



AGENDA

Town of Hooksett Town Council

Wednesday, October 10, 2018 at 6:00 PM

A meeting of the Town Council will be held Wednesday, October 10, 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
 - 5.2. Hooksett Police Department, Hooksett Fire-Rescue Department and David Bouchard, Veterans Administration - Recognition by Hooksett American Legion Post 37
- 6. SCHEDULED APPOINTMENTS**
 - 6.1. Hooksett American Legion Post 37, Post Commander Steven Tarbox, Merrill Follansbee & Bill Hooley - Troop Banner
 - 6.2. Todd Rainier, Town Clerk and Marc Miville, Moderator - November 6, 2018 mid-term elections
- 7. APPROVAL OF MINUTES**
 - 7.1. Public: 09/19/18 5 - 10
[TC MINUTES 091918-U](#)
 - 7.2. Public: 09/26/18 11 - 30
[092618 U Town Council Minutes](#)
 - 7.3. Non-Public: 09/26/18
- 8. AGENDA OVERVIEW**
- 9. PUBLIC HEARINGS**
- 10. CONSENT AGENDA**
 - 10.1. Donation of a troop banner valued under \$5,000 from the Hooksett American Legion Post 37 to the Town of Hooksett per RSA 31:95-e, II (see scheduled appointment for further details) 31
[Staff Report - SR-18-034 - Pdf](#)
 - 10.2. Motion to accept the donation of the two kennels and one grooming service for a combined total of \$2580.00 from Blue Ribbon Companies and Four Paws Only, to the Town of Hooksett for the Hooksett Police Department (K9 program) per RSA 31:95-e:II. 33 - 35

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

	Staff Report - SR-18-033 - Pdf	
10.3.	Release of a \$1,000 Landscape Surety for Aroma Joe's Staff Report - SR-18-031 - Pdf	37 - 38
10.4.	Roadway Surety Release for Jaime Lane Staff Report - SR-18-035 - Pdf	39 - 40
11.	TOWN ADMINISTRATOR'S REPORT	
12.	PUBLIC INPUT - 15 MINUTES (EXTENDED PUBLIC INPUT FOR FUN-IN-THE-SUN)	
13.	NOMINATIONS AND APPOINTMENTS	
14.	15 MINUTE RECESS	
15.	OLD BUSINESS	
15.1.	Fun in the Sun Staff Report - SR-18-037 - Pdf	41
15.2.	Paving 2018 Staff Report - SR-18-040 - Pdf	43 - 44
15.3.	Construction at Safety Center (Police) Staff Report - SR-18-039 - Pdf	45 - 48
15.4.	Old Town Hall Staff Report - SR-18-041 - Pdf	49
15.5.	Budgets - Fiscal Year 2019-2020	
16.	NEW BUSINESS	
16.1.	Public Works Teamsters Local 633 Staff Report - SR-18-038 - Pdf	51
17.	SUB-COMMITTEE REPORTS	
18.	PUBLIC INPUT (EXTENDED PUBLIC INPUT FOR FUN-IN-THE-SUN)	
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.	

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

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
Regular Meeting
Wednesday, September 19, 2018
6:00 PM
Council Chambers**

MINUTES

CALL TO ORDER

Chairman James Sullivan called the meeting to order at 6:03 pm.

PROOF OF POSTING

Proof of Posting was provided by Dr. Dean Shankle.

ROLL CALL

Chairman James Sullivan, Robert Duhaime, John Durand, John Giotas, James Levesque, David Ross, Donald Winterton, Tim Tsantoulis, and Alex Walczyk.

Excused: David Ross

Town Administrator Dr. Dean Shankle

PLEDGE OF ALLEGIANCE

BUDGET REVIEWS

WASTEWATER – Bruce Kudrick, Superintendent, Rte. 3A Sewer River Crossing Project

B. Kudrick, Superintendent of Hooksett Wastewater Department: The River Crossing Project cost 2 million dollars to put the sewer under the river and set up a pump station. A contractor looked at the site and surveyed the site from the Ice Arena and got an easement to set the pump station. They did borings across the river to find the material. It was determined to be mostly sand. Then they set a boring machine and they went thirty feet below the river. They have to hire a special company to shoot straight lines and a cable is run across the land down to the river bottom and tied into the controller running the drill rig. It only took a day to go 1400 feet. Once that is done, you have a 3-4 inch hole. We are putting in 8 inch pipes. Using a reeler they auger it and slid the pipe. They should be done by 10 pm tonight. Odor control will be managed if needed. They will meet with the State for the design build at the end of October for the bid.

J. Durand: Will the building be staffed?

B. Kudrick: No

T. Tsantoulis: Will the electric be run underground or overhead?

B. Kudrick: I do not know yet.

This system will be ready to start in the spring of 2019.

Wastewater (Tab 17)

B. Kudrick: There is a 2% raise for employees as well as base grade increases for employee who obtain additional licenses. Electric increased by 25% because we are looking at doing a test at the treatment plant so the engineer can design a new plant. Line 21, manganese hydroxide is part of the upgrade. We need it to get the ammonia down to .1% going down the river.

We are the only treatment plant that has the discs so doing it is a variable. The disks are there so you don't need the larger tanks. That is why the year of testing.

Line 25 is a new line. We had problems with PH so we added caustic soda. The foaming is because the treatment plant is get older. The manholes and manes have a new treatment plant with the new sewer lines on the bridge. To run TV lines which we will do for two years (per the engineers) and then every 5 years, we will need to take the deck off to run it because the pipes are on the inside of the bridge unlike the old bridge which was on the outside of the bridge.

The commissioner's line and office supply lines went down. All the backup is available along with pictures.

D. Winterton: Did you calculate the retirement with the new numbers?

B. Kudrick: No so that number will do down.

This is not the official budget because we are waiting for the rates from Village Water.

J. Giotas: What is the condition of the vehicles?

B. Kudrick: The van use to be used more but now we have a pickup truck we use more. The 2011 Peterbilt is the main truck to haul bio-solids to Merrimack. If it goes down it goes down for 2 weeks. I have the original 10 wheeler for backup.

Police (Tab 8)

There are two open positions and hopefully they will be filled by the end of the year.

I raised the hourly rate for the part time officers. The only part time position we have is the SRO.

There is one officer planning on retiring and he will also be offered the same rate.

We still have part time positions unfilled which are not practical to fill.

Education is contractual. We didn't use it in the past but have two people pursuing their masters so it will be used.

It cost \$6000 to outfit each officer including bullet proof vests.

There is a slight increase in training and dues based on actuals.

The selection process was lowered based on actuals.

Cope Sync was removed because we no long subscribe to that.

EZ pass was lowered to actuals

Communication was lowered and the recorded phone line contract increased.

Pro Technology was a contractual increase.

Business management was reduced by \$5000 because it is for the old system.

Vehicle maintenance is an increase of \$500 because oil is going up.

Rentals and leases went down because we negotiated lower leases and the postage machine decreased due to actuals.

Cell phones increased for actuals.

Printing was lowered for actuals

93 With fuel usage of 21,000 gallons we used the average of what is spent every month.
 94 Chair replacements are consistent and they are used 24 hours. The Dispatch chairs are very
 95 expensive. There is one due for replacement this year and one next year.
 96 We budgeted for upkeep of the shooting range.
 97 Tactical gear - We have 24 vest and we need 7 more. We have 16 helmets and need 15 more.
 98 The goal is to buy 2 vest each year and 3 helmets.
 99 Replacement of a radar unit.
 100 There is New line for the K-9 although not need because of the money in the trust.
 101 We pay membership to a swat team and they refused to come because they didn't feel the
 102 situation warranted it.
 103
 104 ***T. Tsantoulis motioned to increase the line by \$2000 so that the Chief can choose a different***
 105 ***swap team unit. Seconded by J. Levesque.***
 106 ***Vote unanimously.***
 107
 108 C. Soucie stated that adjustments will be made to all the departments for the retirement at the
 109 end.
 110
 111 ***D. Winterton motioned to approve the police budget with the addition of \$2000 for a***
 112 ***total of \$4,659,780. Seconded by T. Tsantoulis.***
 113 ***Vote unanimously in favor***
 114
 115 **Fire-Rescue (Tab 7)**
 116 The changes to the Budget reflect actuals and items changed in category.
 117 Part time - Chief and 3 call members and we asked for a part time administrative position which
 118 was denied \$113,816
 119 Overtime is \$369,000 and level funded at \$280,000
 120 Health Insurance was provided by Finance.
 121 Surviving Spouse benefit is \$6000
 122 Uniforms are contractual and the increase is due to the contract requirements.
 123 Training and dues- this is hazards material mutual aid dues which was moved from another line.
 124 Employment testing is currently in Administration's budget and was moved to fire budget for
 125 \$5000
 126 Software and Programs are based on actuals and some lines were moved.
 127 Vehicle maintenance is the biggest problem in our budget. With the default, we only have
 128 \$50,000. The ladder truck is 15 years old and is out of service for rust. We have a warrantee
 129 with this vehicle and we will pursue that to get it repaired. The manufacturer has not been
 130 responsive and has not given us an estimate to fix the truck. The ladder truck is very expensive to
 131 replace; upward of a million dollars. The truck has been sitting for a month. We are not going to
 132 buy a pumper from K & E when we can't get a response on the ladder truck. We put \$60,000 in
 133 the past 2 years into the other two pumpers. Last year the Council and the Budget Committee
 134 approved \$100,000 but it went to \$50,000 on default.
 135 If we need a ladder truck today, we need to go the City or Mutual Aid. The town had a height
 136 requirement of 35 feet prior to getting the ladder vehicle in 2003. The requirement is now 75
 137 feet.
 138

139 T. Tsantoulis: What impact on the lack of the working ladder could it have on the insurance
140 rates?
141 in the town?

142
143 Chief: The insurance companies understand that there are times that the trucks are out
144 temporarily and there is no change in rating.

145
146 Rental and leases were moved into one line.

