

AGENDA

Town of Hooksett Town Council

Wednesday, February 27, 2019 at 6:00 PM

A meeting of the Town Council will be held Wednesday, February 27, 2019 in the Hooksett Municipal Building commencing at **6:00 PM**.

Page

1. **CALL TO ORDER**
2. **PROOF OF POSTING**
3. **ROLL CALL**
4. **PLEDGE OF ALLEGIANCE**
5. **SPECIAL RECOGNITION**
 - 5.1. Hooksett Police - Swearing-in ceremony Sergeant
6. **SCHEDULED APPOINTMENTS**
 - 6.1. Todd Rainier, Town Clerk and Marc Miville, Town Moderator - March 12, 2019
Town Elections
7. **APPROVAL OF MINUTES**
 - 7.1. Public: 02/02/19 3 - 4
TC public minutes 1210pm 020219-U
 - 7.2. Public: 02/13/19 5 - 20
TC Minutes 021319 - U
 - 7.3. Non-Public: 02/13/19
8. **AGENDA OVERVIEW**
9. **PUBLIC HEARINGS**
 - 9.1. Public hearing to accept \$203,000.00 from Southern New Hampshire 21
University to the Town of Hooksett for the Hooksett Fire-Rescue to purchase a
Ladder Truck.
Staff Report - SR-19-023 - Pdf
10. **CONSENT AGENDA**
11. **TOWN ADMINISTRATOR'S REPORT**
12. **PUBLIC INPUT - 15 MINUTES**
13. **NOMINATIONS AND APPOINTMENTS**
 - 13.1. Nominations and Appointments - February 2019 23 - 28
Staff Report - SR-19-027 - Pdf
14. **15 MINUTE RECESS**
15. **OLD BUSINESS**

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

15.1. Town Administrator Search Update

16. NEW BUSINESS

- 16.1. To accept \$203,000.00 from Southern New Hampshire University to the Town of Hooksett for the Hooksett Fire-Rescue to purchase a Ladder Truck. 29
Staff Report - SR-19-026 - Pdf
- 16.2. Approval to purchase a Xybix Dispatch Work Station at the cost of \$48,762.98 using unexpended funds from the wage line. 31 - 35
Staff Report - SR-19-029 - Pdf
- 16.3. Infield Groomer Purchase (Sandpro) 37 - 50
Staff Report - SR-19-030 - Pdf
- 16.4. Per RSA 676:7 (b) ZBA Fees shall be collected in advance for Public Hearing Notice. A change in procedure for collecting this fee is required. 51 - 52
Staff Report - SR-19-028 - Pdf

17. SUB-COMMITTEE REPORTS

18. PUBLIC INPUT

19. NON-PUBLIC SESSION

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.

Unofficial

TOWN COUNCIL MINUTES
Special Public Meeting
Saturday,
February 2, 2019 12:10pm

CALL TO ORDER:

Chair Sullivan called the Special Meeting to order at 12:10pm.

PROOF OF POSTING

Councilor & Acting Town Administrator Donald Winterton provided proof of posting.

ROLL CALL ATTENDANCE:

Chair James Sullivan and Councilors James Levesque, Robert Duhaime, John Giotas, Timothy Tsantoulis, Alex Walczyk and Councilor & Acting Town Administrator Donald Winterton.

Missed: Councilors David Ross and John Durand.

PLEDGE OF ALLEGIANCE

Chair Sullivan recognized the pledge of allegiance was completed at the deliberative session earlier the same day of this meeting.

OLD BUSINESS

Warrant amendment(s) from the 2/2/19 deliberative session – recommendations by Town Council

Article 3 – Operating Budget

*J. Sullivan motioned to place Article 3 on the ballot as amended for an operating budget of \$19,084,357.00. Seconded by R. Duhaime.
Vote unanimously in favor (6-0).*

A. Walczyk motioned to recommend Article 3 on the ballot as amended for an operating budget of \$19,084,357.00. Seconded by R. Duhaime.

Roll Call #1

J. Giotas – yes

T. Tsantoulis – yes

J. Levesque – yes

A. Walczyk - yes

R. Duhaime – yes

J. Durand – not present

D. Ross – not present

J. Sullivan – yes

Vote unanimously in favor 6-0

Article 11 – Recreation Director

*R. Duhaime motioned to place Article 11 on the ballot as amended for a Recreation Director to add underlined wording: vote to raise and appropriate “not to exceed the sum of” and Recreation Revolving Fund and the balance of “up to”. Seconded by J. Giotas.
Vote unanimously in favor (6-0).*

Town Council
Special Meeting
Minutes 02/02/19
Page 2

Article 11 – Recreation Director, continued

R. Duhaime motioned to recommend Article 11 on the ballot as amended for a Recreation Director to add underlined wording: vote to raise and appropriate “not to exceed the sum of” and Recreation Revolving Fund and the balance of “up to”. Seconded by A. Walczyk.

Roll Call #2

R. Duhaime – yes
J. Durand – not present
D. Ross – not present
J. Levesque – yes
A. Walczyk – yes
J. Giotas – yes
T. Tsantoulis - yes
J. Sullivan – yes
Vote unanimously in favor 6-0

OTHER

D. Winterton: Informed the Council he has been meeting with the Granite Y regarding running a Fun-in-the-Sun day camp in Hooksett. He will update the Council at their meeting of February 13, 2019.

*J. Sullivan motioned to adjourn the special meeting of 02/02/19 at 12:15pm.
Seconded by T. Tsantoulis.
Vote unanimously in favor (6-0).*

Respectfully submitted by,

Donna Fitzpatrick
Recording Clerk

**Town of Hooksett
Town Council Meeting Minutes - Unofficial
Wednesday, February 13, 2019**

The Hooksett Town Council met on Wednesday, February 13, 2019 at 6:00 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of 13 Feb 2019 to order at 6:03 pm.

PROOF OF POSTING

Acting Town Administrator Donald Winterton provided proof of posting.

ROLL CALL

In Attendance: Councilor James Sullivan, Councilor Robert Duhaime, Councilor John Giotas, Councilor James Levesque, Councilor David Ross, Councilor Timothy Tsantoulis, Councilor Donald Winterton, Councilor Alex Walczyk (arrived at 6:04 pm), Councilor John Durand (arrived at 6:06 pm)

PLEDGE OF ALLEGIANCE

Chair Sullivan: Please remain standing after the pledge for a moment of Silence for Omar Gagnon, 96, a WWII veteran.

Chair Sullivan: Omar Gagnon, a resident of Hooksett, died recently at the age of 96. He served in the US Navy and was active at the battles of Omaha Beach, D-Day and Normandy. He was a member of the American Legion Post 37.

SPECIAL RECOGNITION

Steve Couture, Conservation Commission Chair - 18 years+ dedicated service

Chair Sullivan: Mr. Couture began as a Conservation Commission alternate member on March 7, 2001 and continued, serving as a regular member and then as vice chair. He has served as chairman since 2012, presiding over his last Conservation Commission meeting on February 4, 2019. I have been impressed by his expertise, knowledge and preparation. Over the last several years, I have heard often of the great things he has done. Because of his work and the work of the Commission, Hooksett is proud to have 25% of its land in conservation. This is the gold standard of conservation. Steve served in the Army National Guard, completing three tours of duty, two in Iraq and one in Afghanistan. D. Ross will now present him with a gift from the Town Council.

R. Duhaime: Thanks to Steve, current use taxes which were in the general fund were transferred to the conservation fund. He was the right guy at the right time to make that happen.

Hooksett Fire-Rescue Administrative Captain Joseph Stalker - Union Leader's 2019 list of "40 under 40" New Hampshire residents

Chair Sullivan: Captain Joseph Stalker has been listed among the "40 under 40" for 2019 in New Hampshire. These individuals are singled out for their personal and professional contributions to their communities and the State. He is captain of EMS and recognized for his preventative care activities. Captain Burkush is proud of him, as is the Town Council.

Gift to the Town of Hooksett from William Shackford

52 Chair Sullivan: Mr. Shackford is known as a former sheriff and member of the police department. He
53 and his wife Dotty are here to present a clock which he crafted for the town of Hooksett.
54

55 Mr. Shackford: I have followed carefully the restoration of Old Town Hall. Pendulum clocks were first
56 used in 1666 and are the type of clock which would have been in the Old Town Hall. I obtained the
57 works from Germany, and this is battery-operated so won't require winding.
58

59 D. Ross: Mr. Shackford is an excellent woodworker, having made many items, such as pews and a
60 lectern for the Nazarene Church.
61

62 *D. Ross motioned to accept the donation of a clock from Mr. Shackford to be placed in the*
63 *current Town Hall until renovations of the Old Town Hall are complete. J. Giotas seconded the*
64 *motion.*

65 *Voted unanimously in favor.*
66
67

68 SCHEDULED APPOINTMENTS

69 Conservation Commission - Steve Couture, Chair and Cindy Robertson Vice-Chair
70
71

72 S. Couture: The town has enabled us to be successful, with the support of Town Council and with
73 support for our warrant articles Thank you for the kind words. It has been an honor to serve in my home
74 town. I want to talk about projects completed in the past year and those forthcoming. We participated in
75 the Benton Road Site Walk which was part of the review of the Sports Dome proposal. This is an
76 example of a development proposal that benefited from our involvement and work. We helped bring
77 about a reduction of the impact to the wetlands buffer. You have allowed ATV riders continued use of
78 the Clay Pond Conservation area on Chester Turnpike until June 30, 2019. We did our due diligence
79 and met with the Southern NH ATV Club to discuss such issues as parking, maintenance and
80 enforcement. We also received input from Bear Paw Regional Greenways, Manchester Water Works,
81 and NH Fish and Game, who are abutting conservation managers. The next step is the enforcement
82 component, which involves NH Fish and Game and the Hooksett Police Department. We realized
83 \$10,000 in revenue from forest management there. Similarly, from the 150-acre Laurel Road
84 Conservation area we realized \$25,000 from forest management. Revenue is not our main goal, but is
85 a nice side benefit. The Hooksett-Bow Forest Project, 200 acres, is a work in progress. We were not
86 successful with the Merrimack Riverfront-Hooksett Riverwalk Trail grant. That was a \$1 million grant
87 and there was stiff competition. We will, however, continue with Phase 2, a more modest proposal.
88 Regarding the University Heights 200 acres, the Commission will be working on a stewardship plan for
89 that.
90

91 C. Robertson: I am glad you recognized Steve. I will be trying to fill his shoes as the acting chair and
92 perhaps as chair.
93

94 NEW BUSINESS

95 Fun-in-the-Sun Camp Summer 2019 - Granite State Y (moved up to accommodate members of the
96 public)
97

98 D. Winterton: Here with us tonight are Tom Archer, Vice President of Camping Service for Granite
99 YMCA, and Bob McKenney, Executive Director of the Allard Center. The Town of Hooksett and the
100 YMCA have reached a tentative agreement for providing a safe, quality summer day camp program
101 which will run for nine weeks from June 24, 2019 through August 23, 2019. This will serve children
102 from the ages of 5 through 13, and it will be called the YMCA Day Camp of Hooksett. The camp will run
103 from 8:00 am until 4:00 pm. Children may arrive at 7:30 am and there will be an after-hours program
104 from 4:00 until 5:30 pm. There will be extensive training of the councilors and two open houses for
105 parents. Hooksett will provide the fields and the maintenance thereof. It will also provide clean

106 bathrooms and a contact list for the YMCA. There will be weekly themes and weekly field trips. All
107 administrative work and daily activities will be the responsibility of the YMCA. There will be a one-time
108 registration fee of \$30. For Hooksett residents, the weekly cost will be \$175 for the first child and \$160
109 for a second child in the same family. For non-residents, the weekly fee is \$195 for the first child in a
110 family and \$180 for a second. The YMCA will work with our Family Services Department to make
111 donated funds of \$20,000 available to families needing financial assistance. The contract is available
112 for viewing this evening and can also be accessed online. The town will provide \$25,000 for equipment
113 through the Parks & Rec Revolving fund. I would like to thank Bob and Tom for working with me on this
114 and for being here tonight. Sign up begins in about a week.

