



# **AGENDA**

## **Town of Hooksett Town Council**

### **Wednesday, November 7, 2018 at 6:00 PM**

A meeting of the Town Council will be held Wednesday, November 7, 2018 in the Hooksett Municipal Building commencing at **6:00 PM**.

Page

- 1. CALL TO ORDER**
- 2. PROOF OF POSTING**
- 3. ROLL CALL**
- 4. PLEDGE OF ALLEGIANCE**
- 5. SPECIAL RECOGNITION**
  - 5.1. Hooksett Municipal Employee - New Hire
- 6. SCHEDULED APPOINTMENTS**
  - 6.1. Todd Rainier, Town Clerk and Marc Miville, Moderator - November 6, 2018 mid-term election results
  - 6.2. Cindy Robertson, Vice-Chair of Conservation Commission to provide Conservation Commission's recommendation regarding the Clay Pond parking plan  
[Staff Report - SR-18-060 - Pdf](#) 3 - 4
- 7. APPROVAL OF MINUTES**
  - 7.1. Public: 10/24/2018  
[TC Minutes 102418-U](#) 5 - 27
  - 7.2. Non-Public: 10/24/2018
- 8. AGENDA OVERVIEW**
- 9. PUBLIC HEARINGS**
  - 9.1. Public Hearing for an Amendment to Hooksett's Fire Lane Ordinance #00-29  
[Staff Report - SR-18-059 - Pdf](#) 29 - 31
- 10. CONSENT AGENDA**
  - 10.1. Motion to accept the donation of \$999.95 from Tucker Restaurant Group LLC, 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 K9 trust fund.  
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  - 10.2. Landscape Bond Release for Enterprise Holdings  
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- 11. TOWN ADMINISTRATOR'S REPORT**
- 12. PUBLIC INPUT - 15 MINUTES**

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

**13. NOMINATIONS AND APPOINTMENTS**

**14. 15 MINUTE RECESS**

**15. OLD BUSINESS**

- 15.1. FY 2019-20 Budget and Warrant Articles 37 - 56  
[Staff Report - SR-18-057 - Pdf](#)

**16. NEW BUSINESS**

- 16.1. New Fire Pumper Purchase 57 - 70  
[Staff Report - SR-18-063 - Pdf](#)
- 16.2. Quarterly Financial Report for September 30, 2018 71 - 78  
[Staff Report - SR-18-064 - Pdf](#)

**17. SUB-COMMITTEE REPORTS**

**18. PUBLIC INPUT**

**19. NON-PUBLIC SESSION**

- 19.1. 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.
- 19.2. NH RSA 91-A:3 II (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself.

**20. ADJOURNMENT**

**PUBLIC INPUT**

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

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

Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Cindy Robertson, Vice-Chair of Conservation Commission to provide Conservation Commission's recommendation regarding the Clay Pond parking plan  
**Meeting:** Town Council - 07 Nov 2018  
**Department:** Community Development  
**Staff Contact:** Leann Fuller, Community Development Clerk

**BACKGROUND INFORMATION:**

The Conservation Commission would like to present their recommendation for the Clay Pond Parking Plan developed by Keach-Nordstrom, Associates.

**ATTACHMENTS:**

[Scan0057](#)

**Leann Fuller**

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**From:** Steve Couture <stevecouture4@gmail.com>  
**Sent:** Thursday, October 25, 2018 10:21 AM  
**To:** Leann Fuller; Cindy Robertson; Giani Valentino  
**Subject:** Fwd: Your proposal to council

Leann & Cindy-

Let's include the request below in our packet to Town Council.

Thanks.

Steve

----- Forwarded message -----

**From:** Giani Valentino <giavalentino@yahoo.com>  
**Date:** Thu, Oct 25, 2018 at 10:17 AM  
**Subject:** Your proposal to council  
**To:** <stevecouture4@gmail.com>

I would like your section with the requests that I have to be phrased the following way:

GIANNA Valentino of 125 Chester Turnpike is requesting the cooperation of the town, at no cost, to coordinate the following:

1. The rocks that are found during excavation to be donated to the town by adding them to the existing Stonewall.
2. The timber that is cut to be donated to a local family who relies solely on firewood to heat their house.
3. The dirt and land excavated to be donated to the Individual who maintains N. North Candia Rd.

**THIS IS VERY IMPORTANT TO ME.**

Gianna Valentino

Emails are dictated. Please excuse all spelling errors, incorrect grammar or syntax, illogical statements, and words that are not in the dictionary. Please ask for clarification.



**TOWN COUNCIL  
Regular Meeting  
Wednesday, October 24, 2018  
6:00 PM  
Council Chambers  
Minutes-Unofficial**

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**CALL TO ORDER**

Chairman James Sullivan called the meeting to order at 6:12 pm.

**PROOF OF POSTING**

Proof of posting was provided by Dr. Dean E. Shankle, Jr.

**ROLL CALL**

Chair James Sullivan and Councilors John Durand, John Giotas, David Ross, Timothy Tsantoulis, Donald Winterton, Robert Duhaime, and Alex Walczyk.

**Missed:** Councilor James Levesque.

**PLEDGE OF ALLEGIANCE**

**SPECIAL RECOGNITION**

- 5.1. Hooksett Municipal Employee - New Hire  
Dr. Shankle introduced the new Records Clerk, Kathleen Donnelly

**SCHEDULED APPOINTMENTS**

- 6.1. Hooksett Kiwanis- Sandra Mack, President-Elect - Community Winter Carnival

Bob Willey, 3 Morningside Drive: I am the president of Hooksett Kiwanis, filling in for President-Elect Sandra Mack. We are planning a Community Winter Carnival and have had preliminary talks with Dr Shankle and others in town about it. We would like to hold the event at Donati Park because it is not used much in the winter. We will have as little impact as possible on town employees. The need for police and fire/EMT services is not as great as it is for Olde Home Day. This is the same concept as Olde Home Day, but in the winter. The Boy Scouts, Girl Scouts and Hooksett Youth Association (HYA) have been contacted to help; the Lions Club is still considering involvement but is not yet committed. The Chamber may help as well. Quite a few groups are willing to help. Possible events include ice sculptures, sleigh riding, snow fort competition, curling demonstrations by a resident from Canada, and ice skating. Tri-Town Ice Arena might be used for curling and ice skating. Vendors inside Town Hall might include those promoting equipment for winter activities such as snowmobiling, as well as food vendors. There will be no fireworks or burning of holiday trees. There may be a bonfire and a chili cookoff. Admission will be free of charge; the vendors and professional ice sculptors will be charged. We would just like to break even. The event is scheduled for January 26, 2018, which is the off week for professional football. In case there is not a lot of snow, we plan to have activities such as winter softball and corn hole toss.

Chair Sullivan: Thank you.

- 6.2. Corri Wilson – day camp speaker/consultant  
C. Wilson, 42 Joanne Drive: Good evening. Thank you for the opportunity to share with you my qualifications to review, assess, and offer recommendations on the future of Hooksett's Fun in The Sun Day Camp. The town will benefit from my academic studies

and research, industry knowledge, practical experience, familiarity with the community, and organization and time management skills. I have a strong understanding of organizational governance and program administration at various levels in sport and recreation. My education and experience have taught me the business foundations and industry content of recreation and sport. I regularly attend conferences, workshops, and webinars to stay current in the industry. I have a bachelors' degree in Sociology with a minor in Criminal Justice from State University of New York. I paid my way through my undergraduate studies working as an American Red Cross-certified lifeguard and swim instructor. I was on the waterfront staff at a residential summer camp and managed a private swim club for three years. I also provided lifeguarding services and swim lessons at a health and fitness club. Upon moving to New Hampshire, I became the Waterfront Director and Assistant to the Camp Director at a summer day camp for Dorchester youth. I earned a masters' degree in Sport Management from Southern New Hampshire University *on campus* while raising two children, managing a household and personal business, and providing volunteer services to the Hooksett schools and community. In that time, I worked as a research assistant for the Sport Management Department and completed an internship with the New Hampshire Interscholastic Athletic Association, where I provided the research and presentation that led to the adoption of *Bowling* and *Boys' Volleyball* as state-recognized high school sports. I also worked with the 92 member high schools to assess the potential impact of *Loss of Instruction Time* in schools due to sport activities. My background helped in co-founding with Barb Brennan the Fitness Fridays program at Cawley Middle School which expanded to Memorial School and has continued to run in various iterations over the years. These skills, as well as use of my personal network, were also instrumental in the founding of Club Field Hockey at Cawley Middle School which later became a recognized program in the Tri-County League. My desire to provide opportunity for girls to participate in fitness and recreational activities led to the founding of *All Girls, All Sports*, an event that has served hundreds of girls in the greater Manchester area, including dozens from Hooksett. My experience includes coaching and sport program administration in the local community and at the state level -- and coaching and athletic director at schools in Hooksett, Auburn, and Manchester. For the past nine years, I taught future sport and recreation professionals at both the undergraduate and graduate level. I have taught many courses including: Introduction to Sport Management, Sport and Recreation Law, Ethics in Sport and Recreation, Event Management, Facilities Management, Sport and Recreation Marketing, Recreation and Sport Tourism, and Governance of Sport and Recreation Organizations. I initiated a partnership with the Boys & Girls Club of Manchester through which we developed a service-learning version of the Governance course. I was part of the process through which New Hampshire Technical Institute gained approval for a major program in Recreation & Leisure Studies to address the growing need for such professionals in our state and around the country. I have worked with many individuals in Hooksett, some sitting here in this room right now. These people can attest to my intentions and abilities. I have learned many valuable lessons over the years that allow me to approach this work with an open heart and an open mind. My children did not go to Fun in the Sun Day Camp, but they did go to camp for many years, as did I growing up. I know there is value in children going to summer camp, but thorough research should determine whether the town continues to provide that opportunity or that service shifts elsewhere for Hooksett families. My motivation to serve you is to ensure that the town protects itself and its taxpayers while providing the best possible camp experience for the children, if warranted, or to help families find other options if it is not. I seek no pre-determined results; I just want to see that thorough research is conducted and all options considered before a decision is made.

I have kept up with the discussion about Fun in the Sun Day Camp since June, 2017. Since submitting my proposal a month ago, more ideas and discussion have occurred on the topic of camp. I am prepared to jump in and move quickly. While my initial proposal from a month ago states a five to six- week period for research to come to fruition, given imminent deadlines, this can certainly be contracted. Whatever your

decision after tonight and moving forward, I know you will keep in mind two things: If for any reason a camp is **not offered** in Hooksett – whether by Hooksett or another organization – parents will need time to research, interview, and visit camps and other options for their children. This process must start early in 2019 as spaces fill quickly with camp expos and registrations occurring in that timeframe. In this scenario, it would be a goodwill gesture to have someone assist the parents of current Fun in the Sun campers in finding other options. If Hooksett **does** continue to offer camp in some form, staff will need time to ensure proper hires and complete paperwork and preparations well in advance of the season. This includes the time needed for background checks and proper training of staff before any individuals are working with the children. I urge this council to quickly move forward at this point. While there are discussions of revising town departments and hiring a Recreation Director, the decision of how to move forward with camp cannot necessarily wait for town voting in March to see if this will happen. I have the qualifications necessary to complete a thorough review and assessment of Fun in The Sun Day Camp. I know the questions that need to be asked and will find the answers so that I can provide an objective report on all possible options. I thank you for your consideration and look forward to supporting the work of this council and our community. Thank you.

Chair Sullivan: Thank you. If we want to move forward, we will schedule this as an agenda item.

Dr. Shankle: There will be another speaker tonight on this subject and the town may put out an RFP. This item is not part of my Town Administrator's Report, but the subject will be part of the proposed reorganization discussion.

R. Duhaime: Ms. Wilson has been at many meetings of the Parks and Rec Advisory Committee, and we enjoy her input.

## PUBLIC HEARINGS

### 9.1. Public Hearing on 2019 Proposed Charter Amendments (moved up to accommodate attendees)

Chair Sullivan: Per the 1989 Town Charter, the Council has budget workshops every year in July and August where they recommend possible charter changes. There are four 2019 Proposed Charter Amendments. I will read the required notice for public hearing: "In accordance with RSA 49-B:5, the Hooksett Town Council hereby provides notice that it will hold a Public Hearing in regards to a number of proposed amendments to the Town's Charter at their next regularly scheduled meeting, which will take place at the Hooksett Municipal Offices (35 Main Street, Hooksett, NH 03106) on October 24, 2018 at 6:00PM." Now, I will read the background information for the first proposed amendment relative to removal of the Budget Committee from Town Budgeting processes. "To see if the town will vote to rescind the adoption of a Budget Committee in accordance with RSA 32:14, and remove all mentions of the Budget Committee in Hooksett's Town Charter." Finally, I will read the explanation. "A Budget Committee is a supplementary option available to the Town of Hooksett's budgetary process offered by statute. By voting to rescind the option, and removing all mentions of a Budget Committee from the Town Charter, the Budget Committee's statutory role in town budget-making would be removed. This would not affect a Budget Committee's role in other local political subdivisions, such as the School District."

D. Winterton: My recollection is that the budget which was sent to the Budget Committee last year was returned with a reduction of only 0.47%, a difference of \$47,000. This means that the Budget Committee agreed with 99.53% of the budget. This process involved 16 meetings of Budget Committee, which meant 16 meetings

with town staff, who are paid to be part of the process. This is an outdated part of the budget process. Yes, it is good to have another set of eyes, but we have vacancies on the Budget Committee because not enough people run. Ultimately, the voters approve the budget. Also, a budget committee is not required by the RSAs.

Chair Sullivan: I have asked Dr. Shankle to review the adjustments made by the Budget Committee over the past ten years.

D. Shankle: For the 2018-19 budget cycle, the reduction by the Budget Committee was \$71,000, which is about 0.5%. In the past several years, reductions have mostly been small. For the 2018-2019 budget, there was a \$16,500 reduction for Fun in the Sun assistance, \$11,500 for part-time employees and \$10,000 for the fuel line. Other reductions were small amounts. For the prior year, the reduction was \$64,000, which is less than 0.5%. In prior year it has generally been less than 0.5%. There have been no net reductions for several years, between 2012 and 2017. Prior to that, there was a time when the Police Department budget was reduced by \$364,000, but I don't know the circumstances.

D. Ross: The Budget Committee isn't based on reducing; it's for validating. It is another set of eyes to go line by line in case mistakes have been made and overlooked. Just because we can't get people to run, doesn't mean we get rid of it. The Budget Committee is supposed to make it hard to spend money. Past performance is not indicative of future results. I don't support this. It's a lead balloon.

T. Tsantoulis: The Budget Committee is redundant and wastes the time of Budget Committee members and others. It is complicated, and ultimately, it's the voters who pay taxes. We don't need to make it more complicated.

PeterFarwell, 24 Grant Drive: Why not listen to public? This is supposed to be a public hearing.

Chair Sullivan: We want to hear the rationale of the Council members first because it was their decision to place these on the ballot. Now we will hear from members of the public.

Joanne McHugh, 14 Jefferson Drive: I have served on the School Board, the Budget Committee and many other boards and committees in the community. The Budget Committee has the special job of maintaining fiscal responsibility for the town, to review budgets, to review the requests for funding, and to verify their validity. The biggest experience of my life was when I served as the School Board representative to the Budget Committee and \$687,000 was taken from our budget. Thereafter, I did my homework and knew the answers to questions, looking out for the best interests of the town, the school and the taxpayers. It is a sad day when we decide we don't need the Budget Committee, which ensures accurate accounting and fiscal responsibility to the town and its voters.

Jason Hyde, 36 Edgewater Drive: I am the current chairman of the Budget Committee. We once took \$20,000 out of an electric budget; the town was paying electric bills that didn't exist. Someone missed it! We never rubber stamp the Council's budget. In the five years I have served, it has never come out the way it went in. I don't believe the numbers you said didn't change. This is nine people with a variety of backgrounds and abilities. Some are appointed and some are elected. I take no stipend. I enjoy it; I am a taxpayer. I have served on the Town Council in the past. The Budget Committee is an intelligent group of eyes from all walks of life. We sometimes make small trims here and there. We don't always cut. You aren't perfect. Nobody is. You need another set of eyes to hold you accountable. Government is not about expediency. In one



situation, you were going to overpay on phone lines, and we caught the error. I do this to hold the School budget in line. Once, we took a million dollars out of the School budget and the voters put it back in at the Deliberative Session. They were underspent by more than a million dollars that year. They are underspent every year and so is the town budget. Budget Committee members have experience from different parts of life and have different levels of experience. Sometimes it is little things, like consolidating printing projects or shopping with Amazon. The Budget Committee holds the town and the school accountable. Eliminating it is asking for trouble. New council members might spend recklessly. Taxes skyrocket and we are out of luck. Counselor Winterton, I have never seen you at a Budget Committee meeting.

D. Winterton: I served one year as the Council's representative and made every meeting.

J. Hyde: Thank you. Fair enough. I said I hadn't seen you.

David Hess, 68 Pine Street: I have lived in Hooksett since 1972. I served on the Budget Committee for three years and was the Chair for two years. We made numerous cuts to the budgets that came before us. I appreciate that Chair Sullivan gave the Council members a chance to explain why they are for or against this amendment. I don't think this is adversarial. All parties involved have the best interest of the town and all of its boards and committees at heart. Our Founding Fathers did a profound thing when they instituted checks and balances, which was a novel concept in 1787, a time when monarchies reigned supreme. A monarch maybe didn't know all of the facts, consequences and alternatives. They established a bicameral legislative system so that two groups were looking at each issue. Forty-nine states have done this. The Budget Committee provides that second group. Changes have been minimal in last several years, perhaps because the Budget Committee has been unduly obsequious. In many years, there have been major differences, and there will be in the future. Removing that second set of eyes is not good. The Budget Committee looks at all budgets and has an overall picture. When I am voting on items involving spending at the Deliberative Session and Town Meeting, I look at the recommendations of the Town Council and the Budget Committee. If an overwhelming majority support an item, they are probably right and I feel confident in voting for the item. If only the Town Council is looking at the budget, they might be interested in adding more money to the budget to have a little wiggle room in May when an unexpected event occurs. Churchill said that democracy is the worst form of government known to mankind, except for all of the others.

