



# **AGENDA**

## **Town of Hooksett Town Council**

### **Wednesday, January 9, 2019 at 6:00 PM**

A meeting of the Town Council will be held Wednesday, January 9, 2019 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. Dr. Dean E. Shankle, Jr., Town Administrator - 7 years+ dedicated service (09/01/2011-01/11/2019)
  - 5.3. Hooksett Municipal Employee - New Hire
- 6. SCHEDULED APPOINTMENTS**
  - 6.1. Municipal Resources Inc., Alan Gould President - Town Administrator Search
- 7. APPROVAL OF MINUTES**
  - 7.1. Public: 12/19/18 5 - 19  
[TC Minutes 121918-U working copy](#)
  - 7.2. Non-Public: 12/19/18
- 8. AGENDA OVERVIEW**
- 9. PUBLIC HEARINGS**
  - 9.1. Public Hearing to discuss a bond to be issued to finance a Ladder Truck for the Fire-Rescue Department in the amount of \$1,000,000 per RSA 33:8-a, I 21 - 22  
[Staff Report - SR-18-108 - Pdf](#)
- 10. CONSENT AGENDA**
  - 10.1. Acceptance of \$9,700 Conservation (Moose) License Plate Grant 23 - 33  
[Staff Report - SR-18-104 - Pdf](#)
  - 10.2. Partial Release of Surety for Dion Construction in the amount of \$381,129.55. 35 - 39  
[Staff Report - SR-18-101 - Pdf](#)
- 11. TOWN ADMINISTRATOR'S REPORT**
- 12. PUBLIC INPUT - 15 MINUTES**
- 13. NOMINATIONS AND APPOINTMENTS**

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

**14. 15 MINUTE RECESS**

**15. OLD BUSINESS**

15.1. Town Administrator Search Update

15.2. Reconsideration of Street Name Approval

41 - 43

[Staff Report - SR-18-102 - Pdf](#)

15.3. Fire Chief Employment Agreement Effective 05/01/2019

15.4. FY 2019-20 Budget and Warrant Articles

45 - 63

[Staff Report - SR-18-105 - Pdf](#)

**16. NEW BUSINESS**

16.1. Partial Road Acceptance at University Heights

65 - 69

[Staff Report - SR-18-103 - Pdf](#)

**17. SUB-COMMITTEE REPORTS**

**18. PUBLIC INPUT**

**19. NON-PUBLIC SESSION**

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

19.2. NH RSA 91-A:3 II (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 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

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Chair. Direct questions or comments from the audience are not permitted during Public Input.

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



1

**Town of Hooksett  
Town Council Meeting Minutes - Unofficial  
Wednesday, December 19, 2018**

2

3 The Hooksett Town Council met on Wednesday, December 19, 2018 at 6:00 in the Hooksett Municipal  
4 Building.

5

6 **CALL TO ORDER**

7 Chair Sullivan called the meeting of 19 Dec 2018 to order at 6:02 pm.

8

9 **PROOF OF POSTING**

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

11

12 **ROLL CALL**

13 **In Attendance:** Councilor James Sullivan, Councilor Robert Duhaime, Councilor John Durand,  
14 Councilor John Giotas, Councilor James Levesque, Councilor David Ross, Councilor Timothy  
15 Tsantoulis, Councilor Donald Winterton, and Councilor Alex Walczyk (arrived at 6:19 pm)

16

17 **PLEDGE OF ALLEGIANCE**

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19 **SPECIAL RECOGNITION**

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21 **Hooksett Municipal Employees**

22

23 D. Shankle: We have a new Accounts Payable Clerk in the Finance Department, Rockey Levander. We  
24 also have a new Prosecution Assistant in the Police Department, Sarah Gacek. Prosecution Assistant  
25 Cynthia Ullrich is leaving the Police Department.

26

27 Chair Sullivan: We welcome our two new employees. We thank Ms. Ullrich for her service and wish her  
28 the best of luck. As always, we thank all of our employees for their service to Hooksett.

29

30 **APPROVAL OF MINUTES**

31

32 Chair Sullivan: I was informed by Dr. Shankle that an error was made at five hours and 12 minutes into  
33 our last meeting. I want us to review a segment near the end of our last meeting, beginning at 11:12  
34 pm. A roll call vote was requested, and one member was not called. I am ruling that the vote is invalid.  
35 Under the rules, I can be overruled.

36

37 D. Ross: Based on past practices, others have recused themselves on smaller issues. He should not  
38 have voted.

39

40 Chair Sullivan: I don't believe there is a conflict. According to our Charter, it is required that the names  
41 of all Councilors be called on a roll call vote. For some reason, Councilor Winterton was not called.

42

43 D. Ross: The voting stopped because the motion had already failed.

44

45 Chair Sullivan: Councilor Ross, I am going to rule you out of order. Let me finish.

46

47 D. Ross: I already know what you are going to say. I have listened to the tape. I heard it through the  
48 grapevine. That is the trouble with this town. This is why I got involved back in 2006 – the backroom  
49 deals, the promises made for votes before we even come here for discussion. You are out of order.

50

Chair Sullivan: I have done this for 30 years. I have never been involved in backroom dealings. If you have, shame on you. I am going to rule that vote invalid and call for another vote.

R. Duhaime: Councilor Ross, you are out of order.

Chair Sullivan: There is no precedent for this. No one has ever been left out of a roll call vote. No one noticed. As Chairman, I want to follow the rules. However, I can be overruled.

T. Tsantoulis: I assumed we had agreed Councilor Winterton couldn't vote. The nomination I made was that if Councilor Winterton became the Interim Town Administrator, he would not vote at future meetings. I did not mean for him to not vote on this motion, but the conversation led me to believe that he was not allowed to vote on this roll call. No malice was intended, obviously. I nominated him.

Chair Sullivan: In 1990s, the Council at that time voted that a member should be recused, so that option is available, as I said at the last meeting.

J. Levesque: Why did Councilor Winterton not bring this up?

D. Winterton: I was surprised with the vote as it took place. I waited for my name to come up. I was denied the right to vote 'yes' or 'no'. If I had voted no, I could have asked for reconsideration at this meeting. I don't appreciate the body language of the Councilor next to me.

D. Ross: Then don't look at me when you speak; address your comments to the Chair.

D. Winterton: I don't interrupt you when you speak. I have the floor, so let me speak.

J. Durand: It doesn't matter, since with two 'no' votes, he had lost. He never spoke up. I assumed he didn't vote because he knew he had lost.

***D. Ross motioned to overrule Chair Sullivan's decision to rule the vote invalid. Mr. Durand seconded the motion.***

D. Ross: We beat this to death. Sworn officials should not vote for anything that puts money in their pocket, regardless of services rendered; it's unethical. I knew about this last night. That's why I was so wound up when I came to this meeting. Don't tell me that no one is talking behind the doors. There was an exerted campaign. Councilor Winterton called a lot of people to campaign for this position. I find that irregular as well.

T. Tsantoulis: I crossed out Councilor Winterton and also Councilor Giotas, who was absent. I treated Councilor Winterton as if he were absent. I feel this was my mistake.

J. Levesque: Last week I suggested waiting till the next meeting for this vote because we would probably have a full Council. Could I have moved to table the vote?

Chair Sullivan: Yes, you could have.

R. Duhaime: Councilor Ross, your maturity and respect for the Council are lacking. We all have spent time on this Council, hours and hours. I would like to debate with you, but I am not losing my temper; I am not getting upset. A majority of this Council thinks Councilor Winterton would be a good idea. I can't believe the lack of trust or faith. The rest of us are treating you with respect. There is no devious, behind the scenes activity.

104 D. Ross: I didn't get a second chance to speak. You make up the rules as you go. This is all a bunch of  
105 theater.

106  
107 Chair Sullivan called for a roll call vote on the motion to overrule his ruling.  
108

109 **Roll Call Vote #1**

110 ***D. Winterton Abstained***

111 ***J. Giotas No***

112 ***T. Tsantoulis No***

113 ***J. Levesque No***

114 ***A. Walczyk No***

115 ***R. Duhaime No***

116 ***J. Durand Yes***

117 ***D. Ross Yes***

118 ***J. Sullivan No***

119 ***The motion failed. (2-6) one abstention***

120

121 ***T. Tsantoulis motioned to appoint Councilor Winterton to serve as Interim Town Administrator***  
122 ***as Dr. Shankle vacates the position, and during the time he serves, he will not have voting***  
123 ***duties on the Town Council, per Section 3.2 of the Charter. The motion was seconded by R.***  
124 ***Duhaime.***

125

126 T. Tsantoulis: Councilor Winterton would have Finance Director Soucie, Administration Services  
127 Coordinator Fitzpatrick and Dr. Shankle to help him. He is quite capable of making a lot of decisions  
128 anyway, and he would have these people to assist him. We don't need to spend the money to use the  
129 outside services of a company such as MRI.

130

131 ***D. Ross motioned to amend the motion on the floor to say Councilor Winterton cannot vote on***  
132 ***this motion. The motion was seconded by J. Durand.***

133

134 D. Ross: I think the intent of requiring seven votes is based on the assumption that the candidate will  
135 not vote for himself or herself. Councilor Winterton should recuse himself.

136

137 J. Durand: No one should vote for himself.

138

139 T. Tsantoulis: Point of order: You are assuming Councilor Winterton will be compensated.

140

141 ***R. Duhaime motioned to move the question.***

142

143 Chair Sullivan called for a role call vote on the motion to amend the motion on the floor.

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145 **Roll Call Vote #2**

146 ***R. Duhaime No***

147 ***J Durand Yes***

148 ***D. Ross Yes***

149 ***J. Levesque No***

150 ***A. Walczyk No***

151 ***J. Giotas No***

152 ***D. Winterton No***

153 ***T. Tsantoulis No***

154 ***J. Sullivan No***

155 ***The motion failed. (2-7)***

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J. Levesque: I'm upset we are doing this tonight. I suggested waiting. I don't know why we are doing this.

D. Winterton: When Dr. Shankle surprised us with the news that he is taking another job, I read the Charter. It says that a Town Council member can take the job of Town Administrator on an interim basis. It has been done in the past. Senior department heads were asked if they had any interest in the position. I haven't worked since 2002, but when I was working, I supervised 93 people, and I negotiated three contracts with bargaining groups. I have been part of the decisions to hire three or four department heads. I thought I could do a good job, and I called all Council members to say I would be willing to do this – full time or part-time. This is a temporary position. Yes, I would expect to be compensated. I wanted to offer my expertise and skill set. I was not prepared for what has happened. I am disappointed that I brought myself forward, and I am somewhat embarrassed. I would do a good job for this town. The compensation I would receive is not going to change my lifestyle. I will vote for myself. If six others don't want me, fine. This is not my goal in life. I volunteer a lot for this group and many others.

D. Ross: I am troubled. I hadn't heard that staff members were asked about this position and had declined. Voting for yourself is improper. Chair Sullivan's actions are hypocritical to an extreme. He has voted against other issues out of principle.

R. Duhaime: You are wasting our time. The Council now is the best it has been. You are the only one who is disgruntled. Let's move on.

Chair Sullivan called for a roll call vote on the motion on the floor.

**Roll Call Vote #3**

**J. Giotas      Yes**  
**D. Ross       No**  
**A. Walczyk    Yes**  
**J. Durand     No**  
**R. Duhaime    Yes**  
**T. Tsantoulis Yes**  
**J. Levesque    Yes**  
**D. Winterton   Yes**  
**J. Sullivan     Yes**  
***The motion carried. (7-2)***

Councilor Ross left the meeting due to illness, and Councilor Duhaime left the meeting because of another engagement.

Chair Sullivan: The Charter in Section 3.2 says that no Councilor may not hold a paid position working for the town for one year after leaving the Council. However, it also says that a Councilor is allowed to serve as the Interim Town Administrator. I felt an obligation to point that out. All names must be called during a roll call vote. Not to do so is a violation of the Charter. I can be overruled. There has been no backroom politicking. We miss things sometimes; we do things wrong sometimes. We need to follow the rules to correct these mistakes.

***Chair Sullivan motioned to take the minutes which were tabled at the last meeting off the table, including the public and non-public minutes of the November 7, 2018 and November 13, 2018 meetings. Councilor Levesque seconded the motion.***  
***Voted unanimously in favor.***



209 D. Winterton: I will abstain from this vote and every vote going forward.

210

211 J. Giotas: Should we appoint someone while Councilor Winterton is serving as the Interim Town  
212 Administrator?

213

214 D. Winterton: I must be a Councilor in order to hold this position, per the Charter.

215

216 ***J. Levesque motioned to approve the minutes of the November 7, 2018 public session as***  
217 ***amended. The motion was seconded by A. Walczyk.***

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220 ***J. Giotas motioned to approve the minutes of the non-public session of November 7, 2018. The***  
221 ***motion was seconded by J. Levesque.***

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## AGENDA OVERVIEW

Chair Sullivan: I would like to move up items 15.3 & 15.4 to accommodate a department head.

## CONSENT AGENDA

Donation of a transport wheelchair valued at \$100.00 from Donald Winterton to the Town of Hooksett for the Town Clerk to be utilized at elections, per RSA 31:95-e, II.

***A. Walczyk motioned to approve the Consent Agenda. The motion was seconded by T. Tsantoulis.***  
***Voted unanimously in favor.***

## TOWN ADMINISTRATOR'S REPORT

D. Shankle: Tomorrow from noon to 1:30 pm is our Christmas Party and all Councilors are invited to attend.

D. Shankle: For future reference, if there is a feeling you want someone to be recused, you need to be careful. There have been lawsuits about this. Councilors need to decide for themselves regarding recusal.

Chair Sullivan: Maybe that is why it has not been done since the 1990s.

D. Shankle: Lastly, you can't count Councilor Winterton as part of the quorum after I leave.

268 **PUBLIC INPUT**

269

270 Mark Miville, 42 Main Street: As I have said before, the Charter needs to be reviewed again. I want to  
 271 thank Councilor Winterton officially for the wheelchair. At your last meeting, someone from the Parks &  
 272 Rec Advisory Board said they had been told that they were not following the charge regarding the  
 273 Pavilion. I want to remind the Council that I made the charge They weren't following it. Their  
 274 responsibility was to create a warrant article, including location, cost, design details, and fundraising  
 275 ideas. I attend their meetings and reminded them every month of their charge. They ran out of time  
 276 because they focused on the location. Finally, I would ask Dr. Shankle to prepare a final report for the  
 277 next meeting on any and all outstanding projects. He should apprise the Council and the citizens of the  
 278 state of the town and the status of any economic development projects.

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281 **NOMINATIONS AND APPOINTMENTS**

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J. Levesque: There is an opening on the Planning Board because two people are not showing up.  
 David Boutin has asked me to present his name to be a full-time Planning Board member.

Chair Sullivan: We need a letter from the Planning Board in order to do that.

D. Shankle: Actually, there is only one member who is not attending. I asked Mr. Germain to send a  
 letter to that member to give the person an opportunity to explain why she is not attending.

Chair Sullivan: Dr. Shankle, please send the Planning Board a reminder of the guidelines regarding  
 attendance, unless they have separate rules. Once we are sure about the vacancy, we would be glad  
 to entertain the nomination of Mr. Boutin.

**OLD BUSINESS**

*Chair Sullivan motioned to remove the Budget Transfer #2019-02 FY from the table. The motion  
 was seconded by J. Giotas.*

*Voted unanimously in favor with one abstention.*

**Budget Transfer #2019-02**

C. Soucie: The first item is to 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 recommended by Block  
 5 Technologies and requested by Chief Burkush.

*J. Giotas motioned to have the Council Chair sign the Budget Transfer Request #2019-02 in the  
 amount of \$1,580 for firewall upgrades as Fire Station 1. The motion was seconded by T.  
 Tsantoulis.*

A roll call vote was taken.