147 Forest Fire Mutual Aid wages is for volunteer mutual aid.

148 Telephones are actuals

149 Internet, printing and postage and office supplies \$2500

150 Fuel used - 12,000 gallons and used \$3.00/gallon for \$25,000

151 New Equipment - PPE have a 10 year replacement and hose replace 20 years, mobile radios 15
152 years, forestry firefighting suits and fixtures and furniture for the station

153
154 D. Winterton stated that there were 2 lieutenants that made over \$30,000 in overtime last year.
155 The overtime budget is 22% of our full time budget. For police it is 7%.

156
157 ***D. Winterton motioned to reduce \$50,000 from the overtime line. Seconded by A. Walczyk.***

158
159 Chief: I don't think I can keep both stations open if this goes through. I have minimum staff
160 requirements. Last year we had some vacancies and administrative leave issues that drove up that
161 overtime costs.

162
163 ***Roll Call***

164 ***J. Durand Yes***

165 ***J. Levesque Yes***

166 ***A. Walczyk Yes***

167 ***J. Giotas Yes***

168 ***D. Winterton Yes***

169 ***T. Tsantoulis No***

170 ***J. Sullivan No***

171 ***Vote 5:2 motion carried***

172
173 A. Walczyk: The Software and Programs, the totals are \$3970 not \$4050 which is off \$80.

174
175 Chief: That is because those are actuals and they are projecting an increase.

176
177 ***D. Winterton motioned to accept the Fire Rescue budget in the amount of \$4,078,049.***

178 ***Seconded by J. Giotas.***

179 ***Vote 7:1***

180
181 ***D. Winterton motioned to reduce the departments as listed for retirement adjustment in the***
182 ***amount of \$88,734. Seconded by J. Sullivan.(see attached)***

183 ***Vote unanimously in favor***

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CAPITAL IMPROVEMENT PLAN

Dr. Shankle: This is done annual. The process according to the Charter is it is prepared by me in consultation with the Planning Board. (see attached)

OTHER

Dr. Shankle: This is the last budget meeting before the budget goes to the Budget Committee. A member of the Park and Rec Committee came in with a plan to request you agree to hire a part time Rec Director now and put it on as a warrant article. That is not a plan I am in favor of. I don't think a part time Rec. Director works. We had past part time directors that quit. I feel a need to give you options. I am going to suggest two options that will protect the safety of the children. 1. Don't run a Fun In the Sun Program. 2. A two-step process; it has been the practice of the Council to bring new positions and put them on as a warrant article. If you think the Rec Director is important then all you need to do is put money in Park and Rec budget because under the State System it is the most logical place to put it in the budget. This would be to establish a Recreation and Cultural and Heritage Coordinator. If it is in the budget, there is no way to take that out. If you think the program is that important, it can't be lost. If that is the case and we know that will be a position next year; we have enough money now to hire someone now as Fun in the Sun Director.

T. Tsantoulis: How will this relieve the problem we had this year with children leaving the program. With a full time Recreation Coordinator, does that change the liability for the town? Still a lot can go wrong in running the camp.

Dr. Shankle: If you want the camp, you must allow me the ability to hire a full time person. The Rec. member asked for the policy. Jodi Pinard put together a policy manual that was 30 pages long and the new manual has been reduced to 15 pages. I don't know how to run a summer camp. Even though staff said they know how to do it but they don't. We need to hire someone that knows how. There will still be a risk but we need to do the best we can do and the best is to hire someone with the knowledge.

J. Durand: The Program is only as good as the people who work there. The YMCA, as good as they are, lost a 5 year old. Things happen. If we get rid of the program, we get rid of the liability.

D. Winterton: I don't want to put this in budget. The voters said no to this last year and I don't want to be part of a Council that does an end run around the voters. Personally, I will have to be thoroughly convinced that Hooksett should be holding a camp. Maybe we can lease the space or allow another organization to run a camp but we shouldn't expose the town to that liability. We shouldn't do anything tonight.

J. Sullivan: Perhaps the voters said no but it wouldn't be the first time a project is brought back to the voters a second or third time. If we are going to have a recreational facility like Donati and Peterbrook that our only responsibility is to maintain them and the resources are handled by private organization. I would be inclined to support this but if we can't get a Park and Rec director then I would not support any increased recreation facilities with no one running them.

231 Dr. Shankle: To hire someone now to run a program in July and the article fails in March; they
232 will be gone in April. The only way to get the right person is to hire now and know they will
233 have a job.
234

235 C. Soucie: The Fun in the Sun revolving fund can be used for recreational purposes. There is no
236 tie to Fun in the Sun. To get rid of the revolving fund it would take an act of the voters to
237 dissolve it. Most of the money has come from Fun in Sun Program. The reason the program is
238 making money is the before and after care program.
239

240 C. Soucie: All operating budget were motioned except Wastewater.
241

242 *J. Sullivan motioned to approve the Wastewater Budget \$2,066,392. Seconded by T.*
243 *Tsantoulis.*

244 *Vote unanimously in favor*
245

246 C. Soucie: This budget will be submitted next Friday to the Budget Committee. I will bring back
247 the final budget and the working default next week for you as well as the warrant articles. We
248 still have to get the insurance numbers.
249

250 J. Giotas requested an update on the NH Interlocal reimbursement.
251

252 **ADJOURNMENT**

253 *J. Sullivan motioned to adjourn at 9:14. Seconded by J. Giotas.*

254 *Vote unanimously in favor*
255
256

257 Respectfully submitted,
258

259 Lee Ann Moynihan



**TOWN COUNCIL
Regular Meeting
Wednesday, September 26th, 2018
6:00 PM
Council Chambers
Minutes-Unofficial**

CALL TO ORDER

Chairman James Sullivan called the meeting to order at 6:00 pm.

PROOF OF POSTING

Proof of posting was provided by Christine Soucie.

ROLL CALL

Chair James Sullivan, Robert Duhaime, John Durand, John Giotas, David Ross, Timothy Tsantoulis, Donald Winterton and Alex Walczyk.
Christine Soucie, Finance Director

Not in attendance: James Levesque

PLEDGE OF ALLEGIANCE

SPECIAL RECOGNITION

Chair Sullivan announced the special recognition recipients as Christine Soucie presented certificates for those in attendance. Chair Sullivan also mentioned the Employee Appreciation Picnic is scheduled for Friday, October 5th.

5.1 Town of Hooksett Longevity Employees

5 Year Anniversary

- Ann Marie White, Community Development 06/10/18
- Michael Auger, Police 05/20/18
- Valerie Lamy, Police 10/22/17
- Justin Sargent, Police 12/10/17
- James Bradley, Police 10/01/17

10 Year Anniversary

- Donna Fitzpatrick, Administration 03/10/18
- Elayne Pierson, Assessing 10/16/17
- Lee Ann Moynihan, Assessing 07/09/17
- Joshua Brehm, Fire Rescue 06/25/18
- Cynthia Ullrich, Police 04/14/18

- 43 • Richard Belanger, Police 03/24/18
- 44 • Mario Desaulniers, PW Mechanic 11/19/17

45 **15 Year Anniversary**

- 46 • Ian Tewksbury, Fire Rescue 03/31/18
- 47 • Richard David, Fire Rescue 07/22/17
- 48 • Eric Uitts, Fire Rescue 07/01/17
- 49 • Mark Glisson, Library 09/02/17

50 **20+ Years Anniversary**

- 51 • Francine Swafford, Police 12/11/17, 28 years
- 52 • Jay Wilson, Police 04/27/18, 32 years
- 53 • Gary Blanchette, Police 09/17/17, 33 years
- 54 • Diane Boyce, Public Works 07/24/17, 28 years
- 55 • Richard Blake, Public Works 10/21/17, 21 years
- 56 • Bruce Kudrick, Wastewater 01/08/18, 45 years
- 57 • Brian Towle, Wastewater 04/06/18, 31 years
- 58 • Linda O'Keefe, Wastewater 10/26/17, 30 years
- 59 • Dennis Desrochers, Fire Rescue 07/29/17, 29 years

60
61 5.2 Hooksett Municipal Employees- New Hire
62 No new employees to introduce.

63
64 **SCHEDULED APPOINTMENTS**

65
66 **APPROVAL OF MINUTES**

67
68 7.1 Public: 09/05/18

69
70 *T. Tsantoulis motioned to approve the September 5th, 2018 public meeting minutes as amended,*
71 *seconded by D. Winterton.*

72
73 C. Soucie presented amendments to the minutes:
74 1. Under the heading Budget Overview for FY 2019-2020, the second sentence should read "The
75 operating budget increased by 3.64%..." The third sentence should state "The operating budget was 2.1%
76 higher than the working default."
77 2. The motion under the Family Services Budget Review should include the amount of \$162,452.00.
78 3. The motion under the Administration Budget Review should read "D. Winterton motioned to reduce
79 Technology support by \$5000 to \$66,100.

80
81 *Vote unanimously in favor.*

82
83 7.2 Public: 09/12/18

84

T. Tsantoulis motioned to approve the September 12th, 2018 public meeting minutes as amended, seconded by Robert Duhaime.

D. Ross presented amendments to the minutes:

1. Line 91 should say remind not reminder.
2. Line 144 should read OR lack of support, not OF.

A. Walczyk presented amendments to the minutes:

1. Line 91, add that K-9 Timber does come with a 1 year health and performance guarantee and can be exchanged if he is not a good fit.
2. Line 189, second sentence should be changed to “The advertising requirement cost us \$400 to accept the grant.”
3. Line 413, Tweeter should be Twitter.

Vote unanimously in favor.

7.3 Non-Public: 09/12/18

D. Winterton motioned to approve the September 12th, 2018 non-public meeting minutes as presented, seconded by R. Duhaime. Vote unanimously in favor. D. Ross abstained due to being absent.

AGENDA OVERVIEW

PUBLIC HEARINGS

CONSENT AGENDA

10.1 Acceptance of donation in the amount of \$3,000 from HYAA to the Town of Hooksett for the Public Works Department for Petersbrook Field per RSA 31:95-b, III. (b).