Tom Lizotte, 21 Post Road: My first insight regarding budgets was when there were issues with the police commission and its extravagances, which were hidden deeply. We need to dig down because there are times when people have taken advantage. We called that 'Cinderella spending.' Then there was a tranquil time, with new councilors and with the tenure of Dr. Shankle and his more conservative bent. Voters have a chance to come before the Budget Committee, and sometimes it's an opportunity to explain things. People like to say the budget is level, but the valuation of my house has doubled. I compared the school and town budgets since 1951. At one time the school budget was equal to that of the town; now it is double. One year we cut the school budget by \$900,000 and they still had a surplus of \$400,000. The Rule of 72 says to divide 72 by the percentage increase to determine the number of years it will take the budget to double.

Mary Farwell, 24 Grant Drive: I have served on the Charter Commission, the Budget Committee, and am a Library Trustee. The Council has many other responsibilities in addition to the budget. For some on the Budget Committee, it is their only responsibility. It is a thankless job. One year the school proposed a renovation of Underhill and the cost was way too much. It was cut, and the voters were not able to

put it back in at the Deliberative Session because they can't vote to spend more than 10% above the Budget Committee's recommended budget. They then established a building committee, and the proposal was two million less the next year. The Sewer Commission is a department of the town, but no one is looking at their budget. I urge you to reconsider. The Budget Committee members are passionate, and they love what they do. A number of years ago, there was a 'slash and burn' Council and the Library budget was cut willy-nilly. Some was restored by the Town Council.

Chair Sullivan: The second proposed charter amendment is relative to the end of term dates for elected officials. "To see if the town will vote to amend the Hooksett Town Charter by voting to change Article 10.2.B to the following: '*Unless otherwise set forth in this Charter, all elected officials in the Town shall take or continue in office on the first day of July next following their election and shall hold office until their successors are elected and qualified.*'" The explanation reads: "This amendment would align the terms of elected officials to the start of the town's fiscal year with that of the Council and officials appointed by Council."

P. Farwell, 24 Grant Drive: The problem with this is that the incumbent might decide not to run or might lose to a challenger and thus either not attend meetings or attend without the best interests of the town at heart. When someone challenges an incumbent, it is often an indication that people want change. This amendment would reduce the time for the new official to get involved. Why not get them sworn in as soon as possible?

J. McHugh, 14 Jefferson Drive: On the school side, elections are held in March and members are sworn in for the next meeting. Isn't it good to start planning right away? I would have thought that when the town voted to be on the same schedule with the School Board for the election, you would have followed suit.

D. Shankle: The Council is the only group now starting in July; all others start May 1<sup>st</sup>. What you are suggesting is the opposite of this: moving the Council terms to start May 1<sup>st</sup> along with all others.

Chair Sullivan: The next proposed amendment is relative to Councilor-At-Large Residency Limits. "To see if the town will vote to amend the Hooksett Town Charter Article 3.2 by removing the third paragraph," which says that no two Councilors elected at large or appointed to fill an at-large position shall be residents of the same district. I will read the explanation: "The current charter text limits the number of potential candidates for Councilor-At-Large elections by prohibiting more than three representatives from each district being on the Council. Eliminating said paragraph would open elections to candidates normally barred from doing so as a result of an At-Large Council seat being occupied and unavailable to a candidate due to their residency in a voting district matching an At-Large Councilor not up for election." The incubus for this was in 1988 and 1989 when the Charter was being created. There was concern that the Granite Hills development could direct all benefits to that area. Three individuals came to us recently wanting to eliminate the districts. This is a compromise. Instead of eliminating the district, this amendment would guarantee that no more than four individuals would come from the same district.

D. Ross: Different parts of town have different interests. I agree with Councilor Tsantoulis on this. There is a wide variation in income levels and needs from one to another. It is a bad idea.

M. Farwell, 24 Grant Drive: Councilor Ross, my district is not a true neighborhood. Making districts is a difficult task, which I was part of. I would prefer to go all the way and eliminate districts, giving more people the opportunity to run, but this is a good

step. The School Board members are all elected at-large. Also, in your explanation, it should say this prohibits more than two, not three, at-large members from one district.

D. Shankle: Mrs. Farwell is correct regarding her correction. It should say two rather than three.

Chair Sullivan: The fourth and last proposed amendment is relative to Council roll call votes. "To see if the town will vote to amend the Hooksett Town Charter Article 3.5.D by removing the final sentence" which says that all votes shall be recorded by roll call except those on procedural matters. I will read the explanation:" This amendment is intended to clarify and streamline the Council procedure for voting on its business." We have not been taking roll call votes. Ms. Fitzpatrick, please read the applicable section of the Rules of Procedure.

D. Fitzpatrick: Section Five of the Rules of Procedure, which are on the website, states that all votes requiring a public hearing, requiring spending in excess of \$10,000, or at the request of a councilor shall be roll call votes. It also requires random order for the roll call, with the Chairman voting last.

J. Hyde, 36 Edgewater Drive: On the Budget Committee, we have been following the rules you are trying to eliminate. We take a roll call vote on all items except adjournment. We don't vote on procedures, just budget amounts. Fix your mistake; don't institutionalize it. Scrap this one as well.

Chair Sullivan: Ms. Fitzpatrick, please clarify that when no roll call is taken and the vote is not unanimous, the minutes list the nay votes.

Ms. Fitzpatrick: That is correct; they should.

T. Lizotte, 21 Post Road: The charter is clear. There is no need to change this. Leave it alone. Look at Roberts Rules of Order to determine which items are procedural. Roll call votes force members to think about why they are voting for or against items. It is about accountability. It also ensures that members abstaining from a vote state the reason.

Ms. Fitzpatrick: We have Consent Agenda items which sometimes are small donations.

Chair Sullivan: That is not a problem. Also, when members recuse themselves, they must explain why, so that is not part of this.

D. Hess, 16 Pine Street: We shouldn't change this. I was in the House of Representatives for 25 years representing Hooksett. Some people didn't want a roll call vote because they didn't want to be on record. If it is in the charter, you can't change it. You may change the procedures from one Council to the next, but removing that from the Charter creates an opportunity for abuse. This is a sledgehammer for a minor issue.

M. Farwell, 24 Grant Drive. I agree with the other speakers. Jason made a good point when he said it is about accountability. What is your procedure after closing a public hearing.?

D. Fitzpatrick: The final language must go to the Town Clerk within seven days. The Clerk then forwards it to the Secretary of State, the Attorney General, and the Department of Revenue. They review our language and send it back here to be placed on the ballot.

D. Shankle: If you make a substantive change, you will need to hold another public hearing. There is nothing more to be done at this point. When it comes back, you can decide

D. Ross: We could vote to remove any or all of these proposals.

D. Hess if you can amend it, you can remove it.

Chair Sullivan: On behalf of the Council, I hereby close the public hearing at 8:05 p.m.

***D. Ross made a motion to remove the proposed amendment relative to the removal of the Budget Committee from the town's budgeting process.***

***R. Duhaime seconded the motion.***

D. Shankle: Perhaps you should vote on the things you want to move on.

Chair Sullivan: According to our process, a motion should be stated in the affirmative. Then members can vote it down if they choose to. It would accomplish the same thing.

D. Ross: I have made a motion and it has been seconded. It is a legitimate motion. Buttressed by the speakers here tonight, I support having a second set of eyes. This was established with wisdom and budget committees are common across the State. This is a lead balloon, so why waste time putting it on the ballot?

R. Duhaime: This is my first time representing the Council on the Budget Committee. It is monotonous; it is all about numbers. Unfortunately, not enough people want to serve. After hearing the speakers tonight, I am going back the other way.

D. Winterton: I proposed this amendment for the reasons discussed tonight. I am not the type of guy to dig in my heels. I have listened to the speakers tonight and will vote yes. Let's hope we can recruit people to serve on the Budget Committee with the same enthusiasm and concern as those here tonight. When committee assignments were made, I volunteered for the Sewer Department, the Planning Board, and the Union Negotiations Committee, but not the Budget Committee. No one volunteered. Sewer doesn't attend the Budget Committee meetings; the School Board representative rarely attends. I agree with the passionate people who spoke today. I respect them immensely.

Chair Sullivan: I recall frustration at a Deliberative Session when only 22 people who were not on the Budget Committee, the Town Council or department heads attended. Eleven of those people had the ability to increase the budget by up to ten percent. Part of my frustration is with SB2.

**Roll Call Vote #1**

***D. Winterton Yes***

***J. Giotas Yes***

***T. Tsantoulis Yes***

***J. Levesque absent***

***A. Walczyk Yes***

***R. Duhaime Yes***

***J. Durand Yes***

***D. Ross Yes***

***J. Sullivan Yes***

***(8-0) Vote unanimously in favor***

R. Duhaime: Some of us are looking forward to staying on the Council, as long as we are re-elected. We can change the date of when elected officials are sworn in to July 1st, and if it doesn't work, we can change it back again.

D. Winterton: I echo what Councilor Duhaime just said. However, this Council does a performance review of the Town Administrator for July 1<sup>st</sup>. The new person should not be part of it.

***D. Winterton made a motion to remove the amendment regarding roll call votes.  
D. Ross seconded the motion.***

J. Giotis: I have no problem with roll call votes.

D. Ross: The votes are already recorded because of the live stream. Everyone can see us.

Chair Sullivan: Yes, the key word is 'recorded', and we are doing that.

**Roll call vote #2**

***R. Duhaime Yes***

***J. Durand Yes***

***D. Ross Yes***

***J. Levesque absent***

***A. Walczyk Yes***

***J. Giotas Yes***

***D. Winterton Yes***

***T. Tsantoulis Yes***

***J. Sullivan***

***(8-0) Vote unanimously in favor***

**5 MINUTE RECESS**

**APPROVAL OF MINUTES**

7.1. Public: 10/10/2018

D. Winterton made a motion to approve the minutes of the October 10, 2018 meeting with corrections. The motion was seconded by R. Duhaime.

Chair Sullivan: Does anyone have any corrections?

*1. Walczyk presented an amendment:*

*Line 736: That sentence should read, "If we had a better understanding of what things cost on an ongoing basis, it may help."*

*2. D. Ross presented an amendment:*

*Line 671: That sentence should read, "There are certain precautions to prevent that from happening."*

*3. D. Ross presented an amendment:*

*Lines 398 & 399: That sentence should read, "When they talk about liability, this is not an unusual thing for towns to do and the insurance companies know that."*

7 Non-Public: 10/10/2018

***D. Winterton made a motion to approve the 10/10/18 non-public minutes.***

***J. Giotas seconded the motion.***

***Voted unanimously in favor. R. Duhaime abstained because of absence.***

**TOWN ADMINISTRATOR'S REPORT**

**Dr. Shankle:**

1. First I would like to address the winter carnival. I heard from the Kiwanis president, and a week or so ago, a few members came to see me. At the department heads meeting, we discussed concerns of the departments. There will be no burning of trees and no fireworks. They will need liability insurance. The restrooms at Donati Field will be closed, so they will have to set up Porta-Potties. Parking could be an issue. They are not concerned, but if there is snow, they might lose some parking spaces. Public Works is concerned if it is snowing because this can't be a priority. The roads come first. The question was raised about notifying the neighbors and how to do that. If you agree, I will contact Kiwanis about our concerns. If we can't get a town employee to volunteer to be in the gym, they will have to pay someone for that. The Fire Department will have a couple of people there for the bonfire, and Public Works will have trash barrels put out.

D. Boyce: We are not going to notify the neighbors ourselves, but it will be posted under Community Development.

T. Tsantoulis: The neighbors will have to take some initiative.

D. Ross: There will be advertising going on.

***D. Winterton made a motion to direct the Town Administrator to work with Kiwanis on the Winter Carnival regarding the concerns of department heads. A. Walczyk seconded the motion.***

Ms. Fitzpatrick: I want to point out that if they want to push the event to the next week, town meeting is the following Saturday, February 2<sup>nd</sup>, at Cawley Middle School beginning at 9:00 a.m.

Chair Sullivan: Should we direct them to meet with Parks & Recs Advisory Committee?

R. Duhaime: They already did.

Chair Sullivan: Parks and Rec should forward items like this to the Town Council so that they can be placed on the agenda.

D. Shankle: The process would have been delayed if I had waited until after this meeting to have a discussion with the department heads. Notifying me is notifying the Town Council.

Chair Sullivan called for a vote on the motion.

***The motion carried unanimously.***

2. I received a letter about the great job Public Works did on Harvest Drive about a month ago. A resident had a sewer drain that was getting clogged with residue from a neighbor's yard, and they fixed the problem.

3. I received a letter from a law office addressed to the Town Council. I forwarded the letter to Public Works. BW Land Company is complaining about brush that needs to be cleared on South Bow Road.

D. Boyce: It is unusual that this went to a lawyer already. I received the letter today and we went immediately to the site. This can be addressed easily. It is just some brush. Because we are short-handed, we are a bit behind on some of the clean-up. It is unusual that this went so far so quickly.

4. I received a letter from Chief Bouchard, stating that she has completed a graduate certificate in Leadership and Public Service from Southern New Hampshire University.

D. Winterton: We would be remiss if we did not say that SNHU waived tuition and fees for this course.

5. Captain Robie has completed an intense seven-month Primex course in leadership development program. Identifying and Developing First Line Supervisors was his special project.

6. On October 4, 2018 the NH Public Utilities Commission approved a permanent 18.97% rate increase for Pennichuck Water; we were notified because they provide water to some residents in Hooksett.

7. The Southern NH Regional Planning Commission has approved our second application to be part of its age-friendly program for seniors. They will work with Nick Williams of Planning and Abbey Reeves of Family Services to develop a program for seniors in Hooksett. This fits nicely with my proposed reorganization plan, which includes developing a strategic plan for seniors.

8. I have been wanting to install GPS units on some, if not all, of our vehicles. Mr. LaBonte has jumped in and put together information from a couple of companies. I would like to put GPS units on between 20 and 40 vehicles. I would like to install them on most, if not all, DPW vehicles and some fire vehicles. There is a one-time installation cost of \$604 and an annual cost of \$4,548, which is less than \$10,000 per year. This will allow us to know where vehicles are, when they are there and what their speed is. When residents call to complain about the speed of our vehicles, we will be able to verify their true speed.

E. LaBonte: This won't take long. Verizon Connect will supply the harness and we will put them on. Vehicle activity can be viewed on a computer or on a Smartphone App. We would get a special contract price of \$18 per month, per vehicle.

D. Ross: I have been suggesting this for quite a while. Uplink, which has been in business for a long time, has GPS units that just plug in with no harness for \$15 per month, probably less with a volume purchase. These would not have to be installed in every vehicle, so not as many units would be needed. An employee can just take one when using a vehicle. I will provide information to Mr. LaBonte about Uplink.

E. LaBonte: The units from Verizon Connect can be shut off after six months with no disconnect fee.

***D. Winterson made a motion to direct the Town Administrator to investigate GPS units for town vehicles. The motion was seconded by T. Tsantoulis.  
Voted unanimously in favor.***

R. Duhaime: When the units are on, the drivers know, so they will be discouraged from stopping at Dunkin' Donuts or a grocery store.

T. Tsantoulis: These also help with bad driving habits such as rapid stops and starts. This is

money well-spent.

E. LaBonte: These devices also monitor gas mileage, maintenance requirements, and service alerts.

#### **PUBLIC INPUT**

Gena Valentino, 12 Chester Turnpike: I would like the Council to consider approving the use of OHRVs on Chester Turnpike. Dr. Shankle and Ms. Fitzpatrick have helped me research this, and we learned that Council approval is needed for Class 6 roads to have OHRVs. I don't want to spoil anyone's fun; I support those who hunt and fish and enjoy other outdoor activities in the area. I want them to have a place to park legally. Steve Couture of DES wants to cite those driving OHRVs on conservation land. The sign bans cars and trucks but not OHRVs.

Chair Sullivan: Thank you. We will have additional discussion on this subject in the future.

#### **OLD BUSINESS**

##### **15.1. Paving - Hackett Hill Road**

D. Boyce: Mr. LaBonte was asked at the last meeting to do some research on Hackett Hill Road; he has done a lot of work and has been busy with that.

E. LaBonte: I was asked to validate if tack coat was used on this project. There is no way to see this on the edge. However, I have a picture of the tack machine used and load slips from the inspector verifying the asphalt tonnage and the gallons of tack used. I checked a lot of the literature regarding the use of tack coat on milled roads. One report from the Virginia DOT says they never use tack coat on milled roads; the Asphalt Institute says to always use it. Our policy is to always use it. In our view it is necessary. You won't see it in core samples unless too much is used. And core samples put defects into the pavement. In the future, we will have better record keeping, more spot checks, and more precise reports. Inspectors need to document the temperature of the asphalt and the tack, not for every load but by spot checking. The inspector should be on site initially so the crew knows they are being watched. Tack coat should not be put down just before it rains. Traffic should not be allowed on the road right after applying the tack coat, and the road should be cleaned of debris before putting down tack coat. Milling and paving is not a complete reconstruction, which would cost up to ten times more than just milling and paving. However, some defects need additional attention. Factors such as the temperature of the asphalt and the tack coat need monitoring.

R. Duhaime: Scientifically, you could find out if tack coat was used. Cross Road did not have full-time supervision. Almost every town has full-time supervision. We did a sidewalk project where the State required a full-time PE on site. Was the compaction checked and was it correct?

D. Boyce: Yes, it was checked and it was correct.

R. Duhaime: There were little dips they failed to mill, due to undergrinding.

D. Ross: It seems they are blaming us for not keeping an eye on them.

D. Boyce: I don't think GMI blamed anybody for anything.



D. Ross: It is well-worth putting someone there from the town, even if it's not an engineer.

15.2. Old Town Hall

D. Boyce: I don't have the figures yet. I am waiting for more numbers. Hopefully, we will get bids in by the end of this week or the beginning of next week.

no 15.3. Reorganization of the Public Works Department and development of a Department of Natural and Cultural Resources

D. Shankle: As I suggested at the last meeting, instead of eliminating Fun in the Sun, we could do a reorganization of departments to give it the attention it needs. In the early 2000s, The Parks & Rec Director, Dale Hemeon, became the Public Works Director, and the Parks & Rec Department moved with him to Public Works. He ran it that way for a while with Jodi Pinard. I want to bring back what we had before. The State created a Department of Natural and Cultural Resources in 2017, which is a good name for this department. Parks & Rec is too limiting. The natural part would include such responsibilities as parks, trails, and working with the Conservation Commission. The cultural aspect would include items such as Old Town Hall, the Prescott Building, signage, monuments, and working with the Heritage Commission and the Historical Society. Ms. Soucie, the Finance Director, gave me the DRA code for Culture and Recreation, which includes parks, playground, walking paths, bike trails, swimming areas, tennis courts, golf courses, recreation and cultural buildings, and patriotic purposes. Right now, we split staff to support these functions. If you support this plan, first I will put together a job description and bring it to you. We are not going to add people, just move people up. We would eliminate a driver position and add a department head. Luckily, there are two openings there now, so we are not letting anyone go. Second, regarding Fun in the Sun, I spent an hour and a half with the gentleman from the Y who spoke to us this evening. He is willing to talk with his boss about the possibility of a Y program here, which would get us out of the liability responsibility. If this doesn't work, we need to get some sort of consulting service to set this up right and help us provide proper training. There is almost \$150,000 in the revolving fund account, and I can't think of a better use for it. If we have done proper training and have established policies, we will have a program we can be proud of. We will have done our due diligence if there is an event which ends up in court. Now I need your input.

D. Ross: The name bothers me. It should be Parks and Recreation. Cemeteries are parks. We already have a Conservation Commission to maintain conservation easements. We have a Heritage Commission and a Historical Society. This creates an overarching item, which isn't what I thought was the intent. We should put Parks & Rec back to Parks & Rec. It should be a separate department. We could be stepping on other people's toes unnecessarily. We are always sharing people back and forth; it is something that we do. Natural and Cultural Resources is too vague. I don't like the name.

***At 9:35 Chair Sullivan made a motion to extend the meeting. The motion was seconded by R. Duhaime. The motion carried unanimously.***

Chair Sullivan: Regardless of the name, we could add language saying this department would **assist** other organizations like the Heritage Commission. Either way, it meets your requirements.

D. Ross: This department should not be responsible for the maintenance of all town-owned property. This doesn't belong here.

R. Duhaime: Is this department going to do building maintenance?

D. Ross: That is DPW.

Chair Sullivan: They do it already. If something is needed at the Prescott Building, they do it.

D. Ross: 'Expansion and maintenance of cultural buildings...' There is too much going into this.

T. Tsantoulis: You are spending a lot of time beating up names.

D. Shankle: Now we are using funds from DPW for maintenance of cultural buildings such as Old Town Hall and the Prescott Building. They should have separate funding, not fighting with the Safety Center for funding, which would be a DPW priority, but the people don't want the Prescott Building to fall down. It needs to be a separate, focused pot of money. We are not taking over anything that someone is already doing. We are not taking anything away from the Conservation Commission. For seven years or so, practically since I have been here, you have been asking for more control and knowledge of town-owned land. We don't have anyone to pursue that, and we need someone to do that.

R. Duhaime: Would Recreation Director be half of this person's job?

D. Shankle: Yes, that would be part of the job. The Y doesn't have any part-time directors; they are all full-time. We should be hiring now for Fun in the Sun and we are getting snowplows ready. A former councilor said that a Recreations Director wouldn't have enough to do. I see this person being able to focus a lot more on the cultural resources end and on programs for seniors, because we would be giving them a fully-functioning parks department.

R. Duhaime: This person could deal with the Winter Carnival.

D. Shankle: Kiwanis didn't know who to contact. There should be a point of contact, and that person should be a full-time staff member

J. Giotas: Would this department be in charge of maintaining historical buildings? If so, a lot of work the Heritage Commission and other groups have done would go out the window. There is a wealth of information at the Heritage Commission.

D. Shankle: This person would be assisting. If the Heritage Commission decides it wants to do something, this department could provide staff support. Some committees have great ideas which they have no way to implement

R. Duhaime: They could also write grants; they would know what was available.

D. Winterton: What are we being asked to do tonight?

Chair Sullivan: We are being asked to approve an organizational change to remove Parks & Rec from the Department of Public Works so that it has its own department.

D. Shankle: I didn't do the Staff Report right. This is an amendment to the

Administrative Code, adding Section 3.11

D. Winterton: If we do this tonight, there is no director of this department.

D. Shankle: If you don't want to vote on it tonight, that is fine. I didn't want to do more work on a job description unless I knew that you wanted it.

D. Winterton: I would be in favor of this, but I would like to see a job description first. Also, would this department have its own bargaining unit?

D. Shankle: There would not be enough people to have a separate bargaining unit. I don't want to wait six months while negotiating a contract.

D. Winterton: My wish is to have the Town Administrator continue on this path.

J. Giotas: Are you saying that this person would be in charge of the Fun in the Sun program? It is the most important responsibility of the person hired for this job. We will have more problems if he or she can't run it.

J. Durand: I thought we were going in the direction of having the Y or some independent contractor doing Fun in the Sun to eliminate liability on the part of the town.

D. Ross: I thought the concept was to recreate the Fun in the Sun program and give it the attention it deserves, not to add more to the job. This department head would organize the program or sub it out. The job hasn't been getting done, according to the reports of what happened last year. It shouldn't be our job. This should be limited to Parks & Rec. This is a very important function; only fire, police and road clearing are more important. We don't want to overwhelm another person with extra duties. If the program fails, we will be in the same position again. It should not include cultural activities. Our employees get along and work well together, helping each other get things done. How much can one person take on?

Chair Sullivan: This department is going to be doing the same things. The main goal is to remove nine or ten things that others are doing, and they will be done by this department. This is similar to when we separated Planning and Building Codes.

D. Winterton: If we charge the Town Administrator to come back with a job description, this is a discussion we can have we have when we have a job description in front of us.

Dr. Shankle: I can do that. Keep in mind we have to act quickly if we want to run Fun in the Sun. Should I have parallel plan? We shouldn't run the program if we don't have someone.

R. Duhaime: This is structural. Who will be in charge? You are the town manager, so we should let you handle it. Will Natural and Cultural Resources tell Parks & Rec what to do? Show me a job description. Will this new department head need an assistant?

D. Shankle: We are not going to do that. We have part-time administration now. There should be someone working full time here to oversee everything. If we don't have that, we shouldn't run the program. Even if we farm this out, someone has to watch it. Anything we don't put under this department just stays with Public Works.

R. Duhaime: We have had citizen input here and at the Parks & Rec Advisory

Committee meetings who want this program. We shouldn't end the program because of liability concerns if we have made no effort to fix the problem.

***D. Winterton made a motion to direct the Town Administrator to continue the investigation of a Natural and Cultural Resources Department and to bring back a job description of the department head because these areas are important to the Town, and Fun in the Sun is important to the citizens of Hooksett. R. Duhaime seconded the motion. The motion carried unanimously.***

D. Shankle: I will do a job description and at the same time move ahead with Fun in the Sun, with the presumption that we will end up with someone to oversee it.

15.4. FY 2019-2020 Budget and Warrant Articles

C. Soucie, Finance Director: The budget you recommended to the Budget Committee was \$18,896,365. Since then, three items needed to be reconsidered to be included in the recommended budget. First, 2019 health and dental rates increased an average of nine percent across all plans. The increase is really only 7.6 percent because some employees change plans and things like that. The total increase is \$139,962. Second, Property & Liability Insurance declined from \$224,127 to \$220,810, which is a reduction of \$3,713. The third item is an increase in the budget for Unemployment Compensation from \$4,000 to \$4,939, an increase of \$939. The new budget amount is \$19,033,949.

***R. Duhaime made a motion to amend Town Council's recommended budget by adding \$139,962 to the Health and Dental Insurance lines; by reducing the Property & Liability Insurance line by \$3,713 and by adding \$939 to Unemployment Compensation. The motion was duly seconded by D. Winterton.***

D. Winterton: Does that include all bargaining groups?

C. Soucie: Yes, it does.

R. Duhaime: I thought we budgeted part of the increased for health and dental insurance already.

C. Soucie: No, it was level funded.

**Roll Call Vote #3**

***J. Giotas Yes***

***D. Ross Yes***

***A. Walczyk Yes***

***J. Durand Yes***

***R. Duhaime Yes***

***T. Tsantoulis Yes***

***J. Levesque Absent***

***D. Winterton Yes***

***J. Sullivan Yes***

***(8-0) Vote unanimously in favor.***

C. Soucie: Regarding warrant articles, we did an overview at the October 10<sup>th</sup> meeting. At this meeting and on November 7<sup>th</sup>, we can discuss the proposed articles. Then, on December 12<sup>th</sup> you can choose to move articles to the ballot or not. On January 19<sup>th</sup> we

can look at petition or union warrant articles, and on January 23<sup>rd</sup>, you can sign the warrant and make recommendations as to who will speak on each article at the Deliberative Session. I have provided you with a list of possible warrant articles. There are several warrant articles under construction. Unless you have questions about the eight Capital Reserve articles, we can look at these at the next meeting. I have no new information, but have provided history on these accounts for you. We can look at just three warrants this evening: non-union wages, a 100-yard live bottom trailer, and a fire command vehicle.

D. Shankle: There is another possible article for engineering for the Route 3A sewer project.

C. Soucie: I will add it to the list.

***D. Winterton made a motion to raise non-union salaries 2.25% and to give that entire amount to the Town Administrator to distribute. The motion was seconded by R. Duhaime.***

D. Winterton: I'd like to speak to my motion. If we don't ask for an increase for participation on the health insurance line, that figures out to one dollar per hour, per employee. Some of the bargaining agreements are not public yet. Per their bargaining agreement, which is public, the Police have an increase equal to the increase in the CPI written into their contract. The Police with non-contributory plans are not going to be asked for more funds. To be fair to our non-union employees, as we are to our union employees, this number makes sense. There is a supply and demand situation with no-union employees. This allows the Town Administrator to remedy situations that need to be remedied and to reward situations that need to be rewarded.

R. Duhaime: This is a percentage, but do you have a dollar amount?

C. Soucie: I will have that number for you at the next meeting.

D. Ross: Saying 2.25% is not going to be true for all non-union employees. It should be a dollar amount, not a percentage, because not all employees will get 2.25%.

D. Winterton: I will amend my motion to say \$92,000 instead of 2.25 percent.

C. Soucie: It will be a dollar amount on the ballot anyway; the percentage will be in the notes but not on the ballot. No vote is needed at this time.

C. Soucie: The next warrant article is the 100-yard live bottom trailer. The cost is \$80,000, and it is replacing a 2004 trailer. It will be paid from the Solid Waste Disposal fund, which has a balance now of \$470,000. The scale system will be paid from this fund as well. That amount is \$65,000.

Chair Sullivan: Fourteen years is a good life for this type of trailer.

C. Soucie: The third warrant article I want to present this evening is \$55,000 for a new Fire Rescue (Command) Vehicle. This will replace Car 5, which is a 2003 Ford Expedition with more than 115,000 miles. Its condition is Out of Service (OOS) and it failed inspection.

D. Winterton: Could this come from the Fire Apparatus fund?

C. Soucie: That is not for small vehicles, and there is not enough money in the fund for

this anyway.

J. Giotas: Does \$55,000 cover everything or does the vehicle need modifications as a command vehicle?

Chief Burkush: \$55,000 includes all modifications.

## NEW BUSINESS

### 16.1. Use of Unassigned Fund Balance to lower 2018 Tax Rate

C. Soucie: I recommend using \$300,000 of the Unassigned Fund Balance to reduce the tax rate, which would leave that balance at 5.4% of the General Fund amount. We need to raise \$1.5 million more in 2018 than in 2017. Our policy is to have a minimum of 5% in the unassigned balance, with a target goal of 8%. The Unassigned Fund balance is \$3,367,636. This is 6.8% of our total budget. I have provided you with other options and some history. Last year we designated \$1,000,000 of the unassigned balance to reduce the overall tax burden and the prior year was \$500,000. It is good to do something to reduce the tax burden. The options I have presented represent worst case scenarios because we are not able to determine growth due to the revaluation. The options assume there was none, but we know that there was growth.

R. Duhaime: We would be doing better if we hadn't dipped into this fund for the bridge. \$300,000 of unassigned balance to reduce tax rate;

***R. Duhaime made a motion to use \$300,000 of Unassigned Fund Balance to reduce the amount of taxes that need to be collected. The motion was seconded by D. Ross.***

D. Winterton: What amount would we return to the taxpayers if we want to be at 5%?

C. Soucie: That would be \$600,000.

***D. Winterton made a motion to amend the amount to be returned to the taxpayers to \$600,000. The motion was seconded by Chair Sullivan.***

D. Winterton: Our taxpayers are going to get whacked this year, even though we don't know what is coming back from DRA. This takes us to 5%, which is within DRA guidelines.

C. Soucie: And it is within your own policies.

D. Ross: Our target is 8% and we reached that once. We are going in the wrong direction. This affects our financial standing and how we appear to lenders. We finally got the percentage to where it belongs and now are going back. In 2017 we returned \$1,000,000 and were at 9%. Perhaps this was not wise. I prefer to stay with the original \$300,000. I'd like to get us back to 8%.

D. Winterton: We heard from public comments tonight that the Budget Committee believes we overbudget. This is taxpayer money.

R. Duhaime: Actually, the recommendation is a balance between 8% and 17% of the General Fund budget. I don't think another \$300,000 will get three new Budget Committee members or more people here at our meetings voicing concerns.

D. Shankle: We do not overbudget. We only have extra money because of positions which haven't been filled. We don't know how the tax rate will be affected because we don't know what the DRA will come back with or the results of the revaluation.

C. Soucie: We actively tried to fill all positions; they are not left vacant intentionally.

R. Duhaime: The economy is good now. This is the time to put more money away. When we get to 8%, we can give some back to the taxpayers. That money is invested.

Chair Sullivan called for a vote on the amendment to increase the amount returned to taxpayers from \$300,000 to \$600,000.

***The motion failed, 2-6. J. Durand, J. Giotas, D. Ross, T. Tsantoulis, R. Duhaime and A. Walczyk voted in opposition.***

Chair Sullivan: If we want to get closer to 8%, we shouldn't have given back \$1,000,000 last year.

Chair Sullivan called for a vote on the original motion of \$300,000.

***Vote unanimously in favor.***

16.2. Discussion regarding HFR Ladder Truck 1

Chief Burkush: We asked to be on the agenda to keep you informed of the status of the ladder truck repair because it is an expensive repair. Steve Colburn is distributing a letter which our Town Attorney sent to the manufacturer of the truck. I had an email late today from the Town Attorney, saying that KME has asked for an extension of one week to answer that letter, which is a demand for warranty. The estimated repair cost is \$160,000. We will keep you up to date on the progress, and I would ask to be on the agenda for the November 7<sup>th</sup> meeting.

R. Duhaime: One of those things with these life-time warranties is that the company goes out of business.

Chief Burkush: The company was bought out by a large corporation.

S. Colburn: I went back a couple of years, and the original company first denied the request. Then we produced the original, signed bid documents and the company made a decision to fix the ladder truck. With the new corporation, the rehearsed line is 'no' and we had to go down this route.

16.3. Scale Replacement for DPW - Recycling & Transfer Division

D. Boyce: We received four bids on our scale replacement; all include pit and site work. The DPW's responsibility is to remove what we have there now. We would have to hire a crane to get that one big piece of concrete and metal off the top. We have already contacted someone local for the crane. Fairbanks' bid came in under. I did some research and they have great reviews. They want our business. We have \$65,000 in the Solid Waste Disposable Special Revenue fund, which leaves a balance of \$2,112 which we will probably take from our budget someplace. It's difficult to estimate costs like this a year in advance, especially with steel and cement. It is better than we thought it might be.

***D. Winterton made a motion to accept the bid from Fairbanks in the amount of \$67,112 for the Recycling & Transfer Station vehicle scale. The motion was seconded by J. Giotas.***

J. Giotas: Is it the pit and site work where most of the extra costs come in. Was Fairbanks lower on this part?

D. Boyce: Yes, that is the case.

D. Ross: Have you looked into leasing or renting portable scales like the State Police do?

D. Boyce: We would be pulling them up all of the time. No, we have not looked into leasing or renting.

D. Boyce: We will be down for three weeks and will try to avoid the holiday season. When this is approved, we can get a timeframe for the project.