**Roll Call Vote #4**

**A. Walczyk Yes**

**J. Levesque Yes**

**J. Durand Yes**

**D. Winterton Abstained**

**T. Tsantoulis Yes**

**J. Giotas Yes**

**J. Sullivan Yes**

321 ***Voted unanimously in favor with one abstention.***  
 322  
 323

324 **FY 2019-20 Budget and Warrant Articles**  
 325

326 C. Soucie: At the last meeting you voted not to bond the Hackett Hill Roundabout Project. Therefore, it  
 327 now says that \$1,200,00 will come from the unassigned fund balance and that the Council voted not to  
 328 recommend this, with one in favor and seven opposed.  
 329

330 Dr. Shankle: For clarity, I suggest saying one yes vote and seven no votes, for clarity.  
 331

332 Chair Sullivan: As I recall, the vote not to recommend this is due to the fact that the cost of the project  
 333 has increased dramatically since first introduced. The project has been significantly delayed. We are  
 334 willing to cooperate but this goes too far.  
 335

336 C. Soucie: Next is the Parks & Rec full-time Recreation Director with \$89,000 as the suggested cost.  
 337

338 Chair Sullivan: I had asked for clarification about use of revolving fund and how much is in that account.  
 339

340 C. Soucie: You can use the fund for anything recreational. The balance in October was \$168,000.  
 341

342 D. Shankle: Bear in mind that you can only take money from the revolving fund for the first year in this  
 343 warrant article.  
 344

345 ***Chair Sullivan motioned to put this article on the ballot and to raise and appropriate \$89,000 for***  
 346 ***the salary and benefits to hire a full-time recreation director; of this amount, \$30,000 is***  
 347 ***authorized to be withdrawn from the Recreation Revolving Fund, with the balance of \$59,000 to***  
 348 ***be raised from general taxation. The motion was seconded by T. Tsantoulis.***  
 349

350 J. Durand: We have put this on the ballot twice and it failed twice. Why do we keep doing it?  
 351

352 J. Giotas: How long did it take to accumulate what is in the fund now?  
 353

354 C. Soucie: It was created in 2008; most of the funds accumulated in the last three or four years.  
 355

356 T. Tsantoulis: It should be noted that the decision of the Parks & Rec Advisory Board to pursue this was  
 357 based on a lot of public interest.  
 358

359 J. Durand: It was presented twice and voted down twice. We can't keep adding jobs. This work should  
 360 be done by volunteers as in the past.  
 361

362 Chair Sullivan called for a vote on the motion to put this article on the ballot.  
 363

364 ***The motion was approved (5-1) with one abstention.***  
 365

366 ***Chair Sullivan motioned to recommend this article. T. Tsantoulis seconded the motion.***  
 367

368 Chair Sullivan called for a roll call vote.  
 369

370 **Roll Call Vote #5**

371 ***T. Tsantoulis Yes***

372 ***A. Walczyk Yes***

373 **J. Levesque Yes**  
 374 **D. Winterton Abstained**  
 375 **J. Durand No**  
 376 **J. Giotas Yes**  
 377 **J. Sullivan Yes**

378 **The motion carried (5-1) one abstention**

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381 C. Soucie: A public hearing on the ladder truck is scheduled for the next meeting. Next is the Old Town  
 382 Hall Renovations.

383

384 D. Shankle: We need to get this open so people can start using it. I would suggest a two-year plan, with  
 385 \$200,000 for first year and \$100,000 the next year.

386

387 J. Giotas: \$600,000 took me by surprise. I thought we would do the roof and heating system. I am in  
 388 favor of cutting it in half.

389

390 Chair Sullivan: Could the money come from fund balance?

391

392 C. Soucie: You can't have an article which uses the fund balance for two years.

393

394 Chair Sullivan: Could we use the fund balance for the first year only?

395

396 C. Soucie: Yes

397

398 J. Giotas: The most important thing is heat.

399

400 C. Soucie: I need to check as to whether the article can use one type of funds for the first year and  
 401 another for the next.

402

403 D. Shankle: We can check on that and bring it back at the next meeting.

404

405 Chair Sullivan: When should the Council approve the operating budget?

406

407 C. Soucie: You should do that on Jan 23, 2019, after the public hearing.

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~~409~~

# **Police Station Renovation**

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413 B. Thomas: I want to clarify something from the last meeting. Mr. Long said he regularly comes in at or  
 414 below the GMP, which stands for Guaranteed Maximum Price. \$593,000 is an initial estimate from the  
 415 draft plans; it has built in contingency, but it is not the GMP. The project is budgeted at \$747,000 with  
 416 contingency built in. I don't think there is a problem but it might have been confusing.

417

418 Chief Bouchard: We don't have the GMP yet.

~~419~~

420

# **Grant Drive Drainage Project Change Order No. 1**

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422

423 B. Thomas: This project was on my desk the day I got here. We are looking for approval of a change  
 424 order in the amount of \$14,136 because of the need for 21 extra feet of pipe and paving. There was no  
 425 catch basin where the plans said it was. This project came about because of a sink hole. We  
 426 encountered a huge rock, which is the reason for pipe failure. We have a great contractor on this job  
 427 and he is doing great work.

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Chair Sullivan: I appreciate the detail you have provided.

D. Winterton: Will this be funded via the Drainage Upgrade Fund?

E. Labonte: Yes, that is the intention.

D. Winterton: That fund has a balance of \$282,000.

***T. Tsantoulis made a motion to approve the change order in the amount of \$14,136 and to direct Dr. Shankle to sign it on behalf of the Council. The motion was seconded by J. Levesque.***

Chair Sullivan called for a roll call vote on the motion.

**Roll Call Vote #6**

***J. Durand Yes***

***J. Levesque Yes***

***D. Winterton Abstained***

***J. Giotas Yes***

***T. Tsantoulis Yes***

***A. Walczyk Yes***

***J. Sullivan Yes***

***Voted unanimously in favor, with one abstention.***

***NEW BUSINESS (moved up to accommodate attendees)***

**Cooperative Purchasing Program**

***Chair Sullivan motioned to remove the Cooperative Purchasing Program item from the table.***

***The motion was seconded by J. Giotas.***

***Voted unanimously in favor, with one abstention.***

E. Labonte: What we are looking at is the ability to use collective purchasing agreements, which is authorized in the Administrative Code and has been used previously in the town. We would like to have agreements with US Communities and Sourcwell (formally NJPA). In 2016 the Hooksett Fire Department utilized the Houston-Galveston Area Council Buy Program to purchase an ambulance using a pre-bid program. These agencies go out and do proposals and bring bids in, and you don't have to go through the formalized bidding process. You can pick the one that gives the best deal. You don't have to make up a proposal package or run a bid ad in the paper. It saves a lot of time and money.

J. Giotas: Is this more desirable than the RFP process?

E. Labonte: Yes. I bought several vehicles in my previous job. The prices were always lower than the state bid. We got \$13,000 on the trade-in of a backhoe which was worth about \$4,000.

D. Winterton: One of the things Hooksett has benefited from is hiring people with expertise in other communities. We are benefitting from the experience these people are bringing and we thank you.

D. Fitzpatrick: The Collective Purchasing section is close to the beginning of the Administrative Code, so we can update the Administrative Code by listing these as exhibits.

**Chair Sullivan motioned to approve the cooperative purchasing agreements with the US Communities and Sourcewell (formally NGPA) and to update the Administrative Code with the exhibit specifically listing the actual programs: US communities and Sourcewell (formally NJPA), and Houston-Galveston Area Council. J. Giotas seconded the motion.**

**Voted unanimously in favor with one abstention.**

**Discussion regarding Fire-Rescue Ladder 1**

**Councilor Tsantoulis motioned to remove the Fire-Rescue Ladder 1 item from the table. The motion was seconded by J. Giotas.**

**Voted unanimously in favor, with one abstention.**

Assistant Chief Colburn: Ladder 1 has been out of service since July 12, 2018 because of severe corrosion on the frame and aerial torque box. We have prepared a presentation on our research and the history of the vehicle. It was purchased in 2002. It is a KME ladder truck and has 46,233 miles on it. In 2006 we had a lot of corrosion issues. We had \$70,000 worth of painting done. Then, it failed the annual UL test in 2015 because of delamination of the frame rail. It was returned to the factory where they sandblasted and painted it, as well as doing undercoating. It was covered under warranty then. The current problem we have is rust jacking, so we have frame separation. Some rails are bent. It failed State inspection because of the corrosion which caused the separation. Also, rust bends the frame. Sizable gaps have been created.

Chair Sullivan: Have there been changes in the construction process so a new vehicle might last longer?

Assistant Chief Colburn: The industry has gone to galvanizing. It was not an option in 2003. Rust is very powerful. It bends steel. There are many uses for the ladder truck, including building fires, chimney fires, technical rescues and accident reconstruction.

Chief Burkush: The town zoning and planning regulations now allow buildings over 35 feet in Hooksett. The longest ladder we have is 28 feet, which will get you to the second floor. It's almost an economic development tool to have this available. There are numerous buildings over 35 feet in Hooksett now. SNHU is moving a lot of its students to Hooksett, and there are many commercial and industrial buildings over 35 feet. There are several residential buildings over 35 feet tall as well.

Chief Burkush: We can rent a vehicle monthly. That is one of our options.

D. Shankle: Once you have some buildings over 35 feet, you can't refuse other permits.

Assistant Chief Colburn: If we do nothing, we would go from a 4 to a 5 ISO rating, which is a fair amount of points on the ISO rating and would increase the fire portion of homeowners' insurance on an average home by \$35. Our efficiency would decline because we would be waiting 20 minutes for another truck to arrive. Another option is one of the dealers would rent us a truck for \$5,000 to \$6,000 per month. One long-term solution is to repair the truck. It can't be fixed under warranty, so the cost would be \$180,000. There would be a 9 to 12-month wait period for repairs. You are looking into putting a lot of money into a 15-year old truck. Recovery of the cost of repair is questionable. Ms. Soucie did an analysis and suggests a 20-year bond. One big advantage is that the truck would be designed for our exact needs. It would take 400 days to build, but the manufacturer would provide a loaner at no cost. The tax impact of the bond would be four cents per \$1,000 of assessed value.

D. Winterton: Thanks for doing all of this research. Given that the current truck went 15 years, maybe it should be a 15-year bond.

Assistant Chief Colburn: A new one should last at least 20 years, the life of the bond.

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537  
538 J. Giotas: Do they repair with galvanized steel? Have others had the same problem?  
539  
540 Assistant Chief Colburn: Yes, they would use galvanized steel for the repairs. Rust has been a problem  
541 with all vehicles manufactured before they began using galvanized steel.  
542  
543 Chief Burkush: I contacted Primex and they sent a metal specialist who denied the claim. Galvanizing  
544 does last longer.  
545  
546 A. Walczyk: What will you do? Will you call Manchester?  
547  
548 Chief Burkush: Some big fires need more than one ladder.  
549  
550 J. Giotas: I understand that we can't find the original signed contract.  
551  
552 Chief Burkush: We have been trying to find the original signed contract. The attorney needs that to  
553 know in which state to file a lawsuit.  
554  
555 Assistant Chief Colburn: We have the warranty paperwork. None of us were here at the time of the  
556 purchase.  
557  
558 Chief Burkush: This was a family business which was sold to a conglomerate.  
559  
560 J. Durand: Do you know the trade-in value?  
561  
562 Assistant Chief Colburn: We are looking into that. It will depend upon where it goes.  
563  
564 T. Tsantoulis: I do not think anyone will argue about the need for a ladder truck. Timing is an issue, and  
565 \$1 million will be a tough sale to the voters, especially if tariffs drive up the price of materials. When  
566 galvanizing, there are different levels. I understand that hot dipped is best, and there should be no  
567 changes after the process which would reduce the effectiveness of the galvanizing.  
568  
569 Assistant Chief Colburn: These are valid points. They won't drill after the galvanizing is done. There will  
570 be no changes; the manufacturer won't allow that.  
571  
572 Chief Burkush: We have worked on this for six months. We need a 109-foot truck with really good  
573 reach. I thought we could sue for breach of warranty, but the attorneys say there is less than a 50%  
574 chance of success with that.  
575  
576 D. Shankle: You will need a 50% vote for repairs and a 60% vote for the bond. What will you do if it  
577 fails? Do you have a Plan B?  
578  
579 Chief Burkush: We would rely on Mutual Aid.  
580  
581 Chair Sullivan: We have a need list, not a wish list, of warrant articles. Is every home affected by  
582 insurance change of 5% on fire section? A selling point could be that the property tax impact of the  
583 bond would cost the average homeowner less than the \$35 increase per year in the fire section of their  
584 homeowners' insurance.  
585  
586 D. Shankle: You need to be careful with that. It is not an absolute.  
587  
588 Chair Sullivan: Do you perform extra daily maintenance in hopes of extending the life of a vehicle?

Assistant Chief Coburn: We do everything we can. We have no ability to put vehicles in the air with a mobile lift for pressure washing. \$60,000 down the road for a mobile lift would benefit the entire town's fleet of vehicles.

***T. Tsantoulis motioned to approve a warrant article hearing for a \$1,000,000 bond to replace Ladder 1. J. Durand seconded the motion. Voted unanimously in favor, with one abstention.***

The public hearing will be scheduled for the next Town Council meeting on January 9, 2019.

#### **MTA/NHDOT Commuter Shuttle Grant Application**

A. Reeves: Nicholas Williams and I were approached by MTA and SNHRPC about this grant, which would allow us to split a bus for senior transportation between our town and Goffstown. We now share a bus with Goffstown but have service for only Tuesdays and Thursdays, and only for five hours each day, which has been hard on some citizens. This grant would also require sharing a bus with Goffstown, but we would have the bus on Mondays, Wednesdays and Fridays for ten hours each day. Therefore, we could have service five days per week. The cost of the bus is \$144,000; the cost for the two towns is \$10,000, and it would be a 50/50 split with Goffstown. MTA would be responsible for maintenance and insurance. There is a need for this. We have had some good feedback but also complaints about the limitations. The bus should last seven to ten years.

D. Shankle: The cost for this would come from the Family Services budget. All we are asking for is a letter of support in order to move forward.

T. Tsantoulis: I have had a disproportionate number of calls on this. The seniors have great enthusiasm for increasing the service. It's a quality of life issue. If we were carting people around using Uber, it would cost more. We should look to fund this.

Chair Sullivan: I can read the letter of support to you. I agree with Councilor Tsantoulis.

J. Giotas. Besides the \$5,000 for the purchase of the bus, are there other expenses?

A. Reeves: There will be operational costs. For the current bus, those costs are about \$10,000 per year.

***T. Tsantoulis motion to have the Council members and the Chair sign the letter of support proposed by Town Planner Nicholas Williams and Family Services Director Abby Reeves regarding increased bus service. The motion was seconded by J. Giotas. Voted unanimously in favor, with one abstention.***

#### **Town Personnel Plan Updates**

***Chair Sullivan motioned to remove this item from the table. The motion was seconded by J. Giotas. Voted unanimously in favor, with one abstention.***

D. Fitzpatrick: These are housekeeping items. Section 3, Employment Conditions, addresses uniforms for Police Department non-union personnel. We propose adding \$450 or the Detective Division to comply with the way this policy has been processed.

D. Winterton: Is that part of the bargaining group?



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Chief Bouchard: Yes. We are trying to clean up the personnel plan. Ms. Fitzpatrick and Ms. Soucie have been helping me with this. The uniform allowance has been received in past years but not given this year because the mistake was found.

D. Fitzpatrick: In Section 7, Education/Training, we are proposing an increase in the calendar year reimbursement for non-union employees to \$1,500, with the Town Administrator's advance approval. The current amount is only \$200, and we hope for increased usage of this benefit by non-union employees to further their education in their positions. The courses must be related to the job.