R. Duhaime motioned to accept the donation of \$3,000 from HYAA to the Town of Hooksett for the Public Works Department for Petersbrook Field per RSA 31:95-b, III. (b), seconded by A. Walczyk. Vote unanimously in favor.

D. Ross: I thought the amount was going to be \$4,000?

D. Boyce: They thought they would give us \$4,000 but I believe they gave us what they had and we do not expect an additional \$1,000.

TOWN ADMINISTRATOR’S REPORT-Presented by Christine Soucie

1. Annually the Town Council hosts an Employee Appreciation Picnic. The Council approved this year’s event to take place on Friday, October 5th, 2018. Local businesses have donated food items and gift cards/other items to be distributed to the employees via a raffle. The Town Council needs

- 129 to accept the donations of the 2018 Hooksett Employee Appreciated Picnic per RSA 31:95-b III
 130 (b) and RSA 31:95-e II.
 131
 132 ***D. Winterton made a motion to accept donations to the Town of Hooksett for the 2018 Hooksett***
 133 ***Employee Appreciation Picnic per RSA 31:95-b III (b) and RSA 31:95-e II, seconded by J.***
 134 ***Giotas. Vote unanimously in favor.***
 135
 136 2. An email was received from Gayle Maddox expressing her appreciation for the mowing crew that
 137 took care of Beacon Hill Road. They did a great job and when she went out to thank them
 138 personally they were very professional and friendly. She added that there effort greatly improved
 139 the look of the street. She asked that the email gets shared with Diane Boyce.
 140
 141 3. An update was received from Asst. Fire Chief Colburn regarding Block 5. He stated that it was
 142 the right decision and as the end users, they have seen a significant difference in the support from
 143 Block 5 versus the previous IT Company. The transition was smooth and has made significant
 144 progress with the IT systems running smooth and more reliable.
 145
 146 4. There were 2 incidents at the Underhill School on the 23rd or 24th. The Fire Department and
 147 Police Department responded to a gas leak and Asst. Fire Chief Colburn stated they identified the
 148 issues and did a full test and evaluation during night, everything went smoothly. Chair Sullivan
 149 emailed Christine Soucie and stated the Superintendent was pleased with the Fire and Police.
 150
 151 Chair Sullivan mentioned that the Superintendent kept the School Board informed and that the Police and
 152 Fire Departments were on the ball and the issues having been resolved.
 153 D. Ross: I was concerned as to why there were no gas detectors. The gas leak happened to the point that
 154 people smelled it at the end of the day around 3pm. That needs to be addressed.
 155
 156 Chair Sullivan: The Underhill School is an older school and I am not sure how the other two schools are.
 157 Christine has made a note to look into it.
 158
 159 D. Ross: I would like to know if they have Carbon Monoxide Detectors.
 160
 161 Chair Sullivan: Any other questions for the Town Administrator?
 162
 163 R. Duhaime: I am expecting an update of the test coring for the road project including the scheduling and
 164 what is going to happen?
 165
 166 D. Ross: Who was directed to do that work? I do not recall any action being taken.
 167
 168 D. Winterton: I believe the vendor offered to do the coring's.
 169
 170 D. Ross: I don't believe that is adequate. If you want to check someone's work, you do not have them
 171 check their own work.
 172

173 R. Duhaime: We were going to pick the locations to be tested. I assume that the Town Administrator is
174 following up on that. I would also like to know if the contractor has been paid.

175

176 D. Ross: I thought this would be handled at another venue, if you will, to alleviate anyone being
177 concerned about their reputation. A total disinterested third party should be doing this work.

178

179 R. Duhaime: The Town Engineer had not started yet when this work was completed. He is a P.E. and
180 specializes in roads. Whether Dr. Shankle has him do it or not, as long as someone follows up on this, that
181 is what we agreed to. So if years down the road, the road does fall apart, we have recourse.

182

183 **PUBLIC INPUT**

184

185 Marc Miville, 42 Main Street: As the Town Moderator, I am concerned that there are still political signs
186 up 10 days after the election. I have sought advice and the Moderator does not have a lot to do with it, it
187 has to do with DPW and DOT departments to clean them up and we don't expect them to do that. I was
188 advised that I could contact those candidates and remind them the signs need to be removed. Second,
189 there was some discussion on social media regarding ZenCity, is that paid for or voluntarily given?

190

191 D. Ross: When we had the presentation on it, we were told it was a \$12,000 yearly membership.

192

193 D. Winterton: This is public input only.

194

195 **NOMINATIONS AND APPOINTMENTS**

196

197 **15 MINUTES RECESS**

198

199 **OLD BUSINESS**

200

201 ***15.1 Update on the Safety Center Improvement/Renovation Project***

202

203 Chief of Police Janet Bouchard introduced Anthony Mento and Jason Lacombe from SMP Architecture.
204 Dr. Shankle and Chief Bouchard met with Anthony and Jason to discuss how to start the project. There
205 was discussion about who was going to oversee the project and make sure things went the way we wanted
206 them to go. At that time, Bruce was not on board yet, so there was a discussion regarding different
207 options and they came up with was the possibility of hiring a Construction Manager to oversee the project
208 that person would communicate with Bruce as the liaison for the Town. Dr. Shankle wanted this brought
209 in front of Town Council to get input on it.

210

211 Anthony Mento gave some background regarding the project. In 2016, they were engaged to look at the
212 Safety Complex and complete a set of documents to do an interior renovation. It went to Town meeting
213 and the funding for it was approved. At the time, there was discussion with Dr. Shankle and the Chief
214 regarding a Construction Manager for the project. At the time, Dr. Shankle was concerned with that as
215 opposed to putting it out to bid. There was talk about what a Construction Manager offered. Hiring a
216 Construction Manager allows the Town to hire an independent third party person to act on their behalf to

217 oversee bidding for all duties to subcontractors. The Town would be able to decide who to use for
 218 subcontractor work. The Construction Manager would oversee the project and would work to get the best
 219 pricing to save money and return any savings back to the Town.

220

221 Jason Lacombe: At the time of the conversation there was no Town Engineer. We were the Architects that
 222 did the design, engineering and managed the bid process for the Fire Department next to Robies Store.
 223 That is considered a design, bid, build selection, where we have a General Contractor. A Construction
 224 Manager is engaged based on their qualifications, there are fees associated with that and they help
 225 manage the budget process. Since there is a fixed amount of money approved, and in our philosophy, we
 226 do not go back to the voters for additional money, so it is really important to have a great budget
 227 management tool and a Construction Manager is an asset. We saw that as a real benefit to the process. It
 228 is important to keep in mind that the Construction Manager is working on your behalf to save you money
 229 and those savings are returned to the Town. It is not like a General Contractor that saves money on a bid
 230 project and that is how they fill their profit margin.

231

232 T. Tsantoulis: I have some concerns. In this discussion, it was mentioned that a Construction Manager has
 233 the ability to return money back to the Town. However, that is not guaranteed in the current state of the
 234 economy and it is also hard to get good contractors to do the work and get them lined up. This project can
 235 be overrun financially with or without a Construction Manager.

236

237 J. Lacombe: The budget was set back in March, roughly a year ago so there have been significant
 238 increases in construction pricing. However, that budget has some fairly sizeable contingencies and we still
 239 feel that the overall budget can accomplish the need. There is always that risk. The difference is with a
 240 Construction Manager they assess the project and budget and give their opinion, before they do the
 241 project, of whether there is a budget concern or not. Then they bid to the sub trades on behalf of the
 242 Town. We would have an opportunity to see what those bids are and be able to talk to the Construction
 243 Manager and the sub-contractors if there is a budget issue. Every construction project has a fair amount
 244 of risks and we try to mitigate those.

245

246 T. Tsantoulis: The southern part of the country is having disasters such as flooding and hurricanes which
 247 takes the construction material costs through the roof. We already have issues against us. I am concerned
 248 about bringing on another component in the process.

249

250 Chair Sullivan asked for clarification regarding the \$762,500 for the project and if it is overrun, what
 251 happens?

252

253 C. Soucie: \$762,500 is the bottom line budget and money can be found to transfer into the project.

254

255 Chair Sullivan: If the motion was not to exceed and the warrant article specifically stated that, how can it
 256 exceed?

257

258 D. Ross: The bonds are not to exceed that amount.

259

260 R. Duhaime: What is the budget for a Construction Manager?

261
 262 A. Mento: Originally when the project was developed and we had the preliminary construction budget
 263 done for the hard cost of construction, it was done with the intention that it would be a hard bid. We do
 264 not have the actual cost of what it would be as of yet. However, if it was hard bid, we have calculated in
 265 the profit and overhead.
 266
 267 J. Lacombe: The budget for the hard cost of construction from a year ago is \$600,000. There is a fee for
 268 us to manage the project going forward. There are some alternates within construction as well as some
 269 pricing for additional security hardware. The remaining is contingencies. There is roughly almost
 270 \$100,000 for contingencies within the budget that was allocated.
 271
 272 R. Duhaime: Is there just one person on site?
 273
 274 J. Lacombe: We would do regular site visits, about every other week.
 275
 276 R. Duhaime: Are you going to check to make sure the materials being used are correct?
 277
 278 J. Lacombe: That is what a Construction Manager would do.
 279
 280 R. Duhaime: We have our engineer for any contingencies. What does our engineer think of the project
 281 and what part, if any, do you want to play in it?
 282
 283 Bruce Thomas, Town Engineer: I would oversee the Construction Manager and visit every few days to
 284 make sure the project is on track. I think a Construction Manager is needed. I do not know about materials
 285 involved with this project.
 286
 287 R. Duhaime: I am gun-shy due to recent projects and I do not want it to look like we are throwing out
 288 money and not paying attention. I want to see the project go smoothly.
 289
 290 Chief Bouchard: The plan is to stay off the radar with this project.
 291
 292 A. Mento: We recommend a Construction Manager for that reason. They work on your behalf to oversee
 293 all the trades to make sure everything is done to meet the design intent and the specifications of the
 294 drawings.
 295
 296 D. Winterton: If we go with a Construction Manager, will that give the Town an extra level of security in
 297 terms of issues that may prevail 6 months to a year down the road. Does that give the Town someone to
 298 go after to make it right?
 299
 300 A. Mento: Typically, they offer a 1 year warranty on all installation and materials. There is that company
 301 to call back to repair anything.
 302
 303 J. Lacombe: Anthony is correct but we do have to remember the context when renovating this facility. The
 304 first question would be is it work that they put in place or is it from the original? The good Construction
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305 Managers jobs are based on their qualifications and you are paying them a fee for the best price for the
306 subcontractors. There fee and reputation is how they stay in business. That is an important distinction
307 between them and General Contractors. It is a different business model. When they are working as your
308 advocate, it is in their best interest to make sure problems are addressed and followed through with.

