

AGENDA

Town of Hooksett Town Council

Wednesday, April 24, 2019 at 6:00 PM

A meeting of the Town Council will be held Wednesday, April 24, 2019 in the Hooksett Municipal Building commencing at **6:00 PM**.

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| 1. CALL TO ORDER | |
| 2. PROOF OF POSTING | |
| 3. ROLL CALL | |
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| 7. APPROVAL OF MINUTES | |
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Anyone requesting auxiliary aids or services is asked to contact the Administration Department five business days prior to the meeting.

15. OLD BUSINESS

- 15.1. Hills Road Surety Release (tabled from 4/10/19 TC meeting) 47 - 50
Staff Report - SR-19-067 - Pdf

- 15.2. Town Administrator Search Update

16. NEW BUSINESS

- 16.1. Street Name Change Approval Form 51 - 52
Staff Report - SR-19-070 - Pdf

- 16.2. License to use the Town of Hooksett's land off of Merrimack Street and
surrounded Fields located at 161 Merrimack Street 53 - 54
Staff Report - SR-19-068 - Pdf

- 16.3. RFP 19-05 Multi-Function Copier Bid Selection 55 - 58
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- 16.4. Quarterly Financial Report for March 31, 2019 59 - 67
Staff Report - SR-19-066 - Pdf

- 16.5. Annual Financial Audit 69 - 71
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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.**

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Town Council
STAFF REPORT



To: Town Council
Title: Scheduled Activity Update - Trustees of the Trust Funds
Meeting: Town Council - 24 Apr 2019
Department: Administration
Staff Contact: Nick Germain, Project Coordinator

BACKGROUND INFORMATION:

Hooksett's Town Charter **Sec. 11.1., E.** states:

"At least annually, and more often if Town affairs warrant, the Town Council shall meet with the chairs of all standing town committees to review significant actions taken by the committees, projects currently under discussion, and anticipated activity for the coming year."

The Trustees of the Trust Funds have requested to provide their annual update on April 24th

FINANCIAL IMPACT:

n/a

POLICY IMPLICATIONS:

n/a

RECOMMENDATION:

Listen to the Trustees of the Trust Funds provide an annual update

SUGGESTED MOTION:

n/a

Concur

**SPECIAL MEETING MINUTES
Town of Hooksett Town Council – Unofficial
Wednesday, April 3, 2019**

CALL TO ORDER

Chair Sullivan called to order the Special Meeting of the Town of Hooksett Town Council at 6:26 pm.

PROOF OF POSTING

D. Fitzpatrick, Administrative Services Coordinator, provided proof of posting.

ROLL CALL

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

Missed: Councilor John Giotas

PLEDGE OF ALLEGIANCE

Chair Sullivan called for the Pledge of Allegiance.

BUSINESS

• **Acting Town Administrator**

Chair Sullivan: As a result of the resignation of the Acting Town Administrator, it was necessary to call this Special Meeting of the Town Council. Since the Acting Town Administrator was also the District 5 representative on the Town Council and has resigned that position as well, we must take action on that too. Per the Town Charter, we have three options for filling the vacant position of Acting Town Administrator. The first option is to appoint a Town Councilor. The second is to contract with a private company which would provide someone to serve in this position. The third option is to appoint a Town employee to fill the vacancy.

D. Fitzpatrick: I would suggest that you decide which option(s) you wish to pursue.

D. Ross motioned to explore only the first option, that of appointing a town employee. J. Durand seconded the motion.

D. Ross: The second option is not viable because it would take too much time for Municipal Resources, Inc. (MRI) to provide a candidate, and there is no one available full-time at this point. The first option of appointing a Town Councilor might create quorum issues.