115
116 T. Tsantoulis: I am very much in support of this and see the name change as a positive thing. Thanks to
117 Bob and Tom.

118
119 R. Duhaime: Thanks to the Acting Town Administrator. How will you decide about the number of non-
120 residents admitted? Residents should be accepted first.

121
122 T. Archer: Last year there were only three non-residents.

123
124 D. Ross: What is the maximum number of children you can accommodate?

125
126 T. Archer: The program is designed for 120 to 130 children.

127
128 D. Ross: Who gets assistance? Shouldn't this be an in-house process?

129
130 D. Winterton: The funds are for children who need camp the most. The YMCA will work with our Family
131 Services Department. If necessary, I will go into the community to raise more fund so that no child who
132 wishes to attend will be unable to do so because of the cost.

133
134 Chair Sullivan: What is your ratio of campers to councilors?

135
136 T. Archer: For ages five and six, there will be one councilor for every six campers; for ages nine to
137 twelve, there will be one counselor for every eight campers. Last year there were only two or three
138 13-year olds, but for that age, the ratio is one to ten.

139
140 Chair Sullivan: Could you give examples of field trips you might take?

141
142 T. Archer: Mostly, it would be State Parks where the campers could swim. There could be an extra
143 charge if we go to Canobie Lake, for example.

144
145 A. Walczyk: Thank you for coming. The Greater Manchester YMCA has summer programs which
146 accept State aid for financial assistance. Allard does not. Is this something that could be provided for
147 Hooksett campers?

148
149 T. Archer: That is more for child care; camping and daycare are governed by different agencies. If you
150 want to go that way, we can look into that.

151
152 A. Walczyk: Could we get that information before deciding about going forward?

153
154 B. McKenney: Within the Allard Center, we have a licensed daycare program called Discovery Camp.
155 This is very short notice, but we could try to put that together.

156

157 T. Archer: Campers are under the DES; daycare facilities are licensed by the State.
158
159 A. Walczyk: Greater Manchester YMCA accepts State aid.
160
161 T. Archer: Yes, for certain programs. Child care is deemed a necessity; camping is not.
162
163 B. McKenney: American Camp Association (ACA) standards are actually higher than those for State-
164 licensed daycare.
165
166 A. Walczyk: The YMCA is outstanding. I am a product of it. My interest is in the financial aspects.
167
168 Chair Sullivan: Mr. Winterton has said he will ensure financial aid to any camper who needs it.
169
170 D. Winterton: When I have a goal, I work hard to achieve it.
171
172 T. Archer: You can check with Ms. Soucie, but I don't think you used even \$20,000 last year.
173
174 J. Giotas: Is there just a one-time registration fee for the summer?
175
176 T. Archer: That is correct.
177
178 T. Tsantoulis: Hooksett is a bedroom community and unemployment is low. We don't want to turn this
179 into welfare program. With change comes additional cost.
180
181 T. Archer: Our counselors have 26 hours of camp training, including ten hours for all of our counselors
182 Londonderry. They also have ten hours of online training and ongoing training throughout the summer.
183
184 Chair Sullivan: When will you hold the open houses?
185
186 T. Archer: Those dates are in the contract.
187
188 Maureen McDonald, 13 Springwood Road: Thanks to Mr. Winterton for his work on this. Will there be a
189 charge for before and after care?
190
191 T. Archer: After 4:00 pm it is \$25 per week. Last year there was no morning program because there
192 was no demand for it. We can set that up if we have enough who are interested.
193
194 M. McDonald: Is payment required upfront or can parents make payments. How long is this contract?
195
196 D. Winterton: The contract is for one year, but we hope it will go on.
197
198 M. McDonald: Will there be a Counselors in Training (CIT) program?
199
200 T. Archer: Not this year. That program is for 15 and 16-year-old campers. We will have to wait until we
201 have older campers.
202
203 M. McDonald: Is there a discount for Y members?
204
205 B. McKenney: No.
206

207 M. McDonald: It would be nice if Hooksett residents had the opportunity to sign up prior to offering this
208 to non-residents.
209
210
211 T. Archer: We could have early bird registration for last year's campers. Last year there were only three
212 non-residents.
213
214 Corri Wilson, 42 Joanne Drive: This is a valuable opportunity for kids in town. Once the contract is
215 signed, what about privacy issues regarding mailings?
216
217 D. Winterton: That is an excellent question. The town will not send out letters without permission. I don't
218 know if there was a release signed last year. We have the option of social media and paid advertising. I
219 am willing to approach Merchant Motors and the Library about signage.
220
221 C. Wilson: You have \$25,000 for equipment. What will you purchase?
222
223 T. Archer: It would be portable items such as archery targets, picnic tables, canopies for shade, and
224 perhaps a Gaga pit. We don't want the campers eating on the floor of the gym as they did last year.
225 They want to be outside, so picnics tables would be purchased. Portable Gaga pits cost \$3,000 to
226 \$4,000 each.
227
228 D. Winterton: This is not a skeleton program. We want these children to have a good, positive camp
229 experience that they will enjoy. We will not purchase capital equipment in case this does not work.
230
231 C. Wilson: Safety and security are major concerns. Will some of the \$25,000 be used for this?
232
233 D. Winterton: On our list, safety is the second item. If it is needed, we will purchase a refrigerator with a
234 lock for the campers' meds.
235
236 Chair Sullivan: If we need to spend more than the \$25,000, we could vote to do that.
237
238 C. Wilson: What about use of the equipment by non-campers?
239
240 D. Winterton: That could be discussed.
241
242 T. Archer: Sand volleyball might be available to town residents beyond the campers.
243
244 C. Wilson: When will you look at going beyond one year?
245
246 T. Archer: It takes between one and three years to build up a good staff. We will send surveys to the
247 parents to get feedback on the program.
248
249 Chair Sullivan: We would expect a mid-year update.
250
251 C. Wilson: If this is not approved, is there a plan B?
252
253 D. Winterton: No
254
255 Barb Brennan, 29 Pleasant Street: I want to propose another location for this program, not for this year
256 because it is too late, but perhaps starting next year. I am the Chairman of the Hooksett Community

257 Food Pantry, which began operating in 2009. Confidentiality and respect for our clients are important.
258 Beginning in 2010, we offered snacks and lunches for the tuition-assisted campers. This worked well
259 until last year when the kitchen was left messy, the campers were not using our services, and
260 confidentiality was hindered. The program has outgrown Town Hall, and I want to suggest Hooksett
261 Memorial School for a new location. I offer these eight reasons:

- 262 • There is ample parking.
- 263 • Parents can enter and drop off campers at the back of the school.
- 264 • Outside gates can be locked during the day.
- 265 • The gym, cafeteria and a multi-purpose room are air conditioned.
- 266 • Hallways to the classrooms can be locked.
- 267 • The playground and fields can be used for camping activities.
- 268 • Town Hall business will not be disrupted and campers will not risk injury in the parking lot.
- 269 • Other programs can use the gym at Town Hall.

270
271 Sarah MacKey, 39 Joanne Drive: Safety is my major concern. Last year children escaped. What is
272 different about this program? What kind of training will the counselors have? Also, you will be taking
273 away from others in town the opportunity to use tennis courts and basketball courts, for example.

274
275 T. Archer: Visitors are always screened. They are not allowed to walk around on their own. We can't
276 share areas; it isn't safe. Attendance is taken often.

277
278 Dave McPherson, 28 Springwood Drive: I am a member of the Parks & Rec Advisory Committee,
279 though I am not speaking for the Committee this evening. My thanks to Mr. Winterton for putting this
280 together. The YMCA makes it more attractive. My concerns are with security and safety. This is a public
281 park.

282
283 T. Archer: Some of our training takes place here so that our counselors are familiar with the area. Many
284 will have CPR and first aid training. Two or three of the head staff will have walkie-talkies.

285
286 B. McKenney: The Allard Center has lots of abutters. We drill for all sorts of things, including fire,
287 thunderstorms, and lost children.

288
289 D. McPherson: In March we will be voting on a full-time Parks & Rec director. What type of relationship
290 do you have with the directors in Manchester and Goffstown?

291
292 B. McKenney: We are not competing; we are a non-profit organization. We desire a good relationship
293 with Parks & Rec directors, which we have in Manchester and Goffstown. It can be characterized as a
294 partnership.

295
296 R. Duhaime: You said it takes one to three years to develop a good program. Would you expect to have
297 a CIT program by then?

298
299 T. Archer: A CIT program requires staff retention. Hopefully, that will happen and we can have a CIT
300 program.

301
302 D. McPherson: What about the gap between ages 13 and 15?

303
304 B. McKenney: For them, we have a leadership training program.

305
306 S. MacKey: Did you look at any other organizations?

307

308 D. Winterton: No, I did not. There was a time squeeze, and I didn't know where else to go.
309
310 *T. Tsantoulis motioned that the Town of Hooksett enter into an agreement with Granite YMCA to*
311 *operate a summer recreational camp program and to authorize the Town Council Chair and*
312 *Acting Town Administrator to sign the agreement. A. Walczyk seconded the motion.*
313
314 D. Ross: I feel rushed. Most of this I am seeing for the first time. Our procedure is to hear about
315 something, to talk about it, and to take action at another meeting. Is there a reason why we have to
316 decide now?
317
318 D. Winterton: I appreciate the comments of Mr. Ross. The contract was finalized this morning. I have a
319 50-year relationship with Mr. Archer from when we were both involved at the same camp.
320
321 T. Archer: A delay will delay registration.
322
323 B. McKenney: It will also delay the hiring of staff.
324
325 T. Tsantoulis: This is time-sensitive; we won't be rushed next year.
326
327 Chair Sullivan called for a roll call vote.
328
329 **Roll Call Vote #1**
330 *J. Giotas Yes*
331 *T. Tsantoulis Yes*
332 *J. Levesque Yes*
333 *A. Walczyk Yes*
334 *R. Duhaime Yes*
335 *J. Durand Yes*
336 *D. Ross Yes*
337 *J. Sullivan Yes*
338 *Voted unanimously in favor (8-0)*
339
340 J. Giotas: Do we need a motion to approve the spending of \$25,000 for equipment?
341
342 D. Winterton: No, it is in the agreement. As we actually spend the money, I will bring that information to
343 the Council.
344
345 **APPROVAL OF MINUTES**
346
347 **Public: 01/23/2019**
348
349
350
351 *T. Tsantoulis motioned to approve the minutes of the January 23, 2019 meeting as amended. R.*
352 *Duhaime seconded the motion.*
353 *Voted unanimously in favor.*
354
355
356 **Non-Public: 01/23/2019**
357
358
359 *R. Duhaime motioned to approve the minutes of the January 23, 2019 non-public session. D.*
360 *Ross seconded the motion.*

Voted unanimously in favor.

Public: 01/28/2019

*R. Duhaime motioned to approve the minutes of the January 28, 2019 meeting as amended. T. Tsantoulis seconded the motion.
Voted unanimously in favor.*

Non-Public: 01/28/2019

*R. Duhaime motioned to approve the minutes of the January 28, 2019 non-public session. D. Ross seconded the motion.
Voted unanimously in favor.*

D. Winterton: I have recorded for viewing the minutes of the January 28, 2019 meeting, as the recorder was not turned on, due to an error on my part.

PUBLIC HEARINGS

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.

Chief Bouchard: This is second part of a three-part grant. It helps pay overtime for Jason going back and forth to Boston for Timber's training. There is now between \$38,000 and \$42,000 in the K-9 trust fund. Timber will be going again for more training and we plan to apply for another grant for that. The Stanton Foundation has already contributed \$25,000 for Timber's initial training.

D. Ross: What is the Stanton Foundation?

Chief Bouchard: It funds activities which help develop good relationships between humans and dogs. They are especially interested in K-9 units.

CONSENT AGENDA (This item was taken up during Special Recognitions.)

Donation of a School House Style Clock from William (Bill) Shackford and the Shackford Family

TOWN ADMINISTRATOR'S REPORT

D. Winterton: Captain Stalker is excited to have been selected as a medic for Southern NH Special Operations. He has wanted to do it for a long time. It's no wonder he was selected for the "40 under 40" distinction.

