



AGENDA

Town of Hooksett Town Council

Wednesday, February 13, 2019 at 6:00 PM

A meeting of the Town Council will be held Wednesday, February 13, 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. Steve Couture, Conservation Commission Chair - 18 years+ dedicated service
 - 5.2. Hooksett Fire-Rescue Administrative Captain, Joseph Stalker - Union Leader's 2019 list of "40 under 40" New Hampshire residents
- 6. SCHEDULED APPOINTMENTS**
 - 6.1. Conservation Commission - Steve Couture, Chair and Cindy Robertson Vice-Chair
- 7. APPROVAL OF MINUTES**
 - 7.1. Public: 01/23/2019 5 - 15
[TC Minutes 012319-U](#)
 - 7.2. Public: 01/28/2019 17 - 18
[TC MINUTES 012819-U](#)
 - 7.3. Non-Public: 01/23/2019
 - 7.4. Non-Public: 01/28/2019
- 8. AGENDA OVERVIEW**
- 9. PUBLIC HEARINGS**
 - 9.1. Public hearing to accept \$14,000.00 in grant money from the Stanton Foundation, to the Town of Hooksett for the Hooksett Police Department at the Town Council meeting for the acceptance of this grant money under RSA 31:95-b, III (a) and to return said amount to the police department K-9 trust fund. 19 - 20
[Staff Report - SR-19-013 - Pdf](#)
- 10. CONSENT AGENDA**
 - 10.1. Donation of a School House Style Clock from William (Bill) Shackford and the Shackford Family 21
[Staff Report - SR-19-019 - Pdf](#)

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

- 11. **TOWN ADMINISTRATOR'S REPORT**
- 12. **PUBLIC INPUT - 15 MINUTES**
- 13. **NOMINATIONS AND APPOINTMENTS**
 - 13.1. Parks and Recreation Advisory Board - Andy Janosz - Term Expiring 6/30/2019 23 - 29
[Staff Report - SR-19-018 - Pdf](#)
- 14. **15 MINUTE RECESS**
- 15. **OLD BUSINESS**
 - 15.1. Southern New Hampshire University Surety Release (Tabled at 1/23/19 TC Meeting) 31 - 42
[Memo and Backup Information to TC to Release Surety](#)
[Staff Report - SR-19-016 - Pdf](#)
 - 15.2. All Season Sidewalk Tractor Warranty Information 43 - 54
[20190124154721193](#)
[Staff Report - SR-19-015 - Pdf](#)
 - 15.3. Deliberative Session 02/02/19
 - 15.4. Town Administrator Search Update
- 16. **NEW BUSINESS**
 - 16.1. Quarterly Financial Report for December 31, 2018 55 - 63
[Staff Report - SR-19-020 - Pdf](#)
 - 16.2. Motion to accept \$14,000.00 in grant money from the Stanton Foundation, to the Town of Hooksett for the Hooksett Police Department at the Town Council meeting for the acceptance of this grant money under RSA 31:95-b, III (a) and to return said amount to the police department K-9 trust fund. 65 - 66
[Staff Report - SR-19-014 - Pdf](#)
 - 16.3. Motion to raise the hourly special detail rate charged to \$70.00 per hour with a 4-hour minimum. After 8 hours time and a half will be charged. When a detail falls on a holiday the company will be charged holiday rate, which is time and a half, \$105.00. Cruiser rates will remain \$20.00 per hour with no minimum and rates will be rounded to the nearest hour. Effective March 1, 2019. 67
[Staff Report - SR-19-021 - Pdf](#)
 - 16.4. Scale Replacement Bid Acceptance for Recycling & Transfer Department 69 - 76
[Staff Report - SR-19-011 - Pdf](#)
 - 16.5. Radio Purchase for new Fire-Rescue Pumper 77 - 79
[Staff Report - SR-19-012 - Pdf](#)
 - 16.6. Ladder Truck Discussion
 - 16.7. Fun-in-the-Sun Camp Summer 2019 - Granite State Y
- 17. **SUB-COMMITTEE REPORTS**
- 18. **PUBLIC INPUT**

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

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

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

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, January 23, 2019**

The Hooksett Town Council met on Wednesday, January 23, 2019 at 6:00 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of 23 Jan 2019 to order at 6:26 pm.

PROOF OF POSTING

Acting Town Administrator Donald Winterton provided proof of posting.

ROLL CALL-PUBLIC SESSION

In Attendance: Councilor James Sullivan, Councilor Robert Duhaime, Councilor John Giotas, Councilor James Levesque, Councilor David Ross, Councilor Timothy Tsantoulis, Councilor Donald Winterton, and Councilor Alex Walczyk

Absent: Councilor Durand

PLEDGE OF ALLEGIANCE

SCHEDULED APPOINTMENTS

Todd Rainier, Town Clerk and Marc Miville, Town Moderator - February 2, 2019 Deliberative Session

T. Rainer: The Deliberative Session is scheduled for February 2, 2019. The set-up is a little bit different this year. The Budget Committee will be seated in the front on one side of the Moderator and the Town Council on the other. Department heads and staff usually sit behind you, but they could be in the audience. We rented sound equipment last year, but the price has gone up significantly. We can use the school's sound system, as long as you agree to share microphones. We will try to avoid crackling and popping. Will you all be there?

Chair Sullivan: As far as I know, we will all be there. I suggest you work with the Acting Town Administrator if you have other questions about seating, attendance or the need of AV equipment

M. Miville: When it comes to voting, we want to be sure that only residents are participating, especially since some department heads and staff are non-residents.

R. Duhaime: Do you have name tags for Budget Committee members?

M. Miville: They have name plates.

T. Rainer: The filing period begins today and closes Friday, February 1, 2019. Since we close at noon on Fridays, we will re-open from 3:00 pm until 5:00 pm on that day for in-person filings, as State Election Laws require.

Chair Sullivan: Do we have a snow date?

M. Miville: A snow date will be set at the time of postponement. It must be within seven days, so probably would be the following Saturday. It would be set by the Moderator.

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Bruce Kudrick, Wastewater Superintendent and Dan Tatem, Stantec - Sewer Infrastructure Update

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B. Kudrick: I would like to introduce Dan Tatem from Stantec, who is here tonight with a PowerPoint presentation on our sewer infrastructure along the Route 3A corridor. Rene LaBranche, a Senior Principal, and Dan Brassard, Engineer, both from Stantec, will be assisting with the presentation. Sewer Commissioner Sid Baines is here as well.

62

Mr. Tatem: In 2018, Stantec was asked to design and permit the new sewer pump station near the Tri-town Ice Arena. We are presenting now an alternative with a deeper floor which will allow more gravity flow. There is a need for sewer in this corridor along Route 3A. Market Basket and Walmart are examples of commercial entities which would benefit from town sewer. There are commercial projects which have been proposed and failed because of lack of sewer. The area has lots of undeveloped land; there is potential for overall flow of 510 million gallons per day. Thirty feet under the river are two eight-inch mains. These were installed in October, tested and capped. I will turn the actual PowerPoint presentation over to Rene LaBranche.

71

Mr. Labranche: This is a 3D design. Notice the chain link security fence. This is a dry pit submersible system, 16 feet below grade with an enclosed headworks area. The exterior walls are 18 inches thick. On the second floor the control panels are at ground level. The emergency generator will provide full electrical power during an outage and is inside so that it will last longer than if it were outside. NHDES, EPA and IBC standards have been met. It is 95% complete. We have put the brakes on the project, pending a decision about going deeper for more gravity flow.

78

Mr. Tatem: Two million dollars was committed to this project, with a plan to go down 16 feet, which would provide immediate sewer to Exit 11. There is a potential for developers to help pay. Going ten feet deeper to 26 feet would be more expensive, but allows the possibility of obviating the need for a second pump station, with a gravity flow near Home Depot. Although the cost increases as you go deeper, there are significant advantages. The current cost estimate for the project is \$2.46 million; going ten feet deeper brings the cost to \$2.967 million. As you dig deeper, de-watering becomes more difficult; shoring adds costs. Paying \$500,000 more eliminates the need for an intermediate pump station, which would cost about \$750,000. This is a cost-effective solution.

87

J. Giotas: Is the second pump station part of the \$2.4 million?

89

Mr. Tatem: No, it is not.

91

D. Ross: Is it more complicated to get permits doing deeper?

93

Mr. LaBranche: No.

95

R. Duhaime: How big is the main coming down from Irving? What about alarms?

97

Mr. LaBranche: The main is 15 inches in diameter. The project is conceptual at this point. Via the Internet or radio, there is constant communication of alarms. This can be operated remotely. Noise is reduced significantly having the generator inside.

100

J. Levesque: What about odor?

103

Mr. LaBranche: There is an odor control system which uses carbon filters. A solar array powers the carbon filters, and ultrasonic technology keeps waste water pumping; it is a wet well system. There are two air changes per hour.

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107 .
108 D. Winterton: I initiated this invite. I attended a Sewer Commission meeting along with the Town
109 Engineer, the Code Enforcement Officer and the Town Planner. We have a warrant article in the
110 amount of \$2.5 million linked to TIF district, so it is prudent for us to listen to this. The TIF committee is
111 being reorganized to help make decisions about this. Thanks to Stantec for an impressive presentation
112 and to the Sewer Commission for pursuing this.

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APPROVAL OF MINUTES

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119 ***R. Duhaime motioned to approve the public minutes of January 02, 2019: J. Giotas seconded***
120 ***the motion.***

121 ***Voted unanimously in favor (6-0) with D. Ross abstaining.***

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125 ***R. Duhaime motioned to approve the public minutes of January 09, 2019 as amended. J. Giotas***
126 ***seconded the motion.***

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

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129 ***R. Duhaime motioned to approve the non-public minutes of January 02, 2019. T. Tsantoulis***
130 ***seconded the motion.***

131 ***Voted unanimously in favor (6-0) with D. Ross abstaining.***

132

133 ***J. Levesque motioned to approve the non-public minutes of January 9, 2019. R. Duhaime***
134 ***seconded the motion.***

135

136 D. Winterton: There are corrections which should be made in non-public, so I suggest we do that when
137 we enter non-public session at the end of the meeting.

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AGENDA OVERVIEW

142 Chair Sullivan: We have a Consent Agenda, the Town Administrator's Report, Nominations &
143 Appointments, Assignment of Warrant Articles, and an update on the Town Administrator search.

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CONSENT AGENDA

148 Motion to accept the donation of one veterinary care visit for K9 Timber valued at \$99.00 from Deerfield
149 Vet Clinic, to the Town of Hooksett for the Hooksett Police Department (K9 program) per RSA 31:95 e:
150 II.

153 Motion to accept the donation of one veterinary care visit for K9 Timber valued at \$92.00 from Deerfield
154 Vet Clinic, to the Town of Hooksett for the Hooksett Police Department (K9 program) per RSA 31:95-
155 e:II.

158 Motion to accept the donation of one grooming service for K9 Timber valued at \$80.00 from Four Paws
159 Only, to the Town of Hooksett for the Hooksett Police Department (K9 program) per RSA 31:95-e: II.

160

161 ***T. Tsantoulis motioned to approve the first three warrant articles of the Consent Agenda. The***
162 ***motion was seconded by A. Walczyk.***

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

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Southern New Hampshire University Surety Release

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168 ***R. Duhaime motioned to approve the fourth Consent Agenda item regarding SNHU Surety***
169 ***Release. A. Walczyk seconded the motion.***

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B. Thomas: There is a long list of bonds, and a portion of them have been completed for two years.

R. Duhaime: I am looking for more details.

B. Thomas: I toured all of these projects and was assured that they are complete. These were long before my time here and I cannot locate all of the paperwork. It was difficult to determine what they did.

D. Ross: There is a format for escrow accounts which has been used for years and years. How do you know a project is complete if there is no plan? Staff reports are valuable.

B. Thomas: I rode around with a SNHU representative who indicated which projects have been completed.

Chair Sullivan: I suggest we table this item and Mr. Thomas can come back to us with a form he will be using in the future.

***D. Ross made a motion to table this item. R. Duhaime seconded the motion.
Voted unanimously in favor. (7-0)***

TOWN ADMINISTRATOR'S REPORT

D. Winterton: We have a new employee, Bonnie Smith. She joined the staff on Tuesday and will be a part-time administrative assistant in the Town Administration department.

D. Winterton: A contract was signed on Friday with a SWAT team housed in Derry and it was activated on Sunday. They got here rapidly. The Fire Department and Ambulance were standing by. Coordination was great and there was a safe outcome. Congratulations to Chief Bouchard.

D. Winterton: Timber is now working. He has passed all exams and will have more training in August.

D. Winterton: A Winter Carnival will be held in this facility this Saturday, sponsored by the Kiwanis Club, with the assistance of the Hooksett Youth Association, the Girl Scouts and Boy Scouts of American. There will be ice sculptures. The Fire Department has approved a bonfire. Food will be for sale via vendors. Our town departments have worked along with others to make this happen. Kiwanis will pay for a town employee to oversee the gymnasium. There will be adult corn hole, sledding, and face painting. Public Works will be involved.

D. Winterton: Regarding Fun in the Sun, the Granite YMCA will have a budget to present to us soon. As we get closer to summer with no program in place, the parents are nervous.

D. Winterton: Many town employees rang the Bell for the Salvation Army during the holiday season. We have a thank you letter from the Salvation Army. They collected \$83,152, of which \$537 was collected by town employees. I offer my congratulations and thanks.

D. Winterton: The staff members and department heads have been fantastic in helping me adjust to my role as Acting Town Administrator.

D. Winterton: I had a letter from a lady who lives on North Reading Street but was away at the time of the North Reading Street issue; her husband and two small kids were at home and her letter praised the Fire Department and Police Chief for keeping her informed.

222 D. Winterton: Zen City is not in the budget anymore. I have directed Mr. Germain to cancel it because I
223 don't use it.

224 .

225 D. Winterton: I recently attended a session in Concord with the Police Chief, Captain and a Lieutenant
226 regarding the Right to Know laws.

227

228 T. Tsantoulis: We have talked about switching to LED for street lighting, but it seems to have been
229 moved to the back burner.

230

231 D. Winterton: I will look into that. Councilor Tsantoulis and I toured the GE plant and it was fascinating.
232 They were welcoming and it would be great if the whole Council took the tour. There were 18 multi-
233 million-dollar machines being run by one person. The plant employs 900 people.

234

235 T. Tsantoulis: They are competing for a contract to refurbish aircraft. I echo all that Councilor Winterton
236 said. GE is a huge contributor to our economy and a substantial employer.

237

238

239 PUBLIC INPUT

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241 M. Miville: Regarding the Zen City Survey Report, if we cancel now, can we get a partial refund?

242

243 N. Germain: We contract for six months at a time and are paid through the end of June. I can check,
244 but I don't think we can get a refund.

245

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247 NOMINATIONS AND APPOINTMENTS

248

249 ***J. Levesque motioned to approve the appointment of David Boutin to the Planning Board as a***
250 ***regular member with a term ending June 30, 2020. T. Tsantoulis seconded the motion.***

251 ***Voted unanimously in favor. (7-0)***

252

253 ***D. Ross nominated Andrew Janose to the Parks & Recs Advisory Board.***

254

255 OLD BUSINESS

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258 FY 2019-20 Budget and Warrant

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260

262 ***D. Ross motioned to sign the Default Budget in the amount of \$18,666,969. T. Tsantoulis***
263 ***seconded the motion.***

264 ***Voted unanimous in favor. (7-0)***

265

266 C. Soucie: The Budget Committee recommended an Operating Budget of \$19,035,357, which is 2%
267 higher than the Default Budget and 3.5% higher than current year budget. The Town Council's
268 approved budget was \$19,033,949. Items adjusted by the Budget Committee include the following:
269 reduced telephones, reduced Library budget, reduced Fire uniforms, printing and publications, reduced
270 Parks electricity, reduced Police overtime, reduced Administration software and programs, increased
271 Wastewater and increased hydrant rentals.

