



AGENDA

Town of Hooksett Town Council

Wednesday, December 12, 2018 at 6:00 PM

A meeting of the Town Council will be held Wednesday, December 12, 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 Youth Achiever of the Month
 - 5.2. Hooksett Police - Swearing-in ceremony new Police Officer
 - 5.3. Retirement of Diane Boyce, Public Works Director - 29 years+ dedicated service
 - 5.4. Hooksett Municipal Employee - New Hire
- 6. SCHEDULED APPOINTMENTS**
 - 6.1. Parks and Recreation Advisory Board - Recreation Director Warrant & Council Directive for Town Pavilion
- 7. APPROVAL OF MINUTES**
 - 7.1. Public: 11/07/18 5 - 20
[TC MINUTES 110718-U](#)
 - 7.2. Public: 11/13/18 21 - 24
[TC Minutes 111318-U](#)
 - 7.3. Non-Public: 11/07/18
 - 7.4. Non-Public: 11/13/18
- 8. AGENDA OVERVIEW**
- 9. PUBLIC HEARINGS**
 - 9.1. Public Hearing to discuss a bond to be issued to finance the engineering costs for the sewer and other infrastructure improvements on Route 3A in the Tax Increment Financing District in the amount of \$2,500,000. 25 - 31
[Staff Report - SR-18-076 - Pdf](#)
 - 9.2. Public hearing to accept the terms of grant funds of the First Responder - Comprehensive Addiction and Recovery Act (FR-CARA) Cooperative Agreement in the amount of \$26,344.00 for the Town of Hooksett Fire Rescue Department 33

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

10. CONSENT AGENDA

- 10.1. Motion to accept the donation of \$7,466.00 from the NH Office Of Highway Safety, to the Town of Hooksett for the Hooksett Police Department per RSA 31:91-b: III(b) and to return the funds to the Police Department's 2018-2019 and 2019-2020 fiscal budgets under the overtime line. 35 - 37
[Staff Report - SR-18-070 - Pdf](#)
- 10.2. Motion to accept the donation of \$3,577.50 from the Bureau of Justice Assistance; Bulletproof Vest Partnership, to the Town of Hooksett for the Hooksett Police Department per RSA 31:91-b: III(b) and return the funds to the Police Department's 2018-2019 and 2019-2020 fiscal budgets under the uniform equipment line. 39 - 41
[Staff Report - SR-18-071 - Pdf](#)
- 10.3. Motion to accept the donation of one grooming service for K9 Timber valued at \$80.00 from Four Paws Only, to the Town of Hooksett for the Hooksett Police Department (K9 program) per RSA 31:95-e:II. 43 - 44
[Staff Report - SR-18-068 - Pdf](#)
- 10.4. Motion to accept the donation of \$500.00 from Target Corporation, to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-b:III(b). Donation line. 45 - 46
[Staff Report - SR-18-069 - Pdf](#)
- 10.5. Donation of gift cards totaling the amount of \$775.00 to the Town of Hooksett for the Family Services Department for distribution to children and families in need through the Hooksett Family Services Holiday Assistance Program. 47
[Staff Report - SR-18-077 - Pdf](#)
- 10.6. Donation of \$50.00 from Rita & Tim Tsantoulis in memory of Francis Haines 49
[Staff Report - SR-18-079 - Pdf](#)

11. TOWN ADMINISTRATOR'S REPORT

12. PUBLIC INPUT - 15 MINUTES

13. NOMINATIONS AND APPOINTMENTS

14. 15 MINUTE RECESS

15. OLD BUSINESS

- 15.1. Discuss Clay Pond Parking Plan 51
[Staff Report - SR-18-090 - Pdf](#)
- 15.2. Hackett Hill Road Roundabout Project 53
[Staff Report - SR-18-084 - Pdf](#)
- 15.3. Police Station Renovations 55
[Staff Report - SR-18-085 - Pdf](#)
- 15.4. 2018 Proposed Town Charter Amendments 57 - 59
[Staff Report - SR-18-087 - Pdf](#)
- 15.5. FY 2019-20 Budget and Warrant Articles 61

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

16. NEW BUSINESS

- | | | |
|-------|---|---------|
| 16.1. | Conservation Commission's recommendation to terminate the Right of Way Trail Easement on Chester Turnpike
Staff Report - SR-18-081 - Pdf | 63 - 68 |
| 16.2. | Street Name Approval
Staff Report - SR-18-078 - Pdf | 69 - 73 |
| 16.3. | Budget Transfer #2019-02
Staff Report - SR-18-073 - Pdf | 75 - 78 |
| 16.4. | Cooperative Purchasing Program
Staff Report - SR-18-067 - Pdf | 79 - 81 |
| 16.5. | NH-FIRST grant agreement acceptance
Staff Report - NH FIRST grant agreement acceptance - Pdf | 83 - 85 |
| 16.6. | Discussion regarding Fire-Rescue Ladder 1
Staff Report - SR-18-082 - Pdf | 87 |
| 16.7. | Town Personnel Plan Updates
Staff Report - SR-18-088 - Pdf | 89 - 94 |

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 (b) The hiring of any person as a public employee.
- 19.3. 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

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and responding to the comment directly during normal work hours or by bringing to the Council for discussion at a subsequent meeting. The Chair reserves the right to end questioning if the questions depart from clarification to deliberation.

4. Council members may request a comment be added to New Business at a subsequent meeting.
5. No one may speak during Public Input except the person acknowledged by the Chair. Direct questions or comments from the audience are not permitted during Public Input.

**Town of Hooksett
Town Council Meeting Minutes - Unofficial
Wednesday, November 7, 2018**

The Hooksett Town Council met on Wednesday, November 7, 2018 at 6:00 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of 07 Nov 2018 to order at 6:01 pm.

PROOF OF POSTING

Town Administrator, Dr. Dean E. Shankle, Jr., provided proof of posting.

ROLL CALL

In Attendance: Chair James Sullivan, Councilor John Durand (arrived 6:06pm), Councilor John Giotas, Councilor James Levesque, Councilor David Ross, Councilor Timothy Tsantoulis, Councilor Donald Winterton, and Councilor Alex Walczyk

Missed: Councilor Robert Duhaime

PLEDGE OF ALLEGIANCE

SPECIAL RECOGNITION

5.1. Hooksett Municipal Employee - New Hire

None

Chair Sullivan: Thanks to all of our employees for the great work they do.

SCHEDULED APPOINTMENTS

6.1. Todd Rainier, Town Clerk and Marc Miville, Moderator - November 6, 2018 mid-term election results

T. Rainer: Let's give a round of applause to the Highway Department for their help at the election, working all day in the heavy rain. Also, we want to thank the Police Department for their help on the roads at peak times and the councilors who all helped throughout the day. Overall, the election went well. 6,012 votes were cast, which is a 17% increase, or 868 more than the mid-term 2014 election. Voter turnout was 56%; I thought it would be closer to 70%. 540 ballots were cast in the first hour and about 400 in the second. We registered 459 new voters, and 437 absentee ballots were cast. We rotated the setup to accommodate the larger turnout expected as compared with smaller elections such as the town election in March. This worked very well. We ran both ballot boxes and the 18-inch ballots settled well, creating no serious jamming problems. Three people from the Attorney General's office were at the polls all day. One was observing and two were helping people register to vote.

M. Miville: I want to thank all of the councilors as well for your hard work and dedication during the election. There was great teamwork, as people pitched in to complete tasks as needed. The flow was excellent in the building and the candidates liked the outside setup where they could monitor the other candidates. Rain did cause a few traffic problems, and we will be working to improve the flow. The people from the AG's office were very appreciative of all we did.

49
50 T. Rainer: One Democratic challenger and one observer were with us most of the day. As always after
51 a large election, we will meet with the Board of Elections, Police, Highway and perhaps the School to
52 review the day and discuss beneficial changes.
53
54 Chair Sullivan: Who manned the polls inside?
55
56 T. Rainer: It was a 13-hour day, so we had two shifts. There was a total of between 50 and 60 workers.
57 One young girl, who is not even old enough to vote, asked to volunteer, so she worked as a hall
58 steward for a couple of hours.
59
60 M. Miville: Another person has expressed interested in volunteering at a future election.
61
62 D. Ross: At prior elections, we were allowed to use the side door. The town and its taxpayers own that
63 building. If they are parking in the back lot, they should be able to use that entrance. And, if people
64 insist on parking in front, they can go around the building and come around again.
65
66 T. Rainer: They can't do that because it is one way traffic.
67
68 D. Ross: there are two roads from the back, and one does go around.
69
70 M. Miville: I asked about using the side door and it was denied.
71
72 Chair Sullivan: If the school is closed on future election days, we could probably use that entrance.
73
74 T. Tsantoulis: It was raining, but it was only 50 degrees; we shouldn't encourage laziness.
75
76 T. Rainer: We had an article in the Banner asking voters to have their Walking Disability placards
77 displayed. Some didn't get the message.
78
79 M. Miville: I would like to give a shout out to everyone.
80
81 D. Ross: This is the second time in history that we have reconciled to the ballot.
82
83 D. Winterton: Candidates appreciated the preliminary tally count, the unofficial results read from tape
84 soon after the polls closed.
85
86 T. Rainer: There were only 13 hand counts, so the results didn't change much.
87
88 **6.2. Cindy Robertson, Vice-Chair of Conservation Commission, to provide Conservation**
89 **Commission's recommendation regarding the Clay Pond parking plan**
90
91 C. Robertson: I am here to present to the Town Council a conceptual plan for Clay Pond parking. This
92 is on Chester Turnpike where there are 756 acres of conservation land, and it was part of the 2004
93 Master Plan. We received a grant to fund parking and some other items. Over the past six months and
94 longer, we have been working to develop some parking for the area. Steven Keach of Keach-
95 Nordstrom Associates, Conservation Chair Steve Couture, Town Administrator Dr. Shankle and Town
96 Engineer Bruce Thomas visited the area in May to view possible sites. The land does not get a lot of
97 use; it is mostly hunters. Keach-Nordstrom put together a conceptual plan, which has been on the
98 Conservation Commission's agenda three times. Three site visits with abutters have taken place.
99 Keach-Nordstrom has updated the plan, and we have done our due diligence. The primary difference in

100 the updated plan is the addition of two parking spaces on the south side of the road in front of the
101 turnaround in a 10 X 16-foot area, including the turnaround. The north side has five spaces in a 100 X
102 8-foot area. The plan is for parallel parking, and the parking areas will not be paved or marked; they will
103 just have crushed gravel. It has been suggested that a STOP sign be placed at the top of the hill and
104 NO PARKING signs placed at the turnaround and in front of both abutters. This is a concept and the
105 details need to be worked out. Our grant was set to expire at the end of 2018 but has been extended to
106 June 2019.

107
108 Chair Sullivan: Where is the access to the conservation land?
109

110 C. Robertson: It is over the brook and down the steep hill.
111

112 Chair Sullivan: Is ADA compliance part of the grant funding?
113

114 C. Robertson: That is up to the Council. It will not be paved or marked in any way. This is a grey area
115 because the conservation trails are not designed to be handicapped accessible.
116

117 D. Shankle: What funding do you require? That is, what would you not be able to do if you lose the
118 grant?
119

120 C. Robertson: There would be a kiosk where the conservation land begins. Other costs would be
121 incurred for trail improvement, clearing of the land, and the purchase of gravel.
122

123 D. Shankle: Originally, this was a plan for a parking lot easement which did not come to fruition. It does
124 not require a lot of money. Staff should refer it to the Highway Safety Committee.
125

126 D. Ross: That is a steep hill with a blind approach and vehicles travel very fast. A STOP sign was
127 suggested to slow traffic. I told the Conservation Commission that there is a sign committee which
128 would make decisions regarding a STOP sign or NO PARKING signs. Funding is a concern. Even
129 though the grant has been extended, there might not be any funds left. There must be money in the pot
130 to move forward. Trail development is desirable. When an area is improved, fewer bad things happen.
131 This area is mostly used by hunters on ATVs. The abutters will be happier. Regarding handicapped
132 accessibility, I don't know. This will require a fair amount of work. The trees might belong to someone,
133 and that could be an issue.
134

135 Chair Sullivan: Should this be put on the agenda for the next meeting?
136

137 D. Shankle: Do you want to have a public hearing?
138

139 A. Walczyk: Would the Town plow the parking spaces in the winter?
140

141 D. Ross: No, they would plow to the end of the class five road.
142

143 C. Robertson: There could perhaps be minimal plowing.
144

145 D. Shankle: DPW could send a small vehicle to clear the easement and the parking spaces. I thought
146 the Conservation Commission expected it be plowed.
147

148 D. Ross: That goes back to the original plan for face-in parking.
149

150 J. Giotas: Have you met with the abutters?

151
 152 D. Ross: The only change which abutters may not have seen is the two parking spaces on south side.
 153
 154 D. Winterton: Do we need a public hearing?
 155
 156 D. Shankle: The Town Council doesn't have to have public meeting regarding roads.
 157
 158 ***D. Winterton motioned to have the Town Administrator research this issue, to not schedule a***
 159 ***public hearing unless it is required, and to place it on the agenda for the December 12, 2018***
 160 ***meeting. D. Ross seconded the motion.***
 161 ***Voted unanimously in favor (8-0)***
 162

163 **PUBLIC HEARINGS** (moved up to accommodate attendees)
 164

165 **9.1. Public Hearing for an Amendment to Hooksett's Fire Lane Ordinance #00-29**
 166

167 Chair Sullivan: I will read the background information for this ordinance amendment: "In accordance
 168 with a public hearing in regards to amending Fire Lane Ordinance #00-29 on November 7th, 2018,
 169 during a meeting taking place in Council Chambers, at the Hooksett Municipal Offices, 35 Main Street,
 170 Hooksett, NH, starting at 6:00PM. The proposed amendment would revise Section 6, 'Fire Lanes for
 171 Other Premises,' to the following: 'Fire Lanes shall access all but one (1) side of the building to allow for
 172 apparatus to drive around the building. The edge of the Fire Lane travel surface shall be ten (10) feet
 173 from the building, and the "building band" shall be clear of all obstructions except for minor landscaping
 174 which shall not be placed in front of windows or building fire equipment and shall be maintained at a
 175 height of less than four (4) feet. The building band shall be level or sloped not greater than twenty
 176 percent (20%).' Copies of the proposed amendment can be found on the web at
 177 <https://www.hooksett.org/fire-and-rescue>, in the Town Clerk's office, or in the Administration
 178 Department. Questions regarding this change should be directed to the Fire Department at (603) 623-
 179 7272."
 180

181 Chief Burkush: This fire lane ordinance has been in effect since 1999 and was revised in 2006. Access
 182 is needed for aerial equipment and firefighters, but concerns have been expressed about the need for
 183 handicapped parking. This amendment will allow one side of the building to be inaccessible for fire
 184 apparatus.
 185

186 Assistant Chief Colburn: This is only for one side of the building to accommodate ADA parking.
 187

188 D. Ross: This doesn't mention that the land has to be paved.
 189

190 Assistant Chief Colburn: That is addressed in the ordinance and the State Fire Code. It has to be paved
 191 and marked.
 192

193 D. Winterton: So, the previous ordinance went above and beyond what was required, so this will not be
 194 compromising public safety.
 195

196 Chief Burkush: That is correct. The State Fire Code doesn't require fire lanes all the way around. There
 197 are a host of other conditions, but buildings are not otherwise required to have four sides accessible.
 198