D. Winterton: My compliments to Chief Bouchard regarding the Police Department's handling of the recent double homicide in Hooksett. Kudos to the Fire Department as well. Both departments handled everything very well.

D. Winterton: Merchants Motors is opening new corporate headquarters in Hooksett for their leasing operation. The Economic Development presentation from the State emphasized the importance of

420 keeping existing businesses in town. The Singer family and Merchants Motors are great Hooksett
421 citizens and we thank them for all they do.
422

423 D. Winterton: Lastly, I am going to steal the Fire Chief's thunder and announce a donation from SNHU
424 of \$200,000 for the purchase of a ladder truck and an additional \$3,000 so that Assistant Chief Colburn
425 can travel to Alabama and inspect a ladder truck which is available for purchase.
426
427
428
429

430 **RECESS**

431 Chair Sullivan called for a five-minute recess.
432

433 **OLD BUSINESS**

434
435
436
437 **Southern New Hampshire University Surety Release (Tabled at 1/23/19 TC Meeting)**
438

439 *D. Ross motioned to remove this item from the table. R. Duhaime seconded the motion.*
440 *Voted unanimously in favor.*
441

442 B. Thomas: I have checked on the list of projects, using the maps of which you have copies. I have
443 created a list of all bonds which need to be released, removing one which is not due for release yet.
444

445 Chair Sullivan: Does this memo and list meet our needs?
446

447 D. Ross: Yes. We also need a mechanism for releasing bonds. Too often, fences have fallen and trees
448 have died.
449

450 B. Thomas: The staff will look into developing that.
451

452 Chair Sullivan: If we have a consensus, we can entertain a motion to release the bonds.
453

454 *D. Ross motioned to release SNHU surety bonds in the amount of \$350,157.22. A. Walczyk*
455 *seconded the motion.*
456

457 A roll call vote was taken.
458

459 **Roll Call Vote #2**

460 ***R. Duhaime* Yes**

461 ***J Durand* Yes**

462 ***D. Ross* Yes**

463 ***J. Levesque* Yes**

464 ***A. Walczyk* Yes**

465 ***J. Giotas* Yes**

466 ***T. Tsantoulis* Yes**

467 ***J. Sullivan* Yes**

468 ***Voted unanimously in favor (8-0)***
469
470

471 **All Season Sidewalk Tractor Warranty Information**
472

473 E. LaBonte: I will address the items you asked me to look into at your last meeting. Regarding a blown
474 hydraulic line, that would be covered under the warranty if not cause by negligence or accident. I
475 looked at extending the warranty for five years. It will cost an additional \$5,000.

476
477 R. Duhaime: Operator error is going to come in to play. I will sleep better with a five-year warranty. I
478 recommend you do one last check just before the warranty expires.

479
480 D. Ross: This is covered by EPIC Assurance, an underwriter. Do you know how long they have been in
481 business and if the warranty covers corrosion?

482
483 E. LaBonte: This tractor will not corrode in five years, but I can check on the corrosion coverage. I don't
484 know how long EPIC has been in business.

485
486 J. Levesque: If you steam clean it, you won't have corrosion.

487
488 J. Giotas: You had a two-year warranty. Are you adding three more years for \$5,000?

489
490 E. LaBonte: That is correct.

491
492 *T. Tsantoulis motioned to approve the 60-month warranty in the amount of \$5,165.37 for the*
493 *2018 Holder C270 sidewalk tractor provided by the vendor, Chadwick-Baross and covered by*
494 *EPIC Assurance to be drawn out of the State Highway Block Grant donation. J. Levesque*
495 *seconded the motion.*

496
497 A roll call vote was taken.

498
499 **Roll Call Vote #3**

500 **J. Giotas** Yes

501 **D. Ross** Yes

502 **A. Walczyk** Yes

503 **J. Durand** Yes

504 **R. Duhaime** Yes

505 **T. Tsantoulis** Yes

506 **J. Levesque** Yes

507 **J. Sullivan** Yes

508 ***Voted unanimously in favor (8-0)***

509
510

511
512 **Deliberative Session 02/02/19**

513

514 Chair Sullivan: The Deliberative Session went well. There was no confusion. Turnout was 131 and the
515 new set-up worked better. Legal counsel was helpful. My only suggestion is that speakers from the
516 audience go to the side so that they are facing both the audience and us.

517

518 R. Duhaime: I liked having the Moderator in the middle rather than on one side. The Session was well-
519 attended. Seniors showed up and added \$49,000 for hydrants for retirement communities.

520

521 **NOMINATIONS AND APPOINTMENTS**

522 **Parks and Recreation Advisory Board - Andy Janosz - Term Expiring 6/30/2019**

523

524

525 ***J. Giotas motioned to appoint Andy Janosz to the Parks and Recreation Advisory Board, term***
 526 ***expiring June 30, 2019. T. Tsantoulis seconded the motion.***
 527

528 R. Duhaime: You are an abutter to the Town Park and might have to recuse yourself from voting at
 529 times.
 530

531 A. Janosz: If the issue was for my benefit, I would recuse myself.
 532

533 R. Duhaime: I look forward to working with you.
 534

535 ***Voted unanimously in favor.***
 536

537
 538
 540 **Town Administrator Search Update**
 541

542 D. Fitzpatrick: On February 6, 2019, MRI posted the ad they created for us. It is on the home page of
 543 our town website, in the Union Leader, and other municipal locations. March 6, 2019 is the deadline.
 544 The ad was sent to department heads for internal posting. On February 7, 2019, MRI established a
 545 website for comments regarding the skills and traits needed for this position, as well as the challenges
 546 facing the town. It is hooksettrecruitment@mrigo.com. Comments may be made confidentially. MRI
 547 would like to have a 30-minute phone conversation with each Town Councilor, and you should have
 548 received information about that via email. They want to gather as much information as possible.
 549
 550

551 **NEW BUSINESS**
 552

553 **Quarterly Financial Report for December 31, 2018**
 554

555 C. Soucie: As of the end of December 2018, 51% of the operating budget was spent. The mid-year
 556 spike in spending for the 2017-2018 budget was attributed to the bridge project. At the end of
 557 December 2018, 60% of the revenue had been collected. All major revenue accounts are up. We
 558 budget revenue conservatively because of the effect on the fund balance. The Highway portion of
 559 Public Works is at 55% for spending due to encumbered paving projects. The Fire-Rescue Department
 560 will have to find \$20,000 to pay for hydrant rental increases. Their vehicle maintenance line is 91%
 561 spent, as they have required numerous repairs, especially for corrosion. Recycling struggles with
 562 tipping fees, which have gone up. This will have to be monitored. Block 5, the IT firm we hired, gave us
 563 an extensive list of items which should be addressed, and we are working to address urgent things as
 564 recommended. Building Department revenues were at 76% at the end of 2018, due to the fact that they
 565 now collect gas permits. This added \$20,000 to their revenue. Ambulance calls were up 10%, while
 566 collections are down 4%.
 567

568 Chair Sullivan: I am closing the public hearing at 8:47 pm.
 569

570 **Motion to accept \$14,000.00 in grant money from the Stanton Foundation, to the Town of**
 571 **Hooksett for the Hooksett Police Department K-9 trust fund**
 572

573
 574 ***R. Duhaime motioned to accept \$14,000.00 in grant money from the Stanton Foundation, to the***
 575 ***Town of Hooksett for the Hooksett Police Department under RSA 31:95-b, III (a) and to return***
 576 ***said amount to the police department K-9 trust fund. T. Tsantoulis seconded the motion.***
 577

578 ***Voted unanimously in favor.***
 579

581 **Motion to raise the hourly special detail rate charged to \$70.00 per hour with a 4-hour minimum.**
 582 **After 8 hours, time and a half will be charged. When a detail falls on a holiday, the company will**
 583 **be charged holiday rate, which is time and a half, \$105.00. Cruiser rates will remain \$20.00 per**
 584 **hour with no minimum and rates will be rounded to the nearest hour. Effective March 1, 2019.**
 585

586 Chief Bouchard: I reviewed documentation regarding our detail rate. It is currently at \$52.00, an amount
 587 set by the Police Commission in 2010. This is not even covering the officer on the detail. I looked at
 588 wage study information in order to arrive at a reasonable amount. We are supposed to build the fund,
 589 and it should be self-funded. This could be used to pay officers for Old Home Day and for Election Day,
 590 so instead of paying them overtime with taxpayer dollars, they could be paid from this fund. The fund
 591 could also be used to purchase a vehicle for the exclusive use of details, again saving taxpayer money.
 592

593 D. Ross: Do you always use a vehicle for details?
 594

595 Chief Bouchard: No, we do not. As an example, officers doing hockey game details are dropped off and
 596 picked up.
 597

598 ***D. Ross motioned to raise the hourly special detail rate charged to \$70.00 per hour with a 4-hour***
 599 ***minimum. After 8 hours, time and a half will be charged. When a detail falls on a holiday, the***
 600 ***company will be charged holiday rate, which is time and a half, \$105.00. Cruiser rates will***
 601 ***remain \$20.00 per hour with no minimum and rates will be rounded to the nearest hour.***
 602 ***Effective March 1, 2019. T. Tsantoulis seconded the motion.***
 603 ***Voted unanimously in favor.***
 604
 605
 606

607 **Scale Replacement Bid Acceptance for Recycling & Transfer Department**
 608

609 E. LaBonte: This is a rebid for a concrete pad scale. One vendor claimed not to have received all of the
 610 information, so we had a mandatory meeting and only those vendors attending were allowed to bid. We
 611 chose Fairbanks, at a price of \$66,000. The Town voted to appropriate \$65,000 from the Solid Waste
 612 Disposal Special Reserve Fund, so the balance of \$1,000 will come from the budget.
 613

614 ***D. Ross motioned to accept the bid from Fairbanks in the amount of \$66,000, which includes pit***
 615 ***repairs and site work, for a new vehicle scale for the Recycling and Transfer Station. The Town***
 616 ***voted to raise and appropriate \$65,000, with funds coming from the Solid Waste Disposal***
 617 ***Special Revenue Fund. The remaining amount would come from the budget. T. Tsantoulis***
 618 ***seconded the motion.***
 619

620 A roll call vote was taken.
 621

622 **Roll Call Vote #4**

623 **A. Walczyk Yes**

624 **J. Levesque Yes**

625 **D. Ross Yes**

626 **R. Duhaime Yes**

627 **J. Durand Yes**

628 **T. Tsantoulis Yes**

629 **J. Glotas Yes**

630 **J. Sullivan Yes**

631 ***Voted unanimously in favor (8-0)***
 632

633
634

636 **Radio Purchase for new Fire-Rescue Pumper**

637

638 Chief Burkush: There is a long lead time for ordering radios. These will be installed in the Fire-Rescue
639 Pumper. We are authorized to use impact fees for this expense because of interoperability. This is a
640 State bid price.

641

642 *R. Duhaime motioned to approve the radio purchase for the new Fire-Rescue Pumper in the*
643 *amount of \$11,018.25, this amount to come from impact fees. A. Walczyk seconded the motion.*
644

645 T. Tsantoulis: I thought these were portable radios.

646

647 Assistant Chief Colburn: The mobile radio is in the truck; we also use portables. It is better to have the
648 manufacturer install them because they know where they can safely run the connections. We are
649 allowed to use impact fees for the radios because Manchester located their new building where they
650 did.

651

652 J. Durand: Is this for the purchase of two radios for one truck?

653

654 Assistant Chief Colburn: We run two mobile radios – one in the cab and one in the pump panel.

655

656 A roll call vote was taken on the motion.

657

658 **Roll Call Vote #5**

659 *T. Tsantoulis No*

660 *D. Ross Yes*

661 *R. Duhaime Yes*

662 *A. Walczyk Yes*

663 *J. Levesque Yes*

664 *J. Durand Yes*

665 *J. Giotas Yes*

666 *J. Sullivan Yes*

667 *Voted in favor (7-1)*

668
669

671 **Ladder Truck Discussion**

672

673 Chief Burkush: Mr. Winterton deserves the credit on this because he was able to make an appointment
674 with the president of SNHU. We have located a truck we would like to purchase, using the matching
675 funds generously offered by SNHU. There are not a lot of these trucks available, so Assistant Chief
676 Colburn will go over the details with you.