272

273 ***R. Duhaime motioned to recommend the operating budget for FY 2019-20 in the amount of***
274 ***\$18,666,969.00. The motion was seconded by J. Giotas. A roll call vote was taken.***

275

278 Roll Call Vote #1

279

280 **J. Giotas** **Yes**
 281 **T. Tsantoulis** **Yes**
 282 **J. Levesque** **Yes**
 283 **A. Walczyk** **Yes**
 284 **R. Duhaime** **Yes**
 285 **D. Ross** **Yes**
 286 **J. Sullivan** **Yes**
 287 **Voted unanimously in favor (7-0)**

288
 289 Chair Sullivan: Next we will decide who will offer a motion and a second for the warrant articles.
 290
 291

ARTICLE	DESCRIPTION	AMOUNT	FIRST	SECOND
#2	RTE. 3A TIF BOND	2,500,000.00	R. DUHAIME	A. WALCZYK
#3	OPERATING BUDGET	\$19,035,357	BUDGET COM	BUDGET COM
#4	HACKETT HILL ROUNDABOUT	\$4,800,000	R. DUHAIME	J. LEVESQUE
#5	FIRE APPARATUS	\$250,000	T. TSANTOULIS	J. GIOTAS
#6	OLD TOWN HALL RENOVATIONS	\$200,000	J. SULLIVAN	J. GIOTAS
#7	DPW 6 WHEEL PLOW TRUCK	\$180,000	J. LEVESQUE	J. GIOTAS
#8	TOWN BUILDING MAINTENANCE	\$100,000	J. GIOTAS	R. DUHAIME
#9	PUBLIC WORKS' VEHICLES	\$100,000	A. WALCZYK	J. SULLIVAN
#10	NON-UNION WAGES	\$93,153	D. ROSS	J. GIOTAS
#11	FULL-TIME RECREATION DIRECTOR	\$89,000	R. DUHAIME	A. WALCZYK
#12	DPW UNION CONTRACT	\$83,564	R. DUHAIME	J. GIOTAS
#13	AIR PACKS, EQUIPMENT, CISTERNS - FIRE	\$80,000	T. TSANTOULIS	J. SULLIVAN
#14	100 YARD LIVE BOTTOM TRAILER – SW	\$80,000	J. LEVESQUE	J. DURAND
#15	FIRE UNION CONTRACT	\$78,463	R. DUHAIME	J. SULLIVAN
#16	FIRE COMMAND VEHICLE	\$55,000	T. TSANTOULIS	A. WALCZYK
#17	EMERGENCY RADIO COMMUNICATIONS	\$50,000	D. ROSS	J. DURAND
#18	DRAINAGE UPGRADES	\$50,000	J. SULLIVAN	J. GIOTAS
#19	AUTOMATED COLLECTION EQUIPMENT	\$30,000	A. WALCZYK	J. LEVESQUE
#20	REVALUATION	\$30,000	D. ROSS	J. DURAND
#21	PARKS & RECREATION FACILITIES DEVEL	\$15,000	J. DURAND	J. GIOTAS
#22	IMPROVEMENT OF CONSERVATION LAND	\$10,000	D. ROSS	R. DUHAIME

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Fire Chief Employment Agreement Effective 05/01/2019-04/30/2022

Chair Sullivan motioned to approve a three-year contract with Fire Chief Burkush effective May 1, 2019 through April 30, 2022. The motion was seconded by T. Tsantoulis. A roll call vote was taken.

301 **Roll Call Vote #2**
 302 **R. Duhaime** **Yes**
 303 **D. Ross** **Yes**
 304 **J. Levesque** **Yes**
 305 **A. Walczyk** **Yes**
 306 **J. Giotas** **Yes**

307 **T. Tsantoulis** **Yes**

308 **J. Sullivan** **Yes**

309 ***Voted unanimously in favor. (7-0)***

310

311 D. Ross: Is the 2.5% annual raise set for each year of the contract?

312

313 D. Fitzpatrick: You are not locked in to 2.5%.

314

315 **Town Administrator Search Update**

316

317 D. Fitzpatrick: We have a signed contract which has been sent to Alan Gould at MRI. Next is the ad
318 with the job description. At your January 9, 2019 meeting, you voted to set a maximum salary of
319 \$125,000. Mr. Gould advises moving the maximum salary for the ad down to \$120,000 because that is
320 more comparable to what we are looking for.

321

322 T. Tsantoulis: Why not leave it where it is? It seems we are going backwards.

323

324 D. Ross: Why is the maximum so high?

325

326 D. Winterton: Mr. Gould felt that a maximum of \$120,000 would be appropriate based on the size of the
327 town. He also said it is appropriate in comparison with other communities looking to fill the same
328 position. There are four openings right now.

329

330 D. Fitzpatrick: A wage study was done looking at comparable communities such as Goffstown and
331 Bedford. We are in the same range as similar towns in the area. We used that same study when doing
332 reviews for Dr. Shankle. Also, it was felt that top department heads should not be above the Town
333 Administrator. For example, the Fire Chief's annual pay is \$105,572.

334

335 D. Ross: The job of the Fire Chief is probably more intense than that of the Town Administrator. Also,
336 longevity has its benefits.

337

338 T. Tsantoulis: The \$125,000 was a ceiling. If we set the bar too low, people may not bother to go
339 through the process.

340

341 J. Giotas: According to Mr. Gould, it will increase the pool dramatically to have the ceiling at \$120,000
342 or \$125,000. We want the flexibility, especially if we have someone with an economic development
343 background.

344

345 ***R. Duhaime motioned to set the maximum salary for the new Town Administrator at \$120,000.***
346 ***The motion was seconded by T. Tsantoulis.***

347 ***Voted unanimously in favor.***

348

349 D. Winterton: Mr. Gould cautioned against having a formal subcommittee because of the need for
350 posting, taking minutes and having a quorum. He suggested a group made up of Ms. Fitzpatrick, the
351 Chairman or his designee, and myself.

352

353 D. Ross: Our job is to hire. We are supposed to be doing the hiring. MRI should bring to us the whole
354 list.

355

356 Chair Sullivan: As we discussed at our last meeting, MRI would do the first look at the expected 30 – 34
357 applicants and make eliminations to bring the list down to about 16 applicants. It was suggested that a
358 subcommittee could further refine the list to the best five or six.

359

360 T. Tsantoulis: I have zero experience in hiring and I think that is true of most Town Council members.
361 Why not let those with the expertise, Mr. Winterton and Ms. Fitzpatrick, review the approximately 16
362 applicants and bring that list down to the final six?

363
364 D. Ross: Let's say we want to see a minimum of six.
365

366 **NEW BUSINESS**

367 **Motion to raise the hourly special detail rate charged to \$70.00 per hour with a 4-hour minimum.**
368 **After 8 hours, time and a half will be charged. When a detail falls on a holiday the company will**
369 **be charged holiday rate, which is time and a half, \$105.00. Cruiser rates will remain \$20.00 per**
370 **hour with no minimum and rates will be rounded to the nearest hour. Effective February 1, 2019.**
371

372
373 (This will be taken up at the next meeting, per the request of D. Winterton.)
374

375 **Request to Purchase an All-Season Sidewalk Tractor**
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378
379 E. Labonte: The Town of Hooksett received a grant from the State of New Hampshire in 2017 for
380 highway and roadway construction or usage. According to the RSAs, we must plow the sidewalks. The
381 cost of this sidewalk tractor is less than the total grant. There is no fiscal impact because this money is
382 in the fund balance waiting to be spent. Hookset has 30 miles of sidewalks. I had three of these
383 tractors in Lebanon and they worked very well. The tractor has a snowplow blade, a snowblower, a
384 dump bed, a sander, and a boom mower. Rather than mowing some areas with walk-behind machines
385 and risk insect bites and poison ivy, employees would be inside the machine. Regarding the four bids
386 we received, the lowest bid was incomplete, so we have selected Chadwick-Baross Inc.
387

388 ***T. Tsantoulis motioned to approve the purchase of an All-Season Sidewalk Tractor in the***
389 ***amount of \$157,950, using funds from a State Highway Block Grant. The motion was seconded***
390 ***by A. Walczyk.***
391

392 R. Duhaime: This is for one employee; it is a high maintenance machine and costs a huge amount of
393 money. Every attachment is expensive. These are temperamental.
394

395 E. Labonte: The older ones had problems, but they are much better now. The Bobcat doesn't sand.
396 This will save time and effort, and there are creature comforts inside.
397

398 D. Ross: Bobcats will last 40 years and there are all kinds of attachments. Parts are readily available.
399 The snow is different here than in Lebanon. Some sidewalks aren't even used.
400

401 A. Walczyk: How many hours would you be operating each year?
402

403 E. Labonte: The average is eight hours per storm. This has a good warranty, with no come-out charges.
404 They provide a loaner machine, if one is available, when and if ours needs repair. There recently was a
405 court case about not maintaining sidewalks.
406

407 A. Walczak: So, it should save time and money.
408

409 J. Giotas: For what would you use the Boom mower?
410

411 E. Labonte: We now use walk-behind mowers, and we get claims for bee stings and poison ivy/oak.
412

413 J. Levesque: Is there an extended warranty?
414

415 E. Labonte: There is but I did not think it was worthwhile to purchase it.

416

417 R. Duhaime: Is there is any rush for this?

418

419 E. Labonte: I would like to start saving time as soon as possible.

420

421 T. Tsantoulis: The indicated delivery time is up to 45 days.

422

423 E. Labonte: There is one on the lot right now which we could have in seven to ten days.

424

425 D. Ross: Is corrosion part of the warranty? How much is an extended warranty and how long would it
426 last?

427

428 E. Labonte: I would have to check that paperwork because I don't have it with me.

429

430 D. Ross: Maybe we should postpone our decision on this until we have more information.

431

432 R. Duhaime: What could be done with the \$100,000 which is left in the grant? What are you allowed to
433 use it for?

434

435 E. Labonte: It is for highway. We are looking at a mini excavator and a hot box for asphalt.

436

437 A roll call vote was taken on the motion.

438

439 **Roll Call Vote #4**

440 **A. Walczyk** Yes

441 **J. Levesque** Yes

442 **D. Ross** No

443 **R. Duhaime** No

444 **T. Tsantoulis** No

445 **J. Giotas** Yes

446 **J. Sullivan** Yes

447 **Voted in favor. (4-3)**

448

449 J. Giotas: Maybe you can come back some time with more information on the warranty, especially the
450 corrosion aspect. Also, we would like to see how much more the extended warranty would cost.

451

452 **Ambulance Patient Balance Write-Offs**

453

454 (This item will be taken up in non-public session.)

455

456 **SUB-COMMITTEE REPORTS**

457

458 J. Giotas: The Old Town Hall Moose Grant paperwork has been submitted. The amount is \$9,700. We
459 have an estimate for the ornate work under the balcony.

460

461 A. Walczyk: Councilors need to submit names of Youth Achievers. We would like to have more
462 nominations.

463

464 R. Duhaime: The Budget Committee has wrapped up its work. The Village precinct and the Central
465 Water precinct presented their budgets and explained why they raised rents for the Fire Department.
466 This is to fund the \$2-3 million-dollar bond for the new water tower. They are trying to even up the rates

467 between the private and public sectors. The Parks & Rec Advisory Board had a presentation by the
468 Kiwanis Club on the Winter Carnival. Everyone is encouraged to participate. They have planned a lot of
469 great activities and it should be fun.

470
471 D. Ross: The Conservation Bear Paw people provided a list of properties and their stewardship
472 management plan which they are moving forward with. The NH Sports Dome at 9 & 13 Benton Road
473 was a big topic. It has a wetlands impact. A site walk is scheduled for February 2, 2019 beginning at
474 8:00 am. There is quite a lot of interest on the part of the abutters. They are proposing a 75-foot-high
475 structure. There is also a significant issue with snow storage. Probably more than one site walk will be
476 needed.

477
478 N. Germain: Because of the power interruption on Friday, our equipment wasn't working right and we
479 did not capture the first 20 minutes or so of this meeting. I was able to set up another camera, so that
480 segment will be available. I have posted a note on the website.

481
482 **NON-PUBLIC SESSION**

483
484 NH RSA 91-A:3 II (a) The dismissal, promotion, or compensation of any public employee or the
485 disciplining of such employee, or the investigation of any charges against him or her.

486
487 NH RSA 91-A:3 II (b) The hiring of any person as a public employee.

488
489 NH RSA 91-A:3 II (c) Matters which, if discussed in public, would likely affect adversely the reputation of
490 any person, other than a member of the public body itself.

491
492
493 ***J. Sullivan motioned to enter non-public session of 01/23/19 at 9:11pm per NH RSA 91-A:3 II (a), (b) & (c).***
494 ***Seconded by J. Giotas.***

495
496 **Roll Call #5**

497 T. Tsantoulis – yes

498 D. Ross – yes

499 R. Duhaime – yes

500 A. Walczyk – yes

501 J. Levesque – yes

502 D. Winterton – yes

503 J. Durand – not present

504 J. Giotas – yes

505 J. Sullivan - yes

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

507
508 ***J. Giotas motioned to exit non-public session of 01/23/19 at 9:46pm. Seconded by T. Tsantoulis.***
509 ***Vote unanimously in favor (7-0).***

510
511 ***D. Ross motioned to seal the non-public session minutes of 01/23/19. Seconded by J. Levesque.***
512 ***Vote unanimously in favor (7-0).***

513 **PUBLIC SESSION**

514 ***R. Duhaime motioned to accept the ambulance write-offs totaling \$226,509.34 resulting from unpaid***
515 ***ambulance patient balances that have occurred prior to August 31, 2015 (patient balance in collection***
516 ***over 3 years). Seconded by J. Giotas.***

517 ***Vote 5 in favor; 2 opposed (Councilors Tsantoulis and Walczyk)***

518

519 *J. Sullivan motioned to approve the non-public minutes of 01/09/19 as amended. Seconded by J.*
520 *Levesque.*
521 *Vote unanimously in favor (7-0).*
522

523 **ADJOURNMENT**

524 *J. Sullivan motioned to adjourn the public session of 01/23/19 at 9:52pm. Seconded by A. Walczyk.*
525 *Vote unanimously in favor (7-0).*
526

527

528

529 *Kathleen Donnelly*

530 Recording Secretary

1 **TOWN COUNCIL MINUTES - Unofficial**
 2 **Special Meeting**
 3 **Monday, January 28, 2019**
 4 **Council Chambers**
 5

6 **CALL TO ORDER**

7 Chair Sullivan called to order the Hooksett Town Council Special Meeting of Monday January 28, 2019 at
 8 5:05 pm in the Hooksett Municipal Building

9 **PROOF OF POSTING**

10 Acting Town Administrator Donald Winterton provided proof of posting.

11 **ROLL CALL**

12 **In Attendance:** Councilor James Sullivan, Councilor Robert Duhaime, Councilor John Giotas, Councilor
 13 James Levesque, Councilor David Ross, Councilor Timothy Tsantoulis, Councilor Donald Winterton, and
 14 Councilor Alex Walczyk

15 **Missed:** Councilor Durand

16 **PLEDGE OF ALLEGIANCE**

17 Chair Sullivan led the pledge of allegiance.

18 **NON-PUBLIC SESSION**

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

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

23 ***J. Sullivan motioned to enter non-public session at 5:08 pm per NH RSA 91-A:3 II (a) & (c). The motion***
 24 ***was seconded by J. Levesque.***

25 **Roll Call Vote #1**

26 ***D. Winterton*** ***Yes***

27 ***J. Giotas*** ***Yes***

28 ***T. Tsantoulis*** ***Yes***

29 ***J. Levesque*** ***Yes***

30 ***A. Walczyk*** ***Yes***

31 ***R. Duhaime*** ***Yes***

32 ***D. Ross*** ***Yes***

33 ***J. Sullivan*** ***Yes***

34 ***Voted unanimously in favor (8-0)***
 35

36 *J. Sullivan motioned to exit non-public session at 5:45 pm. The motion was seconded by J. Levesque.*
 37 *Voted unanimously in favor (7-0)*
 38

39 *J. Giotas motioned to seal the non-public session minutes of 01/28/19. The motion was seconded by*
 40 *T. Tsantoulis.*
 41 *Voted unanimously in favor (7-0)*
 42

43 **PUBLIC SESSION**

44 **NEW BUSINESS**

45 **New Pedestrian Bridge – Wetland and Non-Site-Specific Permit(s) – causeway construction**

46 *J. Sullivan motioned that the Town of Hooksett has satisfied its portion of the DES determination*
 47 *regarding the unlawful causeway construction by agreeing to its portion of the settlement. Namely,*
 48 *Hooksett will pay \$20,000 annually for three years, with \$40,000 suspended, only becoming due if*
 49 *Hooksett violates any state or federal environmental laws over a certain period of time. The motion*
 50 *was seconded by R. Duhaime.*

51 **Roll Call Vote #3**

52 *J. Giotas* *Yes*
 53 *D. Ross* *Yes*
 54 *A. Walczyk* *Yes*
 55 *R. Duhaime* *No*
 56 *T. Tsantoulis* *Abstain **
 57 *J. Levesque* *Yes*
 58 *J. Sullivan* *Yes*
 59 *Voted in favor (5-1)*

60 **T. Tsantoulis abstained because his son is an engineer employed by Dubois & King.*
 61

62 R. Duhaime: Does agreeing to this settlement preclude the Town Council from taking legal action against
 63 other organizations involved in the project such as E.D. Swett (EDS)?
 64

65 Attorney Laura Spector-Morgan: I do not see any reason why agreeing to this settlement would prevent
 66 you from taking legal action against other parties involved in the Lilac Pedestrian Bridge construction.
 67

68 *J. Sullivan motioned to adjourn at 5:55 pm. The motion was seconded by J. Levesque.*
 69 *Voted unanimously in favor (7-0).*
 70

71 Respectfully submitted by,

72 Kathleen Donnelly

73 Recording Clerk
 74
 75

Town Council
STAFF REPORT



To: Town Council
Title: Public hearing to accept \$14,000.00 in grant money from the Stanton Foundation, to the Town of Hooksett for the Hooksett Police Department at the Town Council meeting for the acceptance of this grant money under RSA 31:95-b, III (a) and to return said amount to the police department K-9 trust fund.
Meeting: Town Council - 13 Feb 2019
Department: Police Department
Staff Contact: Jake Robie, Captain

BACKGROUND INFORMATION:

The Hooksett Town Council will be holding a public hearing on Wednesday, February 13, 2019 @ 6:00pm at the Hooksett Town Hall Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to accept \$14,000.00 in grant money from the Stanton Foundation, to the Town of Hooksett for the Hooksett Police Department at the Town Council meeting for the acceptance of this grant under RSA 31:95-b, III (a) and to return said amount to the police department K-9 trust fund. For documentation or questions contact the Hooksett Police Department at 603-624-1560.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Open public hearing, listen to public input, close public hearing, go to new business section of this agenda and discuss this item same night and vote.