199 J. Giotas: Other businesses might want more handicapped parking close to the buildings. Is this a
 200 concern?
 201

202 Assistant Chief Colburn: This is not expected to be an issue because they are already ADA compliant.

203
 204 T. Tsantoulis: On a given day, if no one is parking there, could they use the fourth side?
 205
 206 D. Ross: The ordinance does not say anything about this.
 207
 208 Assistant Chief Colburn: Depending upon the time of day, that side might be open to us, but we
 209 assume it will be in use during business hours.
 210
 211 J. Levesque: When the ZBA was looking at this ordinance amendment, they said something about a
 212 compacted impact roadway behind the building.
 213
 214 Assistant Chief Colburn: The Fire Code requires a 'maintainable surface'; nine times out of ten this is
 215 hot top.
 216
 217 J. Levesque: Since there are usually only two or three handicapped spots, this is a good compromise.
 218
 219 Assistant Chief Colburn: We believe this is a fair compromise.
 220
 221 Chief Burkush: The aerial device reaches 75 feet, and we need to be as close as possible
 222
 223 D. Winterton: A certain building application brought this to the attention of the Council. However, it is
 224 not part of the Planning or Zoning process, and I would hesitate to have this discussion as if it were a
 225 planning board review. This is a change in the fire lane ordinance and will apply to all applicants.
 226
 227 D. Ross: This is not just because someone asked, and it was not just one request. Also, the fourth side
 228 of the building does not have to be paved.
 229
 230 Assistant Chief Colburn: Correct, it could be anything.
 231
 232 David Lapp: I represent Level 5, LLC, a designer/builder from Atlanta, Georgia, and am involved with
 233 the credit union being built. I want to thank the Town Council, the Town Administrator, and the Fire
 234 Department. This amendment will benefit the building climate in Hooksett. If it had been in place, we
 235 would not have been required to install a fire suppression system at a cost of about \$67,000. It is too
 236 late for this project because the infrastructure is in place, and it would cost more now to remove the fire
 237 suppression system than to leave it. This change is not strictly to facilitate ADA parking. It is a better
 238 design. This will bring Hooksett more in compliance with what we see around the country.
 239
 240 D. Ross: There are also annual inspection and maintenance costs associated with the fire suppression
 241 system.
 242
 243 Chair Sullivan: I hereby close the public hearing.
 244
 245 ***D. Winterton motioned to enact the proposed amendment to Section 6 of the Town's Fire Lane***
 246 ***Ordinance #00-29 in accordance with RSA 47:22 and approve publishing the updated ordinance***
 247 ***in the Town's directory of "Other Ordinances.". D. Ross seconded the motion.***
 248
 249 **Roll call vote #1**
 250 ***D. Winterton Yes***
 251 ***J. Giotas Yes***
 252 ***T. Tsantoulis Yes***
 253 ***J. Levesque Yes***

254 **A. Walczyk Yes**
 255 **J. Durand Yes**
 256 **D. Ross Yes**
 257 **J. Sullivan Yes**
 258 **Voted unanimously in favor (8)**

259
 260

261 D. Ross: We are discouraged from offering waivers to this.

262

263 D. Shankle: There is no process for seeking a waiver from the Town Council. If a change is desired,
 264 you would have to do what you did tonight: amend the ordinance.

265

266 **APPROVAL OF MINUTES**

267

268 7.1. Public: 10/24/2018

269

270 ***T. Tsantoulis motioned to approve the minutes of the October 24, 2018 meeting with edits. The***
 271 ***motion was seconded by D. Ross.***

272 ***Voted unanimously in favor. (8-0)***

273

274 7.2. Non-Public: 10/24/2018

275

276 ***D. Winterton motioned to approve the non-public minutes of the October 24, 2018 meeting. The***
 277 ***motion was seconded by T. Tsantoulis.***

278 ***Voted unanimously in favor. (8-0)***

279

280 D. Ross: I know that periodically we unseal minutes when appropriate. We have a lot of sealed minutes
 281 that should be unsealed.

282

283 Chair Sullivan: We do that at the end of the year.

284

285 D. Fitzpatrick: I just want to remind you that you are not just unsealing the typed minutes; any
 286 conversations or items distributed become public.

287

288 D. Ross: Those conversations would be hearsay. We need clarification on this.

289

290 D. Fitzpatrick: I will bring to the next meeting what the attorney told us before on this subject.

291

292

293 **AGENDA OVERVIEW**

294

295 Chair Sullivan: We need to do the Consent Agenda, the Town Administrator's Report, Public Input,
 296 Warrant Articles, some old business, and possibly a non-public session.

297

298

299 **CONSENT AGENDA**

300

301 10.1. Motion to accept the donation of \$999.95 from Tucker Restaurant Group LLC, to the Town of
 302 Hooksett for the Hooksett Police Department per RSA 31:95-b, III (b) and return that amount to
 303 the Police Departments K9 trust fund.

304

10.2. Landscape Bond Release for Enterprise Holdings

D. Winterton motioned to approve the Consent Agenda items. The motion was seconded by T. Tsantoulis.

Voted unanimously in favor. (8-0)

TOWN ADMINISTRATOR'S REPORT

D. Shankle: Regarding Fun in the Sun, I have met with people from the YMCA and will be meeting with them again next Tuesday to talk about the possibility of having them run the program for us or working with us to help us set it up and run it. They will look at our facility and put together some cost estimates for early next week.

D. Shankle: Regarding the Construction Manager for the police station, which you approved, we received seven or eight RFQ's. We have selected three to move forward on.

D. Shankle: Eversource has a new map for following storm outages: It can be viewed at www.eversource.com.

D. Shankle: We are moving forward with the plan to install GPS systems in some of the town vehicles. We have chosen a vendor.

D. Shankle: You approved a new attorney at the last meeting and I recently met with the old and the new attorneys together to go over issues and decide which ones the old attorney will finish because they are almost done and which the new attorney will take on.

D. Shankle: I had one email stating that Trick or Treating can't start at 6:00 p.m. anymore because we can't send our kids out into the pitch dark. Most towns begin at 4:00 or 5:00 p.m.

D. Ross: The police did great job; they went from neighborhood to neighborhood engaging with young children, which is so important. They were a real part of the community. Kudos to the Chief and staff.

D. Shankle: Regarding the letter we received from the State regarding the State-owned land which we lease from them at Donati field, I responded, saying that we are not planning to put anything on the land. The DOT responded, thanking me for my reply and stating that they are looking into the disposition of the land and will keep us posted.

D. Shankle: I have an email from Chief Burkush to share with you about recent accomplishments of his staff. On Friday, October 26th, Hooksett Fire and Rescue, along with Underhill School, received from the NH Partners in Education Gold Circle Award from the NH Department of Education for their partnership in programs and services. The staff has an active presence in the schools with fire prevention education, injury and illness prevention programs, and other safety programs. Also on October 26th, Lieutenant Josh Grover and Firefighter Christy Tobine graduated from the New England EMS Institute paramedic program. Paramedics provide the highest level of EMT care, comparable to physician assistants at hospitals. In the past 18 months, these two individuals have put in 2000 hours combined in classroom, practical and clinical work on advanced emergency care. Hooksett Fire and Rescue now has six paramedics; the number has doubled in the past year.

D. Ross: With these landscape surety bonds which commercial developers apply for, I have some concern with deterioration, not just of the plantings but also structures. There are a couple of areas in the town which have not been kept up. The situation at the Cinemagic Theater is disturbing. The

fencing is deteriorating and falling down. Vehicles are driving through to the sewer access area, and these are not sewer vehicles. The drainage systems are in disrepair and it doesn't appear that anything is being done. The structures are higher than the pavement and the water flows around the treatment catch basin, going into the detention ponds, which are full of trash and litter which has accumulated for more than a few weeks or even months. No one is paying any attention. This is an awful eyesore and a safety concern. The fencing was required to impede both animal and human traffic; I am concerned that drug use and drug dealing is occurring. I don't know who is responsible – Code Enforcement or DES. I took pictures and videos while there. There is an approved plan, and then the trees and bushes die, and the bond has been released. Backfilling on parking areas hasn't been done. When wetland impacts are approved, we need follow-up. I know this takes staff and time, but I wanted to bring this to the attention of the Town Administrator to look into it. This is not the only place where this is happening, but this area is concerning because there is other construction planned for that area and it is very wet. We need to be more careful and follow up to see that maintenance is done on these, especially since we have spent \$100,000 because the State wants us to pay attention to water before it flows into rivers and other waterways. The commercial people need to expend the funds to maintain these areas.

PUBLIC INPUT

Winona Sutherland, 20 Whitehall Road: I would like for all Hooksett police officers to have body cameras and dash cameras. I was illegally stopped and beaten up by a cop who was never held accountable. Women should feel safe to drive after dark. I have spoken with the Chief; I have \$11,000 in medical bills. The crime rate is down in communities with cameras.

D. Ross: I suggest that the Town Administrator reviews this and brings it to a Town Council non-public session.

Giana Valentino, 125 Chester Turnpike: How could it hurt to have a public hearing on the Clay Pond Parking Plan? Engineers are allowed to do maintenance on class six road. NH requires one ADA space per 25. If the erosion plans fail, the town should guarantee erosion control maintenance. STOP signs can't be used for speed control. There is no raw data to suggest that there is speeding in that area. The Chief has agreed to do a speed study. There is a large process for speed control. Regarding the proposed NO PARKING signs in front of 125 and 150 Chester Turnpike, the Chief said it shouldn't be a problem if I have visitors who park on the road, but there could be a problem with the other abutter.

D. Shankle: Please send me a list of your concerns in one email.

D. Ross: This plan does not include any signs. There is a sign committee for that.

NOMINATIONS AND APPOINTMENTS

None

OLD BUSINESS

15.5 FY 2019-20 Budget and Warrant Articles

C. Soucie: We are here tonight to review the warrant articles and to answer questions about them. Some we have looked at; some we have not. At the December 12th meeting, I would ask that you recommend articles you wish to move to the ballot. First is the Fire Union warrant article. The wording of the contract was approved at the last meeting. This is a one-year contract with an estimated increase of \$78,463. Of this total, \$5,040 is authorized to be taken from the Ambulance Revenue Fund and the balance of \$73,423 from general taxation. Wage increases for the 29 full-time employees include 2%

409 for EMT Basic, 2.25% for EMT Advanced and 2.5% for Paramedics. There are also increases in
 410 educational expense and uniforms allowance. Next is an Administration warrant article, which is an
 411 increase of \$93,153 in non-union salaries and benefits for 47 full-time and 34 part-time employees.
 412 The average increase is 2.25%. For the Old Town Hall Renovation article, we will have those figures
 413 next week. The Fire-Rescue & Police proposed warrant article is for \$230,000, which includes
 414 \$100,000 for Fire Apparatus; \$25,000 for Air Packs & Bottles; \$35,000 for Fire Equipment; \$20,000 for
 415 Fire Cisterns; and \$50,000 for Emergency Radio Communications.

416
 417 D. Ross: I am concerned that with putting all of these items together, if the warrant article doesn't pass,
 418 it will be a problem. Maybe we should return to placing some of these into separate articles.

419
 420 Chair Sullivan: Should we put the Fire Apparatus in a separate warrant?

421
 422 C. Soucie: I would suggest breaking out the Emergency Radio Communications item.

423
 424 Chief Burkush: I agree. That is for Police, so it is a good one to separate.

425
 426 T. Tsantoulis: That is a worthwhile idea.

427
 428 D. Winterton: This makes sense, and two department heads agree.

429
 430 Chair Sullivan: I see that you have provided some history on each of the articles, which is very helpful.

431
 432 C. Soucie: Next is \$100,000 submitted by the Highway Division for the Town Building Maintenance
 433 Capital Reserve Fund, the same amount as last year. As of the end of September, \$100,000 has been
 434 spent this year on the maintenance of all town buildings valued at \$26,000,000. The next proposed
 435 article is \$100,000 for the Public Works' Vehicles Capital Reserve Fund for the purchase of vehicles for
 436 plowing and road maintenance.

437
 438 D. Shankle: I had an email today from Diane Boyce, suggesting that this be increased to \$200,000.

439
 440 D. Boyce: Until recently, this was always \$200,000, and I assumed it would be \$200,000 this year. We
 441 have a 1997 plow truck for which we can't get a sticker. We ordered a plow truck in August, which is
 442 coming in March. The \$168,000 for that truck will come out of the current balance of \$184,155, leaving
 443 a balance of only \$16,000. Now we need another one, and the funds available won't cover that.

444
 445 Chair Sullivan: What would happen if you did not replace that plow truck?

446
 447 D. Boyce: Plow routes would be extended and service would be delayed.

448
 449 D. Ross: Perhaps we should have a separate warrant article for a new plow truck.

450
 451 Chair Sullivan: We appear to have a consensus on that.

452
 453 D. Shankle: Be sure you have an accurate price for a July 2019 purchase.

454
 455 J. Durand: The narrative should explain the need to replace a 1997 plow truck which failed inspection
 456 and needs to be replaced sooner than was expected.

457
 458 D. Winterton: You should add 10% to \$168,000 and include a narrative to explain that \$185,000 is need
 459 to replace a 1997 plow truck earlier than expected, as stated by Councilor Durand.

460
461 D. Ross: We can buy the truck and put lights on separately.
462
463 C. Soucie: Next is \$80,000 for a live bottom trailer for the Recycling and Transfer Division of Public
464 Works. This was discussed at the last meeting and has no impact on the tax rate. The next proposed
465 article is a request from Fire & Rescue for \$55,000 to purchase a new vehicle.
466
467 Chief Burkush: We have five SUVs in our fleet. The plan is to get rid of two and buy one new vehicle,
468 reducing the fleet from five to four. Three of the fleet have over 100,000 miles; one is a 2003 and two
469 are 2004. The Budget Committee had questions which we answered.
470
471 C. Soucie: The Council representative to the Budget Committee, Councilor Duhaime, suggested
472 repurposing an old police vehicle.
473
474 D. Ross: The problem is that Police vehicles have different dimensional requirements and the Fire
475 equipment doesn't fit well.
476
477 Chief Burkush: It doesn't make sense because we have a lot of extra equipment and we would be
478 dealing with an old transmission and other issues which come with an older vehicle.
479
480 D. Winterton: You should add to the narrative that you need three reliable vehicles and a back-up, and
481 that you are reducing the fleet from five to four. I applaud Chief Burkush for this plan.
482
483 J. Giotas: Will you purchase an eight-year warrant?
484
485 Chief Burkush: We get the longest possible warranty.
486
487 J. Levesque: How much advantage did you take of the eight-year warranty?
488
489 Chief Burkush: For the last vehicle purchased, it has only been one year; there were a couple of
490 suspension issues.
491
492 Assistant Chief Colburn: One issue with emissions, and the warranty is paid for.
493
494 A. Walczyk: According to the supporting documents, the estimated replacement cost is \$65,000, but the
495 request is for \$55,000.
496
497 Chief Burkush: The \$65,000 references a different vehicle. It is the base price and add-ons, including
498 rust-proofing and other things that needed to be done. The cost for this vehicle with add-ons is \$55,000.
499
500 J. Giotas: Are the add-ons covered in the warranty?
501
502 Chief Burkush: No, they are not.
503
504 Chair Sullivan: What about the trade-in value of the two vehicles you are getting rid of? Shouldn't that
505 reduce the price of the new vehicle?
506
507 C. Soucie: The problem with that is you might not get what you expect on the trade-ins.
508
509 D. Ross: The trade-in should not be part of the warrant article request.
510

