom Bank & Account # Amount-Source Purpose
 No loans obtained

29. List account name, bank, bank address, account number, and the names of all authorized signatories on all business accounts:

Derosa of Boston Jewelers, Bank of America, 175 Mammoth Rd, Londonderry, NH 03053,

Account no: 3881 1382 40, Carl Branco is the only authorized sinatore

30. Is there a written management agreement: () Yes (X) No

31. Is there a written partnership agreement? () Yes (X) No

32. Attach copies of all written agreements. If there are no written agreements or contracts, a statement must be provided detailing the oral agreements.

PROPERTY INFORMATION

33. Is the building owned or leased? Leased

34. Name and address of the owner of the building in which the premises is located:

JAMES SAMARAS 180 WHIDFORD ST.
MANCHESTER, NH 03106

35. Is the land owned or leased? Owned

36. Name and address of the owner of the land upon which the building is located:

JAMES SAMARAS 180 WHIDFORD ST.
MANCHESTER, NH 03106

37. Attach a copy of deed, lease, or other document showing applicants right to possession of premises. ATTACHED
38. Name of applicants insurance company, agent, policy number, and effective date of policy:

NO POLICY YET. WHAT TYPE & FOR HOW MUCH?
→ SEEMS TO ME, THIS IS A QUESTION AND
NOT A REQUIREMENT ACCORDING TO YOUR
DOCUMENTATION. FOR CONSIDERATION OF
LICENSE.

* ISSUE W/ WORDING AS TO
WHEN \$250 APPLICATION FEE IS
PAID



State of New Hampshire

Department of Safety
DIVISION OF STATE POLICE

Criminal Records Unit

33 Hazen Drive, Concord, NH 03305

CRIMINAL HISTORY RECORD INFORMATION RELEASE AUTHORIZATION FORM

INSTRUCTIONS

NH RSA 106-B:14 and Administrative Rule Saf-C 6700 authorizes the dissemination of NH Criminal History Record Information (CHRI) for non-criminal justice purposes. In NH, all CHRI is confidential and released only upon the knowledge and permission of the individual of whom the request is made. Individuals requesting their own record in person need only to complete Section I. If the CHRI is to be released to a third party, both Section I and Section II must be completed. All requests by mail must have both sections completed and Section II notarized.

SECTION I (PLEASE PRINT CLEARLY)

Last Name BRANCO First Name CARL Maiden # MI A
Address 3 BRIARWOOD LN City LITCHFIELD State NH Zip 03052
Date of Birth 03/28/1967 Hair Color BROWN Eye Color GREEN Male ☒ Female ☐
Driver's License Number 03B0C67281 State NH

My signature below signifies I am the individual listed above and the information provided is true.

Signature [Signature] Date 5/10/2018
Signed under penalty of unsworn falsification pursuant to RSA 641:13

PURPOSE OF RECORD

☐ Housing ☐ Employment ☐ Annulment/Expungement ☒ Other PAWN LICENSE

MAY 10 2018

OFFICIAL USE ONLY

SECTION II

I hereby authorize the release of my criminal record conviction(s), if any, to the following:

Person or Entity to Receive Record _____
Address _____ City _____ State _____ Zip _____
Your Signature _____ Date _____
Notary's Signature _____ Date _____
Signature of person/entity to receive record _____ (Affix seal) _____ Date _____

RECORD CHALLENGE

Saf-C 6703.12 Procedure for Correcting a CHRI (a) Persons or their attorneys desiring access to their CHRI for the purpose of challenge or correction shall appear at the central repository. (b) A copy shall be provided to a person if after review he/she indicates he/she needs the copy to pursue the challenge. (c) Any person making a challenge shall identify that portion of his/her CHRI which he/she believes to be inaccurate or incorrect, and shall also give a correct version of his/her record with an explanation of the reason that he/she believes his/her version to be correct. (d) The director shall take the following actions within 30 days of receipt of his/her record with an explanation of the contact the law enforcement agency or court which submitted the record to compare the information to determine whether the challenge is valid: (1) Review the records and which means there is a discrepancy between the information submitted and the information maintained by the law enforcement agency or court, the record shall be corrected and the person and appropriate CJAs shall be notified; and (3) If the challenge is invalid, the person shall be informed and advised of the right to appeal pursuant to RSA 541. (e) When a record has been corrected, the division shall notify all non-criminal justice agencies, to whom the data has been disseminated in the last year, of the correction. (f) The person shall be entitled to review the information that records the facts, dates, and results of each formal stage of the criminal justice process through which he passes, to ensure that all such steps are completely and accurately recorded.

WARNING: The Division of State Police is the Criminal Record Repository for the State of New Hampshire. The record you have received is based only on what has been reported to the Repository and may not be a complete Criminal History Record of the named individual.

- ☐ To prevent a delay in processing, I have enclosed a self-addressed envelope.
☐ Prepaid Acc't Number _____

A \$25.00 fee is required for each request. Make checks payable to: State of NH - Criminal Records.

LEASE

This lease is entered into as of the first day of July 1, 2018, by and between Samaras Realty, L.L.C., a New Hampshire limited liability company with a place of business at 1261 Hooksett Rd., Hooksett, N.H., (hereinafter "Lessor") and Carl and Grace Branco, doing business as Derosa of Boston Jewelers, (hereinafter "Lessee").

1. Description of premises:

The Lessor agrees to Lease to the Lessee, certain space located in the building Located at 1261 Hooksett Rd, Hooksett, N.H., Unit 3, in Building 2, in which space the Lessee will operate a Jewelry and repair business.

2. Term:

The term of this lease shall be for One(1), year commencing on July 1, 2018 and ending June 30, 2019. There will also be an option to renew the Lease at which time the rent will be negotiated.

3. Rent:

The rent shall be Twelve- hundred dollars, (\$ 1,200.00) per month, which is due on the first day of each month, starting July 1, 2018.

4. The lessee shall pay for electrical, heat and all other utilities. The lessor shall pay for all real estate taxes, water and sewer. The lessee shall make all repairs required for the use of the leased premises, except for repairs to the roof. . Lessee shall also be responsible for removal of snow, which is required to gain access to his business, in front of his doorway.