ATTACHMENTS:

[20190118112700587](#)

STANTON FOUNDATION

January 15, 2019

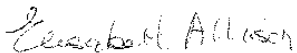
Janet Bouchard, Chief
Hooksett Police Department
15 Legends Drive
Hooksett, NH 03106

Dear Chief Bouchard,

The Stanton Foundation requires each department that receives a K9 grant to send their new K9 and his handler to patrol school. Understanding that this can place a financial burden on the department, the Foundation reimburses \$1,000 per week for this training.

Therefore, the Foundation is happy to enclose a check in the amount of \$14,000 to help ease the cost of sending Officer McCluskey and K9 Timber to patrol school. We congratulate them on their successful completion of the program.

Sincerely,


Elisabeth Allison
Co-director

Cc: Kate Dumeer, Program Officer

One Broadway, 14th floor
Cambridge, Massachusetts 02142
t: 617.577.3975

One Penn Plaza, 30th floor
New York, New York 10119
t: 212.697.6900

Town Council

STAFF REPORT



To: Town Council
Title: Donation of a School House Style Clock from William (Bill) Shackford and the Shackford Family
Meeting: Town Council - 13 Feb 2019
Department: Administration
Staff Contact: Nick Germain, Project Coordinator

BACKGROUND INFORMATION:

Mr. William (Bill) Shackford, a local Hooksett resident, makes and restores clocks and other fine furnishings. He currently has in his possession a very fine, large, School-House Style Clock done in traditional style. Mr. Shackford thought the piece would look and fit-in well at Old Town Hall once the building is fully restored, and has generously offered to donate the clock to the town on behalf of his family.

Since Old Town Hall is currently not climate controlled, Mr. Shackford has further offered to continue to hold onto the clock if no other temporary abode can be found in the meantime. Staff don't recommend storing something like a clock in the space until the space is permanently climate controlled.

A Warrant Article (#6 "Old Town Hall Renovations") is intended to help progress the internal conditions of the building towards regular use and furnishing. The Town has previously accepted other donations intended to help furnish various Old Town spaces.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None - currently in line with existing policy on donations for the building

RECOMMENDATION:

Accept donation of the clock. Don't store it at Old Town Hall until there's at least heat.

SUGGESTED MOTION:

I motion to accept the donation of the Shackford Clock in accordance with RSA 31:95-e, II on behalf of the Town of Hooksett.

Town Council **STAFF REPORT**



To: Town Council
Title: Parks and Recreation Advisory Board - Andy Janosz - Term Expiring 6/30/2019
Meeting: Town Council - 13 Feb 2019
Department: Administration
Staff Contact: Nick Germain, Project Coordinator

BACKGROUND INFORMATION:

Recently, a member of the Parks and Recreation Advisory Board resigned. The open seat has remained vacant now for a good portion of the winter.

Subsequently, Andy Janosz, who lives in the same neighborhood as the Hooksett Municipal Office Building, submitted an application to fill the vacant seat. When coming in to fill out the application, Mr. Janosz noted that he was interested in serving and thought it would be a good thing to do since he's very local.

He's submitted an application and completed fraud policy form

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Vote to appoint Mr. Janosz.

SUGGESTED MOTION:

I motion to appoint Andrew Janosz to the Parks and Recreation Advisory Board to a term expiring June 30th, 2019.

ATTACHMENTS:

[Currently Available Positions](#)

[Nominations and Appointments - January 2019](#)

[Andy Janoz Application](#)

1. [Home »](#)
2. [Human Resources](#)

Available Appointed Town Positions

Entity	Available Positions	Expiration	Contact Town Staff
Conservation Commission	Alternate Commissioner	6/30/2021	Community Development
Heritage Commission	(x2) Commissioner	6/30/2021	Administration
	(x2) Alternate	6/30/2021	Administration
Town Hall Preservation Committee	(x4) Committee Member	6/30/2021	Administration
Planning Board	(2)Alternate Member	6/30/2019 6/30/2020	Community Development
Southern New Hampshire Planning Commission	(1) Representative	6/30/2022	Community Development
Parks and Recreation Advisory Board	(1) Representative	6/30/2019	DPW (Parks and Recreation)
			Last updated 1/24/2019

Nominations - January

Parks and Recreation Advisory Board

Andy Janoz – Parks and Recreation – Term Expiring 6/30/2019

Appointments - January

Planning Board

David Boutin – Full Member - Term expiring 6/2020



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 1-16-19

Name: ANDREW JANOSZ Phone: 375-2611

Address: 39 MAIN ST

Email Address: SKIDOO@COMCAST.NET

Signature: Andrew Janosz

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,

Attn: Administration Department or email to NGermain@hooksett.org

I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.

BOARDS, COMMISSIONS & COMMITTEES

Role Preference
Alternate, Regular, or None?

☐ Conservation Commission _____

☐ Economic Development Advisory Committee _____

☐ Heritage Commission _____

☒ Parks & Recreation Advisory Board Alt. - Reg

☐ Planning Board _____

☐ Recycling & Transfer Advisory Committee _____

☐ Town Hall Preservation Committee _____

☐ Zoning Board of Adjustment _____

☐ Other (Please specify.) _____

How long have you been a resident of Hooksett?

Why are you seeking this position?

Do you have any specific goals or objectives?

Please list special skills, talents or experience pertinent to the position sought:

Please list any potential conflicts of interest you may have if appointed for a board or commission:

Please list any work, volunteer, and/or educational experience you would like to have considered:

Please list any current/prior Town board membership and the dates of service:

Town of Hooksett

35 Main Street
Hooksett, NH 03106

FRAUD POLICY

Recognition & Awareness Form

Acknowledgement:

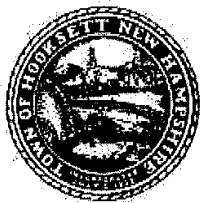
My signature signifies that I have read the Town of Hooksett's Fraud Policy and that I understand my responsibilities related to the prevention, detection and reporting of suspected misconduct and dishonesty.

Signature: Andrew W Jarosz

Print Name: ANDREW W JAROSZ

Date Signed: 1-23-19

Department Head Signature: _____



Town of Hooksett

COMMUNITY DEVELOPMENT DEPARTMENT
Bruce A. Thomas, P.E., Town Engineer

Memo

To: James Sullivan, Chairman, Town Council
From: Bruce A. Thomas, P.E., Town Engineer *BAT*
Cc: Donald Winterson, Interim Town Administrator
Date: January 30, 2019
Re: Southern New Hampshire University Surety Bong Release
Tabled Item No. 13.4 at Town Council Meeting held on January 23, 2019

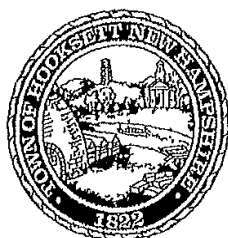
Southern New Hampshire University has many surety bonds held by the Town and has requested the release of several of them. The following is attached:

- A complete list of all of the bonds and escrow accounts being held (Letter to Linda Goyette of the SNHU from Christine Soucie, Finance Director)
- A list of the bonds requested to be released.
- A plan (campus map) with the location of each project.

All work on bonds recommended for release has been inspected and approved by me.

I recommend that the amount of \$441,052.51 be released to the University.

I will be available at the next Town Council meeting scheduled for February 13, 2019 with a copy of the construction plans to answer any questions you may have. Please don't hesitate to contact me with any questions that you may have before the meeting as well.



Town of Hooksett

FINANCE DEPARTMENT

October 22, 2018

Linda Goyette
Finance Department
Southern New Hampshire University
2500 North River Road
Hooksett NH, 03106

Dear Ms. Goyette,

The Town of Hooksett is holding the following escrows and sureties for the University as of September 30, 2018:

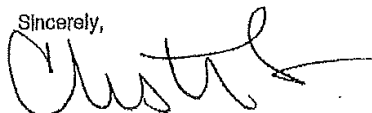
- 1 Planning escrow for Residence Hall
- 2 Planning escrow for CETA Building
- 3 Planning escrow for Parking Lot A
- 4 Planning escrow for Parking Lot C.
- 5 Planning escrow for Parking Lot F
- 6 Planning escrow for Dorm III
- 7 Highway escrow for Library Learning Commons
- 8 Highway escrow for Depot Road
- 9 Highway escrow for Victory Lane Connector Road
- 10 Highway escrow for Welcome Center
- 11 Highway escrow for Shapiro Library
- 12 Highway escrow for Athletic Complex
- 13 Highway escrow for Residence Hall
- 14 Highway escrow for Road Improvements
- 15 Highway escrow for Engineering School *
- 16 Highway escrow for New Dorm
- 17 Highway escrow for Parking Lot D
- 18 Highway escrow for CETA *
- 19 Highway escrow for Parking Lot A
- 20 Highway escrow for Parking Lot F *
- 21 Building escrow for Madison House
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- 23 Building escrow for Athletic Complex *
- 24 Building escrow for CETA Building *
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- 26 Landscape surety for Library Learning Commons
- 27 Site work surety for West Alice Avenue
- 28 Road Bond for North River Road
- 29 Site plan surety for Shapiro Library
- 30 Excavation surety for N River Road
- 31 Site plan surety for New Residence Dorms
- 32 Landscape surety for Monadnock Hall
- 33 Landscape surety for Athletic Facility *
- 34 Landscape surety for Gustafson Welcome Center
- 35 Site work surety for Parking Lot A
- 36 Site work surety for Parking Lot D
- 37 Site work surety for Parking Lot F *

* Continue to hold escrow/surety.

38 Site work Surety for CETA *

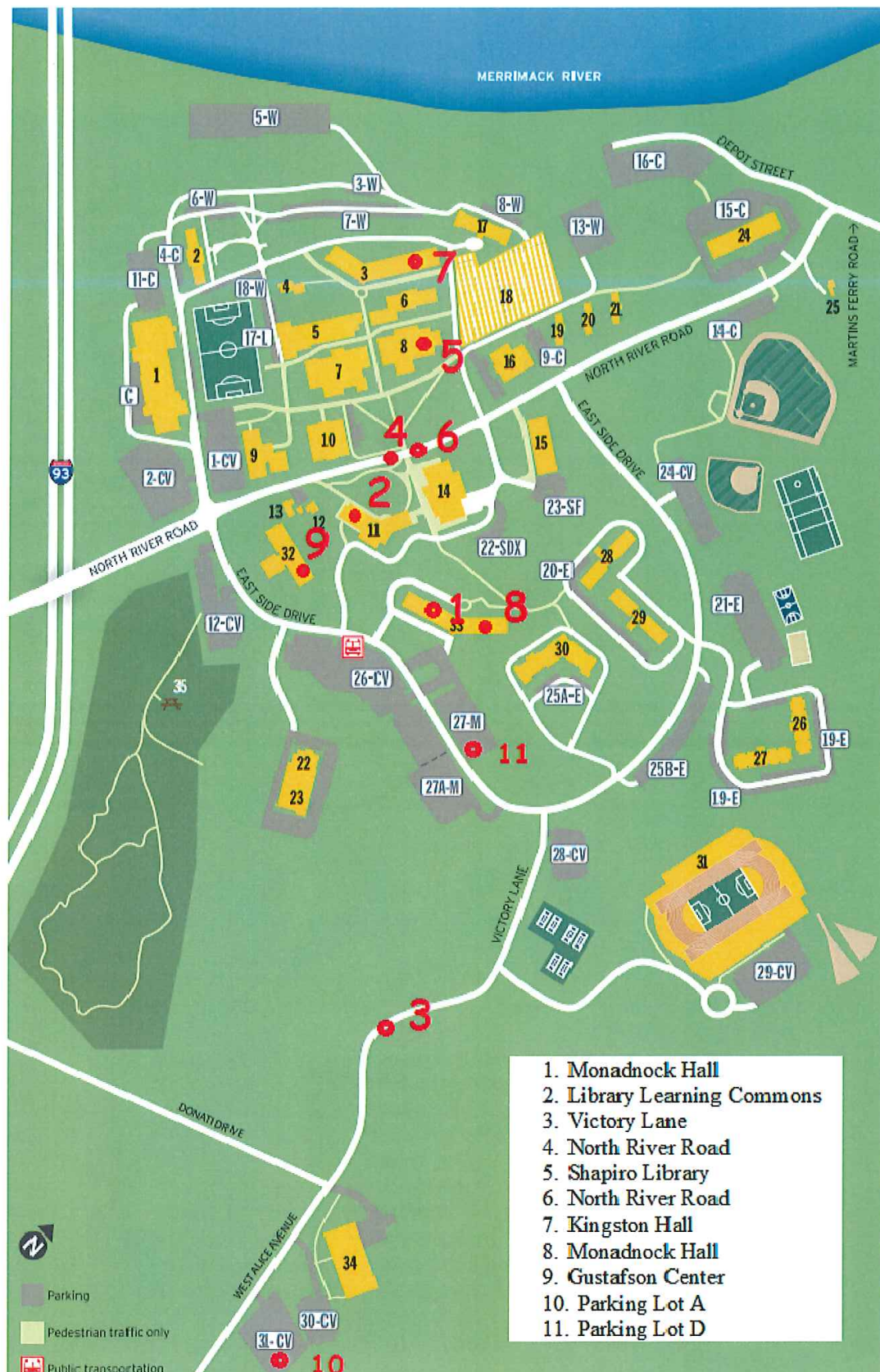
Please find attached statements for all of the above.

Sincerely,

A handwritten signature in black ink, appearing to read "Christine", with a long horizontal stroke extending to the right.

Christine Soule
Finance Director

Southern NH University - Surety Recommended to be Released				
No.	Project	Balance	Comment	Order of projects from Letter to Linda Goyette
1	Site work surety for Residence Hall (N. River Rd Lot, Depot Rd Parking lot, Depot Rd).	\$41,621.36	Complete 8-31-17	25
2	Landscape surety for Library Learning Commons	\$75,926.38	Complete 8-26-16	26
3	Site work surety for West Alice Avenue -Victory Lane Work	\$20,664.42	Complete 8-15	27
4	Road Bond for North River Road	\$5,234.48	Complete 8-26-16	28
5	Site plan surety for Shapiro Library	\$7,896.81	Complete 11-20-15	29
6	Excavation surety for N River Road	\$51,152.32	Complete 8-26-16	30
7	Site plan surety for New Residence Dorms - Kingston Hall	\$5,081.41	Complete 8-15-18	31
8	Landscape surety for Monadnock Hall	\$90,895.29	Complete 8-31-17	32
9	Landscape surety for Gustafson Welcome Center	\$63,555.83	Complete 12-20-16	34
10	Site work surety for Parking Lot A	\$43,325.31	Technical Review Services. Complete.	35
11	Site work surety for Parking Lot D	\$35,698.90	Technical Review Services. Complete.	36
Release this Balance:		\$441,052.51		



Town Council
STAFF REPORT



To: Town Council
Title: Southern New Hampshire University Surety Release (Tabled at 1/23/19 TC Meeting)
Meeting: Town Council - 13 Feb 2019
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

Southern New Hampshire University has several surety bonds being held by the Town and has requested the release of many of them. Attached is a list of the surety bonds currently being held that are recommended to be released. All work on these projects has been completed and approved.

This request was tabled at the January 23, 2019 Town Council meeting pending a more complete presentation to the Council.

The total amount of surety to be released is \$441,052.51

FINANCIAL IMPACT:

None.

POLICY IMPLICATIONS:

None

RECOMMENDATION:

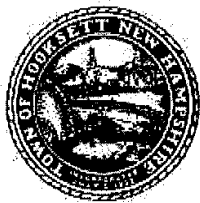
Recommend the release of the \$441,052.51 surety for various completed SNHU projects.

SUGGESTED MOTION:

Approve the release of Southern New Hampshire University surety bonds totaling \$441,052.51.

ATTACHMENTS:

[Memo and Backup Information to TC to Release Surety](#)



Town of Hooksett

COMMUNITY DEVELOPMENT DEPARTMENT
Bruce A. Thomas, P.E., Town Engineer

Memo

To: James Sullivan, Chairman, Town Council
From: Bruce A. Thomas, P.E., Town Engineer *BAT*
Cc: Donald Winterson, Interim Town Administrator
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Re: Southern New Hampshire University Surety Bong Release
Tabled Item No. 13.4 at Town Council Meeting held on January 23, 2019

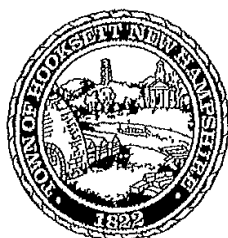
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- A list of the bonds requested to be released.
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All work on bonds recommended for release has been inspected and approved by me.

I recommend that the amount of \$441,052.51 be released to the University.

I will be available at the next Town Council meeting scheduled for February 13, 2019 with a copy of the construction plans to answer any questions you may have. Please don't hesitate to contact me with any questions that you may have before the meeting as well.



Town of Hooksett

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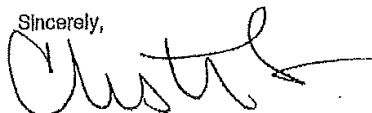
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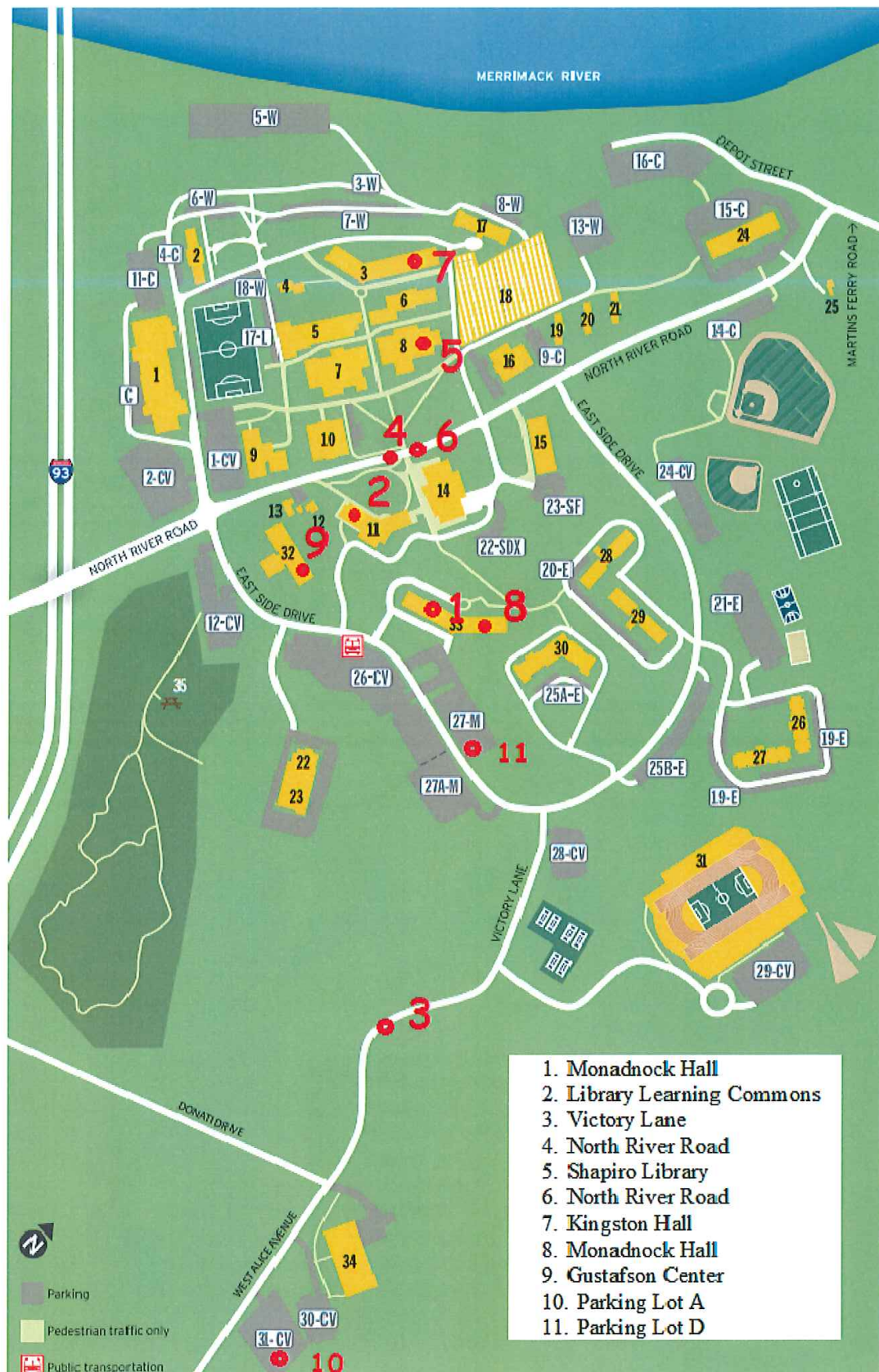
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Finance Director

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7	Site plan surety for New Residence Dorms - Kingston Hall	\$5,081.41	Complete 8-15-18	31
8	Landscape surety for Monadnock Hall	\$90,895.29	Complete 8-31-17	32
9	Landscape surety for Gustafson Welcome Center	\$63,555.83	Complete 12-20-16	34
10	Site work surety for Parking Lot A	\$43,325.31	Technical Review Services. Complete.	35
11	Site work surety for Parking Lot D	\$35,698.90	Technical Review Services. Complete.	36
Release this Balance:		\$441,052.51		





Town of Hooksett
Public Works Department
35 Main Street
Hooksett NH 03106

Chadwick-Baross is please to present you with an option of a sidewalk tractor for the Public Works department. Listed below is a breakdown of the machine being presented to the town.

1 New 2018 Holder C270 Side walk tractor; base machine includes – hydrostatic all-wheel drive tractor with 4 equal size tires, rubber-suspended front and rear axles, mechanical differential lock front and rear electric/hydraulic actuation, EPA Tier 3 Compliant 4 cylinder engine, 3 front sets of double acting quick couplings, 1 rear set (flat-face type), hydraulic flow divider 0 to 6.6 GPM front and rear, High Flow hydraulics 0 to 21 GPM front and rear with coding box, 205/70 R15 winter tires (Bridgestone Blizzak with Narrow Fenders), Engine block heater, heated windshield, heated exterior mirrors, front and rear LED work lights, Tilt/Telescopic steering, Comfort Package (heat and A/C), heated air suspension seat with armrest and 3-point seat belt, 2 steering cylinders. 2 way radio installed by Ossipee Mountain Electronics,

Attachments Included in Bid Package:

- 60 inch folding V-plow
- 55 inch Ribbon style Snowblower
- 1/3 cu yard drop sander
- 1/3 cu yard Dump Body
- 157" hydraulic power arm with 39" right side Flail Head with 4 Carslile Tru Power 31x15.50-15 Turf tires and 450 lbs counterweight
- 2 spare winter tires; 2 spare turf tires mounted on rims

Warranty Included In Bid Package:

- 24 months 2000 hours premier warranty with TT&M

Total Bid Package Price: \$157,950.00

Optional additional Full Machine Warranty: (pricing valid for 30 days as of 1-24-19)

- | | |
|---|-------------------|
| - 36 months 2000 hr full machine with TT&M warranty | \$3,369.00 |
| - 48 months 2500 hr full machine with TT&M warranty | \$3,935.37 |
| - 60 months 3000 hr full machine with TT&M warranty | \$5,165.37 |

Thank you,
Dave Libby
603-731-3846



MASTER PARTS SCHEDULE
Agricultural and Construction Equipment
Applies to New or Used Machines



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Covered POWERTRAIN Components			
ENGINE and all internal lubricated components within	✓	Transmissions/Axles/Hydrostatic Propel Drive	✓
Accessory Gears	✓	Axle Housing	✓
Camshaft	✓	Axle Shaft	✓
Camshaft Bearings	✓	Clutch Discs (Wet Only)	✓
Camshaft Drive Gear	✓	Clutch Plates (Wet Only)	✓
Connecting Rods & Bearings	✓	Counter Shaft Clutch	✓
Crankshaft Bearings & Gear	✓	Differential Housing	✓
Crankshaft Including Front And Rear Crankshaft Seals	✓	Differential Pinion Gear / Ring Gear	✓
Cylinder Heads/ Head Gaskets	✓	Drive Axle Hub	✓
Cylinder Liners	✓	Drive Shaft Support Bearing	✓
Engine Block	✓	Drive Shaft with Universal Joints	✓
Engine Oil Cooler	✓	Electronic Transmission Controller and Valve	✓
Engine Speed Controls, Linkages, and Cables	✓	Enclosed Oil Immersed Chains and Sprockets	✓
Flywheel, Ring Gear	✓	Final Drive Pinion	✓
Front And Rear Engine Covers And Seals	✓	Final Drive Planetary Gears	✓
Front Damper	✓	Front Wheel Drive Sensors	✓
Oil Pan And Gasket	✓	Hydraulic Drive / Travel Motor	✓
Oil Pump	✓	Hydraulic Drive Pump	✓
Pistons & Rings	✓	Hydraulic Transmission-Control Valve	✓
Pressure/Temperature Sensors & Sending Units	✓	Hydrostatic Motor	✓
Rocker Arm Assembly	✓	Hydrostatic Transmission Charge Pump	✓
Thermostats	✓	Hydrostatic Transmission Pump	✓
Timing Gears	✓	Hydrostatic/Hydraulic Pump Drives	✓
Valve Cover And Gasket	✓	Internal Lubricated Clutch Housings	✓
Water Pumps	✓	Internal Transmission Control Linkage	✓
Engine Components Covered after Emission Warranty	✓	Internal Wet Service Brakes	✓
Charge Air Cooler	✓	IPTO Clutch Housing (Scraper Tractors Only)	✓
Electronic Engine Control Module	✓	MFWD Axle/Differential Assembly including Driveshaft and U Joint	✓
EGR System Manifold	✓	Planetary Gear Carrier	✓
Injection Pump	✓	Rotary Hydraulic Manifold	✓
Injectors	✓	Splitter Drive/Drop Box	✓
Intake and Exhaust Manifold And Gaskets	✓	Swing Motor And Swing Gear Box	✓
Turbocharger And Gasket	✓	Torque Converter	✓
	✓	Torque Converter Pump	✓
		Transfer Drive Transmission Case Transmission Cooler	✓
		Transmission Gears, Bearings, & Shafts Transmission Pump	✓
		Travel & Swing Sections (only) Of Main Cntrl Vlv Trvl Cntrl Vlv	✓
		Turntable Bearing Wet Steering Clutches	✓

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MASTER PARTS SCHEDULE
Agricultural and Construction Equipment
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Additional Components Covered under POWERTRAIN PLUS

In addition to all components listed under POWERTRAIN Coverage

Accumulator And Related Relief Valve	✓	Hydraulic Oil Coolers	✓
Brake Pump, Brake Valve	✓	Hydraulic Pumps	✓
Electronic modules and controllers	✓	Hydraulic Reservoir	✓
Fan Motor	✓	Hydraulic Valves	✓
Fan Pump Conversion Kit	✓	Pressure Reducing Valves	✓
Hydraulic Cylinders	✓	Control Levers	✓
Hydraulic Hoses and Piping	✓	Unloading Valves	✓
Hydraulic Motors	✓	Pilot Control Valves	✓
Exclusions: Leaks due to Rubbing, Chafing, loose connections, o-ring failures, clamp failures and Dealer Installed Options			

General Exclusions for All Coverages

Please Review General Exclusions Document for complete details of applicable component exclusions.

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Agricultural and Construction Equipment
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Covered COMPREHENSIVE Components			
In addition to all components listed under POWERTRAIN PLUS Coverage			
ENGINE	✓	ELECTRICAL	✓
Air Intake Hose	✓	Alternator	✓
Engine Mounts And Supports	✓	Electric Motors	✓
Fan & Fan Drive	✓	Gauges	✓
Fuel Tank & Fuel Lines	✓	Horn	✓
Fuel Transfer Pump & Gasket	✓	Indicators	✓
Oil Filler Tube	✓	Instruments	✓
Oil Filter Mount	✓	Joysticks/Sensors /Solenoids	✓
Oil Lines	✓	Sensors	✓
Pulleys	✓	Solenoids	✓
Radiator	✓	Starter And Starter Solenoid	✓
Water Piping	✓	Switches	✓
		Traction Control System	✓
Engine Components Covered after Emission Warranty	✓	Voltage Regulator	✓
Diesel Particulate Filter	✓	Wiring Harnesses	✓
Selective Catalytic Reduction System	✓		
Diesel Exhaust Fluid Tank and Dispensing System	✓	Wiring Harnesses Exclusions:	*
Cold Start Enrichment Systems	✓Rubbing, Chafing, Loose Or Corroded Connections	*
Sensors, Solenoids & Wiring Harnesses used within systems	✓	Additional Exclusions include any removable electronic packages or components	*
Transmissions/Axles/Hydrastatic Drive Components	✓		
Control Rods	✓	Factory installed Air Conditioning	✓
External Oil Lines	✓	Accumulator	✓
Filler Tubes (Transmission)	✓	Clutch	✓
Pneumatic Valves	✓	Compressor	✓
		Condenser	✓
Undercarriage	✓	Dryer	✓
Undercarriage Roller And Idler Seals And Bearings	✓	Evaporator	✓
Undercarriage Tensioners	✓	Expansion Valve	✓
		Heater Core	✓
UNDERCARRIAGE EXCLUSIONS:	*	Hoses	✓
.....Sprocket, Tracks, Pads, Bolts, Chains, Or Any Failure	*	Pulley	✓
Due To Wear, Or Breakage Caused By Wear	*	Seals & Gaskets	✓
		Temperature Control Programmers and Valves	✓
Structural Components	✓		
Backhoe / Excavator Booms	✓		
Backhoe/Wheel Loader/Skidsteer Loader Arms	✓		
Backhoe/Excavator Dipper Sticks	✓		
Cab Mounts	✓		
 This schedule excludes coverage for any failure due to any component caused by or resulting from the failure of a component not listed as a covered component. Review the Terms and Conditions document for complete details. If component is not listed, do not assume coverage, if questions contact plan administrator. This literature is descriptive only. The precise protection afforded is subject to the terms, conditions and exclusions of the plan as issued.			

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MASTER PARTS SCHEDULE
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All Coverage Exclusions: Bulbs, Lights, Glass, Wiper Blades, Lubricants, Filters, Fuses, Wear Linings, Any Wear or Ground Engaging Component or tools, seats, trim, upholstery, weather stripping, v-belts, belts, harnesses, hoses, connectors, tires, tubes wheels, cables, dealer installed options unless specified within contract.

Components Excluded under Powertrain Coverage

Engine/Transmission Mounts	X	Radiator	X
Filters/Breathers	X	Wiring Harnesses	X
Belts	X	Seat Assembly/Paint/Lights/Doors/Latches/Comfort	X
Pulleys	X	Dry Clutches	X
Loose/Broken Bolts	X	Batteries	X
Lubricants	X	Electrical Components not listed above	X
Antifreeze	X	Hydraulic components not listed above	X
Adjustments	X	Steel Pipes and Gauges	X
Articulation Joints	X	Lines and or Hoses including Fittings	X
Burnt and or Pitted Valves	X	Any Wear or Ground Engaging Component	X
Brake Disks and Plates	X	Tires/Tubes/Wheels	X

Components Excluded under Powertrain PLUS Coverage

Engine/Transmission Mounts	X	Air or Water Lines including Fittings	X
Filters/Breathers	X	External Hydraulic Seals and O-rings	X
Belts	X	Hydraulic Quick Couplers and Fittings	X
Pulleys	X	Dry Clutches	X
Loose/Broken Bolts	X	Batteries	X
Lubricants	X	Seat Assembly/Paint/Lights/Doors/Latches/Comfort	X
Antifreeze	X	Electrical Components not listed above	X
Adjustments	X	Hydraulic components not listed above	X
Articulation Joints	X	Steel Pipes and Gauges	X
Burnt and or Pitted Valves	X	Lines and or Hoses including Fittings	X
Brake Disks and Plates	X	Gas Struts or Suspension	X
Radiator	X	Any Wear or Ground Engaging Component	X
Wiring Harnesses	X	Tires/Tubes/Wheels	X

Components Excluded under COMPREHENSIVE Coverage

Filters/Breathers	X	Wiring Harness Failures due to Chafing	X
Belts	X	External Hydraulic Seals and O-rings	X
Lubricants/Antifreeze	X	Hydraulic Quick Couplers and Fittings	X
Seat Assembly/Paint/Lights/Doors/Latches/Comfort	X	Dry Clutches	X
Adjustments	X	Batteries& Elec Components Not Listed Above	X
Articulation Joints	X	Hydraulic components not listed above	X
Burnt and or Pitted Valves	X	Any Wear or Ground Engaging Component	X
Brake Disks and Plates	X	Tires/Tubes/Wheels	X

Individual or Stand Alone Leaks Must be Pre-Approved by Program Administrator

Proper Documentation including Photos are Required

Internal oil seals/gaskets leaking which cause either the need for regular topping up of lubricant between regular service intervals, or a sudden escape of lubricant, may be covered. Internal oil seals/gaskets are oil seals/gaskets which are internal to the machine and do not have a face to the outside air. External oil seals/gaskets that has oil escaping from an eligible reservoir, sump, housing or gearbox, where the correct level cannot be maintained to ensure proper operation, has developed a drip/run that reaches the ground, will damage surrounding components, or puddle in/on the machine, may be covered so long as the leak is an internal seal/gasket failure and cannot be attributed to wear or contamination. External oil seals/gaskets have an external face and are susceptible to wear and contamination damage. External oil seals/gaskets leaking but not requiring regular topping up of lubricant between regular service intervals, and which are found at service inspection, and have not been previously reported as a fault by the client, are not covered.

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Town Council

STAFF REPORT



To: Town Council
Title: All Season Sidewalk Tractor Warranty Information
Meeting: Town Council - 13 Feb 2019
Department: Public Works
Staff Contact: Earl Labonte, Director of Public Works

BACKGROUND INFORMATION:

At the council meeting on the 23rd of January, additional information was requested concerning the warranty for the 2018 Holder C270 sidewalk tractor. As part of the bid received, the tractor will come with a 24-month 2000 hour warranty including time, travel and mileage from the vendor, Chadwick-BaRoss and covered by Epic Assurance. Copy of warranty coverage attached. The warranty provided includes powertrain components, powertrain plus, and comprehensive components. There is a separate list of excluded items. At the time of solicitation we did not request an extended warranty, however, after further review, we would recommend purchasing the 60 month coverage for an additional \$5,165.37. The vendor has offered to the town the option to add the extended warranty at the price offered provided the extension is requested with 30 days from the 24th of January.

FINANCIAL IMPACT:

There is no impact as a result of this purchase.

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

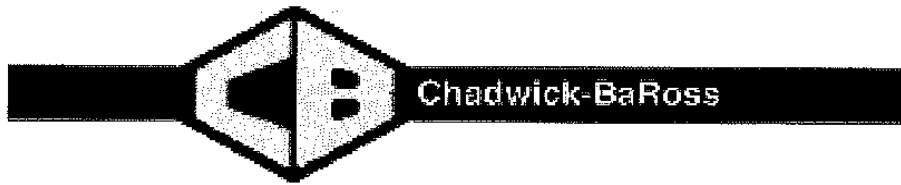
Recommendation: With the Town Administrator's concurrence, approve the 60-month warranty in the amount of \$5,165.37 to be drawn out of the State Highway Block Grant donation.

SUGGESTED MOTION:

Motion to approve the 60-month warranty in the amount of \$5,165.37 for the 2018 Holder C270 sidewalk tractor provided by the vendor, Chadwick-Baross and covered by Epic Assurance to be drawn out of the State Highway Block Grant donation.

ATTACHMENTS:

[20190124154721193](#)



Town of Hooksett
Public Works Department
35 Main Street
Hooksett NH 03106

Chadwick-Baross is please to present you with an option of a sidewalk tractor for the Public Works department. Listed below is a breakdown of the machine being presented to the town.

1 New 2018 Holder C270 Side walk tractor; base machine includes – hydrostatic all-wheel drive tractor with 4 equal size tires, rubber-suspended front and rear axles, mechanical differential lock front and rear electric/hydraulic actuation, EPA Tier 3 Compliant 4 cylinder engine, 3 front sets of double acting quick couplings, 1 rear set (flat-face type), hydraulic flow divider 0 to 6.6 GPM front and rear, High Flow hydraulics 0 to 21 GPM front and rear with coding box, 205/70 R15 winter tires (Bridgestone Blizzak with Narrow Fenders), Engine block heater, heated windshield, heated exterior mirrors, front and rear LED work lights, Tilt/Telescopic steering, Comfort Package (heat and A/C), heated air suspension seat with armrest and 3-point seat belt, 2 steering cylinders. 2 way radio installed by Ossipee Mountain Electronics,

Attachments Included in Bid Package:

- 60 inch folding V-plow
- 55 inch Ribbon style Snowblower
- 1/3 cu yard drop sander
- 1/3 cu yard Dump Body
- 157" hydraulic power arm with 39" right side Flail Head with 4 Carslile Tru Power 31x15.50-15 Turf tires and 450 lbs counterweight
- 2 spare winter tires; 2 spare turf tires mounted on rims

Warranty Included In Bid Package:

- 24 months 2000 hours premier warranty with TT&M

Total Bid Package Price: \$157,950.00

Optional additional Full Machine Warranty: (pricing valid for 30 days as of 1-24-19)

- | | |
|---|-------------------|
| - 36 months 2000 hr full machine with TT&M warranty | \$3,369.00 |
| - 48 months 2500 hr full machine with TT&M warranty | \$3,935.37 |
| - 60 months 3000 hr full machine with TT&M warranty | \$5,165.37 |

Thank you,
Dave Libby
603-731-3846



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Agricultural and Construction Equipment
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Covered POWERTRAIN Components			
ENGINE and all internal lubricated components within	✓	Transmissions/Axles/Hydrostatic Propel Drive	✓
Accessory Gears	✓	Axle Housing	✓
Camshaft	✓	Axle Shaft	✓
Camshaft Bearings	✓	Clutch Discs (Wet Only)	✓
Camshaft Drive Gear	✓	Clutch Plates (Wet Only)	✓
Connecting Rods & Bearings	✓	Counter Shaft Clutch	✓
Crankshaft Bearings & Gear	✓	Differential Housing	✓
Crankshaft Including Front And Rear Crankshaft Seals	✓	Differential Pinion Gear / Ring Gear	✓
Cylinder Heads/ Head Gaskets	✓	Drive Axle Hub	✓
Cylinder Liners	✓	Drive Shaft Support Bearing	✓
Engine Block	✓	Drive Shaft with Universal Joints	✓
Engine Oil Cooler	✓	Electronic Transmission Controller and Valve	✓
Engine Speed Controls, Linkages, and Cables	✓	Enclosed Oil Immersed Chains and Sprockets	✓
Flywheel, Ring Gear	✓	Final Drive Pinion	✓
Front And Rear Engine Covers And Seals	✓	Final Drive Planetary Gears	✓
Front Damper	✓	Front Wheel Drive Sensors	✓
Oil Pan And Gasket	✓	Hydraulic Drive / Travel Motor	✓
Oil Pump	✓	Hydraulic Drive Pump	✓
Pistons & Rings	✓	Hydraulic Transmission-Control Valve	✓
Pressure/Temperature Sensors & Sending Units	✓	Hydrostatic Motor	✓
Rocker Arm Assembly	✓	Hydrostatic Transmission Charge Pump	✓
Thermostats	✓	Hydrostatic Transmission Pump	✓
Timing Gears	✓	Hydrostatic/Hydraulic Pump Drives	✓
Valve Cover And Gasket	✓	Internal Lubricated Clutch Housings	✓
Water Pumps	✓	Internal Transmission Control Linkage	✓
Engine Components Covered after Emission Warranty	✓	Internal Wet Service Brakes	✓
Charge Air Cooler	✓	IPTO Clutch Housing (Scraper Tractors Only)	✓
Electronic Engine Control Module	✓	MFWD Axle/Differential Assembly including Driveshaft and U Joint	✓
EGR System Manifold	✓	Planetary Gear Carrier	✓
Injection Pump	✓	Rotary Hydraulic Manifold	✓
Injectors	✓	Splitter Drive/Drop Box	✓
Intake and Exhaust Manifold And Gaskets	✓	Swing Motor And Swing Gear Box	✓
Turbocharger And Gasket	✓	Torque Converter	✓
	✓	Torque Converter Pump	✓
		Transfer Drive Transmission Case Transmission Cooler	✓
		Transmission Gears, Bearings, & Shafts Transmission Pump	✓
		Travel & Swing Sections (only) Of Main Cntrl Vlv Trvl Cntrl Vlv	✓
		Turntable Bearing Wet Steering Clutches	✓

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Agricultural and Construction Equipment
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Additional Components Covered under POWERTRAIN PLUS

In addition to all components listed under POWERTRAIN Coverage

Accumulator And Related Relief Valve	✓	Hydraulic Oil Coolers	✓
Brake Pump, Brake Valve	✓	Hydraulic Pumps	✓
Electronic modules and controllers	✓	Hydraulic Reservoir	✓
Fan Motor	✓	Hydraulic Valves	✓
Fan Pump Conversion Kit	✓	Pressure Reducing Valves	✓
Hydraulic Cylinders	✓	Control Levers	✓
Hydraulic Hoses and Piping	✓	Unloading Valves	✓
Hydraulic Motors	✓	Pilot Control Valves	✓
Exclusions: Leaks due to Rubbing, Chafing, loose connections, o-ring failures, clamp failures and Dealer Installed Options			

General Exclusions for All Coverages

Please Review General Exclusions Document for complete details of applicable component exclusions.

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Covered COMPREHENSIVE Components			
In addition to all components listed under POWERTRAIN PLUS Coverage			
ENGINE	✓	ELECTRICAL	✓
Air Intake Hose	✓	Alternator	✓
Engine Mounts And Supports	✓	Electric Motors	✓
Fan & Fan Drive	✓	Gauges	✓
Fuel Tank & Fuel Lines	✓	Horn	✓
Fuel Transfer Pump & Gasket	✓	Indicators	✓
Oil Filler Tube	✓	Instruments	✓
Oil Filter Mount	✓	Joysticks/Sensors /Solenoids	✓
Oil Lines	✓	Sensors	✓
Pulleys	✓	Solenoids	✓
Radiator	✓	Starter And Starter Solenoid	✓
Water Piping	✓	Switches	✓
		Traction Control System	✓
Engine Components Covered after Emission Warranty	✓	Voltage Regulator	✓
Diesel Particulate Filter	✓	Wiring Harnesses	✓
Selective Catalytic Reduction System	✓		
Diesel Exhaust Fluid Tank and Dispensing System	✓	Wiring Harnesses Exclusions:	*
Cold Start Enrichment Systems	✓Rubbing, Chafing, Loose Or Corroded Connections	*
Sensors, Solenoids & Wiring Harnesses used within systems	✓	Additional Exclusions include any removable electronic packages or components	*
Transmissions/Axles/Hydrastatic Drive Components	✓		
Control Rods	✓	Factory installed Air Conditioning	✓
External Oil Lines	✓	Accumulator	✓
Filler Tubes (Transmission)	✓	Clutch	✓
Pneumatic Valves	✓	Compressor	✓
		Condenser	✓
Undercarriage	✓	Dryer	✓
Undercarriage Roller And Idler Seals And Bearings	✓	Evaporator	✓
Undercarriage Tensioners	✓	Expansion Valve	✓
		Heater Core	✓
UNDERCARRIAGE EXCLUSIONS:	*	Hoses	✓
.....Sprocket, Tracks, Pads, Bolts, Chains, Or Any Failure	*	Pulley	✓
Due To Wear, Or Breakage Caused By Wear	*	Seals & Gaskets	✓
		Temperature Control Programmers and Valves	✓
Structural Components	✓		
Backhoe / Excavator Booms	✓		
Backhoe/Wheel Loader/Skidsteer Loader Arms	✓		
Backhoe/Excavator Dipper Sticks	✓		
Cab Mounts	✓		
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All Coverage Exclusions: Bulbs, Lights, Glass, Wiper Blades, Lubricants, Filters, Fuses, Wear Linings, Any Wear or Ground Engaging Component or tools, seats, trim, upholstery, weather stripping, v-belts, belts, harnesses, hoses, connectors, tires, tubes wheels, cables, dealer installed options unless specified within contract.

Components Excluded under Powertrain Coverage

Engine/Transmission Mounts	X	Radiator	X
Filters/Breathers	X	Wiring Harnesses	X
Belts	X	Seat Assembly/Paint/Lights/Doors/Latches/Comfort	X
Pulleys	X	Dry Clutches	X
Loose/Broken Bolts	X	Batteries	X
Lubricants	X	Electrical Components not listed above	X
Antifreeze	X	Hydraulic components not listed above	X
Adjustments	X	Steel Pipes and Gauges	X
Articulation Joints	X	Lines and or Hoses including Fittings	X
Burnt and or Pitted Valves	X	Any Wear or Ground Engaging Component	X
Brake Disks and Plates	X	Tires/Tubes/Wheels	X

Components Excluded under Powertrain PLUS Coverage

Engine/Transmission Mounts	X	Air or Water Lines including Fittings	X
Filters/Breathers	X	External Hydraulic Seals and O-rings	X
Belts	X	Hydraulic Quick Couplers and Fittings	X
Pulleys	X	Dry Clutches	X
Loose/Broken Bolts	X	Batteries	X
Lubricants	X	Seat Assembly/Paint/Lights/Doors/Latches/Comfort	X
Antifreeze	X	Electrical Components not listed above	X
Adjustments	X	Hydraulic components not listed above	X
Articulation Joints	X	Steel Pipes and Gauges	X
Burnt and or Pitted Valves	X	Lines and or Hoses including Fittings	X
Brake Disks and Plates	X	Gas Struts or Suspension	X
Radiator	X	Any Wear or Ground Engaging Component	X
Wiring Harnesses	X	Tires/Tubes/Wheels	X

Components Excluded under COMPREHENSIVE Coverage

Filters/Breathers	X	Wiring Harness Failures due to Chafing	X
Belts	X	External Hydraulic Seals and O-rings	X
Lubricants/Antifreeze	X	Hydraulic Quick Couplers and Fittings	X
Seat Assembly/Paint/Lights/Doors/Latches/Comfort	X	Dry Clutches	X
Adjustments	X	Batteries& Elec Components Not Listed Above	X
Articulation Joints	X	Hydraulic components not listed above	X
Burnt and or Pitted Valves	X	Any Wear or Ground Engaging Component	X
Brake Disks and Plates	X	Tires/Tubes/Wheels	X

Individual or Stand Alone Leaks Must be Pre-Approved by Program Administrator

Proper Documentation including Photos are Required

Internal oil seals/gaskets leaking which cause either the need for regular topping up of lubricant between regular service intervals, or a sudden escape of lubricant, may be covered. Internal oil seals/gaskets are oil seals/gaskets which are internal to the machine and do not have a face to the outside air. External oil seals/gaskets that has oil escaping from an eligible reservoir, sump, housing or gearbox, where the correct level cannot be maintained to ensure proper operation, has developed a drip/run that reaches the ground, will damage surrounding components, or puddle in/on the machine, may be covered so long as the leak is an internal seal/gasket failure and cannot be attributed to wear or contamination. External oil seals/gaskets have an external face and are susceptible to wear and contamination damage. External oil seals/gaskets leaking but not requiring regular topping up of lubricant between regular service intervals, and which are found at service inspection, and have not been previously reported as a fault by the client, are not covered.

This literature is descriptive only. The precise protection afforded is subject to the terms, conditions and exclusions of the plan as issued.

Town Council

STAFF REPORT



To: Town Council
Title: Quarterly Financial Report for December 31, 2018
Meeting: Town Council - 13 Feb 2019
Department: Finance
Staff Contact: Christine Soucie, Finance Director

BACKGROUND INFORMATION:

Overview of the Town Budget for FY 2018-19 as of December 2018.

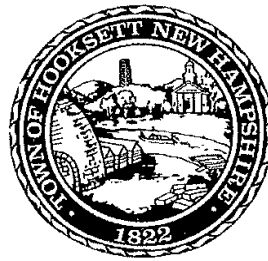
SUGGESTED MOTION:

Information only no motions needed

ATTACHMENTS:

[Quarterly Financial Report Dec 2018](#)

Town of Hooksett New Hampshire



Quarterly Financial Report For December 31, 2018

Second Quarter of FY 2018-19

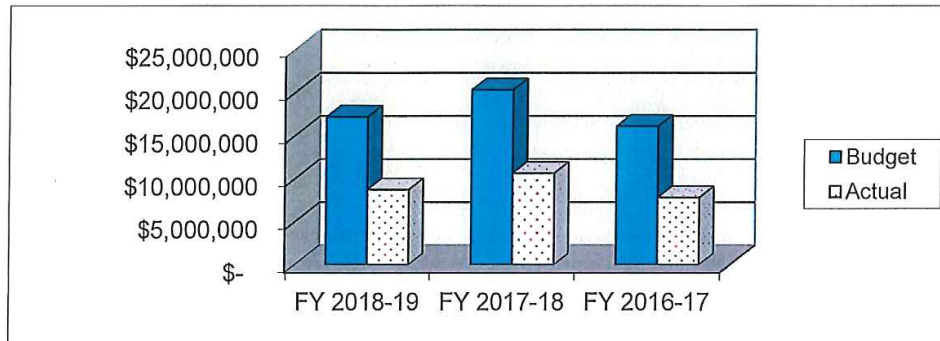
Unaudited

General Fund Second Quarter Ending December 31st

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

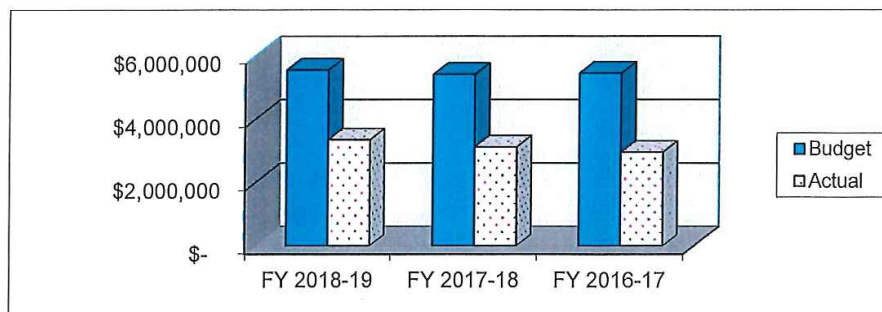
Total Operating Budget

Year	¹ Budget	Actual	Remaining Budget	%
FY 2018-19	\$ 17,147,578	\$ 8,696,897	\$ 8,450,681	51%
FY 2017-18	20,277,810	10,609,926	9,667,884	52%
FY 2016-17	16,059,252	7,793,236	8,266,016	49%



Total Revenues

Year	¹ Budget	Actual	Uncollected Budget	%
FY 2018-19	\$ 5,553,579	\$ 3,347,381	\$ (2,206,198)	60%
FY 2017-18	5,413,752	3,122,467	(2,291,285)	58%
FY 2016-17	5,451,774	2,959,631	(2,492,143)	54%



Notes: Removed the Wastewater from both the General Fund Operating Budget and Revenues.

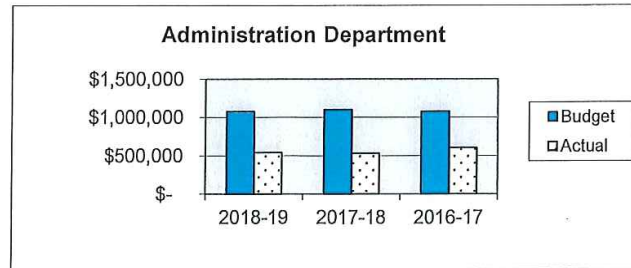
1) Budget amounts include encumbrances, transfers, grants and donations approved by Council as of 12/31 of each year.

TOWN OF HOOKSETT - BUDGET SUMMARY FY 2018-19
December 31, 2018
50% of the year has expired
26 of 52 pay weeks has expired or 50%

Department	2018-19 Approved Budget	Budget Transfers	* Budget Increases	2018-19 Adjusted Budget	2018-19 Actual YTD	(Over) Under Expended YTD	Percent Expended
Administration	1,056,452	(41,085)	60,576	1,075,943	538,326	537,617	50.03%
Assessing	231,087	991	0	232,078	121,245	110,833	52.24%
Community Development	484,812	2,693	0	487,505	190,279	297,226	39.03%
Family Services	195,800	0	0	195,800	60,860	134,940	31.08%
Finance	223,455	5,206	5,900	234,561	102,386	132,175	43.65%
Fire-Rescue	4,038,726	(471)	82,379	4,120,634	1,985,029	2,135,605	48.17%
Police	4,603,847	11,165	25,398	4,640,410	2,150,656	2,489,754	46.35%
**Public Works	4,375,927	13,501	644,908	5,034,336	2,582,611	2,451,725	51.30%
Tax Collection	254,268	1,931	0	256,199	115,464	140,735	45.07%
Town Clerk & Elections	36,227	50	0	36,277	20,129	16,148	55.49%
Administration's Budget	15,500,601	(6,019)	819,161	16,313,743	7,866,985	8,446,758	48.22%
Budget Committee	8,087	248	0	8,335	5,402	2,933	64.81%
Capital Leases	36,456	0	0	36,456	36,455	1	100.00%
Cemetery Commission	841	0	0	841	420	421	49.94%
Conservation Commission	1,277	0	0	1,277	710	567	55.60%
Debt Principal	0	0	0	0	0	0	0.00%
Debt Interest	0	0	0	0	0	0	0.00%
Debt Tax Anticipation Note (TAN)	1	0	0	1	0	1	0.00%
Library	781,154	5,771	0	786,925	786,925	0	100.00%
Total General Fund Operating Budget	16,328,417	0	819,161	17,147,578	8,696,897	8,450,681	50.72%
Wastewater Department	6,643,001	0	0	6,643,001	0	6,643,001	0.00%
Sewer and/or other Infrastructure on Westside	0	0	92,406	92,406	1,320	91,086	1.43%
Safety Center Reconstruction	762,500	0	0	762,500	4,300	758,200	0.56%
Fire Pumper	607,500	0	0	607,500	352,000	255,500	57.94%
Scale System Recycling & Transfer	65,000	0	0	65,000	0	65,000	0.00%
Stormwater Asset Management	30,000	0	0	30,000	6,397	23,603	21.32%
Public Works Vehicles CR	100,000	0	0	100,000	100,000	0	100.00%
Town Building Maintenance CR	100,000	0	0	100,000	100,000	0	100.00%
Fire Apparatus CR	50,000	0	0	50,000	50,000	0	100.00%
Emergency Radio Communications CR	50,000	0	0	50,000	50,000	0	100.00%
Fire Equipment CR	35,000	0	0	35,000	35,000	0	100.00%
Automated Collection Equipment CR	30,000	0	0	30,000	30,000	0	100.00%
Parks & Recreation Facilities Development CR	15,000	0	0	15,000	15,000	0	100.00%
Air Pack and Bottles CR	25,000	0	0	25,000	25,000	0	100.00%
Master Plan CR	10,000	0	0	10,000	10,000	0	100.00%
Conservation Land Improvements CR	10,000	0	0	10,000	10,000	0	100.00%
2018-19 Grand Totals	24,861,418	0	911,567	25,772,985	9,485,914	16,287,071	36.81%
* Budget Increases includes prior year encumbrances of \$886,169 and grants of \$25,398.							
** Public Works							
Highway	2,702,585	7,878	644,908	3,355,371	1,856,770	1,498,601	55.34%
Parks, Recreation & Cemeteries	561,775	2,476	0	564,251	253,393	310,858	44.91%
Recycling & Transfer	1,111,567	3,147	0	1,114,714	472,448	642,266	42.38%
Total Public Works	4,375,927	13,501	644,908	5,034,336	2,582,611	2,451,725	51.30%

Major Department Expenditure

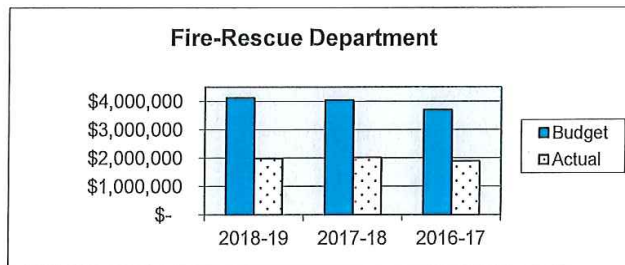
Administration Department			
Year	Budget	Actual	%
2018-19	\$ 1,075,943	\$ 538,326	50%
2017-18	1,100,665	530,593	48%
2016-17	1,079,494	604,113	56%



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

As of December 31st, the legal line is 30% spent. This compares to last December 31st which was 64% spent and the year prior to that was 44% spent.

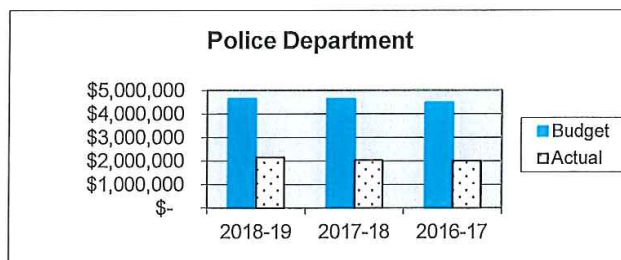
Fire-Rescue Department			
Year	Budget	Actual	%
2018-19	\$ 4,120,634	\$ 1,985,029	48%
2017-18	4,037,274	2,016,816	50%
2016-17	3,701,100	1,886,771	51%



Fire-Rescue Department - Over the last three fiscal years, this budget has increased about \$420,000 or 12%. This increase is largely due to 7% increase in wages and overtime; 3.5% increase in the employer share of NH Retirement; 0.5% increase in health insurance costs and another 1% in general operations.

The spending has stayed at or near the December benchmark of 50% each year. Minimum staffing is being utilized to keep the department's expenses down. The department is struggling with vehicle maintenance. Issues such as corrosion, lights, radiator and pump repairs have left this budget line 91% spent as of this report.

Police Department			
Year	Budget	Actual	%
2018-19	\$ 4,640,410	\$ 2,150,656	46%
2017-18	4,635,116	2,024,696	44%
2016-17	4,475,545	2,007,770	45%

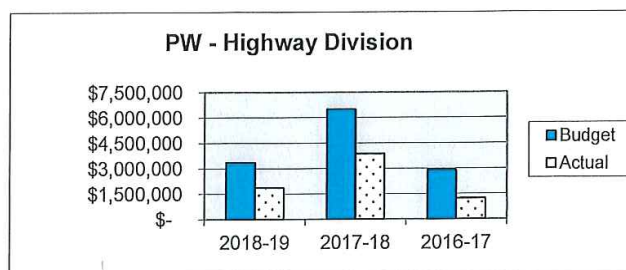


Police Department - The overall increase in this Police budget for the last three fiscal years was just under \$165,000 or 3.5%. Wages increased 4% and the employer share of NH Retirement increased 2%. Health insurance had a slight decrease of 0.5% and general operations decreased just under 2%.

The department historically underspends its budget due to vacant positions. There have been four officer positions vacant this year, and the length of vacancy varies. Last year at this time there were five employee turnovers.

Major Department Expenditures, Continued

PW- Highway Division			
Year	Budget	Actual	%
2018-19	\$ 3,355,371	\$ 1,856,770	55%
2017-18	6,487,932	3,865,582	60%
2016-17	2,906,322	1,228,571	42%



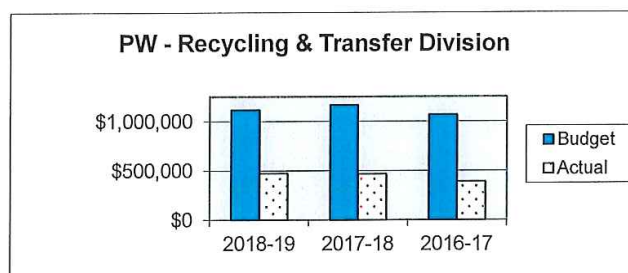
PW - Highway Division - This division of Public Works includes Roads, Fleet and Building Maintenance. Each year road paving is encumbered into the following year's budget. FY 2018-19 budget includes \$628,015 from the prior year. In FY 2017-18 there was \$241,381 and in FY 2016-17 there was \$541,751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

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

Year to date actuals are 55% of the budget, which is in line with the prior two years. In 2016-17 the Town paved Martin's Ferry and sealed roadway cracks in late summer using the encumbered funds. In FY 2017-18 the Town paved Prescott Heights and Morrill Road in the fall and in FY 2018-19 the Town paved a number of roads.

Staffing levels for the highway division has remained level for the past three years. In FY 2018-19 there have been four staff turnovers compared to one last year at this time.

PW- Recycling & Transfer Division			
Year	Budget	Actual	%
2018-19	\$ 1,114,714	\$ 472,448	42%
2017-18	1,165,097	463,646	40%
2016-17	1,067,146	389,013	36%

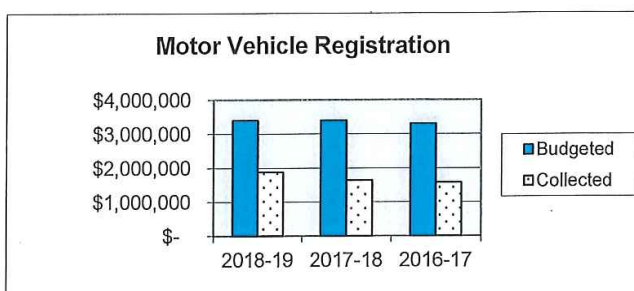


PW - Recycling & Transfer Division - The budget has increased \$50,000 or 4.5% over the past three years. Wages and overtime have increased just over 2% and there have been no changes in the staffing levels. Health insurance has increased by 1% due to employee plan changes and increases in premiums, the Town share of NH Retirement has increased 0.5% and the budget for general operations has increased 1%.

Position vacancies explain why the actuals at 42% are lower than the December benchmark of 50%. The Town is watching the tipping fee line closely having spent \$214,351 on trash disposal for the year. This compares to last year at this time having spent \$183,180 and the five-year average of \$165,488.