677

678 Assistant Chief Colburn: I did a lot of research to see what is out there. The truck we purchase has to
679 have water; it can't be dry truck. We found this Quint 2007 in Texas. Since it is from the south, it has
680 not been in salt. The ladder extends to 100 feet, versus the 75 feet we have now. Those selling the
681 truck flip their fleet every ten years, so this is not being sold because it has problems. It is available at
682 the end of March. It is in good shape and fits what we need. We would need a few changes because of
683 the way Hooksett operates. I talked with the assistant chief at the station selling the truck, and there is
684 nothing alarming in the maintenance history. It has \$60,000 miles on it, which is what our truck has.

685

686 T. Tsantoulis: What is the purchase price?

687
688 Assistant Chief Colburn: The price is \$395,000.
689
690 Chief Burkush: We have \$95,000 in the apparatus fund now. We would trade engine 3 for \$80,000, and
691 would need to find about \$25,000. This would match the SNHU donation.
692
693 J. Durand: What is the cost to the town? What is trade-in value of the old truck?
694
695 Chief Burkush: The cost to the town is \$25,000. I will talk about the disposition of the old truck later.
696
697 J. Giotas: How will they move it up here?
698
699 Chief Burkush: Someone will deliver it.
700
701 J. Giotas: How will you check it out?
702
703 Chief Burkush: SNHU will send Assistant Chief Colburn and one other department member to look at it
704 in Alabama.
705
706 Assistant Chief Colburn: I want to pump test it and check it thoroughly.
707
708 J. Durand: Will the \$400,00 cover decals?
709
710 Assistant Chief Colburn: All modifications are covered in the price of \$395,000.
711
712 J. Durand: What would it cost to repair the existing ladder truck?
713
714 Assistant Chief Colburn: The estimate is \$180,000 and the work would have to be done by the
715 manufacturer, KMI.
716
717 Chief Burkush: The sooner we say 'yes' the better. They will need 90 days to do the work needed. One
718 benefit is that the Planning Board and ZBA will have no more issues regarding violation of ordinances.
719
720 Assistant Chief Colburn: They will provide a major components warranty for one year. We asked for a
721 second year on the motor and they agreed. Brindlee Mountain Fire Apparatus, Inc. has a good
722 reputation for standing behind their warranties.
723
724 R. Duhaime: Does it have galvanized steel? I am concerned about salt issues.
725
726 Assistant Chief Colburn: It does not have galvanized steel. It is an older truck – 2007 – and corrosion is
727 not an issue in most parts of the south.
728
729 R. Duhaime: A salt corrosion management plan is needed. If you purchase this vehicle, it should be run
730 on a limited basis, not for medical emergencies. It is very expensive.
731
732 D. Winterton: SNHU was very happy about the 100-foot ladder.
733
734 A. Walczyk: Gentlemen, thanks for doing the research and for rehashing everything we have talked
735 about over the past couple of months.
736

737 D. Ross: This is a great idea and a rare opportunity. I say go ahead. We will see what we can recoup
738 from the old truck. I can see why SNHU would be pleased.
739
740 J. Levesque: This sounds good. It would be a good idea to have it inspected in advance.
741
742 Assistant Chief Colburn: It will have a UL inspection by a third party.
743
744 T. Tsantoulis: We have a warrant article for a ladder truck. The voters might be disillusioned or
745 confused by this. The warrant article specifically references the need for a ladder truck.
746
747 Chief Burkush: Warrant Article #5 does not mention a ladder truck. The ladder truck is only mentioned
748 in the additional information, the explanation. The article is for fire apparatus. The additional information
749 says that we are looking to replace the ladder truck because the existing one has been out of service
750 for over six months due to extensive corrosion.
751
752 T. Tsantoulis: I don't want to be party to a shell game.
753
754 J. Giotas: An under-wash mechanism with a lift might be a good investment for all town vehicles, not
755 just for the Fire Department.
756
757 Assistant Chief Colburn: Yes, it would. We are doing what we can with what we have. Corrosion has
758 been a problem in lots of towns. We take this seriously.
759
760 D. Winterton: We wouldn't be having this discussion if SNHU hadn't come forward. The Fire
761 Department has worked hard to find this. If it lasts only three years, it is better than renting at \$60,000
762 per year.
763
764 Chair Sullivan: I am looking for consensus via a straw vote. We will have a public hearing at the next
765 meeting.
766
767 ***By a show of hands, the straw vote was unanimous.***
768
769 ***D. Ross motioned to extend the meeting. J. Sullivan seconded the motion.***
770 ***Voted unanimously in favor.***
771
772
773 **NON-PUBLIC SESSION**
774
775 NH RSA 91-A:3 II (c) Matters which, if discussed in public, would likely affect adversely the reputation of
776 any person, other than a member of the public body itself.
777
778 NH RSA 91-A:3 II (e) Consideration or negotiation of pending claims or litigation which has been
779 threatened in writing or filed by or against the public body or any subdivision
780 thereof, or by or against any member thereof because of his or her membership in such public body,
781 until the claim or litigation has been fully adjudicated or otherwise settled.
782 Any application filed for tax abatement, pursuant to law, with anybody or board shall not constitute a
783 threatened or filed litigation against any public body for the purposes of
784 this subparagraph.
785

786 *J. Sullivan motioned to enter non-public session of 02/13/19 at 9:48pm per NH RSA 91-A:3 II (c) & (e).*
787 *Seconded by T. Tsantoulis.*
788

789 Roll Call #6

790 J. Durand – yes
791 J. Levesque – yes
792 D. Winterton – yes
793 J. Giotas – yes
794 D. Ross – yes
795 T. Tsantoulis – yes
796 A. Walczyk – yes
797 R. Duhaime – yes
798 J. Sullivan – yes
799 *Vote in favor (9-0).*
800

801 *J. Giotas motioned to exit non-public session of 02/13/19 at 10:11pm. Seconded by T. Tsantoulis.*
802 *Vote unanimously in favor (8-0).*

803 *J. Sullivan motioned to seal the non-public session minutes of 02/13/19 except for Discussion #1 Mt. St.*
804 *Mary's Condo – St. Mary's Bank Interpleader Case. Seconded by T. Tsantoulis.*
805 *Vote unanimously in favor (8-0).*
806

807 PUBLIC SESSION

808 Non-public session 02/13/19 minutes not sealed: Discussion #1 Mt. St. Mary's Condo – St. Mary's Bank
809 Interpleader Case minutes:
810

811 D. Winterton: Provided overview of the Mt. St. Mary's Condo – St. Mary's Bank Interpleader Case to the Town
812 Council.
813

814 *J. Sullivan motioned to authorize legal counsel to enter into a stipulation that St. Mary's Bank is entitled*
815 *to the requested amount of \$2,344.16 in the pending interpleader case.*
816 *Seconded by R. Duhaime.*
817 *Vote unanimously in favor (8-0).*
818

819 ADJOURNMENT

820 *J. Sullivan motioned to adjourn the public session of 02/13/19 at 10:15pm. Seconded by J. Levesque.*
821 *Vote unanimously in favor (8-0).*
822
823

824 Kathleen Donnelly

825 Recording Secretary
826

Town Council
STAFF REPORT



To: Town Council
Title: Public hearing to accept \$203,000.00 from Southern New Hampshire University to the Town of Hooksett for the Hooksett Fire-Rescue to purchase a Ladder Truck.
Meeting: Town Council - 27 Feb 2019
Department: Fire and Rescue
Staff Contact: James Burkush, Chief of Hooksett Fire&Rescue

BACKGROUND INFORMATION:

The Hooksett Town Council will be holding a public hearing on Wednesday, February 27, 2019 @ 6:00pm at the Hooksett Town Hall Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to accept a \$203,000.00 donation from Southern New Hampshire University, to the Town of Hooksett for the Hooksett Fire-Rescue Department per RSA 31:95-b, III (a) and return said amount to the Fire-Rescue to purchase a Ladder Truck. For documentation or questions contact the Hooksett Fire-Rescue Department at 603-623-7272.

SNHU is offering a \$200,000.00 donation for the purchase of a Ladder Truck and \$3000.00 for travel and lodging for staff to inspect the truck.

FINANCIAL IMPACT:

Donation

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.

Town Council
STAFF REPORT



To: Town Council
Title: Nominations and Appointments - February 2019
Meeting: Town Council - 27 Feb 2019
Department: Administration
Staff Contact: Nick Germain, Project Coordinator

BACKGROUND INFORMATION:

The Conservation Commission currently has two slots open. A Commissioner's seat and an Alternate position.

Mr. Robert Better of Hooksett submitted his application on February 13th for consideration as the alternate. He currently stands as a member of Bear-Paw and is a member of the Society for Protection of New Hampshire Forests.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Nominate Mr. Better to the Alternate position expiring 6/3/2021

SUGGESTED MOTION:

I nominate Mr. Better to a term as an Alternate of the Conservation Commission expiring June 30th, 2021.

ATTACHMENTS:

Nominations and Appointments - February 2019

Open Appointed Board and Committees (2019)

Mr. Better Application

Fraud Policy - Mr. Better

Nominations – February

None

Appointments - February

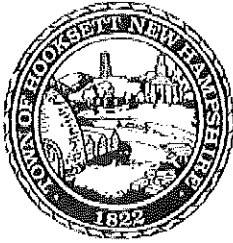
None

<p style="text-align: center;">Town of Hooksett Available Appointed Positions</p>

Entity	Available Positions	Expiration	Contact Town Staff
Conservation Commission	Alternate Commissioner	6/30/2021	Community Development
	Commissioner		
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	Community Development
Southern New Hampshire Planning Commission	(1) Representative	6/30/2022	Community Development
			Last updated 2/14/2019

These are unpaid volunteer positions. If interested in being nominated for an appointed position, please fill out the volunteer application form and send it to:

Town of Hooksett, Administration Department, 35 Main Street, Hooksett, NH 03106



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: _____

Name: ROBERT T. BETTER Phone: 268-0608

Address: 1465 HOKSETT RD. #143 HOOKSETT 03106

Email Address: bobbetter1@mysailpoint.net

Signature: [Handwritten Signature]

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?

<input checked="" type="checkbox"/> Conservation Commission	<u>ALTERNATE</u>
<input type="checkbox"/> Economic Development Advisory Committee	_____
<input type="checkbox"/> Heritage Commission	_____
<input type="checkbox"/> Parks & Recreation Advisory Board	_____
<input type="checkbox"/> Planning Board	_____
<input type="checkbox"/> Recycling & Transfer Advisory Committee	_____
<input type="checkbox"/> Town Hall Preservation Committee	_____
<input type="checkbox"/> Zoning Board of Adjustment	_____
<input type="checkbox"/> Other (Please specify.) _____	_____
_____	_____
_____	_____

How long have you been a resident of Hooksett?

10+ YEARS

Why are you seeking this position? BEING A MEMBER OF BEAR-PAW ^{IN} THE SOCIETY FOR THE PROTECTION OF NH FORESTS, I HAVE AN INTEREST IN THE PRESERVATION OF PUBLIC LANDS.

Do you have any specific goals or objectives?

TO ASSIST IN THE VARIOUS AGENCIES NOTED ABOVE TO ACCOMPLISH THE GOALS IN HOOKSETT

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

I HAVE TAKEN 2 COURSES IN INSPECTION & NAVIGATING CONSERVED LAND. I ALSO ENJOY THE OUTDOORS. I BELONG TO THE HOOKSETT PHOTO CLUB.

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

MY WIFE & I TRAVEL A LOT.

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

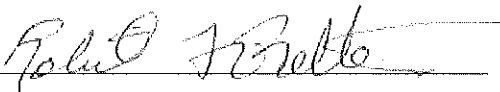
35 Main Street
Hooksett, NH 03106

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.