309

310 D. Winterton: That is not our history with recent construction projects. You understand why I join in with
311 Councilor Duhaime with being gun-shy.

312

313 J. Durand: Why can't the Town Engineer do the job and eliminate the fee for the Construction Manager?

314

315 B. Thomas: Construction Manager's will have specific experience related to the project. Quality Control
316 is the most important thing.

317

318 D. Ross referred to his construction experience: Usually, there is a plan that goes out to a General
319 contractor to bid on the project as a whole. It is then up to them to manage the project and follow those
320 specs at that price, then the Architects come in to make sure it is being built to the plan. Sticking another
321 person in the mix causes more than one person to blame and causes an issue. The fewer people involved
322 the better. I believe that the Architects are responsible and should not bring in a third party. The Town has
323 a Code Enforcement Officer that will inspect the work. If there are more people to blame, then no one is
324 at fault. The General Contractor does the management of the project, Architects design it and they answer
325 to the owner.

326

327 J. Lacombe: You are not wrong. That is a very traditional process that a lot of towns are used to. This is a
328 new method. We are not opposed to a General Contractor. It has been our experience that a Construction
329 Manager offers a better way to execute the project and save the town money. The difference is with
330 anything that changes, everything will be a change order with a General Contractor.

331

332 Chair Sullivan: You mentioned The Village Fire Station and the approach you used for that building why
333 would that not work this time?

334

335 J. Lacombe: We bid the project, the bids came in then the money was allocated as it was funded through
336 impact fees. The project went smoothly. In this scenario, we completed the design and the budget is a
337 fixed pot of money. We see construction management as an opportunity to manage that budget and
338 address any potential changes.

339

340 J. Giotas: Who would prepare the bids if there was not a Construction Manager?

341

342 A. Mento: We would in concert with Bruce.

343

344 A. Walczyk: Thank you for coming in and proposing this as it is worth exploring. Do you have any
345 experience working with Construction Managers?

346

347 A. Mento: The majority of our projects are with Construction Managers because of the significant cost
348 increases. They have been able to soften the blow to communities. With design, bid, build there tends to

349 be more of the argumentative issues because the subcontractor bids it out so low they are trying to find
 350 money wherever possible and it becomes very challenging at times. The Construction Manager manages
 351 all of them and makes certain their contract binds them to the bid documents and there is no way to get
 352 out of them.

353

354 D. Winterton: I am not prepared to vote on this tonight as I would like to investigate more. I have not
 355 been able to research the places that have done one and are happy and the places that are not happy. I
 356 would like that information. I have no idea what percentage of that \$762,500 would be allocated to a
 357 Construction Manager. We have not discussed that. Do we bid it out to Construction Managers and see
 358 who comes in at a low bid? How is the scenario different from the Construction Managers to the bid
 359 scenario?

360

361 J. Lacombe: Most Construction Managers don't have staff to execute work so they rely on sub-contractors
 362 and their relationship has to be very good especially in a market like this. Construction Managers value
 363 those relationships. The big difference is if a drywall contractor bids a contract at \$100,000, the General
 364 Contractor is going to try to get his price down to \$95,000 and pocket the \$5,000. Everything is behind
 365 the scenes and the motivation is different.

366

367 D. Winterton: Is the Construction Manager getting a percentage of the savings? Please explain the
 368 motivation.

369

370 J. Lacombe: Not typically. The motivation is making sure the project comes in on budget, it is their
 371 reputation and it is their relationship with the Town. It is the service they provide and they are getting
 372 paid to do that. The General Contractors motivation is to come in low and come in with a change order.

373

374 T. Tsantoulis: The Construction Manager could come in with sub-contractors he has worked with in the
 375 past, what guarantees do the board and the Town gets that we won't be taken advantage of?

376

377 A. Mento: The Construction Manager will bid every sub trade. Then the Town can decide who to use. It is
 378 not always their buddy who gets the job. I can see that happening from time to time on small numbers but
 379 not on big line items.

380

381 J. Lacombe: With the Construction Management agreement, everything is an open book and transparent.
 382 Every month, invoices are received with all of the receipts down to every nail bought. What the contract
 383 says is what you will get; it is a cost plus a fee with a guaranteed max price. They assume the risk and
 384 make sure the project comes in under budget.

385

386 J. Giotas: Typically, what do Construction Managers get?

387

388 A. Mento: It varies on the size of the project. We anticipate 4-5%. That amount is carried in the number
 389 presented; it is not over and above. Having a Construction Manager would give the Town a far smoother
 390 project and that is why we recommend it. It is not our role to be on site every day. That is something the
 391 Construction Manager would be doing.

392

393 R. Duhaime: Who does the final inspection to make sure it is designed the way the plan said?
394

395 J. Lacombe: Our role is to be on site periodically. It is included in our contract to be there every other week
396 to review the scope of work and make sure it is in compliance with the contract documents. It is the
397 Construction Manager or General Contractors role to ensure that everything being installed is per the
398 documents. It is Bruce's role as well as ours to be the oversight. The Construction Manager is a different
399 form of management where they have no benefit to knowingly install something that isn't to
400 specifications.
401

402 D. Winterton: If we went with a Construction Manager, would the next step be to bid it out?
403

404 J. Lacombe: It is not a bid process, we have a list. It is a qualification based selection process where we
405 would also ask for fees. We want to make sure they are qualified, capable and available for the project.
406 Your project is an all interior project and winter is coming, so it is perfect. We have already had calls
407 from people interested in looking at the project. It takes about 6 weeks to choose a Construction Manager.
408

409 Chair Sullivan: Whether we choose to go with the Construction Manager or General Contractor, Bruce's
410 role would be the same and the Architects roles would be the same. With the General Contractor it will be
411 \$762,500, with the Construction Manager it is not to exceed \$762,500 and any savings would come back
412 to the Town. General Contractors keep the savings. Dr. Shankle's recommendation is that he does not
413 have a problem with either one. He wants the Council to feel comfortable with the process.
414

415 B. Thomas: My concern is that the Council would rely on me to oversee the mechanical and electrical
416 work. I am not qualified for that. If there is no Construction Manager, the Architects will have to be there
417 more often. I like the idea of a Construction Manager so someone qualified is there on a daily basis. I see
418 it as a quality control issue to prevent any situations.

419 Chair Sullivan: In your previous position, were both types of projects done and what was your role in
420 that?
421

422 B. Thomas: On a typical bridge project, the structural engineer would be there on more or less a daily
423 basis and I would oversee that the whole thing went smoothly. This is a type of project where there are so
424 many different subcontractors that need to be monitored and inspected and there is a need for someone
425 who understands that.
426

427 D. Winterton: I would suggest mulling this over and take action at the next meeting.
428

429 D. Ross: There are a lot of very reputable General Contractors in this State. The General Contractor's find
430 good subcontractors they use all the time because they trust them. I believe it is far more of an incentive
431 because it is the General Contractors name on the line. We have a plan. If there was a change order, it
432 must be justified and come to the Council. I would be more inclined to give a change order for the
433 Architects to visit more frequency. We have a Code Enforcement Officer, his job is to inspect. I think we
434 are complicating the matter by trying to over manage the project.
435

436 *T. Tsantoulis motioned to table, no second.*

437
438 B. Thomas: If we did go without a Construction Manager, I would like these folks to come up with what
439 amount of time would be required to properly inspect the job.
440

441 Chief Bouchard: I understand you are comfortable with the traditional way of doing things but obviously
442 that has not been working in Hooksett. Dr. Shankle and I requested that the Architects make us more
443 comfortable with this process. They did not come to us saying “we want you to hire a Construction
444 Manager.” They were nice enough to come up with that option and think outside the box.
445

446 Chair Sullivan: Bruce, can you please send clarification of pros and cons of a Construction Manager for
447 the next meeting and this topic will be added to the next meeting agenda.
448

449 J. Lacombe: I encourage you all to do some research but be sure to research Construction Managers at
450 risk not Construction Managers not at risk.
451

452 C. Soucie: There is a time constraint as some obligation needs to be done by December.
453

454 ***15.2 Budgets – Fiscal Year 2019-2020***
455

456 C. Soucie: We finished the Operating Budget at the last meeting with a total of \$18,876,365. That number
457 is 2.61% higher than our current operating budget and is 1.72% higher than the default budget with all the
458 changes the Council had made. There was a reduction of \$5,000 from IT services; \$900 reduced for
459 Public Official’s, Trustees of the Trust Fund, Library and Wastewater. There was a reduction of \$88,000
460 for the NH Retirement, increase in Police training and dues for Special Operations and the Fire
461 Department overtime was reduced by \$50,000. Dr. Shankle asked me to remind you that there was
462 discussion at another meeting about the Old Town Hall and whether it would be funded within the
463 Operating Budget or a Warrant Article. Right now, there is no funding in the Operating Budget for
464 anything on the Old Town Hall renovations, only maintenance. I did provide a list of potential warrant
465 articles that we will be going over in next couple of meetings.
466