5. Risk of Loss:

All property of every kind on the leased premises shall be at the sole risk of the lessee and the lessor shall not be liable to the lessee or any other person for any injury, loss, damage or inconvenience occasioned by any cause whatsoever to said property except the willful or negligent acts or omissions of the lessor.

6. This lease shall not be assigned by the lessee nor shall the leased premises be sublet in whole or part without the consent of the lessor.

7. Deposit:

The Lessee shall be required to give a deposit of \$1,200.00 dollars, which will be due upon signing of this Lease.

Date:

Samaras Realty, L.L.C.

Witness:

[Handwritten signature]

[Handwritten signature]
James Samaras, Member

[Handwritten signature] 5/14/2018
Carl Branco
Derosa of Boston Jewelers

Grace Branco
Derosa of Boston Jewelers



State of New Hampshire
Department of State
Payment Receipt



Work Order #: 20181011004707

Receipt Date/Time: 05/10/2018 03:27:36 PM

Payer Information:

Carl A Branco
3 Briarwood Lane
Litchfield, NH, 03052, USA

Filer Information:

Carl A Branco
3 Briarwood Lane
Litchfield, NH, 03052, USA

Payer Customer ID: 182182

Filer Customer ID: 182182

Payment Information:

Date	Payment Type	Payment Reference	Authorization #	Payment Status	Payment Amount
05/10/2018 03:27:24 PM	Check	Check#: 4055	N/A	Paid	\$100.00
Total Payment Received:					\$100.00

Transaction Description:

Transaction #	Description	Reference Information
20181011004707-001	Business Formation - Domestic Limited Liability Company	DEROSA OF BOSTON JEWELERS, LLC
20181011004707-002	Correspondence - Name Availability	DEROSA OF BOSTON JEWELERS, LLC

Transaction Information:

Date Received	Transaction #	Processing Status	Invoice Status	Amount
05/10/2018 04:30:00 PM	20181011004707-001	Pending	Paid	\$100.00
05/10/2018 04:30:00 PM	20181011004707-002	Pending	Paid	\$0.00
Total				\$100.00



State of New Hampshire
Department of State
Payment Receipt



Drawdown Account Balance: \$0.00
Credit Account Balance: \$0.00

Total Due: \$0.00
Total Refunded: \$0.00
Total Change To Credit Account Balance: \$0.00

Todd Rainier

From: Carl Branco <carl@c-branco.com>
Sent: Monday, May 14, 2018 3:18 PM
To: Todd Rainier
Subject: Fw: Welcome to LeadsOnline! Your account has been activated. [Email ID: 17600457]
Attachments: QuickStart - Pawn without POS.pdf

Carl Branco
603 866 0000

----- Original message-----

From: support@leadsonline.com
Date: Mon, May 14, 2018 3:12 PM
To: carl@c-branco.com;
Cc:
Subject: Welcome to LeadsOnline! Your account has been activated. [Email ID: 17600457]

Welcome to LeadsOnline! Your account has been activated.

Attached to this email is QuickStart, a helpful bit of information to get you up and running with LeadsOnline. QuickStart provides easy to understand instructions for reporting transactions to LeadsOnline.

If you need assistance, please contact the LeadsOnline Client Support Team via email at storesupport@leadsonline.com or call us between 7:30 a.m. and 5:30 p.m. Central Time, Monday – Friday, at 800-311-2656.

LeadsOnline Client Support

A new Biz (reg.) user has registered at leadsonline.com at 5/14/2018 12:15:48 PM.

First Name: Carl
Last Name: Branco
Email: carl@c-branco.com
Username: cabranco
Phone: 603-866-0000
Fax:
Job Title: Manager
Company: DeRosa of Boston Jewelers, LLC
Store: DeRosa Jewelers
Store Number: 1
Addr1: 1261 Hooksett Rd., #3
Addr2:
City: Hooksett
County: Merrimack

Janet L. Bouchard
Chief of Police



15 Legends Drive
Hooksett, NH 03106
Telephone 603-624-1560
Fax 644-1849

Hooksett Police Department

May 15, 2018

Todd Rainier
Town Clerk
Hooksett New Hampshire
35 Main Street
Hooksett, NH 03106

Mr. Rainier,

On May 15, 2018, you asked me to review a Pawnbroker License Application.

Applicant Name: Carl Branco DOB 03-28-1967
Business Name: Derosa of Boston Jewelers, LLC
Business Location: 1261 Hooksett Road #3

I have reviewed a copy of the application, criminal history record, lease agreement and the email correspondences between Mr. Branco and yourself in reference to his proof of subscription to Leads Online. I contacted the Litchfield NH, Police Department, which is where Mr. Branco resides. They did not have any contacts that I felt were discrediting to him and this application process. I contacted multiple police agencies where Mr. Branco once owned/operated Pawn Shops. The Derry, Nashua, Plaistow and Rochester Police Department did not have any negative interactions with Mr. Branco.

Once you make your decision on the issuance of the license to Mr. Branco, he will need to make is \$250.00 license payment and we will respond to the place of business and make certain that Leads Online is up and running.

Regards,

Captain Jake Robie

Todd Rainier

From: Carl Branco <carl@c-branco.com>
Sent: Monday, May 14, 2018 1:58 PM
To: support@leadsonline.com
Cc: Todd Rainier
Subject: Re: Action Required: Verify Your Email Address (carl@c-branco.com) [Email ID: 17598763]

Carl Branco
603 866 0000

----- Original message-----

From: support@leadsonline.com
Date: Mon, May 14, 2018 1:15 PM
To: carl@c-branco.com;
Cc:
Subject: Action Required: Verify Your Email Address (carl@c-branco.com) [Email ID: 17598763]

Carl Branco,

Thank you for registering with LeadsOnline. Click the link below to verify your ownership of the email address carl@c-branco.com.

[Click here to verify your email](#)

If the above link doesn't work, please copy and paste

"<https://w4.leadsonline.com/Account/VerifyEmailAddress?verificationGuid=29719da4-3eed-4925-ad55-f507eb2466f8>" into your browser's address bar.

Questions? Contact LeadsOnline support at 1-800-311-2656 or reply to this email.

Staff Report

Title: Radio purchase for rescue boat

Date: 5/23/2018

Background Discussion of Issues
The new Fire –Rescue boat was purchased using impact fees. We are requesting using impact fees for an interoperability radio. State bid price, \$4479.85
Recommendation (Including Suggested motion, if appropriate)
Motion to approve \$4479.85 from fire impact fees for an interopbility radio.
Fiscal Impact
Impact fees
Prepared By: James Burkush
Town Administrator's Recommendation



Ossipee Mountain Electronics, Inc.