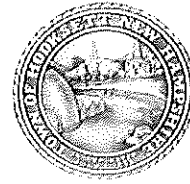
Signature: 

Print Name: ROBERT T. PETER

Date Signed: 2-14-2019

Department Head Signature: _____

Town Council
STAFF REPORT



To: Town Council
Title: To accept \$203,000.00 from Southern New Hampshire University to the Town of Hooksett for the Hooksett Fire-Rescue to purchase a Ladder Truck.
Meeting: Town Council - 27 Feb 2019
Department: Fire and Rescue
Staff Contact: James Burkush, Chief of Hooksett Fire&Rescue

BACKGROUND INFORMATION:

SNHU is offering a \$200,000.00 donation for the purchase of a Ladder Truck and \$3000.00 for travel and lodging for staff to inspect the truck

FINANCIAL IMPACT:

Donation

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Recommendation to accept \$203,000 donation from SNHU to Town of the Hooksett Fire Rescue Department for the purpose of purchasing a ladder truck.

SUGGESTED MOTION:

Motion to accept \$203,000.00 donation from Southern New Hampshire University, to the Town of Hooksett for the Hooksett Fire-Rescue at the Town Council meeting for the acceptance of this donation per RSA 31:95-b III (a) and return said amount to the Fire-Rescue to purchase a Ladder Truck.

CONCUR
+ TARRANT

SNHU

Town Council
STAFF REPORT



To: Janet Bouchard - Police Chief
Title: Approval to purchase a Xybix Dispatch Work Station at the cost of \$48,762.98 using unexpended funds from the wage line.
Meeting: Town Council - 27 Feb 2019
Department: Police Department
Staff Contact: Janet Bouchard, Police Chief

BACKGROUND INFORMATION:

The current workstations in the dispatch center are original from when the building was built. They are worn and outdated and in need of repair. Due to their age, there are no longer replacement and/or repair parts available to make repairs. The proposed system has been designed from the actual specifications of the new dispatch center. They include a panel system, adjustable table worksurfaces, monitor mounts, and power stations. The proposal also includes all cables that are required for the equipment that will be mounted onto the workstations. The workstations are heated and cooled and have adjustable heights, which makes them more ergonomic and improves employee health as these are used 24 hours a day, 7 days a week. Quotes from three different providers were sought, only two were received. Quote information and powerpoint presentation will be shown at the Town Council meeting.

FINANCIAL IMPACT:

48,762.98

POLICY IMPLICATIONS:

none

RECOMMENDATION:

SUGGESTED MOTION:

Motion to approve the purchase of the Xybix Dispatch Work Station System at a cost of 48,762.98 using unexpended funds from the police department full-time wage line.

TOWN ADMINISTRATOR'S RECOMMENDATION:

ATTACHMENTS:

20190214144306091

CONCUR

Xybix Systems, Inc.
8207 SouthPark Circle
Littleton, CO 80120
Phone: 303-683-5656
Fax: 303-683-5454
Kristiner



Quote

Quote Number: 23004

Quote Date: 2/12/2019

Revision: E

Orig Create Date: 6/1/2018

Expires: 5/13/2019

Opp #: 0016073

Page: 1 of 4

Terms: 50% DEP;40% INSTALL;10% PUNCH

Quote To: Acct: HOOPOLHONH Hooksett Police Department 15 Legends Drive 4th Floor Hooksett NH 03106	Ship To: Hooksett Police Department 15 Legends Drive 4th Floor Hooksett NH 03106 Sales Person: SUSANNE LOTTIE Rep Phone: Email: susannel@xybix.com
--	---

Standard 2018
Eagle Line

02.12.2019 - Drawing R5 ~kmr
01.11.2019 - Drawing R4 ~kmr
11.21.2018 - Drawing R3 ~kmr
06/05/2018: Drawing R2 -esh
06/01/2018: Drawing R1 -esh

Xybix is not registered to collect sales tax in the state of (NH) and any sales tax due on your transaction will need to be paid directly by you to your State agency (this is commonly referred to as USE Tax).

Line	Part Number	Description	Qty	U/M	List Ea	Disc%	Disc Price	Net Price
1.00	12343.	Panel System Priced by the Linear Foot: Grade 3 Fabric 12343-1-SS - 42-48in - 15.5 LF @ 199 12343-1-DS - 42-48in - 35.5 LF @ 270 12344-1-SS - 65in - 0 LF @ 267 12344-1-DS - 65in - 0 LF @ 372 Upper Tiles Fabric Color: TBD Grade 3 G3 Lower Tiles Fabric Color: TBD Grade 3 G3 Panel Trim Color: Black	1.0	EA	\$12,669.50	36	\$8,108.48	\$8,108.48
2.00	14486-3D.	Adj. Table Worksurface - Corner Dual Surface - 72L x 72R 10 RV - Cable Management Included	2.0	EA	\$2,179.00	50	\$1,089.50	\$2,179.00
2.01	14494-3D.	Adj. Table Worksurface - Straight Single Surface - 72W x 30D - Cable Management Included	1.0	EA	\$1,121.00	50	\$560.50	\$560.50
3.00	15844	T3S Table Base for 72X/2 Corner Worksurface	2.0	EA	\$6,639.00	50	\$3,319.50	\$6,639.00
3.01	15699	T3 Table Base	1.0	EA	\$2,478.00	50	\$1,239.00	\$1,239.00
4.00	12757-3D.	Monitor Mount 2 - Rollervision - 1HI - Corner Dual Surface - 72L x 72R 10 RV 12076 - Std VESA Mount Qty = 4 Total: \$1066 16126 - Std VESA Mount 2 HI 1 Knuckle Qty = 3 Total: \$1104	2.0	EA	\$3,927.00	50	\$1,963.50	\$3,927.00

QuotForm:001:00

Xybix Systems, Inc.
8207 SouthPark Circle
Littleton, CO 80120
Phone:303-683-5656
Fax:303-683-5454
kristiner



Quote

Quote Number: 23004

Quote Date: 2/12/2019

Revision: E

Orig Create Date: 6/1/2018

Expires: 5/13/2019

Opp #: 0016073

Page: 2 of 4

Terms: 50% DEP;40% INSTALL;10% PUNCH

4.01	13797.	Monitor Mount - Post Mount - Straight - 2HI - 1Wide	32	1.0 EA	\$1,277.00	50	\$638.50	\$638.50
12076 - Std VESA Monitor Mount Qty = 2								
4.02	12831.	Monitor Mount 2 - Fixed on WS - - 1HI - Straight Single Surface - 72W x 30D -	35	1.0 EA	\$1,933.00	50	\$966.50	\$966.50
12076 - Std VESA Mount Qty = 5 Total: \$792								
5.00	11132	Ext. Audio Cable 3.5mm Jack Male/Female 25'	5	6.0 EA	\$38.00	50	\$19.00	\$114.00
5.01	16130-8	Datadock2 - Keyboard Snap-In Cable Organizer Includes: 8 - USB Ports 1 - RJ45 Port	0	2.0 EA	\$567.00	50	\$283.50	\$567.00
5.02	15532	Ext. Monitor Replacement Cable DVI-D Male/Male 8M (25')	7	17.0 EA	\$82.00	50	\$41.00	\$697.00
5.03	15822	Lift Case additional Energy Chains	28	2.0 EA	\$224.00	50	\$112.00	\$224.00
5.04	11683	Energy Chain 22-48 Monitor Surface	30	2.0 EA	\$238.00	50	\$119.00	\$238.00
5.05	11623	Ext. Cable USB Type A to Type A Keyboard/Mouse 3M (9' 10")	35	2.0 EA	\$35.00	50	\$17.50	\$35.00
6.00	11792-BLK	Power Bar - 10 Outlet With Black Sticker	8	4.0 EA	\$146.00	50	\$73.00	\$292.00
6.01	11792-OR	Power Bar - 10 Outlet With Orange Sticker	9	3.0 EA	\$146.00	50	\$73.00	\$219.00
6.02	14642	Power/Data Station, Power 3/ Data 2 RJ11 OR RJ45 outlets, plastic, black, 10' power cord, RJ45 socket	10	1.0 EA	\$282.00	50	\$141.00	\$141.00
7.00	15618	Task Light Pair LUX2 LED NO My Climate	20	2.0 EA	\$539.00	50	\$269.50	\$539.00
7.01	15280	Task Light Assembly Kit LED - Z-Bar Solo Mini Blk, Warm White	37	1.0 EA	\$487.00	50	\$243.50	\$243.50
8.00	15483	Shelf Under Surface 19W x 9D - Metal	12	2.0 EA	\$137.00	50	\$68.50	\$137.00
8.01	15476	Shelf Under Surface USB Charging Upgrade Assembly	13	2.0 EA	\$114.00	50	\$57.00	\$114.00
9.00	15620MCC	MyClimate Personal Climate Control With Forced Air Heat 250W X2 = 500W	31	3.0 EA	\$2,142.00	50	\$1,071.00	\$3,213.00
10.00	12033-3D.	Flip Top Return Worksurface - 18Wx36D	14	1.0 EA	\$485.00	50	\$242.50	\$242.50

QuoteForm:001-00

Xybix Systems, Inc.
8207 SouthPark Circle
Littleton, CO 80120
Phone:303-583-5656
Fax:303-683-5454
kristiner



Quote Number: 23004

Quote Date: 2/12/2019

Revision: E

Orig Create Date: 6/1/2018

Expires: 5/13/2019

Opp #: 0016073

Page: 3 of 4

Terms: 50% DEP;40% INSTALL;10% PUNCH

10.01	12033-3D.	Flip Top Return Worksurface - 30Wx36D	15	1.0 EA	\$485.00	50	\$242.50	\$242.50
10.02	12033-3D.	Return Worksurface - 36Wx36D	16	1.0 EA	\$485.00	50	\$242.50	\$242.50
10.03	12033-3D.	Return Worksurface - 48Wx36D	17	1.0 EA	\$485.00	50	\$242.50	\$242.50
10.04	12033-3D.	Return Worksurface - 30Wx36D	18	1.0 EA	\$485.00	50	\$242.50	\$242.50
11.00	16209	Cable Bridge Corner Angled Left Side	19	2.0 EA	\$215.00	50	\$107.50	\$215.00
11.01	16210	Cable Bridge Corner Angled Right Side	20	2.0 EA	\$215.00	50	\$107.50	\$215.00
11.02	15482-3D-F T.	CPU Cabinet - ERGO ACCESS Under Work Surface 18Wx33D With Flip Top Hinge	21	1.0 EA	\$1,218.00	50	\$609.00	\$609.00
11.03	15486-3D-F T.	CPU Cabinet - ERGO ACCESS Under Work Surface 30Wx33D With Flip Top Hinge	22	1.0 EA	\$1,478.00	50	\$739.00	\$739.00
11.04	13623-3D.	CPU Cabinet - Under Work Surface 36Wx33D with Sliding Shelf	23	1.0 EA	\$1,777.00	50	\$888.50	\$888.50
11.05	15894-HP	CPU Hanger, High Profile	24	2.0 EA	\$103.00	50	\$51.50	\$103.00
12.00	13644-3D.	Drawer Pedestal - Fixed - Bookcase Right - 18W - 6-6-12 Drawers 18W 22D -	25	1.0 EA	\$1,472.00	50	\$736.00	\$736.00
15.00	11765-3D-M S4.	Bookcase - 36W-21.5H-12D - Above WorkSurface With 4 Mailslots	26	1.0 EA	\$699.00	50	\$349.50	\$349.50
18.00	2235	Support - "L" Bracket 18"	27	1.0 EA	\$38.00	50	\$19.00	\$19.00
90.00	16139	Installers Kit Eagle Line	28	3.0 EA	\$-		\$0.00	\$0.00
99.00	OTHER	Other Charges & Services	29	1.0 EA	\$-		\$0.00	\$0.00

Line(27) - Miscellaneous Charge -

Freight - Full Truck Non-Taxable \$6,180.00

Installation - Non-Taxable \$6,465.00

List Price Total \$68,688.50

Lines Total: \$36,117.98

Line Miscellaneous Charges Total: \$12,645.00

Quote Total: \$48,762.98

QuotForm:001:00

Xybix Systems, Inc.
8207 SouthPark Circle
Littleton, CO 80120
Phone:303-683-5656
Fax:303-683-6154
kristiner



Quote

Quote Number: 23004

Quote Date: 2/12/2019

Revision: E

Orig Create Date: 6/1/2018

Expires: 5/13/2019

Opp #: 0016073

Page: 4 of 4

Terms: 50% DEP;40% INSTALL;10% PUNCH

Note 1:

All quoted taxes are estimated. Any applicable taxes, fees, permits, etc. must be added to this quote.

Note 2:

Where installation is listed on quote it is based in non-union labor and on one trip for installation only. Client is responsible for coordination of technicians and other Vendors/Contractors. Waiting time will be charged at the rate of \$75 per man hour straight time and \$115 per man hour for OT plus subsistence expenses. Additionally, this quote is based upon a remodel in an existing space and/or new building - completely finished with a Certificate of Occupancy. Any project where the General Contractor is still on the job is subject to additional charges.

We appreciate this opportunity to provide this quote. Our goal is to substantially improve working conditions for your valuable staff. We look forward to meeting with you to review this proposal in detail. In the meantime please don't hesitate to call us with any questions.

QuotForm:001:00

Town Council STAFF REPORT



To: Town Council
Title: Sandpro
Meeting: Town Council - 27 Feb 2019
Department: Public Works
Staff Contact: Earl Labonte, Director of Public Works

BACKGROUND INFORMATION:

The Public Works Department Recreation Division has been trying to purchase a replacement Sandpro (Infield Groomer) since 2016. Last year the Division, HYAA and the School District agreed to split the purchase price of this piece of equipment. In July 2018 the council was requested to approve the acceptance of the donations from all parties (attachment 1, Staff Summary and council minutes). Just after the acceptance, all parties were requested to provide their pledges. The School did, HYAA hasn't. The Acting Town Administrator has been helping to obtain the pledges. (E-mails attached). Time to order for delivery in time for the season is running out. Attachment 4 is a background paper addressing the issues with the Sandpro purchase. Attachment 5 is quotes for an infield groomer (only two companies responded to our request for quote). Attachment 6 is a picture of the existing Sandpro. Attachment 7 is manufacturer's brochure of the Sandpro.

FINANCIAL IMPACT:

Fiscal impact to the budget is the \$2901.66 (due to price update) for the towns share of the purchase as agreed to prior to August 2018

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

Due to the issues with receiving funds for the outside organizations, it is our recommendation that the Town Administrator authorize the use funds from the Revolving Recreation Fund for an amount not to exceed \$ 8,688 to address the HYAA commitment, this amount could be reduced by the amount received prior to the ordering of the Sandpro. Funds received from the HYAA after that date could be deposited into the Towns general revenue account for town use.

Recommendation 1: With the Town Administrator's concurrence, authorize the use of not to exceed \$8,688 from the Revolving Recreation Fund.

Recommendation 2: Authorize the expenditure of \$ 22,292.40 to purchase a Sandpro from Turf Equipment Solutions.

Recommendation 3: Consent to the purchase of the Sandpro for \$22,292.40.

SUGGESTED MOTION:

1. Motion to consent to the purchase of the Sandpro for \$22,292.40.
2. Motion to authorize expenditure of \$ 22,292.40 to purchase a Sandpro from Turf Equipment Solutions.

ATTACHMENTS:

20190220091938378

CONCURRENCE -
TIME SENSITIVE -
DEMONSTRATES NEED
RECREATION ADMINISTRATION
FOR HELP.

Staff Report

Donations towards the purchase of Sandpro Infield Groomer

8/22/18

Background Discussion of Issues	
The Parks and Recreation Department has an aging sandpro infield groomer that needs to be replaced. The following organizations will donate the following funds to put towards the groomer. The cost of the machine is \$22,488	
SAU (Cawley School)	will donate \$11,000.00
HYAA Softball	will donate \$ 4,344.00
HYAA Baseball	will donate \$ 4,344.00
The Town will have to pay \$2,800 from the Parks and Recreation Budget	
Recommendation (Including Suggested motion, if appropriate)	
I recommend that the Council accept the donation of \$19,688 (\$11,000 from the Hooksett School District, \$4,344 from HYAA Baseball and \$4,344 from HYAA Softball) to the Town of Hooksett for the Parks, Recreation and Cemetery Division of Public Works for the purchase of a Toro 3040 Sandpro (a baseball infield machine) per RSA 31:95-b III(a).	
Fiscal Impact	
\$2,800 will come from Parks and Recreation Budget	
Prepared By: Diane Boyce	
Town Administrator's Recommendation	
Concur	

99 Donna Fitzpatrick to check the following votes
100 R. Duhaime: (424 426) request that Diane post a weight limit on the road.
101
102 D. Winterton motioned to table the minutes of July 11, 2018. Seconded by D. Ross.
103 Vote unanimously in favor (T. Tsantoulis abstained)
104
105 D. Winterton motioned to approve the Workshop minutes of August 8, Seconded by R. Duhaime.
106 Line 139 -- Councilor Ross agrees that neighbors should be in the same district but this has to be
107 brought to the Supervisors of the checklist.
108 Line 195-196 Being of greater influence.
109 Vote unanimously in favor
110
111 Non-Public: 07/11/18
112 J. Sullivan motioned to table the non-public minutes of July 11, 2018. Seconded by D. Winterton.
113 Vote unanimously in favor
114
115 **PUBLIC HEARINGS**
116 J. Sullivan opened the public hearing and read.
117 Public hearing to accept the donation of \$19,688 (\$11,000 from the Hooksett School District,
118 \$4,344 from HYAA Baseball and \$4,344 from HYAA Softball) to the Town of Hooksett for the
119 Parks, Recreation & Cemetery Division of Public Works for the purchase of a Toro 3040
120 Sandpro (a baseball infield machine) per RSA 31:95-b III (a).
121
122 J. Boyce: This is a piece of equipment that we previously asked Council to encumber funds for. We
123 had a choice of a plow truck or the sand pro. We have a late '90s Sand Pro which is also used to
124 maintain the fields at the Cawley School. HYAA has agreed to donate most of the funds so it would
125 only be \$2800 from the Park and Rec Budget.
126
127 Public hearing to accept a \$25,000.00 grant from the Stanton Foundation, to the Town of
128 Hooksett for the Hooksett Police Department at the Town Council meeting for the acceptance of
129 this grant under RSA 31:95-b, III (a) and to return said amount to the police department K-9
130 trust fund.
131
132 J. Sullivan motioned to table the public hearing on the Stanton Foundation for a grant in the
133 amount of \$25,000. Seconded R. Duhaime.
134 Vote unanimously in favor.
135
136 J. Sullivan opened the public hearing and read:
137 Public hearing to accept \$10,596.43 donations (\$5,000 SNHU and \$5,596.43 citizens, business
138 owners and the Hooksett Police Association) to the Town of Hooksett for the Hooksett Police
139 Department per RSA 31:95-b, III (a) and to return said amount to the police department K-9
140 trust fund.
141
142 **CONSENT AGENDA**
143 **Donations**
144 Donation of the food, drinks and paper products with a combined estimated
145 value of less than \$2,000.00 from Cup Cake Fairy USA, Poultry Products Northeast, Froinhofer's
146 Bakery Outlet, Walmart, Hannaford Supermarket, Shaw's and Target, of Hooksett, NH, to the
147 Town of Hooksett for the Hooksett Police Department per RSA 31:95-c:II.

- 277 TIF – Winterton
- 278 R. Dubaine volunteered to be the Budget Committee Representative and D. Ross will be the alternate.
- 279 J. Sullivan volunteered to serve on the Economic Development Committee with J. Durand as an
- 280 alternate.
- 281 **NIIMA Annual Legislative Policy Process**
- 282 Friday, September 14, the NIIMA will meet to review proposals and they will vote on the whether they
- 283 support these proposals. This is an all-day session.
- 284 Alex Walozyk will attend the NIIMA Annual Meeting.
- 285 Each member will review the policies and respond individually to D. Fitzpatrick and Dr. Shankle who
- 286 will compile the Councilors input.
- 287
- 288 **NEW BUSINESS**
- 289 Carol Andersen, Town Treasurer - establish banking relationship with Northway Bank
- 290 Moved up on the Agenda.
- 291
- 292 **Donations**
- 293 **Grant – Stanton Foundation**
- 294 *D. Winterton motioned to table. Seconded by J. Durand.*
- 295 *Vote unanimously in favor.*
- 296
- 297 **Donation Southern New Hampshire University**
- 298 *D. Winterton motioned to accept the donation of \$5,000.00 from Southern New Hampshire*
- 299 *University and the donation of \$5,596.43 from citizens, business owners, and the Hooksett*
- 300 *Police Association to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-b, III*
- 301 *(b) and return that amount to the Police Departments, K9 Trust Fund. Seconded by J. Glotus.*
- 302 *Vote unanimously in favor*
- 303
- 304 **Donations**
- 305 *D. Winterton motioned to accept donation of \$19,688 (\$11,000 from the Hooksett School District,*
- 306 *\$4,344 from HYAA Baseball and \$4,344 from HYAA Softball) to the Town of Hooksett for the*
- 307 *Parks, Recreation & Cemetery Division of Public Works for the purchase of a Toro 3040 Sandpro (a*
- 308 *baseball infield machine) per RSA 31:95-b III (a) (see item 9a for attachment details). Seconded by*
- 309 *T. Tsantoulis.*
- 310 *Vote unanimously in favor.*
- 311
- 312 **Change Proposal #2 – Roadway Paving**
- 313 The Town is in the process of paving Hackett Hill Road. It has come to our attention that due to the
- 314 severity of the rain storms we are having, that shoulder work on Hackett Hill Road should be addressed
- 315 before the final paving. GMI, our paving vendor will do the shoulder work. The change order, proposal
- 316 #2 is in the amount of \$53,760.00.
- 317
- 318 *D. Winterton motioned to approve the Change Order Proposal #2 for the shoulder work to be done*
- 319 *on Hackett Hill Road under the 2018 Road Paving in the amount of \$53,760.00 to bring the total*
- 320 *Road Paving amount from \$991,224 to \$1,044,984. Seconded by R. Dubaine.*
- 321 *Roll Call Vote unanimously in favor.*
- 322

**Talking Paper
Sandpro**

SUBJECT: Purchasing a Sandpro for Parks and Recreation Division

PURPOSE: This paper is to identify issues that have arisen.

BACKGROUND: The town has been attempting to replace the ballfield groomer, also called the Sandpro, since 2016. The currently assigned groomer was originally purchased in 1994. The currently assigned groomer is no longer parts supportable. As a result, when it requires parts we are required to search junk yards or have them manufactured.

DISCUSSION: As stated above, the town has been attempting to replace the current groomer since 2016. In July 2018 both HYAA and the School District agreed to cost share the purchase of a new Sandpro (ballfield groomer). The schools agreed to provide \$11,000 and HYAA \$8,688 with the town providing the remaining \$2880. In August 2018 Public Works submitted a request to the Town Council to accept the promised donations from the school district and HYAA for \$11,000 from the School District and \$4,344 from each HYAA Softball and HYAA Baseball. Council voted to accept the donations. Public Works then attempted to receive the donations from both the school and HYAA. The school provided their share. HYAA Baseball has indicated they will produce the funds; HYAA Softball has requested the ability to make payments. We have been attempting to have HYAA provide the funds since the council voted to accept the donations. This piece of equipment is needed to maintain an acceptable level of service in the maintenance of the town's ballfields. The equipment has a fairly long lead time from ordering until delivery. It is our hope to have it delivered and in service prior to the start of the sports season.

CONCLUSION: For Public Works to provide adequate service to the needs of the town and the school district on the town owned baseball/softball fields, we need to order this piece of equipment. If we are delayed in ordering, we may not be able to take delivery until after this year's season.

RECOMMENDATIONS: Due to the issues with receiving funds for the outside organizations, it is our recommendation that the Town Administrator authorize the use funds from the Revolving Recreation Fund for an amount not to exceed \$ 8,688 to address the HYAA commitment, this amount could be reduced by the amount received prior to the ordering of the Sandpro. Funds received from the HYAA after that date could be deposited into the Town's general revenue account for town use.