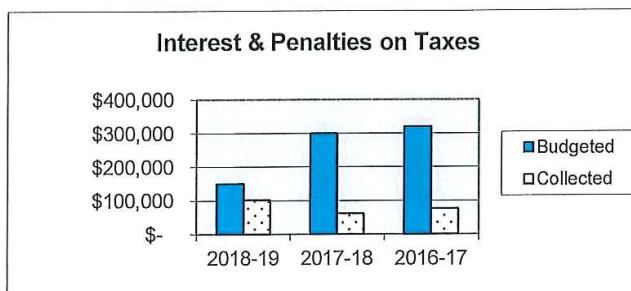
Major Governmental Revenues

Motor Vehicle Registration			
Year	Budget	Actual	%
2018-19	\$ 3,400,000	\$ 1,882,864	55%
2017-18	3,400,000	1,638,874	48%
2016-17	3,300,000	1,571,256	48%



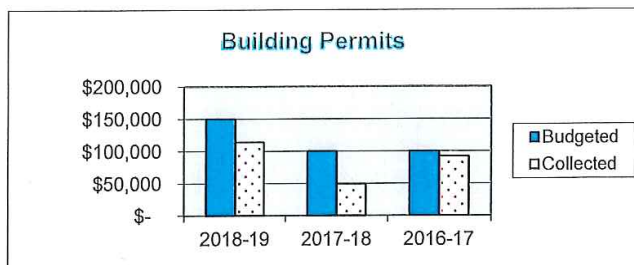
Motor Vehicle Registration - The top revenue source for the Town are fees collected for registering motor vehicles. The increase in the budget for the last several years is based on actual collections at the end of the year. At the end of June 2018 the Town collected \$3,481,730, in June 2017 collections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

Interest & Penalties on Taxes			
Year	Budget	Actual	%
2018-19	\$ 150,000	\$ 102,088	68%
2017-18	300,000	61,755	21%
2016-17	320,000	75,996	24%



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

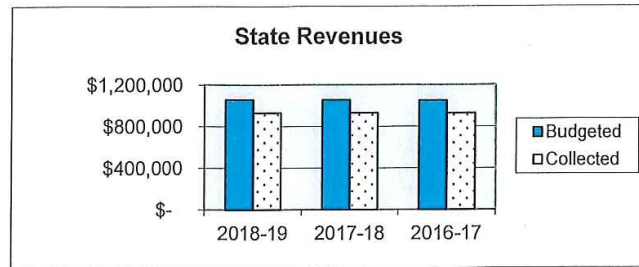
Building Permits			
Year	Budget	Actual	%
2018-19	\$ 150,000	\$ 113,733	76%
2017-18	100,000	49,474	49%
2016-17	100,000	91,752	92%



Building Permits - These fees are paid for residential and commercial construction. Collections have increased over the last fiscal year finishing June 2018 at \$128,061. June 2017 finished at \$155,697 and in June 2016 the Town collected \$94,012. In FY 2018-19 permits were issued to SNHU for the new buildings and gas permits are being reported in this line explaining the increase in collections.

Major Governmental Revenues, Continued

Year	State Revenues		
	Budget	Actual	%
2018-19	\$ 1,055,966	\$ 931,347	88%
2017-18	1,053,183	930,142	88%
2016-17	1,048,826	928,652	89%



State Revenues - The Meals and Rooms Tax and the Highway Block Grant have been steady for the last three years. The Town has not received any funding from the State Shared Revenues since FY 2009-10.

Ambulance Service Fund

The Ambulance Service fund is reported separately from the Town's General Fund as approved by the voters at the May 2011 Town Meeting. January 2012 the Town started the special revenue fund. It is the expectation that the fees from the users of the ambulance will cover the direct cost of the Ambulance Service.

Information provide below is on a calendar year and cash basis of accounting.

Calls for Service

	2016	2017	2018
Elliot Hospital	531	529	522
CMC Hospital	291	319	368
Concord Hospital	76	95	103
Non-Transport	566	531	627
Total Calls for Service	1464	1474	1620

Billing and Collection Data

	2016	2017	2018
Gross Commitments	803,340.97	627,485.75	992,272.07
Contractual Allowances	(302,136.41)	(169,145.37)	(390,179.13)
Net Commitments	\$ 501,204.56	\$ 458,340.38	\$ 602,092.94
Total Collected	\$ 410,897.06	\$ 432,784.85	\$ 414,063.24
% Collected	82%	94%	69%
Total Uncollected for the period	\$ 90,307.50	\$ 25,555.53	\$ 188,029.70
% Uncollected for the period	18%	6%	31%
Total Uncollected (all years)			\$ 663,833.24

Expenses

	2016	2017	2018
Full-time Employees	\$ 81,291.93	\$ 86,832.54	\$ 112,647.90
Overtime	5,548.04	-	1,164.27
Health Insurance	29,116.28	37,530.69	40,779.72
Dental Insurance	893.60	915.00	1,123.78
Life & Disability Insurance	878.78	1,113.94	1,469.55
FICA Taxes	1,192.12	1,179.87	1,545.75
NH Retirement	24,432.48	25,220.11	34,046.75
Unemployment	690.98	694.64	901.18
Workers Compensation	3,964.46	3,849.25	4,676.53
Uniforms	-	-	16.95
Training & Dues	14,727.42	23,604.93	22,043.99
Banking Services	90.00	30.00	-
Professional Services	98,450.25	106,512.77	106,205.15
Equipment Maintenance	3,276.73	12,602.59	8,415.08
Vehicle Maintenance	19,992.75	12,431.59	37,362.64
Telephone	1,337.17	601.03	869.47
Office Supplies	256.00	578.00	-
Medical Supplies	21,113.88	36,120.54	27,536.79
Fuel	6,796.32	8,369.54	9,410.47
New Equipment	37,574.93	52,626.40	56,333.50
Vehicle & Related Equipment	-	258,151.00	-
Overpayment Refunds	1,821.77	1,351.91	1,000.83
Total Expenses	\$ 353,445.89	\$ 670,316.34	\$ 467,550.30
Cash on hand as of December 31st	\$ 492,822.46	\$ 260,693.57	\$ 214,607.28

Town Council

STAFF REPORT



To: Town Council

Title: Motion to accept \$14,000.00 in grant money from the Stanton Foundation, to the Town of Hooksett for the Hooksett Police Department at the Town Council meeting for the acceptance of this grant money under RSA 31:95-b, III (a) and to return said amount to the police department K-9 trust fund.

Meeting: Town Council - 13 Feb 2019

Department: Police Department

Staff Contact: Jake Robie, Captain

BACKGROUND INFORMATION:

In 2018, the Stanton Foundation awarded the Hooksett Police Department with a \$25,000.00 K-9 Grant. The grant was provided to enable the Town to establish a K-9 Unit and was intended to cover the costs associated with such a program. As part of the grant the Stanton Foundation requires each department that receives a K9 grant to send their new K9 and his handler to patrol school. Understanding that this can place a financial burden on the department, the Foundation reimburses \$1,000.00 per week for training.

With that being said, in December of 2018 Officer McCluskey and K9 Timber successfully completed 14 weeks of patrol school. Therefore, the foundation as awarded the town of Hooksett for the Hooksett Police Department with a check for \$14,000.00.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

SUGGESTED MOTION:

Motion to accept \$14,000.00 in grant money from the Stanton Foundation, to the Town of Hooksett for the Hooksett Police Department at the Town Council meeting for the acceptance of this grant money under RSA 31:95-b, III (a) and to return said amount to the police department K-9 trust fund.

ATTACHMENTS:

[20190118112700587](#)

STANTON FOUNDATION

January 15, 2019

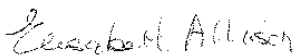
Janet Bouchard, Chief
Hooksett Police Department
15 Legends Drive
Hooksett, NH 03106

Dear Chief Bouchard,

The Stanton Foundation requires each department that receives a K9 grant to send their new K9 and his handler to patrol school. Understanding that this can place a financial burden on the department, the Foundation reimburses \$1,000 per week for this training.

Therefore, the Foundation is happy to enclose a check in the amount of \$14,000 to help ease the cost of sending Officer McCluskey and K9 Timber to patrol school. We congratulate them on their successful completion of the program.

Sincerely,


Elisabeth Allison
Co-director

Cc: Kate Dumeer, Program Officer

One Broadway, 14th floor
Cambridge, Massachusetts 02142
t: 617.577.3975

One Penn Plaza, 30th floor
New York, New York 10119
t: 212.697.6900

Town Council

STAFF REPORT



To: Town Council

Title: Motion to raise the hourly special detail rate charged to \$70.00 per hour with a 4-hour minimum. After 8 hours time and a half will be charged. When a detail falls on a holiday the company will be charged holiday rate, which is time and a half, \$105.00. Cruiser rates will remain \$20.00 per hour with no minimum and rates will be rounded to the nearest hour. Effective March 1, 2019.

Meeting: Town Council - 13 Feb 2019

Department: Police Department

Staff Contact: Janet Bouchard, Police Chief

BACKGROUND INFORMATION:

The extra-duty, police detail fund is self-funded. The rates charged to outside companies have not been reviewed since February, 2010. It is unknown when they were set. Our current rate of \$52.00 is well below surrounding agencies and does not cover the amount that is being paid out to Officers that are working the details. Raising the rate will ensure the fund balance is maintained. Special town details such as Old Home Day and Voting can be paid out of this revolving fund, creating a savings to tax payer funded police department overtime. Raising the rate to \$70.00 is still comparable to what surrounding towns, and still lower than some.

FINANCIAL IMPACT:

None. The revolving fund is self-funded from outside businesses or agencies that request the services of special duty officers.

SUGGESTED MOTION:

Motion to raise the hourly special detail rate charged to \$70.00 per hour with a 4-hour minimum. After 8 hours time and a half will be charged. When a detail falls on a holiday the company will be charged holiday rate, which is time and a half, \$105.00. Cruiser rates will remain \$20.00 per hour with no minimum and rates will be rounded to the nearest hour. Effective March 1, 2019.

Town Council

STAFF REPORT



To: Town Council
Title: Scale Replacement Bid Acceptance for Recycling & Transfer Department
Meeting: Town Council - 13 Feb 2019
Department: Public Works
Staff Contact: Earl Labonte, Director of Public Works

BACKGROUND INFORMATION:

In September the Town of Hooksett bid out a new vehicle scale for the Recycling and Transfer Station. The following bids were received:

Fairbanks \$66,000 (includes pit repair and site work)
 Fairbanks \$74,181 (includes new pit and site work)
 Advanced \$77,001 (includes pit and site work)
 Advanced \$82,995 (Alternative bid includes new pit and site work)
 Farnham \$76,582 (includes pit and site work)
 Farnham \$99,700 (new foundation pit and site work) has additional fees
 Northeast \$78,200 (new pit and site work)
 Mettler Toledo \$59,194 (repair pit new scale) Does not meet bid specs.
 Mettler Toledo \$97,199 (new pit new scale)

FINANCIAL IMPACT:

The Town voted to raise and appropriate \$65,000, with funds coming from the Solid Waste Disposal Special Revenue Fund. The remaining amount would come from the budget.

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

I recommend that the Town Council accept the bid from Fairbanks Scales for the Recycling and Transfer vehicle scale in the amount of \$66,000.

SUGGESTED MOTION:

Motion to accept the bid from Fairbanks in the amount of \$66,000, which includes pit repairs and site work for a new vehicle scale for the Recycling and Transfer Station. The Town voted to raise and appropriate \$65,000, with funds coming from the Solid Waste Disposal Special Revenue Fund. The remaining amount would come from the budget.

ATTACHMENTS:

[20190116134636285](#)

HOOKSETT RECYCLING AND TRANSFER SCALE BID

Bid Options.

Bid Option Part A. Total cost of project to include scale, outdoor remote indicator, repair to existing foundation (build up piers – add additional piers, replace angle irons).

\$\$ 66,000.00

Please provide an explanation of why your firm feels that this option is acceptable:

See Attached Pages

Bid Option Part B. Total cost of project to include scale, outdoor remote indicator, complete foundation replacement.

\$\$ 74,181.00

Please provide an explanation of why your firm feels that this option is preferable:

See Attached Pages

Firm: FAIRBANKS SCALES / Pete DAYOTAS

Business Address: 134 Menden St. Bellingham, MA 02019

Telephone Number: 800-232-0252 x2

E-mail: pdayotas@fairbanks.com



Town of Hooksett, NH. Bid #18-13, addendum #1. 12-11-18.

Town of Hooksett, NH

35 Main Street

Hooksett, NH 03106

Fairbanks Scales responses to requested explanations on bid options for Hooksett recycling/transfer scale bid.

Initial thoughts --- At the second pre-bid meeting two companies admitted to not entering the pit. A third bidder said, "His technicians say it needs a new pit" and I'm not certain if the forth bidder went in or not. Here is the reality of it all....The facility does not need a new pit. Either someone not that experienced in scale construction and design is claiming that, or they are looking for a quick extra buck. They are probably looking at the top of the walls and think the scale needs to be replaced. We remove and replace these quite frequently. The key is it needs to be done correctly which I discussed how to do in the pre-bid meeting.

Existing foundation construction - First, the existing foundation is constructed in a 5' pit. This pit is below the frost line and is tied into a drain system (the pit drains fine and the foundation hasn't moved). The existing scale foundation was built for a Howe - Supercast mechanical scale. Knowing this, we know the floor is 12" thick and double tied with #4 rebar. We know this because the transverse lever has an up-pull pressure of 10,000+ pounds. This lever and the up-pull pressure is supported by the floor. There is no cracks or compromises in this floor.

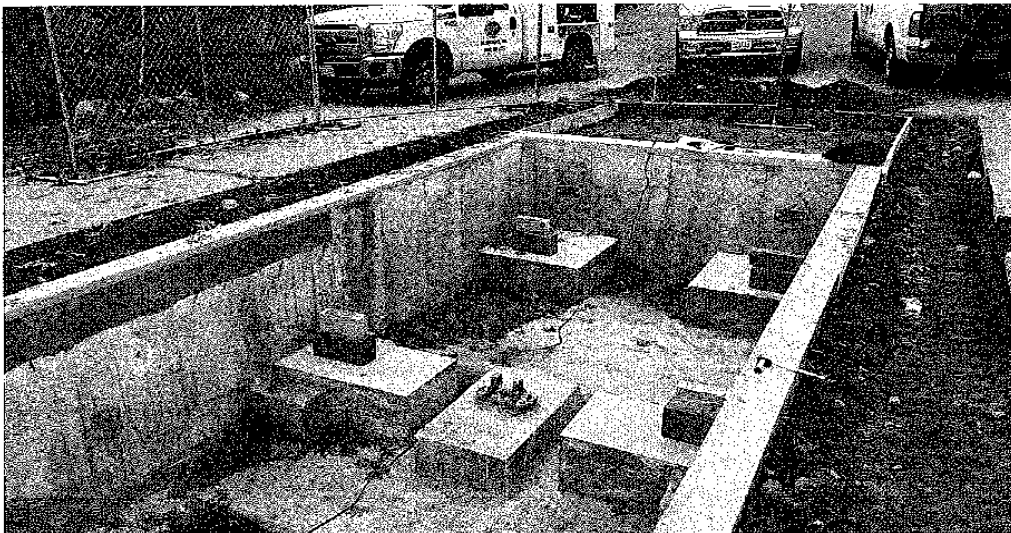
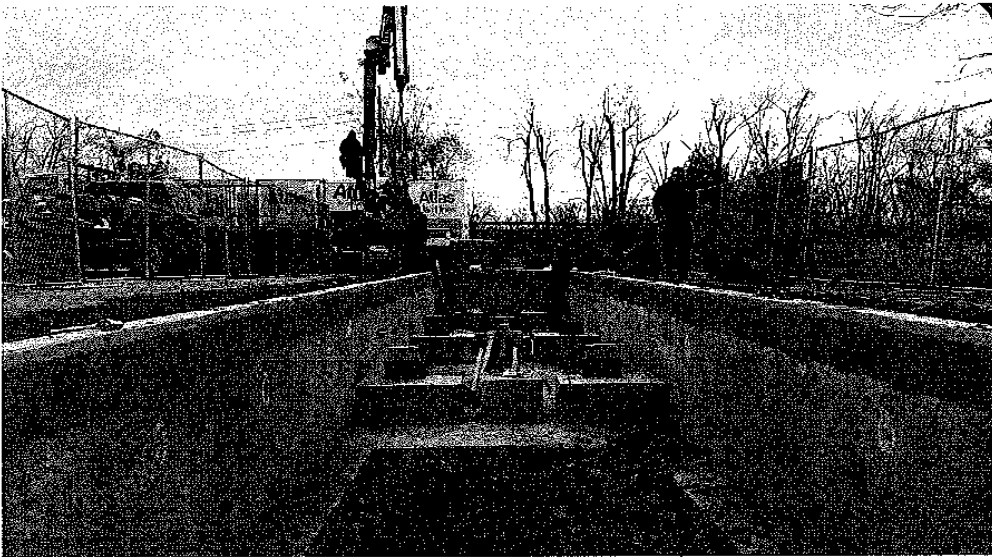
New Piers - The new Fairbanks scale will incorporate rocker column load cells that will have a downward pressure displaced on new piers that will cap the existing points. These new piers built on the existing floor will have a larger foot print displaced at eight separate load points in the modified pit. The 12" thick floor coupled with the enlarged piers offer a stable design for the scale to operate in.

Pit coping: The pit coping needs to be replaced. Years of use and chemical reactions between salt and the mild steel coping have fatigued the tops of the walls. This can be modified and reconstructed to last another 25 years. The key is this needs to be done correctly by saw cutting down 12 inches and out 8 inches (in this case removing the complete top of the side walls), drilling and pinning the existing foundation work, forming and setting the new coping angle with Nelson bolts spaced every 5 inches, and re-poured using 4000psi concrete. This can be a very toilsome project but, it's the right way of doing it. This is how we are still quoting the replacement scale in the existing foundation.



Town of Hooksett, NH. Bid #18-13, addendum #1. 12-11-18.

Below is an example of a scale we replaced in the same manner. The old scale was a 60' mechanical scale. We extended out one wall 10' to install a 70' Fairbanks Tundra scale. Please look at the pit coping, you can see how this was saw cut out, re-fitted with new coping angle and backfilled with new concrete. The customer is Atlas Van Lines / Mason Movers. The scale is used as a public scale and a scale to charge for loads being moved for trade shows and businesses. The pit was originally installed in the 1970's. Please contact Jeff Mason (owner/president) at 603 944 2137 and ask about the scales performance and Fairbanks Scales attention to detail. Please note how the old piers are also capped supporting the new scale/weighbridge.





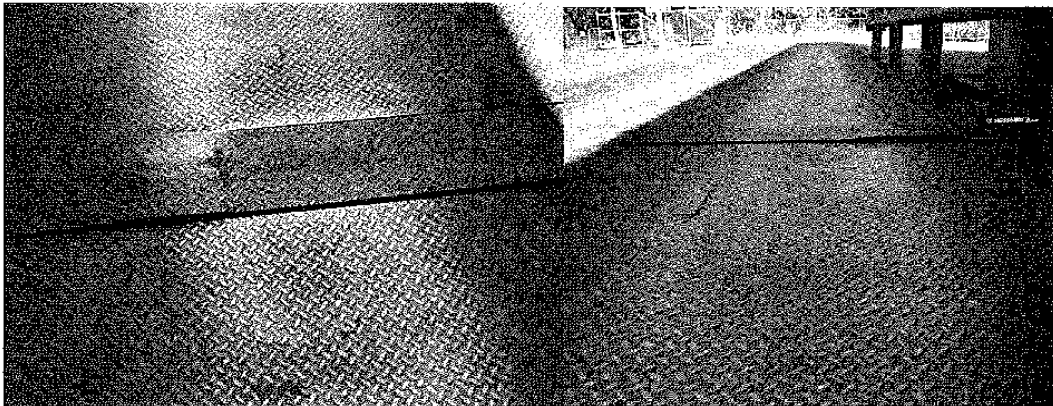
Town of Hooksett, NH. Bid #18-13, addendum #1. 12-11-18.

Deck construction: For pit construction, it is important to install a concrete deck scale poured monolithically with no seams or cover plates. You want to steer clear of putting a steel deck or a modular scale in an existing pit with cover plates as shown below.

Modular scales are designed to be installed above ground. They are typically steel decks and come in three separate modules. The problem is steel will expand and contract in the weather and will bind up the scale in the summer months causing service calls (that cannot be applied to warranty).

The other issue is modular scales have cover plates that bend and twist and allow the sediment to go inside and on-top of the load cells including dirt, ice, snow, salt, etc.

Below is a scale we've replaced with cover-plates over the load cells. This is a terrible design and I must encourage you to stay away from it. The scale was only 14 years old.

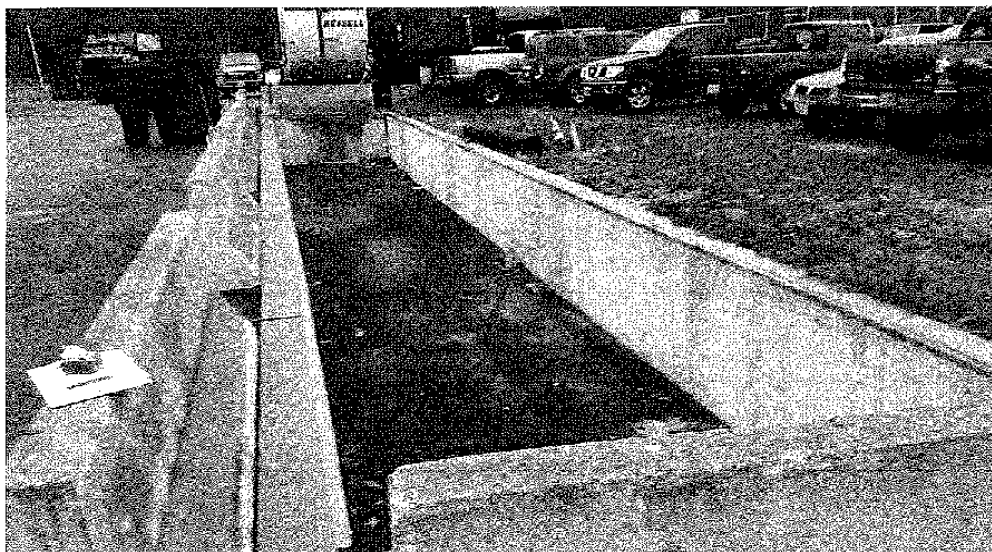


The design I recommend you purchase is a monolithic concrete deck pour. This deck is safer (no residents will slip on steel deck surface), there are no seams or access covers for sediment to enter the pit, it's easier to clean/plow, and more aesthetic to the eye. The newly proposed Fairbanks scale will have a 6" thick concrete deck poured with 4000 psi concrete. This design, especially in New England, will last longer than any steel deck or concrete deck "poured in pans" with cover plates.

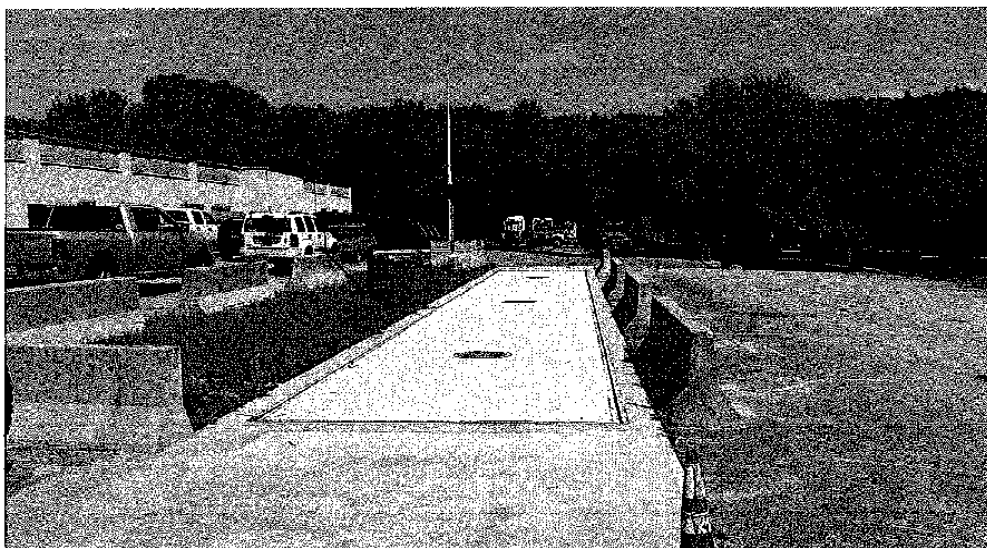




Town of Hooksett, NH. Bid #18-13, addendum #1. 12-11-18.



The picture above was an existing pit that we installed a Fairbanks Tundra Scale into. It is the same scale we are proposing to the town of Hooksett. The Fairbanks Tundra scale incorporates a monolithic poured concrete deck. This project is at GW Shaw (solid waste facility) in Greenville, NH. I encourage you to call Glenn Shaw and ask for his opinion about Fairbanks Scales and how his scale has performed since its installation. Glenn: Phone: 603 554 5557.





Town of Hooksett, NH. Bid #18-13, addendum #1. 12-11-18.

The bottom line is I am 100% positive you will happy with a new Fairbanks Scale as we quoted it in the existing pit with the correct modifications. It is an installation practice I have been doing since I've entered the trade over 25 years ago with hundreds of satisfied customers throughout the Northeast.

Bid Option B -----

The correct way to bid this is to build a scale that will fit in the existing foundation, not build a new foundation that will "fit the vendor's scale".

In my professional opinion, I don't believe this is a value added cost, however, I have included a "new pit option quote" for your review. In this quote the town will remove the scale and the foundation with disposal. We will supply and spread/compact stone, supply new drain piping, and build a new 12" thick floor with new pit walls and piers. We will continue to install a Fairbanks Tundra scale with a concrete deck poured in a monolithic fashion with load cells that include a 25 year load cell warranty.

In summary, I believe I have quoted you the very best options.

I am the top salesman at Fairbanks Scales. I have been the recipient of the "Hank Ludington Award" three times and have been inducted into the Presidents club and Type S club for 20 years. I have also been inducted into the NRRA's hall of fame and have worked very closely with municipalities throughout the state. I can boast of these accomplishments because of my track record. I don't advertise on the internet or in the phone book. Most of my business are referrals and recommendations by current Fairbanks owners to their friends. I sell an exceptional product at a very fair price and treat customers the way I would like to be treated. Everyone at Fairbanks from the concrete contractors to the technicians take a lot of pride in what we offer and do, and share the same sentiment. If you do select us to be your partner, we will not let you down. You will have an excellent scale with an excellent warranty and relationship with a local manufacturer and service company.

If you have any questions, please do not hesitate to call.

Thank you.

Pete Dayotas

Fairbanks Scales

Northeastern Sales Manager

Cell: 508 561 7496

Town Council
STAFF REPORT



To: Town Council
Title: Radio Purchase for new Fire-Rescue Pumper
Meeting: Town Council - 13 Feb 2019
Department: Fire and Rescue
Staff Contact: James Burkush, Chief of Hooksett Fire&Rescue

BACKGROUND INFORMATION:

Pumper approved last year is under construction. Manufacturer needs radios for installation over the next several weeks.

There is a long lead time to purchase, program and send the equipment to the factory in Minnesota.

FINANCIAL IMPACT:

\$11,018.25 State Bid From Fire Impact Fees

POLICY IMPLICATIONS:

Fire-Rescue has approval to use impact fees to purchase Interoperability Radios and are requesting Council to approve fee usage.

SUGGESTED MOTION:

Motion to approve \$11,018.25 from Fire Impact Fees to purchase radio equipment from Ossipee Mountain Electronics for new Pumper for Fire-Rescue.

ATTACHMENTS:

[20190116144730372](#)

[Hooksett FD Mobiles & Rptr 01-15-19](#)

8/9/17 T/C

DrummondWoodsum
ATTORNEYS AT LAW

Keriann Roman
Admitted in NH, ME, MA

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kroman@dwmlaw.com

100 International Drive, Suite 340
Portsmouth, NH 03801-8891
603.433.3317 Main
603.433.5384 Fax

March 31, 2017
Via Email at JBurkush@hooksettfire.org

Chief James Burkush
Fire Department
Town of Hooksett, NH
35 Main Street
Hooksett, NH 03106

RE: Hooksett Fire & Rescue Impact Fees: Purchase of Radios

Dear Chief Burkush:

It is my legal opinion, as counsel for the Town of Hooksett, that the Hooksett Fire & Rescue Department may use impact fees from the Public Safety Impact Fee Account for Fire Rescue to purchase portable radios for the Department.

This complies with RSA 674:21, V and Hooksett's Impact Fee Ordinance (Article 31 of the Zoning Ordinance) and is consistent with the Public Safety Impact Fee Calculations: Police and Fire-Rescue Departments Final Report (August 9, 2002) as the radios constitute a Department capital improvement necessary for the Department to communicate and carry out its fire rescue services as a result of the anticipated construction of new 350 unit dorm building at Southern N.H. University ("SNIU").

The new SNHU building will be located in both Hooksett and in Manchester. Accordingly, any fire/rescue situation at this building would be a joint emergency response between Manchester and Hooksett; however, the radios currently used by the Hooksett Fire and Rescue Department cannot operate on Manchester frequencies. The new radios would allow Hooksett Fire and Rescue to communicate with Manchester Fire and Rescue.

Sincerely,

Keriann Roman

Keriann Roman

cc: Matt Serge, Esq.



Ossipee Mountain Electronics, Inc.

Quote QTE011478

Date 1/15/2019

Page 1 of 1

Bill To
Hooksett Fire Dept 15 Legends Drive Hooksett, NH 03106

Ship To
Hooksett Fire Department Attn: Chief James Burkush 15 Legends Drive Hooksett, NH 03106

Customer No.	Salesperson	Shipping Method	Payment Terms
HOO420	Brian Vastine	UPS Ground	Net 30

Item	Quantity	Item Number	Description	Unit Price	Ext Price
1	1.00	TK5710HBGK10FHDH	Mobile, P25 VHF, 110W Full Ftr, Dual Head Rem Mnt	2,730.35	2,730.35
2	1.00	KCT22M3	25' Ctrl Cable TK790	66.15	66.15
3	1.00	KCT-22A-50	Control Cable, 50 Ft, KCT-22A, 90 Series, L864	161.50	161.50
4	1.00	L-1029	Package, Dual Head, Remote	23.80	23.80
5	1.00	SVR-250VB	Vehicle Reprtr 150-174MHz, Programmable 15/30 kH	1,595.00	1,595.00
6	1.00	7502-10-1245	SVR-250 Interface Cable, TK5710, 5720, 7180 & NX	100.00	100.00
7	1.00	BPF-1604	Pre-Selector 150-174 MHz	350.00	350.00
8	1.00	BRF-1602	Notch Filter, 2 Mhz Min Separation, 150-174	350.00	350.00
9	1.00	TCK-206	Cable Kit, TNC, 6' for BRF-BPF Filters	103.00	103.00
10	1.00	RFT1202-2T	TNC Male Crimp On Conn RG58 (58794)	5.00	5.00
11	1.00	KES-3S	Extension Speaker, 5W, Low Pro, 3.5mm Plug	39.00	39.00
12	1.00	SDC25G	Hood, f/DB25	2.35	2.35
13	1.00	SD25P	Connector, DB25, Male	3.10	3.10
14	1.00	2425BAN2ANFA98	Mobile, VM900, V/7/8, VCH Dual, P25T, MDC1200	4,613.00	4,613.00
15	1.00	597535777502	Cable, EFJ Viking Control Head, 17'	112.00	112.00
16	1.00	597535777503	Cable, EFJ Viking Control Head, 50'	210.00	210.00
17	2.00	BB132R	Antenna, HD 132-512MHz, 1/4Wave, Black, Flex Spr	49.00	98.00
18	1.00	PCTWSLMR	Antenna,VHF/UHF & 700-900 MHz Wide Spect (503C	136.00	136.00
19	4.00	LABOR	LABOR	80.00	320.00
Program mobiles and interface TK-5710 with SVR-250 repeater. Install will be completed by truck builder.					
Quoted By: _____ Accepted By: _____ Date: _____				Subtotal	11,018.25
PRICE QUOTE GOOD FOR 30 DAYS				Additional Discount	0.00
DELIVERY: 30 DAYS ARO				Freight	0.00
TERMS: NET 30 DAYS				Total	11,018.25
SHIPPING/INSTALL NOT INCLUDED					

Ossipee Mountain Electronics, Inc. PO Box 950 832 Whittier Highway Moultonboro, NH 03254
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 www.omesbs.com