511 C. Soucie: The next article, requested by the DPW Highway Division, is \$50,000 for the Drainage
 512 Upgrades Capital Reserve Fund. The balance as of September 30th was \$281,842, of which \$100,000
 513 is obligated to the Grant Drive project being done this fall. Next is \$30,000 requested for the Automated
 514 Collection Equipment Capital Reserve Fund for the Recycling and Transfer Division of the DPW. The
 515 current balance is \$145,000.
 516
 517 D. Winterton: The live bottom trailer didn't come out of this fund, correct?
 518
 519 C. Soucie: That was financed by the Special Reserve fund, not from tax dollars.
 520
 521 D. Winterton: Yet, this article puts tax dollars into the reserve account. It is like we have two pockets.
 522
 523 C. Soucie: The \$30,000 is to build up the account so that the equipment can be replaced in 2022.
 524
 525 D. Ross: We put out an RFP regarding privatizing some or all of the functions of the Recycling &
 526 Transfer Division. Our job is not to save the planet but to save the taxpayers money. I will not oppose
 527 this, but I see it as a wasteful use of taxpayer dollars. We spent \$1 million to get where we are; this is
 528 money we never spent before, and now we are putting aside money in this reserve account for 2022
 529 replacements.
 530
 531 Chair Sullivan: If we go with a traditional vehicle at a lower cost, we will need two more employees on
 532 the vehicle.
 533
 534 D. Winterton: It is a bottom-line issue.
 535
 536 C. Soucie: The next article is a request for \$30,000 to be added to the Revaluation Capital Reserve
 537 Fund. The balance in this account will be zero when the 2018 revaluation is completed.
 538
 539 J. Leveque: When will the next revaluation be done?
 540
 541 C. Soucie: It is done every five years. The cost for the 2018 revaluation was \$161,000, so putting
 542 \$30,000 in this fund each year will approximately cover the cost of the next valuation in five years.
 543 Moving on, the next article requests \$15,000 for the Parks and Recreation Facilities Development
 544 Capital Reserve Fund. There is approximately \$128,000 in the fund now. The next project is building
 545 updates on the Parks & Rec building at Donati Field. 2018 bids for the design/build range from
 546 \$326,000 to \$367,000.
 547
 548 Chair Sullivan: At the rate we are putting money aside for this, it will be 14 years before we have the
 549 funds, at which time the project will cost \$450,000; it will never be built.
 550
 551 D. Ross: This fund is not just for this building; If we decided to go forward with this project, there would
 552 be another warrant article to make up the difference. The amount is paltry. Maybe we should go to
 553 \$25,000.
 554
 555 D. Winterton: I agree, especially if Dr. Shankle needs funding for the Fun in the Sun program.
 556
 557 C. Soucie: I will leave the amount at \$15,000 and you can vote to increase it at the December meeting
 558 if you choose to do so.
 559
 560 A. Walczyk: Can you explain what this is for?
 561

562 D. Boyce: This began with a need for bathrooms at the Donati Field Parks & Rec building. That
563 department has been growing and needs a bit more space. It was reasoned that the time to expand is
564 at the same time that the bathrooms are being done. We could wait a few more years.

565

566 C. Soucie: The last article is a proposal to add \$10,000 to the Conservation Land Improvements Capital
567 Reserve Fund. The current balance in this fund is \$30,683.

568

569 D. Shankle: Regarding the Route 3A Hackett Hill Roundabout, the engineer is still working on updating
570 the plan. There is a timing problem with this. I will have that information for the next meeting, as well as
571 an update on engineering costs for the Route 3A sewer project.

572

573 C. Soucie: For the Route 3A TIF, does the Council need to vote to have a public hearing?

574

575 D. Shankle: We can schedule a public hearing for December 12th if that is what the Council wants.

576

577 D. Ross: How do you propose a bond without figures?

578

579 D. Winterton: The new revaluation could mean funds from the TIF district. Is that allocated to the
580 General Fund or does it go into a TIF pile?

581

582 C. Soucie: It is \$8,000 in incremental taxes.

583

584 **NEW BUSINESS**

585

586 **6.2. Quarterly Financial Report for September 30, 2018**

587

588 C. Soucie: The operating budget for FY 2018 is \$17 million. As of the end of the first quarter, \$6 million
589 (27%) has been spent. The completion of a large paving project made this amount slightly higher than it
590 would be otherwise. The Revenue budget is \$5.5 million, and \$1.4 (26%) million was collected in the
591 first quarter, which is in line with previous years. Looking at the large department budgets,
592 Administration has been budgeted at virtually the same amount as in the previous two years and is
593 26% spent. Fire & Rescue's annual budget is \$4.1 million and has increased \$434,000 over the past
594 three years, mostly because of increased personnel costs such as wages and health insurance. This
595 budget is 24% spent. The Police Department budget is \$4.6 million, of which 22% was spent in the first
596 quarter. Historically this department has been underspent because of vacancies.

597

598 Chair Sullivan: Is the Police Department working to fill these positions?

599

600 Chief Bouchard: They should be filled in the next month or two.

601

602 C. Soucie: The Public Works Highway Division has a budget of \$3.4 million and is 40% spent, due to
603 the timing of a paving project. Last year's budget was larger because of the bridge project. Staffing has
604 been level for the last three years. Encumbrances skew the numbers for this division. The Recycling
605 and Transfer Division has a \$1.1 million budget, which is 17% spent. This budget has been increased
606 by \$50,000 (4%) over the past three years. One heavy equipment operator position has been vacant for
607 a year. Turning to revenue, Motor Vehicle Registration revenue was projected at \$3.4 million for the
608 year, of which 30% was realized in the first quarter. The Tax Collector claims that increased
609 registrations are due to three factors: more new residents, residents buying new cars, and a change in
610 the way fleets are registered. I checked on the number of CO's issued and learned that 46 were issued
611 in 2016, 50 in 2017, and 37 already in the current year. The budget for Property Tax Interest and
612 Penalties was reduced from \$320,000 to \$300,000 this year because of a change in the State law
613 regarding interest rates. The 12% rate for late payments is now 8%, and the lien interest rate went from

18% to 14%. The number of Building Permits issued has increased over the last few years. The budgeted amount of revenue is \$115,000, of which 46% was collected in the first quarter. In November, after the tax rate is set, this revenue budget for FY 2018-2019 will be increased to \$150,000. This is another indication of growth in Hooksett. State Revenue has been level for three years. We will receive the Meals & Rooms revenue from the State in December. The Town has not received any funding from the State Shared Revenues since FY 2009-2010; the State sent additional Highway Block Grant Funds in July of 2017 in the amount of \$260,243.87. Because we are in a default year, increases in health insurance costs have been made up via savings due to vacancies.

16.1. New Fire Pumper Purchase

Chief Burkush: In March, the Town approved a warrant article for the purchase of a new fire pumper, and Assistant Chief Colburn has chaired the committee which has been studying the options for this project.

Assistant Chief Colburn: First, I sat with the whole department to discuss the pros and cons of current features. This included such details as ways to mount and lay out equipment more efficiently, lighting and ease of service. Regarding the cab layout, we looked at visibility, space and safety. We discussed decontamination at the scene after a fire so there would be no dirty gear in the truck. We narrowed our search to four vendors: KME (Kovatch Fire Apparatus), E-one, HME Fire Apparatus and Rosenbauer. I formed a small committee consisting of Captain Gayer, Captain Nadeau and myself to continue the research. We focused on four aspects which we considered to be most important: crash protection, standardization, corrosion protection, and warranties. We drafted specs and visited other fire departments to gather feedback regarding dealers. We selected Rosenbauer because they have the most advanced crash protection, the best buy, and 24-hour support. Two of us traveled to their headquarters in Minnesota and spent two days going over specs. Repairs can be done locally at Dover Motor Mart, the only option in New Hampshire. A mechanic in our DPW can do minor warranty repairs if that person is first sent to Minnesota for two or three days of training.

D. Winterton motioned to award the fire pumper engine to Rosenbauer for the amount of \$599,346, with funding from the Apparatus Fund of \$250,000 and the remaining balance of \$349,346 coming from a bond received in June of 2018. The motion was seconded by J. Levesque.

D. Winterton: I am overwhelmed by how individualized this is.

Assistant Chief Colburn: We do rescues so we have more equipment to store. We would like to expand our rope rescue capabilities. The new pumper will have rescue struts for larger vehicles.

J. Levesque: How long is the training for the DPW individual who will perform warranty repairs?

Assistant Chief Colburn: Two or three days.

J. Levesque: How long are the hoses?

Assistant Chief Colburn: We will have about 1,500 feet of large hose and 2,000 of smaller hose.

J. Giotas: I am glad to see galvanized steel. How often would the truck have to return to Minnesota?

Assistant Chief Colburn: Theoretically, never. Parts can be sent from Minnesota for minor warranty work. We can have road service if needed. Dover Motor Mart or the dealership in Connecticut could take care of any other needs for service or repair.

666
667 J. Giotas: What are the warranty terms?
668
669 Assistant Chief Colburn: It is two-year bumper to bumper, five-year power train, 20 years on the
670 structure, lifetime on the body, 20 years for corrosion, and four years for electrical.
671
672 D. Winterton: Why did you look at these four bids instead of using Houston-Galveston Area Council
673 (HGAC)?
674
675 Chief Burkush: We would have had to buy an HGAC truck and then customize it. With the
676 modifications, it would have cost more than the Rosenbauer truck.
677
678 D. Winterton: How many trucks does Rosenbauer manufacture in a year?
679
680 Assistant Chief Colburn: Hundreds. They have four factories.
681
682 D. Winterton: I appreciate your research and the fact that you involved the guys who ride in the truck.
683
684 T. Tsantoulis: I have a concern with body rot on the frames. Hooksett has few fires and these trucks sit
685 a lot. What are they doing about this?
686
687 Assistant Chief Colburn: That is a huge issue. Over the past ten years, we have been getting away
688 from painted rails and going to stainless, aluminum and galvanized steel. We have a 20-year corrosion
689 warranty. Rosenbauer has been willing to make changes to accommodate our requirements. All
690 painted panels are removable.
691
692 T. Tsantoulis: What is their warranty history?
693
694 Assistant Chief Colburn: Feedback we have received indicates that they have taken care of issues.
695
696 T. Tsantoulis: Aluminum under a vehicle is no longer noncorrosive once in contact with salt.
697
698 Assistant Chief Colburn: We do as much undercoating as we can.
699
700 A. Walczyk: Thank you for your presentation. I understand that this will be a demo in New England for
701 30 days.
702
703 Assistant Chief Colburn: Yes. That will be around the beginning of February and we would not be doing
704 driver training at that time anyway, so we opted for that discount.
705
706 J. Levesque: What maintenance do you perform when you have been called out in a snowstorm?
707
708 Assistant Chief Colburn: We rinse off as much salt as possible. We have portable rollers enabling us to
709 rinse underneath the truck. The stuff they are putting on the roads now is destroying every vehicle.
710
711 D. Ross: I assume there will be no test drives while the truck is a demo.
712
713 Assistant Chief Colburn: Correct. It will just be on display.
714
715 D. Ross: I am not completely comfortable with the DPW doing warranty work. It caused a problem at
716 the Police Department once. I take my vehicles to the dealership until the warranty expires

717

718 Assistant Chief Colburn: They require training for the individual doing the repairs, and the factory says
719 yes or no for each repair. This is optional. We don't have to do it.

720

721 ***D. Ross motioned to extend the meeting at 9:35 p.m. The motion was seconded by D. Winterton.***

722 ***Voted unanimously in favor.***

723

724 D. Winterton motioned to amend his motion to include authorizing the Town Administrator to sign the
725 bond agreement. J. Levesque seconded the motion.

726

727 **Roll call vote #2**

728 ***J. Durand Yes***

729 ***D. Ross Yes***

730 ***J. Levesque Yes***

731 ***A. Walczyk Yes***

732 ***J. Giotas Yes***

733 ***D. Winterton Yes***

734 ***T. Tsantoulis (stepped out)***

735 ***J. Sullivan Yes***

736 ***Voted unanimously in favor (7-0)***

737

738 **SUB-COMMITTEE REPORTS**

739

740 D. Ross: The Assessors met today to sign the revised MS-1. They had to invalidate the original MS-1
741 because the calculation for the Tax Increment Financing (TIF) District properties was not done
742 correctly. The amount is based on improvements, not market value increases. Therefore, \$17 million in
743 assets, representing over \$400,000 in property taxes, was returned to the General Fund. We should
744 have the new tax rate by the end of this week or by the middle of next week so that the tax bills can go
745 out on time.

746

747 D. Winterton: Sewer met on Monday. They are completing the current upgrade, which they have been
748 working on for four or five months. Planning also met on Monday. A lot change at Webster Woods
749 involves some legal issues, and they will be back. The public hearing on the project at the corner of
750 Smyth Road and the Bypass was continued. The applicant has been asked to come back with more
751 details on traffic studies and how long after the blasting the bonds are released – a week, six months,
752 ten years? Everyone in the area has a well, and it is hard to tell what the shaking of the ground might
753 do to the wells. A new Hooksett Junior Achiever has been selected for the month. Union negotiations
754 with the Teamsters, who represent the DPW, are ongoing. A meeting was held regarding Town
755 strategy.

756

757 J. Giotas: The transfer station reported \$72 per ton for trash and \$108 per ton for recycling. Bid forms
758 are being prepared for privatizing some or all of the collections and will go out in December or January.
759 It was reported that the bid from Fairbanks on the scales has been accepted.

760

761 Chair Sullivan: Did the Council direct the privatization bid action?

762

763 D. Ross: Yes. It was at the meeting held at the Safety Center.

764

765 Chair Sullivan: For the Economic Development Committee, Nicholas Williams sent out a survey
766 requesting thoughts on the Master Plan; he received about 1,000 responses. Regarding the Visitation
767 program, it was suggested that notes be sent to businesses on Route 3 complimenting them on
768 improvements they have made.

769

770

NON-PUBLIC SESSION

771

772

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.

773

774

775

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.

776

777

778

Chair Sullivan motioned to enter non-public session of 11/07/18 at 9:40pm in accordance with NH RSA 91-A:3 II (a) and (c). The motion was seconded by D. Winterton.

779

780

781

Roll call vote #3

782

J. Giotas Yes

783

D. Ross Stepped out

784

A. Walczyk Yes

785

J. Durand Yes

786

T. Tsantoulis Yes

787

J. Levesque Yes

788

D. Winterton Yes

789

J. Sullivan Yes

790

Voted unanimously in favor (7-0)

791

792

J. Sullivan motioned to exit the non-public session of 11/07/18 at 9:55pm. Seconded by J. Giotas.

793

Vote unanimously in favor (8-0).

794

795

796

J. Sullivan motioned to seal the non-public session minutes of 11/07/18. Seconded by D. Ross.

797

Vote unanimously in favor (8-0).

798

799

ADJOURNMENT

800

J. Sullivan motioned to adjourn the public session of 11/07/18 at 9:55pm. Seconded by D. Ross.

801

Vote unanimously in favor (8-0).

802

803

Respectfully submitted,

804

805

Kathie Donnelly

806

Recording Clerk



TOWN COUNCIL MINUTES - UNOFFICIAL
Special Meeting
Tuesday, November 13, 2018
5:00 PM
Council Chambers

1. CALL TO ORDER

Chair Sullivan called the meeting of 11/13/18 to order at 5:00pm.

2. PROOF OF POSTING

Town Administrator, Dr. Dean E. Shankle, Jr., provided proof of posting.

3. ROLL CALL - PUBLIC SESSION

In attendance:

Chairman James Sullivan and Councilors Donald Winterton, John Giotas, James Levesque, Robert Duhaime (left at 6:00pm), David Ross, Tim Tsantoulis, Alex Walczyk (arrived 5:05pm) and John Durand.

4. PLEDGE OF ALLEGIANCE

5. NEW BUSINESS

A. MS-1 Summary Inventory of Valuation – TIF District Valuation (2018)

Elayne Pierson, Assessing Clerk: Provided overview of three (3) 2018 MS-1 Reports with Less TIF Retained Value:

1. \$18,675,115 (signed by governing body 9/1/18)
2. \$1,098,703
3. \$19,033,015

MS-1 option #1 above had a mistake for the TIF. I captured the unretained value and should have used the initial TIF instituted value.