J. Durand: We have qualified people who can handle this for the temporary time needed.

51
52 Chair Sullivan called for a vote on the motion.
53
54 *Voted unanimously in favor (7-1)*
55
56 Chair Sullivan: The Town Charter (4.4) states that the Town Council may appointed a town
57 employee as Acting Town Administrator if the position is vacated. The appoint may be for
58 not more than 90 days and less time if the Council determines. It also says that the Town
59 Council may appoint a town employee for a second round of 90 days, if necessary.
60
61 D. Fitzpatrick: An email was sent to all department heads to share with all of their
62 employees, requesting that any employee with an interest in serving as Acting Town
63 Administrator respond by 4:30 pm on April 2, 2019.
64
65 Chair Sullivan: Two employees expressed an interest in being candidates for Acting Town
66 Administrator: Police Chief Janet Bouchard and Finance Director Christine Soucie. Based
67 on advice from legal counsel, employees will have a time to make comments but there will
68 be no public comments allowed.
69
70 **Non-Public Session #1**
71
72 NH RSA 91-A:3 II (a) The dismissal, promotion, or compensation of any public
73 employee or the disciplining of such employee, or the investigation of any charges
74 against him or her.
75
76 NH RSA 91-A:3 II (b) The hiring of any person as a public employee.
77
78 NH RSA 91-A:3 II (c) Matters which, if discussed in public, would likely affect
79 adversely the reputation of any person, other than a member of the public body
80 itself.
81
82 *Chair Sullivan motioned to enter non-public session #1 of 04/03/19 in accordance*
83 *with RSA 91-A:3 II (a), (b) and (c) at 6:31 pm. R. Duhaime seconded the motion.*
84
85 **Roll Call Vote #1**
86 *J. Giotas – not present*
87 *T. Tsantoulis Yes*
88 *J. Levesque Yes*
89 *A. Walczyk Yes*
90 *R. Duhaime Yes*
91 *J. Durand Yes*
92 *D. Ross Yes*
93 *J. Sullivan Yes*
94 *Voted unanimously in favor (7-0).*
95
96 *A. Walczyk motioned to exit non-public session #1 of 04/03/19 at 7:25pm. Seconded*
97 *by T. Tsantoulis.*
98 *Vote unanimously in favor (7-0).*

99 *D. Ross motioned to seal the non-public session #1 minutes of 04/03/19. Seconded*
100 *by T. Tsantoulis.*
101 *Vote unanimously in favor (7-0).*
102

103 **Public Session, continued**
104

105 *D. Ross motioned to waive the Town Council Rules of Procedure to nominate. J*
106 *Levesque seconded the motion.*
107 *Voted unanimously in favor (7-0).*
108

109 Chair Sullivan: I want to thank both candidates for volunteering and stepping up to help.
110

111 *D. Ross motioned to appoint Police Chief Janet Bouchard as Acting Town*
112 *Administrator, effective immediately. T. Tsantoulis seconded the motion.*
113 *Voted unanimously in favor (7-0).*
114

115 D. Ross: Both candidates are well-qualified. Police Chief Bouchard would probably be
116 least impeded in carrying out her regular duties. Thanks for being willing to do this.
117

118 Chair Sullivan: We will be entering non-public session later to work out the details of our
119 contract with Chief Bouchard. Once completed, this contract will be posted on
120 www.hooksett.org
121

122 • **Town Administrator Search Update**
123

124 Chair Sullivan: Ms. Fitzpatrick will provide us with an update on the Town Administrator
125 search. She has assisted us greatly in this process.
126

127 D. Fitzpatrick: Recapping what has happened since the beginning of this process, the
128 Town of Hooksett hired MRI to assist with the task of hiring a new Town Administrator.
129 They received 27 applications and invited eleven of these to participate in the next step,
130 writing an essay. Nine of these applicants participated. Next, they conducted phone
131 interviews. Two applicants withdrew at this stage. Of the seven remaining candidates, six
132 are viable for Hooksett. For the next step, dates and times must be arranged for the Town
133 Council to interview each of them for one hour. MRI has offered to do this as an all-day
134 (8:00 am until 4:30 pm) event on Saturday, April 13th or at two separate meetings on two of
135 these dates: April 15, 17, 18 or 19. We hope to conduct these interviews at an offsite
136 location, somewhere in Hooksett but away from Town buildings, for the sake of
137 confidentiality. Per RSA 91-A, the date(s) and time(s) will be posted, but the actual
138 candidate interviews will be held in non-public sessions.
139

