



TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, June 20, 2018
6:00 PM
Council Chambers

1. CALL TO ORDER

2. PROOF OF POSTING

3. ROLL CALL

4. PLEDGE OF ALLEGIANCE

5. SPECIAL RECOGNITIONS

5.a Hooksett Municipal Employees – New Hires

6. SCHEDULED APPOINTMENTS

7. APPROVAL OF MINUTES

8. AGENDA OVERVIEW

9. PUBLIC HEARINGS

10. CONSENT AGENDA

10.a On April 25, 2018, the Town Council approved accepting donations to fund the K9 Program.

Motion to accept the donation of \$5,000.00 from PROCON, 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.

[Staff Report K9 June 20.docx](#)

11. TOWN ADMINISTRATOR'S REPORT

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

12. PUBLIC INPUT - 15 MINUTES

13. NOMINATIONS AND APPOINTMENTS

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

14. 15 MINUTE RECESS

15. OLD BUSINESS

15.a 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 (tabled from 6/13/18 Town Council Meeting)
[Staff Report Sokkia Robotic Total Station.pdf](#)

[20180524095616263.pdf](#)

15.b FY 2017-2018 Budget Encumbrances

15.c New Pedestrian Bridge Update

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

16. NEW BUSINESS

16.a RFP 18-05 Technology Services
[staff report - Technology Services.docx](#)

[18-05_rfp_opening\[1\].pdf](#)

16.b Contract for Build-Out Analysis for Rte. 3A

16.c Town of Hooksett Municipal Reorganization

17. SUB-COMMITTEE REPORTS

18. PUBLIC INPUT

19. NON-PUBLIC SESSION

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

19.a NH RSA 91-A:3 II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her.

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

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

19.d 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.

20. ADJOURNMENT

Public Input

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

Staff Report
Title: K9 Program Donation
Date: 06/20/2018

Background Discussion of Issues
PROCON has donated \$5000.00 to the Hooksett Police Department. The money donated is to be used to help fund the K9 Program.
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 \$5,000.00 from PROCON, 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

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
Roger Duhaime, Business Rep., Term Expiring 6/2021

Heritage Commission

Kathleen Northrup, Full Member, Term Expiring 6/2021

Parks and Recreation Advisory Board

Deb Miville, 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
Don Pare, Alternate Member, Zoning Board of Adjustment, Term Expiring 6/2020

Appointments

Anne Stelmach, Alternate, Term Expiring 6/2021

Staff Report

Title: Purchase of Sokkia Robotic Total Station

Date: June 13, 2018

Background Discussion of Issues

The Hooksett Police Department is requesting the purchase of a Sokkia Robotic Total Station through Maine Technical Source, Yarmouth, Maine. The cost of the Sokkia Robotic Total Station, accessories and training is \$31,105.66. MTS is the sole source dealer for NH on this unit (There is no state bid price). We will also need to purchase CAD (Computer-aid Design and Drafting) software though Dirigo Software valued at \$229. This software allows the data from the robotic total station to be used for reconstruction calculations and computer generated scaled diagrams.

We currently have a two person Accident Reconstruction Team to respond and investigate serious motor vehicle crashes. Both members of the team are certified Accident Reconstructionist and have completed 280+ hours of training. They now need adequate technology to complete their crash investigations thoroughly and in a reasonable amount of time. (See attachments)

Recommendation (Including Suggested motion, if appropriate)

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.

Fiscal Impact

\$31,334.66 from the police department's unexpended full time wages.

Prepared By: Captain Jake Robie

Town Administrator's Recommendation



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 ROBOTIC 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		
		Subtotal	31105.66
		Tax	*****
		Freight	0.00
		Handling	0.00
		Total	31105.66
Prices are firm for 30 days only. Applicable Taxes, Freight and Handling are not Included. You are responsible for these charges. Thank You!			

Staff Report
 Title: RFP #18-05 - Technology Services

Background Discussion of Issues
<p>On June 30th, Hooksett’s current IT management contract with Spaulding Hill Networks is coming to an end. Accordingly, an RFP for technology services was put out in May. Since the last time this contract was put out to bid, significant changes were made to emphasize service areas that staff believed needed to be addressed. Overall, changes were made particularly to emphasize improved future planning and to clarify expectations for particular support services. Staff’s visioning for the rfp can be summarized thusly:</p> <p><i>“Hooksett has utilized a variety of contractual services to meet its basic information technology needs in the past and unto the present. Increased demand for services and responsiveness from staff, however, has led to an intensifying reliance on technological assets in the form of hardware, software, and more elaborate relationships with service providers. Town staff is cognizant of this shift, and has further recognized the need to not only have these individual elements work in better unison, but also to be more deliberate in the planning and execution of these systems on a town-wide scale.</i></p> <p><i>With an ultimate goal of more efficiently leveraging existing and future IT infrastructure, the town has begun engaging in a more rigorous planning process for technology systems. Staff members will be evaluating the utility of current and future technology with an eye on refining and/or expanding capability as it relates to the needs of Hooksett’s citizens. In summary, staff wants to ensure: “Hooksett has a system in which information technology allows for maximum efficiency and transparency for both internal and external stakeholders.</i></p> <p><i>As the primary instrument for day-to-day technical management and consultation, the contract derived from this request for proposals will be of great importance to fulfilling short term needs as well as positioning the town for tackling future demands.”</i></p> <p>The town received five proposals as of the June 4th closing: Acapella, Boston Systems and Solutions, Block-5, RMON, and Spaulding Hill Networks.</p> <p>Due to the wide-ranging importance of the town’s IT contract, staff from multiple departments have been closely reviewing the content of the bids and have made a number of recommendations council should consider before making an award decision. While all the submitted proposals have their strong points, there does seem to be some consensus on what proposal options seem the most appropriate at this time.</p>
Recommendation (Including Suggested motion, if appropriate)
<p>Listen to staff recommendations on what IT proposal to select and vote immediately to select a contract. Awarded contract will come into effect July 1st, but there may be onboarding efforts that take place before then.</p>
Fiscal Impact
<p>See bid opening document for exact break-down of prices. Four of the choices require encumbering funds.</p>
Prepared By: Nick Germain, Project Coordinator
Town Administrator’s Recommendation
Concur

**Bid #18-05
Technology Services
June 4, 2018 @ 10am**

Attendees: Dean Shankle, Town Administrator; Christine Soucie, Finance Director; Nicholas Germain; Administrative Services Project Coordinator

Bidders		Amount	
		Annual	Project Billing/hour
<u>Acapella Technologies, LLC</u>		\$ 35,000.00	\$ 115.00
<u>Block5 Technologies</u>	Year 1	\$ 71,100.00	
	Year 2	\$ 66,300.00	
<u>Boston Systems & Solutions</u>	Year 1	\$ 94,320.00	
	Year 2	\$ 89,520.00	
<u>Rmon Networks</u>		\$ 92,496.00	
<u>Spaulding Hill Networks</u>		\$ 88,500.00	

Bid opening closed: 10:10 AM