Quote **QTE010730**
Date **4/20/2018**
Page **1 of 1**

Bill To
Hooksett Fire Dept 15 Legends Drive Hooksett, NH 03106

Ship To
Hooksett Fire Department Attn: Chief James Burkush 15 Legends Drive Hooksett, NH 03106

Customer No.	Salesperson	Shipping Method	Payment Terms
HOO420	Brian Vastine	INSTALL	Net 30

Item	Quantity	Item Number	Description	Unit Price	Ext Price
1	1.00	2425BAN2AKCFA98	Mobile, VM900, V/7/8, VCH Single, P25T, MDC1200	3,619.00	3,619.00
2	1.00	2990600013	Warranty, 2 Yr Extended (Starts after 3 Yr)	66.50	66.50
3	1.00	AN000131A01	Antenna, All Band V/U/7/8, 17" Cable, QMA	105.00	105.00
4	1.00	EM-MTR11001-195	Cable, NMO Thick Mount, 17' RG195 Low Loss No Cc	40.50	40.50
5	1.00	CPN1	Connector N Male Crimp RG58 (24656)	9.85	9.85
6	1.00	EB30-TK7-1P	Bracket, Equipment Mtg, 3" TK*90/TK5*10 Series	29.00	29.00
7	1.00	PROGRAMMING	Programming - (1) VM900 V/7/8 mobile	100.00	100.00
8	1.00	MISC-	Wire, wire ties, fuses, fuse holders, loom, etc.	30.00	30.00
9	1.00	LABOR	LABOR	330.00	330.00
10	1.00	SCZ-3	Install a new remote mount multi-band mobile into a boat. Service Call Zone 3	150.00	150.00
Quoted By: _____ Accepted By: _____ Date: _____ PRICE QUOTE GOOD FOR 30 DAYS DELIVERY: 30 DAYS ARO TERMS: NET 30 DAYS FOB				Subtotal Additional Discount Freight Total	4,479.85 0.00 0.00 4,479.85

Staff Report
Title: Street Name Approval
Date: 5/23/18

Background Discussion of Issues
The Hooksett Village Water Department is placing a new water storage tank off of Hackett Hill Road. The road to the tank needs to be named in order for the plan to be complete. The following names were proposed: Brickyard Pond Rd., Scale House Road, Fault Street, Rock Road or Ledge Road, Aggregate Ave. It was unanimously decided by Police, Fire and DPW to go with Brickyard Pond Rd.
Recommendation (Including Suggested motion, if appropriate)
I recommend that the Council approve the new Hooksett Village water storage tank road be named Brickyard Pond Rd.
Fiscal Impact
0
Prepared By: Diane Boyce
Town Administrator's Recommendation

STREET NAME

APPROVAL FORM

To: Hooksett Town Council

RE: HOOKSETT PB CASE #18-03
CONDITIONAL ITEM # 6

Date: 4/17/18

Please review the following name (s) being proposed for new streets in Hooksett. The names have been reviewed for 9-1-1 compatibility and are with the established guidelines. The applicant is presently preparing a submission for the Planning Board and the street names must be approved, by you, prior to being deemed "complete" by the Planning Board.

NAME OF DEVELOPMENT: WATER STORAGE TANK

NAME OF DEVELOPER: HOOKSETT VILLAGE WATER PRECINCT

<u>PROPOSED NAME (S)</u>	<u>LOCATION</u>	<u>DESCRIPTION</u>
1 ① BRICKYARD POND RD.	OFF OF HACKETT HILL RD.	(see below)

* AS SHOWN ON "ACCESS EASEMENT PLAN" FOR WATER STORAGE TANK PROJECT PREPARED BY BROWN ENGINEERING AND DATED DECEMBER 15, 2017; INCLUDES EXISTING PIKE INDUSTRIES ENTRANCE AND ACCESS ROAD TO PIKE STORAGE AREA AND WATER STORAGE TANK (HVVWP).

Approved by the Hooksett Town Council _____
(Date)

Town Council Chair _____
Police Department _____
Highway Department _____
Fire Department _____
Code Enforcement [Signature]

Amended: March 17, 2004

Addition name options if needed:

- ② Scale House Road
- ③ Fault Street, or Fault Zone Road
- ④ Rock Road, or Ledge Road
- ⑤ Aggregate Ave

STREET NAME

APPROVAL FORM

To: Hooksett Town Council

RE: HOOKSETT PB CASE #18-03
CONDITIONAL ITEM #6

Date: 4/17/18

Please review the following name (s) being proposed for new streets in Hooksett. The names have been reviewed for 9-1-1 compatibility and are with the established guidelines. The applicant is presently preparing a submission for the Planning Board and the street names must be approved, by you, prior to being deemed "complete" by the Planning Board.

NAME OF DEVELOPMENT: WATER STORAGE TANK

NAME OF DEVELOPER: HOOKSETT VILLAGE WATER PRECINCT

<u>PROPOSED NAME (S)</u>	<u>LOCATION</u>	<u>DESCRIPTION</u>
1 ① BRICKYARD POND RD.	OFF OF HACKETT HILL RD.	(see below)

* AS SHOWN ON "ACCESS EASEMENT PLAN" FOR WATER STORAGE TANK PROJECT PREPARED BY BROWN ENGINEERING AND DATED DECEMBER 15, 2017; INCLUDES EXISTING PIKE INDUSTRIES ENTRANCE AND ACCESS ROAD TO PIKE STORAGE AREA AND WATER STORAGE TANK (HVVWP).

Approved by the Hooksett Town Council

(Date)

Town Council Chair

Police Department

Highway Department

Fire Department

Code Enforcement

(Handwritten signatures: James Boyce, [unclear])

Amended: March 17, 2004

Addition name options if needed:

- ② Scale House Road
- ③ Fault Street, or Fault Zone Road
- ④ Rock Road, or Ledge Road
- ⑤ Aggregate Ave

Kathy Lawrence

From: Janet Bouchard <JBouchard@hooksettpolice.org>
Sent: Monday, May 07, 2018 12:33 PM
To: Kathy Lawrence
Subject: Re: HVW Street name approval request

Hi Kathy,
I'm fine with the original proposal of Brickyard... thank you, Chief Bouchard.

Janet Bouchard
Chief of Police
Hooksett Police Department

Sent from my iPhone

> On May 7, 2018, at 10:31 AM, Kathy Lawrence <KLawrence@hooksett.org> wrote:

>

> Happy Monday, When you get a chance, would you look over the street
> name approval request from HVW and reply with your choice. Thank you,
> Kathy

>

> -----Original Message-----

> From: Diane E. Boyce
> Sent: Thursday, April 26, 2018 11:12 AM
> To: Kathy Lawrence
> Subject: RE: HVW Street name approval request

>

> Here you go!

>

> -----Original Message-----

> From: Kathy Lawrence
> Sent: Thursday, April 26, 2018 11:00 AM
> To: James Burkush; Janet Bouchard; Diane Boyce
> Subject: FW: HVW Street name approval request

>

> All, I am resending this because it was brought to my attention that
> the original sent on 4/20 was the incorrect document! Sorry! Please
> review the attached street Name approval request:) Have a great day

>

> Thank you
> Kathy Lawrence
> Community Development
> Administrative Assistant

>

> Town of Hooksett
> 35 Main Street, Hooksett NH, 03106
> klawrence@hooksett.org

> 603.485.4117

> New Town Office Hours starting the week of January 29th!

Staff Report

Title: Authority to file SRF application – Asset Management program

Date: May 3, 2018

Background Discussion of Issues
Upon the approval of Article 7 of the March 13, 2018 Town election, to determine that the construction of certain works, generally described as: <u>Develop an Asset Management program for the wastewater collection system</u> is desirable and in the public interest, and to that end it is necessary to apply for assistance from the State Revolving Fund (SRF).
Recommendation (Including Suggested motion, if appropriate)
The governing body of said Applicant, as follows: <ol style="list-style-type: none">1. That Sidney Baines, Chairman of the Hooksett Sewer Commission, is authorized on behalf of the Applicant to file an application for a loan to be made in accordance with New Hampshire Code of Administrative Rules Chapter Env-Wq 500;2. That if such loan be made, the Applicant agrees to repay the loan as stipulated in the loan agreement;3. That Sidney Baines is hereby authorized to furnish such information and to take such other action as may be necessary to enable the Applicant to qualify for the loan;4. That Sidney Baines is designated as the authorized representative of the Applicant for the purpose of furnishing such information, data, and documents pertaining to the Applicant for a loan as may be required; and otherwise to act as the authorized representative of the Applicant in connection with this application.5. That certified copies of this resolution be included as part of the application to be submitted for a loan;6. That if such loan be made, the Applicant agrees to make provisions for assuming proper and efficient operation and maintenance of the facilities after completion of the construction.
Fiscal Impact
Provided by SRF principal forgiveness and therefore no impact of the user rate.
Prepared By: Linda O'Keefe and Guy Beloin
Town Administrator's Recommendation

1. DESIGNATION OF AUTHORITIES FOR CLEAN WATER SRF LOAN

WHEREAS, Town of Hooksett
(legal name of Applicant)

after thorough consideration of the nature of its water pollution problem, hereby determines that the construction of certain works, generally described as:

Asset Management Program is desirable and in the public interest, and to that end it is desired to apply for assistance from the State Revolving Fund (SRF); and

WHEREAS, the Applicant has examined and duly considered the provisions of RSA 486:14 and the New Hampshire Code of Administrative Rules Chapter Env-Wq 500, which relate to loans from the Clean Water State Revolving Fund and deems it to be in the public interest to file a loan application and to authorize other actions in connection therewith;

NOW, THEREFORE, BE IT RESOLVED BY

Hooksett Town Council, the governing body or Board of Directors of said Applicant, as follows:

1. That the person holding the position of Chairman, Sewer Commission, currently held by Sidney Baines, is hereby designated as the Authorized Representative of the Applicant for the purpose of filing an application for a loan in accordance with New Hampshire Code of Administrative Rules Chapter Env-Wq 500, furnishing such information, data, and documents pertaining to the applicant for a loan as may be required.
2. That if such loan be made, the following position(s), currently held by the following individual(s), is/are the Authorized Representative(s) of the Applicant for the purpose of signing any documents pertaining to the disbursement of funds to the loan recipient.

Position Title	Name
Chairman, Sewer Commission	Sidney Baines

3. That if such loan be made, the Applicant agrees to repay the loan as stipulated in the loan agreement.
4. That a certified copy of this resolution be included as part of the application to be submitted for a loan.
5. That persons holding the following position(s) at the time of loan execution are authorized to sign the loan agreement binding the Applicant to the terms and conditions of the loan.
Sidney Baines, Chairman of Sewer Commission

6. That if such loan be made, the Applicant agrees to make provisions for assuming proper and efficient operation and maintenance of the facilities after completion of the construction thereof.

VOTED:

I certify that said vote has not been amended or repealed and remains in full force and effect as of the date of this Certification.

ATTEST: (Town Clerk/Tax Collector)

Date: _____

SAMPLE BALLOT

ARTICLES

Article 3

To see if the town will vote to raise and appropriate the sum of **\$4,390,000.00** for the purpose of performing Phase III and IIIA Capital Improvements at the Wastewater Treatment Facility (the "Project"); to authorize the Town Council to apply for, obtain, and accept federal, state, or other aid, including the Clean Water State Revolving Fund program, that may be available for the Project; to authorize the issuance of not more than \$4,390,000.00 of bonds and notes in accordance with the provisions of the Municipal Finance Act (RSA 33); and to authorize the Town Council to determine the date, maturities, interest rate, and other details of such bonds or notes; and to raise and appropriate the sum of \$155,000.00 from the first year's interest payment on such bonds or notes? Without impairment to the general obligation of said bonds or notes, it is intended that said bonds or notes shall be fully paid from funds existing in the Sewer Commission Trust account. (3/5 ballot vote required) Recommended by Town Council (8-1), Recommend by Budget Committee (9-1).

YES ☐
NO ☐

Pass
533 Y
254 N

Article 4

To see if the town will vote to raise and appropriate the sum of **\$762,500.00** for the construction of improvements to the Safety Center and to authorize the issuance of not more than \$752,500.00 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33); to authorize the Town Council to issue, negotiate, sell and deliver such bonds or notes and to determine the rate of interest thereon and the maturity and other terms thereof; to authorize the Town Council to apply for, obtain and accept federal, state or other aid, if any, which may be available for said project and to comply with all laws applicable to said project; to authorize the Town Council to take any other action or to pass any other vote relative thereto; and furthermore, to raise and appropriate the sum of \$10,000.00 from taxation for the bond issuance costs and first year's debt service payments on such bonds or notes? (3/5 ballot vote required) Estimated tax impact is \$0.01. Recommended by Town Council (8-1), Recommended by Budget Committee (9-1).

YES ☐
NO ☐

Pass
504 Y
291 N

Article 5

To see if the town will vote to raise and appropriate the sum of **\$607,500.00** to purchase a Rescue Pumper and equipment for the Fire-Rescue Department; of this amount \$250,000.00 shall be expended from the Fire Apparatus fund; and to authorize the issuance of not more than \$350,000.00 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33); and to authorize the Town Council to determine the date, maturities, interest rate, and other details of such bonds or notes; and to raise and appropriate the sum of \$7,500.00 from taxation for bond issuance costs and the first year's debt service payments on such bonds or notes? (3/5 ballot vote required) Estimated tax impact is \$0.005. Recommended by Town Council (9-0), Recommend by Budget Committee (10-0).

YES ☐
NO ☐

Pass
571 Y
228 N

Article 6

To see if the town will vote to raise and appropriate the sum of **\$30,000.00** for the purpose of developing an Asset Management Program for the Stormwater System that will qualify the Town for federal and state funds (the "Project"); to authorize the issuance of not more than \$30,000.00 of bonds and notes in accordance with the provisions of the Municipal Finance Act (RSA 33); to authorize the Town Council to determine the date, maturities, interest rate, and other details of such bonds or notes; and to authorize the Town Council to apply for, obtain, and accept federal, state, or other aid for the Project, including the Clean Water State Revolving Fund program, which may provide principal forgiveness in the amount of up to \$30,000.00? (3/5 ballot vote required) Recommended by Town Council (9-0), Recommend by Budget Committee (10-0).

YES ☐
NO ☐

Pass
563 Y
222 N

Article 7

To see if the town will vote to raise and appropriate the sum of **\$30,000.00** for the purpose of developing an Asset Management Program for the Wastewater Collection System that will qualify the Town for federal and state funds (the "Project"); to authorize the issuance of not more than \$30,000.00 of bonds and notes in accordance with the provisions of the Municipal Finance Act (RSA 33); to authorize the Town Council to determine the date, maturities, interest rate, and other details of such bonds or notes; and to authorize the Town Council to apply for, obtain, and accept federal, state, or other aid for the Project, including the Clean Water State Revolving Fund program, which may provide principal forgiveness in the amount of up to \$30,000.00? (3/5 ballot vote required) Recommended by Town Council (9-0), Recommend by Budget Committee (10-0).

YES ☐
NO ☐

Pass
542 Y
238 N

Article 8

Shall the town raise and appropriate as an operating budget, not including appropriations by special warrant articles, the amounts set forth on the budget posted with the warrant, for the purposes set forth therein, and other appropriations voted separately totaling **\$18,544,678.00**? Should this article be defeated, the operating budget shall be \$18,250,895.00, which is the same as last year, with certain adjustments required by previous action of the Town meeting, or by law or the Town Council may hold one special meeting, to take up the issue of a revised operating budget only. Estimated tax rate impact \$6.85. Recommended by Town Council (8-1), Not recommended by Budget Committee (3-3).

YES ☐
NO ☐

Failed
340 Y
449 N

Article 9

To see if the town will vote to raise and appropriate the sum of **\$145,523.00** for an increase in salaries and benefits for non-union full-time and part-time Town personnel?

Fiscal Year	Salaries	Benefits	Total
2018-19	\$120,723.00	\$24,800.00	\$145,523.00

YES ☐
NO ☐

Pass
533 Y
268 N

Estimated tax impact is \$0.09. Recommended by Town Council (8-0), Recommended by Budget Committee (9-1).

GO TO NEXT BALLOT AND CONTINUE VOTING

Staff Report

Title: Authority to file SRF application – Phases III and IIIA

Date: May 3, 2018

Background Discussion of Issues

Upon the approval of Article 3 of the March 13, 2018 Town election, to determine that the construction of certain works, generally described as:
Construction of Wastewater Treatment facility to upgrade and expand the flow capacity of the plant. (Also known as Phases III and IIIA Capital Improvements)
is desirable and in the public interest, and to that end it is necessary to apply for assistance from the State Revolving Fund (SRF).

Recommendation (Including Suggested motion, if appropriate)

The governing body of said Applicant, as follows:

1. That **Sidney Baines, Chairman of the Hooksett Sewer Commission**, is authorized on behalf of the Applicant to file an application for a loan to be made in accordance with New Hampshire Code of Administrative Rules Chapter Env-Wq 500;
2. That if such loan be made, the Applicant agrees to repay the loan as stipulated in the loan agreement;
3. That **Sidney Baines** is hereby authorized to furnish such information and to take such other action as may be necessary to enable the Applicant to qualify for the loan;
4. That **Sidney Baines** is designated as the authorized representative of the Applicant for the purpose of furnishing such information, data, and documents pertaining to the Applicant for a loan as may be required; and otherwise to act as the authorized representative of the Applicant in connection with this application.
5. That certified copies of this resolution be included as part of the application to be submitted for a loan;
6. That if such loan be made, the Applicant agrees to make provisions for assuming proper and efficient operation and maintenance of the facilities after completion of the construction.

Fiscal Impact

The loan debt service is to be paid from Hooksett Sewer Commission Trust funds which will not impact user rate.

Prepared By: Linda O'Keefe and Guy Beloin

Town Administrator's Recommendation

1. DESIGNATION OF AUTHORITIES FOR CLEAN WATER SRF LOAN

WHEREAS, Town of Hooksett
(legal name of Applicant)

after thorough consideration of the nature of its water pollution problem, hereby determines that the construction of certain works, generally described as:

WWTF Phase 3 and 3A Improvements NHDES Project No. D2017 0705 is desirable and in the public interest, and to that end it is desired to apply for assistance from the State Revolving Fund (SRF); and

WHEREAS, the Applicant has examined and duly considered the provisions of RSA 486:14 and the New Hampshire Code of Administrative Rules Chapter Env-Wq 500, which relate to loans from the Clean Water State Revolving Fund and deems it to be in the public interest to file a loan application and to authorize other actions in connection therewith;

NOW, THEREFORE, BE IT RESOLVED BY

Hooksett Town Council, the governing body or Board of Directors of said Applicant, as follows:

1. That the person holding the position of Chairman, Sewer Commission, currently held by Sidney Baines, is hereby designated as the Authorized Representative of the Applicant for the purpose of filing an application for a loan in accordance with New Hampshire Code of Administrative Rules Chapter Env-Wq 500, furnishing such information, data, and documents pertaining to the applicant for a loan as may be required.
2. That if such loan be made, the following position(s), currently held by the following individual(s), is/are the Authorized Representative(s) of the Applicant for the purpose of signing any documents pertaining to the disbursement of funds to the loan recipient.

Position Title	Name
Chairman, Sewer Commission	Sidney Baines

3. That if such loan be made, the Applicant agrees to repay the loan as stipulated in the loan agreement.
4. That a certified copy of this resolution be included as part of the application to be submitted for a loan.

5. That persons holding the following position(s) at the time of loan execution are authorized to sign the loan agreement binding the Applicant to the terms and conditions of the loan.
Sidney Baines, Chairman of Sewer Commission

6. That if such loan be made, the Applicant agrees to make provisions for assuming proper and efficient operation and maintenance of the facilities after completion of the construction thereof.

VOTED:

I certify that said vote has not been amended or repealed and remains in full force and effect as of the date of this Certification.

ATTEST: (Town Clerk/Tax Collector)

Date: _____

SAMPLE BALLOT

ARTICLES

Article 3

To see if the town will vote to raise and appropriate the sum of **\$4,390,000.00** for the purpose of performing Phase III and IIA Capital Improvements at the Wastewater Treatment Facility (the "Project"); to authorize the Town Council to apply for, obtain, and accept federal, state, or other aid, including the Clean Water State Revolving Fund program, that may be available for the Project; to authorize the issuance of not more than \$4,390,000.00 of bonds and notes in accordance with the provisions of the Municipal Finance Act (RSA 33); and to authorize the Town Council to determine the date, maturities, interest rate, and other details of such bonds or notes; and to raise and appropriate the sum of \$155,000.00 from the first year's interest payment on such bonds or notes? Without impairment to the general obligation of said bonds or notes, it is intended that said bonds or notes shall be fully paid from funds existing in the Sewer Commission Trust account. (3/5 ballot vote required) Recommended by Town Council (8-1), Recommend by Budget Committee (9-1).

YES ☐
NO ☐

Pass
533 Y
254 N

Article 4

To see if the town will vote to raise and appropriate the sum of **\$762,500.00** for the construction of improvements to the Safety Center and to authorize the issuance of not more than \$752,500.00 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33); to authorize the Town Council to issue, negotiate, sell and deliver such bonds or notes and to determine the rate of interest thereon and the maturity and other terms thereof; to authorize the Town Council to apply for, obtain and accept federal, state or other aid, if any, which may be available for said project and to comply with all laws applicable to said project; to authorize the Town Council to take any other action or to pass any other vote relative thereto; and furthermore, to raise and appropriate the sum of \$10,000.00 from taxation for the bond issuance costs and first year's debt service payments on such bonds or notes? (3/5 ballot vote required) Estimated tax impact is \$0.01. Recommended by Town Council (8-1), Recommended by Budget Committee (9-1).

YES ☐
NO ☐

Pass
504 Y
291 N

Article 5

To see if the town will vote to raise and appropriate the sum of **\$607,500.00** to purchase a Rescue Pumper and equipment for the Fire-Rescue Department; of this amount \$250,000.00 shall be expended from the Fire Apparatus fund; and to authorize the issuance of not more than \$350,000.00 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33); and to authorize the Town Council to determine the date, maturities, interest rate, and other details of such bonds or notes; and to raise and appropriate the sum of \$7,500.00 from taxation for bond issuance costs and the first year's debt service payments on such bonds or notes? (3/5 ballot vote required) Estimated tax impact is \$0.005. Recommended by Town Council (9-0), Recommend by Budget Committee (10-0).

YES ☐
NO ☐

Pass
571 Y
228 N

Article 6

To see if the town will vote to raise and appropriate the sum of **\$30,000.00** for the purpose of developing an Asset Management Program for the Stormwater System that will qualify the Town for federal and state funds (the "Project"); to authorize the issuance of not more than \$30,000.00 of bonds and notes in accordance with the provisions of the Municipal Finance Act (RSA 33); to authorize the Town Council to determine the date, maturities, interest rate, and other details of such bonds or notes; and to authorize the Town Council to apply for, obtain, and accept federal, state, or other aid for the Project, including the Clean Water State Revolving Fund program, which may provide principal forgiveness in the amount of up to \$30,000.00? (3/5 ballot vote required) Recommended by Town Council (9-0), Recommend by Budget Committee (10-0).

YES ☐
NO ☐

Pass
563 Y
222 N

Article 7

To see if the town will vote to raise and appropriate the sum of **\$30,000.00** for the purpose of developing an Asset Management Program for the Wastewater Collection System that will qualify the Town for federal and state funds (the "Project"); to authorize the issuance of not more than \$30,000.00 of bonds and notes in accordance with the provisions of the Municipal Finance Act (RSA 33); to authorize the Town Council to determine the date, maturities, interest rate, and other details of such bonds or notes; and to authorize the Town Council to apply for, obtain, and accept federal, state, or other aid for the Project, including the Clean Water State Revolving Fund program, which may provide principal forgiveness in the amount of up to \$30,000.00? (3/5 ballot vote required) Recommended by Town Council (9-0), Recommend by Budget Committee (10-0).

YES ☐
NO ☐

Pass
542 Y
238 N

Article 8

Shall the town raise and appropriate as an operating budget, not including appropriations by special warrant articles, the amounts set forth on the budget posted with the warrant, for the purposes set forth therein, and other appropriations voted separately totaling **\$18,544,678.00**? Should this article be defeated, the operating budget shall be \$18,250,895.00, which is the same as last year, with certain adjustments required by previous action of the Town meeting, or by law or the Town Council may hold one special meeting, to take up the issue of a revised operating budget only. Estimated tax rate impact \$6.85. Recommended by Town Council (8-1), Not recommended by Budget Committee (3-3).