D. Fitzpatrick: Regarding Section 9, Leaves of Absence, we propose the use of vacation time in 15-minute increments. We no longer can say that a vacation day is eight hours.

T. Tsantoulis: This is standard practice in private sector

D. Fitzpatrick: For the Unpaid Leave of Absence section, we propose adding "with concurrence of the Town Administrator" to comply with the actual way this leave is processed.

D. Fitzpatrick: In Section 10, Insurances, we are clarifying the current Standard Disability Insurance policy criteria for a 14-day wait period, claim processing wait period and receiving disability payments. Vacation time cannot be used for wait periods.

***T. Tsantoulis motioned to approve the Town Personnel Plan edits dated December 19, 2018 as presented. The motion was seconded by J. Giotas.  
Voted unanimously in favor, with one abstention.***

#### **OLD BUSINESS (continued)**

#### **Town Administrator Search Update**

D. Fitzpatrick: Your packet has information regarding options for the Town Administrator search. In 2011, we used the NH Municipal Association (formerly LGC) in our search for a Town Administrator. As of 2012, they no longer offer this service. I spoke with Alan Gould, President of the Municipal Resources Inc. (MRI). He was not available to be here tonight but is available via cell phone. MRI charges about \$6,500 as a base price for this service in New Hampshire, which includes such activities as posting the position, phone interviews, profiles of the candidates, collecting and evaluating resumes and essays. This is generally a nine to ten-week process, narrowing the applicants down to four. The entire process takes a total of about four months. Additional services such as resident, employee and professional panels or surveys would increase the cost. Mr. Gould told me the maximum amount they have charged is \$16,500. About a month should be allotted for the posting process. I can explain my process if you wish.

Chair Sullivan: We could do this ourselves as the School Board did. They used an outside firm and were not successful. Then they developed their own process and were successful by posting the position, conducting interviews, gathering survey information using the SurveyMonkey platform, and using a PTA subcommittee. Also, we could have a public forum for the final two applicants.

D. Fitzpatrick: I would caution that applicants for higher level jobs want confidentiality through the entire process.

D. Shankle: It will impact who applies. Different states have various rules regarding privacy. Most candidates want their application to be private.

695 D. Winterton: Assume we would be doing this, I would expect it as a charge. I am willing to lead the  
696 search for a new Town Administrator. In my career, that's what I did. I am hesitant about a resident  
697 panel.

698

699 J. Durand: We should look in house first for someone who already knows the town issues.

700

701 D. Fitzpatrick: We can post this internally for seven days. Also, anyone can apply for this job, whether  
702 internal or external.

703

704 J. Giotas: Would we get the same pool of applicants as MRI?

705

706 D. Fitzpatrick: We have lots of resources; we post on all websites and would have the same ability to  
707 reach out.

708

709 D. Shankle: I just want to say that they really vetted us at MRI.

710

711 J. Giotas: That would save a lot of time.

712

713 D. Winterton: The subcommittee could include Ms. Fitzpatrick, myself, and a couple of other Board  
714 members. \$6,500 is short money for this. Also, if MRI selects the 'wrong person,' after one year they  
715 will do the process again for free. If we go through MRI, a memo should be sent to all employees about  
716 the procedure. I am in favor of hiring from within.

717

718 T. Tsantoulis: Ms. Fitzpatrick is very busy already.

719

720 Chair Sullivan: My concern is that we would only interview the final four.

721

722 D. Shankle: We could see all of the applications from MRI. They don't prefer that, but they are yours.  
723 And, you can invite Alan Gould, the president of MRI, to make a presentation.

724

725 Chair Sullivan: I would like to survey the public about the qualities they want in a Town Administrator.  
726 We should start preparing questions we would like ask of candidates.

727

728 D. Winterton: We could ask that internal candidates not be rejected by MRI. Our list of qualities desired  
729 should be prioritized.

730

731 D. Fitzpatrick: Do you want people to check off the items from the list provided?

732

733 Chair Sullivan: Yes.

734

735 ***J. Giotas motioned to invite MRI to the January 9, 2019 Town Council meeting. The motion was***  
736 ***seconded by T. Tsantoulis.***

737

738 ***Voted unanimously in favor, with one abstention.***

739

## 740 SUBCOMMITTEE REPORTS

741

742 D. Winterton: The Planning Board met Monday night and approved a small development off Mammoth  
743 Road and the expansion of a machine shop. There was a proposal for rezoning a portion of  
744 Londonderry Turnpike from residential to commercial. There was quite an audience here, and that may  
745 come back and may not happen this year. The Sewer Commission met and I have a wonderful  
746 newsletter put out by NH Water Control Association. It has a nice article written by Bruce Kudrick, our  
747 Superintendent, and Eric Stevenson, the District Manager for Block Industries, about using water from  
the Sewer Commission for Block Industries' washing process. This is a win/win situation and

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748 spectacular in terms of a public/private partnership. I am going to ask Ms. Fitzpatrick to make copies for  
749 you.

750  
751 Chair Sullivan: What's going on across from Zapora?  
752

753 D. Winterton: Nothing has come to Planning. It's now a commercial lot and has a 'Build to Suit Tenant'  
754 sign on it.

755  
756 J. Giotas: Nick Williams posted on the town website merchandise for sale from Kathy Northrup.  
757

761  
762 **NON-PUBLIC SESSION**  
763

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

766  
767 NH RSA 91-A:3 II (b) The hiring of any person as a public employee.  
768

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

771  
772  
773 ***J. Sullivan motioned to enter non-public session of 12/19/18 at 9:45pm per NH RSA 91-A:3 II (a), (b) & (c).***  
774 ***Seconded by T. Tsantoulis.***  
775

776 **Roll Call #7**

777 D. Ross – not present

778 D. Winterton – yes

779 J. Levesque – yes

780 R. Duhaime – not present

781 A. Walczyk – yes

782 J. Durand – not present

783 T. Tsantoulis – yes

784 J. Giotas – yes

785 J. Sullivan - yes

786 ***Vote in favor (6-0).***

787

788 ***T. Tsantoulis motioned to exit non-public session of 12/19/18 at 10:26pm. Seconded by J. Giotas.***  
789 ***Vote unanimously in favor (6-0).***

790 ***J. Levesque motioned to seal the non-public session minutes of 12/19/18. Seconded by J. Giotas.***  
791 ***Vote unanimously in favor (6-0).***

792

793 **ADJOURNMENT**

794 ***J. Levesque motioned to adjourn the public session of 12/19/18 at 10:26pm. Seconded by T. Tsantoulis.***  
795 ***Vote unanimously in favor (6-0).***

796

797 Respectfully Submitted,

798

799

800



# Town Council

## STAFF REPORT



**To:** Town Council  
**Title:** Public Hearing to discuss a bond to be issued to finance a Ladder Truck for the Fire-Rescue Department in the amount of \$1,000,000 per RSA 33:8-a, I  
**Meeting:** Town Council - 09 Jan 2019  
**Department:** Administration  
**Staff Contact:** Donna Fitzpatrick, Administrative Services Coordinator

### BACKGROUND INFORMATION:

The Town of Hooksett Council will be a holding public hearing in accordance with RSA 33:8-a, I on Wednesday, January 9, 2019 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 a Ladder Truck for the Fire-Rescue Department in the amount of \$1,000,000. Questions should be directed to the Administration Department, 485-8472.

### Warrant language:

"To see if the town will vote to raise and appropriate the sum of One Million dollars (\$1,000,000.00) for the purpose of purchasing a Ladder Truck for the Fire-Rescue department, and to authorize the issuance of not more than One Million dollars (\$1,000,000.00) of bonds or notes in accordance with the provisions of the Municipal Finance Act, (RSA 33), as amended; and to authorize the Town Council to issue, negotiate, sell, and deliver such bonds or notes and to determine the rate of interest thereon and maturity and other terms thereof; and to authorize the Town Council to apply for, obtain, and accept federal, state, or other aid, if any, which may be available for said project, and to comply with all laws applicable to said project; and to authorize the Town Council to take any other action, or to pass any other vote, relative thereto; furthermore, to raise and appropriate the sum of Twenty-eight Thousand dollars (\$28,000.00) from taxation for the bond issuance costs and the first year's debt service payments on such bonds or note. (3/5 ballot vote required)"

### FINANCIAL IMPACT:

\$1,000,000 bond

### POLICY IMPLICATIONS:

N/A

### RECOMMENDATION:

Open public hearing, receive public input, close public hearing, move item to the ballot and vote to recommend item to ballot

### SUGGESTED MOTION:

Motion to place the ladder truck warrant article on the ballot.

Motion to recommend the ladder truck warrant article on the ballot with a roll call vote.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Agree that the public hearing should be done but I think whether it goes on the ballot or not should be based on discussions after the public hearing.

# Town Council

## STAFF REPORT



**To:** Town Council  
**Title:** Acceptance of \$9,700 Conservation (Moose) License Plate Grant  
**Meeting:** Town Council - 09 Jan 2019  
**Department:** Administration  
**Staff Contact:** Nick Germain, Project Coordinator

### BACKGROUND INFORMATION:

Kathie Northrup, Chair of the Heritage Commission and formerly of the Town Hall Preservation Committee, applied to the New Hampshire Division of Historical Resources (NHDHR) for Conservation License Plate grant funding in the amount of \$9,700 to perform restorative millwork / painting to the Old Town Hall's singing gallery. The amount of the grant is thought to be enough to cover the necessary costs based on an estimate.

The town previously received funding through the same program to successfully restore the building's tin ceiling.

Work must follow the Secretary of the Interior's Standards and conform with the expectations of NHDHR and the Stewardship Agreement the town previously signed with LCHIP.

Town has 2 years (deadline of September 30th, 2020) to perform the work with awarded funds if accepted.

Council should give interim town administrator authority to sign necessary paperwork. Forms require alignment of signing the grant agreement and the required certificate of municipalities.

### FINANCIAL IMPACT:

Similar to the tin ceiling grant, town will have to assume any costs beyond the \$9,700 supplied by the grant. Ms. Northrup based the grant request off an estimate.

### POLICY IMPLICATIONS:

Town must accept the grant and designate a signer before any of the required documents for processing the grant are completed. Project timing may depend on other restoration work in the building that may or may not occur.

### RECOMMENDATION:

Accept the grant. Staff will coordinate timing. Consider directing someone to sign / execute the agreement on behalf of the town.

### SUGGESTED MOTION:

I move to accept the donation of \$9700, from the New Hampshire Division of Historical Resource's Conservation License Plate Grant Program in accordance with RSA 31:95-b, III (b), on behalf of the Town of Hooksett to perform the agreed upon millwork and that the interim town administrator be authorized to sign the necessary paperwork.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur

**ATTACHMENTS:**

[Hooksett CLP Grant Package](#)

[Singing Gallery](#)





**NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES**

State of New Hampshire, Department of Natural and Cultural Resources  
19 Pillsbury Street, Concord, NH 03301-3570  
[www.nh.gov/nhdhr](http://www.nh.gov/nhdhr)

603-271-3483  
FAX 603-271-3433  
[preservation@dncr.nh.gov](mailto:preservation@dncr.nh.gov)

October 3, 2018

Mr. Dean Shankle  
Town of Hooksett  
35 Main Street  
Hooksett, NH 03106

Dear Mr. Shankle,

It is my pleasure to inform you that the Conservation License Plate Grant Application for the Hooksett Old Town Hall singing gallery millwork restoration has been selected to receive an award of \$9,700. A checklist and template forms are enclosed and should be returned at your earliest convenience, so that final authorization can be given. Please call if you have any questions about the process.

Upon execution and approval of the grant agreement an electronic check for one half of the award will be made available to begin the project. A final report and documentation of the project's completion must be submitted to receive the final grant payment.

Congratulations on your award! I look forward to working with you on this important preservation project.

Sincerely,

Amy S. Dixon  
Grants Coordinator

Enc.





NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES

State of New Hampshire, Department of Natural and Cultural Resources  
19 Pillsbury Street, Concord, NH 03301-3570  
[www.nh.gov/nhdhr](http://www.nh.gov/nhdhr)

603-271-3483  
FAX 603-271-3433  
[preservation@dncr.nh.gov](mailto:preservation@dncr.nh.gov)

### Instructions for Grantees

The following contract materials are needed from all grantees to process your grant payment (details outlined below). Use this checklist to ensure that all appropriate materials are provided to the DHR:

- ☐ Grant Agreement
- ☐ Scope of Work, list of contractors
- ☐ Certificate of Insurance

**Additional requirement for municipalities:**

- ☐ Certificate of Municipality

**Additional requirements for non-profit organizations:**

- ☐ Certificate of Board Resolution
- ☐ Certificate of Good Standing with the State of New Hampshire

**Additional requirements for any grantee not registered with the State of New Hampshire:**

- ☐ State of New Hampshire Vendor Application and Alternate W-9

**Step 1 (Certificate of Municipality or Certificate of Board Resolution):**

Municipalities should execute a *Certificate of Municipality* **before** the Grant Agreement is signed. This certificate designates who is authorized by the town or city to enter into agreements and contracts. **Dates are VERY IMPORTANT on this form! The date of the meeting to accept the grant and to appoint the legal signer must be either before or the same date that all the other grant documents are signed (not after). Sign and notarize the Certificate of Municipality before or on the same date the Grant Agreement is signed and notarized.** Keep a copy for your files.

1. It is important that the person signing the Certificate of Municipality be previously authorized to do so by the board.
2. Where the secretary or clerk is to sign, this must be the secretary or clerk of the city/town.

--OR--

Organizations/non-profits should execute a *Certificate of Board Resolution*. It designates who is authorized to enter into agreements and contracts for the organization. **Dates are VERY IMPORTANT on this form! The date of the board meeting to accept the grant and to appoint the legal signer must be either before or the same date that all the other grant documents are signed (not after). Sign and notarize the Certificate of Board Resolution before or on the same date the Grant Agreement is signed and notarized.** Keep a copy for your files.



1. It is important that the person signing the Certificate of Board Resolution be previously authorized to do so by the board.
2. Where the secretary or clerk is to sign, this must be the secretary or clerk of the board. This name should be listed on the Board of Directors as such.

**Step 2 (Grant Agreement):**

After completing Step 1, execute the enclosed **Grant Agreement**. Sign and date the agreement in front of a notary ***so the dates are the same***. Keep one copy for your files and return one to the DHR.

**Step 3 (Scope of Work):**

Submit a scope of work detailing the work to be accomplished under the grant as well and the name(s) of the contractor(s) doing the work. If plans, drawings, and detailed specifications are available please submit them as well. As noted in the grant application materials, all work must adhere to the *Secretary of the Interior's Standards for Rehabilitation* (attached). DHR staff will review the scope of work and may need additional information or request work changes in order to meet the *Standards*. **No payments will be released until all work meets the Standards and are approved by the DHR.**

**Step 4 (Certificate of Insurance):**

This is the municipality's or non-profit's *Certificate of Insurance*, not the contractor for your proposed project.

Comprehensive General Liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per occurrence; and fire and extended coverage insurance covering all property subject to in an amount not less than 80% of the whole replacement value of the property; and Workers' Compensation. The policies shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire. The Contractor shall furnish to the Contracting Officer, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than fifteen (15) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to endeavor to provide the Contracting Officer, or his or her successor, no less than ten (10) days prior written notice of cancellation or modification of the policy. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

**The State of New Hampshire Department of Natural and Cultural Resources, 172 Pembroke Rd, Concord, NH 03301, should be named as the Certificate Holder (bottom left corner of the certificate).**



**Steps 5 (For non-profits ONLY):**

**Certificate of Good Standing with the State of New Hampshire**

A copy of your organization's Certificate of Good Standing from the New Hampshire Secretary of the State's Office must be submitted. Photocopies are acceptable. Please see the attached information on how to obtain a copy of your Certificate of Good Standing.