467 Chair Sullivan: Regarding Old Town Tall, we had discussions at previous meetings and Dr. Shankle laid
468 out his plan for addressing the Old Town Hall and in his suggestion he recommended adding \$50,000
469 dedicated to that. There was a question whether the previous \$20,000, that had been approved twice, was
470 part of that, and if we were really only approving an additional \$30,000. The \$20,000 was not in there so
471 ultimately, there would be a \$50,000 difference.
472

473 R. Duhaime: We want to bring that warrant article forward because it is not in the budget.
474

475 C. Soucie: That is your option right now. You can put the full \$50,000 in the Operating Budget because it
476 is no longer in the proposed budget. The other options would be to put it on a warrant article or do
477 nothing.
478

479 Chair Sullivan: Two years ago, \$20,000 was dedicated and approved for the Old Town Hall. The budget
480 was defaulted. So ultimately, we are asking to put \$50,000 in the Operating Budget not as a warrant
481 article. That is what was discussed previously.
482
483 D. Ross: \$20,000 was in the budget?
484
485 C. Soucie: It was. Earlier this fall, there was discussion of putting the whole thing as a warrant article so it
486 was removed from the Town Administrator's request.
487
488 Chair Sullivan: Dr. Shankle came back with a different approach.
489
490 D. Ross: Let's put it back in the budget.
491
492 Chair Sullivan: It was not recommended to be in this budget. Two years ago, it was in the budget and
493 approved because we were thinking of going to a warrant article for the whole project. When Dr. Shankle
494 presented it, he took it out of the budget. After a previous meeting, he came back with a different
495 approach saying that instead of the \$20,000, we should recommend to increase it to \$50,000 in the
496 budget. We weren't sure whether we would be adding \$30,000 because we did not know if the \$20,000
497 was still in there to bring it up to \$50,000.
498
499 C. Soucie: Dr. Shankle would prefer to put it back in the Operating budget. Currently, there is \$0 in the
500 Council's recommended budget.
501
502 D. Ross: Is there a line item?
503
504 C. Soucie: Yes.
505
506 D. Ross: Does that particular account have money in it?
507
508 C. Soucie: Yes, it does.
509
510 Chair Sullivan: It was included in the building maintenance. We added \$20,000 two years ago to be
511 dedicated to the Old Town Hall project.
512
513 D. Ross: I do not agree with it. The Budget Committee will shoot it down. I would be ok with keeping it
514 what it was. This is a project that should be brought to the voters. They have been very perceptive
515 already. The budget keeps growing and now we are presenting one that is higher than the default.
516
517 Chair Sullivan: It would either increase by \$20,000 or \$50,000.
518
519 D. Winterton: Currently under the Town Administrator's request, his suggestion is to increase it to
520 \$120,000 or \$170,000?
521
522 C. Soucie: Dr. Shankle would like it to be \$170,000.

523

524 D. Winterton: I support Councilor Ross with a warrant article.

525

526 *Chair Sullivan made a motion to add \$50,000 to the Town Building: Building Maintenance line,*
527 *seconded by R. Duhaime.*

528

529 Chair Sullivan: Ultimately, this will be increasing dedicated funds to \$30,000, the last two years, we
530 added \$20,000.

531

532 R. Duhaime: With the celebration coming up in 2022, the building should be done. If we miss this
533 warrant article, we are not in the budget for 2019-2020, and then we are down to two years. If it is a larger
534 amount to finish it and it gets turned down again, we have missed it and won't finish it for 2022. 3 ½
535 years out is not that far.

536

537 D. Winterton: If we get a default budget, that money is not there correct?

538

539 C. Soucie: Yes.

540

541 D. Ross: If it was already in the budget two years ago, it should be in the default budget.

542

543 C. Soucie: The \$20,000 would be.

544

545 D. Ross: If we take the \$20,000 out, we are shooting ourselves in the foot. I would not have been in favor
546 of taking the \$20,000 out in the first place.

547

548 Chair Sullivan: Nick has some information regarding how much we have dedicated to this project without
549 anyone supporting it except us. We have put in (could be higher) \$91,720.00. We did get money from a
550 grant. That \$91,720.00 does not include grants?

551

552 Nick Germain: Yes.

553

554 Chair Sullivan: The Town and the taxpayers have paid over \$100,000.

555

556 C. Soucie: Just to clarify, Dr. Shankle said that this building would not be completed by 2022 it would be
557 functional.

558

559 R. Duhaime: This does not show the amount for the Town employees doing work. Is there a percentage or
560 estimate of that?

561

562 N. Germain: I will talk to Diane Boyce about the estimated labor. \$9,800 is the price for the labor for the
563 demolition. The Town did that. This is probably a low estimate.

564

565 J. Giotas: The moose grant we just received, is there a timeframe?

566

567 N. Germain: I believe it is 2 years but I will check.

568

569 D. Winterton: I just want clarification, we are changing the line item we discussed that ends in 436 from
570 the current amount of \$120,000 to \$170,000?

571

572 C. Soucie: That is the motion.

573

574 D. Winterton: If there was already \$20,000 in there that line would have been \$140,000. The department
575 request was \$142,000, that is where the \$20,000 came out, this motion is to put the \$20,000 back in to get
576 it to \$140,000 plus another \$30,000 to get it to \$170,000 for 2019-2020.

577

578 D. Ross: I think we should vote this down and reintroduce a new motion.

579

580 **Roll Call Vote #1**

581 ***A. Walczyk Yes***

582 ***J. Levesque absent***

583 ***D. Ross No***

584 ***R. Duhaime Yes***

585 ***J. Durand No***

586 ***D. Winterton No***

587 ***T. Tsantoulis No***

588 ***J. Giotas Yes***

589 ***J. Sullivan Yes***

590 ***(Tie 4-4)***

591

592 ***D. Ross made a motion to increase the line item by adding the \$20,000 back in to bring the total to***
593 ***\$140,000, seconded by D. Winterton.***

594

595 **Roll Call Vote #2**

596 ***A. Walczyk Yes***

597 ***J. Levesque absent***

598 ***D. Ross Yes***

599 ***R. Duhaime Yes***

600 ***J. Durand Yes***

601 ***D. Winterton Yes***

602 ***T. Tsantoulis Yes***

603 ***J. Giotas Yes***

604 ***J. Sullivan Yes***

605 ***(8-0)***

606

Vote unanimously in favor.

607

608 ***D. Ross made a motion to have the Town Administrator prepare a warrant article to add \$100,000 for***
609 ***the renovations and repairs related to Old Town Hall at 16 Main Street, seconded by D. Winterton.***

610

611 D. Winterton proposed an amendment to the motion: \$100,000 is split to make it \$33,000 per year for the
612 next 3 years. D. Ross did not agree. Motion remains as stated.

613

614 C. Soucie: The total estimated cost of the project is \$250,000. If the motion passes it is to instruct the
615 Town Administrator to present wording for the warrant article at the next meeting.

616

617 Chair Sullivan: That will wait for when warrant articles are ready.

618

619 D. Ross: Would that go into the trust fund?

620

621 C. Soucie: The motion is to have the Town Administrator construct a warrant article for this purpose.
622 There are a couple of options. One is to establish a capital project for x amount of years, that can't go in
623 to that trust fund as that is for private donations only. We can't mix tax dollars with private donations.
624 Another option is to do a warrant article (capital project) which does the same thing; more money can go
625 into it but we can't divert those moneys out for another purpose.

626

627 D. Ross: That is the intent. That is where the money will go, not somewhere else.

628

629 *Vote unanimously in favor.*

630

631 C. Soucie: The new Operating Budget that the Budget Committee will receive is \$18,896,365. That
632 includes the \$20,000 for the Old Town Hall. We are still under 3% for an increase from the current year
633 budget.

634

635 ***15.3 Proposed Town Charter Changes for March 2019 ballot (Moderator sections tabled from Town***
636 ***Council's 08/22/18 meeting)***

637

- 638 1. 7.1. C – add "...unless otherwise required or allowed by law or this Charter."
- 639 2. 7.1. F – add new section "F" "Any person elected as Moderator shall not simultaneously be on
640 any judicial or administrative board."

641

642 T. Tsantoulis: I have no interest in removing this from the table.

643

644 ***A. Walczyk made a motion to remove the proposed Town Charter changes for the March 2019 ballot***
645 ***from the table, seconded by D. Ross. Motion passed. T. Tsantoulis opposed.***

646

647 ***D. Ross made a motion not to make any changes to 7.1.C or 7.1.F, seconded by J. Durand.***

648

649 D. Ross: Based on other opinions I have read and heard, I think we should leave it alone. It is not an
650 imperative issue and there are other issues to campaign for on this ballot, specifically the Old Town Hall
651 article. It is going to create unnecessary questions.

652

653 J. Giotas: This has come up before and the Council has voted it down.

654

655 D. Ross: I had brought it up before but realized it was not a good idea.

656

657

Motion passed. A. Walczyk opposed.

658

659 **NEW BUSINESS**

660

661 ***16.1 School Impact Fee Transfer***

662

663 ***D. Winterton motioned to transfer \$167,910.47 from the School Impact Fee fund to the Hooksett***
664 ***School District, seconded by D. Ross.***

665

666 D. Winterton: It seems like we are doing a little better in terms of school funded impact fees.

667

668 C. Soucie: All impact fees have increased.

669

670 D. Winterton: Do we know how much is left on the school bond?

671

672 C. Soucie: I do not know how much is left. This is a very small percentage of the bond payment.

673

674 D. Winterton: If that bond were paid off, would we still be sending them this impact fee?

675

676 C. Soucie: No. Once this project ends, we will still collect and build in that account. They will have to
677 find an additional project related to growth that meets the standards and prove that is where the funds are
678 going and have it approved.