MS-1 option #2 above, I spoke with Barbara Reed @ NH DRA and Margaret Byrnes @ NHMA. I captured the TIF value capital improvements and not the market value.

MS-1 option #3 above, I talked to six (6) other NH municipalities and none of them adjusted the TIF because of a revaluation. This option #3 TIF of \$19,033,015 has \$400,000 in tax revenue.

Dr. Shankle: Referenced "*CHAPTER 162-K2 MUNICIPAL ECONOMIC DEVELOPMENT AND REVITALIZATION DISTRICTS Section XI. "Tax increment" means the amount of taxes raised in a development district due to increases in assessed value over the assessed value of the district at the time of its establishment.*" I don't know how you would adjust for a revaluation every 5 years in a TIF district.

D. Ross: The intent of a TIF is to develop part of the Town with infrastructure and then any increase in the district pays down sewer or other infrastructure to pay down this growth.

Dr. Shankle: How is this presented to the public? To catch value from these properties for the TIF district?

D. Winterton: Stu Arnet was a paid consultant. He recommended catching the value before April 1st for revaluation and taxation purposes. Capturing any increases of taxes for properties in the TIF district would go to the TIF or the Council can decide to put the funds in the general fund.

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57
58 J. Sullivan: Can we put part or the whole into the general fund?
59
60 Dr. Shankle: The TIF is to pay for sewer. The Town can float a \$3,000,000 bond in engineering costs.
61
62 R. Duhaime: For a bond, we will make payments for 10 years.
63
64 Dr. Shankle: For the March 2019 warrant language "to pay for bond . . . out of TIF district" – assessment
65 \$19,033,015.
66
67 D. Winterton: 4/1/18 total evaluation in TIF district:
68 • Properties in this district increased \$19,033,015
69 • In TIF fund it is the difference of \$19,033,015 x tax rate = approximately \$400,000 that will go in TIF
70 district
71
72 D. Ross: Take money for the whole town and only put in one area of the town "as properties are built". Take
73 bonds out.
74
75 R. Duhaime: When we were expanding Exit 10 area, we were supposed to build sewer. Those businesses are
76 paying taxes for years with no benefit.
77
78 Dr. Shankle: Elayne, have you adjusted the base for a revaluation, since you have been here for the original
79 TIF at exit 10?
80
81 E. Pierson: No.
82
83 T. Tsantoulis: Do we have a precedent to follow? How do we satisfy the State and taxpayers? Do we direct
84 the Town Administrator to consult with our attorney?
85
86 D. Winterton: The 2018 warrant article on a TIF district? There wasn't one. This body created the TIF district.
87 The intent to create the infrastructure was to go to the voters to spend or borrow to do engineering work. The
88 revaluation has gone up significantly. The TIF district taxes incrementally are going into the TIF fund. We need
89 to ask the voters for 2019 to establish sewer on the west side of Hooksett. The increased revenues go back to
90 the general fund after we get infrastructure.
91
92 T. Tsantoulis: Councilor Winterton is correct.
93
94 J. Giotas: Councilor Winterton is correct. We would have had to wait another year before we could do
95 something.
96
97 D. Winterton: Are we comfortable that the Town Administrator is interpreting the law correctly?
98
99 D. Ross: I thought we had a Board of Assessors for this process.
100
101 J. Sullivan: The MS-1 is to tell the State where our values are listed.
102
103 D. Winterton: If property owners don't pay their taxes in December 2018, they don't get a deduction for it when
104 doing their taxes for 2018.
105
106 Dr. Shankle: If the Council doesn't vote for MS-1 option #3 with a TIF Retained Value of \$19,033,015, then the
107 MS-1 option #2 with a TIF Retained Value of \$1,098,703 remains in place as the last official document signed
108 by the governing body.
109
110 D. Winterton: If someone built a \$2,000,000 restaurant after 04/01/17 it would not be included in the TIF if the
111 TIF district wasn't created.
112
113 R. Duhaime: For bond payments at Exit 10 TIF the taxes were deferred to pay that last TIF. After completion

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114 no money was put into infrastructure and it was used to offset the rest of the Town. That area is overdue to
115 improve infrastructure at Exit 10.

116
117 D. Winterton: The new TIF district has a \$90,000,000 valuation.

118
119 D. Ross: We should take tax revenue out of the general fund.

120
121 J. Sullivan: The MS-1 is used to establish the tax rate.

122
123 D. Winterton: Does every Town Elayne Pierson contacted like MS-1 option #3 process?

124
125 E. Pierson: Yes, except for the City of Concord. You can take the whole captured value.

126
127 D. Ross: Is it true we (Town Council) can decide to put TIF money in the general fund? The dollar amount
128 changed so much, because of the revaluation.

129
130 Dr. Shankle: The captured value isn't in the TIF after collected and the Town Council can decide to put it in the
131 general fund.

132
133 **D. Winterton motioned to approve draft #3 of the MS-1 (Summary Inventory of Valuation). Seconded by**
134 **T. Tsantoulis.**

135
136 Dr. Shankle: If you vote for MS-1 option #2, approximately \$400,000 will stay out of the TIF for infrastructure.

137
138 D. Winterton: \$1,639,545,602 is last year's total Town valuation. \$2,018,483,904 is the valuation now.

139
140 E. Pierson: Requested a more defined motion.

141
142 **D. Winterton removed previous motion. Seconded by T. Tsantoulis.**

143
144 **D. Winterton motioned to approved 2018 MS-1 Summary Inventory of Valuation (option #3) as follows:**
145 • **Line 21A Net Valuation:** **\$2,018,483,904**
146 • **Line 21B Less TIF Retained Value:** **\$19,033,015**
147 • **Line 23B Net Valuation without Utilities, Adjusted to Remove TIF Retained Value: \$1,880,247,089**
148 **Seconded by T. Tsantoulis.**

149
150 **Roll Call Vote #1**

151 D. Winterton Yes

152 J. Giotas Yes

153 T. Tsantoulis Yes

154 J. Levesque Yes

155 A. Walczyk Yes

156 R. Duhaime Yes

157 J. Durand Yes

158 D. Ross No

159 J. Sullivan Yes

160 **Vote 8 in favor, 1 opposed (Councilor Ross). Motion carried.**

161
162 Dr. Shankle: Based on the MS-1 approved by Council tonight, our Finance Director estimates the tax
163 rate to be \$22.20 per thousand.

164
165 D. Winterton: The last tax rate was \$26.74 per thousand.

166
167
168
169

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214

6. 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 11/13/18 at 5:56pm. Seconded by T. Tsantoulis.

Roll Call Vote #2

R. Duhaime	Yes
J. Durand	Yes
D. Ross	Yes
J. Levesque	Yes
A. Walczyk	Yes
J. Giotas	Yes
D. Winterton	Yes
T. Tsantoulis	Yes
J. Sullivan	Yes

(9-0) Vote unanimously in favor

J. Sullivan motioned to exit the non-public session of 11/13/18 at 6:08pm. Seconded by T. Tsantoulis.

Vote unanimously in favor (8-0).

J. Sullivan motioned to seal the non-public session minutes of 11/13/18. Seconded by D. Winterton. Vote unanimously in favor (8-0).

7. OTHER

None.

8. ADJOURNMENT

J. Sullivan motioned to adjourn the public session of 11/13/18 at 6:11pm. Seconded by D. Winterton. Vote unanimously in favor (8-0).

Respectfully submitted,

Donna Fitzpatrick
Recording Clerk

Town Council **STAFF REPORT**



To: Town Council
Title: Public Hearing to discuss a bond to be issued to finance the engineering costs for the sewer and other infrastructure improvements on Route 3A in the Tax Increment Financing District in the amount of \$2,500,000.
Meeting: Town Council - 12 Dec 2018
Department: Administration
Staff Contact: Donna Fitzpatrick, Administrative Services Coordinator

BACKGROUND INFORMATION:

The Town of Hooksett Council will be holding a public hearing in accordance with RSA 33:8-a on Wednesday, December 12, 2018 at 6:00pm at the Town Hall, 35 Main Street, Hooksett, NH. The public hearing is to discuss a bond to be issued to finance the engineering costs for the sewer and other infrastructure improvements on Route 3A in the Tax Increment Financing District in the amount of \$2,500,000. Questions should be directed to the Community Development Department 603-419-4003.

FINANCIAL IMPACT:

Warrant article for March 2019 ballot.

POLICY IMPLICATIONS:

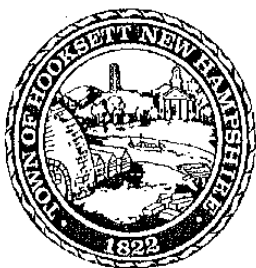
None.

RECOMMENDATION:

Open public hearing, receive public input and close public hearing.

ATTACHMENTS:

[TIF Warrant Article Request](#)
[TIF Estimated bond schedule](#)
[TIF Construction Estimates](#)



Town of Hooksett

WARRANT ARTICLE REQUEST FORM

Date of Request: 12/12/18

Date of Town Meeting: 2019

Name of Department Submitting Request:

1. Please provide the wording of the proposed article.

To see if the town will vote to raise and appropriate the sum of **\$2,500,000.00** for the purpose of sewer and other infrastructure improvements on Route 3A in the Tax Increment Financing District established in March of 2017, and to authorize the issuance of not more than \$2,500,000.00 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Town Council to issue and negotiate such bonds or notes and to determine the rate of interest thereon. (3/5 ballot vote required)

2. What is the intent and purpose of article?

These funds will be used for Phase I, engineering and initial construction, of the Route 3A infrastructure improvements. Based on the estimates received in 2016 Phase II estimated to cost an additional \$16,000,000 to complete.

This bond would be for 20 years with an estimated interest rate of 4%. The first full year's payment is estimated to be \$222,500 and will be paid from the Route 3A Corridor Infrastructure Tax Increment Financing District (TIF) funds.

There will be no Tax Rate Impact. While these bonds will be general obligations of the Town, under the Route 3 Corridor – Infrastructure Tax Increment Financing District Plan and Development Program principal and interest payments on bonds issued under this warrant article will be paid by increased tax revenues from property within the referenced TIF District.

In 2018 the TIF District collected \$421,010 which will more than cover the cost of the bond.

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?

2

Project delayed for another year, possible increase in construction costs.

4. Estimated cost?

Based on estimates received in 2016 the total cost to complete the project was \$18,559,196.00

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.

NHMBB New Hampshire Municipal Bond Bank

Town of Hooksett

June 2019 Bond Sale

20 Year Estimated Schedule - Level Principal

2018 Assessed Valuation: \$1,880,247,089

Date Prepared: 11/21/18

Interest Start Date: 215 Days 07/10/19

First Interest Payment: 02/15/20

Net Interest Costs: 4.0% *

Debt Year	Period Ending	Principal Outstanding	Principal	Rate	Interest	Total Payment	Fiscal Year Total Payment	Assessed Valuation	FY-Est. Tax Rate Inc.
	2/15/2020				\$ 59,722.22	** \$ 59,722.22	\$ 59,722.22	\$ 1,880,247,089	\$ 0.03
1	8/15/2020	\$ 2,500,000.00	\$ 125,000.00	4.00%	50,000.00	175,000.00			
	2/15/2021				47,500.00	47,500.00	222,500.00	1,880,247,089	0.12
2	8/15/2021	2,375,000.00	125,000.00	4.00%	47,500.00	172,500.00			
	2/15/2022				45,000.00	45,000.00	217,500.00	1,880,247,089	0.12
3	8/15/2022	2,250,000.00	125,000.00	4.00%	45,000.00	170,000.00			
	2/15/2023				42,500.00	42,500.00	212,500.00	1,880,247,089	0.11
4	8/15/2023	2,125,000.00	125,000.00	4.00%	42,500.00	167,500.00			
	2/15/2024				40,000.00	40,000.00	207,500.00	1,880,247,089	0.11
5	8/15/2024	2,000,000.00	125,000.00	4.00%	40,000.00	165,000.00			
	2/15/2025				37,500.00	37,500.00	202,500.00	1,880,247,089	0.11
6	8/15/2025	1,875,000.00	125,000.00	4.00%	37,500.00	162,500.00			
	2/15/2026				35,000.00	35,000.00	197,500.00	1,880,247,089	0.11
7	8/15/2026	1,750,000.00	125,000.00	4.00%	35,000.00	160,000.00			
	2/15/2027				32,500.00	32,500.00	192,500.00	1,880,247,089	0.10
8	8/15/2027	1,625,000.00	125,000.00	4.00%	32,500.00	157,500.00			
	2/15/2028				30,000.00	30,000.00	187,500.00	1,880,247,089	0.10
9	8/15/2028	1,500,000.00	125,000.00	4.00%	30,000.00	155,000.00			
	2/15/2029				27,500.00	27,500.00	182,500.00	1,880,247,089	0.10
10	8/15/2029	1,375,000.00	125,000.00	4.00%	27,500.00	152,500.00			
	2/15/2030				25,000.00	25,000.00	177,500.00	1,880,247,089	0.09
11	8/15/2030	1,250,000.00	125,000.00	4.00%	25,000.00	150,000.00			
	2/15/2031				22,500.00	22,500.00	172,500.00	1,880,247,089	0.09
12	8/15/2031	1,125,000.00	125,000.00	4.00%	22,500.00	147,500.00			
	2/15/2032				20,000.00	20,000.00	167,500.00	1,880,247,089	0.09
13	8/15/2032	1,000,000.00	125,000.00	4.00%	20,000.00	145,000.00			
	2/15/2033				17,500.00	17,500.00	162,500.00	1,880,247,089	0.09
14	8/15/2033	875,000.00	125,000.00	4.00%	17,500.00	142,500.00			
	2/15/2034				15,000.00	15,000.00	157,500.00	1,880,247,089	0.08
15	8/15/2034	750,000.00	125,000.00	4.00%	15,000.00	140,000.00			
	2/15/2035				12,500.00	12,500.00	152,500.00	1,880,247,089	0.08
16	8/15/2035	625,000.00	125,000.00	4.00%	12,500.00	137,500.00			
	2/15/2036				10,000.00	10,000.00	147,500.00	1,880,247,089	0.08
17	8/15/2036	500,000.00	125,000.00	4.00%	10,000.00	135,000.00			
	2/15/2037				7,500.00	7,500.00	142,500.00	1,880,247,089	0.08
18	8/15/2037	375,000.00	125,000.00	4.00%	7,500.00	132,500.00			
	2/15/2038				5,000.00	5,000.00	137,500.00	1,880,247,089	0.07
19	8/15/2038	250,000.00	125,000.00	4.00%	5,000.00	130,000.00			
	2/15/2039				2,500.00	2,500.00	132,500.00	1,880,247,089	0.07
20	8/15/2039	125,000.00	125,000.00	4.00%	2,500.00	127,500.00	127,500.00	1,880,247,089	0.07
TOTALS		\$ 2,500,000.00			\$ 1,059,722.22	\$ 3,559,722.22	\$ 3,559,722.22		

*These interest rates are slightly conservative for budgeting purposes.

** When budgeting the first years interest payment, take the total bond amount x 5% / 2 = estimated interest amount for 2/15/20.