**Step 6 (For any grantee not registered with the State of New Hampshire):**

**State of New Hampshire Vendor Code and Alternate W-9**

If this is the first time your organization/municipality has received a grant from the State of New Hampshire you must register as a vendor through the Department of Administrative Services. Please visit the DAS website to register at the following address: <https://das.nh.gov/purchasing/vendor.asp>

**After following the steps outlined above, please mail original documents to the Division of Historical Resources, c/o Grants Coordinator, 19 Pillsbury Street, 2<sup>nd</sup> Floor, Concord, NH 03301.**

**If you have any questions, please contact Amy Dixon at [amy.dixon@dncr.nh.gov](mailto:amy.dixon@dncr.nh.gov) or 603-271-3485.**



### A Quick Reference Guide to Program Requirements

#### A Note about Payments:

Processing grant payments usually takes 4-6 weeks from the time the DHR receives correctly completed and approved contract materials. Fifty percent (50%) of the award is available upon submission and approval of all paperwork, and the remainder is available through documented reimbursement procedures (outlines in the **Reporting Requirements** below).

#### Crediting the DHR and the Conservation License Plate Grant Program:

As stated in the grant agreement, grantees are required to acknowledge the support of the DHR and the Conservation License Plate Grant Program on any materials promoting your project. The following wording should be used:

*"This project is funded in part by a grant from the New Hampshire Division of Historical Resources through the sale of Conservation License Plates."*

Electronic versions of the grant program logo are available upon request by contacting Amy Dixon at [amy.dixon@dncr.nh.gov](mailto:amy.dixon@dncr.nh.gov) or 603-271-3485.

A plaque will be sent to the project contact by mail and must be posted prominently in your project area.

#### Reporting Requirements:

Grantees are required to submit status reports to the DHR by April 1 and September 1 annually for the duration of the grant. Emailed updates that summarize the project's progress can be submitted to Amy Dixon at [amy.dixon@dncr.nh.gov](mailto:amy.dixon@dncr.nh.gov). Photographs showing the progress are appreciated.

A Final Report (provided in hard copy and digitally) is due no more than 30 days after the end of the grant period. The final report should include:

- Project start date
- Project end date
- Brief description of work completed
- Copies of invoices and cancelled checks
- Photographs of the work as it took place and the completed project. Please make sure that at least one photograph is a good quality shot of the front of the building/overall structure.



## **THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION**

*Rehabilitation may be considered as a treatment when repair and replacement of deteriorated features are necessary; when alterations or additions to the property are planned for a new or continued use; and when its depiction at a particular period of time is not appropriate. Prior to undertaking work, a documentation plan for rehabilitation should be developed.*

For more information visit this website: <https://www.nps.gov/tps/standards/rehabilitation.htm> or contact Amy Dixon at [amy.dixon@dncr.nh.gov](mailto:amy.dixon@dncr.nh.gov) or 603-271-3485.

1. A property shall be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property shall be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other buildings, shall not be undertaken.
4. Changes to a property that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and, where possible, materials. Replacement of missing features shall be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.
8. Archaeological resources shall be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible with the historic materials, features, size, scale and proportion, and massing, to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

*These standards were initially developed in 1975 and were revised in 1983 and 1992.  
This revision of the Standards was codified as 36 CFR Part 68 in the Federal Register, Vol. 60, No. 133, July 12, 1995;  
it replaces the Federal Register notice, Vol. 48, N. 190, September, 1983.*

NH DHR / SHPO September 2018

GRANT AGREEMENT Grant #MP-18-04

**New Hampshire Division of Historical Resources**

This agreement between the State of New Hampshire, Division of Historical Resources (hereinafter "DHR") and the Town of Hooksett (hereinafter "Grantee") is to witness receipt of funds subject to the following conditions:

1. GRANT PERIOD: October 1, 2018 – September 30, 2020 [2 years to complete]
2. OBLIGATION OF THE GRANTEE: The Grantee agrees to accept \$9,700 and apply it to the project(s) described in the grant application and approved budget referenced above. In the performance of this grant agreement the Grantee is in all respects an independent contractor and is neither an agent nor employee of the State.

**As required by the Conservation License Plate Grant Program and the DHR, Grantee agrees to prominently place a DHR provided grant information sign on site or within the community throughout the project funded by this grant, and to acknowledge support of the DHR and the Conservation License Plate Program on any materials promoting the project.**

The Grantee agrees to abide by the limitations, conditions and procedure outlined herein and in the attached appendices. If appropriated funds for this grants program are reduced or terminated, all payments under this grant shall cease.

3. PAYMENT of 50% will be made following review by the NH Attorney General's Office and Governor and Council (as appropriate). Payment of the final 50% will be made upon receipt and approval of the final report documentation.
4. REPORTING: The Grantee agrees to submit a narrative report of progress to the DHR by April 1 and September 1 annually for the duration of the grant which summarizes progress on the project. The Grantee agrees to submit a final financial and project report in a format provided by the DHR, no more than 30 days after the end of the grant period.
5. SOVERIGN IMMUNITY: No provision of this contract is to be deemed a waiver of sovereign immunity by the State of New Hampshire.

DIVISION HISTORICAL RESOURCES

\_\_\_\_\_  
Elizabeth Muzzey, Director/SHPO Date

GRANTEE

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Authorized Signature Date

Approved as to form, substance and execution:

\_\_\_\_\_  
Office of Attorney General Date

STATE OF NEW HAMPSHIRE, COUNTY OF

The foregoing statement was acknowledged before me  
this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public Commission Expires

# CERTIFICATE FOR MUNICIPALITIES

I (insert name) \_\_\_\_\_, of (insert Municipality name), \_\_\_\_\_,

do hereby certify to the following assertions:

1. I am a duly elected and acting Clerk/Secretary for the Municipality documented above, which is in the State of New Hampshire
2. I maintain and have custody of, and am familiar with, the minute books of the Municipality:
3. I am duly authorized to issue certificates with respect to the contents of such books:
4. The following are true, accurate and complete copies of the resolutions adopted during an official meeting of the Municipality. Said meeting was held in accordance with the laws and by-laws of the State, upon the following date (insert meeting date) \_\_\_\_\_.

**RESOLVED:** That this municipality shall enter into a contract with the State of New Hampshire, acting by and through the Department of Natural and Cultural Resources providing for the performance by this Municipality of certain services as documented within the foregoing grant application, and that the official listed, (document the title of the official authorizing the grant, and document the name of the individual filling that position) \_\_\_\_\_, on behalf of this Municipality, is authorized and directed to enter into the said grant agreement with the State of New Hampshire, and that they are to take any and all such actions that may be deemed necessary, desirable or appropriate in order to execute, seal, acknowledge and deliver any and all documents, agreements and other instruments on behalf of this Municipality in order to accomplish the same.

**RESOLVED:** That the signature of the above authorized party or parties of this Municipality, when affixed to any instrument of document described in, or contemplated by, these resolution, shall be conclusive evidence of the authority of said parties to bind this Municipality, thereby:

5. The foregoing resolutions have not been revoked, annulled, or amended in any manner what so ever, and remain in full force and effect as of the date hereof;
6. The following person or persons have been duly elected to, and now occupy, the Office or Offices indicated:  
Municipality Mayor: \_\_\_\_\_  
Municipality Clerk: \_\_\_\_\_  
Municipality Treasurer: \_\_\_\_\_

**IN WITNESS WHEREOF:** As the Clerk/Secretary of this municipality, I sign below upon this date (insert date of signing) \_\_\_\_\_

Clerk/Secretary (signature) \_\_\_\_\_

In the State and County of: (State and County names) \_\_\_\_\_

**NOTARY STATEMENT:** As Notary Public and/or Justice of the Peace, REGISTERED IN THE STATE OF: \_\_\_\_\_, County of: \_\_\_\_\_

UPON THIS DATE (insert full date) \_\_\_\_\_, appeared before me (print full name of notary)

\_\_\_\_\_, the undersigned officer personally appeared (Insert officers name) \_\_\_\_\_ who acknowledged him/herself to be (Insert the name of municipality) \_\_\_\_\_ and that being authorized to do so, he/she executed the foregoing instrument for the purposes therein contained, by signing by him/herself in the name of the Municipality

**In witness whereof I hereunto set my hand and official seal.** (provide signature, seal and expiration of commission) \_\_\_\_\_







Town Council

## STAFF REPORT



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**To:** Town Council  
**Title:** Partial Release of Surety for Dion Construction in the amount of \$381,129.55.  
**Meeting:** Town Council - 09 Jan 2019  
**Department:** Community Development  
**Staff Contact:** Leann Fuller, Community Development Clerk

### BACKGROUND INFORMATION:

Dion Construction, LLC posted a surety of \$618,131.61 for the subdivision project off of Goffstown Road. Dion Construction, LLC has advanced construction of the full length subdivision roadway through installation of the binder course of hot bituminous pavement. Relative to the extent of work completed to date, Dion Construction, LLC has requested a partial release of the surety.

### RECOMMENDATION:

Recommend a partial release of Dion Construction's surety in the amount of \$381,129.55 leaving a remaining surety amount of \$237,002.06.

### SUGGESTED MOTION:

Motion to complete a partial release of Dion Construction's surety in the amount of \$381,129.55.

### TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

### ATTACHMENTS:

[KNA Surety Release Recommendation](#)

[KNA Surety Release Worksheet](#)



December 12, 2018

Mr. Nicholas B. Williams, Town Planner  
Hooksett Community Development Department  
35 Main Street  
Hooksett, New Hampshire 03016

Subject: **Subdivision of the Land of Dion Construction, LLC (#17-17)**  
**125 Goffstown Road (Map 27 – Lot 2); Hooksett, New Hampshire**  
KNA Project No. 18-0423-2

Dear Mr. Williams:

As you may recall, earlier this year Dion Construction, LLC, in accordance with applicable provisions of Part I – Section 18.03 of the Hooksett Development Regulations, posted surety in the amount of \$618,131.61 as a performance guarantee for completion of future public improvements specified on a subdivision plan of the subject premises approved by the Planning Board on June 19, 2017. Over the past several months Dion Construction has advanced construction of the full length of subdivision roadway through installation of the binder course of hot bituminous pavement. Reflective of the extent of work successfully complete as of this date, Dion Construction recently requested partial release of surety. Attached, please find a Performance Bond Guarantee Release Worksheet prepared by this office. As indicated on this worksheet we are able to recommend a partial release of surety in the amount of \$381,129.55 at this time. Should this sum be released, the Town of Hooksett would continue to hold a residual surety in the amount of \$237,002.06 as a performance guarantee for completion of the project.

We trust you will find the content of this brief correspondence self-explanatory. However, in the event you should have specific questions or instructions related to this matter I invite you to contact me directly at your convenience.

Sincerely:

Steven B. Keach, P.E.  
President  
Keach-Nordstrom Associates, Inc.

<i>Civil Engineering</i>	<i>Land Surveying</i>	<i>Landscape Architecture</i>
10 Commerce Park North, Suite 3B	Bedford, NH 03110	Phone (603) 627-2881 Fax (603) 627-2915

TOWN OF HOOKSETT			Project Name:		Dion Construction Subdivision			
PERFORMANCE BOND GUARANTEE RELEASE			Tax Map Ref:		27/2			
KNA Project #:			18-0423-2		Developer: Dion Construction, LLC			
ITEMS	Original Escrow Value	Release 1	Release 2	Release 3	Release 4	Release 5	Release 6	Present Remaining Value
CLEAR & GRUB	\$21,000.00	\$21,000.00						\$0.00
EXCAVATION	\$24,000.00	\$16,000.00						\$8,000.00
SAND BASE (18")	\$59,580.00	\$59,580.00						\$0.00
GRAVEL (18")	\$79,440.00	\$79,440.00						\$0.00
CR. GRAVEL (9")	\$42,750.00	\$42,750.00						\$0.00
HBAP - BINDER (2.5")	\$47,730.00	\$42,957.00						\$4,773.00
HBAP - WEAR (1.5")	\$28,860.00							\$28,860.00
12" HDPE PIPE	\$15,120.00	\$7,560.00						\$7,560.00
18" HDPE PIPE	\$3,600.00	\$3,600.00						\$0.00
RIP RAP	\$1,680.00	\$1,680.00						\$0.00
12" HEADWALL	\$3,600.00	\$3,600.00						\$0.00
18" HEADWALL	\$3,600.00	\$3,600.00						\$0.00
6" UNDERDRAIN	\$42,900.00	\$42,900.00						\$0.00
12" HDPE END-SECT.	\$320.00							\$320.00
BOUNDS & PINS	\$11,500.00							\$11,500.00
EROSION CONTROL	\$8,500.00	\$4,250.00						\$4,250.00

[illegible]

TOWN OF HOOKSETT		Project Name: Dion Construction Subdivision						
PERFORMANCE BOND GUARANTEE RELEASE		Tax Map Ref: 27/2						
KNA Project #: 18-0423-2		Developer: Dion Construction, LLC						
ITEMS	Original Escrow Value	Release 1	Release 2	Release 3	Release 4	Release 5	Release 6	Present Remaining Value
Subtotal (1):	\$537,505.75	\$331,417.00						\$206,088.75
15% Eng./Esc. & Cont.	\$80,625.86	\$49,712.55						\$30,913.31
Subtotal (2):	\$618,131.61	\$381,129.55						\$237,002.06
TOTAL OF RELEASES		\$381,129.55						
REMAINING SURETY								\$237,002.06

1. See Road Bond Estimate Form for original escrow value.  
2. Values in () indicate added monies due to field conditions





Town Council

## STAFF REPORT



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**To:** Town Council  
**Title:** Reconsideration of Street Name Approval  
**Meeting:** Town Council - 09 Jan 2019  
**Department:** Community Development  
**Staff Contact:** Leann Fuller, Community Development Clerk

### BACKGROUND INFORMATION:

At the December 12, 2018 meeting, the Town Council reviewed the Street Name Approval request for 1226 Hooksett Road (Cinemagic). The developer is requesting reconsideration of the street name Cinemagic Way. The purpose of renaming this driveway is due to the development of the abutting properties that will have their entrances off of the current driveway and 9-1-1 purposes.

### RECOMMENDATION:

Reconsider the Street Name of Cinemagic Way for 1226 Hooksett Road.

### SUGGESTED MOTION:

Motion to approve the street name Cinemagic Way for the current entrance to Cinemagic.

### TOWN ADMINISTRATOR'S RECOMMENDATION:

For discussion.

### ATTACHMENTS:

[E-mail from Developer](#)

[Street Name Approval Forms](#)

**Leann Fuller**

---

**From:** Mark Adam <M\_Adam@zyacorp.com>  
**Sent:** Monday, December 17, 2018 3:12 PM  
**To:** Leann Fuller  
**Cc:** Kathy Lawrence  
**Subject:** RE: Street Name Approval Form

**Importance:** High

Leann,

Thank you for your email. We would remind the town council that we are perfectly fine leaving the Hooksett Road address as is. If this were going to become a public street and the town were going to maintain it, we could understand the council's objection to "Cinemagic Way". However, this is going to remain a private way that we are expected to maintain, granting free access to the two other properties of 1224 and 1228 Hooksett Rd. Accordingly, we respectfully submit that if it is going to continue as a private way, we should have the ability to name it what we want. Cinema Street is not acceptable to us. There is precedence in the town for roadways being named pursuant to businesses that they serve, including public roadways, as example: the street leading to Legends Driving Range is named "Legends Drive" and the roadway leading to the Market Basket is named "Market Drive".