679

680 **Roll Call Vote #3**

681 ***A. Walczyk No***

682 ***J. Levesque absent***

683 ***D. Ross Yes***

684 ***R. Duhaime Yes***

685 ***J. Durand Yes***

686 ***D. Winterton Yes***

687 ***T. Tsantoulis Yes***

688 ***J. Giotas Yes***

689 ***J. Sullivan abstained due to serving on the School Board***

690 ***(6-1, 1 abstention)***

691

692 ***Motion passed.***

693

694 **SUB-COMMITTEE REPORTS**

695

696 J. Giotas: The Recycling & Transfer Advisory Committee met last night. Recycling is at \$108 per ton,
697 which did come down a little, and trash is at \$73 per ton. They are preparing a RFP for privatizing
698 collection.

699

700 A. Walczyk: We could use some Hooksett Youth Achievers nominations.

701

702 R. Duhaime: The Budget Committee met last Thursday. The School district starts Nov 2nd - Dec 30th. The
703 committee will do the Town section first, then Sewer and Water at the end. We still need two more
704 members for it. The Parks and Rec meeting was lively with the Fun in the Sun discussion. There was
705 another presentation from Kiwanis regarding where they are as far as moving along in the project. The
706 Kiwanis also did a presentation on the winter carnival, which will be an agenda in two weeks. They
707 would like to get that going. They are thinking of a Saturday in January. The Kiwanis will be hiring an
708 event director to run it. Some ideas they have are dog sleds, hurling, snow forts competition on Donati
709 field and an ice skating event. There is an appreciation dinner for HYAA at American legion coming up.
710 There is a parking issue at Clay Pond that the Conservation Commission is working with the neighbor on.
711 The Parks and Rec had concerns of how the Town did not inform parents of the situation that occurred
712 with the Fun in the Sun program. They would also like to see the Town Administrator hire a part time
713 Recreation Director with the money in the fund. They thought there is a line item that contained that. I do
714 not know if that money has ever been approved. Christine, is there a line item for that?

715

716 C. Soucie: There is nothing in the Operating Budget but that does not prevent you from adding one. There
717 is money in the Recreation Revolving Fund to support a Part Time Recreational Director.

718

719 R. Duhaime: They could not find the PowerPoint presentation that Kiwanis did, it was not online.

720

721 C. Soucie: What meeting?

722

723 R. Duhaime: Parks and Rec or Town Council last month's meeting.

724

725 Chair Sullivan: The Heritage Commission had issues with the Veterans Park restoration and the flowers
726 and other items that need more attention. The DPW and members of the Heritage Commission will be
727 meeting to point out the issues and making sure that area is maintained.

728

729 D. Winterton: The Fire Union negotiations are ongoing. We are scheduled to meet with them next week.
730 At the Planning Board's last meeting O'Reilly Auto Parts was approved. They changed their landscape
731 plan significantly. They have at least tried to do some of what we wanted them to do. It is a pretty
732 unsightly building coming down. On the agenda on Monday, there is a project coming before the board
733 for the corner of Smyth road and Londonderry Turnpike. At the corner of Jacob Ave, there is a lot of
734 construction related to the housing development off Londonderry Turnpike called Brookview. It will
735 come down to attach to Smyth Road. Part of the site plan approval was to create a much safer corner at
736 Jacob Ave and Smyth Road.

737

738 R. Duhaime: That is a phased plan. The first phase is already sold out. The second phase is to connect to
739 Jacob Ave.

740

741 D. Winterton: If you haven't had the chance, just take a drive up there. The road is steep and so are some
742 of the driveways. I am surprised that those driveways fit the grade. Projects are still ongoing in this Town
743 and people want to come here.

744

745 D. Ross: Conservation was very busy with the Clay Pond parking plan, abutters were present. The abutter
746 was not pleased with the plan. We requested for her to make her issues specific and then present them.
747 This is just the beginning. Couple of good things, at the Cinemagic site, on one side will be Osbourne's
748 Agway where the house sits and the other is Urgent Care. There will be wetland impacts at both sites. I
749 brought up something that did not have to do with Conservation but I did mention the issue with the Fire
750 Lanes.

751

752 D. Winterton: Did they go to TRC?

753

754 D. Ross: I don't know, I think they just came to us for wetlands.

755

756 R. Duhaime: The Urgent Care is already approved. There is an ambulance lane against the building.
757 Parking is away from the building. When they came in to ZBA and were looking for a variance for the
758 wetland impacts, the ZBA noted to duplicate what CMC had done over on the bypass with the wetlands.

759

760 D. Ross: We had no concerns with the telecommunications pole off of bypass 28. I also wanted to
761 mention that we are the lowest budgeted commission in town; we have put \$22,880.25 in the town
762 general fund for timber harvest. We were able to keep up to \$25,000 on Timber harvesting so we have
763 gone well beyond that.

764

765 Chair Sullivan: I am on the Economic Development Advisory Committee and based on the discussions
766 we just had, I am confused a little. Under Economic Development we talked about someone going in on
767 the first floor of the United Healthcare building, and off of Hackett Hill, a 3,000 seat dome. A lot of
768 committees are talking about a lot of different projects and I am confused as to where they start.

769

770 D. Winterton: The Planning Board wouldn't consider anything until it is brought to the Planning Board.
771 The things that the Economic Development Committee talks about are somewhat conceptual.

772

773 R. Duhaime: The Technical Review Committee consists of the ZBA chair, the Code Enforcement Officer,
774 the Engineer, the Public Works Director, Police....etc. It is all staff.

775

776 D. Ross: It is a good pattern. They are checking things out first before they go to Planning Board. They
777 check to see if the Conservation Commission has any issues with it. There is mitigation fees involved in
778 both of the projects.

779

780 Chair Sullivan: The other thing on Economic Development was conceptually reviewing rezoning a
781 portion of bypass 28. They also talked about a business retention survey and going after the ones they
782 have not approached. As well as someone who approached the Economic Development regarding
783 reviving the Farmers Market and the location of that including around the Lilac Bridge. We are sending
784 information to the person who approached the Economic Development about that.

785

786 **PUBLIC INPUT**

787

788 Marc Miville, 42 Main Street: I want to clarify some comments made on the staff report regarding the
 789 moderator charter change. There are some comments on here that I spoke with Dr. Shankle about and he
 790 said I could talk to the Council about it. However, I was not given the chance to speak to the Council
 791 prior to the vote on this topic. I am not sure why I am trying so hard to volunteer in town and as a result
 792 of that vote, I will no longer try. The recent decision on the charter was “do you want a moderator, any
 793 moderator to be allowed to do any volunteer work on a board or committee to help the town determine its
 794 future.” This charter change, according to the staff report, it said “The person it would help...” It does not
 795 help me to volunteer, I am helping the Town. I was insulted by that comment on the staff report and that
 796 is why I am coming here to clarify it. Volunteers help the town; it does not help me to put up with all of
 797 this. I love doing it but I am now being precluded from doing it so I will not ask any more to do it. If you
 798 do not want my help, I will no longer offer it. The Council, to me, should not be merely dismissing years
 799 of knowledge and experience that I have generated to help this town. This charter change does not help
 800 me; I am still interested in helping the town and motivated to contribute. I spoke to Mary Farwell and
 801 Don Riley who created the charter, their response is they did not give the charter a second thought; it was
 802 a previous charter from another town. Previous moderators had no desire to serve on other boards. I still
 803 do. Other moderators in the state currently serve on other boards. I am precluded from doing that in this
 804 Town Charter. Regarding a comment on the staff report that people involved and not the principals would
 805 be a factor. If I didn’t think the principals were not involved in this, I would not have spoken to Attorney
 806 Steve Buckley for an hour regarding this. I would not have spoken to the Secretary of State’s Attorney
 807 and fellow moderators if it wasn’t about the principals that follow RSA 669:7. The State law is more
 808 lenient than the Town Charter. My suggestion was to merely match the state law. The previous moderator
 809 who served for two years, currently still serves as an assistant moderator, I swore her in and she does
 810 admiral work. We have more women than men on the election committee. Hooksett has changed a lot in
 811 the last 30 years and I believe the Charter should have changed with it and it is unfortunate that it has not.

812

813 **NON-PUBLIC SESSION**

814 19.1 NH RSA 91-A: 3 II (a) the dismissal, promotion, or compensation of any public employee or the
 815 disciplining of such employee, or the investigation of any charges against him or her.

816

817 19.2 NH RSA 91-A: 3 II (c) Matters which, if discussed in public, would likely adversely affect the
 818 reputation of any person, other than a member of the public body itself.

819

820 *Chair Sullivan motioned to enter the non-public session of 09/26/18 at 8:32pm, seconded by D.*
 821 *Winterton.*

822

823 **Roll Call Vote #4**

824 *A. Walczyk Yes*

825 *J. Levesque absent*

826 *D. Ross Yes*

827 *R. Duhaime Yes*

828 *J. Durand Yes*

829 *D. Winterton Yes*

830 *T. Tsantoulis Yes*

831 *J. Giotas Yes*

832 *J. Sullivan Yes*

833 *(8-0)*

834 *Vote unanimously in favor.*

835

836 *D. Winterton motioned to exit the non-public session of 09/26/18 at 9:05 pm, seconded by T.*

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

838

839 *Chair Sullivan motioned to seal the non-public session minutes of 09/26/18, seconded by R. Duhaime.*

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

841

842 **ADJOURNMENT**

843

844 *Chair Sullivan motioned to adjourn the public session of 09/26/18 at 9:06pm, seconded by R. Duhaime.*

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

846

847 Respectfully Submitted

848

849 Leann Fuller

850 Recording Clerk

Town Council

STAFF REPORT



To: Town Council
Title: Donation of a troop banner valued under \$5,000 from the Hooksett American Legion Post 37 to the Town of Hooksett per RSA 31:95-e, II (see scheduled appointment for further details)
Meeting: Town Council - 10 Oct 2018
Department: Administration
Staff Contact: Donna Fitzpatrick, Administrative Services Coordinator

BACKGROUND INFORMATION:

Hooksett American Legion Post 37 wishes to donate a troop banner to the Town of Hooksett in dedication to the men and women serving in our armed forces. The banner is approximately 3 ft. x 4 ft. It is at the Town's discretion where to view this banner, however it is recommended by the Legion that it be displayed at Town Hall in a high pedestrian traffic area. One area to be considered is located at the exterior customer entrance of Town Hall along the brick façade (next to the glassed case town notice board). In the event the Town chooses to view the troop banner at this exterior location, the Legion will also donate (and build) a wooden display case to house the banner from the elements.