115 Franklin St. Ext.
Derry, NH 03038
Phone: (603) 404-7286
Fax: (603) 216-1278
www.mte.us.com

QUOTE

Quote: 03-34710
Date: 1/21/2019
Valid through: 7/31/2019
PO:
CustId: HOOKSETT, TOWN

Cust Email:
Phone: (603) 405-8471
Salesperson: jhamilton
User: jpriccola

Bill To:
Town of Hooksett
MR Dean Shurtle
35 Main Street
Hooksett, NH 03108 US

Ship To:
Town of Hooksett
Attn: Phil Parks & Rec
210 West River Road
Hooksett, NH 03102 US
(603) 405-5322 x

Quote for PHIL ARNONE
M:603-321-0111
W:603-485-5322
PARNONE@HOOKSETT.ORG

Smithco Sand Star II with Selectable 2/3 Wheel Drive, 18 HP Vanguard Gas Powered Engine with Patented Speed Boss
*Front mounted Manual PLOW 40"
*2 Different Center Mounted options Plus Grader Bar Attachment for leveling and moving material, Monthly Weeds Maintenance and Daily Sealing

*Clean Edge

30% Municipal Discount Applied

Item	Type	Description	Qty	Tax	Price	Discount	Net Price
SML45-002-D20	PA	WG - SAND-STAR II	1.0000		\$21,420.00	\$4,284.00	\$17,136.00
		Discount applied: 20.00%					
SML42-391Q-D20	PA	WG - 72" (188 cm) Tourny Rake w/Flax-Brush Raking	1.0000		\$2,766.00	\$551.20	\$2,214.80
		Discount applied: 20.00%					
Remark	RE	2 Different Center Mounted Options, Daily/Monthly					
SML45-007-A-D20	PA	WG - Infield Scarifier (w/ gauge wheels, vertical	1.0000		\$1,220.00	\$246.80	\$973.20
		Discount applied: 20.00%					
SML45-011-A-D20	PA	WG - Infield Scarifier (w/ gauge wheels, angled)	1.0000		\$1,823.00	\$364.60	\$1,458.40
		Discount applied: 20.00%					
SML42-237	PA	WG - Edger (with gauge wheel for baseball fields)	1.0000		\$1,250.00	\$250.00	\$1,000.00
		Discount applied: 20.00%					
		List Price: \$1,450.00					
SML45-012-A-D20	PA	WG - Grader Blade Kit (for 45-007 & 45-011)	1.0000		\$415.00		\$415.00
Destination Chg	MC	Destination Charge	1.0000		\$695.00		\$695.00
ADV TRADE MA/ME	MC	ADVANCE TRADE MA/ME	1.0000		\$600.00		\$600.00
Remark	RE	1983 Toro Sand Pro					
Total:							\$24,292.40

Totals		Sub Total:	\$24,292.40
		Total Tax:	\$0.00
		Invoice Total:	\$24,292.40

COMMERCIAL SALES ORDER AGREEMENT

Turf Products Corp
157 Moody Road P.O. Box 1200
Enfield CT 06033

Prepared for:
Town Of Hooksett Parks & Recreation
210 West River Rd
Hooksett, NH 03106

Proposal Date: 01/02/2019
Expiration Date: 07/06/2019
Quote ID: 2251116

Quote Name: Hooksett Parks Department

Prepared by:
Jeffrey Brooks
jbrooks@turfproductscorp.com
603-860-4909
Salesperson # 284

Phil Amore
603-271-1111

Quoted on State Contract Pricing

Qty	Model Number	Description	Extension
1	08703	Skid Pn 3040	\$22,509.66
1	08731	Mid-Mount ASM	
1	08732	Washer Tine Tooling	
1	108-8408	BLADE ASM, LEVELING	
1	08765	Spot Fold Edger	
1	08764	Tooth Rake	
1	08784	Rear Remote Hydraulics	

TOTALS	
Equivalent Total	\$22,509.66
Total	\$22,509.66

WE ARE PLEASED TO QUOTE THIS EQUIPMENT AS REQUESTED, TAX IS NOT INCLUDED IN THIS PRICING. THANK YOU FOR YOUR BUSINESS.

Staff Report
Donations towards the purchase of Sandpro Infield Groomer
8/22/18

Background Discussion of Issues	
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SAU (Cawley School)	will donate \$11,000.00
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Fiscal Impact	
\$2,800 will come from Parks and Recreation Budget	
Prepared By: Diane Boyce	
Town Administrator's Recommendation	
Concur	

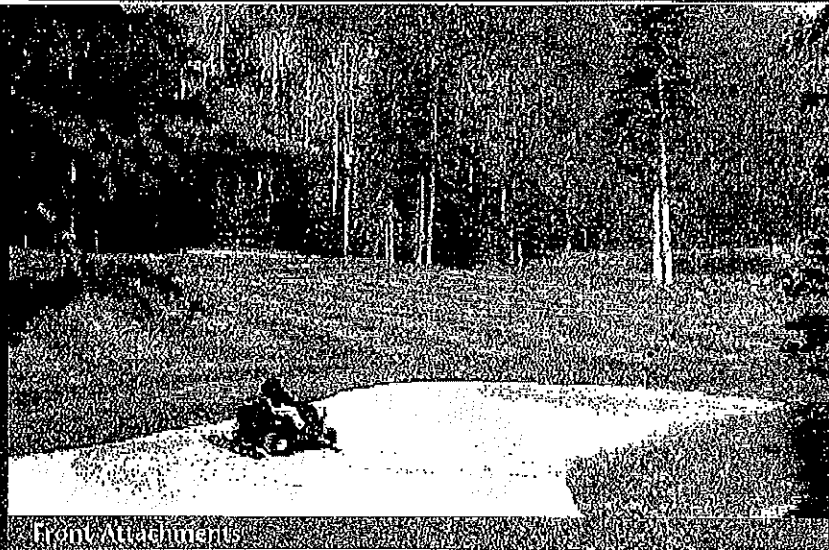


TORO Count on It.

Sand Pro® 3040/5040 Accessories

Sand Pro® 3040/5040

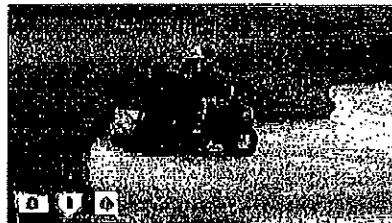
With the Quick Attach System™ (QAS) and over 21 attachments, the Sand Pro 3040 & 5040 are versatile utility vehicles with many uses on golf courses and sports fields. QAS lets you change most attachments in under a minute, with no tools required. And the variety of attachments allows you to repair a bunker, groom wet or dry sand, blow debris or reconstruct a tee with one machine! The Sand Pro keeps your course or field in top-notch condition every day.



Front Attachments

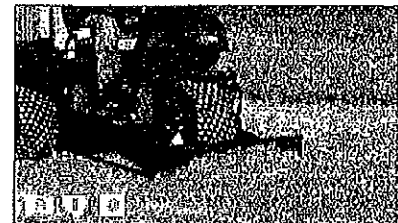
Front Lift Frame Assembly | 08712

- Front QAS mounting assembly and hydraulic components
- Used on Sand Pro 5040 only



Hydraulic Flex Blade | 08713

- Hydraulic QAS flex blade is designed for leveling, packing, and smoothing uneven areas in one pass
- Hydraulic flex reduces operator influence and reduces over aggressive digging
- Adjustable flex design reduces the possibility of operators catching the blade on a bunker wall or grass lip.
- Dual function flex blade can be rotated on the jagged edge or smooth edge for the desired application
- Available for Sand Pro 5040 only and requires Front Lift Frame Assembly. 08712



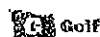
Manual Blade | 08714

- Standard 40" (102 cm) width steel blade
- Spring balanced manual blade is used for leveling uneven areas and pushing up bunkers after washouts
- Ideal for bunker renovation or new construction
- Foot lever enables operator to apply added down pressure
- Blade extension available to increase blade width to 60" (152 cm) for leveling out larger uneven areas
- Cannot be used when 08712 is installed

60" (152 cm) Blade Extension | 115-5646

©2013 The Toro Company
2111 Lyndale Ave. S.
Cloverington, MD 21029-1196
Printed in the U.S.A.

Accessories shown on Sand Pro 5040 only. See dealer for details. Revised 7/13



Infields/Sportsfields



Synthetic Turf



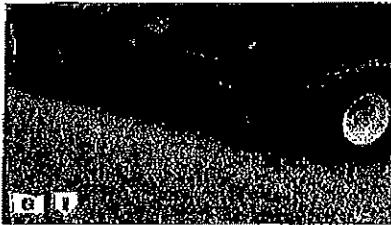
Other Surfaces

Sand Pro 3040/5040 Accessories

Mid-Mount Attachments

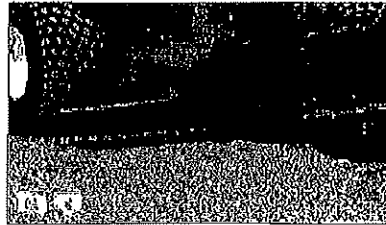
Mid-Mount Assembly | 08731

- Base mounting assembly for mid-mount toolbars with spring-loaded regulation to allow relief if obstruction is hit



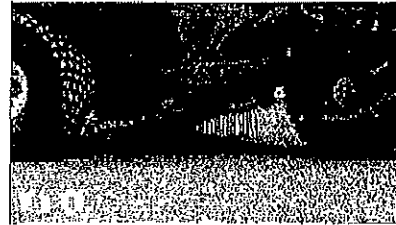
Weeder Tine Toolbar | 08732

- Ideal for removing weeds and grass from less maintained bunkers and fields
- Requires Mid-Mount Assembly -- 08731



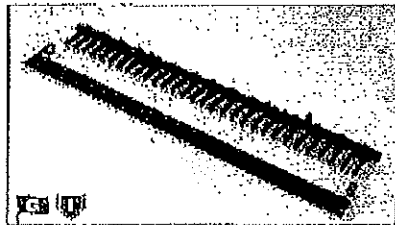
Solid Tine Toolbar | 08734

- Used for general scarifying applications
- Rotate teeth to maximize tine life
- Requires Mid-Mount Assembly -- 08731



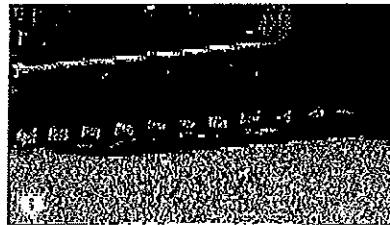
Spring Tine Toolbar | 08733

- Use for light to moderate scarifying and daily maintenance in bunkers and on premium fields
- Requires Mid-Mount Assembly -- 08731



Leveling Blade | 108-8496

- Attaches to any mid-mount toolbar to quickly level out large areas
- Foot operated latch allows operator to lower leveling blade independently from the other mid-mount toolbar
- Selectable depth setting feature reduces operator influence and allows for more consistent leveling



Carbide Tine Toolbar | 08735

- Use in the harshest conditions and for extended life
- 15 carbide tines included
- Requires Mid-Mount Assembly -- 08731

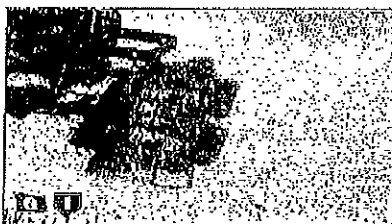


Edger | 08766 NEW!