Having been the developer of the property and constructed the roadway in question at our expense some twelve years ago, we would like to memorialize our efforts in the name if it must change from Hooksett Road. Please keep in mind that should the name change from Hooksett Road, we are then faced with the time and expense necessary to change every advertisement, social media listing, web presence listings, 3<sup>rd</sup> party listings, the monument sign at the entrance to the property and every business element reflecting the address. The name Cinemagic may be synonymous with the name of our theater, however it is also descriptive of "the magic of cinema" and the sole reason that this roadway exists. Bringing the magic of cinema to the Town of Hooksett in the form of NH's largest first class theater and NH's only IMAX theatre is the reason this driveway exists and leads to the Cinemagic & IMAX Theatre.

Accordingly, I humbly and respectfully request that the town council reconsider their decision and accept the name that we submitted and prefer. Clearly all town departments agree with and accept, "Cinemagic Way" and we, as the original developer of the property and who's company will be responsible for maintaining the roadway, would like to have. We look forward to the town council's favorable reconsideration.

Respectfully Yours,

Mark T. Adam  
 President & CEO



**zyacorp.**

**ZYACORP COMPANIES**

80 Palomino Lane, Suite 204, Bedford, NH, 03110  
 Telephone: 603.622.8879 Facsimile: 603.625.5875

[www.cinemagicmovies.com](http://www.cinemagicmovies.com) [www.zyacorp.com](http://www.zyacorp.com)

This communication is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure. If the reader of this communication is not the intended recipient or the employee or agent responsible for

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## Town Council **STAFF REPORT**



**To:** Town Council  
**Title:** FY 2019-20 Budget and Warrant Articles  
**Meeting:** Town Council - 09 Jan 2019  
**Department:** Finance  
**Staff Contact:** Christine Soucie, Finance Director

### **BACKGROUND INFORMATION:**

Move Default Budget for FY 2019-20 to the Budget Committee for the public hearing.

The default budget includes the following changes to the FY 2018-19 budget.

- Police Union contract approved last year \$130,284
- Safety Center & Fire Truck Bond payment \$148,970
- Health Insurances \$91,858
- Revaluation (\$56,750)
- NH Retirement rates (\$43,811)

Total FY 2019-20 Default budget is \$18,666,969.

Finalize money warrant articles: (All money warrant articles need to be address so they can be passed on to the Budget Committee's public hearing)

- DPW Union Contract
- Ladder Truck
- Old Town Hall Renovations
- Petitioned money articles (if any)
- Others

### **RECOMMENDATION:**

#### **Default budget:**

1) Motion to send the FY 2019-20 Default Budget of \$18,666,969.00 to the Budget Committee for the public hearing.

#### **Money Articles:**

- 1) Motion to move (state purpose and amount) to the ballot.
- 2) Motion to recommend (state purpose and amount). Roll call needed for tally vote.

### **TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur

### **ATTACHMENTS:**

[Default Budget](#)  
[Warrant Articles](#)



Town of Hooksett  
DEFAULT BUDGET CALCUALTION

12/27/2019

Department	2018-19 Amended Budget	Contractual Items	Remove One-time Items	2019-20 Default Budget
Administration	1,013,787	4,624	0	1,018,411
Assessing	232,078	891	(56,750)	176,219
Community Development	487,505	37	0	487,542
Family Services	195,800	0	0	195,800
Finance	228,661	(2,139)	0	226,522
Fire-Rescue	4,039,835	(16,779)	0	4,023,056
Police	4,615,012	161,748	0	4,776,760
Public Works	4,389,428	10,172	0	4,399,600
Tax Collector	256,199	2,179	0	258,378
Town Clerk & Elections	36,277	(9)	0	36,268
<b>Operating Budget</b>	<b>15,494,582</b>	<b>160,724</b>	<b>(56,750)</b>	<b>15,598,556</b>
 Budget Committee	 8,335	 (11)	 0	 8,324
Capital Leases	36,456	0	0	36,456
Cemetery Commission	841	0	0	841
 Conservation Commission	 1,277	 0	 0	 1,277
Debt: Principal	0	101,750	0	101,750
Debt: Interest	0	47,220	0	47,220
Debt: TAN interest	1	0	0	1
*Library	786,925	18,610	0	805,535
<b>Total Operating Budget</b>	<b>16,328,417</b>	<b>328,293</b>	<b>(56,750)</b>	<b>16,599,960</b>
 Wastewater Department	 2,068,001	 (992)	 0	 2,067,009
<b>Grand Totals</b>	<b>18,396,418</b>	<b>327,301</b>	<b>(56,750)</b>	<b>18,666,969</b>

**Increased the default:**

PD Union Contract \$130,284

Safety Center &amp; Fire Truck Bond \$148,970

Health Insurance \$91,858

**Decreased the default:**

Revaluation \$56,750

NH Retirement employer rates \$43,814

DEFAULT BUDGET CALCULATION - DETAILS

12/77/18

GL NUMBER	DESCRIPTION	2018-19 Amended Budget	Contractual Items	Remove One-time Items	2019-20 Default
Dept 100.4130-Adm Executive Expense					
001-100.4130-110.000	ADMIN Public Officials Council	14,000			14,000
001-100.4130-111.000	ADMIN Full-Time Employees	220,585			220,585
001-100.4130-113.000	ADMIN Part-time Employees	9,208			9,208
001-100.4130-130.000	ADMIN Overtime	1			1
001-100.4130-210.000	ADMIN Health Insurance	35,080	2,707		37,787
001-100.4130-212.000	ADMIN Dental Insurance	936			936
001-100.4130-214.000	ADMIN Life & Disability Ins	2,828			2,828
001-100.4130-220.000	ADMIN FICA Taxes	18,410			18,410
001-100.4130-230.000	ADMIN NH Retirement	24,749	(457)		24,292
001-100.4130-294.000	ADMIN Training & Dues	5,500			5,500
001-100.4130-298.000	ADMIN Employment Testing	8,500			8,500
001-100.4130-330.000	ADMIN Professional Services	1,000			1,000
001-100.4130-430.000	ADMIN Equipment Maintenance	500			500
001-100.4130-434.000	ADMIN Vehicle Maintenance	500			500
001-100.4130-440.000	ADMIN Rental & Leases	7,646			7,646
001-100.4130-530.000	ADMIN Telephone	4,300			4,300
001-100.4130-540.000	ADMIN Advertising	5,000			5,000
001-100.4130-550.000	ADMIN Printing	6,800			6,800
001-100.4130-560.000	ADMIN Postage	6,000			6,000
001-100.4130-580.000	ADMIN Mileage	1			1
001-100.4130-600.000	ADMIN Office Supplies	6,500			6,500
001-100.4130-614.000	ADMIN Public Relations	750			750
001-100.4130-626.000	ADMIN Fuel	500			500
001-100.4130-630.000	ADMIN Meals & Food	2,300			2,300
001-100.4130-751.000	ADMIN New Equipment	1,000			1,000
001-100.4130-800.010	ADMIN Appreciation Night	2,500			2,500
Total Dept 100.4130-Adm Executive Expense		385,094	2,250	0	387,344
Dept 100.4150-Adm Computers Expense					
001-100.4150-340.000	COMP IT Tech Support	35,700			35,700
001-100.4150-342.000	COMP Software & Programs	56,284			56,284
001-100.4150-532.000	COMP Internet Services	1,650			1,650
001-100.4150-751.000	COMP New Equipment	15,000			15,000
Total Dept 100.4150-Adm Computers Expense		118,634	0	0	118,634
Dept 100.4153-Adm Legal Expense					
001-100.4153-320.000	ADMIN Legal Services	90,000			90,000
Total Dept 100.4153-Adm Legal Expense		90,000	0	0	90,000
Dept 100.4155-Adm Benefits Expense					
001-100.4155-250.000	BEN Unemployment Compensation	5,212	94		5,306
001-100.4155-260.000	BEN Workers' Compensation	175,528	2,280		177,808
001-100.4155-330.000	BEN Professional Services	3,000			3,000
Total Dept 100.4155-Adm Benefits Expense		183,740	2,374	0	186,114
Dept 100.4196-Adm Liability Insurance Expense					
001-100.4196-520.000	ADMIN Liability	205,621			205,621
Total Dept 100.4196-Adm Liability Insurance Expense		205,621	0	0	205,621
Dept 100.4197-Adm Planning Expense					
001-100.4197-800.012	ADMIN NH Municipal Assoc.	14,000			14,000
Total Dept 100.4197-Adm Planning Expense		14,000	0	0	14,000
Dept 100.4199-Adm Miscellaneous Expense					



GL NUMBER	DESCRIPTION	2018-19 Amended Budget	Contractual Items	Remove One-time Items	2019-20 Default
001-100.4199-899.000	ADMIN Unanticipated	1			1
Total Dept 100.4199-Adm Miscellaneous Expense		1	0	0	1
Dept 100.4520-Adm Culture Expense					
001-100.4520-800.000	ADMIN Amoskeag Rowing Club	1			1
Total Dept 100.4520-Adm Culture Expense		1	0	0	1
Dept 100.4583-Adm Patriotic Expense					
001-100.4583-800.014	ADMIN Memorial Day	2,945			2,945
Total Dept 100.4583-Adm Patriotic Expense		2,945	0	0	2,945
Dept 100.4589-Adm Other Culture Expense					
001-100.4589-800.002	ADMIN Hooksettites	3,000			3,000
001-100.4589-800.004	ADMIN Historical Society	750			750
001-100.4589-800.006	ADMIN Old Home Day	5,000			5,000
001-100.4589-800.016	ADMIN Heritage Commission	4,500			4,500
Total Dept 100.4589-Adm Other Culture Expense		13,250	0	0	13,250
Dept 100.4651-Adm Economic Development Expense					
001-100.4651-600.000	ED Office Supplies	500			500
Total Dept 100.4651-Adm Economic Development Expense		500	0	0	500
Dept 100.4901-Adm Land Expense					
001-100.4901-710.000	ADMIN Land Purchase	1			1
Total Dept 100.4901-Adm Land Expense		1	0	0	1
<b>Total Administration</b>		<b>1,013,787</b>	<b>4,624</b>	<b>0</b>	<b>1,018,411</b>
Dept 150.4152-Assg Expense					
001-150.4152-111.000	ASSG Full Time Employees	98,641			98,641
001-150.4152-113.000	ASSG Part-Time Employees	480			480
001-150.4152-130.000	ASSG Overtime	1,800			1,800
001-150.4152-210.000	ASSG Health Insurance	16,620	1,102		17,722
001-150.4152-212.000	ASSG Dental Insurance	386			386
001-150.4152-214.000	ASSG Life & Disability Ins	1,257			1,257
001-150.4152-220.000	ASSG FICA Taxes	7,723			7,723
001-150.4152-230.000	ASSG NH Retirement	11,431	(211)		11,220
001-150.4152-290.000	ASSG Uniforms	1			1
001-150.4152-294.000	ASSG Training & Dues	3,000			3,000
001-150.4152-324.000	ASSG Revaluation	56,750		(56,750)	0
001-150.4152-330.000	ASSG Professional Services	30,000			30,000
001-150.4152-344.000	ASSG Property Record Maintenance	100			100
001-150.4152-530.000	ASSG Telephone	2,100			2,100
001-150.4152-550.000	ASSG Printing	200			200
001-150.4152-560.000	ASSG Postage	500			500
001-150.4152-600.000	ASSG Office Supplies	789			789
001-150.4152-751.000	ASSG New Equipment	300			300
<b>Total Assessing</b>		<b>232,078</b>	<b>891</b>	<b>(56,750)</b>	<b>176,219</b>
Dept 200.4191-CD Planning & Engineering Expense					
001-200.4191-111.000	CD Full-Time Employees	239,818			239,818
001-200.4191-113.000	CD Part-Time Employees	5,516			5,516
001-200.4191-130.000	CD Overtime	2,800			2,800
001-200.4191-210.000	CD Health Insurance	46,635	(47)		46,648
001-200.4191-212.000	CD Dental Insurance	1,147			1,147
001-200.4191-214.000	CD Life & Disability Ins	3,388			3,388
001-200.4191-220.000	CD FICA Taxes	19,036			19,036
001-200.4191-230.000	CD NH Retirement	27,787	(513)		27,274
001-200.4191-294.000	CD Training & Dues	3,500			3,500

GL NUMBER	DESCRIPTION	2018-19 Amended Budget	Contractual Items	Remove One-time Items	2019-20 Default
001-200.4191-330.000	CD Professional Services	3,600			3,600
001-200.4191-344.000	CD Property Record Maintenance	1,100			1,100
001-200.4191-530.000	CD Telephone	2,160			2,160
001-200.4191-550.000	CD Printing	1,000			1,000
001-200.4191-580.000	CD Mileage	1			1
001-200.4191-600.000	CD Office Supplies	3,500			3,500
001-200.4191-626.000	CD Fuel	3,000			3,000
001-200.4191-630.000	CD Meas & Food	250			250
001-200.4191-751.000	CD New Equipment	5,000			5,000
001-200.4191-800.018	CD Southern NH Planning Comm	9,134			9,134
Total Dept 200.4191-CD Planning & Engineering Expense		378,432	(560)	0	377,872
Dept 201.4191-PB Planning Board Expense					
001-201.4191-110.000	PB Public Officials	1,700			1,700
001-201.4191-220.000	PB FICA Taxes	130			130
001-201.4191-294.000	PB Training & Dues	1,000			1,000
001-201.4191-540.000	PB Advertising	1,600			1,600
001-201.4191-560.000	PB Postage	5,000			5,000
Total Dept 201.4191-PB Planning Board Expense		9,430	0	0	9,430
Dept 202.4240-CEO Building Inspections Expense					
001-202.4240-111.000	CEO Full Time Employees	63,849			63,849
001-202.4240-113.000	CEO Part Time Employees	1			1
001-202.4240-210.000	CEO Health Insurance	8,130	731		8,861
001-202.4240-212.000	CEO Dental Insurance	193			193
001-202.4240-214.000	CEO Life & Disability Ins	820			820
001-202.4240-220.000	CEO FICA Taxes	4,884			4,884
001-202.4240-230.000	CEO NH Retirement	7,266	(134)		7,132
001-202.4240-290.000	CEO Uniforms	250			250
001-202.4240-294.000	CEO Training & Dues	2,000			2,000
001-202.4240-330.000	CEO Professional Services	1			1
001-202.4240-434.000	CEO Vehicle Maintenance	1,000			1,000
001-202.4240-530.000	CEO Telephone	1,800			1,800
001-202.4240-550.000	CEO Printing	1,400			1,400
001-202.4240-560.000	CEO Postage	750			750
001-202.4240-626.000	CEO Fuel	1,500			1,500
001-202.4240-751.000	CEO New Equipment	0			0
Total Dept 202.4240-CEO Building Inspections Expense		93,844	597	0	94,441
Dept 202.4411-CEO Public Health Expense					
001-202.4411-330.000	PH Professional Services	2,000			2,000
Total Dept 202.4411-CEO Public Health Expense		2,000	0	0	2,000
Dept 203.4191-ZBA Zoning Board Expense					
001-203.4191-110.000	ZBA Public Officials	1,300			1,300
001-203.4191-220.000	ZBA FICA Taxes	99			99
001-203.4191-294.000	ZBA Training & Dues	500			500
001-203.4191-540.000	ZBA Advertising	1,200			1,200
001-203.4191-560.000	ZBA Postage	700			700
Total Dept 203.4191-ZBA Zoning Board Expense		3,799	0	0	3,799
Total Community Development Division		487,505	37	0	487,542
Dept 250.4441-Family Services Expense					
001-250.4441-113.000	FS Part-time Employees	44,306			44,306
001-250.4441-130.000	FS Overtime	1			1
001-250.4441-220.000	FS FICA Taxes	3,389			3,389
001-250.4441-294.000	FS Training & Dues	100			100
001-250.4441-530.000	FS Telephone	500			500
001-250.4441-550.000	FS Printing	400			400