140 Chair Sullivan: The consensus is to conduct interviews over the course of two meetings
141 during the week of April 15th.
142

143 • **District #5 Town Council Seat**
144

145 D. Fitzpatrick: District 5 Town Councilor Don Winterton resigned his position on the council
146 as of April 3, 2019 at 12:01 am. The public was informed of his resignation via a press
147 release, notification on the town website, and an email to all department heads to be
148 shared with all of their employees. Marcy Rothenberg, who was elected in March as the
149 District 5 Councilor for a term beginning July 1, 2019, has emailed Town Clerk Todd

150 Rainier saying that she will not be able to serve because she is relocating and will not be
151 able to meet the requirements. This vacancy must be declared by the Town Council. We
152 will go through a similar process at the next meeting for District 6.
153

154 Chair Sullivan: It is my understanding that we have up to 30 days to make an appointment.
155

156 ***D. Ross motioned to declare a vacancy in District 5, due to the resignation of***
157 ***Councillor Winterton and Marcy Rothenberg's inability to serve due to relocation out***
158 ***of the district. R. Duhaime seconded the motion.***
159 ***Voted unanimously in favor (7-0).***
160

161 D. Fitzpatrick: We will post this position for a one-year term beginning May 10, 2019 and
162 ending June 30, 2020. The Council has 30 days to nominate and appoint.
163

164 D. Ross: I suggest we use the District 5 alpha street list which was posted at the election.
165 That could be posted on the town website for people who might be interested and who
166 want to verify which district they reside in.
167

168 T. Rainier: Those lists are already on the town website. Anyone with interest could find
169 them or they can call me if they need assistance.
170

171 J. Levesque: How many ran for that position?
172

173 T. Rainier: Just one.
174

175 Chair Sullivan: We will plan to nominate by April 24th and appoint at our May 8th meeting.
176

177 D. Fitzpatrick: Anyone nominated must have resided in Hooksett for at least one year and
178 must live in District 5.
179

180 D. Fitzpatrick: At the non-meeting with legal counsel, the Council was advised to ratify the
181 appointment of Chair Sullivan as Acting Town Administrator from 12:01 am on April 3rd
182 until the appointment at this meeting of an Acting Town Administrator.
183

184 ***R. Duhaime motioned to ratify the appointment of Chair Sullivan as Acting Town***
185 ***Administrator from 12:01 am on April 3rd until the appointment of Chief Bouchard as***
186 ***Acting Town Administrator at this meeting. A. Walczyk seconded the motion.***
187 ***Voted in favor (6-0). Chair Sullivan abstained from voting for himself.***
188

189 **Non-Public Session #2**
190

191 NH RSA 91-A:3 II (a) The dismissal, promotion, or compensation of any public
192 employee or the disciplining of such employee, or the investigation of any charges
193 against him or her.
194

195 NH RSA 91-A:3 II (b) The hiring of any person as a public employee.
196

197 NH RSA 91-A:3 II (c) Matters which, if discussed in public, would likely affect
198 adversely the reputation of any person, other than a member of the public body
199 itself.
200

201 *Chair Sullivan motioned to enter non-public session #2 of 04/30/19 in accordance*
202 *with RSA 91-A:3 II (a), (b) and (c) at 7:49pm. T. Tsantoulis seconded the motion.*
203
204

205 *Roll Call Vote #2*

206 *R. Duhaime Yes*

207 *J Durand Yes*

208 *D. Ross Yes*

209 *J. Levesque Yes*

210 *A. Walczyk Yes*

211 *J. Giotas – not present*

212 *T. Tsantoulis Yes*

213 *J. Sullivan Yes*

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

215

216 *Councilor Tsantoulis not present as of 04/03/19 at 7:50pm.*

217

218 *J. Sullivan motioned to exit non-public session #2 of 04/03/19 at 8:51pm. Seconded*
219 *by R. Duhaime.*