The market is very volatile. Please check with us periodically for current rates

**TIF Sewer Installation along Route 3A
from Manchester T.L. Area to Exit 11
ESTIMATE**

	Construction (2016 Estimate)	Construction Inflated 5%
Construction:	\$14,140,340	\$14,847,357
Engineering (25% of Construction Estimate):	\$3,535,085	\$3,711,839
	\$17,675,425	\$18,559,196
 APPROXIMATE ESTIMATE OF DESIGN THROUGH BID STAGE:		
Portion of Engineering for Design Thru Bid Stage (15% of Construction Estimate)		\$2,227,104
 COST TO UPDATE PREVIOUSLY DEVELOPED CONCEPTUAL PLANS AND CREATE MORE EXACT COST OF DESIGN (See attached Weston and Sampson Quote):		
		\$7,950

HOOKSETT NH SEWER COMMISSION
TIF DISTRICT CONCEPTUAL SEWER STUDY

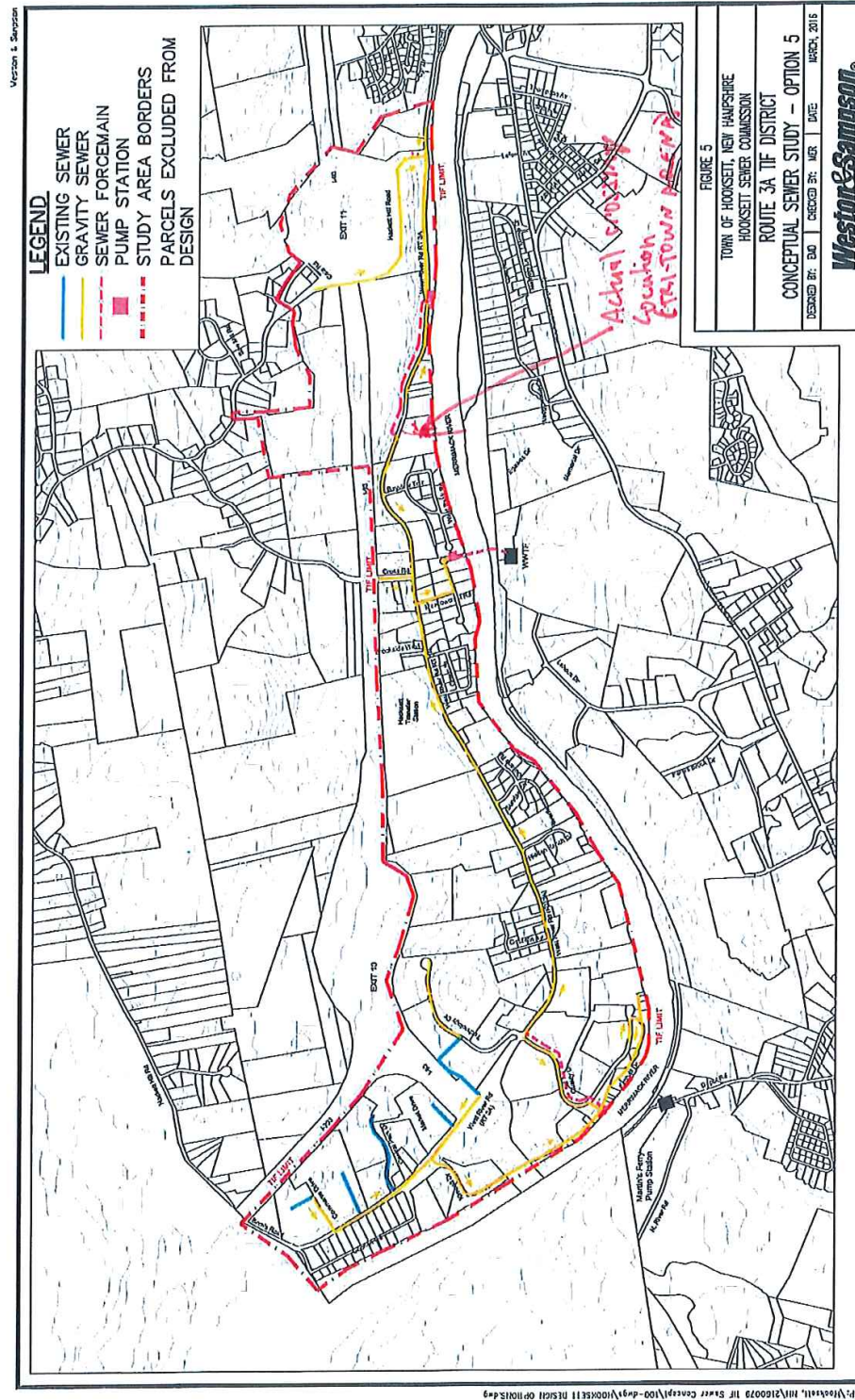
OPTION 5

SEWER ROUTE OR STREET	ITEM	QUANTITY	TOTAL STREET COST
CATE ROAD	8" Gravity Sewer	1425	\$ 272,175
COMMERCE DRIVE	12" Gravity Sewer	800	\$ 185,800
CROSS ROAD	8" Gravity Sewer	675	\$ 128,925
HACKETT HILL ROAD	15" Gravity Sewer	4500	\$ 1,120,500
KIMBALL DRIVE	18" Gravity Sewer	4100	\$ 1,907,775
	8" Gravity Sewer	2200	
	Small Submersible Pump Station	1	
MEADOWCREST ROAD	24" Gravity Sewer	1225	\$ 1,771,294
	Connection to WWTF	1	
	Directional Drill River Crossing (10" FM)	2	
	Medium Packaged Pump Station	1	
QUALITY DRIVE	10" Gravity Sewer	3700	\$ 1,347,700
	8" Gravity Sewer	800	
	Force Main (8" to 10")	2200	
TECHNOLOGY DRIVE	12" Gravity Sewer	650	\$ 150,800
WEST RIVER ROAD A	18" Gravity Sewer	2800	\$ 812,000
WEST RIVER ROAD B	15" Gravity Sewer	3600	\$ 896,400
WEST RIVER ROAD C	21" Gravity Sewer	4400	\$ 1,460,800
WEST RIVER ROAD D (S)	21" Gravity Sewer	3825	\$ 1,842,650
WEST RIVER ROAD D (N)	18" Gravity Sewer	1975	
WEST RIVER ROAD E	15" Gravity Sewer	6350	\$ 2,243,723
	Force Main (3" to 6")	2600	
	Small Submersible Pump Station	1	

APPROXIMATE TOTAL STREET LENGTHS IN STUDY AREA (FT.): 63,650
APPROXIMATE TOTAL STREET LENGTHS IN OPTION 5 (FT): 41,940

SUBTOTAL:	\$ 14,140,340
25% ENG. & CONTINGENCY:	\$ 3,535,085
MARCH 2016 TOTAL:	\$ 17,675,425

Highlighted
in yellow on
estimate



Town Council
STAFF REPORT



To: Town Council
Title: Public hearing to accept the terms of grant funds of the First Responder - Comprehensive Addiction and Recovery Act (FR-CARA) Cooperative Agreement in the amount of \$26,344.00 for the Town of Hooksett Fire Rescue Department
Meeting: Town Council - 12 Dec 2018
Department: Fire and Rescue
Staff Contact: Donna Fitzpatrick, Administrative Services Coordinator

BACKGROUND INFORMATION:

The Town of Hooksett Council will be holding a public hearing on Wednesday, December 12, 2018 at 6:00pm at the Town Hall, 35 Main Street, Hooksett, NH. The public hearing is for the Council to accept the terms of grant funds of the First Responder - Comprehensive Addiction and Recovery Act (FR-CARA) Cooperative Agreement, as presented in the amount of \$26,344.00 for the Town of Hooksett Fire Rescue Department to operate a mobile integrated healthcare (MIH) program and deposit funds as received into the department's Ambulance/EMS line per RSA 31:95-b III(A) pending both NH Fire Standards and Training & EMS approval and Governor and Council approval. Grant viewing and questions should be directed to Fire-Rescue Department 603-623-7272

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Open public hearing, listen to public input, close public hearing and go to new business item on this subject matter.

SUGGESTED MOTION:

See New Business Item Staff Report.

Town Council

STAFF REPORT



To: Town Council

Title: Motion to accept the donation of \$7,466.00 from the NH Office Of Highway Safety, to the Town of Hooksett for the Hooksett Police Department per RSA 31:91-b: III(b) and to return the funds to the Police Department's 2018-2019 and 2019-2020 fiscal budgets under the overtime line.

Meeting: Town Council - 12 Dec 2018

Department: Police Department

Staff Contact: Jake Robie, Captain

BACKGROUND INFORMATION:

The NH Office Of Highway Safety has awarded the Hooksett Police Department a STEP (Sustained Traffic Enforcement Patrols), Operation Safe Commute, Join the NH Clique and Distracted Driving grant. The four above listed operations are all under one grant agreement, total awarded value of \$7,466.00. This money will be used to reimburse the Town of Hooksett the cost associated with the sworn personnel's overtime rate of pay working overtime to cover the motor vehicle enforcement patrols. If approved through the town council the money will be used to assist us in addressing some of the town residents' vehicular traffic concerns. As part of the agreement we have to match 25% which equates to \$1,866.50. The matching funds can be extra enforcement patrols, fuel cost, vehicle costs, administrative time, and supervisor's time can be factored into the 25% match. This grant agreement is from October 1, 2018 through September 30, 2019.

FINANCIAL IMPACT:

None

SUGGESTED MOTION:

Motion to accept the donation of \$7,466.00 from the NH Office Of Highway Safety, to the Town of Hooksett for the Hooksett Police Department per RSA 31:91-b: III(b) and to return the funds to the Police Department's 2018-2019 and 2019-2020 fiscal budgets under the overtime line.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Grant Agreement Header Page](#)

Jake Robie

From: Landi, Jeffrey <Jeffrey.Landi@dos.nh.gov>
Sent: Monday, October 29, 2018 2:54 PM
To: Janet Bouchard; Jake Robie
Cc: Haynes, William; Clegg, John
Subject: FW: HOOKSETT FFY-2019 FINAL SIGNED GRANT AGREEMENT
Attachments: HOOKSETT 2019 Grant Agreement.pdf

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Dear Chief Bouchard,

It is my pleasure to inform you that the Office of Highway Safety has approved your attached highway safety Grant Agreement. This approval obligates federal funds in the amount designated within your Grant Agreement. Your Grant Agreement is effective as of the date of this e-mail, **October 29, 2018**.

Please be aware that Enforcement patrol reimbursements along with match documentation are required to be made quarterly and are due as referenced in your Grant Agreement.

Equipment reimbursements shall be submitted with copies of the invoice(s) dated within the contract period and a copy of the cancelled check showing the equipment was paid in full. Requests for reimbursement shall be submitted 20 days after payment for equipment. **Equipment invoices shall include the serial number of purchased equipment.

We look forward to working with you to achieve the common goal to minimize potential crashes and the unnecessary deaths and injuries that occur on our New Hampshire roadways. Thank you.

Sincerely,

Captain William R Haynes Jr.
 Commander, New Hampshire Office of Highway Safety
 33 Hazen Drive
 Concord, NH 03305
 (603) 223-8918
 (Fax) 271-3790
william.haynes@dos.nh.gov

Jeff

Jeffrey A. Landi
 Department of Safety
 Office of Highway Safety
 Field Representative / LEL
 33 Hazen Drive, 2nd Floor
 Concord NH 03305
 603-271-6709

jeffrey.landi@dos.nh.gov

RECEIVED

OFFICE OF HIGHWAY SAFETY GRANT AGREEMENT

OCT 26 2018

OFFICE OF
HIGHWAY SAFETY

The State of New Hampshire and the Subrecipient hereby
Mutually agree as follows:
GENERAL PROVISIONS

Grant Agreement Title: Hooksett Highway Safety Grant

Grant Agreement #: 19-090

RECEIVED

OCT 31 2018

HOOKSETT
POLICE DEPT

Identification and Definitions.

1.1. State Agency Name New Hampshire Department of Safety Office of Highway Safety		1.2. State Agency Address 33 Hazen Drive, 2 nd Floor Concord, NH 03305	
1.3. Subrecipient Name Hooksett Police Department		1.4. Subrecipient Address 15 Legends Drive Hooksett, NH 03106	
Chief's Email Address: jbouchard@hooksettpolice.org		Grant Contact Email: jrobie@hooksettpolice.org	
1.4.1 Subrecipient Type (State Govt, City/Town Govt, County Govt, College/University, Other (Specify) Town)		1.4.2 DUNS 040229601	
1.5. Subrecipient Phone # 624-1560	1.6. Effective Date 10/01/18	1.7. Completion Date 09/30/19	1.8. Grant Limitation \$7,466.00
1.9. Grant Officer for State Agency Jeffrey Landi		1.10. State Agency Telephone Number 271-6769	
"By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
1.11. Subrecipient Signature <i>Dean E. Shankle Jr</i>		1.12. Name & Title of Subrecipient Signor 1 DEAN E. SHANKLE JR Town Admin.	
Subrecipient Signature 2 <i>Janet Bouchard</i>		Name & Title of Subrecipient Signor 2 Janet Bouchard Chief of Police	
Subrecipient Signature 3		Name & Title of Subrecipient Signor 3	
1.13. Acknowledgment: State of New Hampshire, County of <u>Merrimack</u> , on <u>10/23/18</u> , before the undersigned officer, personally appeared the person(s) identified in block 1.12., known to me (or satisfactorily proven) to be the person(s) whose name is signed in block 1.11., and acknowledged that he/she executed this document in the capacity indicated in block 1.12.			
1.13.1. Signature of Notary Public or Justice of the Peace (Seal) <i>Leann Fuller</i>		1.13.2 Name & Title of Notary Public or Justice of the Peace Leann Fuller	
1.14. State Agency Signature <i>W. Barthelmes</i>		1.15. Name & Title of State Agency Signor(s) W. J. Barthelmes, Commissioner NH Department of Safety Date: <u>10/27/18</u>	
1.16. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required) By: Assistant Attorney General, On: / /			
1.17. Approval by Governor and Council (if applicable) By: On: / /			

2. SCOPE OF WORK: In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), pursuant to RSA 21-P:55-63, the Subrecipient identified in block 1.3 (hereinafter referred to as "the Subrecipient"), shall perform that work identified and more particularly described in the scope of services attached hereto as EXHIBIT A (the scope of services being hereinafter referred to as "the Project").

Rev. 04/2016

Subrecipient Initials DEI
Page 1 of 3

Date 10/23/18

Town Council

STAFF REPORT



To: Town Council

Title: Motion to accept the donation of \$3,577.50 from the Bureau of Justice Assistance; Bulletproof Vest Partnership, to the Town of Hooksett for the Hooksett Police Department per RSA 31:91-b: III(b) and return the funds to the Police Department's 2018-2019 and 2019-2020 fiscal budgets under the uniform equipment line.

Meeting: Town Council - 12 Dec 2018

Department: Police Department

Staff Contact: Jake Robie, Captain

BACKGROUND INFORMATION:

The Bureau of Justice Assistance (BJA) has awarded the Hooksett Police Department under the Fiscal Year (FY) 2018 Bulletproof Vest Partnership (BVP) solicitation, \$3,577.50. The FY 2018 award will be used for National Institute of Justice (NIJ) compliant armored vests which were ordered after April 1, 2018. The deadline to request payments from the FY 2018 award is August 31, 2020, or until all available funds have been requested. The grant covers 50% of the cost of each newly NIJ compliant "uniquely fitted vests" duty vest that our officers are required to wear in the course of their duty.

FINANCIAL IMPACT:

None

SUGGESTED MOTION:

Motion to accept the donation of \$3,577.50 from the Bureau of Justice Assistance; Bulletproof Vest Partnership, to the Town of Hooksett for the Hooksett Police Department per RSA 31:91-b: III(b) and return the funds to the Police Department's 2018-2019 and 2019-2020 fiscal budgets under the uniform equipment line.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Application Details](#)

10/31/2018

Jurisdiction's Handbook

APPLICATION DETAILS

APPLICATION PROFILE

Participant	HOOKESETT TOWN
Fiscal Year	2018
Number of Agencies Applied	0
Total Number of Officers for Application	31
Number of Officers on Approved Applications	31

APPLICATION PROFILE

Fiscal Year	2018
Vest Replacement Cycle ①	5
Number of Officers	31
Number of Emergency Replacement Needs ①	Number of Stolen or Damaged 0
	Number of Officer Turnover 2

APPLICATION DETAILS

NJ#	Quantity	Unit Price	Extended Cost	Tax Shipping and Handling	Total Cost
HLO-D-II	8	\$795.00	\$6,360.00	\$0.00	\$6,360.00
HLOF-D-II	1	\$795.00	\$795.00	\$0.00	\$795.00
Grand Totals	9		\$7,155.00	\$0.00	\$7,155.00

AWARD SUMMARY FOR FY2018 REGULAR SOLICITATION

Funds Type	Eligible Amount	Award	Date Approved	Status
------------	-----------------	-------	---------------	--------

10/31/2018

Jurisdiction's Handbook

Funds Type	Eligible Amount	Award	Date Approved	Status
Regular Fund	\$7,155.00	\$3,577.50	10/03/18	Approved by BVP
Grand Totals:	\$7,155.00	\$3,577.50		

RETURN

Town Council
STAFF REPORT



To: Town Council
Title: Motion to accept the donation of one grooming service for K9 Timber valued at \$80.00 from Four Paws Only, to the Town of Hooksett for the Hooksett Police Department (K9 program) per RSA 31:95-e:II.
Meeting: Town Council - 12 Dec 2018
Department: Police Department
Staff Contact: Jake Robie, Captain

BACKGROUND INFORMATION:

Four Paws Only of Dracut, MA donated a complimentary grooming on October 27, 2018, for K9 Timber, valued at \$80.00.

FINANCIAL IMPACT:

None

SUGGESTED MOTION:

Motion to accept the donation of one grooming service for K9 Timber valued at \$80.00 from 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:

Concur.

ATTACHMENTS:

[Four Paws Only](#)



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, October 27th 2018 K9 Officer TIMBER received his 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) 957-7387

www.fourpawsonlyinc.com

Zen Golden Retrievers

Hudson N.H

Town Council
STAFF REPORT



To: Town Council
Title: Motion to accept the donation of \$500.00 from Target Corporation, to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-b:III(b). Donation line.
Meeting: Town Council - 12 Dec 2018
Department: Police Department
Staff Contact: Jake Robie, Captain

BACKGROUND INFORMATION:

Target Corporation awarded the Hooksett Police Department with a \$500 grant to participate in the Heroes and Helpers program. We will work with family services to pick 10 children and each child will get \$50 to spend. The child will be paired with an officer to shop for their family/friends for the holidays. Target will have a room set aside where the officers can help the children wrap the gifts with materials the store will provide.

FINANCIAL IMPACT:

None

SUGGESTED MOTION:

Motion to accept the donation of \$500.00 from Target Corporation, to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-b:III(b). Donation line.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Approved Grant](#)

Jake Robie

From: do-not-reply@cybergrants.com
Sent: Friday, October 26, 2018 7:13 PM
To: Jake Robie
Subject: Target Application Approved - Application ID 44484299

Hooksett Police Department
 15 Legends Drive
 Hooksett, NH 03106

Program: Heroes & Helpers
 Payment Amount: \$500.00
 Check #0002655893
 Check Date:10/25/2018
 Grant Request ID#44484299

Dear Jake:

Target is pleased to inform you that your organization's grant request has been approved. Your grant check should have arrived, or will arrive in the next few days and is specifically for the program and amount referenced above. If you have not received your check within 30 business days from check date, please reach out to your Target contact. Please note that your grant check is void if it is not cashed within five months.

As always, Target grants are one-time gifts. By making annual commitments, we ensure we can remain flexible and respond to changing community and business needs.

Since 1946, Target has given 5 percent of its profit to communities, which today equals millions of dollars a week. Whether it's inspiring young minds, offering unique cultural experiences or meeting your community's most basic needs; we thank you for your continued commitment to making a difference.

Kind Regards,

Target Corporate Responsibility

CG/JMAIL/138405997

Town Council
STAFF REPORT



To: Town Council
Title: Donation of gift cards totaling the amount of \$775.00 to the Town of Hooksett for the Family Services Department for distribution to children and families in need through the Hooksett Family Services Holiday Assistance Program.
Meeting: Town Council - 12 Dec 2018
Department: Family Services
Staff Contact: Abby Reeves, Family Services

BACKGROUND INFORMATION:

Hooksett residents have donated the following gift cards to the Town of Hooksett Family Services department to be distributed to children and families in need through the 2018 Holiday Assistance Program: Two \$50.00 Amazon gift cards, Twelve \$25.00 Walmart gift cards, Four \$25.00 Target gift cards, Two \$25.00 Market Basket gift cards, One \$100 Visa gift card, Five \$25.00 Irving gift cards.

FINANCIAL IMPACT:

+\$775.00

RECOMMENDATION:

Town Council accept the donations of gifts cards to the Town of Hooksett for the Family Services Department for the Holiday Assistance Program, as well as any other donations the Family Services Department may receive prior to the holiday, per RSA 31:95-b, III (b).

SUGGESTED MOTION:

Council motion to accept the donations of gifts cards to the Town of Hooksett for the Family Services Department for the Holiday Assistance Program, as well as any other donations the Family Services Department may receive prior to the holiday, per RSA 31:95-b, III (b).

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

Town Council
STAFF REPORT



To:

Title: Donation of \$50.00 from Rita & Tim Tsantoulis in memory of Francis Haines

Meeting: Town Council - 12 Dec 2018

Department: Fire and Rescue

Staff Contact: James Burkush, Chief of Hooksett Fire&Rescue

BACKGROUND INFORMATION:

Rita & Tim Tsantoulis would like to donate \$50.00 to the Town of Hooksett for the Hooksett Fire-Rescue Department EMS Program in memory of Francis Haines who passed away on 11/12/18.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

SUGGESTED MOTION:

Motion to accept the donation of \$50.00 from Tim & Rita Tsantoulis to the Town of Hooksett for the Fire-Rescue Department per RSA 31:95-b,III (b) and return that amount to the HFR Department's EMS program.

TOWN ADMINISTRATOR'S RECOMMENDATION:

concur

Town Council

STAFF REPORT



To: Town Council
Title: Discuss Clay Pond Parking Plan
Meeting: Town Council - 12 Dec 2018
Department: Community Development
Staff Contact: Leann Fuller, Community Development Clerk

BACKGROUND INFORMATION:

Discuss the Clay Pond parking plan that was presented by the Conservation Commission.

Town Council
STAFF REPORT



To: Town Council
Title: Hackett Hill Road Roundabout Project
Meeting: Town Council - 12 Dec 2018
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

Funding for this project needs to be requested on the Town Warrant in March. The project was advertised on November 28th with bids due on December 12, 2018. The bid results and an analysis will be available at the Town Council meeting. If the Council approves, the lowest responsible bid should be included on the Warrant Article.

FINANCIAL IMPACT:

The estimated cost of the project based on the bid results is **TBD**.

The State's portion of the cost will be 67.7% of the cost **TBD**.

The Town's portion will be 33.3% of the cost **TBD**.

The Town already has impact fees in the amount of \$405,088 obligated for the project (to be used a portion of the Town's 33.3% share).

In order that we do not lose State Funding, the Town's balance of funding should be proposed in a Warrant Article.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Discuss (information still be developed).

Town Council

STAFF REPORT



To: Town Council
Title: Police Station Renovations
Meeting: Town Council - 12 Dec 2018
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

Qualification Statements were received from seven consultants on October 30, 2018 for Construction Manager Position. Three of the candidates were selected to submit proposals and provided them on November 29, 2018. The cost of one candidate (Milestone Engineering and Construction) was excessive and the candidate withdrew his proposal. The remaining two candidates Turnstone Corporation, and Meridian Construction will be interviewed on December 5, 2018. Contract should be awarded by December 12, 2018

FINANCIAL IMPACT:

Meridian's Conceptual budget estimate for the project is \$593,181. Turnstone's estimate is \$597,000 (about 1% difference between the two). These costs are within the project budget.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Staff will be doing interviews and will be making a recommendation at the meeting.

Town Council

STAFF REPORT



To: Town Council
Title: 2018 Proposed Town Charter Amendments
Meeting: Town Council - 12 Dec 2018
Department: Administration
Staff Contact: Nick Germain, Project Coordinator

BACKGROUND INFORMATION:

On the evening of October 24th, 2018, the Hooksett Town Council held a public hearing in regards to a series of four amendments to the town's charter as per the requirements stated in *RSA 49-B:5*. After receiving public input at the hearing, and discussing the proposed amendments further, Council chose to remove their proposals for two of the amendments. The two remaining were left unaltered and were filed with the Town Clerk for submission to the state's review process for local charter amendments.

Subsequently, on December 3rd, 2018, the Town Clerk's Office received the attached letter from the Department of Justice. It notes that no objections were lodged during the DOJ's review. In accordance with state law, Town Council may now choose to vote to move the following proposed amendments to the March ballot for consideration:

Amendment Relative to 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 May July next following their election and shall hold office until their successors are elected and qualified."*

Amendment 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 as follows: *"No two Councilors elected-at-large or appointed to fill a position at large shall be residents of the same district."*

FINANCIAL IMPACT:

N/A

POLICY IMPLICATIONS:

If approved by the voters, amendments would alter the Town Charter as previously described.

RECOMMENDATION:

N/A

SUGGESTED MOTION:

1. I motion to place the "Amendment Relative to End of Term Dates for Elected Officials" as written on the ballot of the next municipal election.
2. I motion to place the "Amendment Relative to Councilor-At-Large Residency Limits " as written on the ballot of the next municipal election.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Based on the Council's previous discussions it would seem that placing them on the ballot to give the voters a chance to decide would be logical.

ATTACHMENTS:

[Letter from NH Attorney General's Office - RE Proposed 2018 Charter Amendments](#)

**ATTORNEY GENERAL
DEPARTMENT OF JUSTICE**

33 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6397

GORDON J. MACDONALD
ATTORNEY GENERAL



JANE E. YOUNG
DEPUTY ATTORNEY GENERAL

November 29, 2018



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

Re: Proposed Charter Amendment

Dear Mr. Rainier:

Pursuant to RSA 49-B:5-a, you have submitted a proposed charter amendment, dated October 31, 2018, on behalf of the Town of Hooksett for review.

Upon review, the N.H. Department of Justice, the Secretary of State's Office, and the Department of Revenue Administration, pursuant to RSA 49-B:5-a, have not registered any objections to the proposed amendment to the existing town charter. Please feel free to contact me if you have any questions.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "Matthew T. Broadhead".

Matthew T. Broadhead
Assistant Attorney General
Election Law Unit

Town Council
STAFF REPORT



To: Town Council
Title: FY 2019-20 Budget and Warrant Articles
Meeting: Town Council - 12 Dec 2018
Department: Finance
Staff Contact: Christine Soucie, Finance Director

BACKGROUND INFORMATION:

To update Council on money warrant articles.

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.

SUGGESTED MOTION:

Motion to move (state purpose and amount of each article) to the ballot.

Motion to recommend (state purpose and amount of each article). Need roll call on each article for the tally vote. If motion to recommend fails, you can reconsider adding the article to the ballot or you can leave it on the ballot with a "not recommended by Council"

Town Council

STAFF REPORT



To: Town Council
Title: Conservation Commission's recommendation to terminate the Right of Way Trail Easement on Chester Turnpike
Meeting: Town Council - 12 Dec 2018
Department: Community Development
Staff Contact: Leann Fuller, Community Development Clerk

BACKGROUND INFORMATION:

On December 12th, 2001, the Town Council signed an ATV Right of Way Trail Easement for Chester Turnpike. This was completed prior to the Town acquiring any properties in that area. The ATV club stopped operating after a year or two relevant to Chester Turnpike. The easements for the surrounding properties do not allow ATV use. Chris Gamache, Chief of the NH Bureau of Trails, has confirmed that they do not consider the Town of Hooksett to have any public OHRV trails and they do not show any on a map or reference it in any way.

RECOMMENDATION:

The Conservation Commission recommends that the Town Council terminates the ATV Right of Way Trail Easement for Chester Turnpike.

SUGGESTED MOTION:

Motion to terminate the ATV Right of Way Trail Easement for Chester Turnpike signed on December 12th, 2001.

TOWN ADMINISTRATOR'S RECOMMENDATION:

There had been an agreement between the Town and an ATV (signed in 2001) club that included maintenance of a trail on Chester Turnpike. For a variety of reasons, the club has apparently not been actively involved with this for years and the State of New Hampshire apparently does not have Chester Turnpike listed as a OHRV trail. Because they have apparently abandoned this trail I agree with the recommendation of the Committee that the Easement should be recinded. (For background see attachment.)

ATTACHMENTS:

[Conservation Commission Minutes](#)
[Chester Turnpike OHRV info](#)

iii. Chester Turnpike parking plan presentation to Town Council

S. Couture discussed an e-mail received from Stanley Stark. S. Couture believes that this e-mail is not relevant to the Conservation Commission minutes but more relevant to the Town Council minutes. There was some concern from Mr. Stark that it was being interpreted that he requested No Parking signs in front of his property and the abutter across the road. S. Couture made it clear by e-mailing directly to the abutter across the street and let her know that was not the case. This will be documented again at this meeting. Mr. Stark's only request was relevant to his property. It was a discussion that the Conservation Commission had thinking it would be appropriate on both sides of the road because of some of the concerns that were heard in this process. S. Couture wanted to make it clear for the record that in no way did Mr. Stark say anything in any way that he wants No Parking signs anywhere else besides in front of his property.

S. Couture discussed the presentation to Town Council. The Council passed the plan onto Dean to continue to investigate. Cindy Robertson and S. Couture will be meeting with Dean to outline the next step hopefully sometime next week to continue to move this along. P. Fitanides wanted to bring up that there is a piece of property where the Conservation Commission had an overhead shot of where the parking is going but there are a number of dogs raised at that residence and he is not sure if they are fenced in or not. S. Couture mentioned that if P. Fitanides had any issues or concerns, he should talk to Matt Lavoie, Code Enforcement Officer as that is outside the Conservation Commissions purview. S. Couture mentioned that there were questions from the Town Council and there is still work to do. C. Robertson presented the plan as discussed by the Conservation Commission to include 7 spots, a turn around and potentially a Stop sign. There was some back and forth regarding handicapped parking and if it has to be delineated. That is where it is at. More details are needed. About \$4,000 has been spent at this point.

S. Couture's last item he brought up was the e-mail printed out regarding an agreement with the ATV club in 2001. 2001 was prior to acquiring any properties in the Clay Pond area. The Town of Hooksett did come to an agreement with an ATV club to allow ATV's on the gated portion of Chester Turnpike. When you go over the bridge and up the hill, there is a gate and that goes all the way to the Allenstown town line. This is also before Jericho State Park was opened and there was a lot of express need for ATV access. Regardless, the Town of Hooksett entered into the agreement with the ATV club which stopped operating after a year or two relevant to Chester Turnpike. However, the agreement is still in effect. Given the Conservation Commission's own experience, through the Baseline Documentation provided by Bear-Paw, the fact that in all of the easements, ATV's are not allowed, as well as Bear-Paw's easements and Manchester Water Works properties, it doesn't seem to make a lot of sense to allow ATV use on one particular road when they can go nowhere else. In fact, they are prohibited from going anywhere else besides that road. It opens it up to be tough to enforce and creates problems. S. Couture's recommendation is to advise Town Council to terminate the Right of Way trail agreement signed on December 12th, 2001. J. Woodburn asked if the agreement is terminated, would it be just for the club. S. Couture clarified that the e-mail from Chris says that they are not advertising it as an official ATV trail, the club is not either. Fish and Game is treating it as a trail because they have to enforce what is legally in place. The way the agreement was that the club was going to maintain the trail. P. Fitanides spoke that there should be some place in town for them to go to without causing disruption. S. Couture said to think about where they would want them to go. All that they have is Chester Turnpike. Around there the Conservation Commission is trying to provide passive recreation opportunities. He does not think that is a good spot. P. Fitanides asked if there is a spot in Town and S. Couture asked if every town has to have a spot. P. Fitanides asked that since the trail has been established and we cancel it, how can that be done? S. Couture clarified that it is not being used in accordance with the terms of the agreement. "This agreement may be terminated for any cause, by either party, upon thirty (30) days written notification." P. Fitanides asked who

designed the language on the agreement as he does not feel that it is proper. Once a trail is open, how can it be closed? S. Couture clarified that gates can be put up and it would be closed just to ATV's.

S. Couture made a motion to advise the Town Council to terminate the Right of Way Trail Easement on Chester Turnpike for their December 12th, 2001 vote for ATV use, seconded by Deborah Miville. Motion passed.

P. Fitanides brought up some research related to an e-mail that Tennessee Pipeline was doing work near the Cawley School a couple months ago. In his research he found that there was a Warrant Article issued for close to \$400,000 to rebuild the drainage system for the Athletic Fields. He believed this should have gone before the Conservation Commission. S. Couture clarified that there are not wetlands involved as wetlands have to have three characteristics and there is no hydrology there. S. Couture encouraged P. Fitanides to discuss with someone regarding the budgetary process and all the documentation would be included in any original permits they have. If there is any new wetland impacts not previously permitted then they would come before Conservation Commission.

P. Fitanides motioned to adjourn, seconded by S. Couture. Meeting adjourned at 5:37pm.

Minutes respectively submitted by

Leann Fuller

TOWN OF HOOKSETT

MUNICIPAL BUILDING

16 Main Street
Hooksett, New Hampshire 03106-1397



485-8472	Administration
268-0003	Assessing
485-4117	Building
485-4117	Code Enforcement
736-8801	Conservation
485-8769	Family Services
485-4423	Fax
485-2017	Finance
268-0279	Planning
485-9534	Tax Collector
485-9534	Town Clerk
485-8472	Town Council
268-0279	Zoning

December 19, 2001

Mr. Chris Gamache
Bureau of Trails
NH Division of Parks & Recreation
PO Box 1856
Concord NH 03302-18156

RECEIVED

DEC 21 2001

D.R.E.D.

Dear Mr. Gamache:

Please be advised that the Hooksett Town Council, at their regularly scheduled meeting on Wednesday, December 12, 2001, voted favorably to grant a trail easement over the Old Chester Turnpike to the New Hampshire ATV Club to maintain a public OHRV trail. Chester Turnpike is a Class VI road subject to gates and bars.

It is understood that use of this ROW, for said purpose, in no way holds the Town of Hooksett liable or responsible for accidents or injuries which may occur as a result of others using the aforementioned ROW as provided for in Chapter 212, Section 212, Laws of the State of New Hampshire, RSA 212:34 Duty of Care.

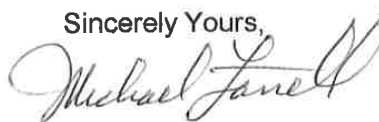
There shall be no fee for the easement. The New Hampshire ATV Club agrees to mark and maintain this right of way in a proper and safe manner. There shall be no fee for the use of this right of way.

The State of New Hampshire, Department of Resources and Economic Development Division, Division of Parks and Recreation, Bureau of Trails, agrees to maintain a landowner liability policy in the sum of \$2,000,000 for trails within the Grant In Aid Program.

This easement is granted for an indefinite term. However, it may be terminated for any cause, by either party, upon a 30-day written notification.

Mr. Chris Gamache
December 19, 2001
Page 2

Sincerely Yours,

A handwritten signature in cursive script, reading "Michael Farrell".

Michael F. Farrell
Town Administrator

MFF:edd

Cc: Rick Lacourse, NHATV Club
Hooksett Town Council
File

RIGHT OF WAY TRAIL EASEMENT

Permission is hereby granted to (Name of club or organization) New Hampshire ATV Club to maintain a public ☐ snowmobile ☐ OHRV or ☐ both trail across my property. It is understood that use of this right-of-way, for said purpose, in no way holds me liable or responsible for accidents which may occur as a result of others using my property as provided for in Chapter 212, Section 212, Laws of the State of New Hampshire (RSA 212:34 Duty of Care).

There shall be no fee for this easement. The above named organization agrees to mark and maintain this right-of-way in a proper and safe manner.

There shall be no fee for the use of this property.

The State of New Hampshire, Department of Resources and Economic Development, Division of Parks and Recreation, Bureau of Trails agrees to maintain a landowner liability policy in the sum of \$2,000,000.00 for trails within the Grant In Aid Program.

This agreement shall have a term of:

- ☒ 1. Indefinite
- ☐ 2. 1 year upon approval
- ☐ 3. 5 years upon approval

*THIS AGREEMENT MAY BE TERMINATED FOR ANY CAUSE, BY EITHER PARTY,
UPON THIRTY (30) DAYS WRITTEN NOTIFICATION.

Dated this _____ day of _____, 19____

Signature Section

<p>_____ Landowner (Print name)</p> <p>_____ Address</p> <p>_____ Zip Code</p>	<p>_____ Landowner Signature</p> <p>_____ Town/City</p>
<p><u>New Hampshire A.T.V. Club</u> Organization or club Name</p> <p><u>Richard Lacourse</u> Organization officer (Print name)</p> <p><u>P.O. Box 454</u> Address</p> <p><u>03032</u> Zip Code</p>	<p><u>President</u> Title (President, Trail Administrator etc.)</p> <p><u>Richard Lacourse</u> Organizaton officer Signature</p> <p><u>Auburn N.H. 03032</u> Town/City</p>

G:\PNR\USERS\ALANS\GIA\FORMS\Easement.p65

Town Council
STAFF REPORT



To: Town Council
Title: Street Name Approval
Meeting: Town Council - 12 Dec 2018
Department: Community Development
Staff Contact: Leann Fuller, Community Development Clerk

BACKGROUND INFORMATION:

The property at 1228 Hooksett Road is being developed. The entrance for this property will be off of the entrance to Cinemagic which causes a need for that driveway to be named for 9-1-1 purposes. The following names are proposed: Cinemagic Way, Premiere Entertainment Lane and E Lane. E Lane was removed by Code Enforcement and the Fire Department. Code Enforcement, Fire Department, DPW and Police agreed with Cinemagic Way.

FINANCIAL IMPACT:

None

RECOMMENDATION:

I recommend that the Council approve the current entrance for 1226 Hooksett Road be named Cinemagic Way.

SUGGESTED MOTION:

Motion to approve the street name of Cinemagic way for the current entrance to 1226 Hooksett Road.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur.

ATTACHMENTS:

[Street Name Approval forms](#)

STREET NAME

APPROVAL FORM

To: Hooksett Town Council

Date:

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

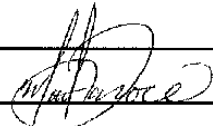
NAME OF DEVELOPMENT: YaMas, LLC

NAME OF DEVELOPER: YaMas, LLC

<u>PROPOSED NAME(S)</u>	<u>LOCATION</u>	<u>DESCRIPTION</u>
1) CINEMAGIC WAY	OK	
2) PREMIERE ENTERTAINMENT LANE	OK	
3) E LANE		

Approved by the Hooksett Town Council: _____
Date

Town Council Chair _____
Police Department _____
Fire Department _____
Public Works _____
Code Enforcement _____



STREET NAME

APPROVAL FORM

To: Hooksett Town Council

Date:

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

NAME OF DEVELOPMENT: YaMas, LLC

NAME OF DEVELOPER: YaMas, LLC

PROPOSED NAME(S)

LOCATION

DESCRIPTION

1) CINEMAGIC WAY

2) PREMIERE ENTERTAINMENT LANE

3) E LANE

Approved by the Hooksett Town Council: _____

Date

Town Council Chair

Police Department

Fire Department

Public Works

Code Enforcement

STREET NAME

APPROVAL FORM

To: Hooksett Town Council

Date:

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

NAME OF DEVELOPMENT: YaMas, LLC

NAME OF DEVELOPER: YaMas, LLC

PROPOSED NAME(S)

LOCATION

DESCRIPTION

OK

1) CINEMAGIC WAY

OK

2) PREMIERE ENTERTAINMENT LANE

NO

3) E LANE

Approved by the Hooksett Town Council: _____

Date

Town Council Chair _____

Police Department _____

Fire Department _____

Public Works _____

Code Enforcement _____

STREET NAME

APPROVAL FORM

To: Hooksett Town Council

Date:

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

NAME OF DEVELOPMENT: YaMas, LLC

NAME OF DEVELOPER: YaMas, LLC

<u>PROPOSED NAME(S)</u>	<u>LOCATION</u>	<u>DESCRIPTION</u>
1) CINEMAGIC WAY		
2) PREMIERE ENTERTAINMENT LANE		
3) E LANE		

Approved by the Hooksett Town Council: _____
Date

Town Council Chair
Police Department
Fire Department
Public Works
Code Enforcement

Janet Bruchard

Town Council
STAFF REPORT



To: Town Council
Title: Budget Transfer #2019-02
Meeting: Town Council - 12 Dec 2018
Department: Finance
Staff Contact: Christine Soucie, Finance Director

BACKGROUND INFORMATION:

Transfer funds from Emergency Management's new equipment line to Computer's new equipment line for upgrades to the Firewall at Fire Station 1 as recommend by Block 5 Technologies and requested by Chief Burkush.

FINANCIAL IMPACT:

None

SUGGESTED MOTION:

Motion to have the Council Chair sign Budget Transfer Request #2019-02 for \$1,580.00 for firewall upgrades at Fire Station 1.

TOWN ADMINISTRATOR'S RECOMMENDATION:

We are trying to implement Block 5's priority recommendations and this is one step on that road.

ATTACHMENTS:

[Budget Transfer 2019-02](#)

**TOWN OF HOOKSETT
BUDGET TRANSFER REQUEST FORM**

TRANSFER # 2019-02

Please explain the purpose of this transfer request: Transfer funds from EM New Equipment line for upgrades to Fire Station 1's firewall with built-in wifi recommend by Block 5 Technologies to the Comp New Equipment line in Administration.

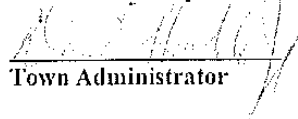
**NEED OF FUNDS
WHERE WILL THE MONEY GO?**

Account #	Description	Current Budget	Amount Added	New Budget
001-100.4150-751.000	COMP New Equipment	19,500.00	1,580.00	21,080.00
Total			1,580.00	

**SOURCES OF FUNDS
WHERE WILL YOU GET THE MONEY FROM?**

Account #	Description	Current Budget	Amount Reduced	New Budget
001-350.4290-751.000	EM New Equipment	4,000.00	(1,580.00)	2,420.00
Total			(1,580.00)	

Recommended by:


Town Administrator


Finance Director

Approved by:

Town Council

Council Meeting Date

ORIGINAL – Finance

COPY – Departments

Revision date 5/15/2012

Christine Soucie

From: James Burkush <JBurkush@hooksettfire.org>
Sent: Tuesday, September 25, 2018 1:39 PM
To: Christine Soucie
Cc: Steve Colburn
Subject: RE: Station 1 Firewall Upgrade

Hi Christine,

Block 5 has identified costly issues with our computers, servers and programs.

I am ok with using our EOC equipment line to fund this upgrade.

Thanks

EM New Equipment

From: Christine Soucie [mailto:CSoucie@hooksett.org]
Sent: Tuesday, September 25, 2018 11:28 AM
To: James Burkush
Cc: Nicholas Germain
Subject: RE: Station 1 Firewall Upgrade

Hi Chief,

This should be paid under the Town's computer line in administration. Not sure if it's was budgeted for, if not we can do a budget transfer from the EOC budget to TA's.

Thanks
 Christine

From: James Burkush [mailto:JBurkush@hooksettfire.org]
Sent: Tuesday, September 25, 2018 10:35 AM
To: Christine Soucie <CSoucie@hooksett.org>
Subject: FW: Station 1 Firewall Upgrade

Hi Christine,
 Can we use the EOC new equipment line, as Station 1 is the backup EOC?
 Thanks, Chief

From: Steve Colburn
Sent: Tuesday, September 25, 2018 10:21 AM
To: James Burkush
Subject: Fwd: Station 1 Firewall Upgrade

This is to upgrade the firewall at Station 1, can we use the eoc budget to do this project?

Steven Colburn
 Assistant Fire Chief
 Hooksett Fire-Rescue
 Tel: (603) 623-7272
 Fax: (603) 626-6742
scolburn@hooksettfire.org
www.hooksettfire.org

Email confidentiality notice: The information in this email and subsequent attachments may contain confidential information that is intended solely for the attention and use of the named addressee(s). This message or any part thereof must not be disclosed, copied, distributed or retained by any person without authorization from the addressee.

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

From: Jason Cohen <jcohen@block5.com>
Date: Sep 25, 2018 10:13 AM
Subject: Station 1 Firewall Upgrade
To: Steve Colburn <SColburn@hooksettfire.org>
Cc:

Good morning Steve!

I've attached a quote for a new firewall with built-in wifi for Station 1. Please take a look and let me know if I can provide any additional information. Thanks!

Jason Cohen
Director of Support Services
office:877.545.2232 x101



Town Council

STAFF REPORT



To: Town Council
Title: Cooperative Purchasing Program
Meeting: Town Council - 12 Dec 2018
Department: Public Works
Staff Contact: Earl Labonte, Director of Public Works

BACKGROUND INFORMATION:

To obtain Town Council approval to use the cooperative purchasing agreements by the US Communities and Sourcewell (formally NJPA).

FINANCIAL IMPACT:

To be determined.

POLICY IMPLICATIONS:

No competitive bids shall be required when purchasing through a Town Council approved Cooperative Purchasing Program. Cooperative purchasing programs are arrangements to agree to aggregate demand to get lower prices from selected suppliers. Co-ops are doing competitive bidding for the government. The co-op's fees are paid by the contractors. It is often used by government agencies to reduce costs of procurement and makes the procurement process more efficient.

RECOMMENDATION:

Approve the use of two Cooperative Purchasing agencies, US Communities and Sourcewell (formally NJPA).

SUGGESTED MOTION:

Motion to approve the cooperative purchasing agreements by the US Communities and Sourcewell (formally NJPA).

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur.

ATTACHMENTS:

[Coop Purchasing Program](#)

Cooperative Purchasing Program

SUBJECT: Approval to use Cooperative Purchasing Program as allowed in the Administrative Code

PURPOSE: To obtain Town Council approval to use the cooperative purchasing agreements by the US Communities and Sourcewell (formally NJPA).

BACKGROUND: See attachment 1, Article 5.3.3 of the Administrative Code.

DISCUSSION: The Administrative Code for Hooksett authorizes the use of Cooperative purchasing program with council approval. This is to request Town Council approval to use /or make available the use of both US Communities and Sourcewell as authorized cooperative purchasing agreements.

US Communities a national cooperative purchasing program, providing world-class government procurement resources and solutions to local and state government agencies, school districts (K-12), higher education institutions, and nonprofits looking for the best overall supplier government pricing.

- No User Fees – no costs or fees to participate.
- Best Overall Supplier Government Pricing – by combining the potential cooperative purchasing power of up to 90,000 public agencies, you are able to access the best overall supplier government pricing.
- Quality Brands – thousands of the best brands in a wide variety of categories, services and solutions.
- Integrity and Experience – unlike other government cooperative purchasing organizations, U.S. Communities national government purchasing cooperative is co-sponsored by over 90 state, city and regional organizations.

Sourcewell is a service cooperative created by the Minnesota legislature as a local unit of government, Minn. Const. art. XII, sec. 3. As a public corporation and agency, Sourcewell is governed by local elected municipal officials and school board members. Minn, Stat. 123A.21 Subd. 4 (2017). Under its enabling statute, Sourcewell is explicitly authorized to provide cooperative purchasing services to eligible members. Id at Subd. 7(23). Membership in Sourcewell is available for all eligible state and local governments, education, higher education and nonprofits entities across North America.

There is no cost, no obligation, and no liability. Business, private consumers, and for-profit organizations are not eligible.

CONCLUSION: Use of these two Cooperative Purchasing Programs would enhance the purchasing abilities for the town and save time in purchasing required items and services.

RECOMMENDATIONS: Approve the use of these two Cooperative Purchasing agencies.

ATTACHMENT ONE

5.3.3 Special Exceptions. No purchase orders are required for the following items:

- Utilities (telephone, propane, heating fuel, cable, electricity, etc.)
- Welfare payments
- Vehicle repairs
- Human service agencies and associations that have their own line item within the approved budget.

No competitive bids shall be required when only one known sources of purchase, and there is no comparable substitute product or services; written documentation supporting the sole source may be required by the Town Administrator.

No competitive bids shall be required when purchasing through the State of New Hampshire or at State of New Hampshire bid prices per Section 5.12 of the Town Charter

No competitive bids shall be required when purchasing through a Town Council approved Cooperative Purchasing Program. Cooperative purchasing programs are arrangements to agree to aggregate demand to get lower prices from selected suppliers. Co-ops are doing competitive bidding for the government. The co-op's fees are paid by the contractors. It is often used by government agencies to reduce costs of procurement and makes the procurement process more efficient.

No competitive bids shall be required for GSA Purchases – Federal Supply Service GSA Advantage www.GSAAdvantage.gov and www.fss.gsa.gov authorized Federal Supply Schedule Price List.

Requirements for three competitive bids may be waived in specific instances by a 2/3 vote of the Council per Section 5.12 of the Town Charter.

Town Council STAFF REPORT



To: Town Council
Title: NH-FIRST grant agreement acceptance
Meeting: Town Council - 12 Dec 2018
Department: Fire and Rescue
Staff Contact: Joseph Stalker, Captain

BACKGROUND INFORMATION:

The Hooksett Fire Rescue Department is seeking to participate in a pilot program developed by the NH – Bureau of EMS and funded through the CARA Act. As the opioid epidemic has had a devastating impact on NH, it has become imperative for first responders to change their approach in an attempt to proactively help the community. This program uses EMTs and Paramedics to provide follow-up educational and support services to individuals with drug addiction. Personnel will also connect these individuals to a recovery/treatment center to provide long-term care. This program is completely grant funded and utilizes personnel on call-back. The program does not utilize on-duty personnel and will not affect current services provided by the Fire Rescue Department. The below amount is the estimated cost for the department to completely operate the program.

FINANCIAL IMPACT:

None

SUGGESTED MOTION:

Motion to sign for and accept the terms of the First Responder - Comprehensive Addiction and Recovery Act (FR-CARA) Cooperative Agreement, as presented in the amount of \$26,344.00 for the Fire Rescue Department to operate a mobile integrated healthcare (MIH) program and deposit funds as received into the department's Ambulance/EMS line per RSA 31:95-b III(A) pending both NH Fire Standards and Training & EMS approval and Governor and Council approval.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur.

ATTACHMENTS:

[NH-FIRST attachment\(updated\)](#)

James A. Burkush
Chief of Department

Joseph P. Stalker
Captain - EMS



Town of Hooksett *Fire-Rescue Department*

Supplemental attachment for NH FIRST program application

II. A. Program Narrative

1. Training: For the initial phase of the program, the department seeks to train 4-5 members of the department to be qualified to carry out this program. These members will be hand selected by the Fire Rescue Department administration. These personnel will attend training on Opioid Use Disorder (OUD) and Compassion Fatigue for the initial phase. When available, these personnel will also participate in the certified recovery coach course. Additional training and annual refresher training will also be provided within the department for the participants.
2. Mobile Integrated Healthcare (MIH) Program
 - a. Through a specific process, members of the program will make contact with the individuals or their families who have requested service and support through our program. These individuals will be those who are considered 'at-risk,' and/or have recently experienced an opioid overdose.
 - b. Information will be obtained and recorded, including a signature agreeing to participate in the program. This will be done and stored on a laptop computer specifically designated for this program.
 - c. Opioid Use Disorder (OUD) curriculum and other drug abuse awareness will be taught to the individuals and/or their families. They will also be provided with prevention materials to keep.
 - d. Hands-Only CPR and rescue breathing will be instructed to the individuals and/or their families and friends. Documentation of training will be provided, however this will be a non-certified course.
 - e. Naloxone (Narcan) kits will be supplied to the individual and/or their family and friends. Instruction will be provided for their use.
 - f. The individuals will be provided with resources to recovery, support, counseling and other medical services for drug addiction. Personnel will assist with referrals to services and discuss options. The department will have a pre-existing agreements and MOU with these resources.

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3. Other Activities

The department will collaborate with community partners/stakeholders to promote and educate the public and at-risk individuals/support systems on opioid use disorder and naloxone. These events and activities will include public events, forums, media, print materials, and other communication methods.

4. Data Collection

Data collection in regards to the NH-FIRST program operated within the Hooksett Fire Rescue Department will occur every three (3) months. The department will analyze the program as a whole to look for areas of improvement, areas needing change and positive aspects of the program. Data / progress reports will be submitted to the NH Bureau of EMS as needed to comply with the MIH agreement and grant requirements.

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Town Council

STAFF REPORT



To: Town Council
Title: Discussion regarding Fire-Rescue Ladder 1
Meeting: Town Council - 12 Dec 2018
Department: Fire and Rescue
Staff Contact: James Burkush, Chief of Hooksett Fire&Rescue

BACKGROUND INFORMATION:

Ladder 1 has been out of service since July 12 due to extensive frame corrosion. Hooksett vehicle maintenance discovered significant corrosion on frame and torque box. Vehicle failed State Inspection, UL Certification, Primex Inspection/claim and inspection by MFG. Staff has researched options for Town Council discussion.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Review options (still being developed as I write this).

Town Council

STAFF REPORT



To: Town Council
Title: Town Personnel Plan Updates
Meeting: Town Council - 12 Dec 2018
Department: Administration
Staff Contact: Donna Fitzpatrick, Administrative Services Coordinator

BACKGROUND INFORMATION:

The Town Personnel Plan was last updated on April 25, 2018. Amendments to this plan are now needed as follows:

Section 3 Employment Conditions

Uniforms - Police Department (non-union)

Added language for Detective Division additional \$450.00 to comply with the way this policy has been processed

Section 7 Education, Training

Increase the calendar year reimbursement to \$1,500 (any and all courses) with Town Administrator advance approval on course(s). Without this amendment an employee is restricted to only \$200 reimbursement per course. There is currently a lack of employee usage of this benefit and Administration believes with increasing the reimbursement amount this will encourage employees to further their education in their positions.

Section 9 Leaves of Absence

Vacation time: Remove the following statements to comply with actual way time is used based on work shifts and different hours of operation

- One vacation time equals one normal eight hour work day.
- Vacation time may be used in increments of one hour.

Unpaid Leave of Absence: Add "with concurrence of the Town Administrator" to comply with actual way this leave is processed

Section 10 Insurances

Disability:

Added bullets to clarify the current Standard Disability Insurance policy criteria for 14-day wait period, claim processing wait period and receiving disability payments.

FINANCIAL IMPACT:

Education, Training Reimbursement is subject to budgeted funds being available.

POLICY IMPLICATIONS:

As presented on attached amendments.

RECOMMENDATION:

Council approve Town Personnel Plan edits as presented dated 12/12/18

SUGGESTED MOTION:

Council approve Town Personnel Plan edits as presented dated 12/12/18

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[TPP REDLINED 121218](#)

TOWN OF HOOKSETT

PERSONNEL PLAN



This document supersedes all personnel policies previously established or approved by the Town Council.

Approved - February 17, 2010
Latest revision – ~~April 25, 2018~~ December 12, 2018

3. EMPLOYMENT CONDITIONS

Uniforms – Police Department (non-union). All sworn non-union Police personnel required to wear a uniform shall receive a uniform allowance each year on the first payday in December in the amount of \$850.00. ~~Non-union employee's assigned to the Detective Division by the Chief of Police shall receive an additional \$450.00.~~ Uniform allowances shall be for the purposes of purchasing and maintaining required uniforms. Probationary employees shall receive a pro-rated uniform allowance. In order to secure tax deductibility for the allowance the employee shall be required to comply with the Internal Revenue Service regulations which mandate the submission of a receipt as a condition before taking a lawful tax deduction. Such receipt shall be submitted to the Town on or before November 15th of each year or this stipend shall be considered to be ordinary income to the recipient.

A uniform allowance will not be due any non-union Police personnel leaving employment for any reason within the first 365 days of employment.

All uniformed personnel shall be responsible for wearing the uniform as specified in Department regulations and shall be required to keep uniforms clean and in good repair. Uniform items that are damaged, destroyed, are made unserviceable, or are not presentable will not be replaced by the Police Department if in the opinion of the Chief the damage resulted from the carelessness, negligence or improper use by the employee.

7. EDUCATION, TRAINING

The following reimbursement policy will apply to all employees after one year of service. The Town agrees to provide reimbursement for ~~fifty percent (50%) of~~ the cost of courses ~~if all of the following are met: in accordance with the following:~~

- ~~Course reimbursement not to exceed two hundred dollars (\$200.00) per course and four hundred dollars (\$400.00) per employee per semester.~~
- Courses must be approved in advance ~~by the department head. as recommended by the department head with approval by the Town Administrator.~~
- Courses are related to the employee's job or as part of an approved career development program.
- Not more than ~~one thousand dollars (\$1,000.00)~~ one thousand five hundred dollars (\$1,500.00) will be paid for any employee in any calendar year for ~~all~~ course reimbursement ~~for that year.~~
- Budgeted funds are available.
- Successful completion of course work with a "C" grade or the numerical equivalent grade or better and satisfactory proof of attainment.

If a course is paid for in whole or in part through federal, state or private industry programs, then the Town will not reimburse for the same course, it being the intent of this section to eliminate double payment for any course.

Education reimbursement expenses include: tuition, registration, books, supplies, and course material.

The restriction and requirements above will not apply to courses which the Town requests an employee to take during on duty time.

All employees may be required to engage in such on the job training programs as may be deemed necessary or desirable by the appropriate Department Head and/or the Town Administrator.

9. LEAVES of ABSENCE.

Vacation Leave. The purpose of vacation leave is to provide full-time employees the opportunity for a break in their work schedule. The amount of vacation time earned annually is based on the number of years employed. Vacation time is accrued monthly. Vacation accruals are as follows:

Vacation leave shall be accrued at the following rates for full-time employees beginning with their first month of employment. The employee must start work by the 15th of the month in order to accrue in the first month.

During the first seven years of continuous service, the employee earns 6.66 hours per month. This equates to ten 8-hour days per year. No more than 240 hours can be carried forward as of June 30th each year.

At the beginning of the eighth year of continuous service through the fourteenth year of continuous service, the employee earns ten hours per month. This equates to fifteen 8-hour days per year. No more than 240 hours can be carried forward as of June 30th.

At the beginning of the fifteenth year of continuous service and onward, the employee earns 13.33 hours per month. This equates to 20 8-hour days per year. No more than 320 hours can be carried forward as of June 30th.

~~One vacation day equals one normal eight-hour work day. Vacation time may be used in increments of one hour.~~ If accruals exceed the maximum caps listed above, the accrual overages are forfeited. No vacation leave shall be taken before accrual. Each month's accrual will be officially accrued once the month has been completed and will be eligible for use on the first day of the following month. As an example, vacation time accrued for January will be available for use on February 1st. If a holiday occurs during a vacation, the employee may extend their vacation for one day or take the vacation day at another time. Use of vacation leave at a particular time is contingent upon whether the employee's services can be spared. Employees must submit their vacation requests as early as possible in the calendar year. Supervisors shall approve vacation requests taking into consideration that the remaining work force at all times will be adequate to cope with the expected work load. In cases where too many requests are made for a particular date, employees with the earliest request with sufficient accrued leave will be given preference.

Unpaid Leave of Absence. Any employee who requests time off but has no accrued leave available may be granted an unpaid leave of absence. Unpaid leave of absence may be granted by the Department Head ~~with concurrence of the Town Administrator~~ for a period not to exceed 30 days. An employee who has taken an unpaid leave of absence will have no loss of insurance benefits or seniority but will not accrue leave benefits such as vacation, sick, etc. Insurance benefits will be paid by the Town in accordance with the established level of contribution and the employee will be responsible to pay for their weekly payroll deductions and any previously agreed upon financial obligations. When the unpaid leave of absence ends, the employee will be reinstated to the position held before the leave was granted.

10. INSURANCES

Disability. The employees present disability plan provides benefits based on 67% (short-term disability) and 66 2/3% (long-term disability) of regular wages. Disability plan benefits are payable starting with the fifteenth (15th) day in the event of nonoccupational accident or sickness and continues for the duration of total disability, subject to a maximum duration.

- **During the 14-day wait period before the present disability plan will process the STD claim** for time missed from work, the employee must use their accrued sick time, comp time or holiday time (vacation time cannot be used per the disability plan requirements) - -- Per Town Personnel Plan an employee cannot have an unpaid leave of absence if they have accrued time available
- **While waiting for the STD claim to be processed by the disability Claim Rep.** the employee must use their accrued sick time, comp time or holiday time (vacation time cannot be used per the disability plan requirement) – Per Town Personnel Plan below an employee cannot have an unpaid leave of absence if they have accrued time available
- **Upon receiving disability payments from the insurance company**, the employee may use their accrued sick time, comp time or holiday time to make their wages whole (100%) – (vacation time cannot be used per the disability plan requirement) – this is an option to make wages whole and it is the employee's responsibility to notify the Finance Department of this choice.
The Town Personnel Plan unpaid leave of absence policy would not apply since employee is receiving an income.

This plan contains a nonduplication clause which stipulates that the 2/3 benefit will include any benefits from a statutory plan (i.e., social security, NH Retirement System, and/or disability, etc.). ~~In order for the employee to receive a full paycheck while out on disability, the employee may choose to supplement the remaining 33 % (STD) 33 1/3% (LTD) of the unpaid disability out of his/her sick, vacation, leave accruals, so long as the leave has been earned/accrued prior to the disability leave, and is available for use. It is the employee's responsibility to notify the Finance Department of this choice.~~

In the event the Town changes disability carriers, this disability section becomes null and void, and the new disability policy will be adhered to. ~~Should the new policy also provide only 67% or 66 2/3% of regular wages, the employee will have the choice to supplement the remaining 33% or 33 1/3% unpaid leave, using his/her sick, vacation, etc. as stated above.~~

Pay raises, sick leave, vacation leave and holiday pay will not accrue while on disability.

While on disability all insurance benefits will continue and the employee will continue to be responsible for any payroll deductions associated with and required on health and dental insurances.

See Human Resources for more information on the current disability coverage.