GL NUMBER	DESCRIPTION	2018-19 Amended Budget	Contractual Items	Remove One-time Items	2019-20 Default
001-250.4441-560.000	FS Postage	200			200
001-250.4441-600.000	FS Office Supplies	500			500
001-250.4441-751.000	FS New Equipment	1			1
Total Dept 250.4441-Family Services Expense		49,397	0	0	49,397
Dept 250.4442-Family Services Direct Assistance Expense					
001-250.4442-510.000	FS Town Welfare	100,000			100,000
Total Dept 250.4442-Family Services Direct Assistance Expense		100,000	0	0	100,000
Dept 250.4444-Family Services Agency Expense					
001-250.4444-800.020	FS Community Action Program	14,000			14,000
001-250.4444-800.022	FS Visiting Nurses	7,402			7,402
001-250.4444-800.026	FS Home Health & Hospice Care	1			1
001-250.4444-800.028	FS Bus Transportation	25,000			25,000
Total Dept 250.4444-Family Services Agency Expense		46,403	0	0	46,403
Total Family Services		195,800	0	0	195,800

Dept 300.4150-Finance Expense					
001-300.4150-110.000	FIN Public Officials	1,800			1,800
001-300.4150-111.000	FIN Full-Time Employees	123,333			123,333
001-300.4150-113.000	FIN Part-Time Employees	20,174			20,174
001-300.4150-130.000	FIN Overtime	200			200
001-300.4150-210.000	FIN Health Insurance	30,808	(1,882)		28,926
001-300.4150-212.000	FIN Dental Insurance	936			936
001-300.4150-214.000	FIN Life & Disability Ins	1,544			1,544
001-300.4150-220.000	FIN FICA Taxes	11,135			11,135
001-300.4150-230.000	FIN NH Retirement	13,929	(257)		13,672
001-300.4150-294.000	FIN Training & Dues	500			500
001-300.4150-314.000	FIN Banking Services	8,000			8,000
001-300.4150-321.000	FIN GASB Compliance	1			1
001-300.4150-322.000	FIN Audit Services	10,700			10,700
001-300.4150-430.000	FIN Equipment Maintenance	200			200
001-300.4150-530.000	FIN Telephone	1,450			1,450
001-300.4150-550.000	FIN Printing	1,000			1,000
001-300.4150-560.000	FIN Postage	2,000			2,000
001-300.4150-600.000	FIN Office Supplies	950			950
001-300.4150-751.000	FIN New Equipment	1			1
Total Finance		228,661	(2,139)	0	226,522

Dept 350.4220-Fire-Rescue Expense					
001-350.4220-111.000	FD Full-Time Employees	1,598,970			1,598,970
001-350.4220-111.002	FD Full-Time Employees - Admin	230,985			230,985
001-350.4220-113.000	FD Part-Time Employees	113,868			113,868
001-350.4220-130.000	FD Overtime	280,057			280,057
001-350.4220-210.000	FD Health Insurance	542,894	20,598		563,492
001-350.4220-212.000	FD Dental Insurance	14,764			14,764
001-350.4220-214.000	FD Life & Disability Ins	25,107			25,107
001-350.4220-220.000	FD FICA Taxes	42,002			42,002
001-350.4220-230.000	FD NH Retirement	663,960	(37,477)		626,483
001-350.4220-230.002	FD Surviving Spouse Benefit	6,000			6,000
001-350.4220-290.000	FD Uniforms	33,327			33,327
001-350.4220-294.000	FD Training & Dues	38,000			38,000
001-350.4220-330.000	FD Professional Services	72,500			72,500
001-350.4220-342.000	FD Software & Programs	9,040			9,040
001-350.4220-430.000	FD Equipment Maintenance	20,000			20,000
001-350.4220-430.002	FD Office Equipment Maintenance	4,560			4,560
001-350.4220-434.000	FD Vehicle Maintenance	50,000			50,000

GL NUMBER	DESCRIPTION	2018-19 Amended Budget	Contractual Items	Remove One-time Items	2019-20 Default
001-350.4220-440.000	FD Rental & Leases	197,016			197,016
001-350.4220-500.000	FD Forest Fires	3,000			3,000
001-350.4220-530.000	FD Telephone	9,500			9,500
001-350.4220-532.000	FD Internet Services	2,600			2,600
001-350.4220-550.000	FD Printing	1,000			1,000
001-350.4220-560.000	FD Postage	300			300
001-350.4220-600.000	FD Office Supplies	2,500			2,500
001-350.4220-600.002	FD Publications	2,083			2,083
001-350.4220-600.004	FD Fire Prevention	5,000			5,000
001-350.4220-620.000	FD Fuel	26,100			26,100
001-350.4220-630.000	FD Meals & Food	1,000			1,000
001-350.4220-751.000	FD New Equipment	30,000			30,000
001-350.4220-751.002	FD Operating Equipment	5,650			5,650
<b>Total Dept 350.4220-Fire-Rescue Expense</b>		<b>4,031,785</b>	<b>(16,779)</b>	<b>0</b>	<b>4,015,006</b>
Dept 350.4290-Fire-Rescue Emergency Management Expense					
001-350.4290-294.000	EM Training & Dues	500			500
001-350.4290-294.008	EM EOC Exercises	500			500
001-350.4290-530.000	EM Telephone	1,500			1,500
001-350.4290-751.000	EM New Equipment	4,000			4,000
001-350.4290-800.024	EM American Red Cross	1,550			1,550
<b>Total Dept 350.4290-Fire-Rescue Emergency Management Expense</b>		<b>8,050</b>	<b>0</b>	<b>0</b>	<b>8,050</b>
<b>Total Fire-Rescue</b>		<b>4,039,835</b>	<b>(16,779)</b>	<b>0</b>	<b>4,023,056</b>
Dept 400.4210-Police Department Expenses					
001-400.4210-111.000	PD Full-Time Employees	2,615,695	108,020		2,723,715
001-400.4210-113.000	PD Part-Time Employees	56,425			56,425
001-400.4210-130.000	PD Overtime	205,404	8,896		214,300
001-400.4210-210.000	PD Health Insurance	544,732	33,858		578,590
001-400.4210-212.000	PD Dental Insurance	14,303			14,303
001-400.4210-214.000	PD Life & Disability Ins	33,645			33,645
001-400.4210-220.000	PD FICA Taxes	86,224	1,695		87,919
001-400.4210-230.000	PD NH Retirement	704,543	9,299		713,842
001-400.4210-240.000	PD Education (contractual)	5,000			5,000
001-400.4210-290.000	PD Uniforms	43,000			43,000
001-400.4210-294.000	PD Training & Dues	41,965			41,965
001-400.4210-298.002	PD Selection Process	5,400			5,400
001-400.4210-330.000	PD Professional Services	12,000			12,000
001-400.4210-332.000	PD Communication Maintenance	24,232			24,232
001-400.4210-340.000	PD It Tech Support	16,760			16,760
001-400.4210-430.000	PD Equipment Maintenance	2,475			2,475
001-400.4210-434.000	PD Vehicle Maintenance	28,358			28,358
001-400.4210-440.000	PD Rental & Leases	10,017			10,017
001-400.4210-500.000	PD Animal Control Operation	500			500
001-400.4210-530.000	PD Telephone	11,100			11,100
001-400.4210-532.000	PD Internet Services	359			359
001-400.4210-550.000	PD Printing	2,000			2,000
001-400.4210-560.000	PD Postage	2,000			2,000
001-400.4210-600.000	PD Office Supplies	7,000			7,000
001-400.4210-614.000	PD Public Relations	2,000			2,000
001-400.4210-620.000	PD Fuel	50,000			50,000
001-400.4210-630.000	PD Meals & Food	2,500			2,500
001-400.4210-751.000	PD New Equipment	2,500			2,500
001-400.4210-751.002	PD Police Equipment	6,875			6,875
001-400.4210-752.000	PD Vehicle & Related Purchases	78,000			78,000
<b>Total Police Department</b>		<b>4,615,012</b>	<b>161,748</b>	<b>0</b>	<b>4,776,760</b>

GL NUMBER	DESCRIPTION	2018-19 Amended Budget	Contractual Items	Remove One-time Items	2019-20 Default
Dept 450.4311-DPW Administration Expense					
001-450.4311-111.000	DPW ADMIN Full-Time Employees	124,366			124,366
001-450.4311-113.000	DPW ADMIN Part-Time Employees	1			1
001-450.4311-130.000	DPW ADMIN Overtime	2,500			2,500
001-450.4311-210.000	DPW ADMIN Health Insurance	31,502	3,544		35,446
001-450.4311-212.000	DPW ADMIN Dental Insurance	1,026			1,026
001-450.4311-214.000	DPW ADMIN Life & Disability Ins	1,612			1,612
001-450.4311-220.000	DPW ADMIN FICA Taxes	9,705			9,706
001-450.4311-230.000	DPW ADMIN NH Retirement	14,437	(266)		14,171
001-450.4311-290.000	DPW ADMIN Uniforms	15,300			15,300
001-450.4311-294.000	DPW ADMIN Training & Dues	2,181			2,181
001-450.4311-342.000	DPW ADMIN Software & Programs	3,900			3,900
001-450.4311-344.000	DPW ADMIN Property Record Maintenance	1			1
001-450.4311-440.000	DPW ADMIN Rental & Leases	3,600			3,600
001-450.4311-530.000	DPW ADMIN Telephone	4,300			4,300
001-450.4311-532.000	DPW ADMIN Internet Services	1,500			1,500
001-450.4311-540.000	DPW ADMIN Advertising	250			250
001-450.4311-560.000	DPW ADMIN Postage	200			200
001-450.4311-580.000	DPW ADMIN Mileage	1			1
001-450.4311-600.000	DPW ADMIN Office Supplies	4,920			4,920
001-450.4311-600.008	DPW ADMIN Technical Supplies	1			1
001-450.4311-604.000	DPW ADMIN Safety Supplies	1,500			1,500
001-450.4311-630.000	DPW ADMIN Meals & Food	1,350			1,350
Total Dept 450.4311-DPW Administration Expense		224,154	3,578	0	227,832
Dept 450.4312-DPW Highway & Streets Expense					
001-450.4312-111.000	RD MNT Full-Time Employees	350,678			350,678
001-450.4312-130.000	RD MNT Overtime	86,634			86,634
001-450.4312-210.000	RD MNT Health Insurance	139,139	5,872		145,011
001-450.4312-212.000	RD MNT Dental Insurance	4,114			4,114
001-450.4312-214.000	RD MNT Life & Disability Ins	4,562			4,562
001-450.4312-220.000	RD MNT FICA Taxes	33,456			33,456
001-450.4312-230.000	RD MNT NH Retirement	49,767	(918)		48,849
001-450.4312-330.000	RD MNT Professional Services	40,000			40,000
001-450.4312-330.010	RD MNT NPDES Stormwater Permit	2,500			2,500
001-450.4312-430.000	RD MNT Equipment Maintenance	500			500
001-450.4312-434.000	RD MNT Vehicle Maintenance	100,000			100,000
001-450.4312-440.000	RD MNT Rental & Leases	2,500			2,500
001-450.4312-616.000	RD MNT Road Salt & Sand	150,000			150,000
001-450.4312-618.000	RD MNT Signage	8,000			8,000
001-450.4312-626.000	RD MNT Fuel	51,600			51,600
001-450.4312-720.000	RD MNT Resurfacing	600,000			600,000
001-450.4312-772.000	RD MNT Construction Materials	80,000			80,000
001-450.4312-751.000	RD MNT New Equipment	1			1
001-450.4312-752.000	RD MNT Vehicle & Related Purch	1			1
001-450.4312-754.000	RD MNT Plow Edges & Chains	20,000			20,000
Total Dept 450.4312-DPW Highway & Streets Expense		1,723,452	4,954	0	1,728,406
Dept 450.4313-DPW Bridges					
001-450.4313-330.000	DPW Bridge Professional Services	1			1
Total Dept 450.4313-DPW Bridges			0	0	1
Dept 450.4316-DPW Street Lighting Expense					
001-450.4316-622.000	DPW Street Lights	62,000			62,000
Total Dept 450.4316-DPW Street Lighting Expense		62,000	0	0	62,000
Dept 450.4319-DPW Fleet Expense					
001-450.4319-111.000	FLEET Full Time Employees	98,424			98,424
001-450.4319-130.000	FLEET Overtime	15,000			15,000

GL NUMBER	DESCRIPTION	2018-19 Amended Budget	Contractual Items	Remove One-time Items	2019-20 Default
001-450.4319-210.000	FLEET Health Insurance	43,900	3,952		47,852
001-450.4319-212.000	FLEET Dental Insurance	1,486			1,486
001-450.4319-214.000	FLEET Life & Disability Ins	1,271			1,271
001-450.4319-220.000	FLEET FICA Taxes	8,677			8,677
001-450.4319-230.000	FLEET NH Retirement	12,909	{298}		12,621
001-450.4319-342.000	FLEET Software & Programs	3,500			3,500
001-450.4319-430.000	FLEET Equipment Maintenance	2,200			2,200
001-450.4319-606.000	FLEET Shop Supplies & Hand Tools	15,400			15,400
001-450.4319-751.000	FLEET New Equipment	1,000			1,000
Total Dept 450.4319-DFW Fleet Expense		203,767	3,714	0	207,481
Dept 451.4194-DFW Town Building Expense					
001-451.4194-111.000	TB Full-Time Employees	45,052			45,052
001-451.4194-113.000	TB Part-Time Employees	35,448			35,448
001-451.4194-130.000	TB Overtime	4,825			4,825
001-451.4194-210.000	TB Health Insurance	21,950	{4,227}		17,723
001-451.4194-212.000	TB Dental Insurance	743			743
001-451.4194-214.000	TB Life & Disability Ins	588			588
001-451.4194-220.000	TB FICA Taxes	6,527			6,527
001-451.4194-230.000	TB NH Retirement	5,575	{105}		5,570
001-451.4194-410.000	TB Other Utilities	6,000			6,000
001-451.4194-411.000	TB Sewer	6,000			6,000
001-451.4194-412.000	TB Water	7,500			7,500
001-451.4194-413.000	TB Heating	72,500			72,500
001-451.4194-420.000	TB Custodial Supplies	15,000			15,000
001-451.4194-434.000	TB Vehicle Maintenance	500			500
001-451.4194-436.000	TB Building Maintenance	121,786			121,786
001-451.4194-440.000	TB Rental & Leases	9,280			9,280
001-451.4194-530.000	TB Telephone	600			600
001-451.4194-622.000	TB Electric	88,300			88,300
001-451.4194-625.000	TB Fuel	2,400			2,400
001-451.4194-751.000	TB New Equipment	1			1
Total Dept 451.4194-DFW Town Building Expense		450,675	{4,332}	0	446,343
Dept 452.4194-DFW Court House Expense					
001-452.4194-111.000	TB CH Full-Time Employees	1			1
001-452.4194-113.000	TB CH Part-Time Employees	6,764			6,764
001-452.4194-220.000	TB CH FICA Taxes	518			518
001-452.4194-230.000	TB CH NH Retirement	1			1
001-452.4194-410.000	TB CH Other Utilities	250			250
001-452.4194-413.000	TB CH Heating	8,000			8,000
001-452.4194-420.000	TB CH Custodial Supplies	1,800			1,800
001-452.4194-436.000	TB CH Building Maintenance	18,080			18,080
001-452.4194-622.000	TB CH Electric	11,000			11,000
Total Dept 452.4194-DFW Court House Expense		46,414	0	0	46,414
Total Highway Division		2,710,463	8,014	0	2,718,477
Dept 450.4520-CPW Parks & Recreation Expense					
001-450.4520-111.000	P&R Full-Time Employees	268,343			268,343
001-450.4520-113.000	P&R Part-Time Employees	6,720			6,720
001-450.4520-130.000	P&R Overtime	11,400			11,400
001-450.4520-210.000	P&R Health Insurance	102,327	7,854		109,881
001-450.4520-212.000	P&R Dental Insurance	2,850			2,850
001-450.4520-214.000	P&R Life & Disability Ins	3,852			3,852
001-450.4520-220.000	P&R FICA Taxes	24,057			24,057
001-450.4520-230.000	P&R NH Retirement	33,270	{614}		32,656
001-450.4520-421.000	P&R Water	23,000			23,000
001-450.4520-430.000	P&R Equipment Maintenance	5,000			5,000
001-450.4520-434.000	P&R Vehicle Maintenance	5,000			5,000