YES ☐
NO ☐

Failed
340 Y
449 N

Article 9

To see if the town will vote to raise and appropriate the sum of **\$145,523.00** for an increase in salaries and benefits for non-union full-time and part-time Town personnel?

Fiscal Year	Salaries	Benefits	Total
2018-19	\$120,723.00	\$24,800.00	\$145,523.00

YES ☐
NO ☐

Pass
533 Y
268 N

Estimated tax impact is \$0.09. Recommended by Town Council (8-0), Recommended by Budget Committee (9-1).

GO TO NEXT BALLOT AND CONTINUE VOTING

Staff Report

Title: Town Council Meeting Schedule 2018-2019

Date: 05/23/2018

Background Discussion of Issues
<p>The Town Council meeting schedule is based on the fiscal year with meetings typically occurring on the 2nd and 4th Wednesdays of each month at 6:00pm in Town Hall Chambers. Exceptions to this schedule occur in November and December due to the holidays, and additional meetings occur in February & September due to budgets & warrants. The Council also conducts an annual workshop in the Summer. Other Special Meetings may occur at the request of the Council Chair throughout the year.</p> <p>Recommended changes to the 2018-2019 Town Council Meeting Schedule:</p> <ul style="list-style-type: none">• July 25th – annual workshop, remove this date from meeting calendar and move workshop to August 8th (have only one meeting on July 11th then have a Council Summer break)• November 14th – remove this date from meeting calendar (Administration attends a 2-day annual NHMA conference)• February 27th & April 24th – these Council meetings are during school vacation week; discussion on quorum with new Council
Recommendation (Including Suggested motion, if appropriate)
<p>Council motion to approve the Town Council meeting schedule for July 2018-June 2019 as presented.</p>
Fiscal Impact
None.
Prepared By: Donna Fitzpatrick, Administrative Services Coordinator
Town Administrator's Recommendation

DRAFT
TOWN COUNCIL MEETING SCHEDULE @ 6:00 pm
July 2018 – June 2019

***REMOVE DATES?**

July 11, 2018	Regular Meeting	Council Chambers
*July 25, 2018	Regular Meeting	Council Chambers
August 8, 2018	Workshop	Council Chambers
August 22, 2018	Regular Meeting	Council Chambers
September 5, 2018	Budget Review	Council Chambers
September 12, 2018	Regular Meeting	Council Chambers
September 19, 2018	Budget Review	Council Chambers
September 26, 2018	Regular Meeting	Council Chambers
October 10, 2018	Regular Meeting	Council Chambers
October 24, 2018	Regular Meeting	Council Chambers
November 7, 2018	Regular Meeting	Council Chambers
*November 14, 2018	Regular Meeting	Council Chambers
December 12, 2018	Regular Meeting	Council Chambers
January 9, 2019	Regular Meeting	Council Chambers
January 23, 2019	Regular Meeting	Council Chambers
February 2, 2019	Town Meeting	Cawley School 9:00am
February 2, 2019	Special Meeting	Cawley School – immediately following Town Meeting
February 13, 2019	Regular Meeting	Council Chambers
*February 27, 2019	Regular Meeting	Council Chambers
March 12, 2019	Town Election	Cawley School (6:00am-7:00pm)
March 13, 2019	Regular Meeting	Council Chambers
March 27, 2019	Regular Meeting	Council Chambers
April 10, 2019	Regular Meeting	Council Chambers
*April 24, 2019	Regular Meeting	Council Chambers
May 8, 2019	Regular Meeting	Council Chambers
May 22, 2019	Regular Meeting	Council Chambers
June 12, 2019	Regular Meeting	Council Chambers
June 26, 2019	Regular Meeting	Council Chambers

Meetings are subject to change with at least a week's notice.

AS OF 05/03/18

Staff Report
Title: Classification Pay Plan Update
Date: 05/23/2018

Background Discussion of Issues
<p>The Classification Pay Plan was last updated 05/10/17. Updates to this plan are now needed to add 2% to the maximum levels of each grade. This plan is for non-union employees of the Town of Hooksett.</p> <p>On 02/13/13 the Town Council approved that from now on the maximum level amounts would automatically increase by the amount of any COLA or COLA-type increase. Effective 07/01/18 there is a 2% full-time & part-time COLA per warrant voted favorably on 03/13/18.</p>
Recommendation (Including Suggested motion, if appropriate)
<p>Council motion to approve updated Classification Pay Plan as presented for effective date 07/01/18.</p>
Fiscal Impact
<p>\$145,523.00 in wages; estimated tax impact \$0.09</p>
Prepared By: Donna Fitzpatrick, Administrative Services Coordinator
Town Administrator's Recommendation

TOWN OF HOOKSETT
Classification Pay Plan 05/23/18 (effective 07/01/18)