FINANCIAL IMPACT:

None - donation coming to the Town.

RECOMMENDATION:

I recommend the Town accept the donation of both the troop banner and the display case.

SUGGESTED MOTION:

Motion to accept the donation of a troop banner and a display case valued under \$5,000 from the Hooksett American Legion Post 37 to the Town of Hooksett per RSA 31:95-e, II

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur that we should accept the donation and staff will find an appropriate place to display it.

Town Council

STAFF REPORT



To: Town Council
Title: Motion to accept the donation of the two kennels and one grooming service for a combined total of \$2580.00 from Blue Ribbon Companies and Four Paws Only, to the Town of Hooksett for the Hooksett Police Department (K9 program) per RSA 31:95-e:II.
Meeting: Town Council - 10 Oct 2018
Department: Police Department
Staff Contact: Jake Robie, Captain

BACKGROUND INFORMATION:

Blue Ribbon Companies of Hooksett, NH donated one indoor kennel and one outdoor kennel for a combined total of \$2,500, to the Hooksett Police Department for the K9 program.
Four Paws Only of Hudson, NH donated a complimentary grooming on September 8, for our K9 Timber, valued at \$80.00.

FINANCIAL IMPACT:

None

SUGGESTED MOTION:

Motion to accept the donation of the two kennels and the grooming service for a combined total of \$2580.00 from Blue Ribbon Companies and Four Paws Only, to the Town of Hooksett for the Hooksett Police Department (K9 program) per RSA 31:95-e:II.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Very nice of them and I think we should accept their kind offers.

ATTACHMENTS:

[Blue Ribbon Companies](#)

[Four Paws Only](#)



BLUE RIBBON COMPANIES
17 LEHOUX DRIVE
PO BOX 16717
HOOKSETT, NH 03106
(603) 824-5400
accounting@blueribbonnh.com
www.blueribbonnh.com

INVOICE

DATE 09/07/2018
INVOICE NO. 20180406
TERMS Net 30

HOOKSETT POLICE
HOOKSETT POLICE DEPT
15 LEGENDS DRIVE
HOOKSETT, NH 03106

P.O. Number	Sales Rep	Installer
SGT MIKE ZAPPALA	DENNIS	TM

QTY	DESCRIPTION	RATE	AMOUNT
1	K-9 OUT SIDE KENNEL	1,500.00	1,500.00
1	K-9 INDOOR KENNEL	1,000.00	1,000.00
	DONATION TO TOWN OF HOOKSETT K-9 PROGRAM AT THE HOOKSETT SAFETY COMPLEX	-2,500.00	-2,500.00

PAID

TOTAL 0.00

Thank you for allowing Blue Ribbon the opportunity to serve you.



Grooming receipt

Service provided:

Full grooming:

Nail trim and Dremel

Ear clean and check for any signs of infection

Brushing

Bathing

Blow dry

Spot check for skin parasites and address if need be.

Today, September 8th 2018 K9 Officer TIMBER received his first complementary grooming service

My staff and myself would like to thank you for entrusting him in our care and look forward to building a relationship with him over the years.

Today's services come to a total of \$80. Please consider this receipt paid in full as a donation from my establishment.

Shannon Duggan

Owner - Four Paws Only

5 Gerard St.

Dracut MA. 01826

(978) 957-7481

www.fourpawsonlyinc.com

Zen Golden Retrievers

Hudson N.H

Town Council

STAFF REPORT



To: Town Council
Title: Release of a \$1,000 Landscape Surety for Aroma Joe's
Meeting: Town Council - 10 Oct 2018
Department: Community Development
Staff Contact: Leann Fuller, Community Development Clerk

BACKGROUND INFORMATION:

Rob Hanson, owner of Aroma Joes, has requested the release of their \$1,000 Landscaping surety put into place on 7/22/16. The Development Regulations state that the surety must be in place for a period of two (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:

Release the \$1,000 landscape surety for Aroma Joe's.

SUGGESTED MOTION:

Release Aroma Joe's landscape surety in the amount of \$1,000 for their location at 1323 Hooksett Road.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Supporting Memo for Aroma Joe's Landscape Bond](#)

**Town of Hooksett
Community Development**

Memo

To: Leann Fuller, Administrative Assistant

From: Bruce A. Thomas, P.E., Town Engineer

BAT

Cc:

Date: September, 18, 2018

Re: Aroma Joe's at #1323 Hooksett Road
Landscape Bond

Please be advised that the Landscape Bond for Aroma Joe's at #1323 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



To: Town Council
Title: Roadway Surety Release for Jaime Lane
Meeting: Town Council - 10 Oct 2018
Department: Community Development
Staff Contact: Leann Fuller, Community Development Clerk

BACKGROUND INFORMATION:

JK Mullikin has requested his roadway surety be released for the construction of the extension to Jaime Lane. The current surety amount is \$60,000. Alex Cote, Inspector for Keach-Nordstrom Associates has confirmed that the job is complete.

FINANCIAL IMPACT:

None

RECOMMENDATION:

Release the roadway surety of \$60,000.

SUGGESTED MOTION:

Release the roadway surety of \$60,000 to JK Mullikin for the extension of Jaime Lane.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur.

ATTACHMENTS:

[Jaime Lane Extension Final Inspection](#)



**Town of Hooksett
Department of Public Works**

210 West River Road
Hooksett, NH 03106
P-603-668-8019 F-603-668-6850

CONSTRUCTION MONITORING

Ref Location JAMIE LOWE
Date 9-19-18
Report No. _____
Report By Alex COTE

Job # 18-0321-6
Developer JOHN MEHLKEN
Contractor SELF

CLASSIFICATION OF WORK				
Clearing & Grubbing	Curb	Slope Work		
Erosion Control	Drainage	Final Acceptance		
Subgrade/Fills	Sewer			
Bank Run Gravel	Water			
Crushed Gravel	Utilities			
Pavement	Punch List			

Developer Representative: _____
Monitor's Time Hours on Site: _____

Description of Project Activities and Observations

PUNCH LIST from 9-14-18 HAS BEEN COMPLETED

JOB IS COMPLETED

By: _____

Office Review:_____

Town Council

STAFF REPORT



To: Town Council
Title: Fun in the Sun
Meeting: Town Council - 10 Oct 2018
Department: Public Works
Staff Contact: Diane Boyce, Director of Public Works

BACKGROUND INFORMATION:

Fun in the Sun has been an extremely successful program in Town. I believe that for the Town to continue, we need someone onboard that can work specifically with the recreation and to oversee the program year round. We would need at least a part-time recreation employee or even better to be able to increase recreation programming for all, to hire a full-time Parks & Rec Director. The question is not if the program is a good program, it is an excellent program. I believe the Town has a need for this program. The question that keeps coming to my attention is, "does the Town want the liability of having such a program?".

FINANCIAL IMPACT:

The camp (and possibly, part-time Parks & rec Director) is and could be funded by the Recreation Revolving Fund.

RECOMMENDATION:

I recommend that the Council discuss which direction it wants to go. To continue the program or make a decision that they do not want the liability.

SUGGESTED MOTION:

Not applicable.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I think that although this is a program that benefits some of the town residents the inability to hire qualified staff to oversee it makes it a liability and, what is worse, a potentially dangerous place to put children. The situations that have occurred that concern me are not just one time events but rather the result of a dysfunctional culture in the program.

Town Council

STAFF REPORT



To: Town Council
Title: Paving 2018
Meeting: Town Council - 10 Oct 2018
Department: Public Works
Staff Contact: Diane Boyce, Director of Public Works

BACKGROUND INFORMATION:

In August, we began our paving projects for this year. GMI Paving received the bid. We scheduled Zapora Drive, Grandview Avenue, Roy Road, Cross Road and Hackett Hill Road. On August 10th, I had a resident come to my office and say that we were not on site monitoring the paving full time and that tack was not being put down on Cross Road. I immediately contacted Keach & Nordstrom who provided an employee to monitor the paving. Cross Road was completed and Hackett Hill was being milled. We had a meeting on August 13th with the paving company, Town employees, several Councilors and the Town Administrator. At this meeting, it was decided that GMI would take core samples (even though there was a question on whether tack coat could show up in these tests) (see attached). There was another question regarding tacking at a particular location in the beginning of the paving on Hackett Hill. On August 24th, I had already been contacted by Alex Cote, our paving monitor, about this issue. We were to address it on the following Monday, August 27th when the paving company arrived. A resident asked for an emergency meeting. An emergency meeting was called to discuss these issues. At the end of the paving project, GMI asked if the Town was requiring core testing on Hackett Hill Road. Our monitor has told them NO at the time due to the fact that every core sample taken is a pot hole for the future. In moving forward we are presently trying to contact an independent firm to perform some possible core testing on Hackett Hill Road.

FINANCIAL IMPACT:

The cost of core testing (money already in paving line)

RECOMMENDATION:

If we do not receive any additional information before this meeting, I believe that the Council should decide if additional core testing does need to be completed.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Due to the history of this project I believe we should do cores and would like the Council to decide on what streets and how many.