GL NUMBER	DESCRIPTION	2018-19 Amended Budget	Contractual Items	Remove One-time Items	2019-20 Default
001-450.4520-438.000	P&R Ground Maintenance	39,250			39,250
001-450.4520-440.000	P&R Rental & Leases	4,200			4,200
001-450.4520-530.000	P&R Telephone	1,620			1,620
001-450.4520-532.000	P&R Internet Services	600			600
001-450.4520-600.000	P&R Office Supplies	0			0
001-450.4520-600.010	P&R Recreation Supplies	1			1
001-450.4520-604.000	P&R Safety Supplies	600			600
001-450.4520-622.000	P&R Electric	12,000			12,000
001-450.4520-626.000	P&R Fuel	8,460			8,460
001-450.4520-751.000	P&R New Equipment	1			1
001-450.4520-800.006	P&R Old Home Day	10,000			10,000
Total Dept 450.4520-DPW Parks & Recreation Expense		567,751	7,240	0	569,491
Dept 450.4195-DPW Cemetery					
001-450.4195-438.000	DPW CEM Grounds Maintenance	2,000			2,000
Total Dept 450.4195-DPW Cemetery		2,000	0	0	2,000
Total Parks, Recreation and Cemetery Division		564,251	7,240	0	571,491
Dept 500.4321-R&T Adm Sanitation Expense					
001-500.4321-111.000	R&T ADMIN Full-Time Employees	80,843			80,843
001-500.4321-113.000	R&T ADMIN Part-Time Employees	16,707			16,707
001-500.4321-130.000	R&T ADMIN Overtime	6,177			6,177
001-500.4321-210.000	R&T ADMIN Health Insurance	18,292	(569)		17,723
001-500.4321-212.000	R&T ADMIN Dental Insurance	426			426
001-500.4321-214.000	R&T ADMIN Life & Disability Ins	1,038			1,038
001-500.4321-220.000	R&T ADMIN FICA Taxes	7,935			7,935
001-500.4321-230.000	R&T ADMIN NH Retirement	9,902	(183)		9,720
001-500.4321-294.000	R&T ADMIN Training & Dues	1,700			1,700
001-500.4321-430.000	R&T ADMIN Equipment Maintenance	1			1
001-500.4321-502.000	R&T ADMIN Facility Permits	335			335
001-500.4321-530.000	R&T ADMIN Telephone	960			960
001-500.4321-532.000	R&T ADMIN Internet Services	1,700			1,700
001-500.4321-560.000	R&T ADMIN Postage	200			200
001-500.4321-600.000	R&T ADMIN Office Supplies	2,000			2,000
001-500.4321-604.000	R&T ADMIN Safety Supplies	1,160			1,160
001-500.4321-630.000	R&T ADMIN Mea's & Food	300			300
001-500.4321-751.000	R&T ADMIN New Equipment	500			500
Total Dept 500.4321-R&T Adm Sanitation Expense		150,177	(752)	0	149,425
Dept 500.4323-R&T Solid Waste Collection Expense					
001-500.4323-111.000	R&T COLL Full-Time Employees	110,616			110,616
001-500.4323-130.000	R&T COLL Overtime	11,925			11,925
001-500.4323-210.000	R&T COLL Health Insurance	60,159	(7,307)		52,852
001-500.4323-212.000	R&T COLL Dental Insurance	1,864			1,864
001-500.4323-214.000	R&T COLL Life & Disability Ins	1,448			1,448
001-500.4323-220.000	R&T COLL FICA Taxes	9,374			9,374
001-500.4323-230.000	R&T COLL NH Retirement	13,045	(257)		12,788
001-500.4323-290.000	R&T COLL Uniforms	2,400			2,400
001-500.4323-434.000	R&T COLL Vehicle Maintenance	45,000			45,000
001-500.4323-626.000	R&T COLL Fuel	51,000			51,000
Total Dept 500.4323-R&T Solid Waste Collection Expense		307,731	(7,564)	0	300,167
Dept 500.4324-R&T Solid Waste Disposal Expense					
001-500.4324-111.000	R&T Full-Time Employees	88,587			88,587
001-500.4324-113.000	R&T Part-Time Employees	9,677			9,677
001-500.4324-130.000	R&T Overtime	3,437			3,437
001-500.4324-210.000	R&T Health Insurance	38,209	3,440		41,649
001-500.4324-212.000	R&T Dental Insurance	1,121			1,121
001-500.4324-214.000	R&T Life & Disability Ins	1,134			1,134

GL NUMBER	DESCRIPTION	2018-19 Amended Budget	Contractual Items	Remove One-time Items	2019-20 Default
001-500.4324-270.000	R&T FICA Taxes	8,239			8,239
001-500.4324-230.000	R&T NH Retirement	11,153	(206)		10,947
001-500.4324-290.000	R&T Uniforms	2,400			2,400
001-500.4324-330.000	R&T Professional Services	2,180			2,180
001-500.4324-421.000	R&T Typing Fees	420,568			420,568
001-500.4324-471.000	R&T Hazardous Waste Disposal	12,000			12,000
001-500.4324-430.000	R&T Equipment Maintenance	3,000			3,000
001-500.4324-434.000	R&T Vehicle Maintenance	25,000			25,000
001-500.4324-606.000	R&T Shop Supplies & Hand Tools	4,000			4,000
001-500.4324-676.000	R&T Fuel	20,100			20,100
001-500.4324-751.000	R&T New Equipment	1			1
Total Dept 500.4324-R&T Solid Waste Disposal Expense		556,806	3,234	0	560,040
Total Recycling & Transfer Division		1,114,714	(5,082)	0	1,109,632
Total Department of Public Works		4,389,428	10,172	0	4,399,600

Dept 550.4150-Tax Collection Expenses					159,531
001-550.4150-111.000	TAX Full-Time Employees	159,531			1,500
001-550.4150-113.000	TAX Part-Time Employees	1,500			1,500
001-550.4150-130.000	TAX Overtime	1,500			1,500
001-550.4150-210.000	TAX Health Insurance	34,830	2,517		37,347
001-550.4150-212.000	TAX Dental Insurance	936			936
001-550.4150-214.000	TAX Life & Disability Ins	2,090			2,090
001-550.4150-220.000	TAX FICA Taxes	12,539			12,539
001-550.4150-230.000	TAX NH Retirement	18,290	(338)		17,952
001-550.4150-294.000	TAX Training & Dues	811			811
001-550.4150-330.000	TAX Professional Services	5,500			5,500
001-550.4150-344.000	TAX Property Record Maintenance	1,500			1,500
001-550.4150-430.000	TAX Equipment Maintenance	180			180
001-550.4150-530.000	TAX Telephone	1,920			1,920
001-550.4150-550.000	TAX Printing	100			100
001-550.4150-560.000	TAX Postage	7,500			7,500
001-550.4150-600.000	TAX Office Supplies	3,000			3,000
001-550.4150-751.000	TAX New Equipment	4,472			4,472
Total Tax Collection		256,199	2,179	0	258,378

Dept 600.4140-Clerk-Elections & Registrations Expense					5,000
001-600.4140-110.000	TC Public Officials	5,000			3,548
001-600.4140-111.000	TC Full-Time Employees	3,548			1
001-600.4140-113.000	TC Part-Time Employees	1			584
001-600.4140-130.000	TC Overtime	584			240
001-600.4140-210.000	TC Health Insurance	240			46
001-600.4140-214.000	TC Life & Disability Ins	46			702
001-600.4140-220.000	TC FICA Taxes	702			461
001-600.4140-230.000	TC NH Retirement	470	(9)		950
001-600.4140-294.000	TC Training & Dues	950			2,500
001-600.4140-330.000	TC Professional Services	2,500			700
001-600.4140-540.000	TC Advertising	700			1,450
001-600.4140-550.000	TC Postage	1,450			948
001-600.4140-600.000	TC Office Supplies	948			1,500
001-600.4140-751.000	TC New Equipment	1,500			18,630
Total Dept 600.4140-Clerk-Elections & Registrations Expense		18,639	(9)	0	

Dept 601.4140-Elections & Registrations Expense					2,600
001-601.4140-110.000	ELEC Public Officials	2,600			199
001-601.4140-270.000	ELEC FICA Taxes	199			7,756
001-601.4140-311.000	FLFC Town Deliberative & Election	7,756			6,980
001-601.4140-311.002	ELEC State/Federal	6,980			1
001-601.4140-312.000	FLFC Special Town Meeting	1			1
001-601.4140-430.000	FLFC Equipment Maintenance	1			



GL NUMBER	DESCRIPTION	2018-19 Amended Budget	Contractual Items	Remove One-time Items	2019-20 Default
001-601.4140-560.000	ELEC Postage	100			100
001-601.4140-751.000	ELEC New Equipment	1			-
Total Dept 601.4140-Elections & Registrations Expense		17,658	0	0	17,658
Total Town Clerk & Elections		36,777	(9)	0	36,268
Dept 650.4150-Budget Committee Expense					
001-650.4150-110.000	BC Public Officials	1,250			1,250
001-650.4150-113.000	BC Part-Time Employees	5,468			5,468
001-650.4150-220.000	BC FICA Taxes	514			514
001-650.4150-230.000	BC N-H Retirement	623	(11)		612
001-650.4150-294.000	BC Training & Dues	300			300
001-650.4150-540.000	BC Advertising	160			160
001-650.4150-560.000	BC Postage	20			20
Total Budget Committee		8,335	(11)	0	8,324
Dept 660.4195-Cemetery Commission Expense					
001-660.4195-294.000	CEM Training & Dues	40			40
001-660.4195-342.000	CEM Software & Programs	750			750
001-660.4195-458.000	CEM Grounds Maintenance	1			1
001-660.4195-600.000	CEM Office Supplies	50			50
Total Cemetery Commission		841	0	0	841
Dept 670.4611-Conservation Commission Expense					
001-670.4611-294.000	CC Training & Dues	1,000			1,000
001-670.4611-330.000	CC Professional Services	100			100
001-670.4611-504.000	CC Scholarship	125			125
001-670.4611-560.000	CC Postage	25			25
001-670.4611-600.000	CC Office Supplies	25			25
001-670.4611-751.000	CC New Equipment	1			1
001-670.4611-830.000	CC Transfer To Conservation Ac	1			1
Total Conservation Commission		1,277	0	0	1,277
Dept 680.4220-Capital Leases Expense					
001-680.4312-752.000	Lease Excavator	36,456			36,456
Total Capital Leases		36,456	0	0	36,456
Dept 681.4711-Debt Principal Expense					
001-681.4711-850.002	2018 SC Imp & Fire Truck	0	101,750		101,750
Total Tax Anticipation Note		0	101,750	0	101,750
Dept 681.4721-Debt Interest Expense					
001-681.4721-850.002	2018 SC Imp & Fire Truck	0	47,220		47,220
Total Tax Anticipation Note		0	47,220	0	47,220
Dept 681.4723-Debt Principal Expense					
001-681.4723-851.000	Bond Interest Payments	1			1
Total Tax Anticipation Note		1	0	0	1
Dept 684.4550-Library Expense					
001-684.4550-830.002	UB Appropriation	786,925	18,610		805,535
Total Dept 684.4550-Library Expense		786,925	18,610	0	805,535
Dept 875.4914-Wastewater Expense					
001-875.4914-830.004	Wastewater Appropriation	2,068,001	(992)		2,067,009
Total Dept 875.4914-Wastewater Expense		2,068,001	(992)	0	2,067,009
Grand Total		18,396,418	327,301	(56,750)	18,666,969

*Town of Hooksett*

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

Warrant Articles for 2019-20

Assumes tax base of \$1,999,450,889(2018 tax base)

#	Warrant	Department Request	Recomm. by Town Admin	Recomm. by Council	Recomm. by Budget Comm	Potential Tax Effect
3	Rte. 3A TIF Bond			2,500,000		n/a
4	Fire Ladder Truck - Under Construction					-
5	Operating Budget					
	Town Wastewater Revenues					
		12,189,473	10,926,590	11,778,825	11,747,467	5.89
		17,374,823	16,113,930	16,967,562	16,936,203	
		2,066,367	-	2,066,387	2,075,153	
		(7,251,737)	(5,186,350)	(7,255,123)	(7,263,869)	
6	Hackett Hill Roundabout (67% State funds 33% Town Funds Impact fees(Fund Balance)			4,800,000		-
7	Old Town Hall Renovations (\$300,000 over 2 years from Fund Balance)			200,000		-
8	DPW 6 Wheel Plow Truck	180,000		180,000		0.09
9	CR Funds - Fire		180,000	180,000		0.09
	Apparatus \$100,000 up from \$50,000	100,000		100,000		0.05
	Air Packs & Bottles \$25,000	25,000				-
	Equipment \$35,000	35,000				-
	Cistern \$20,000	20,000				-
10	CR Fund - Town Building Maintenance	100,000	100,000	100,000		0.05
11	CR Fund - Public Works' Vehicles	100,000	100,000	100,000		0.05
12	Non-Union Wages		93,153	93,153		0.05
13	Full-Time Recreation Director \$98,000 (30K from Rec Revolving Fund)			89,000		0.03
14	DPW Union Contract - Under Construction					-
15	100 Yard Live Bottom Trailer - Solid Waste SR Fund	80,000	80,000	80,000		n/a
16	Fire Union Contract (\$73,423 form taxes & \$5,040 form Ambulance Fund)		78,463	78,463		0.04
17	Fire Command Vehicle	55,000	55,000	55,000		0.03
18	CR Fund- Emergency Radio Communications	50,000	50,000	50,000		0.03
19	CR Fund - Drainage Upgrades	50,000	50,000	50,000		0.03
20	CR Fund - Automated Collection Equipment	30,000	30,000	30,000		0.02
21	CR Fund - Revaluation	30,000	30,000	30,000		0.02
22	CR Fund - Parks & Recreation Facilities Development	15,000	15,000	15,000		0.01
23	CR Fund - Improvements of Conservation Land	10,000	10,000	10,000		0.01
	<b>Totals</b>	<b>\$ 13,069,473</b>	<b>\$ 11,800,196</b>	<b>\$ 20,519,442</b>	<b>\$ 11,747,467</b>	



# *Town of Hooksett*

## WARRANT ARTICLE REQUEST FORM

Revised 12/23/18

**Date of Request:** 12/13/18

**Date of Town Meeting:** 2019

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

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

To see if the town will vote to raise and appropriate the sum of One Million dollars (\$1,000,000.00) for the purpose of purchasing a Ladder Truck for the Fire-Rescue department, and to authorize the issuance of not more than One Million dollars (\$1,000,000.00) of bonds or notes in accordance with the provisions of the Municipal Finance Act, (RSA 33), as amended; and to authorize the Town Council to issue, negotiate, sell, and deliver such bonds or notes and to determine the rate of interest thereon and maturity and other terms thereof; and to authorize the Town Council to apply for, obtain, and accept federal, state, or other aid, if any, which may be available for said project, and to comply with all laws applicable to said project; and to authorize the Town Council to take any other action, or to pass any other vote, relative thereto; furthermore, to raise and appropriate the sum of Twenty-eight Thousand dollars (\$28,000.00) from taxation for the bond issuance costs and the first year's debt service payments on such bonds or note. (3/5 ballot vote required) Recommended by Town Council ( - ), Recommended by Budget Committee ( - )

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

The Purpose of this article is to replace Ladder 1 which has been out of service for over 6 months due to severe corrosion to the frame and aerial torque box. The vehicle failed State Inspection, UL Inspection and examination by the Town Insurance carrier.