- Maintains the grass edge of the outfield near the infield skin or warning track
- Easily renovate ballfields by removing overgrown turf and infield lip build-up
- Significantly reduces labor required for infield edging
- Requires Rear Remote Hydraulics -- 08781

Sand Pro 3040/5040 Accessories

Rear QAS Attachments



Tooth Rake | 08751

- Designed to lightly scarify, pick, smooth, and groom in one pass
- Use in dry or wet conditions
- Can improve the condition of neglected sports fields

Weight Kit for Tooth Rake | 115-4333

- Additional weight for the Tooth Rake attachment to improve performance in coarse or wet conditions
- Set of 5 weights



Tooth Rake Broom | 08816

- 75" (190 cm) Brush
- Attaches behind the Tooth Rake (08751) for a smoother finish



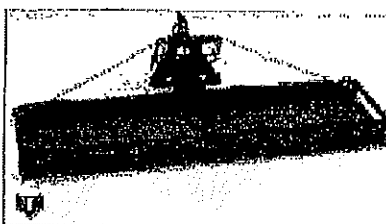
Pivoting Trowels Kit | 119-7158

- This new kit allows independent outside trowels to pivot and rake across the entire firm which eliminates unraked teardrop
- Attaches to Tooth Rake



Spring Rake | 08752

- Leaf rake assembly designed to be used alone or in combination with the tooth rake (08751) to achieve desired appearance
- Great for wet conditions and collecting debris in groomed areas
- If used independently, requires QAS A-Frame Assembly - 108-9427



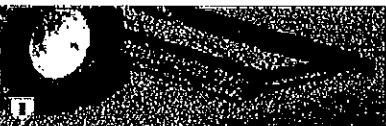
Drag Mat Carrier System | 08756

- QAS mounted carrier frame with hydraulic lifter allows operator to raise and lower drag mats without ever leaving the operator seat
- 72" (183 cm) width
- Required for use with Coco Drag Mat - 08758 and/or Steel Drag Mat - 08757 for desired finish



Coco Drag Mat | 08758

- Quickly produces a premium finish on dry, level surfaces
- Requires Drag Mat Carrier System - 08756



Steel Drag Mat | 08757

- Designed to for more rugged surfaces to quickly groom and finish
- Use on wet or dry sand surfaces
- Requires Drag Mat Carrier System - 08756



Basic Drag Mat System | 112-1424

- Simple drag mat system
- Requires 108-9427 & 110-1325



Nail Drag | 08761

- Pivots to follow the contours of uneven field surface
- Use to scarify, loosen, or weed before smoothing
- Easily adjust nail pattern and depth
- Accepts up to a 400 common nail



Segmented Grooming Broom | 08753

- Designed to minimize top surface disruption, to maximize firmness, and provide a smooth finished look in contoured bunkers

Replacement Segmented Grooming Broom | 110-8182

- Replacement grooming broom with stiffer bristles

Weight Kit for Segmented Grooming Broom | 112-0025

- Additional weight for Segmented Grooming Broom to improve performance in coarse or wet conditions
- Set of 4 weights



Grooming Brush | 08794 NEW!

- Designed to groom and level synthetic turf fields
- Designed to brush in topdressing and set d-up turf on greens and tees - requires Greens Brush Kit (119-7103) or Synthetic Turf Brush Kit (119-7107)

Greens Brush | 119-7108

Synthetic Turf Brush | 119-7107

Spring Tine Kit | 119-7109

- Use to help stand-up and decompact synthetic turf

Magnet Attachment | 119-2827

- Use to collect ferrous debris on synthetic field



Synthetic Turf Conditioner | 08790

- Stainless spring steel brushes loosen infill (e.g. compacted synthetic turf fields)
- Use to scarify, loosen, or weed infill
- Use to groom heaches and rocky trails



Infields/Sportsfields



Synthetic Turf



Other Surfaces

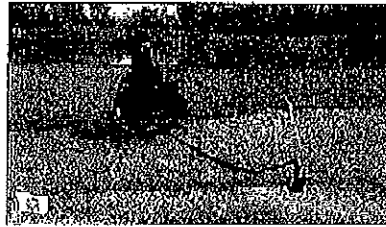
Sand Pro 3040/5040 Accessories

Rear QAS Attachments



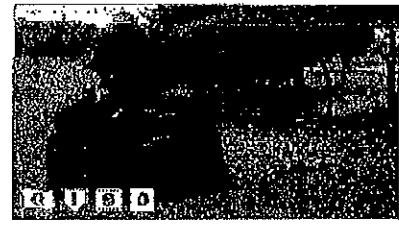
Bunker Pump | 08765

- Brings bunkers back into play faster with a single operator
- Throws water up to 40' (12 m) and can pump 95 gal/min (360 l/min)
- Adjustable throw direction and angle
- Mounts to front QAS (Sand Pro 5040) and rear QAS (Sand Pro 3040 & 5040)
- Requires Rear Remote Hydraulics (08781) for rear QAS mount
- Requires Front Lift Frame Assembly (08712), Rear Remote Hydraulics (08781) and Front Remote Hydraulics (08782) for front QAS mount (on Sand Pro 5040 only)



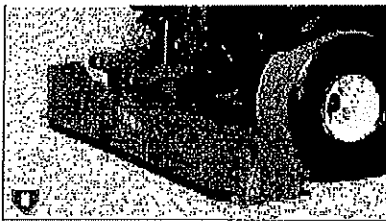
Bunker Pump Remote Discharge Kit | 115 2084

- An available 30' (15 m) discharge hose allows the QAS Bunker Pump to be removed and dropped into hard to reach areas.



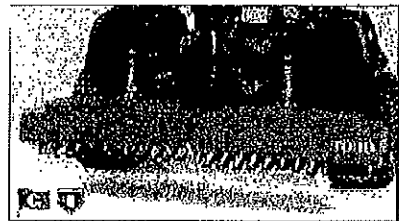
QAS Debris Blower | 08759

- High powered blower designed to quickly clear debris from groomed and unwanted areas
- Hydraulically powered, 2000 rpm fan speed [2700 cfm @ 130 kpa (2700 cfm @ 81 mph)]
- Requires Rear Remote Hydraulics - 08781



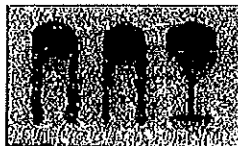
QAS Finish Grader | 08754

- Use to level and/or scarify large areas
- Includes box plow and scarifier with spring load regulation to allow relief if obstruction is hit
- Wearer, solid or carbide tines can be mounted to the Finish Grader, then add the basic Drag Mat System (112-1424) to scarify and drag infield in one pass.

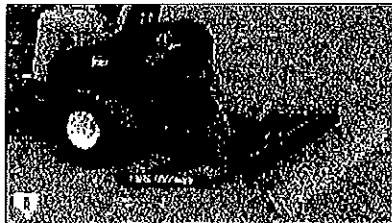


QAS Spiker | 08755

- Use for spiking greens and other formal turf to increase air flow for healthier turf



Allied Attachments



Rahm Groomer | Allied

- The Rahm GL650 Infield Groomer levels uneven playing fields, helping to prevent ridge build up while creating a safer, more consistent infield
- The triple row broom is perfect for finishing the playing surface and can be stored upright for easy transport
- The 2 way leveling system provides both a lock and float position to match infield conditions
- Rahm Groomer available from Rahm Industries at www.rahmgroomer.com or 800-298-1707



Lip Broom (LB100) | Allied

- Eliminates the task of manually maintaining infield lips
- Removes ridge buildup by sweeping material back into the infield
- Use traction unit controls to adjust aggressiveness and speed
- Mounts to front QAS (Sand Pro 5040)
- Requires Front Lift Frame Assembly - 08712 for front attachment
- Requires rear remote hydraulics (08781)
- Lip Broom available from Rahm Industries at www.rahmgroomer.com or 800-298-1707



Lip Broom (LB400) | Allied

- Eliminates the task of manually maintaining infield lips
- Removes ridge buildup by sweeping material back into the infield
- Use traction unit controls to adjust aggressiveness and speed
- Mounts to rear QAS (Sand Pro 3040 & 5040)



- Two optional edging attachments available for trimming cart paths and walkways:
 - Steel wire cage disk
 - Twisted wire wheel for asphalt paths

- Requires rear remote hydraulics (08781)
- Lip Broom available from Rahm Industries at www.rahmgroomer.com or 800-298-1707

G Golf **I** Infields/Sportsfields **S** Synthetic Turf **O** Other Surfaces

Sand Pro 3040/5040 Accessories

Accessories



QAS A-frame Assembly | 108-9427

- Can be used to attach Spring Rake 08752 to be used independently

400 Hour Filter Maintenance Kit | 33035

- Includes 5 engine oil filters, 2 hydraulic oil filters, and 2 air filters

Rear Remote Hydraulics | 08781

- Quick connect design allows rear powered attachments to be connected in under a minute

Front Remote Hydraulics | 08782

- Quick connect design allows front powered attachments to be connected in under a minute
- Requires Rear Remote Hydraulics - 08781

Variable Orifice Kit | 112-1433

- Slows hydraulic lift and lower for increased precision and accuracy when using hydraulically powered attachments



Light Kit | 110-1314

- Front and rear flood lights improve operator visibility during low natural light operation



Speed Control Kit | 110-1371

- Adjustable speed check train operators to groom at the desired speed while allowing the traction unit to operate in transport speed between tasks without any adjustments or levers



Hitch/Tow Bar | 110-1375

- Allows the traction unit to convert to a utility vehicle to transport materials or trailers
- Attaches to QAS A-Frame or 108-9427 for quick removal when not in use

50 lb (22.7kg) Front Weight Kit | 100-6462

- Allows the Spiker or Rake Groomer attachments without the Front Lift Frame Assembly attached to meet ANSI compliance

Optional Tires



Smooth Tire | 112-0034

- Includes individual tire, wheel and stem valve assembly
- Typically used on greens



Turf Tire | 94-6126

- Turf tread tire

Town Council
STAFF REPORT



To: Town Council
Title: Per RSA 676:7 (b) ZBA Fees shall be collected in advance for Public Hearing Notice. A change in procedure for collecting this fee is required.
Meeting: Town Council - 27 Feb 2019
Department: Community Development
Staff Contact: Leann Fuller, Community Development Clerk

BACKGROUND INFORMATION:

Per RSA 676:7 (b) ZBA Fees shall be collected in advance for Public Hearing Notice. A change in procedure for collecting the Union Leader Public Hearing Notice fee is required. Currently our procedure is to invoice the applicant once we have received the bill from the Union Leader, which arrives after the hearing has taken place. In order to adhere to the RSA the applicant is required to pay in advance of the hearing all fees. After reviewing invoices for 2017 & 2018 an average fee totaled \$53.55. We suggest a \$50.00 fee at the time of submitting a ZBA application is reasonable

RECOMMENDATION:

Recommend a change in the ZBA fee schedule to include a \$50.00 Public Hearing fee.

SUGGESTED MOTION:

Motion to approve a change in the ZBA fee schedule to include a \$50.00 public hearing notification fee payable at the time of application submittal per RSA 676:7 (b).

ATTACHMENTS:

RSA 676 ZBA

CONCUR -
COLLECTIONS -

OFTEN LOST
AND FOLLOWING RSA

TITLE LXIV
PLANNING AND ZONING
CHAPTER 676
ADMINISTRATIVE AND ENFORCEMENT PROCEDURES
Zoning Board of Adjustment
Section 676:7

676:7 Public Hearing; Notice. –

- I. Prior to exercising its appeals powers, the board of adjustment shall hold a public hearing. Notice of the public hearing shall be given as follows:
 - (a) The appellant and every abutter and holder of conservation, preservation, or agricultural preservation restrictions shall be notified of the hearing by verified mail, as defined in RSA 451-C:1, VII, stating the time and place of the hearing, and such notice shall be given not less than 5 days before the date fixed for the hearing of the appeal. The board shall hear all abutters and holders of conservation, preservation, or agricultural preservation restrictions desiring to submit testimony and all nonabutters who can demonstrate that they are affected directly by the proposal under consideration. The board may hear such other persons as it deems appropriate.
 - (b) A public notice of the hearing shall be placed in a newspaper of general circulation in the area not less than 5 days before the date fixed for the hearing of the appeal.
- II. The public hearing shall be held within 30 days of the receipt of the notice of appeal.
- III. Any party may appear in person or by the party's agent or attorney at the hearing of an appeal.
- IV. The cost of notice, whether mailed, posted, or published, shall be paid in advance by the applicant. Failure to pay such costs shall constitute valid grounds for the board to terminate further consideration and to deny the appeal without public hearing.
- V. If the board of adjustment finds that it cannot conclude the public hearing within the time available, it may vote to continue the hearing to a specified time and place with no additional notice required.

Source. 1983, 447:1. 1985, 159:25. 1996, 226:1. 1997, 142:6, eff. Aug. 8, 1997. 2017, 4:1, eff. May 30, 2017; 59:5, eff. Aug. 1, 2017.