GRADE	CLASSIFICATION	SALARY RANGE		STATUS	
		MINIMUM	MAXIMUM	EXEMPT	NON-EXEMPT
1	Call Firefighter	\$ 11.00	\$ 21.85		Non-Exempt
	Custodian	\$ 22,880	\$ 45,448		Non-Exempt
	Floor Custodian				Non-Exempt
	Scale Attendant				Non-Exempt
2	Secretary	\$ 12.00	\$ 24.33		Non-Exempt
	Administrative Fill-In	\$ 24,960	\$ 50,606		Non-Exempt
	Recording Clerk				Non-Exempt
3	Call Fire Lieutenant	\$ 12.17	\$ 22.85		Non-Exempt
	Laborer	\$ 25,314	\$ 47,528		Non-Exempt
4	Call Captain	\$ 12.81	\$ 24.06		Non-Exempt
		\$ 26,645	\$ 50,045		
5	Clerk	\$ 13.08	\$ 24.56		Non-Exempt
		\$ 27,206	\$ 51,085		
6	Bookkeeper	\$ 13.58	\$ 25.48		Non-Exempt
		\$ 28,246	\$ 52,998		
7	Clerk/Deputy Town Clerk	\$ 13.90	\$ 26.09		Non-Exempt
	Truck Driver/Laborer	\$ 28,912	\$ 54,267		Non-Exempt
8	Call Fire District Chief	\$ 14.91	\$ 27.99		Non-Exempt
		\$ 31,013	\$ 58,219		
9	Administrative Assistant	\$ 14.95	\$ 28.07		Non-Exempt
	Assessing Clerk	\$ 31,096	\$ 58,386		Non-Exempt
	Clerk/Deputy Tax Collector				Non-Exempt
	Police Administrative Clerk				Non-Exempt
	Police Prosecution Assistant				Non-Exempt
	Police Administrative Assistant/Receptionist				Non-Exempt
10	Assistant Crew Chief	\$ 15.27	\$ 28.67		Non-Exempt
	Heavy Equipment Operator/Truck Driver	\$ 31,762	\$ 59,634		Non-Exempt
11	Vacant	\$ 15.98	\$ 30.01		
		\$ 33,238	\$ 62,421		
12	Real Estate Appraiser	\$ 16.76	\$ 31.46		Non-Exempt
	Mechanic	\$ 34,861	\$ 65,437		Non-Exempt
13	Crew Chief	\$ 17.80	\$ 33.42		Non-Exempt
	Master Mechanic	\$ 37,024	\$ 69,514		Non-Exempt
14	Forest Fire Warden	\$ 18.75	\$ 35.29		Non-Exempt
	Project Coordinator	\$ 39,000	\$ 73,403	Exempt	
	Administrative Services Coordinator			Exempt	
	Assistant Planner			Exempt	
	Police Executive Assistant				Non-Exempt
15	Family Services Director	\$ 19.27	\$ 36.27		Non-Exempt
		\$ 40,082	\$ 75,442		
16	Code Enforcement Officer	\$ 19.34	\$ 36.31	Exempt	
	Tax Collector	\$ 40,227	\$ 75,525	Exempt	
17		\$ 20.00	\$ 37.89	Exempt	
	Police Dispatch Supervisor	\$ 41,600	\$ 78,811		*Non-Exempt (Salary)
18	Police Sergeant	\$ 21.45	\$ 36.34		Non-Exempt
		\$ 44,616	\$ 75,587		
19	Administrative Fire Captain	\$ 22.52	\$ 42.28	Exempt	Non-Exempt
	Police Lieutenant Patrol Officers	\$ 46,842	\$ 87,942		*Non-Exempt (Salary)
20	Assessor	\$ 23.04	\$ 43.25	Exempt	
	Town Planner	\$ 47,923	\$ 89,960		
21	Vacant	\$ 23.43	\$ 42.36	Exempt	
		\$ 48,734	\$ 88,109		
22	Finance Director	\$ 23.27	\$ 43.69	Exempt	
		\$ 48,402	\$ 90,875	Exempt	
23	Assistant Fire Chief	\$ 25.19	\$ 46.57	Exempt	
	Police Captain Operations Support	\$ 52,395	\$ 96,866	Exempt	
	Police Prosecutor				

TOWN OF HOOKSETT
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24	Assistant Public Works Director/Town Engineer	\$ 27.02	\$ 51.28	Exempt	
		\$ 56,202	\$ 106,662		
25	Fire Chief Police Chief Public Works Director	\$ 30.87	\$ 54.93	Exempt	
		\$ 64,210	\$ 114,254		
26	Town Administrator	\$ 31.44	\$ 71.67	Exempt	
		\$ 65,395	\$ 149,074		

Annual minimum and maximum ranges apply to full-time non-union positions only and are based on a 40-hour work week

Hourly minimum and maximum rates apply to all non-union positions regardless of full-time, part-time, or other status.

Original adoption date: March 24, 2010.

Amendment date: May 23, 2018 for effective date July 1, 2018

02/13/13 Town Council approved that from now on the maximum level amounts would automatically increase by the amount of any COLA or COLA-type increases, but not merit increases. 07/01/13 Town Council approved 2% COLA. 07/01/14 2% COLA per budget voted 5/13/14. 07/01/15 3% COLA per budget voted 5/12/15. 07/01/16 3% F/T & 2% P/T COLA per budget voted 05/10/16 & TC approval 05/25/16. 07/01/17 2% F/T & P/T COLA per budget voted 03/14/17 & TC approval 05/10/17. 07/01/18 2% F/T & P/T COLA per warrant voted 03/13/18 & TC approval 05/23/18.

*Refer to Hooksett Police Department Administrative/Operations Directive for Administering of Overtime for Lieutenant and Dispatch Supervisor.

The Classification Pay Plan does not include seasonal positions including but not limited to Public Works Fun-in-the-Sun, Family Services.

Staff Report
Title: Unsealing of Council Non-Public Session Minutes
June 2017 - May 2018
Date: 05/23/18

Background Discussion of Issues
<p><u>Per the Town Council Rules of Procedures Section 8.f.:</u></p> <p><i>“Unsealing of the non-public session minutes for the current fiscal year (June 1st to May 31st) shall occur annually at the Council’s last meeting in May when, in the opinion of a majority of members, the circumstances that sealed the minutes no longer apply in accordance with RSA 91A:3 III.”</i></p> <p><u>Per RSA 91A:3 III:</u></p> <p><i>“Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present taken in public session, it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the public body itself, or render the proposed action ineffective, or pertain to terrorism, more specifically, to matters relating to the preparation for and the carrying out of all emergency functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life. This shall include training to carry out such functions. In the event of such circumstances, <u>information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.</u>”</i></p> <p><u>Council Non-Public RSAs:</u></p> <ul style="list-style-type: none">• NH RSA 91-A:3 II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her.• NH RSA 91-A:3 II (b) The hiring of any person as a public employee.• 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. <p>The Council will go into non-public session at their meeting of May 23, 2018 to review all non-public minutes for period June 2017 – May 2018. The Council will then go into public session to make their motion on whether to unseal or to remain sealing these minutes.</p>
Recommendation (Including Suggested motion, if appropriate)
Council motion to unseal non-public minutes of a specific date(s) and discussion item(s) <u>AND</u> that all other sealed Town Council non-public minutes for period June 2017 – May 2018 are to remain sealed at this time.
Fiscal Impact
None.
Prepared By: Donna Fitzpatrick, Administrative Services Coordinator
Town Administrator’s Recommendation