**Roll Call Vote #4**

***A. Walczyk Yes***

***J. Levesque Absent***

***D. Ross Yes***

***R. Duhaime Yes***

***J. Durand Yes***

***D. Winterton Yes***

***T. Tsantoulis Yes***

***J. Giotas Yes***

***J. Sullivan Yes***

***(8-0) Vote unanimously in favor.***

16.4. Grant Drive Drainage Project

D. Boyce: This project was bid on two years ago. It was quite high at the time. Then, we needed an emergency fix, which took care of the immediate problem. Now, the corrugated pipe is starting to cave in and this needs to be done by the end of November, which is part of the bid. The funding will come from the Capital Reserve Drainage account

***D. Ross made a motion to accept the bid from Advanced Excavating in the amount of \$94,055 for the Grant Drive Drainage Project. The motion was seconded by T. Tsantoulis.***

D. Ross: Is there anything in the contract which says we can be sure this will be done by winter?

D. Boyce: Yes, it is in the contract.

D. Ross: Is the penalty sufficient to get somebody else in to do it? That was the problem with the bridge. The penalty was so miniscule it was outrageous.

D. Boyce: I will double check on that.

R. Duhaime: Do you have oversight for the project?



D. Boyce: Our Town Engineer will oversee the project. If he can't be there, someone else will be.

**Roll Call Vote #5**

***T. Tsantoulis Yes***

***D. Ross Yes***

***R. Duhaime Yes***

***A. Walczyk Yes***

***J. Levesque Absent***

***D. Winterton Yes***

***J. Durand Yes***

***J. Giotas Yes***

***J. Sullivan Yes***

***(8-0) Vote unanimously in favor.***

- 16.5. Municipal Legal Services (RFP #18-06)

***D. Ross made a motion to approve the Mitchell Municipal Group, PA for the Town of Hooksett municipal legal services, effective October 25, 2018.***

***Vote unanimously in favor.***

- 16.6. Health Insurance Renewal Rates Effective January 1, 2019

***D. Winterton made a motion to keep the current structure for both medical and dental plan types and employee premium contributions, effective January 1, 2019. The motion was seconded by T. Tsantoulis.***

D. Winterton: This is part of a total employment benefits package. By granting the non-union employee increase we just voted on, this combines into a very attractive benefits package for our loyal and dedicated employees.

***Vote unanimously in favor.***

- 16.7. Fall Tax Bill Newsletter

Chair Sullivan: Mr. Germain has created a newsletter to be enclosed with the November tax bills. I had a phone call about the shuttle, not the shopper one but the other one. I would suggest highlighting or underlining 'limits and restrictions on ridership criteria.'

R. Duhaime: Would you add that we are searching for three Budget Committee members.

N. Germain: Bear in mind that these will be delivered sometime in November.

R. Duhaime: We will take them any time we can get them.

D. Fitzpatrick: I'm wondering when in November this is going out, because some of these items are time-sensitive. Do you have a backup to replace this?

N. Germain: I can do a replacement.

D. Shankle: Instead of a replacement, if it is going to arrive after November 16<sup>th</sup>, it could say to call Abby Reeves. I think she could still use help. You should check with

Abby about that.

- 16.8. Police Union Collective Bargaining Agreement 07/01/17-06/30/20 = Sidebar for Union Pay Scale to include amounts for NECPI +.5%

D. Fitzpatrick: This is just a housekeeping item. No discussion is needed. When we negotiated the Police Union Contract, one item in the wage chart wasn't filled in because the NECPI was not available until December of 2017, and was given on July 1, 2018. They said they would be coming back with updated charts. There are two originals of the documents already signed by the Police Union. All of you have to sign both copies. This was approved via negotiations a couple of years ago.

- 16.9. Fire-Rescue Union Collective Bargaining Agreement 07/01/19 (action to be taken after non-public session at tonight's Council meeting)

#### **SUB-COMMITTEE REPORTS**

R. Duhaime: The Parks & Rec Advisory Committee recommends either Lambert Park or Donati Park for the location of the pergola (pavilion) if we go ahead with the warrant article. These are the only locations where it will fit.

D. Ross: Regarding the parking issue at the Clay Pond area, there are only five, and maybe seven, parking places. Originally, there were ten parking places. The Conservation Committee still has to bring this before the Council.

#### **NON-PUBLIC SESSION**

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

NH RSA 91-A:3 II (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 the non-public session of 10/24/18 at 10:47m. Seconded by D. Winterton.***

#### **Roll Call Vote #6**

***J. Durand Yes***

***D. Winterton Yes***

***J. Giotas Yes***

***D. Ross Yes***

***T. Tsantoulis Yes***

***A. Walczyk Yes***

***R. Duhaime Yes***

***J. Sullivan Yes***

***(8-0) Vote unanimously in favor***

***J. Sullivan motioned to exit the non-public session of 10/24/18 at 11:03pm. Seconded by D. Winterton.***

***Vote unanimously in favor (8-0).***

***D. Winterton motioned to seal the non-public session minutes of 10/24/18. Seconded by T. Tsantoulis.***

***Vote unanimously in favor (8-0).***

**PUBLIC SESSION CONTINUED AT 11:03pm**

- 16.9. Fire-Rescue Union Collective Bargaining Agreement 07/01/19

***D. Winterton motioned to approve The Town of Hooksett and Hooksett Permanent Firefighters Association, Local 3264, IAFF collective bargaining agreement as presented (1 year contract effective 07/01/19). Seconded by T. Tsantoulis.***

**Roll Call #7**

***D. Ross – yes***

***D. Winterton – yes***

***R. Duhaime – yes***

***A. Walczyk – yes***

***J. Durand – yes***

***T. Tsantoulis – yes***

***J. Giotas – yes***

***J. Sullivan – yes***

***Vote unanimously in favor (8-0)***

**Note:** This item for future Council agenda to place on the March 2019 ballot.

**ADJOURNMENT**

***D. Winterton motioned to adjourn the public session of 10/24/18 at 11:04pm. Seconded by D. Ross.***

***Vote unanimously in favor (8-0).***

Respectfully Submitted,

Kathleen Donnelly  
Recording Clerk



# Town Council

## STAFF REPORT



**To:** Town Council  
**Title:** Public Hearing for an Amendment to Hooksett's Fire Lane Ordinance #00-29  
**Meeting:** Town Council - 07 Nov 2018  
**Department:** Administration  
**Staff Contact:** Nick Germain, Project Coordinator

### BACKGROUND INFORMATION:

Town of Hooksett  
 Notice of Public Hearing

In accordance with RSA 153:5, V and RSA 47:22, the Hooksett Town Council hereby provides notice that it will hold a public hearing in regards to amending Fire Lane Ordinance #00-29 on November 7th, 2018, during a meeting taking place in Council Chambers, at the Hooksett Municipal Offices, 35 Main Street, Hooksett, NH, starting at 6:00PM. The proposed amendment would revise Section 6 "Fire Lanes for Other Premises", to the following: "Fire Lanes shall access all but 1 side of the building to allow for apparatus to drive around the building. The edge of the Fire Lane travel surface shall be ten(10) feet from the building, and the "building band" shall be clear of all obstructions except for minor landscaping which shall not be placed in front of windows or building fire equipment, and shall be maintained at a height less than four (4) feet. The building band shall be level or sloped not greater than twenty (20%)." Copies of the proposed amendment can be found on the web at <https://www.hooksett.org/fire-and-rescue>, in the Town Clerk's office, or in the Administration Department. Questions regarding this change should be directed to the Fire Department at (603) 623-7272.

### FINANCIAL IMPACT:

N/A

### POLICY IMPLICATIONS:

Fire Department conducted a review of the existing policy. They suggest Council amend the Ordinance which would support "Handicapped Parking" near a structure. In most cases, this would result in access to 3 sides, instead of the current 4 (all) sides as currently required. They further suggest not allowing any waivers in the future, which may allow (result in) inconsistency in enforcement.

### RECOMMENDATION:

Listen to public comment and discuss the amendment to the ordinance. Vote to enact the ordinance if acceptable.

### SUGGESTED MOTION:

Motion to enact the proposed amendment to Section 6 of the town's Fire Lane Ordinance #00-29 in accordance with RSA 47:22 and approve publishing the updated ordinance to the town's directory of "Other Ordinances."

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur.

**ATTACHMENTS:**

[Current Fire Lane Ordinance](#)

**SECTION 6**

**Fire Lanes for other Premises**

Fire Lanes shall access all sides of the building and allow for apparatus to drive completely around the building. The edge of the Fire Lane travel surface shall be ten (10) feet from the building, and the "building band" shall be clear of all obstructions except for minor landscaping which shall not be placed in front of windows or building fire equipment, and shall be maintained at a height of less than four (4) feet. The building band shall be level or sloped not greater than twenty percent (20%).





Town Council

## STAFF REPORT



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**To:** Town Council  
**Title:** Motion to accept the donation of \$999.95 from Tucker Restaurant Group LLC, 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 K9 trust fund.  
**Meeting:** Town Council - 07 Nov 2018  
**Department:** Police Department  
**Staff Contact:** Jake Robie, Captain

**BACKGROUND INFORMATION:**

Tucker Restaurant Group LLC, would like to donate \$999.95 to the Hooksett Police Department. They request the money be used to support the K9 Program in the purchase of a ballistic vest for K9 Timber.

**FINANCIAL IMPACT:**

None

**POLICY IMPLICATIONS:**

None

**SUGGESTED MOTION:**

Motion to accept the donation of \$999.95 from Tucker Restaurant Group LLC, 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 K9 trust fund.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur.



Town Council  
**STAFF REPORT**



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**To:** Council  
**Title:** Landscape Bond Release for Enterprise Holdings  
**Meeting:** Town Council - 07 Nov 2018  
**Department:** Community Development  
**Staff Contact:** Leann Fuller, Community Development Clerk

**BACKGROUND INFORMATION:**

Enterprise Holdings, Inc. has requested the release of their \$3,330.97 landscape surety put into place on 08/30/16. The Development Regulations state that the surety must be in place for a period of (2) years from the date of planting. Bruce Thomas, Town Engineer, has confirmed that the work is complete and acceptable to the town.

**FINANCIAL IMPACT:**

None.

**RECOMMENDATION:**

Recommend the release of the \$3,330.97 landscape surety to Enterprise Holdings, Inc.

**SUGGESTED MOTION:**

Release Enterprise Holdings, Inc. landscape surety in the amount of \$3,330.97 for their location at 1093 Hooksett Road.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur.

**ATTACHMENTS:**

[Town Engineer Comments](#)

**Town of Hooksett  
Community Development**

# Memo

**To:** Leann Fuller, Administrative Assistant  
**From:** Bruce A. Thomas, P.E., Town Engineer (BAT)  
**Cc:**  
**Date:** October 17, 2018  
**Re:** Enterprise Holdings Car Rentals at #1093 Hooksett Road  
Landscape Bond

Please be advised that the Landscape Bond for Enterprise Holdings Car Rentals at #1093 Hooksett Road may be returned as the work is complete and acceptable to the Town.

Please contact me with any questions that you may have.

Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** FY 2019-20 Budget and Warrant Articles  
**Meeting:** Town Council - 07 Nov 2018  
**Department:** Finance  
**Staff Contact:** Christine Soucie, Finance Director

**BACKGROUND INFORMATION:**

Money warrant articles process:

**October & November** - Review all warrant articles, ask questions and deliberate - (Note: All articles reviewed will be passed along to the Budget Committee as informational, unless otherwise noted by Council)

**December 12th** - Vote to move articles to the ballot and to recommend/or not recommend.

**January 9th** - Address any petitioned or union negotiations warrant articles.

**January 23rd** - Sign official warrant and determine which Councilors will be recommending articles to the Town Meeting on February 2nd.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur

**ATTACHMENTS:**

[FY 2019-20 Warrant Articles - updated 10-25](#)

[Binder Covers](#)

*Town of Hooksett*

**BUDGET AND WARRANT ARTICLE with ESTIMATED IMPACT ON TAX RATE**

Warrant Articles for 2019-20

Assumes tax base of \$1,617,152,602 (2017 tax base)

#	Warrant	Department Request	Recomm. by Town Admin	Recomm. by Council
	Operating Budget	12,189,473	10,928,580	11,782,212
	Town			
	Wastewater	17,374,823	16,113,930	16,967,562
	Revenues	2,066,387	-	2,066,387
		(7,251,737)	(5,185,350)	(7,251,737)
	Fire Union Contract - Under Construction			
	DPW Union Contract - Under Construction			
	Non-Union Wages			
	Route 3A Hackett Hill Roundabout - Under Construction			
	Old Town Hall Renovations - Under Construction			
	Rte. 3A 1 F - Under Construction			
	CR Funding		230,000	
	Fire Apparatus \$100,000 up from \$50,000	100,000		
	Air Packs & Bottles \$25,000	25,000		
	Fire Equipment \$35,000	35,000		
	Fire Cistern \$20,000	20,000		
	Emergency Radio Communications \$50,000	50,000		
	CR Fund - Town Building Maintenance	100,000	100,000	
	CR Fund - Public Works Vehicles	100,000	100,000	
	100 Yard Live Bottom Trailer - Solid Waste SR Fund	80,000	80,000	
	Fire Command Vehicle	55,000	55,000	
	CR Fund - Drainage Upgrades	50,000	50,000	
	CR Fund - Automated Collection Equipment	30,000	30,000	
	CR Fund - Revaluation	30,000	30,000	
	CR Fund - Parks & Recreation Facilities Development	15,000	15,000	
	CR Fund - Improvements of Conservation Land	10,000	10,000	
	<b>Totals</b>	<b>\$ 12,889,473</b>	<b>\$ 11,628,580</b>	<b>11,782,212</b>



## *Town of Hooksett*

### WARRANT ARTICLE REQUEST FORM

**Date of Request:**

**Date of Town Meeting:** 2019

**Name of Department Submitting Request:** Administration

**1. Please provide the wording of the proposed article.**

To see if the town will vote to raise and appropriate the sum of **\$93,153.00** for an increase in salaries and benefits for non-union full-time and part-time Town personnel.

<u>Fiscal Year</u>	<u>Salaries</u>	<u>Benefits</u>	<u>Total</u>
2019-20	\$77,260.00	\$15,893.00	\$93,153.00

Estimated tax impact is \$\_\_\_\_\_.

**2. What is the intent and purpose of article?**

To provide an increase in wages as determined by the Town Administrator for 47 full-time and 34 part-time non-union employees including Police, Fire, Library and Town. Seasonal employees are not included.

Police union – All steps on pay scale anticipated to increase 2.2%. Employees moves up one step for an average of 2.5%. (19% employee share of health insurance)

**3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?**

**4. Estimated cost?** Estimated tax rate impact is \_\_\_\_\_.

**5. Is any further information necessary for the deliberation?**

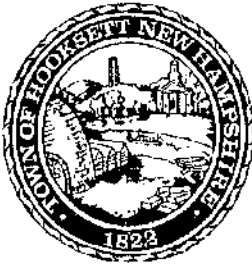
History of Non-union raises.	%	Notes
7/1/2018	2.0% +20 cents	
7/1/2017	2.0%	
7/1/2016	3.0%	2% Part time & 3% Full-time wages & increase in Health Ins
7/1/2015	3.0%	
7/1/2014	2.0%	
7/1/2013	2.0%	Default
7/1/2012	2.0%	Default
7/1/2011	0.5%	
7/1/2010	0.0%	
7/1/2009	2.5%	
7/1/2008	4.0%	
7/1/2007	3.5%	

March 2018 Ballot passed 533 to 268 or 67% approval  
 March 2017 Ballot passed 344 to 169 or 67% approval  
 May 2016 raises were in the operating budget

# **INSTRUCTIONS**

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.





# *Town of Hooksett* **WARRANT ARTICLE REQUEST FORM**

Revised 10/16/18

**Date of Request:**

**Date of Town Meeting: 2019**

**Name of Department Submitting Request:** Fire-Rescue & Police

**1. Please provide the wording of the proposed article.**

**Capital Reserve Funding - Fire**

To see if the town will vote to raise and appropriate the sum of **\$230,000.00** to be added to the previously established Capital Reserve Funds and to apportion the sum among several funds as listed below:

Fire Apparatus	\$ 100,000.00
Air Packs & Bottles	25,000.00
Fire Equipment	35,000.00
Fire Cistern	20,000.00
Emergency Radio Communications	50,000.00
<b>Total</b>	<b>\$ 230,000.00</b>

Estimated tax rate impact is \$0.\_\_\_\_.

**2. What is the intent and purpose of article?**

**Fire Apparatus Reserve:** There is \$360,549 in the account as of September 30, 2018, with \$250,000 to be withdrawn for the new Pumper approved in March 2018 and another \$30,000 for the Forestry Truck, leaving \$80,549 available to spend. Estimated year of purchase is as needed and guided by the Vehicle Replacement Inventory. The fund is for the future replacement of the following fire department vehicles: all engines, tankers, ladders, and forestry. This article provides fiscal stability by a fixed replacement program for higher cost vehicles. Fire-Rescue requires a mechanically dependable fleet to ensure the prompt service to Hooksett residents.

**Air Packs & Bottles Replacement Reserve:** Total project cost is \$300,000. There is \$253,181 in the account as of September 30, 2018. Estimated year of purchase is 2020. The project was established to the replacement of all Self-Contained Breathing Apparatus (SCBA) when they reach 15 years of service. The existing air packs were purchased in 2005 SCBA are critical equipment for firefighters. A single purchase date allows for only one model choice which enhances familiarity by all members, equipment exchange department wide anywhere, anytime, station or scene, reduced parts inventory, linear inspections and service needs, all which improve employee safety.

**Fire Equipment Reserve:** There is \$35,127 in this account as of September 30, 2018. This fund will allow the Fire-Rescue department to develop a replacement plan for these relatively expensive items, such as, "Jaws of Life", jacking and lifting struts, air bags, high angle and low angle rope rescue, and ice rescue equipment. As these items

2

become unreliable the operations and efficiency of the Fire-Rescue Department may become compromised.