220 *Vote unanimously in favor (6-0).*

221 *D. Ross motioned to seal the non-public session #2 minutes of 04/03/19. Seconded*
222 *by J. Levesque.*

223 *Vote unanimously in favor (6-0).*

224

225 *ADJOURNMENT*

226 *J. Sullivan motioned to adjourn the public session of 04/03/19 at 8:52pm. Seconded*
227 *by D. Ross.*

228 *Vote unanimously in favor (6-0).*

229

230 *Respectfully submitted,*

231

232 *Kathleen Donnelly*

233

234 *Kathleen Donnelly*

235

236

237

**Town of Hooksett
Town Council Meeting Minutes - Unofficial
Wednesday, April 10, 2019**

The Hooksett Town Council met on Wednesday, April 10, 2019 at 6:00 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of 10 Apr 2019 to order at 6:02 pm.

PROOF OF POSTING

Administrative Services Coordinator Donna Fitzpatrick provided proof of posting.

ROLL CALL

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

PLEDGE OF ALLEGIANCE

Chair Sullivan called for the Pledge of Allegiance.

SCHEDULED APPOINTMENTS

Scheduled Activity Update - Cemetery Commission

Michael Horne, Chairman of the Cemetery Commission: I have distributed a Cemetery Commission Update. The Commission has three members: Sharron Champagne, Denise Cascio Bolduc and myself as Chair. On May 1, 2019 Nancy Philbrick will fill the position being vacated by Denise Cascio Bolduc. I have met with her and she is very excited about this position. The update includes the Cemetery Commission duties, a reference to the Hooksett Administrative Code Section 4.2, and the roles of two town departments – Community Development and Parks, Recreation & Cemeteries. Hooksett has two cemeteries with vacant lots for sale: Martins Cemetery on Cemetery Road off Martins Ferry Road and Head Cemetery on Pleasant Street. Together they have almost 500 grave lots available. Casket graves are being divided for cremations. The Highway Department does grave openings and closings. The cemetery files are in Community Development. We would like to get them in better shape going forward. We found some old deeds in old file cabinets at the Fire Station. We are requesting some administrative help for assistance in taking meeting minutes and maintaining the permanent cemetery files.

R. Duhaime: Are you looking for administrative help regarding minutes and filing?

M. Horne: Yes. Maybe someone has some spare time to validate and organize historic records.

APPROVAL OF MINUTES

Public: 03/13/19

*T. Tsantoulis made a motion to approve the minutes of the March 13, 2019 public session as amended. R. Duhaime seconded the motion.
Voted unanimously in favor.*

Public: 03/27/19

J. Levesque made a motion to approve the minutes of the March 27, 2019 public session as amended. R. Duhaime seconded the motion.

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Voted unanimously in favor.

AGENDA OVERVIEW

D. Fitzpatrick: I would like to request that we take up agenda item 16.3 right after 15.2 in order to accommodate a presenter.

Chair Sullivan: We can do that. We have a full agenda of both old and new business tonight.

PUBLIC HEARING

Public Hearing for Acceptance of the Extension of Hills Road

Chair Sullivan: Pursuant to RSA 674:40-a, a notice is hereby given of a public hearing to be held by the Hooksett Town Council on Wednesday, April 10th, 2019 @ 6:00pm at the Hooksett Town Hall Council Chambers, 35 Main Street, Hooksett, NH. The Town Council shall hold the public hearing under RSA 674:40-a for the acceptance of a new portion of Hills Road that was built to connect the previous end of Hills Road in Auburn to Park Lane in Hooksett. This plan is available for viewing in the Community Development office at the address above.

B. Thomas: I have inspected the work and I have found it to be acceptable. I have the plans with me. I recommend that the town accept the extension of Hills Road.

T. Tsantoulis: What is the distance from the Hooksett/Auburn line to Park Lane?

B. Thomas: It is about 300 feet.

Chair Sullivan: Mr. Germain will bring up the map before we close the public hearing.

CONSENT AGENDA

Hills Road Surety Release

R. Duhaime motioned to release the cash surety #0185 for Hills Road in the amount of \$36,417.00 to the developer. T. Tsantoulis seconded the motion.

D. Ross: Why is the developer not named?

B. Thomas: Scott Bussiere is the developer.

R. Duhaime: That is All State Builders.

B. Thomas: I met with Mr. Bussiere, but I don't know if it is All State Builders.

D. Ross motioned to table this motion until the name of the developer is verified. J. Giotas seconded the motion.

Voted in favor (6-1), with T. Tsantoulis voting nay.

TOWN ADMINISTRATOR'S REPORT

J. Bouchard: I want to thank everyone in town who has been helpful in making this a smooth transition for me into the position of Acting Town Administrator. That includes all department heads and especially Donna Fitzpatrick. I have approved repairs to some town buildings, including the columns on

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the front of the library. Mold has been found at the Safety Center and remediation will be done. Some citizens want to volunteer to do some landscaping around town property, and Mrs. Fitzpatrick is checking on property and liability coverage, as well as workers comp. On April 16, 2019 a public meeting will be held here regarding renumbering of the homes at Meadowset Village. This is related to 911 codes, and the meeting will be video-streamed for those who wish to watch it from home. On April 17, 2019, I plan to attend a ribbon cutting ceremony at the new Urgent Care facility at Cinemagic Way, if the Council members would like me to do that.

Chair Sullivan: We would like to have you represent us for that.

J. Bouchard: Attorney Serge sent me a communication regarding defeated warrant articles to share with the Council. First, he advises that no money should be spent on any projects that were defeated, such as the Roundabout. Bruce Thomas has sent letters to appropriate parties at the State level to indicate that Hooksett has ceased work on the Roundabout. Further, easements discussed will not be purchased. Attorney Serge also advises that the Preservation Committee should not spend money on Old Town Hall unless it is to safeguard or secure the building. The Police Department plans to check the building twice a month and will deal with other issues (vandalism, as an example) on a case by case basis. I want to read verbatim Attorney Serge's opinion regarding the issues surrounding the defeat of Article 12.

"As for article 12 (I think that was the recreation director article), my feeling is that the hiring of the part-time, seasonal, recreation coordinator earlier this year did not violate the article. First, the article pertains to the upcoming fiscal year starting on July 1, so any actions taken during the current budget cycle do not violate that vote. I am aware that the same article failed last year as well, but even then I do not see a part-time, seasonal, employee as violating a vote not to fire a full-time (with benefits) recreation director. Generally, when a court reviews an article it will consider the record developed through the public hearing process and town meeting, and of course focus on the actual language of the warrant article. While I have not reviewed the record from the public hearings, my understanding is that the focus has been on a full-time recreation director, and that there was no discussion of Article 12 pertaining to any and all recreation positions, including a part-time seasonal position. Given the language of the warrant article, which is limited to the full-time position, I feel a court would find that hiring the part-time employee did not violate the article.

That said, the Town Council has the authority to override a decision of the Town Administrator (or Acting Administrator). Section 4.7 of the Charter provides that "the Council may, by majority vote, overrule any action or lack of action normally under the control of the Administrator." We discussed whether the Section pertains to a majority of the Councilors present at the meeting, or a majority of all Councilors. I believe that 4.7 requires only a majority of those in attendance at the particular meeting. I say this because the preceding Section of the Charter, Section 4.6.A provides that to override an Administrator's decision concerning employee discipline, there must be a vote of two-thirds of "the full Council." Similarly, in both Sections 4.1 and 4.3, the Charter provides that a vote of "at least five (5) members of the Council" is required to hire a Town Administrator or to discipline an Administrator. Although the words "full council" are not used in these Sections, I feel a court would interpret them similarly. We have to remember that the Charter has been amended at various times, and often the language pertaining to voting procedure changes, which can lead to some confusion.

Finally, while the Council has the authority to override the former Acting Town Administrator's decision to hire the part-time, seasonal, recreation coordinator, I recommend against such action. First, as stated previously, I do not believe the part-time hire violates the vote not to hire a full-time director. Second, the part-time position will end on June 30, which is less than 3 months from now. Once that ends, the Council can then see that no further part-timers are hired, if that is the will of the Council. Third, while the employee is part-time, if the Council overrides the hire the employee will essentially be laid off, which could have unforeseen consequences. Not knowing the employee, I cannot say whether this person may have tried to claim that the decision to override the Acting Administrator's decision

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somehow violated her rights due to disability, age, etc. I am also not aware of any fiscal impacts that may be triggered due to a layoff of this nature."

J. Giotas: Some residents at Meadowset Village might want to keep their addresses. Will there be public input?

Chief Burkush: The Town Council has total authority regarding naming streets and numbering buildings. 911 is coming in for the meeting. The owners want to go with the 911 recommended changes. The impetus is due to delivery services and postal service. The Fire Department has had issues with addresses for quite a while.

D. Ross: We will meet next Tuesday?

Chief Burkush: No. This meeting is at the request of the owners and residents.

PUBLIC INPUT - 15 MINUTES

Donna Fitzpatrick, 47 Lindsey Road: Because I am a Hooksett resident, I have been asked to read a thank you letter from some employees to Don Winterton. It was signed by multiple employees. I have presented a copy of this letter to Chairman Sullivan.

Dear Don,

Thank you for the time, talent, and devotion you have given the Town of Hooksett, NH as our Acting Town Administrator for period January 7, 2019 through April 3, 2019.

You have made a difference in our community through your lead, ideas and commitment to see things through to the end which have assisted us in making valid improvements to our community to include:

- The Granite YMCA Day Camp of Hooksett @ Hooksett Memorial School for our children to experience a safe and diverse summer camp at a new location in town where the children are separated from the general public
- The purchase of a used Hooksett Fire Ladder Truck to meet our development needs for construction of buildings in Town while being sensitive to the fiscal impact of used vs. new truck and all for the safety of our residents and business owners
- Tax Increment Finance District for sewer expansion and economic development on the west side of our Town to continue to meet the needs of growth in our Town

You have made a difference in our municipal employees through opening communication both internally and externally. You reached out to individual employees to see what they do on a day-to-day basis, and also educated the local boards & committees and general public on the same to bridge communication gaps and remove silos. Your words "*I have your back*" or a simple "*good morning employee name*" boosted employee morale in a positive direction.

Don, on behalf of the following employees, again we thank you and wish you the best.

Sincerely,

Town of Hooksett Employees (by signature)

NOMINATIONS AND APPOINTMENTS

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Nominations and Appointments - April 2019

Chair Sullivan: Brett Scott was nominated as an alternate member of the Planning Board and the Conservation Commission at our last meeting.

D. Ross motioned to appoint Brett Scott as an alternate member of the Planning Board and the Conservation Commission, both terms ending June 30, 2022. A. Walczyk seconded the motion. Voted unanimously in favor.

D. Ross nominated David Hess to serve as an alternate member for the Conservation Commission through June 30, 2020.

T. Tsantoulis nominated Clark Korilan to fill the District 7 vacancy on the Town Council.

R. Duhaime nominated Alden Beauchemin to the Tax Increment Financing Advisory Committee.

N. Germain: There have been questions about whether the Tax Increment Financing Advisory Committee is still in existence. It was established in March of 2017 and is still in existence. On February 7, 2019 the Administration Department sent a letter to the current members asking if they remain interested in serving. Ryan Audley said he must resign because he is too busy; Larry Maloney has moved out of town; Bob Pope and James Lamp have not responded to the letter. This is a seven-member committee; there are three current members.

Chair Sullivan motioned to accept the resignations of Mr. Audley and Mr. Maloney from the Tax Increment Financing Advisory Committee. R. Duhaime seconded the motion. Voted unanimously in favor.

Chair Sullivan motioned to declare the positions of Mr. Pope and Mr. Lamp vacant. R. Duhaime seconded the motion. Voted unanimously in favor.

N. Germain: Four members must live in or own property in the TIF district. Four must be Hooksett residents.

NEW BUSINESS

Police Emergency Radio Communication upgrade and replace end of life radio equipment.

Captain Robie: I am joined by Dispatcher Rick Belanger and Brian Porusta of Ossipee Mountain Electronics. Each year a warrant article is presented to the voters adding \$50,000 to a Capital Reserve Fund for radio equipment. The last replacements made to the system were in 2014 as a result of a lightning strike. It was initially planned to add \$50,000 per year in order to afford a brand-new complete system in 2024 (\$500,000 over 10 years). Due to rapidly changing technology and our current equipment that is outdated and at its end of life, it was recommended to us by our vendor to begin making replacements in phases, as opposed to one complete replacement. The items being replaced in this phase were NOT replaced during the 2014 incident. The major components that will be replaced now are two Quantar Radios and one Digital Interface Unit (DIU). Hardware and Software will be upgraded, and the components will be relocated to the new dispatch center. This price also includes adding an additionally required radio antenna to the existing tower. All equipment, parts, software, hardware and labor for installation are included. The Capital Reserve Fund for radio equipment now has a balance of \$193,000 and \$50,000 will be added for the new fiscal year, bringing the total to \$243,000. The cost of the Motorola Solutions radio equipment at State Bid pricing is \$37,683.89. Per the Administrative Code 5.3.5, the Competitive Bid Process was followed to obtain quotes for the

271 installation and maintenance. The RFP was posted in the Union Leader and on the Town website for
272 the required seven days. One bid was received from Ossipee Mountain Electronics (OME) in the
273 amount of \$28,749.00. Ossipee Mountain is our current radio maintenance contractor, knows our
274 system inside and out, and therefore we would like to proceed with OME to complete this work.

275
276 ***D. Ross motioned to spend \$66,432.89 out of the Emergency Radio Communication Capital***
277 ***Reserve Fund to upgrade and replace end of life radio equipment. A. Walczyk seconded the***
278 ***motion.***

279
280 J. Levesque: Is the radio equipment from Motorola to be installed and maintained by OME?

281
282 Captain Robie: That is correct.

283
284 A. Walczyk: Thank you for putting this together and coming in. Can you explain what these components
285 do? I assume it will be better than what we have.

286
287 R. Belanger: We have two Quantar radios as a backup system for the Police Department. One is on the
288 radio tower at the Police Station and the other is on the South Bow Tower. The Digital Interface Unit
289 (DIU) enables the digital radios to talk with the old ones.

290
291 A. Walczyk: Analog versus digital?

292
293 R. Belanger: Yes. The Quantars are at end of life, and we can't get parts. The DIU keeps going bad
294 and we can't get parts. Ossipee has been lending parts/units to us.

295
296 A. Walczyk: Will this provide more up time?

297
298 R. Belanger: Our system never goes down because we have two radios. However, we will be 100%
299 digital.

300
301 J. Durand: You said these radios are old and out of date. When do the new ones go out of date?

302
303 R. Belanger: They will last up to ten years, with parts and maintenance available. This is only the two
304 Quantar radios and the DIU. The cruiser radios were replaced in 2014, some more recently.

305
306 B. Porusta: These are just backup radios. In 2014, the main unit for the dispatch console was replaced.

307
308 R. Duhaime: Of course, using money from the Capital Reserve Fund now means you will have less in
309 2024.

310
311 A roll call vote was taken on the motion:

312
313 **Roll Call Vote #2**

314 ***R. Duhaime Yes***

315 ***J Durand Yes***

316 ***D. Ross Yes***

317 ***J. Levesque Yes***

318 ***A. Walczyk Yes***

319 ***J. Giotas Yes***

320 ***T. Tsantoulis Yes***

321 ***J. Sullivan Yes***

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

323

324 OLD BUSINESS

325 Police Station Renovations

326 B. Thomas: The renovations are going really well. I will bring pictures next time. The dispatch center
327 and small bathroom will be done soon. The Guaranteed Maximum Price (GMP) is \$645,753.31, and the
328 project is \$98,000 below that. I would like to get approval of the GMP.