Staff, after consulting with different specialist has determined it is not cost effective to spend in excess of \$180,000.00 to repair the 16 year old truck.

**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?**

The Ladder Truck is a vital piece of equipment for the Fire-Rescue Department.

- Fireground operations, including victim rescue, ventilation and master stream and other technical operations may require a Ladder Truck.
- Many structures in Town exceed the reach of portable ground ladders and require an aerial device.
- In addition, the Town Planning Regulations require a Hooksett Ladder Truck be available to allow for permits to be issued for all structure over 35' in height.

**4. Estimated cost?** A 20 year bond with an estimated interest rate of 4%, would cost the tax payers an estimated 4 cents per year.

**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: \$1,999,450,889

Date Prepared: 12/03/16

Interest Start Date: 215 Days 07/15/19

First Interest Payment: 02/15/20

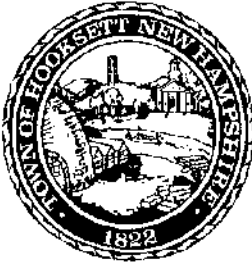
Net Interest Costs: 4.0% \*\*

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				\$ 23,888.89	** \$ 23,888.89	\$ 23,888.89	\$ 1,999,450,889	\$ 0.01
1	8/15/2020	\$ 1,000,000.00	\$ 50,000.00	4.00%	20,000.00	70,000.00			
	2/15/2021				19,000.00	13,000.00	89,000.00	1,999,450,889	0.04
2	8/15/2021	950,000.00	50,000.00	4.00%	19,000.00	89,000.00			
	2/15/2022				18,000.00	18,000.00	87,000.00	1,999,450,889	0.04
3	8/15/2022	900,000.00	50,000.00	4.00%	18,000.00	68,000.00			
	2/15/2023				17,000.00	17,000.00	85,000.00	1,999,450,889	0.04
4	8/15/2023	850,000.00	50,000.00	4.00%	17,000.00	67,000.00			
	2/15/2024				16,000.00	16,000.00	83,000.00	1,999,450,889	0.04
5	8/15/2024	800,000.00	50,000.00	4.00%	16,000.00	66,000.00			
	2/15/2025				15,000.00	15,000.00	81,000.00	1,999,450,889	0.04
6	8/15/2025	750,000.00	50,000.00	4.00%	15,000.00	65,000.00			
	2/15/2026				14,000.00	14,000.00	79,000.00	1,999,450,889	0.04
7	8/15/2026	700,000.00	50,000.00	4.00%	14,000.00	64,000.00			
	2/15/2027				13,000.00	13,000.00	77,000.00	1,999,450,889	0.04
8	8/15/2027	650,000.00	50,000.00	4.00%	13,000.00	63,000.00			
	2/15/2028				12,000.00	12,000.00	75,000.00	1,999,450,889	0.04
9	8/15/2028	600,000.00	50,000.00	4.00%	12,000.00	62,000.00			
	2/15/2029				11,000.00	11,000.00	73,000.00	1,999,450,889	0.04
10	8/15/2029	550,000.00	50,000.00	4.00%	11,000.00	61,000.00			
	2/15/2030				10,000.00	10,000.00	71,000.00	1,999,450,889	0.04
11	8/15/2030	500,000.00	50,000.00	4.00%	10,000.00	60,000.00			
	2/15/2031				9,000.00	9,000.00	69,000.00	1,999,450,889	0.03
12	8/15/2031	450,000.00	50,000.00	4.00%	9,000.00	59,000.00			
	2/15/2032				8,000.00	8,000.00	67,000.00	1,999,450,889	0.03
13	8/15/2032	400,000.00	50,000.00	4.00%	8,000.00	58,000.00			
	2/15/2033				7,000.00	7,000.00	65,000.00	1,999,450,889	0.03
14	8/15/2033	350,000.00	50,000.00	4.00%	7,000.00	57,000.00			
	2/15/2034				6,000.00	6,000.00	63,000.00	1,999,450,889	0.03
15	8/15/2034	300,000.00	50,000.00	4.00%	6,000.00	56,000.00			
	2/15/2035				5,000.00	5,000.00	61,000.00	1,999,450,889	0.03
16	8/15/2035	250,000.00	50,000.00	4.00%	5,000.00	55,000.00			
	2/15/2036				4,000.00	4,000.00	59,000.00	1,999,450,889	0.03
17	8/15/2036	200,000.00	50,000.00	4.00%	4,000.00	54,000.00			
	2/15/2037				3,000.00	3,000.00	57,000.00	1,999,450,889	0.03
18	8/15/2037	150,000.00	50,000.00	4.00%	3,000.00	53,000.00			
	2/15/2038				2,000.00	2,000.00	55,000.00	1,999,450,889	0.03
19	8/15/2038	100,000.00	50,000.00	4.00%	2,000.00	52,000.00			
	2/15/2039				1,000.00	1,000.00	53,000.00	1,999,450,889	0.03
20	8/15/2039	50,000.00	50,000.00	4.00%	1,000.00	51,000.00	51,000.00	1,999,450,889	0.03
TOTAL \$		\$ 1,000,000.00			\$ 423,888.89	\$ 1,423,888.89	\$ 1,423,888.89		

\* 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



## *Town of Hooksett*

### WARRANT ARTICLE REQUEST FORM

Revised 12/19/18

**Date of Request:** December 19, 2018

**Date of Town Meeting:** 2019

**Name of Department Submitting Request:** Council

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

**Old Town Hall Historical Renovation Capital Project**

To see if the town will vote to approve the reconstruction of the Old Town Hall at a cost not to exceed \$300,000.00 payable over a term of 2 years with an appropriation of **\$200,000.00** from unassigned fund balance the first year, and an appropriation of \$100,000.00 from unassigned fund balance for the second year. The appropriation of \$100,000.00 will be contained in the operating budget and the default budget in the second year. (3/5 ballot vote required) Recommended by Town Council (-)

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

To raise and appropriate funds for the next phase of the historical renovations of Old Town Hall for the 200th Anniversary of the Town. This phase will restore the building to a minimally functional state where any deterioration from the elements will be halted and the building will be accessible.

The following is included in the work:

- Complete remaining structural work.
- Install heating, mechanical (heating/HVAC), and electrical. Completed plumbing and install fixtures in the bathrooms.
- Complete construction of bathrooms (fixtures, walls, doors, etc....)
- Flooring work as necessary.
- Install insulation below roof in addition area.

The cost of this work is estimated to be approximately \$300,000.

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

If this article is not passed, the Old Town Hall would remain unused, and deprive the residents of the Town with a place to gather and hold events. Ultimately, the facility would deteriorate due to the lack of heat and maintenance.

2

**4. Estimated cost?** \$300,000 for unassigned fund balance over two years (\$200,000 the first year and \$100,000 the second year).

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

Chapter 109, Laws of 2013 amended RSA 32:3, VI to add an additional definition for Special Warrant Article and RSA 32:7 to include appropriations for capital projects. The law change allows a municipality to raise and appropriate funds at an annual meeting for an identified project which would be lawful under RSA 33:3 or RSA 33:3-c. The appropriation would be for a term beyond one fiscal year, but could not exceed 5 fiscal years. The article must indicate the total cost of the project, the number of years and the amount that will be appropriated in each of those years. Passage requires either a 2/3rd or 3/5 majority vote if SB2 for passage.

**INSTRUCTIONS**

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





Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Partial Road Acceptance at University Heights  
**Meeting:** Town Council - 09 Jan 2019  
**Department:** Public Works  
**Staff Contact:** Earl Labonte, Director of Public Works

**BACKGROUND INFORMATION:**

University Heights Developers are requesting that the Town of Hooksett accept certain portions of University Circle from the intersection at Campus Drive, approximately 1,606 linear feet and Crawford Lane. These portions of roads at University Heights are complete and all punch lists have been addressed per Keach and Nordstrom, the firm representing the Town of Hooksett on this project.

**FINANCIAL IMPACT:**

None.

**POLICY IMPLICATIONS:**

Public Works will have to maintain the road once accepted.

**RECOMMENDATION:**

Accept University Circle from the intersection of Campus Drive approximately 1,606 linear feet and Crawford Lane as Town roads.

**SUGGESTED MOTION:**

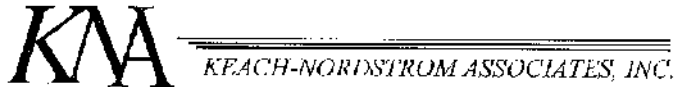
Motion for the Town to accept University Circle from the intersection of Campus Drive approximately 1,606 linear feet and Crawford Lane as Town roads.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur.

**ATTACHMENTS:**

[20181218081832817](#)



December 17, 2018

Ms. Diane Boyce; Director  
Hooksett Department of Public Works  
210 West River Road  
Hooksett, New Hampshire 03106

Subject: **University Heights – Phase 1B**  
**(Portions of University Circle & Crawford Lane)**  
**Hooksett, New Hampshire**  
**KNA Project No. 18-0321-4**

Dear Ms. Boyce:

As you are aware this office has performed construction monitoring and inspection services on behalf of your Department at the subject location since April 2018. During this period the owner's contractor advanced work necessary to complete and close out Phase 1B of the project. To that end, several weeks ago representatives of this office performed a walk-through of completed construction and developed a final punch-list of several items of remaining work which needed to be completed or corrected prior to our issuance of a recommendation for public acceptance of those segments of University Circle and Crawford Lane situated in Phase 1B. We are pleased to advise your Department that, based on an inspection performed by Alex Cote of this office on Friday, December 14<sup>th</sup>, all punch-list work was confirmed to be satisfactorily complete. On that basis this office takes no exception to public acceptance of these same roadway segments.

We trust you will find the content of this brief correspondence self-explanatory. However, in the event you should have specific questions or further instructions related to this matter please contact either Mr. Cote or myself at your convenience.

Sincerely:

Steven B. Keach, P.E.  
President  
Keach-Nordstrom Associates, Inc.

<i>Civil Engineering</i>	<i>Land Surveying</i>	<i>Landscape Architecture</i>
10 Commerce Park North, Suite 3B	Bedford, NH 03110	Phone (603) 627-2881 Fax (603) 627-2915

PETITION TO HAVE ROADS ACCEPTED

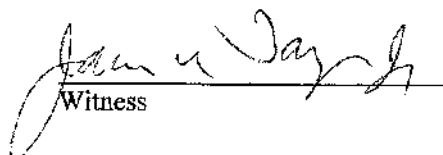
by  
Green View Management, LLC

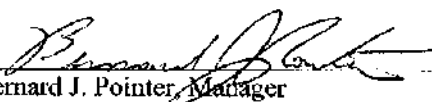
NOW COMES Green View Management, LLC, a New Hampshire limited liability company, and represents to the Town of Hooksett, New Hampshire, as follows:

- 1) That it is the owner of the legal interests in the University Heights Subdivision, as shown on a plan entitled "Subdivision Plan of Land, Tax Map 14, Lot 1, "University Heights", Daniel Webster Highway, NH Rte. 3 & 28, Hooksett, NH, owned by 3A Development Company, LLC, 66 Gilcrest Road, Londonderry, NH, dated February 17, 2003, revised through July 12, 2006, prepared by Brown Engineering and recorded in the Merrimack County Registry of Deeds as Plan No. 17998 (the "Plan").
- 2) That pursuant to the approved Plan, and in accordance with engineering standards of the Town of Hooksett, it has constructed certain portions of University Circle and Crawford Lane, as those roads are shown on the Plan, such portions being more particularly described in the proposed Warranty Deed (from Green View Management, LLC to the Town of Hooksett), a copy of which is attached hereto.
- 3) That construction of such portions of said University Circle and Crawford Lane have been "completed", as verified by independent engineers engaged by the Town of Hooksett.
- 4) That it hereby respectfully petitions the Town of Hooksett, pursuant to NH RSA 674: I(a), to accept such portions of said roads, as public streets.
- 5) That it will comply with any necessary bonding requirements of the Town of Hooksett, for the required duration established.

Witness its hand this 4<sup>th</sup> day of September, 2018.

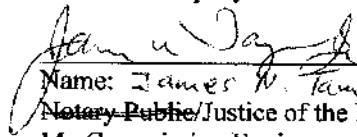
Green View Management, LLC

  
Witness

By:   
Bernard J. Pointer, Manager

STATE OF NEW HAMPSHIRE  
COUNTY OF HILLSBOROUGH

This instrument was acknowledged, before me, this 4<sup>th</sup> day of September, 2018 by Bernard J. Pointer, the duly-authorized Manager of Green View Management, LLC, a New Hampshire limited liability company, on behalf of the company.

  
Name: James W. Tanposi Jr.  
~~Notary Public~~ Justice of the Peace  
My Commission Expires: 10/16/2018

**Diane E. Boyce**

**From:** Jim Donison  
**Sent:** Wednesday, November 14, 2018 7:51 AM  
**To:** Diane E. Boyce  
**Subject:** I W: university heights development roadway acceptance by town

Hi Diane,

I believe the message below is what you are looking for.

Bruce

**From:** Jim Donison  
**Sent:** Monday, January 08, 2018 10:34 AM  
**To:** Duke Pointer  
**Cc:** Kent Brown; Jim Tamposi  
**Subject:** RE: university heights development roadway acceptance by town

Duke, please make the arrangements to have all University Heights roads accepted in 2018. The Town will **not** be performing any trash services or winter maintenance services after the fall of 2018 until the roadway is accepted by the Town:

NOTE: per Development regulations section 12.02.9 – the Town of Hooksett will **NOT** provide the following municipal services until acceptance of the road by the Town: a) residential trash and garbage pick up, b) winter roadway maintenance (per RSA 674:41)

- A) University Heights (UH) to request acceptance of the road in the fall of 2018, including Campus Drive, University Circle and Crawford Lane, assuming all work is complete and repairs made where necessary – the Town will need:
  - 1- certification that all property and ROW monumentation has been installed with a stamped certificate from a licensed surveyor
  - 2- letter from CPW that all roadway infrastructure has been completed to satisfaction of dept (this will include the temporary hammerheads -for trash and winter plow trucks))
  - 3- letter from Fire Dept that all fire safety items have been completed to the satisfaction of the dept (this will include the temporary hammerheads for fire trucks)
  - 4- position request from UH to that town that Town accept the roadway ROW
  - 5- UH to provide a fully executed warranty deed with legal description for all ROW, all improvements within the ROW in fees simple, free of all encumbrances and applicable easements of the and accompanying plans to be accepted by the Town at a public hearing and to be filed with the Merrimack County Registry of Deeds
  - 6- as-built plans (autocadd & PDF digital versions and mylars and paper copies of roadway improvements
  - 7- establish and provide the 2-year post construction surety (min 10% of the value of the roadway and all utilities)

**James J. Donison, P.E.**  
 Assistant Public Works Director/Town Engineer  
 35 Main Street, Hooksett, NH 03106  
 (603) 485-8471 ext 241

[jdonison@hooksett.org](mailto:jdonison@hooksett.org)

Built 2007  
 Tapped 2016