**Fire Cistern Reserve:** There is \$16,033 in this account as of September 30, 2018. This reserve saves for repairs to the fire cisterns that provide water in remote areas of the Town. Water supply for fire protection may be compromised if these cisterns are not maintained.

**Emergency Radio Communication Reserve:** There is \$191,034 in the account as of September 30, 2018. Estimated year of purchase is 2024. These funds will be used well in the future to purchase and replace the existing emergency radio communication system. Our radio system was replaced in 2014 after a lightning strike caused extensive damage. The police department was able to replace a major portion of the system with the funds that had been building in this capital reserve along with what the insurance covered. We spent \$383,000. The police department anticipates the system will need replacing in ten years when the company, Motorola, no longer supports repairs or parts. The anticipated replacement cost is approximately \$500,000, so building this fund at \$50,000 a year for ten years will help ensure the town does not have to bear the burden of a major expense all at once.

**3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?**

3. **Estimated cost?** \$230,000; estimated tax rate impact is \$\_\_\_\_\_.

**5. Is any further information necessary for the deliberation?**

March 2018 Ballot passed Article 10 581 to 227 or 72% approval and Article 16 for Fire Equipment passed 595 to 219 or 73% approval.

March 2017 Ballot passed 342 to 172 or 66% approval

May 2016 Ballot passed 249 to 103 or 70% approval

**INSTRUCTIONS**

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.



## *Town of Hooksett* WARRANT ARTICLE REQUEST FORM

**Date of Request:**

**Date of Town Meeting:** 2019

**Name of Department Submitting Request:** DPW – Highway Division

**1. Please provide the wording of the proposed article.**

**Capital Reserve Funding - DPW**

To see if the town will vote to raise and appropriate the sum of **\$100,000.00** to be added to Town Building Maintenance Capital Reserve Fund previously established. Estimated tax rate impact is \$0

**2. What is the intent and purpose of article?**

**Town Building Maintenance Reserve:** Total project cost is ongoing. There is \$290,725 in the account as of September 30, 2018. Estimated year of purchase is as needed. This fund addresses the needs of town buildings. Over the past year we utilized this fund for lighting and ventilation upgrades to the highway building; partial roof at the town hall and the elevator repairs at the Library. It is imperative that the town keep a minimum of \$250,000 in this fund so that there are funds for any major repairs that will need to be addressed in the future. We have \$26,000,000 worth of buildings to maintain within the town. The Public Works Director believes a \$250,000 minimum in this account is not an unreasonable request.

**3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?**

**4. Estimated cost? \$100,000; estimated tax rate impact is \$\_\_\_\_\_**

**5. Is any further information necessary for the deliberation?**

March 2018 Ballot passed 436 to 368 or 54% approval

March 2017 Ballot passed 307 to 206 or 59% approval (grouped with P&R Facilities Development)

**INSTRUCTIONS**

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary



## *Town of Hooksett* WARRANT ARTICLE REQUEST FORM

**Date of Request:**

**Date of Town Meeting:** 2019

**Name of Department Submitting Request:** DPW- Highway Division

**1. Please provide the wording of the proposed article.**

**Capital Reserve Funding – DPW Vehicles**

To see if the town will vote to raise and appropriate the sum of **\$100,000.00** to be added to the Public Works' Vehicles Capital Reserve Fund previously established. Estimated tax rate impact is \$0.\_\_\_\_.

**2. What is the intent and purpose of article?**

To purchase vehicles for plowing and road maintenance, including equipment to replace an aging fleet and to reduce the cost of vehicle maintenance. There is \$184,155 in the account as of September 30, 2018. The reserve fund allows for the Town to replace and add vehicles when needed. This fund eases the burden on tax payers by planning for the purchase. The town is continuing to grow and we will need to address that growth.

**3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?**

If this article is not passed at Town Meeting, the aging fleet will cost more for vehicles maintenance, for a temporary fix. It may, if vehicles are deemed not inspectable, slow down the plowing efforts on Town roads.

The following purchases have been made from this reserve.

2015 Bobcat S570  
2015 Ford F550  
2016 Mack Truck  
2016 Bobcat 18" Planer  
2016 Ford F550  
2017 International 7400  
2017 Ford F350  
2018 International 7400

**4. Estimated cost?** \$100,000; estimated tax rate impact is \$\_\_\_\_\_

**5. Is any further information necessary for the deliberation?**

March 2018 Ballot passed 429 to 423 or 50% approval  
 March 2017 Ballot passed 309 to 178 or 63% approval  
 May 2016 Ballot passed 207 to 135 or 60% approval

**INSTRUCTIONS**

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.



## *Town of Hooksett*

### WARRANT ARTICLE REQUEST FORM

**Date of Request:** September 28, 2018

**Date of Town Meeting:** 2019

**Name of Department Submitting Request:** Department of Public Works

**1. Please provide the wording of the proposed article.**

To see if the town will vote to raise and appropriate the sum of **\$80,000.00** to purchase a 100 yard live bottom floor trailer for the Recycling and Transfer Division of Public Works with said funds to come from the Solid Waste Disposal Special Revenue Fund? No amount to be raised from taxation.

**2. What is the intent and purpose of article?**

As of September 30, 2018 the Solid Waste Disposal Fund had a balance of \$470,025, with \$65,000 to be withdrawn for a new scale system approved in March 2018. This request is to purchase a 100 yard live bottom trailer to haul trash generated in the Town of Hooksett to approved site. This trailer will replace a 2004 trailer that has a damaged floor and is presently used for hauling metal. The SW-T3 2004 trailer will be traded in see attached.

**3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?**

We will soon need to haul the metal in a trailer that is in better shape, which could cause damage.

**4. Estimated cost?** \$80,000 from the Solid Waste Disposal Special Revenue Fund.

**5. Is any further information necessary for the deliberation?**

**INSTRUCTIONS**

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.

SW-T3 2004 Slim 100 Yard Live Bottom Trailer

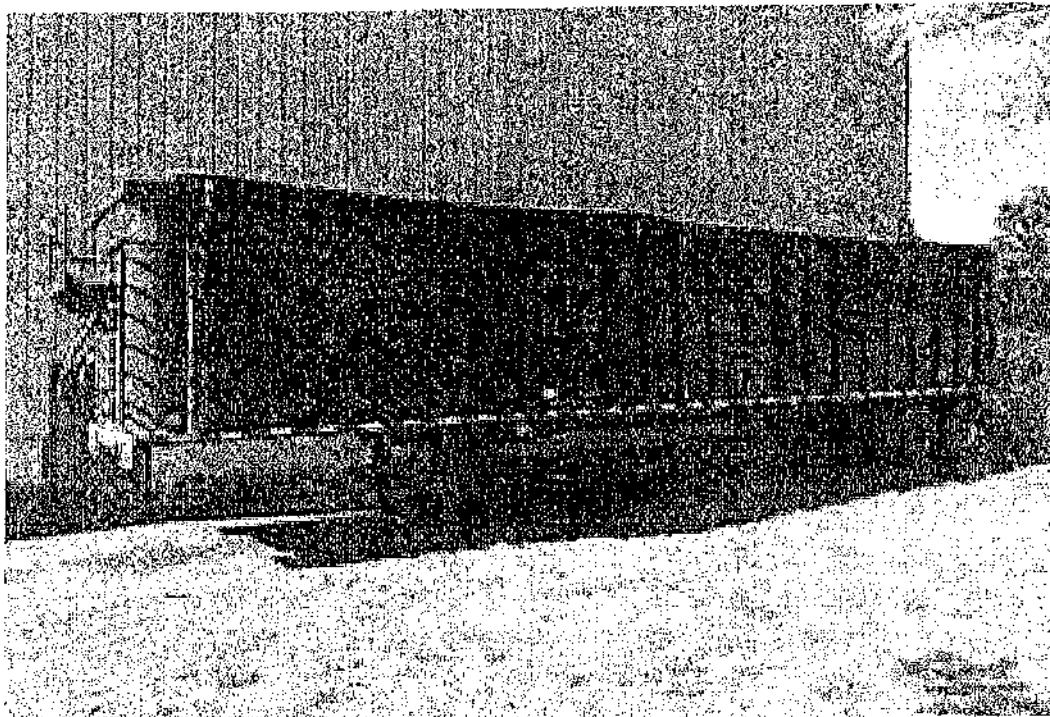
Purpose: Recycle & Transfer  
 VIN #: 1S9WS452X4S188677  
 Plate: G06304  
 Purchase Price: \$43,280.00

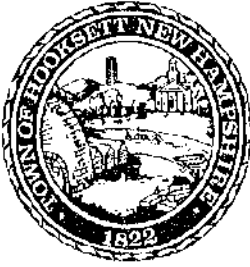
Mileage: N/A  
 Condition: \_\_\_\_\_

Maintenance History

FY 2013-16: \$0.00  
 FY 2016-17: \$543.39  
 FY 2017-18: \$0.00

Notes: Estimated date of replacement FY 2021-22.





## *Town of Hooksett* WARRANT ARTICLE REQUEST FORM

**Date of Request:** August 1, 2018

**Date of Town Meeting:** 2019

**Name of Department Submitting Request:** Fire-Rescue

**1. Please provide the wording of the proposed article.**

To see if the town will vote to raise and appropriate the sum of **\$55,000.00** to purchase a vehicle for the Fire-Rescue Department. Estimated tax rate impact is \$0.\_\_\_\_.

**2. What is the intent and purpose of article?**

The purpose of this article is to replace Car 5 a 2003 Ford Expedition with over 115,000 miles. This vehicle has extensive corrosion and requires excessive maintenance.

**3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?**

This vehicle will be used daily by the Fire-Rescue Department to accomplish our mission of Emergency Response, Fire Prevention and Emergency Preparedness.

**4. Estimated cost?** \$55,000; estimated tax rate impact is \$\_\_\_\_

**5. Is any further information necessary for the deliberation?**

The vehicle is scheduled for replacement in the 2019-2020 CIP Program.

**INSTRUCTIONS**

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.



## Car-5



<b>Purpose:</b>	Fire Administration/Command Vehicle
<b>VIN #:</b>	1FMPU16114LB78557
<b>Plate:</b>	Q14100
<b>Make:</b>	Ford Expedition
<b>Year Purchased:</b>	2004
<b>Purchase Price:</b>	\$36,500.00 (Vehicle only, not up fitted)
<b>Estimated Replacement Price:</b>	\$65,000.00 (Up fitted vehicle)
<b>Mileage:</b>	115,347
<b>Condition:</b>	OOS - Failed Inspection

### Maintenance History

<b>FY 2015-16:</b>	\$ 1,501.35
<b>FY 2016-17:</b>	\$ 677.17
<b>FY 2017-18:</b>	\$ 146.00

### Notes:

Transferred from Police Department in 2007. Extensive body rot on the underside of the body and frame. Failed State Inspection. Town Mechanic recommended not making repairs and was removed from service.



## *Town of Hooksett* **WARRANT ARTICLE REQUEST FORM**

**Date of Request:** \_\_\_\_\_

**Date of Town Meeting:** 2019

**Name of Department Submitting Request:** DPW – Highway Division

**1. Please provide the wording of the proposed article.**

**Capital Reserve Funding - DPW**

To see if the town will vote to raise and appropriate the sum of **\$50,000.00** to be added to the Drainage Upgrades Capital Reserve Fund previously established. Estimated tax rate impact is \$\_\_\_\_\_

**2. What is the intent and purpose of article?**

**Drainage Upgrade Reserve:** Total project cost is ongoing. There is \$281,842 in the account as of September 30, 2018. Estimated year of purchase is as needed. Various areas throughout town have drainage that has begun to deteriorate and fail. These failures are due to aging pipes, pipes that have outlived their expected lifespan, increased storm runoff due to growth in town, and more storms with a higher volume of water. These pipes were not installed to handle the amount of water that they are taking on. This fund is for updating the drainage to larger pipes, which will handle both the increased volume of water and anticipated growth.

**3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?**

Drainage projects that these funds have been used for are as follows:

2015 Sherwood Drive  
2016 Grant Drive  
2018 Morgan Drive  
2018 Smyth Road & Route 28

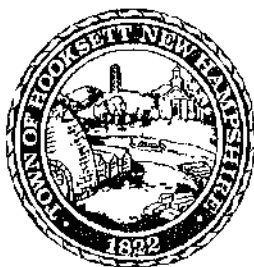
**4. Estimated cost?** \$50,000; estimated tax rate impact is \$0\_\_\_\_\_

**5. Is any further information necessary for the deliberation?**

March 2018 Ballot failed 349 to 448  
March 2017 Ballot passed 301 to 218 or 57% approval  
May 2016 Ballot passed 211 to 138 or 60% approval

**INSTRUCTIONS**

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.



## *Town of Hooksett* **WARRANT ARTICLE REQUEST FORM**

**Date of Request:**

**Date of Town Meeting:** 2019

**Name of Department Submitting Request:** DPW – Recycling & Transfer Division

**1. Please provide the wording of the proposed article.**

**Capital Reserve Funding – Automated Collection Equipment**

To see if the town will vote to raise and appropriate the sum of **\$30,000.00** to be added to the Automated Collection Equipment Capital Reserve previously established. Estimated tax rate impact is \$\_\_\_\_\_

**2. What is the intent and purpose of article?**

**Automated Collection Equipment Reserve:** Original project cost was \$940,000. There is \$145,622 in the account as of September 30, 2018. Estimated year of purchase is 2022. The fund is to prepare for the future replacement of the trash/recycling collection vehicles and barrels. Funds will be used to offset future costs of replacement.

**3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?**

**4. Estimated cost?** \$30,000; estimated tax rate impact is \$\_\_\_\_\_

**5. Is any further information necessary for the deliberation?**

March 2018 Ballot passed 446 to 336 or 58% approval  
March 2017 Ballot passed 331 to 187 or 63% approval  
May 2016 Ballot passed 211 to 138 or 60% approval

**INSTRUCTIONS**

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.



# *Town of Hooksett*

## WARRANT ARTICLE REQUEST FORM

**Date of Request:**

**Date of Town Meeting:** 2019

**Name of Department Submitting Request:**

**1. Please provide the wording of the proposed article.**

**Capital Reserve Funding – Revaluation**

To see if the town will vote to raise and appropriate the sum of **\$30,000.00** to be added to Revaluation Capital Reserve Fund previously established. Estimated tax rate impact is \$\_\_\_\_\_

**2. What is the intent and purpose of article?**

**Revaluation Reserve:** There is \$54,223 in account as of September 30, 2018 with the remainder of the funds to be withdrawn in late 2018 for the 2018 Revaluation. This project is to set aside funds for the next update in 2023. The 2018 revaluation cost was \$161,231, the cost for 2013 is \$137,300, and the estimated cost in 2018 is \$149,703. Every five years the Town is required to reappraise all property values for assessment equity property tax purposes per NH State Constitution Article 6.

**3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?**

**4. Estimated cost \$30,000; estimated tax rate impact is \$\_\_\_\_\_**

**5. Is any further information necessary for the deliberation?**

**INSTRUCTIONS**

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.



## *Town of Hooksett*

### WARRANT ARTICLE REQUEST FORM

Revised 12/28/17

**Date of Request:**

**Date of Town Meeting:** 2019

**Name of Department Submitting Request:** DPW – Highway Division

**1. Please provide the wording of the proposed article.**

**Capital Reserve Funding - DPW**

To see if the town will vote to raise and appropriate the sum of **\$15,000.00** to be added to Parks & Recreation Facilities Development Capital Reserve Fund previously established. Estimated tax rate impact is \$0\_\_\_\_\_.

**2. What is the intent and purpose of article?**

**Parks and Recreation Facilities Development Reserve:** Total project cost is ongoing. There is \$127,922 in the account as of September 30, 2018. Estimated year of purchase is as needed. The town continues to grow and we are forced to deal with aging structures, building updates, and additional recreation areas that will need to be addressed. We have put together a listing of items that will need to be addressed within the next five years. Since addressing the lighting at Donati, our next project will be building updates on the Parks & Rec building. The Parks & Rec Division has outgrown the building and needs more space to work out of and store the equipment they use daily. This building has not been updated in over 15 years while the division has grown. In 2018 bids in the ranging from \$326,000 to \$367,000 received for the design build of the maintenance building additions.

**3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?**

**4. Estimated cost? \$15,000; estimated tax rate impact is \$\_\_\_\_\_**

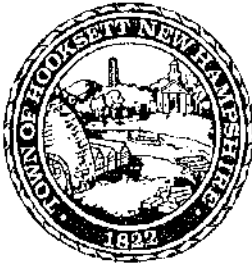
**5. Is any further information necessary for the deliberation?**

March 2018 Ballot passed 540 to 272 or 67% approval

March 2017 Ballot passed 307 to 206 or 59% approval (grouped with Town Building Maintenance)

**INSTRUCTIONS**

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.



## *Town of Hooksett* **WARRANT ARTICLE REQUEST FORM**

**Date of Request:**

**Date of Town Meeting:** 2019

**Name of Department Submitting Request:** Conservation

**1. Please provide the wording of the proposed article.**

**Capital Reserve Funding – Conservation**

To see if the town will vote to raise and appropriate the sum of **\$10,000.00** to be added to the Conservation Land Improvements Capital Reserve Fund previously established. Estimated tax rate impact is \$0\_\_\_\_\_

**2. What is the intent and purpose of article?**

**Improvements of Town-Owned Conservation Land Reserve:** There is \$30,683 in the account as of September 30, 2018. The fund is to begin to plan for improvements and developments that may be needed for all of the conservation lands/easements currently held by the Town. Over the past few years, the Commission has continued its pursuit of acquiring land to conserve for future residents to enjoy, consistent with the mandates of the Master Plan. The conservation easements, pertaining to such property, require the Town to maintain the property and make repairs or improvements as necessary. In order to meet this legal obligation, it is necessary for us to create a capital reserve fund to ensure that the Town will be prepared for any planned or unexpected maintenance issues that may arise. The stewardship of the Town's Conservation properties includes the requirement of maintaining existing trails and the right to develop new trails.

**3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?**

**4. Estimated cost?** \$10,000 this fiscal year; Estimated tax rate impact is \$\_\_\_\_\_

**5. Is any further information necessary for the deliberation?**

March 2018 Ballot passed 464 to 315 or 60% approval  
March 2017 Ballot passed 392 to 122 or 62% approval

**INSTRUCTIONS**

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.

Town of Hooksett

**Trustees of the Trust Funds**

**FY 2018-19**



Claire Lyons – term ends 2020  
Henry Roy – term ends 2019  
Linda Krewson – term ends 2021

Town of Hooksett

**Rte. 3A Corridor  
Infrastructure TIF**

**March 2017**



## Town Council STAFF REPORT



**To:** Fire Rescue Department  
**Title:** New Fire Pumper Purchase  
**Meeting:** Town Council - 07 Nov 2018  
**Department:** Fire and Rescue  
**Staff Contact:** Steve Colburn, Assistant Chief

### BACKGROUND INFORMATION:

Purchase a replacement fire pumper engine to replace Engine 2. The truck committee has worked over the last year to design the truck to meet the current and future needs of the department. During the process the committee placed emphasis on: functionality, warranty, longevity of the vehicle, and serviceability. We solicited proposals from 4 vendors (KME Fire Apparatus, E-One, HME, and Rosenbauer).

The following proposals were received with a final price of:

HME: \$596,705 (add in additional paint coverage warranty)  
 Rosenbauer: \$599,346  
 E-One: \$670,000  
 KME: \$757,007 (add in additional base warranty)

### FINANCIAL IMPACT:

Funding will come from Apparatus Fund (\$250,000) the remaining balance will come from the bond received in June 2018.

### POLICY IMPLICATIONS:

None

### RECOMMENDATION:

We are recommending to the Town Council to purchase the rescue pumper from Rosenbauer. After reviewing the proposals, the quality of the truck proposed by Rosenbauer is superior to the HME proposal and includes longer warranties on the body structure. The Rosenbauer proposal also meets our full specification on body layout where the HME limits body compartment size based on the way the body is constructed. We feel the Rosenbauer is more truck for the money than the other proposals.

### SUGGESTED MOTION:

Award the fire pumper engine to Rosenbauer for the amount of \$599,346 with funding from Apparatus Fund (\$250,000) and the remaining balance (\$349,346) coming from a bond received in June 2018.

### TOWN ADMINISTRATOR'S RECOMMENDATION:

I think the Council should review the justification for replacing Engine #2 and, if they agree, I concur with this recommendation.

**ATTACHMENTS:**

[Rosenbauer Pricing](#)

[Rosenbauer Drawing](#)

[HME Pricing](#)

[HME Drawing](#)

[E-One Pricing](#)

[E-One Drawing](#)

[KME Drawing](#)

[KME Pricing](#)



**HOOKSETT FIRE DEPARTMENT**  
**15 LEGENDS DRIVE**  
**HOOKSETT, NH 03106**  
**FIRE CHIEF JAMES BURKUSH**

DATE: 10/23/2018

We hereby propose and agree to furnish, after your acceptance of this proposal and the proper execution by the Hooksett Fire Department, hereinafter called the BUYER and an officer of Rosenbauer Minnesota, LLC, hereinafter called the COMPANY, the following apparatus and equipment:

**ROSENBAUER EXT RESCUE STYLE PUMPER APPARATUS BODY MANUFACTURED BY ROSENBAUER MINNESOTA, LLC**  
**AND SPECIFIED EQUIPMENT, MOUNTED ON A COMMANDER 4000 CHASSIS** **TOTAL ... \$599,346.00**

**FIVE-HUNDRED AND NINETY-NINE THOUSAND THREE-HUNDRED AND FORTY-SIX DOLLARS AND ZERO CENTS**

All of which are to be built in accordance with the specifications, clarifications and exceptions attached, and which are made a part of this agreement and contract.

**DELIVERY:** The estimated delivery time for the completed apparatus, is to be made as follows: 425 Days after receipt of and approval of this contact (Chassis must arrive within 200 Days or delivery may be delayed) subject to all causes beyond the companies control. The quoted delivery time is based upon our receipt of the specified materials required to produce the apparatus in a timely manner. The Company cannot be held responsible for delays due to Acts of God, Labor Strikes, or Changes in Governmental Regulations that result in delayed delivery to our manufacturing facilities of these specified materials. This delivery estimate is based on the Company receiving complete and accurate paperwork from the Buyer and that no changes take place during pre-construction, mid-point inspections or final inspections. Changes required or requested by the Buyer during the construction process may be cause for an increase in the number of days required to build said apparatus.

**PAYMENT TERMS:** Final payment for the apparatus shall be made at time of delivery or pick up of the completed vehicle. It is the responsibility of the Buyer to have full payment ready when the apparatus is complete and ready to deliver. If payment is delayed or delivery is delayed pending payment, a daily finance and storage fee may apply. Upon delivery of the apparatus or upon pickup of the apparatus by the Buyer, Buyer agrees to provide all liability and physical damage insurance. It is further agreed that if on delivery and test, any defects should develop, the Company shall be given reasonable time to correct same. Guarantee of the chassis is subject to the guarantee of the chassis manufacturer.

**MISCELLANEOUS PROVISIONS:** This agreement shall be construed in accordance with the laws of the State of Minnesota. The parties agree that any litigation arising from or in connection with any dispute between the parties under this agreement shall be venue in Minnesota. The parties agree that this agreement bears a rational relationship to the State of Minnesota, and they consent to the personal jurisdiction of such state and further consent and stipulate to venue in the above described court.

**ADDITIONAL PAYMENT TERMS:** See additional payment terms on next page.

The amount in this proposal shall remain firm until December 31<sup>st</sup>, 2018.

Respectfully submitted,

**DEALER:** Rosenbauer America

**SALES REP:** JOSEPH BEVILACQUA

**BUYER:**

We accept the above proposal and enter into contract with signature below.

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

After company receipt of this document signed by the Buyer, the document will be reviewed and upon approval, countersigned by the Company thereby putting the document in force.

**ROSENBAUER MINNESOTA, LLC**

\_\_\_\_\_  
 Title \_\_\_\_\_ Date \_\_\_\_\_

[www.rosenbaueramerica.com](http://www.rosenbaueramerica.com)

[info@rosenbaueramerica.com](mailto:info@rosenbaueramerica.com)

ROSENBAUER SOUTH DAKOTA, LLC.  
 100 THIRD STREET  
 P.O. BOX 57  
 LYONS, SOUTH DAKOTA 57041  
 P: 605.543.5591

ROSENBAUER MINNESOTA, LLC.  
 5181 260TH STREET  
 P.O. BOX 549  
 WYOMING, MINNESOTA 55092  
 P: 651.462.1000

ROSENBAUER MOTORS, LLC.  
 5190 260TH STREET  
 P.O. BOX 549  
 WYOMING, MINNESOTA 55092  
 P: 651.462.1000

ROSENBAUER AERIALS, LLC.  
 870 SOUTH BROAD STREET  
 FREMONT, NEBRASKA 68025  
 P: 402.721.7622



**ADDITIONAL PAYMENT TERMS:** TOTAL contract price is based upon the following criteria:

1. Price is based upon chassis payment in full upon completion and arrival at body builder facility, otherwise ADD \$10,397.00 to TOTAL contract price.
2. Price is based upon dealer, body and chassis discounts totaling \$24,858.48
3. Price is based upon Hooksett Fire Department allowing the completed unit to be used as a demo truck in the New England area for up to 30 days after arrival at local dealer, otherwise ADD \$3,054.00 to TOTAL contract price.
4. Price includes \$10,000.00 contingency to be used for brackets and other items deemed necessary by Hooksett Fire Department.
5. Price includes a \$3,000.00 lettering allowance
6. Price includes a trade in allowance of \$5,000.00 for one (1) 1997 American LaFrance Eagle Rescue Pumper.
7. Two (2) factory trips for two (2) Hooksett Fire Department personnel are included, a pre-construction trip and final inspection trip. Hooksett Fire Department may elect to conduct an optional mid-point inspection trip at the expense of the Hooksett Fire Department.
8. Contract is subject to a re-price if not executed prior to 12/31/2018.

[www.rosenbaueramerica.com](http://www.rosenbaueramerica.com)

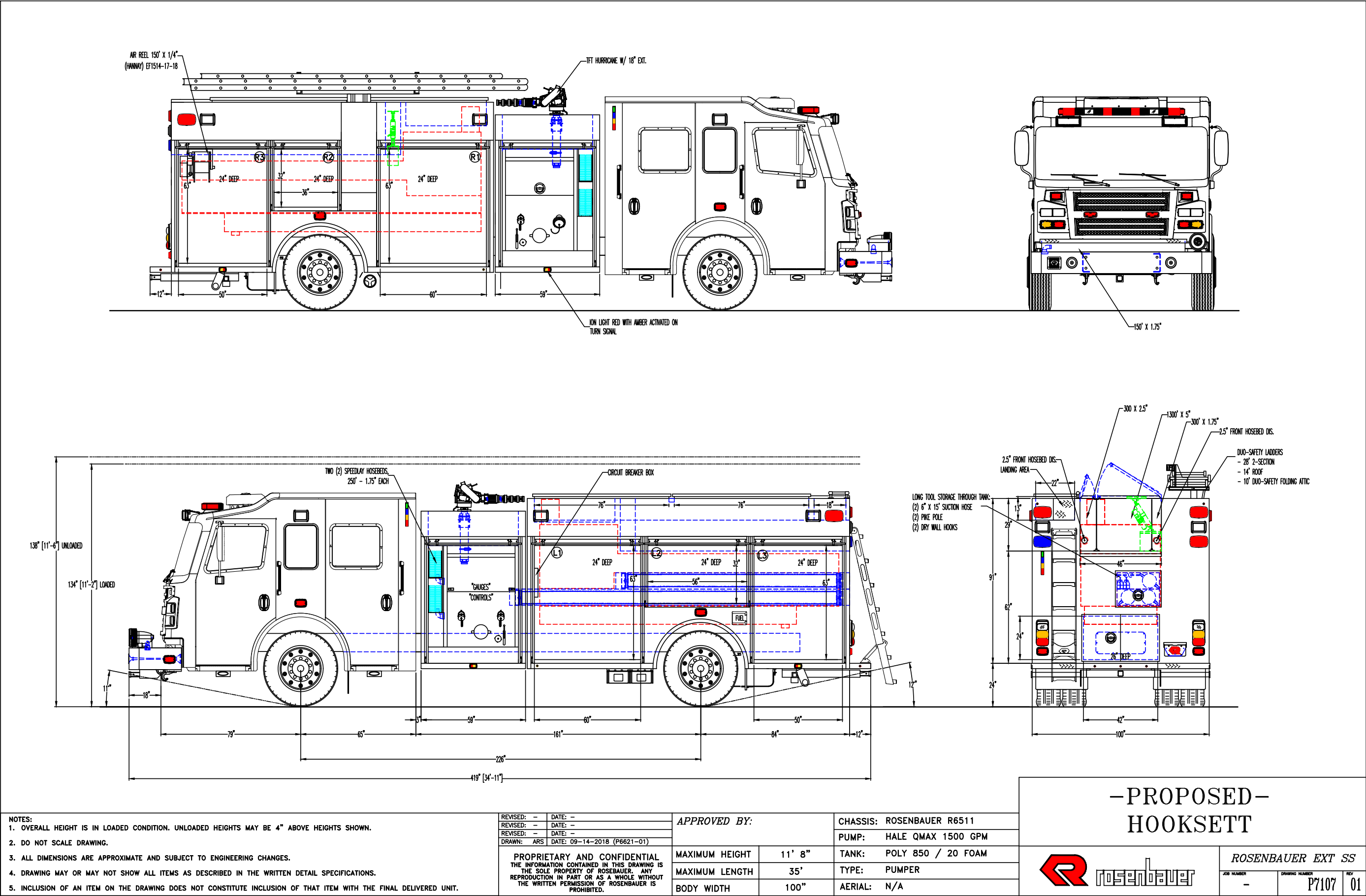
[info@rosenbaueramerica.com](mailto:info@rosenbaueramerica.com)

ROSENBAUER SOUTH DAKOTA, LLC.  
100 THIRD STREET  
P.O. BOX 57  
LYONS, SOUTH DAKOTA 57041  
P. 605.543.5591

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WYOMING, MINNESOTA 55092  
P. 651.462.1000

ROSENBAUER AERIALS, LLC.  
870 SOUTH BROAD STREET  
FREMONT, NEBRASKA 68025  
P. 402.721.7622







Phone: (603) 323-7117 · Fax: 603-323-7447  
 Mail: PO Box 970, West Ossipee, NH 03890  
 Location: 688 Route 25, Tamworth, NH 03886  
 Website: [www.lakesfire.com](http://www.lakesfire.com)  
 E-Mail: [glenn@lakesfire.com](mailto:glenn@lakesfire.com)

10/03/2018

Hooksett Fire – Rescue Department  
 15 Legends Drive  
 Hooksett, New Hampshire 03106

Attn: Assistant Chief Colburn

Ref: Fire apparatus proposal

Dear Chief,

Thank you for allowing Lakes Region Fire Apparatus Inc to be part of your apparatus procurement process. We are pleased to provide for your consideration the following Ahrens-Fox Heavy duty Custom Pumper. The truck proposed contains the following major attributes:

- Heavy Duty AF-1 3/16 LFD raised roof cab
- Cummins ISL 9 450hp engine with 7 year extended warranty
- Allison 3000 transmission
- 47,000 lb GVWR
- Air ride rear suspension system
- Galvanized Frame rails, tank cradle, body support and other structural components
- Glass Cockpit with virtual engineer instrumentation and controls
- David Clark intercom system
- Back up Camera
- Prewire for 12v requirements & Radios
- Two tone paint to match existing apparatus
- Seating for four (3 SCBA seats)
- Interior full height EMS compartment and gear storage
- Enclosed Stainless steel Pump house and plumbing
- Pump house cold weather package
- Hale Q-Max 2000 GPM Pump
- Electronic Master intake valves
- Air Primer with left & right primer selector valves
- 1.5-2.5-1.5 double stacked crosslays with Hard covers
- Class A Foam system
- 164" Stainless steel rescue style body with full height & full depth compartments
- Hydraulic single arm ladder rack system

**"FOR ALL YOUR APPARATUS NEEDS SINCE 1991"**



Phone: (603) 323-7117 · Fax: 603-323-7447  
 Mail: PO Box 970, West Ossipee, NH 03890  
 Location: 688 Route 25, Tamworth, NH 03886  
 Website: [www.lakesfire.com](http://www.lakesfire.com)  
 E-Mail: [glenn@lakesfire.com](mailto:glenn@lakesfire.com)

Attributes continued:

- LED scene, ICC, and Warning lights
- Winch points on all four sides with winch
- Expansive Shelving and equipment storage options
- Equipment mounting & lettering allowances
- Factory inspection trips
- Delivery, and training
- Other items as indicated in the detailed specifications

Proposal Price:	\$608,350.00
Trade of Engine -2	<u>-\$18,000.00</u>
Total of proposal	\$590,350.00

Terms:

Due upon delivery & acceptance  
 Proposal valid for 60 calendar days

Build Time

270 days after receipt & acceptance of order

Thank you again for allowing us to provide you with this proposal we very much look forward to continuing to earn your business. Please do not hesitate to let me know if further modifications to this proposal are required or if you have any questions.

Respectfully submitted

Glenn M Davis  
 President

**"FOR ALL YOUR APPARATUS NEEDS SINCE 1991"**

## *Proposal options*

*We are please to present to you the following warranty and prepayment options as requested*

### **Paint warranty**

I included in the specification and price HME's standard 10 year paint warranty

To upgrade to the requested no pro-rate warranty add +\$6355.00

To cut it back to a Standard 7 year deduct -\$3400.00

To cut it back to a Standard 5 year deduct -\$6100.00

**Base warranty we discussed a two (2) year its included in the price**

Make Base warranty 3 year add: +\$ 10,700.00

Make base warranty 1 year Deduct: -\$ 7600.00

### **Payment options & Bonds**

As our terms are due upon delivery & acceptance I did not include a performance bond should one be desired add \$5.50 per every \$1000 of contract value (in this case \$3346.00)

Prepayments are accepted Standard prepay amounts net the following discounts and I can adjust them to an exact amount for your review, if you like just let me know:

\$250,000	-\$3550
\$350,000	-\$4970
\$450,000	-\$6390
\$550,000	-\$7811





**Steve Colburn**

---

**From:** John Buckley <jbuckley@greenwoodev.com>  
**Sent:** Wednesday, September 12, 2018 2:11 PM  
**To:** James Burkush  
**Cc:** Steve Colburn  
**Subject:** Pumper project  
**Attachments:** 92988 HOOKSETT FIRE DEPARTMENT.pdf; Spec.pdf

Chief Burkush,

I am sure you were well aware that removing the transverse compartment and other minimal items was not alone going to get this project back within your budget. When going thru your spec the second time around, I knew that \$600,000.0 was still not within our range on this project. I have enclosed a drawing depicting the vehicle we have designed for your department. I have also attached a spec for the components that are included. All the functional features of the truck have been included. Even though the trays, tool boards and shelves are included, I did not include all the mounting hardware, all the labor to mount these items, or additional loose equipment. Only the items listed in the spec are included.

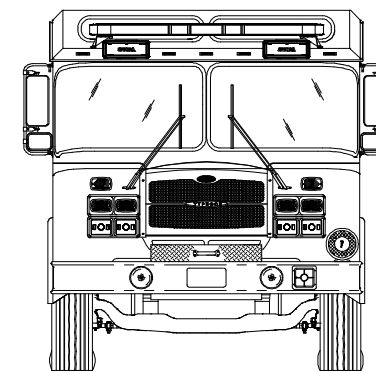
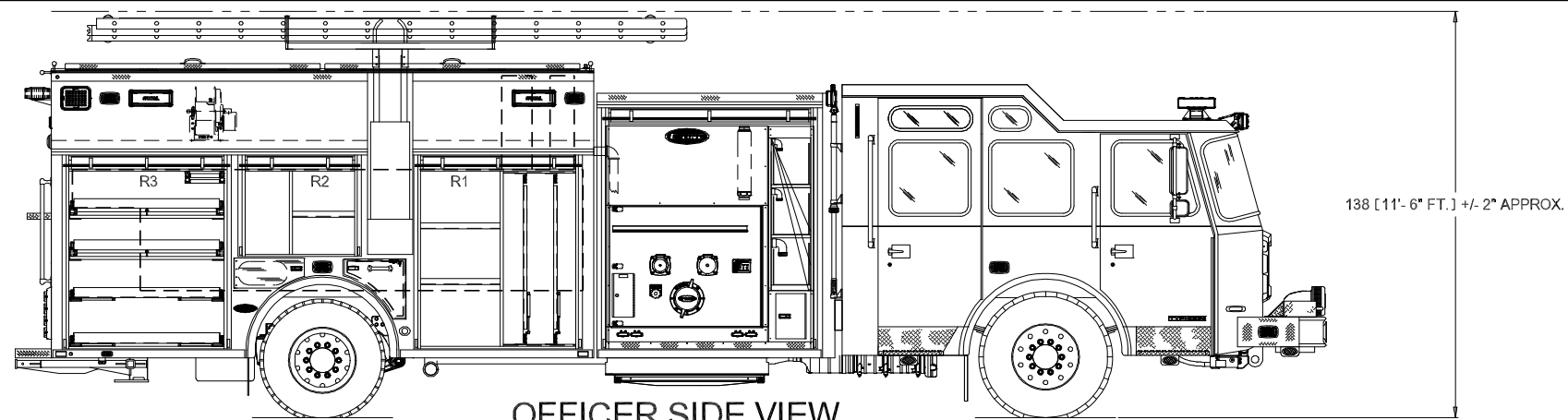
Despite leaving some items out of this proposal, our price for the project is \$670,000.00. Even though we are well under where you were, we are still considerably over your budget. Hopefully you will see enough good things in our proposal to want to work with us to get where you need to be. Thank you for your consideration and I hope to hear from you that we can continue on. Eventually I would supply the department with a formal proposal should we be able to fit your budget.

Thank you,

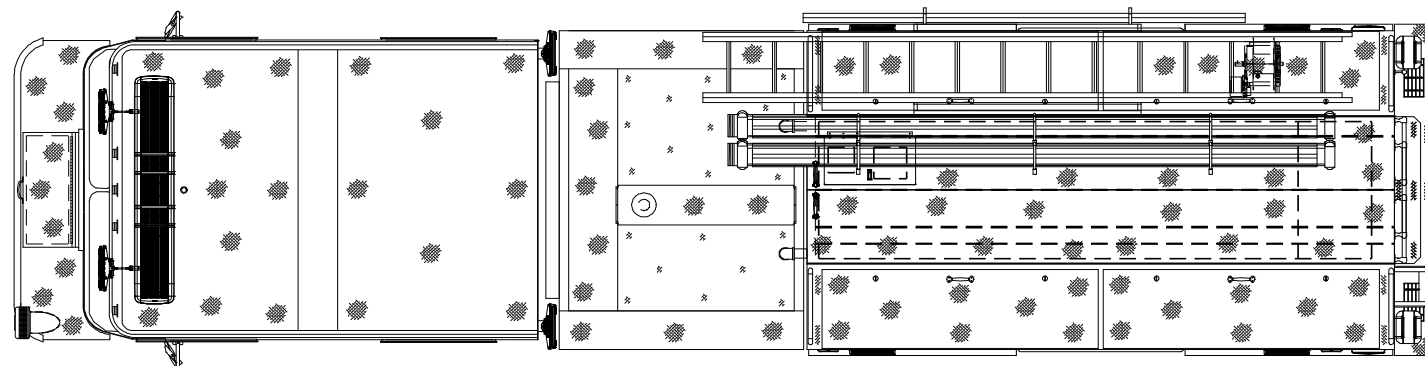
John Buckley  
Regional Sales Manager  
Greenwood Emergency Vehicles, LLC  
530 John L. Dietsch Blvd  
N. Attleboro, MA 02763  
508-809-9815 Direct  
508-954-7199 Cell

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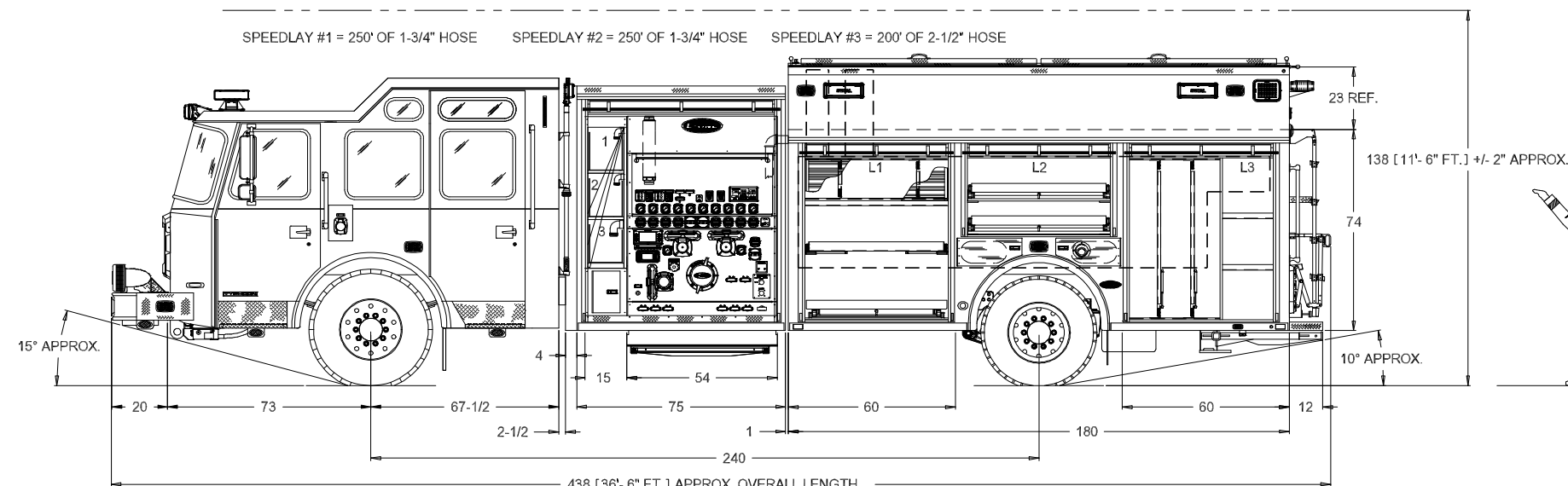
FRONT VIEW



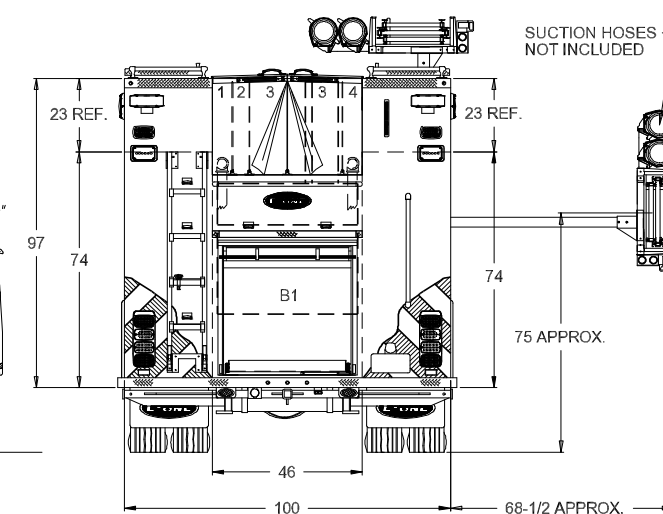
TOP VIEW

COMPARTMENT DIMENSIONS		
COMPT.	CLEAR DOOR OPENING (W x H):	COMPARTMENT INTERIOR (W x H x LD/UD):
L1	51-1/2"W x 59-1/2"H	56"W x 70"H x 27"D
L2	51-1/2"W x 28-1/4"H	60"W x 38-3/4"H x 27"D
L3	51-1/2"W x 59-1/2"H	56"W x 70"H x 27"D
R1	51-1/2"W x 59-1/2"H	56"W x 70"H x 27"D
R2	51-1/2"W x 28-1/4"H	60"W x 38-3/4"H x 27"D
R3	51-1/2"W x 59-1/2"H	56"W x 70"H x 27"D
B1	39"W x 33-3/4"H	46"W x 45"H x 26"D

HOSE BED LAYOUT:  
BED 1 = 300' OF 2-1/2" HOSE PRECONNECT  
BED 2 = 300' OF 1-3/4" HOSE  
BED 3 = 1500' OF 5" HOSE  
BED 4 = 300' OF 2-1/2" HOSE PRECONNECT



DRIVERS SIDE VIEW



REAR VIEW

THIS DRAWING IS FOR REFERENCE PURPOSES. ALL DIMENSIONS ARE SUBJECT TO MINOR VARIATIONS DUE TO MANUFACTURING PROCESSES.

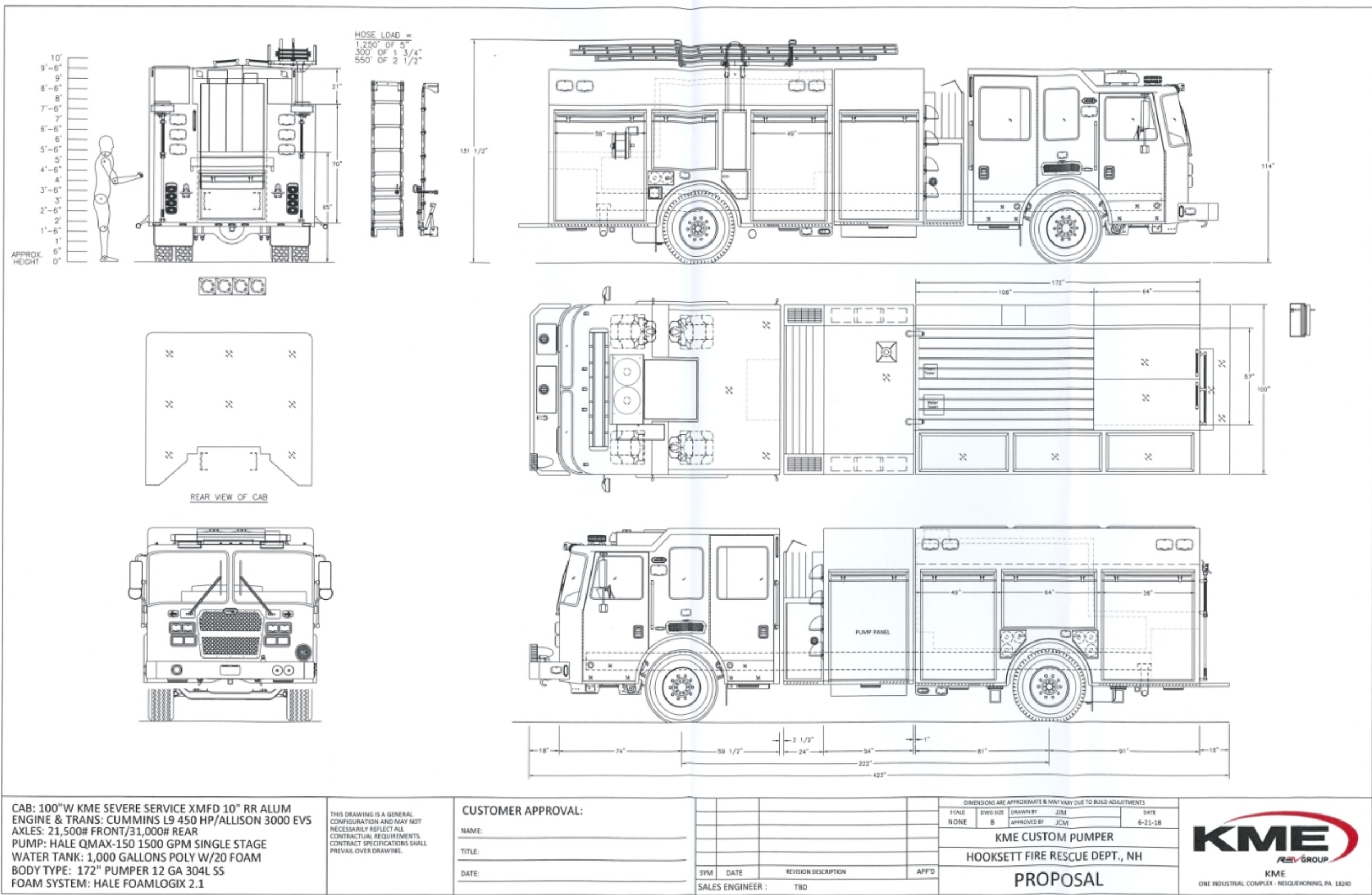
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SALES REFERENCE ONLY

REV.	REVISION NOTE / CO#:	DATE:	DRAWN BY:	Tolerance: Lin: $\pm 0.50"$ Ang: $\pm 50^\circ$	Units: Inches [mm Imports Only]
-	INITIAL DRAWING TO MATCH QUOTE REV. 84	091118	R.S.	Dealer: GREENWOOD	Water Tank Capacity: 1010 WATER / 20 FOAM
-				GENERATOR:	Misc:
				Misc:	Misc:



**HOOKESETT FIRE DEPARTMENT**  
QUOTE NO. 92988 (PSRS-TYPH)  
RESCUE PUMPER 1030 GALLON TANK  
TYPHOON LONG 12" VISTA  
FILE NAME: 92988 HOOKESETT FIRE DEPARTMENT





**APPARATUS PROPOSAL**

June 28, 2018

Bulldog Fire Apparatus hereby proposes to furnish to the Hooksett Fire Rescue Department, subject to the Town of Hooksett's acceptance of Bulldog's proposal and the proper execution of the appropriate contract, the following KME apparatus and equipment to be built in accordance with the attached specifications, whether purchase is made via Bulldog contract or customer purchase order.

Quantity: One (1) KME Model: Severe Service Triple Combination Custom Pumper  
For the sum of **Seven Hundred Sixty One Thousand Five Hundred Eighty Seven** Dollars.

(Plus applicable taxes if any)

**TOTAL: \$761,587.00**

Delivery is to be made subject to all clauses of the attached contract, within approximately 365 calendar days from receipt of the fully executed contract letter by the Bidder. Company will not be liable for any delay, failure to make delivery, or other default due to strikes or labor unrest, war, riot, federal, state or local government action, fire, flood or other disaster or acts of God, accidents, breakdown of machinery, lack of or inability to obtain materials, parts or supplies, or any other causes or circumstances beyond the reasonable control of Company which prevent or hinder Company's manufacture and/or delivery of the Apparatus. The Bidder's right to withdraw this proposal, if not accepted within sixty (60) days from the above date is hereby acknowledged.

Respectfully submitted by,

*[Signature]*  
Bulldog Fire Apparatus, Inc.  
Company

P.O. Box 58 – 17 Winter Street  
Address

Woodville, MA 01784  
City, State, Zip

(508) 435-4054  
Phone Number

Kovatch Mobile Equipment Corp. (KME)  
Apparatus Manufacturer

One Industrial Complex  
Address

Nesquehoning, PA 18240  
City, State, Zip

(800) 235-3928  
Phone Number

## ***Hooksett Fire Rescue Department Specification For Engine***

### **PRICING:**

<b>Fire Pumper (as specified above)</b>	<b>\$ 761,587.00</b>
<b>Trade-in Allowance</b>	<b>\$ 10,500.00</b>
<b>Total Cost</b>	<b>\$ 751,087.00</b>
 <b>Attack Hose Option</b>	 <b>\$ 9,680.00</b>
<b>LDH Hose Option</b>	<b>\$ 12,052.00</b>
<b>TFT Adaptors, Nozzles, Fittings Option</b>	<b>\$ 17,039.00</b>
<b>Blow Hard PPV Fan</b>	<b>\$ 3,950.00</b>
<b>Aluminum Body Construction (Credit)</b>	<b>\$ -4,109.00</b>
<b>Heated Windshield</b>	<b>\$ N/A</b>
<b>Electric Deck Gun</b>	<b>\$ 5,780.00</b>
<b>Extended General Warranty (Bumper to Bumper)</b>	<b>\$ 5,920.00</b>

**Delivery Time (# of days):** 365 CALENDAR DAYS FROM RECEIPT  
OF FULLY EXECUTED CONTRACT



Town Council

## STAFF REPORT



---

**To:** Town Council  
**Title:** Quarterly Financial Report for September 30, 2018  
**Meeting:** Town Council - 07 Nov 2018  
**Department:** Finance  
**Staff Contact:** Christine Soucie, Finance Director

**BACKGROUND INFORMATION:**

To provide Town Council with a budget update for the current fiscal year as of September 30, 2018.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

I look forward to hearing it.

**ATTACHMENTS:**

[Quarterly Financial Report 9-30-18](#)

# **Town of Hooksett New Hampshire**



## **Quarterly Financial Report For September 30, 2018**

First Quarter of FY 2018-19

**Unaudited**

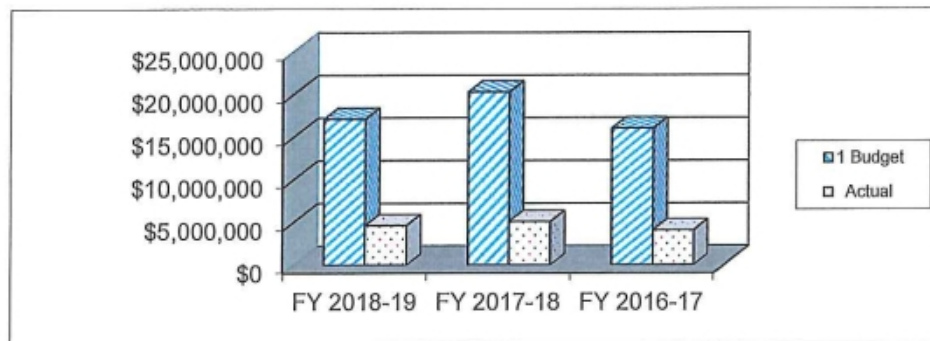


## General Fund First Quarter of FY 2018-19

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

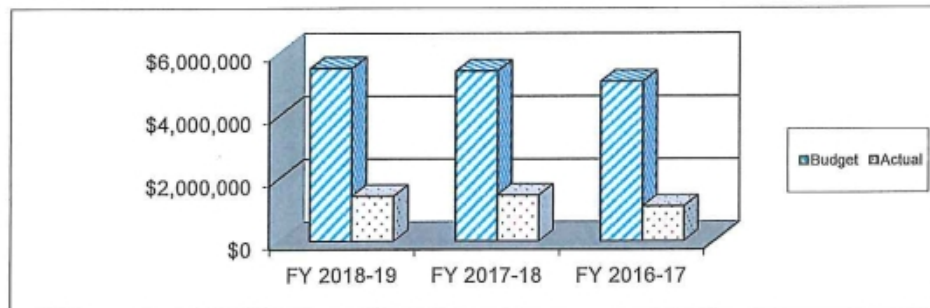
### Total Operating Budget

Year	<sup>1</sup> Budget	Actual	Remaining Budget	%
FY 2018-19	\$17,122,180	\$4,653,949	\$12,468,231	27%
FY 2017-18	20,277,810	5,100,198	15,177,612	25%
FY 2016-17	16,024,393	4,093,200	11,931,193	26%



### Total Revenues

Year	<sup>1</sup> Budget	Actual	Under Budget	%
FY 2018-19	\$5,504,796	\$1,435,435	(\$4,069,361)	26%
FY 2017-18	5,412,658	1,467,900	(3,944,758)	27%
FY 2016-17	5,083,302	1,107,703	(3,975,599)	22%



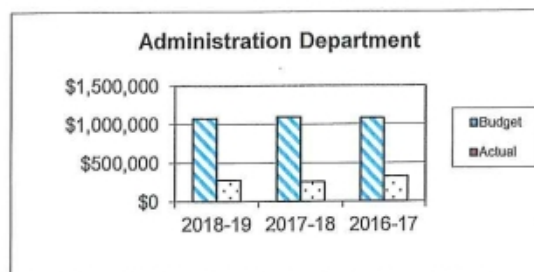
1) Budget amounts include transfers, grants, donations and prior year encumbrances approved by Council.

TOWN OF HOOKSETT - BUDGET SUMMARY FY 2018-19  
September 30, 2018  
25% of the year has expired  
13 of 52 pay weeks has expired or 25%

Department	2018-19 Approved Budget	Budget Transfers	* Budget Increases	2018-19 Adjusted Budget	2018-19 Actual YTD	(Over) Under Expended YTD	Percent Expended
Administration	1,056,452	(42,665)	60,576	1,074,363	279,807	794,556	26.04%
Assessing	231,087	991	0	232,078	46,080	185,998	19.86%
Community Development	484,812	2,693	0	487,505	82,534	404,971	16.93%
Family Services	195,800	0	0	195,800	20,148	175,652	10.29%
Finance	223,455	5,206	5,900	234,561	52,356	182,205	22.32%
Fire-Rescue	4,038,726	1,109	82,379	4,122,214	971,443	3,150,771	23.57%
Police	4,603,847	11,165	0	4,615,012	1,019,649	3,595,363	22.09%
**Public Works	4,375,927	13,501	644,908	5,034,336	1,645,907	3,388,429	32.69%
Tax Collection	254,268	1,931	0	256,199	57,529	198,670	22.45%
Town Clerk & Elections	36,227	50	0	36,277	8,826	27,451	24.33%
<b>Administration's Budget</b>	<b>15,500,601</b>	<b>(6,019)</b>	<b>793,763</b>	<b>16,288,345</b>	<b>4,184,280</b>	<b>12,104,065</b>	<b>25.69%</b>
Budget Committee	8,087	248	0	8,335	557	7,778	6.68%
Capital Leases	36,456	0	0	36,456	0	36,456	0.00%
Cemetery Commission	841	0	0	841	420	421	49.94%
Conservation Commission	1,277	0	0	1,277	0	1,277	0.00%
Debt Principal	0	0	0	0	0	0	0.00%
Debt Interest	0	0	0	0	0	0	0.00%
Debt Tax Anticipation Note (TAN)	1	0	0	1	0	1	0.00%
Library	781,154	5,771	0	786,925	468,692	318,233	59.56%
<b>Total General Fund Operating Budget</b>	<b>16,328,417</b>	<b>0</b>	<b>793,763</b>	<b>17,122,180</b>	<b>4,653,949</b>	<b>12,468,231</b>	<b>27.18%</b>
Wastewater Department	6,643,001	0	0	6,643,001	0	6,643,001	0.00%
Sewer and/or other Infrastructure on Westside	0	0	92,406	0	0	0	0.00%
Safety Center Reconstruction	762,500	0	0	762,500	4,300	758,200	0.56%
Fire Pumper	607,500	0	0	607,500	2,000	605,500	0.33%
Scale System Recycling & Transfer	65,000	0	0	65,000	0	65,000	0.00%
Stormwater Asset Management	30,000	0	0	30,000	0	30,000	0.00%
Public Works Vehicles CR	100,000	0	0	100,000	100,000	0	100.00%
Town Building Maintenance CR	100,000	0	0	100,000	100,000	0	100.00%
Fire Apparatus CR	50,000	0	0	50,000	50,000	0	100.00%
Emergency Radio Communications CR	50,000	0	0	50,000	50,000	0	100.00%
Fire Equipment CR	35,000	0	0	35,000	35,000	0	100.00%
Automated Collection Equipment CR	30,000	0	0	30,000	30,000	0	100.00%
Parks & Recreation Facilities Development CR	15,000	0	0	15,000	15,000	0	100.00%
Air Pack and Bottles CR	25,000	0	0	25,000	25,000	0	100.00%
Master Plan CR	10,000	0	0	10,000	10,000	0	100.00%
Conservation Land Improvements CR	10,000	0	0	10,000	10,000	0	100.00%
<b>2018-19 Grand Totals</b>	<b>24,861,418</b>	<b>0</b>	<b>886,169</b>	<b>25,655,181</b>	<b>5,085,249</b>	<b>20,569,932</b>	<b>19.82%</b>
* Includes prior year encumbrances of \$886,169							
<b>** Public Works</b>							
Highway	2,702,585	7,878	644,908	3,355,371	1,329,307	2,026,064	39.62%
Parks, Recreation & Cemeteries	561,775	2,476	0	564,251	123,881	440,370	21.95%
Recycling & Transfer	1,111,567	3,147	0	1,114,714	192,719	921,995	17.29%
<b>Total Public Works</b>	<b>4,375,927</b>	<b>13,501</b>	<b>644,908</b>	<b>5,034,336</b>	<b>1,645,907</b>	<b>3,388,429</b>	<b>32.69%</b>

## Major Department Expenditure

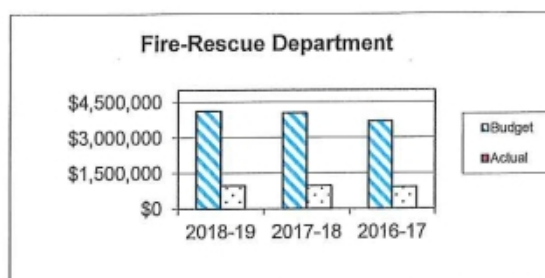
Administration Department			
Year	Budget	Actual	%
2018-19	\$1,074,363	\$279,807	26%
2017-18	1,093,160	253,434	23%
2016-17	1,079,494	326,762	30%



**Administration Department** - The budget and spending have remained relatively stable for the last three years. This department is responsible for large town wide expenditures, such as property liability insurance, workers compensation, legal service and computers. FY 2018-19 is a default budget, but does include about \$60,000 for encumbrances related to IT projects.

As of September 30th, the legal line is 12% spent. This compares to last September 30th which was 20% spent and the year prior was 16% spent.

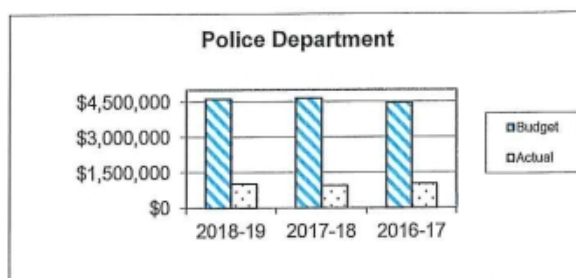
Fire-Rescue Department			
Year	Budget	Actual	%
2018-19	\$4,122,214	\$971,443	24%
2017-18	4,042,000	967,298	24%
2016-17	3,688,076	914,918	25%



**Fire-Rescue Department** - Over the last three fiscal years, this budget has increased about \$434,000 or 12%. This increase is largely due to a 7% increase in wages and overtime; a 3.5% increase in the employer share of NH Retirement; a 0.5% increase in health insurance costs and another 1% in general operations.

The spending has increased each year, but has stayed within September's benchmark of 25%. Minimum staffing is being utilized to keep the department's expenses down.

Police Department			
Year	Budget	Actual	%
2018-19	\$4,615,012	\$1,019,649	22%
2017-18	4,654,228	942,787	20%
2016-17	4,453,710	1,015,790	23%

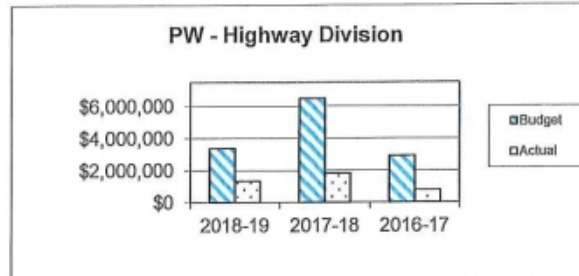


**Police Department** - The overall increase in this Police budget for the last three fiscal years was just over \$160,000 or 3.5%. Wages increased 4% and the employer share of NH Retirement increased 2%. Health insurance had a slight decrease of 0.5% and general operations decreased just under 2%.

The department historically underspends its budget due to vacant positions. There are two officer positions currently vacant for the past three months and two additional positions were vacant for one month.

## Major Department Expenditures, Continued

PW- Highway Division			
Year	Budget	Actual	%
2018-19	\$3,355,371	\$1,329,307	40%
2017-18	6,480,118	1,828,404	28%
2016-17	2,906,322	766,369	26%



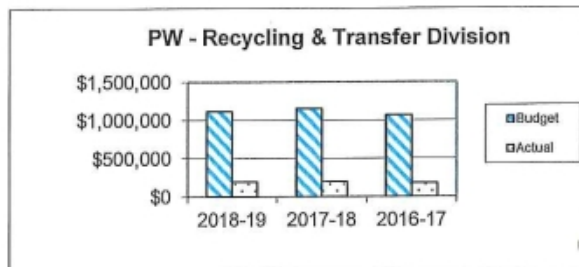
**PW - Highway Division** - This division of Public Works includes Roads, Fleet and Building Maintenance. Each year road paving is encumbered into the following year's budget. FY 2018-19 budget includes \$628,015 from the prior year. In FY 2017-18 there was \$241,381 and in FY 2016-17 there was \$541,751 from the FY 2015-16 budget. Also, FY 2017-18 had \$3,424,776 of encumbrance for the pedestrian bridge.

If you remove the encumbrances from each of the budget years, the actual budget has increased \$325,000 or 15.5% over the three years. This breaks down as follows: less than a half percent for wages and overtime, 0.5% decrease in health insurance due to employee change over, 0.5% decrease in employer share of NH Retirement and \$465,499 or 16% increase in generals operations. General operations include an additional \$300,000 for a road reconstruction warrant that passed 2016.

Year to date actuals are 40% of the budget, which is higher than the prior two years due to the timing of paving work. In FY 2016-17 the Town paved Martin's Ferry and sealed roadway cracks in late summer using the encumbered funds. In FY 2017-18 the Town paved Prescott Heights and Morrill Road in the fall and in FY 2018-19 the Town paved a number of roads in the fall.

Staffing levels for the highway division has remained level for the past three years.

PW - Recycling & Transfer Division			
Year	Budget	Actual	%
2018-19	\$1,114,714	\$192,719	17%
2017-18	1,152,713	197,340	17%
2016-17	1,067,146	179,697	17%



**PW - Recycling & Transfer Division** - The budget has increased \$50,000 or 4% over the past three years. Wages and overtime have increased just over 2% and there have been no changes in the staffing levels. Health insurance has increased by \$10,000 or 1% due to employee plan changes and increases in premiums, and the budget for the Town share of NH Retirement has increased \$3,000 or less than a half percent.

Position vacancies explain why the actuals at 17% are lower than the September benchmark of 25%. Currently there is one heavy equipment operations' position that has been vacant all year.



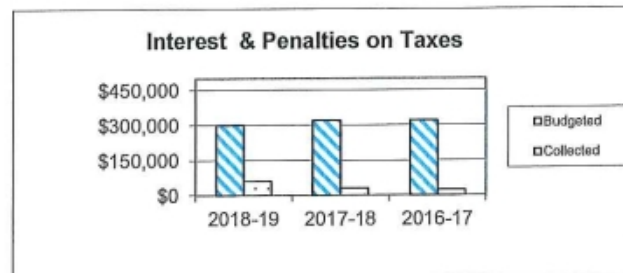
## Major Governmental Revenues

Motor Vehicle Registration			
Year	Budget	Actual	%
2018-19	\$3,400,000	\$1,033,368	30%
2017-18	3,400,000	879,036	26%
2016-17	3,150,000	858,192	27%



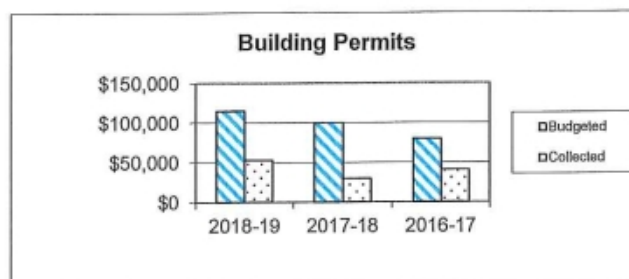
**Motor Vehicle Registration** - The top revenue source for the Town are fees collected for registering motor vehicles. The increase in the budget for the last several years is based on actuals collected at the end of the year. At the end of June 2018 the Town collected \$3,481,730. June 2017 collections were \$3,456,724 and in June 2016 the Town collected \$3,480,590.

Interest & Penalties on Taxes			
Year	Budget	Actual	%
2018-19	\$300,000	\$60,446	20%
2017-18	320,000	30,591	10%
2016-17	320,000	23,124	7%



**Interest & Penalties on Taxes** - This interest comes from property taxes not being paid timely and the penalties are fees to execute liens and notices. Many property owners pay off delinquent taxes in the spring to avoid the Town deeding their property. Property owners will also pay off delinquent taxes when they are selling their property. The 2018-19 budget will be lowered to \$150,000 in November when the tax rate is being set. Collections have dropped off in the last three years finishing at \$171,195 in 2018, \$292,779 in 2017 and \$320,208 in 2016 and the State has lowered the percentage the tax collector can charge for late payments.

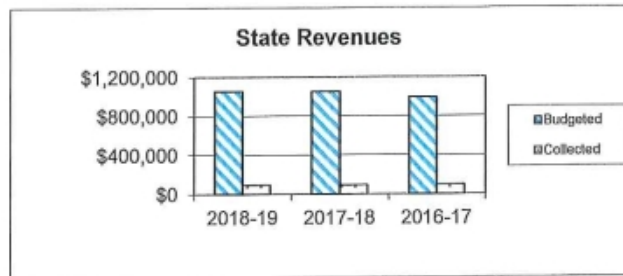
Building Permits			
Year	Budget	Actual	%
2018-19	\$115,000	\$53,140	46%
2017-18	100,000	29,499	29%
2016-17	80,000	40,981	51%



**Building Permits** - These fees are paid for residential and commercial construction. Collections have increased over the last fiscal years finishing June 2018 at \$128,061, June 2017 finished at \$155,697 and June 2016 the Town collected \$94,012. In November, after the tax rate is set the budget for FY 2018-19 will be increased to \$150,000.

### Major Governmental Revenues, Continued

State Revenues			
Year	Budget	Actual	%
2018-19	\$1,053,783	\$94,678	9%
2017-18	1,051,255	92,871	9%
2016-17	992,121	96,044	10%



**State Revenues** - The Meals and Rooms Tax and the Highway Block Grant have been steady for the last three years. The Town has not received any funding from the State Shared Revenues since FY 2009-10. In July of 2017, the State sent additional Highway Block Grant funds to each community. Hooksett's share was \$260,243.87.