ATTACHMENTS:

[GMI Paving](#)


HMA Pavement Thickness and Compaction Test Report (D 3549, T 166, T 230, T 269)

Date:	9/26/2018 0:00	Lab/Cert. #:	GMI Asphalt / 238
Weather:	Overcast	Date Rec'd #:	9/25/2018
Project:	Cross Road Hooksett, NH	Material ID:	12.5mm 50gyr
Contractor:	GMI Asphalt	Source:	Drilled Core
Contract #:	18-104	Sample Type:	QC
		Sample Location:	Surface
		Sampled By/Cert. #:	cwildes/960m

Core Identification Information	
Core #	Location
1	0.25mi West of 3A, Westbound Lane
2	0.4 mi West of 3A, Eastbound Lane
3	0.9 mi West of 3A, Eastbound Lane
4	0.8 mi West of 3A, Westbound Lane

	Core #1	Core #2	Core #3	Core #4
Thickness Determination (D 3549)				
Measured Core Thickness, in.	2.23	1.59	1.53	1.58
Target Thickness, in.	1.50	1.50	1.50	1.50

Bulk Specific Gravity of Compacted HMA (T 166)				
Mass of Dry Specimen in Air (A)	2012.1	1335.2	1426.6	1363.2
Mass of Specimen at SSD (B)	2013.9	1336.7	1427.4	1364.9
Mass of Specimen in Water (C) { @ 77 +/- 1.8 °F }	1141.0	757.7	814.2	762.5
Specimen Volume (V) (B-C)	872.9	579.0	613.2	602.4
Core Bulk Specific Gravity (G _{mhc}): (A / (B - C))	2.305	2.306	2.326	2.263
Unit Weight, lb/ft ³ : (G _{mhc} * 1000)	143.83	143.89	145.14	141.21

Percent Compaction and Percent Air Voids in HMA (T 230, T 269)				
Theoretical Maximum Specific Gravity (G _{mm}) (From T 209)	2.474	2.457	2.461	2.461
% Compaction of G _{mm} : (G _{mhc} / G _{mm}) * 100	93.2	93.9	94.5	92.0
Percent Voids in Place (P _v): {100 * ((G _{mm} - G _{mhc}) / G _{mm})}	6.83	6.15	5.49	8.05

Comments:

Tested by: cwildes

Certification #: 960m

Date: 9/28/2018

Town Council

STAFF REPORT

To: Town Council
Title: Construction at Safety Center (Police)
Meeting: Town Council - 10 Oct 2018
Department: Public Works
Staff Contact: Diane Boyce, Director of Public Works

BACKGROUND INFORMATION:

In the beginning of April, there was a meeting with SMP Architecture. There was a discussion about who was going to oversee the project and make sure that things went the way we wanted them to go. At that time, we did not have an engineer on staff. There was a discussion regarding different options and the idea was to possibly hire a construction manager to oversee the project. This has been brought to the Council. At the last Council meeting, there was a discussion regarding this matter and it was decided that the Council would possibly take action at the next meeting.

FINANCIAL IMPACT:

Funding possibly from the contingency monies built into the funding for this project.

RECOMMENDATION:

The Council should discuss the possibility of having a construction manager on the Safety Center (Police) construction project.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Since it is my understanding that there is enough funding available for a construction manager and after reviewing the information put together by the Town Engineer, I believe hiring a CM would be the reasonable thing to do.

PROS AND CONS FOR HIRING PROJECT CONSTRUCTION MANAGER
POLICE STATION RENOVATION PROJECT
B.A.T. October 1, 2018

Below is a list of pros and cons for hiring a Project Construction Manager. The tasks and description of this position is defined following the lists.

PROS:

1. Professional monitoring the work by Construction Manager (also known as Construction Manager at Risk). The individual would have expertise and daily oversight of all of the trades involved.
 2. Would allow second review of plans and specifications with someone with expertise in the trades.
 3. Ensures constructability of project.
 4. Will act as Owner's representative regarding claims review and negotiation with the sub-Contractor.
 5. Detailed estimate preparation. Could discover cost savings. Will provide a GMP guaranteed maximum price.
 6. Project superintendent would be present on a daily basis.
 7. Will provide expertise in the following:
 - a. General management and administration of the project.
 - b. Will bid every sub-trade and Hiring sub-contractors. The Manager will have knowledge regarding skill level of subcontractors.
 - c. Management of an open book job costs.
 - d. Cash flow analysis.
 - e. Discussion and acceptance of means and methods.
 - f. Value engineering and cost analysis. Could find items left out of original design, eliminating need for some change orders.
 - g. Development of a phased project schedule. May find possible schedule improvements.
 - h. Proper execution of the project.
 - i. Insurance of proper closeout of project and various subcontracts.
 - j. Maintenance of project records.
-
1. Takes on the risk of delivering the project on time and on budget
 2. Serves as an equal team member with Architect and owner.
 3. Process has become more popular in the construction industry to maintain total project cost and reduce costly change orders for found conditions.
 4. Potential for favoritism in hiring subcontractors is limited, as all trades are bid to 3 or more sub-contractors. Owner has the ability to select whomever they wish to use.

CONS:

1. Additional layer of bureaucracy.
2. Construction Manager was not involved in project design (will have to get up to speed with design). This is also the case with the General Contractor.
3. Because the Construction manager is late entering the project, ambiguities could emerge regarding his scope of work (although the construction documents and specifications should outline the scope of work and responsibility).
4. Additional invoices from multiple trades. (Note that SMP sees this as a PRO). Each month the CM will compile a payment request. It will include lien waivers, receipts, invoices, and a total job cost accounting for the architect to review and approve. Each subcontractor will have

separate invoices to the Town. Once signed, this pay requisition will be submitted to the town for review/payment each month.

Construction Manager at Risk Delivery Method:

Background

The Construction Manager at Risk (CMAR) is a delivery method which entails a commitment by the Construction Manager (CM) to deliver the project within a Guaranteed Maximum Price (GMP) which is based on the construction documents and specifications at the time of the GMP plus any reasonably inferred items or tasks. The CMAR provides professional services and acts as a consultant to the owner in the design development and construction phases. Often times, the CMAR also provides some of the actual construction of the project depending on the availability of bidders and the expertise the company has. In addition to acting in the owner's interest, the CMAR must manage and control construction costs to not exceed the GMP because contractually any costs exceeding the GMP that are not change orders are the financial liability of the CMAR.

Generally, the CMAR will give the Owner a GMP prior to bidding the project. Included in this GMP is a contingency line item to take care of bid overages, reasonably inferred items and other project related items that may arise during construction. By giving the Owner the GMP prior to bids, the CMAR assumes the risk of bids coming in higher as he is contractually bound to deliver the project per the plans and specifications and any additional allowances as defined in his GMP. Owner Benefits

This delivery method has several unique benefits to the Owner, including:

- A higher level of cost control from the start. A successful CMAR project would involve hiring the CMAR prior to the architect and having the CMAR help select the architect. During the design process, the CMAR provides cost estimates at contractually established points. If these cost estimates are in line with the established budget, the architect then moves on to the next phase of design. If not, the CMAR, Owner and Architect assess the cost estimate and make design changes to bring the design back into budget alignment. This process ensures budget success.
- The CMAR is an Owner advocate and manages the project with the Owner's best interest in mind at all times.
- The CMAR takes burden off of the Owner in managing and coordinating the project.
 - The Owner's risk is limited by the CMAR process providing the construction documents are complete and proper allowances and contingencies are built into the GMP.
 - Constructability and value to the Owner are afforded by the Value Engineering expertise brought to the process by the CMAR.
 - Since the CMAR is at risk and gives the GMP prior to bid, he does not have to select the low bid. Generally the thorough prequalification process minimizes the number of low bidders that get disqualified and generally leads to lower long term costs, higher quality, and fewer claims because only pre-qualified contractors are performing work.

- CMAR services are professional services like architectural, engineering, surveying, etc. The CMAR's main purpose is not to construct the project, but to manage the construction of the project. This management focus adds much value to the project.

It is important to keep in mind that an adverse CMAR-Architect relationship can lead to some of the same issues that arise in a design-bid-build delivery method. By having the CMAR help select the Architect, the risk of an adverse relationship is minimized.

As with any delivery method, incomplete and/or inaccurate construction drawings will result in change orders. The misunderstanding associated with the GMP is that this maximum price will not be exceeded in any case. It is important to understand that the GMP is based on the plans and specifications at the time of the GMP with some reasonable assumptions made and a reasonable contingency included. Major changes in scope will result in a change order, which increases the GMP contract. In addition, any Owner changes to the project and scope require a change order. By requiring the documents by 100% complete prior to receiving the GMP, the risk of unanticipated change orders are minimized.

Town Council
STAFF REPORT



To: Town Council
Title: Old Town Hall
Meeting: Town Council - 10 Oct 2018
Department: Public Works
Staff Contact: Diane Boyce, Director of Public Works

BACKGROUND INFORMATION:

At a recent meeting with the Old Town Hall Committee, there was a discussion on whether or not the Town would want to put money into a warrant article to complete the work at the Old Town Hall. It was discussed that possibly we would want to move ahead with a warrant article. We are in the process of trying to bid what we feel needs to be done to move forward to have the building ready by 2020.

FINANCIAL IMPACT:

The figure for the warrant article will depend on the quotes that we will be receiving.

RECOMMENDATION:

Hopefully we will have a direction by the next Council meeting as to how much money we will need to put onto the warrant article for the completion of Old Town Hall.

TOWN ADMINISTRATOR'S RECOMMENDATION:

The Town Hall Committee is meeting just prior to the Council meeting so we should be able to get clarification from the Council based on input from the Committee.

Town Council

STAFF REPORT



To: Town Council
Title: Public Works Teamsters Local 633
Meeting: Town Council - 10 Oct 2018
Department: Administration
Staff Contact: Donna Fitzpatrick, Administrative Services Coordinator

BACKGROUND INFORMATION:

The Public Works Assistant Crew Chiefs, Truck Driver/Laborers, Laborers, Heavy Equipment Operators and Mechanic voted on Monday, October 1st in favor of representation by the Teamsters Local 633. The next steps is for both the Town and the Local to form their negotiating teams and schedule to meet in October 2018 to start the negotiations process with the Local's intent of a contract commencing July 1, 2019.

FINANCIAL IMPACT:

To be determined from the outcome of union negotiations and March 2019 elections.

POLICY IMPLICATIONS:

To be determined from the outcome of union negotiations and March 2019 elections.

RECOMMENDATION:

Town Council form a negotiating team to meet with the Teamsters Local 633 in October 2018.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur.