



**TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, June 13, 2018
5:30 PM
Council Chambers**

1. CALL TO ORDER – NON-PUBLIC SESSION #1

2. PROOF OF POSTING

3. ROLL CALL – NON-PUBLIC SESSION #1

4. NON-PUBLIC SESSION #1

4.a 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.

4.b NH RSA 91-A:3 II (d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those in the general community.

5. CALL TO ORDER – PUBLIC SESSION WILL BEGIN IMMEDIATELY FOLLOWING THE NON-PUBLIC SESSION NOTED ABOVE.

6. ROLL CALL – PUBLIC SESSION

7. PLEDGE OF ALLEGIANCE

8. SPECIAL RECOGNITIONS

8.a Hooksett Youth Achiever of the Month

8.b Hooksett Municipal Employees – New Hires

9. SCHEDULED APPOINTMENTS

9.a Ava & Lily Burke, Presentation of Donations to fund the Hooksett K-9 Program

9.b Appointment with 1989 Charter Commission members Mary Farwell & Don Riley and former Supervisor's of the Checklist member Mike Horne Regarding Removal of Voting Districts

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

9.c Planning Board Activity Update. Richard Marshall, Chair

10. APPROVAL OF MINUTES

10.a Public: 05/23/18
[TC Minutes 052318-U.docx](#)

10.b Non-Public Minutes: 05/23/18

11. AGENDA OVERVIEW

12. PUBLIC HEARINGS

13. CONSENT AGENDA

13.a Donation of \$1,125.00 from the Hooksett Kiwanis Foundation to the Town of Hooksett for the Family Services Department for the Fun-in-the Sun summer camp program to sponsor one child for the full nine weeks of camp per RSA 31:95-b III (b).

[Staff Report - Kiwanis Donation FITS.docx](#)

13.b Donation of a \$25.00 Walmart gift card from the Hooksett Fire Department Chaplain to the Town of Hooksett to be given to a family in need that is served by the Hooksett Family Services Department per RSA 31:95-b III (b).

[Staff Report - Hooksett Fire Walmart GC.docx](#)

14. TOWN ADMINISTRATOR'S REPORT

15. PUBLIC INPUT - 15 MINUTES

16. NOMINATIONS AND APPOINTMENTS

16.a Nominations and (Re)Appointments
[Open Appointed Board and Committees \(2018\).docx](#)

[June 2018 Nominations and Appointments.doc](#)

[reappointment - gult, Ivan.pdf](#)

[reappointment - raymond bonney.pdf](#)

[reappointment - david scarpetti.pdf](#)

[Lizotte reappointment.pdf](#)

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

[CRobertson Reappointment.pdf](#)

[dboutin reappointment.pdf](#)

[rbairam reappointment papers.pdf](#)

[d.marshall reappointment papers.pdf](#)

[A.Stelmach appointment.pdf](#)

17. 15 MINUTE RECESS

18. OLD BUSINESS

- 18.a On April 25, 2018, the Town Council approved accepting donations to fund the K9 Program.
- 1) Update on K-9 Program and 2) Motion to accept the donation of \$6,670.00 from citizens and business owners, to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-b, III (b) and return that amount to the Police Departments budget, K-9 trust Fund.

[Staff Report K9 June13.docx](#)

[20180531150516151.pdf](#)

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

[Staff Report - Lilac Pedestrian Bridge Discussion 6-13-18.docx](#)

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

[Chronology of Events - ED Swett - last 8 pages.pdf](#)

[ED Swett #6 notice of material breach.pdf](#)

- 18.c Rte. 3A & Hackett Hill Road Roundabout Update

19. NEW BUSINESS

- 19.a FY 2017-18 Budget Encumbrance Review

[SR Encumbrance 2018 - Review.docx](#)

[20180605163902461.pdf](#)

- 19.b Motion to allow the Hooksett Police Department to purchase from their unexpended full time wage line (fiscal year 2017/2018) a Sokkia Robotic Total Station from Maine Technical Source, Yarmouth, Maine, to include accessories, and training and purchase CAD (Computer-Aid Design and Drafting) software though Dirigo Software for a combined total of \$31,334.66.

[20180524095616263.pdf](#)

19.c Council Signature for Designation of Authorities for Clean Water SRF Loan
[Staff Report - Authorization of agent for Stormwater Asset Management System Loans.docx](#)

19.d Town of Hooksett, NH and New England Police Benevolent Association, INC. (NEPBA)
LOCAL 46 OF NEW HAMPSHIRE 070117-063020 - Contract Amendment

20. SUB-COMMITTEE REPORTS

21. PUBLIC INPUT

22. NON-PUBLIC SESSION #2

22.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.

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

22.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.

23. ADJOURNMENT

Public Input

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

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

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TOWN COUNCIL MINUTES – UNOFFICIAL
Regular Meeting
Wednesday, May 23, 2018
6:00 PM
Council Chambers

1. CALL TO ORDER

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

2. PROOF OF POSTING

Town Administrator, Dr. Dean Shankle, provide proof of posting.

3. ROLL CALL #1

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

4. PLEDGE OF ALLEGIANCE

Following the pledge, Chairman Sullivan ordered a moment of silence for the passing of Dick Powers who served as a coach for many Hooksett students.

5. SPECIAL RECOGNITIONS

Chairman Sullivan adjusted the agenda to take up the Hooksett Fire-Rescue Swearing in Ceremony and called on Fire-Rescue Chief James Burkush.

Chief Burkush came forward and recognized all of the firefighters in the back of the room who attended tonight's ceremony in support for the new members of the department. The Chief expressed appreciation for their work and asked Gina, the department's new administrative assistant, to come forward. He said Gina grew up in Salem with eight siblings; now lives in Manchester. She has held previous municipal positions in Salem and worked for nine years with the Bedford Police Department. All welcomed Gina to the Hooksett family.

Chief Burkush then called on Jeff Bell to come forward. He said Jeff was a lifelong resident of Hooksett; went to Bow High School. He received his fire science advanced EMT license from Southern Maine. He introduced his family who were all in attendance. After the Chief swore him in, Firefighter Bell's dad came forward to pin him.

Chief Burkush then swore in Daniel Andrews who is a lifelong resident of Dunbarton. He attended Trinity Christian School in Concord and got a degree in fire science from the Lakes Region College. Firefighter Andrews introduced his many family members in attendance. His Mom came forward to pin him.

On behalf of the Hooksett Council, Chairman Sullivan congratulated and welcomed all three new employees to the Hooksett family and, as always, expressed thanks to all of Hooksett's first responders.

5.a Boston Post Cane Award

Nick Germain indicated that around January or December the town's Boston Post Cane awardee passed away. Many recommendations were received on who might be granted this honor. It was determined that the honor belongs to Mr. Harris Landguild, a 97 year old who currently resides in a nursing home. He is a 30 year resident of Hooksett. Mr. Germain is working with the nursing home on planning the presentation of the Boston Post Cane Award to Mr. Landguild. They hope to make the presentation sometime next week. Dr. Shankle plans to attend.

5.b Hooksett Fire-Rescue - Swearing-in ceremony new Firefighters/AEMTs Burkush – Jeffrey Bell and Daniel Andrews

5.c Hooksett Municipal Employees - New Hires – already done with Gina

5.d Hooksett Youth Achiever of the Month

Chairman Sullivan went on with the agenda while awaiting the youth achiever awardee's arrival, expected around 7:00 p.m.

6. SCHEDULED APPOINTMENTS

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

Mr. Carl Brando, owner of DeRosa of Boston Jewelers, LLC, came forward indicating that he was a resident of Litchfield where he raised his two kids and lives with his wife. He is seeking Council approval to conduct a jewelry repair business at a shop across the street from Eversource. He has been doing the work from his home but misses the retail aspect of his work and asked that the Council approve his pawnbroker/secondhand dealer license application. The staff report indicates that Captain Jake Robie has completed a review of the application, criminal history record, lease agreement and proof of subscription to Leads Online. The Captain has found that all requirements are in order. In response to councilors' questions, Mr. Branco said his work does not require loud, large tools, and there will be no flashing, elaborate signage to advertise his business. He learned his trade from his father and grandfather in Portugal. *Councilor Winterton moved, second by Councilor Levesque, to approve DeRosa of Boston Jewelers, LLC pawnbroker/secondhand dealer application to conduct a jewelry repair business at 1261 Hooksett Road, Unit 3 and that a permit be issued upon receipt by the Town Clerk of a \$250 permit fee. Motion passed unanimously, 9-0.*

7. APPROVAL OF MINUTES

7.a Public: 05/09/18

[TC Minutes 050918-U.docx](#)

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

Councilor Ross moved, second by Councilor Tsantoulis, to approve the Town Council meeting minutes of May 9, 2018, as amended. Motion passed unanimously, 9-0.

Councilor Levesque moved, second by Councilor Duhaime, to approve the non-public Town Council meeting minutes of May 9, 2018, as presented. Motion passed unanimously, 9-0.

The tabled minutes of April 25th were not considered because they needed to be contracted out so that a verbatim transcription could be developed related to the question and answer section on the Lilac Bridge.

8. AGENDA OVERVIEW

9. PUBLIC HEARINGS

10. CONSENT AGENDA

- 10.a Assessing Abatement
[staff reporttaxlien.docx](#)
[BackupStaffReport5232018.pdf](#)

Councilor Winterton moved, second by Councilor Ross, to approve the Consent Agenda as presented. Motion passed unanimously, 9-0.

Chairman Sullivan adjusted the agenda to take up the following items:

16.b Radio Purchase for Rescue Boat

Councilor Ross moved, second by Councilor Winterton, to approve \$4,479.85 from fire impact fees for the purchase of an interoperability radio. Chief Burkush indicated that he previously received approval from Council to use impact fees for the purchase of the rescue boat but did not ask for funds for the radio. In response to Councilor Winterton's question about the expense of a boat radio, the Chief said boat radios are more expensive since they require a waterproof case. Motion passed unanimously, 9-0.

16.c Street Name Approval for Hooksett Village Water Storage Tank

Councilor Tsansoulis moved, second by Councilor Giotas, to approve the new Hooksett Village water storage tank road be named Brickyard Pond Road. Motion passed unanimously, 9-0.

16.d Sewer Commission – Asset Management Program for the Wastewater Collection System

Councilor Winterton moved, second by Councilor Duhaime, that:

1. Sidney Baines, Chairman of the Hooksett Sewer Commission, is authorized on behalf of the Applicant (Town of Hooksett) to file an application for a loan to be made in accordance with NH Code of Administrative Rules Chapter Env-Wq 500;
2. if such loan be made, the Applicant agrees to repay the loan as stipulated in the loan agreement;

3. 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. 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 the application;
5. certified copies of this resolution be included as part of the application to be submitted for a loan;
6. 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.

Motion passed unanimously, 9-0.

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).

Councilor Winterton moved, second by Councilor Duhaime, that

1. Sidney Baines, Chairman of the Hooksett Sewer Commission, is authorized on behalf of the Applicant (Town of Hooksett) to file an application for a loan to be made in accordance with NH Code of Administrative Rules Chapter Env-Wq 500;
2. if such loan be made, the Applicant agrees to repay the loan as stipulated in the loan agreement;
3. 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. 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 the application;
5. certified copies of this resolution be included as part of the application to be submitted for a loan;
6. 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.

Motion passed unanimously, 9-0.

15.a – Tabled at 5/9/18 Town Council Meeting. Motion to accept the donation of \$2,500 from Monique Cote-Melendez, to the Town for the Hooksett Police Department K9 program per RSA 31:95-b, III(b) and Return that Amount to the Police Department's Budget Donation Line.

Councilor Ross moved, second by Councilor Duhaime, to remove from the table the acceptance of said K9 donation. Motion passed unanimously, 9-0.

Councilor Ross moved, second by Councilor Duhaime, to accept the donation of \$2,500 from Monique Cote-Melendez to the town for the Police Department K9 program per RSA 31:95-b, III (b) and return that amount to the Police Department's budget donation line.

Dr. Shankle said from the Finance Director's point of view it doesn't matter if a trust fund is set up or not; the funds will be appropriately reported. Councilor Ross said he felt it would be more transparent for donations to have their own budget line. *He amended his motion as follows: "to accept the donation of \$2,500 from Monique Cote-Melendez to the Police Department K9 program per RSA 31:95-b, III (b) and establish a trust fund for the expenditure of such funds". Councilor Winterton seconded the motion.*

Councilor Walczyk asked if this meant the town was moving forward with the K9 program. Police Chief Bouchard said donations are coming in and "its going forward". Dr. Shankle stated that staff and he presumed that if they raised the funds for the program, they would move forward. Donna Fitzpatrick found the relevant passage in the April 25, 2018 draft minutes and read the motion which supported the Chief's position. Councilor Winterton said he was comfortable supporting the motion and amendment and "we haven't committed town funds". Chairman Sullivan said he was satisfied this established the K9 Program and answers Councilor Walczyk's question.

In response to Councilor Levesque's question on the process for returning funds if necessary, Chief Bouchard said they and the Finance Director keep track of everyone who makes donations. Chairman Sullivan said staff keeps track of everyone donating whether a trust fund is established or not. Councilor Walczyk asked a number of questions; i.e, total costs including the use of a police car and whether insurance would be required. Chief Bouchard said the total cost is about \$25,000 which does not appear they will have difficulty raising. They are repurposing a car so will not increase the fleet at all, and that no extra insurance is required. The annual upkeep is estimated at \$3,000. Councilor Walczyk asked what would happen when the dog is past his or her prime. Dr. Shankle said that is what happened when the program was discontinued; the handler retired. Chairman Sullivan said "we would require a new dog, trainer, and a re-visit for raising more funds". Chief Bouchard said such a dog's life expectancy is eight to ten years. They have sold 175 t-shirts and raised \$12,000 in less than a month. *A vote on the motion was called. Roll Call#2: Councilor Duhaime-yes, Councilor Durand-yes, Councilor Ross-yes, Councilor Levesque-yes, Councilor Walczyk-no, Councilor Giotas-yes, Councilor Winterton-yes, Councilor Tsantoulis-no, Chairman Sullivan-yes. Motion passed 7-2 [Councilors Walczyk and Tsantoulis opposed].*

5.d – Hooksett Youth Achiever of the Month

Councilor Winterton asked Brody Dupuis to come forward and explained that the Youth Achiever Award is presented to Hooksett youth under the age of 21 who have done something special. Councilor Winterton spoke about Brody's athletic abilities, particularly in baseball. He said Brody graduated from Trinity High School and mentioned that even though many council members were Central High and Memorial High alumni, they still give awards to students who went to Trinity. Brody received a scholarship to the University of Maryland not because he's a good baseball player but also because he'll be doing a Naval ROTC with a commission to the Marine Corps as a Second Lieutenant. Councilor Winterton presented Brody with a pin and certificate to the applause and congratulations of the Council and public members in attendance.

11. TOWN ADMINISTRATOR'S REPORT

- Met with Dr. Littlefield. Will maintain their field. Will tour schools with him this Fall.

- Received tree planting poster from Eversource Vegetation Management Group.
- Received a letter from Stantec notifying NHDES.
- Reviewed numbers summarizing mentions of Hooksett on social media. The April summary indicates 12,957 interactions; 72 percent positive, 9 percent negative. Many comment related to traffic, new K9 unit got positive feedback. Negative comments related to dangerous streets, fast drivers.

Councilor Duhaime said an animal control officer is needed. He saw a coyote. Dr. Shankle said it makes sense to consider that as part of the budget. Chairman Sullivan said the matter could be discussed further during the workshop. Councilor Tsantoulis said he is not in favor of funding an animal control officer. The K9 Program is good and the Hooksett Police Department can take care of it. He said costs must remain low and he didn't agree with the speaker of two weeks ago. He doesn't think it should require further discussion.

Chairman Sullivan said it doesn't make sense to have Dr. Shankle get more information if the Council is not interested. Councilor Ross said it would be of interest to find out what others do and the costs associated with the program. The Council's consensus was to have Dr. Shankle gather more information. He asked that the matter be placed on the Council agenda in the Fall.

12. PUBLIC INPUT - 15 MINUTES

13. NOMINATIONS AND APPOINTMENTS – will be done at the 2nd June meeting.

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. – **TAKEN UP EARLIER**

[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](#)

Dr. Shankle said the engineer was unable to attend tonight's meeting, nor is additional information requested by the Council available. Hence, this matter remained tabled until the Council's next meeting.

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

Diane Boyce, DPW Director, came forward and was joined by Nick Golan of TF Moran. Dr. Shankle indicated that a meeting is scheduled for tomorrow with the state. He said by the time this gets out to bid and back it will be too late to encumber funds for this year. Council members expressed their disappointment with all the starts and stops with the project. Mr. Golan said TF Moran, too, would have preferred a quicker response from the Department of

Transportation. They are looking to bid the project in a different way and will exhaust all resources. They hope the meeting with the town tomorrow will be fruitful. Chairman Sullivan expressed the Council's disappointment with the progress made to date and now new rules have been raised. Mr. Golan said he shared in the Council's frustration and there needs to be a value attached to the land. Mr. Golan also informed the Council of added expense related to the NH Department of Historical Resources inventory requirements having to do with the historic significance of a culvert. Mr. Golan said TF Moran fought as hard as they could but it is a requirement. The culvert was built in 1930 and DOT has conducted an evaluation of the culvert.

Dr. Shankle said the only reason this is an issue at all is the estimates on this project were 30 percent too low. The Council planned well for this according to the information they were given. He said "the Council did a good job preparing and now we're hearing its \$1 million more". He asked if the state didn't have money for this. It's not the town's fault there is a historic culvert. Mr. Golan said in TF Moran's 50 years in business, they have never heard of such a request.

16. NEW BUSINESS

16.a Pawnbroker/Secondhand Dealer License - 1261 Hooksett Rd. Unit 3 – **TAKEN UP EARLIER**

[staff report - DeRosa Jewelers.docx](#)
[scan.pdf](#)

16.b Radio Purchase for rescue boat – **TAKEN UP EARLIER**

[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 – **TAKEN UP EARLIER**

[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 – **TAKEN UP EARLIER**

[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) – **TAKEN UP EARLIER**

[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](#)

Donna Fitzpatrick, Administrative Services Coordinator, recommended changes to the 2018-19 Town Council Meeting Schedule as follows:

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 two-day annual NHMA conference)
February 27th and April 24th – these Council meetings are during school vacation week; discussion on quorum with new Council.

Ms. Fitzpatrick also suggested meeting every Wednesday in June 2019 to deal with encumbrances and other end-of-year matters. *Councilor Winterton moved, second by Councilor Tsantoulis, to approve the Town Meeting schedule as discussed. Motion passed unanimously, 9-0.*

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

Donna Fitzpatrick indicated that the Classification Pay Plan was last updated on May 10, 2017. Updates to the plan are now needed to add two percent to the maximum levels of each grade. This plan is for non-union employees of the Town of Hooksett. Also, on February 13, 2013, the Town Council approved that the maximum level amounts would automatically increase by the amount of any COLA or COLA-type increase. Effective July 1, 2018 there is a two percent full-time and part-time COLA per warrant voted favorably on March 13, 2018.

Councilor Winterton moved, second by Councilor Ross, to approve updating the Classification Pay Plan as presented and effective July 1, 2018. Councilor Tsantoulis noted that the fiscal impact is \$145,523. Dr. Shankle said the real impact is that those who wouldn't get a raise will get one. Councilor Winterton said "we are not approving any raises; the voters have approved the raised and the amount of money". He said "we are raising the maximum salary range by two percent". Motion passed unanimously, 9-0.

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](#)

This is to be taken up in non-public session.

17. SUB-COMMITTEE REPORTS

Councilor Levesque said the Transfer and Recycling Committee met last night. Nothing has changed; still \$28 more than garbage. There was an article in the Union Leader. Laconia is in the same boat and paying more than Hooksett is.

Councilor Ross said he was unable to attend Monday's Conservation Commission meeting. He said cutting of grass in riverwalk area hadn't been done. Dr. Shankle indicated that all cemeteries will be mowed before Memorial Day.

Councilor Winterton said the Sewer Commission met on Monday. They are doing the borings across the river. Commissioner Baines will report back in a week or two. It appears that

under the river is nice and sandy. He said the Planning Board approved a communication tower for cell phones on Mammoth Road; abutters were all in favor.

Councilor Duhaime said the Parks & Recreation Committee met; Diane Boyce was not in attendance. They discussed new recreation plan for the master plan. He and Councilor Winterton asked if there was an inventory of the town's parks. Dr. Shankle said parks are noted in the master plan but Petersbrook and the dog park didn't exist when the plan was last updated.

Councilor Giotas said the Heritage Commission considered a demolition permit for the ProCon building which is over 50 years old.

Chairman Sullivan said the Old Town Hall was open on May 20th. There was a good turnout. Geraniums were planted in Veterans Park.

Councilor Tsantoulis suggested including the Memorial Day Parade, coordinated by the American Legion, be placed on the website. He said the Board of Assessors met two weeks ago. Their next meeting is June 13th.

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 05/23/18 at 8:13pm. Seconded by D. Winterton.

Roll Call #3

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 (9-0).

J. Sullivan motioned to exit non-public session of 05/23/18 at 9:15pm. Seconded by R. Duhaime. Vote unanimously in favor.

J. Sullivan motioned to seal the non-public minutes of 05/23/18. Seconded by T. Tsantoulis. Vote unanimously in favor.

PUBLIC SESSION CONTINUED AT 9:08 pm

J. Sullivan motioned to unseal the following Town Council Non-Public Minutes:

September 6, 2017 Discussion #2

DISCUSSION #2 – Town Council Access to Town of Hooksett Employee Exit Interview Forms and Personnel Files

M. Broth: Provided overview of Town Council Access to Town of Hooksett Employee Exit Interview Forms and Personnel Files.

November 15, 2017 Discussion #2

DISCUSSION #2 – Fire Union CBA Sidebar for Health Insurance Rate Schedule

D. Winterton: Provided overview of Fire Union Collective Bargaining Agreement Sidebar to attach the Health Insurance Rate Schedule for the Fire Union. This will clarify the employer/employee premium contributions.

February 14, 2018 Discussion #3

DISCUSSION #3 – ICMA Career Development

D. Shankle: Informed the Council that he has confirmed his ICMA Career Development trip in Tanzania (Africa). He is departing Saturday, February 17, 2018 and returning Saturday, March 17, 2018. Christine Soucie, Finance Director, has all of his authority in his absence. He will still access e-mails. He is using his vacation time.

May 9, 2018 Discussion #3

DISCUSSION #3 – Fire Chief James Burkush's Employment Contract

D. Shankle: Provided overview of contract amendment for wage increase.

Seconded by T. Tsantoulis. Vote unanimously in favor.

J. Sullivan motioned that all other sealed Town Council Non-Public Minutes for period June 2017-May 2018 are to remain sealed at this time. Seconded by D. Winterton. Vote unanimously in favor.

20. ADJOURNMENT

J. Sullivan motioned to adjourn the public session of 05/23/18 at 9:10 pm. 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: Family Services Donation

Date: 6/13/2018

Background Discussion of Issues
The Hooksett Kiwanis Foundation has donated \$1,125.00 to sponsor a child from the Town of Hooksett Family Services Department to attend the Fun in the Sun summer camp program. This specific amount of money is enough to sponsor one child for the full nine weeks of camp.
Recommendation (Including Suggested motion, if appropriate)
Motion to accept this donation to the Town of Hooksett for the Family Services Department for the Fun in the Sun summer camp program, totaling \$1,125.00, from the Hooksett Kiwanis Foundation, per RSA 31:95-b, III (b).
Fiscal Impact
+\$1,125.00
Prepared By: Abby Reeves, Family Services Director
Town Administrator's Recommendation

Staff Report

Title: Family Services Donation

Date: 6/13/2018

Background Discussion of Issues
The Hooksett Fire Department Chaplain has donated a \$25.00 Walmart gift card to be given to a family in need that is served by the Town of Hooksett Family Services Department.
Recommendation (Including Suggested motion, if appropriate)
Motion to accept this donation to the Town of Hooksett for the Family Services Department for a Walmart gift card, totaling \$25.00, from the Hooksett Fire Department Chaplain, per RSA 31:95-b, III (b).
Fiscal Impact
+\$25.00
Prepared By: Abby Reeves, Family Services Director
Town Administrator's Recommendation

Town of Hooksett

Available Appointed Positions

Conservation Commission

- (1) Full member, Expires 6/2021
- (1) Alternate, Expires 6/2021
- (1) Alternate, Expires 6/3021

Economic Development Advisory Committee

- (1) Resident Representative, Expires 6/2021
- (1) Business Representative, Expires 6/2021
- (1) Business Representative, Expires 6/2021

Planning Board

- (1) Full Member, Expiring 6/2021
- (1) Full Member, Expiring 6/2021
- (1) Alternate, Expiring 6/2021

Heritage Commission

- (1) Full Member, Expiring 6/2019
- (1) Full Member, Expiring 6/2021
- (1) Full member, Expiring 6/2021
- (1) Alternate Member, expiring 6/2018
- (1) Alternate Expiring 6/2020

Recycling & Transfer Advisory Committee

- (1) Full Member, Expiring, 6/2021
- (1) Alternate Member, expires 6/2018

Parks and Recreation Advisory Board

- (1) Full Member, Expiring 6/2021

Zoning Board of Adjustment

- Full Member, Expiring 6/2021
- Alternate, Expiring 6/2021
- Alternate, Expiring 6/2018
- Alternate, Expiring 6/2019

Town Hall Preservation Committee

- (5) Board Members

SNHPC

- (1) Full Member, Expiring 6/2021

These are unpaid volunteer positions. If interested in being nominated for an appointed position, please fill out the volunteer application form and send it to:

Town of Hooksett, Administration Department, 35 Main Street, Hooksett, NH 03106

Nominations

Conservation

Cindy Robertson, Full Member, Term Expiring 6/2021
Todd Lizotte, Alternate, Term Expiring 6/2021

Economic Development Advisory Committee

David Scarpetti, Resident Rep., Term Expiring 6/2021
Ivan Gult, Resident Rep., Term Expiring 6/2021

Heritage Commission

Kathleen Northrup, Full Member, Term Expiring 6/2021

Planning Board

Richard G. Marshall, Full Member, Term Expiring 6/2021
David Boutin, Alternate, Term Expiring 6/2021

Recycling and Transfer Advisory Committee

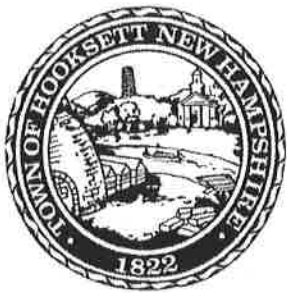
Raymond Bonney, Full Member Term Expiring 6/2021

Zoning Board of Adjustment

Richard Bairam, Full Member, Term Expiring 6/2021
Anne Stelmach, Alternate, Term Expiring 6/2021


Appointments

N/A



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 4-17-18
Name: Ivan Guit Phone: (603) 361-5577
Address: 19 Virginia Court, Hooksett, NH 03106
Email Address: ivanguit19@yahoo.com
Signature: 

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,
Attn: Administration Department or email to NGermain@hooksett.org

I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.

BOARDS, COMMISSIONS & COMMITTEES

- ☐ Conservation Commission
- ☒ Economic Development Study Committee
- ☐ Heritage Commission
- ☐ Parks & Recreation Advisory Board
- ☐ Planning Board
- ☐ Recycling & Transfer Advisory Committee
- ☐ Town Hall Preservation Committee
- ☐ Zoning Board of Adjustment
- ☐ Other (Please specify.)

Town of Hooksett

35 Main Street
Hooksett, NH 03106

FRAUD POLICY

Recognition & Awareness Form

Acknowledgement:

My signature signifies that I have read the Town of Hooksett's Fraud Policy and that I understand my responsibilities related to the prevention, detection and reporting of suspected misconduct and dishonesty.

Signature: _____



Print Name: _____

Ivan Gult

Date Signed: _____

4.17.2018

Department Head Signature: _____

- Inventory and all other assets.
 - Misuse – Misuse, misappropriation, misapplication, destruction, removal, or concealment of the Town's inventory or assets for personal use (e.g. Town vehicles, computers, supplies, etc.)
 - Larceny – Inventory or other assets are stolen from the Town.

2) **Corruption** – Wrongfully use influence in a business transaction in order to procure some benefits for themselves or another person, contrary to duty to employer or the rights of another.

- Conflicts of Interest – An undisclosed economic or personal interest in a transaction that adversely affects the Town.
- Bribery – The offering, giving, receiving or soliciting of anything of value to influence an official act or a business decision.
- Illegal Gratuities – A party who benefits from an official act or a business decision gives a gift to a person who made the decision. An illegal gratuity does not require proof of intent to influence.
- Economic Extortion – An official or employee demands that a vendor/contractor/etc. pay to influence an official act or a business decision.

3) **Fraudulent Statement** – Falsification of a Town record. Other similar irregularities is defined as any activity involving questionable behavior or business dealings by member of the public, contractors, vendors, agents or Town officials and employees, that put Town revenue, property, information and other assets at the risk of waste or abuse.

Section 4. Zero Tolerance

4.1 The Town of Hooksett has adopted a zero tolerance policy regarding fraud. No official or employee of the Town shall remove any Town of Hooksett assets from the property without proper authorization from the Town Administrator, misuse any Town assets for ones personal gain, or willfully misappropriate any Town of Hooksett asset. Any evidence supporting fraud, theft or embezzlement of Town of Hooksett assets and equipment may be subject to the following personnel actions including but not limited to: suspension, termination, and restitution.

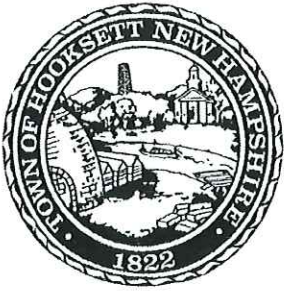
Section 5. Reporting of Fraud or Corruption

5.1 Officials and employees shall read and understand this policy. Department Heads shall be responsible to communicate this policy to their staff.

1. Disciplinary action (up to and including immediate termination of employment).
2. Restitution for all losses, including investigation and legal expenses, to the fullest extent of the law.
3. Institution of civil action to recover losses.
4. Where the Town of Hooksett elects to take corrective or disciplinary action, it will proceed under the procedures in place under the Personnel Plan or under any collective bargaining agreement for the respective employment classification.
5. The Town of Hooksett may take corrective or disciplinary action without awaiting the resolution of criminal or civil proceedings arising from fraudulent conduct.

Adopted by vote of the Council on this date, 5.23.12

James A Sullivan
McComa
W.H.
Richard Boswa
McLann
Geraint H. Levesque
James A. Levesque
John E. Smith



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 4/21/2018

Name: Raymond Bonney Phone: 603 341 4238

Address: PO Box 16246 Hooksett NH 03106

Email Address: bigray.rfb@gmail.com

Signature: Raymond Bonney

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,

Attn: Administration Department or email to NGermain@hooksett.org

I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.

BOARDS, COMMISSIONS & COMMITTEES

- ☐ Conservation Commission
- ☐ Economic Development Study Committee
- ☐ Heritage Commission
- ☐ Parks & Recreation Advisory Board
- ☐ Planning Board
- ☒ Recycling & Transfer Advisory Committee
- ☐ Town Hall Preservation Committee
- ☐ Zoning Board of Adjustment
- ☐ Other (Please specify.)

How long have you been a resident of Hooksett?

14 years

Why are you seeking this position?

Enjoy being on this committee and trying to help improve the town of Hooksett

Do you have any specific goals or objectives?

to try and the town improve upon recycling and trash efforts

Please list special skills, talents or experience pertinent to the position sought:

Familiar with trash business and equipment

Please list any potential conflicts of interest you may have if appointed for a board or commission:

none

Please list any work, volunteer, and/or educational experience you would like to have considered:

Member of Hooksett Kiwanis

Please list any current/prior Town board membership and the dates of service:

On the Recycling and Transfer Advisory Committee currently

Town of Hooksett

35 Main Street
Hooksett, NH 03106

FRAUD POLICY**Recognition & Awareness Form****Acknowledgement:**

My signature signifies that I have read the Town of Hooksett's Fraud Policy and that I understand my responsibilities related to the prevention, detection and reporting of suspected misconduct and dishonesty.

Signature: Raymond Bonney

Print Name: Raymond Bonney

Date Signed: 4/21/2018

Department Head Signature: _____

Town of Hooksett

35 Main Street
Hooksett, NH 03106

FRAUD POLICY

Section 1. Introduction

1.1 Financial accountability is a top priority for the Town of Hooksett. The Town's fraud policy formalizes the expectations of personal honesty and integrity required of Town officials and employees. The Town of Hooksett is committed to protecting its revenue, property, information and other assets from any attempt, either by members of the public, contractors, sub-contractors, agents, intermediaries or its own officials and employees, to gain by deceit, financial or other benefits at the expense of the Hooksett taxpayers.

Section 2. Purpose

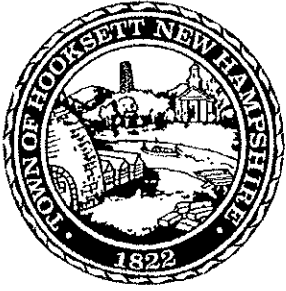
2.1 The purpose of this document is to communicate municipal policy regarding the deterrence and investigation of suspected misconduct and dishonesty by officials or employees, and to provide specific instructions regarding appropriate action in case of suspected violations.

Section 3. Definition

3.1 There are three major categories of fraud, Asset Misappropriation, Corruption and Fraudulent Statements.

1) Asset Misappropriations – Theft or misuse of an asset.

- Cash
 - Fraudulent Disbursements – Perpetrator causes the Town to disburse funds through some trick or device (e.g. submitting false invoices, timesheets, expense reimbursement schemes, check tampering, etc.), or prevents the timeliness of the disbursement of funds.
 - Embezzlement – Perpetrator appropriates monies fraudulently to one's own use, as money or property entrusted in one's care.
 - Skimming – Cash is stolen from the Town before it is recorded on the Town's books and records.
 - Cash Larceny – Cash is stolen from an organization after it has been recorded on the Town's books and records.



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: _____

Name: DAVID SCARPETTI Phone: cell # 493-9155

Address: 27 Cindy Dr

Email Address: boardwalkdev@yahoo.com

Signature: Dad Gph

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,
 Attn: Administration Department or email to NGermain@hooksett.org

I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.

BOARDS, COMMISSIONS & COMMITTEES

- ☐ Conservation Commission
- ☒ Economic Development Study Committee
- ☐ Heritage Commission
- ☐ Parks & Recreation Advisory Board
- ☐ Planning Board
- ☐ Recycling & Transfer Advisory Committee
- ☐ Town Hall Preservation Committee
- ☐ Zoning Board of Adjustment
- ☐ Other (Please specify.)

How long have you been a resident of Hooksett?

18 1/2 years

Why are you seeking this position?

on the EDC all Relection we have a good group of people with interest to promote business to Hooksett

Do you have any specific goals or objectives?

To bring more businesses to Hooksett, Get sewer to the west side of the Mervinack River to ~~ext~~ promote more businesses in the exit 10 & 11

Please list special skills, talents or experience pertinent to the position sought:

I have been a Realtor for 28+ years

Please list any potential conflicts of interest you may have if appointed for a board or commission:

None

Please list any work, volunteer, and/or educational experience you would like to have considered:

Board of Directors Kiwanis, self employed Realtor/
Developer,

Please list any current/prior Town board membership and the dates of service:

Currently I have been the chairman of the EDC, Advisor committee for the sewer to west side of the River, I have been on the EDC for 5+ years, was on the committee for the signs in Hooksett

Town of Hooksett

35 Main Street
Hooksett, NH 03106

FRAUD POLICY**Recognition & Awareness Form****Acknowledgement:**

My signature signifies that I have read the Town of Hooksett's Fraud Policy and that I understand my responsibilities related to the prevention, detection and reporting of suspected misconduct and dishonesty.

Signature: David Scarpetti

Print Name: DAVID SCARPETTI

Date Signed: 4/25/18

Department Head Signature: _____

Town of Hooksett

35 Main Street
Hooksett, NH 03106

FRAUD POLICY

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Section 4. Zero Tolerance

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Section 5. Reporting of Fraud or Corruption

5.1 Officials and employees shall read and understand this policy. Department Heads shall be responsible to communicate this policy to their staff.

5.2 Any Town of Hooksett official or employee who suspects or is aware of fraud being committed against the Town by anyone shall immediately report such activity to the Town Administrator. (If the Town Administrator is the alleged perpetrator the report shall be directed to the Hooksett Police Chief. If this occurs, the Chief will take the place of the Administrator in the process described below.)

Upon receiving such a report, the Town Administrator will immediately take the allegation to the Town's Legal Counsel and the Hooksett Police Prosecutor. The Administrator, Counsel and Prosecutor will decide the most prudent way to proceed. This may include, for example, parallel investigations for personnel or criminal issues or a decision that the investigation should be completely turned over to the Hooksett Police Department or the NH State Police.

Once a plan of action has been developed, the Town Council will be apprised of the situation in a non-public session.

5.3 All investigations will be conducted in confidence insofar as reasonably possible. The names or names of those communicating information about a fraudulent act or the name or names of those suspected of a fraudulent act will only be revealed when required by law in conjunctions with the investigation or legal action.

Section 6. False Allegations

6.1 False allegations of suspected fraud with the intent to disrupt or cause harm to another may be subject to disciplinary action up to and including termination of employment.

6.2 NH Whistleblowers' Protection Act (RSA 275-E) was established to protect the rights of officials or employee who report violation of law, or refuse to execute illegal directives, participate in investigations or hearings. For a full explanation of these rights the remedies, officials and employees should review this policy which should be displayed in a prominent location in their place of work.

Section 7. Prevention

7.1 Each department will maintain an internal control environment to protect the department and the Town from loss or other damages as a result of a fraudulent act.

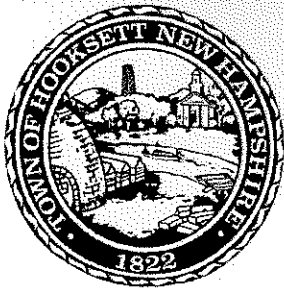
Section 8. Corrective Actions and Discipline

8.1 Appropriate and timely action will be taken against those proven to have committed fraudulent act. These remedial actions may include, but are not limited to:

1. Disciplinary action (up to and including immediate termination of employment).
2. Restitution for all losses, including investigation and legal expenses, to the fullest extent of the law.
3. Institution of civil action to recover losses.
4. Where the Town of Hooksett elects to take corrective or disciplinary action, it will proceed under the procedures in place under the Personnel Plan or under any collective bargaining agreement for the respective employment classification.
5. The Town of Hooksett may take corrective or disciplinary action without awaiting the resolution of criminal or civil proceedings arising from fraudulent conduct.

Adopted by vote of the Council on this date, 5.23.12

James A Sullivan
McComa
J. H. [unclear]
Keith A. Bowd
Mr. [unclear]
Verint [unclear]
James A. Levesque
[unclear]



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 4-19-18

Name: TOOD P. LIZOTTE Phone: 603-493-2579

Address: 21 POST ROAD HOOKSETT, NH 03106

Email Address: ethanlizotte@gmail.com

Signature: 

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,

Attn: Administration Department or email to NGermain@hooksett.org

I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.

BOARDS, COMMISSIONS & COMMITTEES

☒ Conservation Commission MEMBER

☐ Economic Development Study Committee

☐ Heritage Commission

☐ Parks & Recreation Advisory Board

☐ Planning Board

☐ Recycling & Transfer Advisory Committee

☐ Town Hall Preservation Committee

☐ Zoning Board of Adjustment

☐ Other (Please specify.)

How long have you been a resident of Hooksett?

11+ years (2006)

Why are you seeking this position?

CURRENTLY ALTERNATE AS BACKUP

Do you have any specific goals or objectives?

PROVIDE ANALYSIS AND SUPPORT BOARD DECISIONS THRU SUCH ANALYSIS.

Please list special skills, talents or experience pertinent to the position sought:

DETAIL ORIENTED, SERVED ON BOARD AS LIASON FROM TOWN COUNCIL AND AS ALTERNATE.

Please list any potential conflicts of interest you may have if appointed for a board or commission:

I AM PRESIDENT OF MY HOME OWNERS ASSOCIATION ON POST ROAD.

Please list any work, volunteer, and/or educational experience you would like to have considered:

TOWN COUNCIL, SCHOOL BOARD, BUDGET COMMITTEE, HYDRA-PTA, RUN IN THE SUN TECH DAY INSTRUCTION.

Please list any current/prior Town board membership and the dates of service:

TC, SB, BC

CURRENTLY ALTERNATE ON BOARD

Town of Hooksett
35 Main Street
Hooksett, NH 03106

FRAUD POLICY

Recognition & Awareness Form

Acknowledgement:

My signature signifies that I have read the Town of Hooksett's Fraud Policy and that I understand my responsibilities related to the prevention, detection and reporting of suspected misconduct and dishonesty.

Signature: _____

Print Name: _____

Date Signed: _____

Department Head Signature: _____

_____ Advisory Board

_____ Planning Board

_____ Recycling & Transfer Advisory Committee

_____ Town Hall Preservation Committee



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: April 17, 2018
Name: Cindy Robertson Phone: 603-851-2632
Address: 33 AUTUMN RUN, Hooksett, NH 03106
Email Address: Cindy.r@drcnh.org
Signature: Cindy Robertson

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,
Attn: Administration Department or email to NGermain@hooksett.org

I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.

BOARDS, COMMISSIONS & COMMITTEES

- ☒ Conservation Commission
- ☐ Economic Development Study Committee
- ☐ Heritage Commission
- ☐ Parks & Recreation Advisory Board
- ☐ Planning Board
- ☐ Recycling & Transfer Advisory Committee
- ☐ Town Hall Preservation Committee
- ☐ Zoning Board of Adjustment
- ☐ Other (Please specify.)

How long have you been a resident of Hooksett?

31 years

Why are you seeking this position?

I have served on the conservation commission for more than 10 years and would like to continue working to protect open space in town.

Do you have any specific goals or objectives?

The commission continues to work on completion of the Mallowack River front property establishing trails for the public.

Please list special skills, talents or experience pertinent to the position sought:

I have served on the commission for more than 10 years and have a strong working knowledge of its goals and mission.

Please list any potential conflicts of interest you may have if appointed for a board or commission:

N/A

Please list any work, volunteer, and/or educational experience you would like to have considered:

I have been a member of both Bear Paw Regional Greenways and the AMC for years.

Please list any current/prior Town board membership and the dates of service:

I have served on the conservation commission for more than ten years.

Town of Hooksett

35 Main Street
Hooksett, NH 03106

FRAUD POLICY

Recognition & Awareness Form

Acknowledgement:

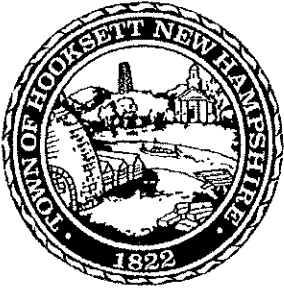
My signature signifies that I have read the Town of Hooksett's Fraud Policy and that I understand my responsibilities related to the prevention, detection and reporting of suspected misconduct and dishonesty.

Signature: Cindy Robertson

Print Name: Cindy Robertson

Date Signed: 4/17/18

Department Head Signature: _____



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: April 16, 2018
 Name: David Boutin Phone: 203-5391
 Address: 1465 Hooksett Rd, #80 Hooksett, NH 03106
 Email Address: d.boutin1465@comcast.net
 Signature: David Boutin

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,
 Attn: Administration Department or email to NGermain@hooksett.org

I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.

BOARDS, COMMISSIONS & COMMITTEES

- ☐ Conservation Commission
- ☐ Economic Development Study Committee
- ☐ Heritage Commission
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- ☒ Planning Board
- ☐ Recycling & Transfer Advisory Committee
- ☐ Town Hall Preservation Committee
- ☐ Zoning Board of Adjustment
- ☐ Other (Please specify.)

How long have you been a resident of Hooksett?

13 Years

Why are you seeking this position?

I am currently serving as an alternate on the Planning Board.

Do you have any specific goals or objectives?

My goal is to insure that the town's land use ordinances are followed appropriately and with full transparency.

Please list special skills, talents or experience pertinent to the position sought:

I have a graduate degree in town planning, served as a local town planner and have served a combined twelve years on both the Manchester and Hooksett Planning Boards. I have also served as a Board of Adjustment member.

Please list any potential conflicts of interest you may have if appointed for a board or commission:

I have none.

Please list any work, volunteer, and/or educational experience you would like to have considered:

Please see above.

Please list any current/prior Town board membership and the dates of service:

I have served on the Town Council, Board of Adjustment, Heritage Commission and as a Trustee of the Trust Funds.

Town of Hooksett

35 Main Street
Hooksett, NH 03106

FRAUD POLICY**Recognition & Awareness Form****Acknowledgement:**

My signature signifies that I have read the Town of Hooksett's Fraud Policy and that I understand my responsibilities related to the prevention, detection and reporting of suspected misconduct and dishonesty.

Signature: David Boutin

Print Name: David Boutin

Date Signed: April 16, 2018

Department Head Signature: _____



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 4/4/18

Name: RICHARD BAIRAM Phone: 603-623-3219

Address: 7 FARMER RD HOOKSETT

Email Address: R BAIRAM @ COMCAST.NET

Signature: Richard Bairam

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,

Attn: Administration Department or email to NGermain@hooksett.org

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- ☐ Parks & Recreation Advisory Board
- ☐ Planning Board
- ☐ Recycling & Transfer Advisory Committee
- ☐ Town Hall Preservation Committee
- ☒ Zoning Board of Adjustment
- ☐ Other (Please specify.)

How long have you been a resident of Hooksett?

29 yrs

Why are you seeking this position?

To Help Town

Do you have any specific goals or objectives?

NO

Please list special skills, talents or experience pertinent to the position sought:

LIFE LONG RESIDENT
PAST BUSINESS OWNER IN TOWN 36 yrs

Please list any potential conflicts of interest you may have if appointed for a board or commission:

NONE

Please list any work, volunteer, and/or educational experience you would like to have considered:

Please list any current/prior Town board membership and the dates of service:

Recycling & Transfer Committee - 14 yrs
CENTRAL WATER PRECINCT COMMISSIONER 3 yrs
ZBA - 12 yrs

Town of Hooksett

35 Main Street
Hooksett, NH 03106

FRAUD POLICY

Recognition & Awareness Form

Acknowledgement:

My signature signifies that I have read the Town of Hooksett's Fraud Policy and that I understand my responsibilities related to the prevention, detection and reporting of suspected misconduct and dishonesty.

Signature: Richard Bairam

Print Name: RICHARD BAIRAM

Date Signed: 4/11/18

Department Head Signature: _____



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: _____

Name: RICHARD MARSAU Phone: 603-785-7079

Address: 6 LANCELOT DR.

Email Address: bumpaclars@comcast.net

Signature: [Handwritten Signature]

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,

Attn: Administration Department or email to NGermain@hooksett.org

I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.

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- ☐ Economic Development Study Committee
- ☐ Heritage Commission
- ☐ Parks & Recreation Advisory Board
- ☒ Planning Board
- ☐ Recycling & Transfer Advisory Committee
- ☐ Town Hall Preservation Committee
- ☐ Zoning Board of Adjustment
- ☐ Other (Please specify.)

How long have you been a resident of Hooksett?

51yrs

Why are you seeking this position?

I have served on the Planning Board for 40+ yrs
And have found it to be a rewarding service
opportunity within the community

Do you have any specific goals or objectives?

Please list special skills, talents or experience pertinent to the position sought:

Retired Civil Engineer in the state of N.H.
BSCE - UNH
MSCE - Purdue University - Transportation Planning

Please list any potential conflicts of interest you may have if appointed for a board or commission:

none

Please list any work, volunteer, and/or educational experience you would like to have considered:

35 yrs with NHDOT
40+ years on Planning Board

Please list any current/prior Town board membership and the dates of service:

Planning Board - 1974 - 2018

Town of Hooksett

35 Main Street
Hooksett, NH 03106

FRAUD POLICY

Recognition & Awareness Form

Acknowledgement:

My signature signifies that I have read the Town of Hooksett's Fraud Policy and that I understand my responsibilities related to the prevention, detection and reporting of suspected misconduct and dishonesty.

Signature: _____



Print Name: _____

Richard G. Marshall

Date Signed: _____

4/9/18

Department Head Signature: _____



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: _____

Name: Anne Stelmach Phone: 670-4242

Address: 22 Roy Rd, Hooksett, NH 03106

Email Address: stelmach22@comcast.net

Signature: *Anne Stelmach*

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,

Attn: Administration Department or email to NGermain@hooksett.org

I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.

BOARDS, COMMISSIONS & COMMITTEES

Role Preference

Alternate, Regular, or None?

<input type="checkbox"/> Conservation Commission	_____
<input type="checkbox"/> Economic Development Advisory Committee	_____
<input type="checkbox"/> Heritage Commission	_____
<input type="checkbox"/> Parks & Recreation Advisory Board	_____
<input type="checkbox"/> Planning Board	_____
<input type="checkbox"/> Recycling & Transfer Advisory Committee	_____
<input type="checkbox"/> Town Hall Preservation Committee	_____
<input checked="" type="checkbox"/> Zoning Board of Adjustment	<u>None</u>
<input type="checkbox"/> Other (Please specify.) _____	_____
_____	_____
_____	_____

How long have you been a resident of Hooksett?

39 years.

Why are you seeking this position?

I am seeking a position on the ZBA to both contribute to the town and share my knowledge and skills.

Do you have any specific goals or objectives?

To serve my community.

Please list special skills, talents or experience pertinent to the position sought:

I have over 23 years of legal experience. I am a licensed attorney in the Commonwealth of Massachusetts, currently not practicing. I am the Administrator of the NH Board of Tax and Land Appeals. I have 16 years with the State.

Please list any potential conflicts of interest you may have if appointed for a board or commission:

My husband, Christopher Stelmach, is an alternate on the Planning Board.

Please list any work, volunteer, and/or educational experience you would like to have considered:

Education: B.S. in Education; J.D. in Law.

Volunteer: Hooksett Girl Scout Troop Leader (Troop 10600)
Notary Public

Work: Familiar with land use statutes and rules.

Resume Available upon Request.

Please list any current/prior Town board membership and the dates of service:

None.

Staff Report
Title: K9 Program Donation
Date: 06/13/2018

Background Discussion of Issues
Citizens and business owners, have donated a combined total of \$6,670.00 to the Hooksett Police Department. The money donated is to be used to help fund the K9 Program. Attached is a list of the citizens and business owners who have donated.
Recommendation (Including Suggested motion, if appropriate)
On April 25, 2018, the Town Council approved accepting donations to fund the K9 Program. Motion to accept the donation of \$6,670.00 from citizens and business owners, to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-b, III (b) and return that amount to the Police Departments budget, K9 trust Fund.
Fiscal Impact
None
Prepared By: Captain Jake Robie
Town Administrator's Recommendation

Lucille Monplaisir	Hooksett, NH	20.00
Chief Pat Sullivan	Goffstown, NH	10.00
Dan and Tracy Byers	Weare, NH	50.00
Edward and Deborah Ithier	Hooksett, NH	100.00
Helen Mercurio and Edward Grooves	Hooksett, NH	500.00
Gerard and Theresa Chevrette	Hooksett, NH	25.00
Roxanne Kate	Hooksett, NH	20.00
Harold and Barbara Murray	Hooksett, NH	25.00
Evelyn King	Manchester, NH	100.00
Al Terry Plumbing and Heating	Hooksett, NH	1,000.00
Ambrose Equipment	Hooksett, NH	500.00
American Legion Post 37	Hooksett, NH	100.00
Bellavance Beverage Company	Hooksett, NH	500.00
Polaris Direct	Hooksett, NH	1,500.00
Macy Industries	Hooksett, NH	500.00
Paul and Sylvette Chenette	Hooksett, NH	100.00
Lily and Ava Burke	Goffstown, NH	1,620.00
	TOTAL	\$6,670.00

Staff Report

Title: Lilac Pedestrian Bridge Change Order 2 Discussion

Date: 6/13/18

Background Discussion of Issues
<p>This agenda item has been to the Council several times. On May 25, 2018 Darren Benoit, and Bob Durfee from Dubois and King came to the meeting to discuss Change Order 2 for the lilac Bridge along with myself and Steve Keach who is our contract engineer at this time. The Council requested more information. On 5/9/18, there was another discussion regarding change order 2. Council requested the change order be broken down more, with more information. On 5/28/18 The Council received a Chronology of Events from ED Swett. Dubois and King could not attend the meeting so it was tabled. Diane was informed that the chronology did not include the last 8 pages, the 8 pages have been included for this meeting. Dubois and King have been requested to attend the meeting and discuss the change order again.</p>
Recommendation (Including Suggested motion, if appropriate)
<p>I recommend that the Council discuss the additional information that should be received from Dubois and King regarding change order 2.</p>
Fiscal Impact
Prepared By: Diane Boyce, Public Works Director
Town Administrator's Recommendation
Concur

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 <i>[note changes in Milestones if applicable]</i>
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. <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: 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: <u>154</u> days Ready for Final Payment: <u>142</u> 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

- 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
 - \$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
 - 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, 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.).

- 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
 - 15 additional days = 15 days x 8 hrs/day x \$236.00/hr = \$28,320.00
 - 5% Markup on labor = \$1,416.00
- Additional equipment/ fuel costs needed for cold weather sewer work = \$15,000.00
 - 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 2.6.1 = \$44,736.00

2.6.2 Increased Efforts Required to Install Water Under Bridge in Cold Weather

- Additional labor
 - Original schedule required 5 days to install under bridge utilities
 - 15 days concurrent to install sewer, water and conduit (5 days per utility)
 - Revised schedule requires 11 days to install under bridge water
 - 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 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
 - 6 additional days = 6 days x 8 hrs/day x \$236.00/hr = \$11,328.00
 - 5% Markup on labor = \$566.40
- Additional equipment and fuel costs needed for cold weather work = \$5,000.00
 - 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 2.6.2 = \$16,894.40

2.6.3 Increased Efforts Required to Install Water Underground (off bridge) beginning on or about April 2, 2018

- Additional labor
 - Original schedule required 8 days to install underground water concurrent with underground sewer and conduit utilities. This will relay to 5 original contract days.
 - Revised schedule will require 15 days to install underground water in the Spring 2018
 - Time duration extension to complete work is a result of extreme care necessary to dig around the active sewer line previously installed
 - 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
 - 7 additional days = 7 days x 8 hrs/day x \$236.00/hr = \$13,216.00
 - 3.5% labor inflation for work in 2018 = \$462.56
 - 5% Markup on total labor = \$683.93

Total Cost of Item 2.6.3 = \$14,362.49

2.7 Increased Efforts Required to Install Timber Decking on or about April 2, 2018

- Additional labor
 - Original schedule required 15 days to install wood decking
 - Labor rate increase beginning on March 1, 2018 to account for inflation costs.
 - 4 man crews @ 8 hour days
 - Crew rate \$236.00/crew hour x 1.035 = \$8.26/crew hour increase from 2017
 - 15 days x 8 hrs/day x \$8.26/hr = \$991.20
 - 5% Markup on labor = \$49.56
 - Additional labor subtotal = \$1,040.76
- Storage of materials
 - 490' x 12' x \$0.20/sf/mo x 4 months = \$4,704.00

Total Cost of Item 2.7 = \$5,744.76

Total Contract Price (Items 2.1 to 2.7) (Increase) \$240,134.01

- 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
- 15 additional days = 15 days x 8 hrs/day x \$236.00/hr = \$28,320.00
- 5% Markup on labor = \$1,416.00

- Additional equipment/ fuel costs needed for cold weather sewer work = \$15,000.00
 - 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 2.6.1 =

\$44,736.00

2.6.2 Increased Efforts Required to Install Water Under Bridge in Cold Weather

- Additional labor
 - Original schedule required 5 days to install under bridge utilities
 - 15 days concurrent to install sewer, water and conduit (5 days per utility)
 - Revised schedule requires 11 days to install under bridge water
 - 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 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
 - 6 additional days = 6 days x 8 hrs/day x \$236.00/hr = \$11,328.00
 - 5% Markup on labor = \$566.40
- Additional equipment and fuel costs needed for cold weather work = \$5,000.00
 - 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 2.6.2 =

\$16,894.40

2.6.3 Increased Efforts Required to Install Water Underground (off bridge) beginning on or about April 2, 2018

- Additional labor
 - Original schedule required 8 days to install underground water concurrent with underground sewer and conduit utilities. This will relay to 5 original contract days.
 - Revised schedule will require 15 days to install underground water in the Spring 2018
 - Time duration extension to complete work is a result of extreme care necessary to dig around the active sewer line previously installed
 - 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
 - 7 additional days = 7 days x 8 hrs/day x \$236.00/hr = \$13,216.00
 - 3.5% labor inflation for work in 2018 = \$462.56
 - 5% Markup on total labor = \$683.93

Total Cost of Item 2.6.3 = \$14,362.49

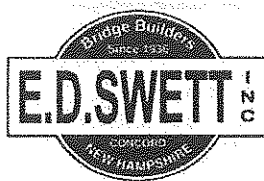
2.7 Increased Efforts Required to Install Timber Decking on or about April 2, 2018

- Additional labor
 - Original schedule required 15 days to install wood decking
 - Labor rate increase beginning on March 1, 2018 to account for inflation costs.
 - 4 man crews @ 8 hour days
 - Crew rate \$236.00/crew hour x 1.035 = \$8.26/crew hour increase from 2017
 - 15 days x 8 hrs/day x \$8.26/hr = \$991.20
 - 5% Markup on labor = \$49.56
 - Additional labor subtotal = \$1,040.76

- Storage of materials
 - 490' x 12' x \$0.20/sf/mo x 4 months = \$4,704.00

Total Cost of Item 2.7 = \$5,744.76

Total Contract Price (Items 2.1 to 2.7) (Increase) \$240,134.01



E.D. SWETT, INC.

8 INDUSTRIAL PARK DRIVE
CONCORD, NEW HAMPSHIRE 03301-8512

Phone: (603) 224-7401

Fax: (603) 224-5006

By E-Mail and Certified Mail

March 5, 2018

Dean Shankle, Ph.D.
Town Administrator
35 Main Street
Hooksett, N.H. 03106

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

Re: THIRD NOTICE OF MATERIAL BREACH
Refusal to Pay Contractor's Application for Payment No. 9
Town of Hooksett Lilac Pedestrian Bridge
Your File No. 15-01 (NHDOT Project No. 29655)

Dear Dr. Shankle and Mr. Donison:

The Town's failure to pay our company the amount due on Payment Application No. 9 (\$228,611.96) constitutes a material breach of the Contract between the Town of Hooksett and E.D. Swett dated May 1, 2017 ("Contract").

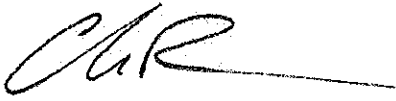
On February 5, 2018 the Town's Engineer, Dubois & King, Inc., approved E.D. Swett's Payment Application No. 9 and recommended that the Town pay E.D. Swett \$228,611.96 "as soon as possible" for work which E.D. Swett completed in January 2018. Pursuant to the terms of the Contract, that sum became due on Friday, February 16, 2018.¹

Pursuant to Articles 16.04 and 18.03 of the General Conditions, this Notice is sent without prejudice to any of the rights or remedies available to E.D. Swett under the Contract, at law, or in equity, including but not limited to those available pursuant to R.S.A. 358-A:10, I.

Please pay our company the amount owed (\$228,611.96) immediately in order to cure this breach.

¹ See: Article 15.01.D.1 of the General Conditions,

Sincerely,

A handwritten signature in black ink, appearing to read 'CR', with a long horizontal line extending to the right.

Christopher Robert, P.E.
President

cc: Darren M. Benoit, P.E., Dubois & King, Inc.
File



E.D. SWETT, INC.

8 INDUSTRIAL PARK DRIVE
CONCORD, NEW HAMPSHIRE 03301-8512

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

By E-Mail and Certified Mail

April 23, 2018

Dean Shankle, Ph.D.
Town Administrator
35 Main Street
Hooksett, N.H. 03106

Diane Boyce
Public Works Director
35 Main Street
Hooksett, N.H. 03106

**Re: FOURTH NOTICE OF MATERIAL BREACH
Refusal to Pay Contractor's Application for Payments No. 10 and 11
Town of Hooksett Lilac Pedestrian Bridge
Your File No. 15-01 (NHDOT Project No. 29655)**

Dear Dr. Shankle and Ms. Boyce:

Payment Application No. 10

The Town's failure to pay our company the amount due on Payment Application No. 10 (\$7,008.95) constitutes a material breach of the Contract between the Town of Hooksett and E.D. Swett dated May 1, 2017 ("Contract").

On March 5, 2018 the Town's Engineer, Dubois & King, Inc., approved E.D. Swett's Payment Application No. 10 and recommended that the Town pay E.D. Swett \$7,008.95 "as soon as possible" for work which E.D. Swett completed in January 2018. Pursuant to the terms of the Contract, that sum became due on March 15, 2018.¹

Payment Application No. 11

The Town's failure to pay our company the amount due on Payment Application No. 11 (\$71,244.41) also constitutes a material breach of the Contract between the Town of Hooksett and E.D. Swett dated May 1, 2017 ("Contract").

¹ See: Article 15.01.D.1 of the General Conditions,

On April 11, 2018 the Town's Engineer, Dubois & King, Inc., approved E.D. Swett's Payment Application No. 11 and recommended that the Town pay E.D. Swett \$71,244.41 "as soon as possible" for work which E.D. Swett completed in January 2018. Pursuant to the terms of the Contract, that sum became due on April 23, 2018.

Conclusion

Pursuant to Articles 16.04 and 18.03 of the General Conditions, this Notice is sent without prejudice to any of the rights or remedies available to E.D. Swett under the Contract, at law, or in equity, including but not limited to those available pursuant to R.S.A. 358-A:10, I.

Please pay our company the amount owed (\$306,865.32) immediately in order to cure the breaches.

Sincerely,



Christopher Robert, P.E.
President

cc: Darren M. Benoit, P.E., Dubois & King, Inc.
File



E.D. SWETT, INC.

8 INDUSTRIAL PARK DRIVE
CONCORD, NEW HAMPSHIRE 03301-8512

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

By E-Mail and Certified Mail

May 1, 2018

Dean Shankle, Ph.D.
Town Administrator
35 Main Street
Hooksett, N.H. 03106

Diane Boyce
Public Works Director
35 Main Street
Hooksett, N.H. 03106

**Re: FIFTH NOTICE OF MATERIAL BREACH
Town of Hooksett Lilac Pedestrian Bridge
Your File No. 15-01 (NHDOT Project No. 29655)**

Dear Dr. Shankle and Ms. Boyce:

The Town is in breach of the Contract due to its refusal to recognize that Change Order No. 2 is binding on the Town, and to pay the remaining amount owed on Contractors Applications for Payment No. 9, 10, and 11; i.e. \$210,936.52.

Change Order No. 2 became binding on the Town on February 17, 2018 and amended the Contract. To recap what transpired:

- On December 11, 2017, the Contractor submitted a proposal for Change Order No. 2.
- On January 18, 2017 the Engineer issued his decision recommending approval of Change Order No. 2.
- The Town has not taken any action to appeal the Engineer's decision on Change Order No. 2.

Article 11.06.A.3 of the General Conditions of the Contract provides as follows:

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.

Article 12.01.B of the General Conditions of the Contract states that appeals of a decision on a Change Order requested by the Contractor must be made within thirty (30) days of the Engineer's decision. Accordingly, the Engineer's decision on Change Order No. 2 became binding on the Town on February 17, 2018.

Please pay our company the remaining amount owed on Contractors Applications for Payment No. 9, 10, and 11 (\$210,936.52) immediately in order to cure the breaches.

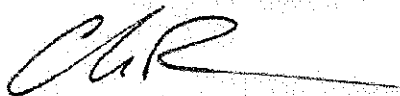
It has become evident that the Town's decision not to comply with the terms of the Contract as amended by Change Order No. 2 is made willfully, knowingly, and deliberately. For example, during the Town Council's discussion on April 25, 2018, regarding whether to allocate funds to pay the sums due to the Contractor, the Town Administrator and Public Works Director stood silent and did not bring to the Town Council's attention that the Engineer's decision on Change Order No. 2 had long ago become "final and binding" on the Town.

Pursuant to Articles 16.04 and 18.03 of the General Conditions, this Notice is sent without prejudice to any of the rights or remedies available to E.D. Swett under the Contract, at law, or in equity, including but not limited to those available pursuant to R.S.A. 358-A:10, I.

In the last six months the Town has materially breached the Contract on at least five (5) separate occasions. As a result, the Contractor has incurred significant legal costs and expenses which to date it has not sought reimbursement for. Please be advised that if the Town does not promptly cure the outstanding breaches of the Contract, the Contractor may take further action to recover the money it is owed, including but not limited to seeking judicial intervention. Should that become necessary, the Contractor will seek an order holding the Town liable for the Contractor's legal costs and expenses because the Contractor should not be forced to go to such lengths just to get the Town to comply with the terms of the Contract.

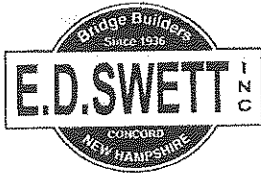
E.D. Swett is a small employee owned company based in Concord which has been serving New Hampshire since 1936. The Town's repeated wrongful withholding of the overdue payments has adversely affected our cash flow and operations. When E.D. Swett agreed to demolish the old bridge which was failing, and to erect a new bridge to carry the sewer and water lines over the Merrimack River, E.D. Swett relied on the Town's promise to abide by the Contract and to follow the payment procedures set forth in the Contract. Our company would not have undertaken this Project if it had known the Town would repeatedly ignore the terms of the Contract.

Sincerely,



Christopher Robert, P.E.
President

cc: Darren M. Benoit, P.E., Dubois & King, Inc.
File



E.D. SWETT, INC.

8 INDUSTRIAL PARK DRIVE
CONCORD, NEW HAMPSHIRE 03301-8512

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

By E-Mail and Certified Mail

May 18, 2018

Dean Shankle, Ph.D.
Town Administrator
35 Main Street
Hooksett, N.H. 03106

Diane Boyce
Public Works Director
35 Main Street
Hooksett, N.H. 03106

**Re: SIXTH NOTICE OF MATERIAL BREACH
Refusal to Pay Contractor's Application for Payment No. 12
Town of Hooksett Lilac Pedestrian Bridge
Your File No. 15-01 (NHDOT Project No. 29655)**

Dear Dr. Shankle and Ms. Boyce:

The Town's failure to pay our company the full amount due on Payment Application No. 12 (\$93,789.22) constitutes an additional material breach of the Contract between the Town of Hooksett and E.D. Swett dated May 1, 2017 ("Contract").

On May 7, 2018 the Town's Engineer, Dubois & King, Inc., approved E.D. Swett's Payment Application No. 12 and recommended that the Town pay E.D. Swett \$93,789.22 "as soon as possible" for work which E.D. Swett completed in April 2018. Pursuant to the terms of the Contract, that sum became due on May 17, 2018.¹

The Town has failed to cure the outstanding breaches stemming from the Town's refusal to pay the total amounts due for Payment Applications No. 9 (\$176,083.16), No. 10 (\$6,308.95) and No. 11 (\$28,544.41).

Please pay our Company the total amount due on all three of our outstanding Payment Applications (\$210,936.52) plus the amount due for Payment Application 12 (\$93,789.22), totaling \$304,725.74, to cure both this breach and the Town's prior breaches.

¹ See: Article 15.01.D.1 of the General Conditions,

Pursuant to Articles 16.04 and 18.03 of the General Conditions, this Notice is sent without prejudice to any of the rights or remedies available to E.D. Swett under the Contract, at law, or in equity, including but not limited to those available pursuant to R.S.A. 358-A:10, I.

Sincerely,

A handwritten signature in black ink, appearing to read 'CR', followed by a horizontal line extending to the right.

Christopher Robert, P.E.
President

cc: Darren M. Benoit, P.E., Dubois & King, Inc.
File

Staff Report
FY 2017-18 Budget Encumbrance Review
6/13/2018

Background Discussion of Issues
<p>In accordance with RSA 32:7, all appropriations shall lapse at the end of the fiscal year unless it meets one of six exceptions:</p> <ul style="list-style-type: none">I. Encumbered by a legally enforceable obligation created by contractII. Capital Reserve Funds and Trust FundsIII. Issuance of Bonds or NotesIV. Anticipated Grants from State, Federal or private sourcesV. Special warrant article at properly noticed meeting for which appropriations is availableVI. Special warrant articles that are written longer than one year, but not over five years <p>Attached are two lists of contracts/obligations that meet one of these exceptions.</p> <p>Budget Summary will be submitted at the June 27th Council meeting.</p>
Recommendation (Including Suggested motion, if appropriate)
<p>Review and discuss items to be encumbered at the June 27th Council meeting.</p>
Fiscal Impact
<p>Will be provided at the June 27th Council meeting.</p>
Prepared By: Christine Soucie, Finance Director
Town Administrator's Recommendation

Encumbrances

As of 6/5/18

1	It Tech Support - 001-100.4150-340.000	
2	New Computers - 001-100.4150-751.000 - State bid Police/Fire	\$ 9,600.00
3	GASB 75 Valuation - 001-300.4150-321.000 - USI Consulting for GASB 75 Full Valuation	\$ 5,900.00
4	Engine 4 Repairs- 001-350.4220.434.000 - Greenwood Emergency Vehicles - Paint & Corrosion rebuild pump	\$ 69,146.00
5	Engine 4 Lights- 001-350.4220.434.000 - Order with Ossipee Mntn waiting for truck to be painted	\$ 7,195.30
6	PPE Gear 5 Sets - Contract with	\$ 14,500.00
7	Town Wide Road Paving - 001-450.4312-720.000 - Contract with GMI Asphalt for \$629,015 (current year's budget)	\$ 428,717.00
7a	Town Wide Road Paving - 001-450.4312-720.000 - Contract with GMI Asphalt for \$629,015 (next year's budget)	\$ 200,298.00
8	Pedestrian Bridge - 001-450.4313-330.000 - Contract with Dubois & King, Inc.	\$ 3,279.72
9	Pedestrian Bridge - 001-450.4313-330.000 - Contract with E. D. Swett, Inc.	\$ 22,767.21
10	Pedestrian Bridge - 001-450.4313-330.000 - C/O for E. D. Swett, Inc.	\$ 240,134.01
11	Old Town Hall Structural Repairs - 001-451.4194-436.000 - Contract with ????	
12	Old Town Hall Alarm Panel - 001-451.4194-436.012 - Contract with D.P. Ross Home Electronics to install	\$ 1,700.00
13	Old Town Hall Windows Replacement -001-451-4194-436-012 - Contract with Milestone Engineering	\$ 2,869.84
14	Safety Center Structural Evaluation - 001-451-4194-436-000 - Contract with SJG Engineering	\$ 2,400.00
15	Safety Center Prisoner Toilets - 001-451-4194-036-016 - Contract with G&O Heating to replace 5 prisoner toilets	\$ 8,995.00
16	Courthouse Prisoner Toilets - 001-452-4194-036-000 - Contract with G&O Heating to replace 2 prisoner toilets	\$ 3,818.00
17	Build-Out Analysis for Route 3A - 001-950-4191-330-000 - Contract with SNH Planning Commission	\$ 92,405.62
Grand Total Encumbrances		\$ 1,113,725.70

Non-budgetary Purchase Orders.

As of 6/5/18

1	Statistical Updates - Capital Reserves - Contract with KRT	\$ 47,003.80
2	Master Plan Update - Capital Reserves - Contract with So NH Planning Commission	\$ 21,000.00
3	Landfill Monitoring - Capital Reserves - Contract with GEOINSIGHT, Inc.	\$ 4,800.00
4	Paint for New Forestry Truck - Capital Reserves - Contract with Matt Brown's Truck	\$ 8,000.00
5	Merrimack Riverfront Trails Engineering - Conservation - Contract with Stantec Consulting Services for design of trail system	\$ 16,121.39
6	EMS Service Agreement - Ambulance Fund - Contract with Stryker Sales	\$ 1,640.00
7	Paramedic Training - Ambulance Fund - Contact with Elliot Hospital	\$ 7,772.50
8	Safety Center Police Renovations - PD Impact Fees - Contract with SMP for architecture services	\$ 12,055.50
9	Interoperable Radios - Fire Impact Fees - Contract with Ossipee Mntn Electronics	\$ 17,306.00
10	Radio for New Boat - Fire Impact Fees - Contract with Ossipee Mntn Electronics	\$ 4,479.85
11	Hackett Hill/Route 3A Intersection - Roadway Impact Fees - Contract with TF Moran Inc for design	\$ 71,258.70
Total Non-budgetary Purchase Orders		\$ 211,437.74



Hooksett Police Department
15 Legends Drive
Hooksett, NH 03106

Memo

M E M O R A N D U M

TO: Chief Janet Bouchard
FROM: Sgt. Valerie Lamy
DATE: 5/2/18

The Hooksett Police Department has formed an Accident Reconstruction Team to respond to and investigate serious motor vehicle accidents. Traffic enforcement and accident response are significant areas that the Hooksett Police Department spends time on. Below are statistics from Hooksett motor vehicle accidents from 2014 to 2017.

2014	479 accidents 1 fatal accidents 111 accidents with injury 8 involved parties with serious bodily injuries
2015	534 accidents 2 fatal accidents 107 accidents with injury 5 involved parties with serious bodily injuries
2016:	531 accidents 2 fatal accidents 106 accidents with injury 3 involved parties with serious bodily injuries
2017:	499 accidents 3 fatal accidents 92 accidents with injury 8 involved parties with serious bodily injuries

The Hooksett Police Department currently has two members on their Accident Reconstruction Team, Sgt. Valerie Lamy and Sgt. Joseph Ducharme. They have each completed 240 hours of training to become Accident Reconstructionists and have completed an additional 40 hours in supplemental training.

At Scene Crash/Traffic Homicide Investigation	80 hours
Advanced Traffic Crash Investigation	80 hours
Traffic Crash Reconstruction	80 hours
Pedestrian/Bicycle Crash Investigation	40 hours

While the Accident Reconstruction Team has received the required training for their certifications, they are lacking the equipment to adequately complete investigations. HPD still relies on assistance from NHSP at complex scenes or crashes that may involve criminal charges. Right now if the HPD team were to operate without any assistance, an average scene would take hours longer to investigate than it would with the necessary equipment and crucial evidence may not be able to be collected. As a result, roads are shut down for longer periods of time, there is a higher cost spent on man hours and cases brought for criminal charges are not as strong.

The HPD requires a robotic total station and CAD software to operate most efficiently. The robotic total station is a tool used at the scene of an accident to measure and record the scene. The total station is able to take hundreds of measurements within minutes, documenting the scene completely. The CAD (computer-aided design and drafting) software allows the data taken from the robotic total station to be used for reconstruction calculations and computer generated scaled diagrams.

The Sokkia IX Robotic total station is available from Main Technical Source for \$31,105.66. This includes the equipment, necessary accessories and one day of training for up to 4 attendees. Accident Reconstruction Professional (AR Pro) 12 is a CAD software currently used and recommended by NHSP and is available through Dirigo Software for \$229. No additional training is required for the software.

Respectfully submitted,

 #82
Sgt. Valerie Lamy

From: jbosworth@mainetechnical.com
To: Jim Bosworth
Subject: Bid S1315761 PO# SOKKIA IX ROBOTIC
Date: Tuesday, May 01, 2018 7:43:12 AM



Quotation

MAINE TECHNICAL SOURCE
494 US ROUTE ONE
YARMOUTH, ME 04096-6735
800-322-5003 Fax 207-846-3674

05/01/2018	S1315761
ORDER TO:	
MAINE TECHNICAL SOURCE	
494 US ROUTE ONE	
YARMOUTH, ME 04096-6735	
Phone: 800-322-5003	

QUOTE TO:
HOOKSETT, NH POLICE DEPT.
15 LEGENDS DRIVE
HOOKSETT, NH 03106

SHIP TO:
HOOKSETT, NH POLICE DEPT.
15 LEGENDS DRIVE
HOOKSETT, NH 03106

31901	SOKKIA IX ROBOTIC		Jim Bosworth
Jim Bosworth	SD SALESPERSON	Cash On Delivery	05/31/2018 No
SOKKIA 1012302-53 iX-1005 HIGH PERFORMANCE 5" ROBOTIC TOTAL STATION WITH RC-PR5 HANDLE INCLUDES: 1-iX 5" ROBOTIC TOTAL STATION 2-BDC70 BATTERIES 1-CDC CHARGER 1-EDC113B POWER CABLE 1-STYLUS PEN 1-LENS CAP 1-LENS HOOD 1-TOOL POUCH WITH SCREW DRIVER, LENS BRUSH, ADJUSTING PIN, HEXAGON WRENCH AND SILICON CLOTH. 1-CARRYING CASE 1-USB FLASH DRIVE 1-CARRYING STRAP MANUALS AND CARDS		1ea	
SOKKIA 222136103-K SX ROBITIC ACCESSORY KIT INCLUDES: RC-PR5 P2 US RANGE POLE TRIPOD		1ea	
SECO 5217-04-RED GPS BIPOD PRISM		1ea	

POLE WITH THUMB RELEASE LOCK			
CARLSON SOFTWARE 6000.075.001 SURVEYOR2 STANDARD WITH SURVCE BASIC INCLUDES: 8010.004.021 SURVEYOR2 6505.001.000 SURVCE BASIC 5.XX (CONTAINS TS ONLY) 6100.600.005 CARRYING CASE 9200.002.000 SURVCE MANUAL *Special Order Subject To Restock*	1ea		
CARLSON SOFTWARE 6505.002.000 SURVCE ROBOTIC 5.XX [REQUIRES SURVCE BASIC (TS)] *Special Order Subject To Restock*	1ea		
SECO 5200-074 CRADLE FOR SURVEYOR2 AND ALLEGRO2 WITH QUICK RELEASE *Special Order Subject To Restock*	1ea		
SECO 5198-152 POLE BRACKET ASSEMBLY, OPEN CLAMP, PLAIN 1 1/2"	1ea		
SECO 8154-11-ORG TRIPOD BAG, ORANGE, LARGE	1ea		
TRAINING CHARGE - SURVEYING On Site Robotic instrument training for one day for up to 4 attendees	1ea		
Prices are firm for 30 days only. Applicable Taxes, Freight and Handling are not Included. You are responsible for these charges. Thank You!	Subtotal	31105.66	
	Tax	*****	
	Freight	0.00	
	Handling	0.00	
	Total	31105.66	

Staff Report

Title: Council Signature for Authority to file and administrate – Stormwater Asset Management Loan

Date: 6-13-18

Background Discussion of Issues
<p>Information</p> <p>At Town Meeting this year the Town voted to raise and appropriate the sum of \$30,000 for the purpose of developing an Asset Management program for the Stormwater System that will qualify the Town for federal and state funds; to authorize the issuance of not more than \$30,000 of bonds and notes in accordance with the provisions of the Municipal Finance Act. Requesting Council signature to authorize the Town Administrator to file and administrate 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.</p>
Recommendation (Including Suggested motion, if appropriate)
<p>Information</p> <p>I recommend that the Town Council authorize the Town Administrator on behalf of the Town to provide information, data, disbursements and documents pertaining to the Town for administration of the loan as may be required; and otherwise to act as the authorized representative of the Town in connection with this loan.</p>
Fiscal Impact
Provided by the State Revolving Funds principal forgiveness and therefore no impact to the budget
Prepared By: Diane Boyce
Town Administrator's Recommendation
Concur