329
330 *J. Giotas motioned to approve the GMP of \$645,753.31 as recommended by the Town Engineer*
331 *and the Police Chief and to authorize the appropriate person to sign the GMP contract.*

332
333 A. Walczyk: Can the preconstruction costs be paid out of the \$98,000 which has not been spent?

334
335 B. Thomas: No. It is not part of the GMP.

336
337 A roll call vote was taken on the motion.

338
339 Roll Call Vote #3

340 *J. Giotas* Yes

341 *D. Ross* Yes

342 *A. Walczyk* Yes

343 *J. Durand* Yes

344 *R. Duhaime* Yes

345 *T. Tsantoulis* Yes

346 *J. Levesque* Yes

347 *J. Sullivan* Yes

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

349
350
351 Town of Hooksett NH and Teamsters Local 633 Collective Bargaining Agreement (approved by
352 voters 03/12/19 for effective date 07/07/19-06/30/2021)

353
354 D. Fitzpatrick: This is a public signing of the Collective Bargaining Agreement approved by the voters at
355 the March election. I would like to introduce Teamsters Local 633 Business Agent Keith Judge and
356 Public Works employees Sean Timon and Robert Hebert. The negotiation team also included Councilor
357 Duhaime and myself. Mr. Judge says he has never been to anything like this, and it is a good time to
358 talk about the successful negotiations.

359
360 R. Duhaime: I am thankful that it all worked out. It is important to keep our truck drivers.

361
362 K. Judge: It is good to see improving conditions in Hooksett. At the same time, Hooksett's ability to
363 attract and retain good workers is improving.

364
365 The Town of Hooksett and Hooksett Permanent Firefighters Association, Local 3264, IAFF
366 (approved by voters 03/12/19 for effective date 07/01/19-06/30/2020)

367
368 D. Fitzpatrick: This is a public signing of the Collective Bargaining Agreement approved by the voters at
369 the March election. I would like to introduce David Nadeau and Ian Tewksbury of the Firefighters
370 Association. Others would be here but they are responding to a call. Councilor Duhaime was on this
371 negotiation team also.

372
373 Chief Burkush: I am proud every day of the men and women of the Hooksett Fire Department. They are
374 community oriented. I hear all of the time about how much they care about Hooksett.

375 Chair Sullivan: This is a great group.

376

378

379

Recycling at the Transfer Station

380

381

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427

E. Labonte: I would like to introduce Richard Blake of the Recycling and Transfer Station and Richard Bairam, who is a member of the Recycling and Transfer Station Advisory Committee. You will recall that we discontinued curbside recycling in August or September of 2018. As of now, residents can still bring their recycling to the Transfer Station. As single stream recycling costs continue to skyrocket, we would like to discontinue single stream recycling completely until it is reasonable again. We will continue to recycle separated aluminum, metal and cardboard. The price for disposing of single-stream recycling is now \$130/ton, versus \$72/ton for regular trash.

D. Ross: I thought we discontinued single-stream recycling already.

E. Labonte: No, just curbside pick-up. Residents had called and wanted to be able to bring their recycling to the transfer station. It is a habit.

D. Ross: Single stream recycling was always a mistake. It was a bad idea. It only works with wood and metal. Burning is better than recycling.

J. Levesque: Will you explain this to the residents?

R. Blake: Yes. That is part of what we discussed at our meeting.

D. Ross motioned to change the recycling process and discontinue single stream recycling due to high costs. J. Levesque seconded the motion.

T. Tsantoulis: I have heard that you are purchasing new containers. What about people like me who do not need a new one?

E. Labonte: If you don't need one, you won't get one. You can use both of your barrels for regular trash now.

R. Blake: If a barrel is damaged and a resident caused it, we charge them. We ask that if a barrel is hit by a car, call the Police Department.

A. Walczyk: Thanks for coming in. What happens to cardboard, aluminum and metal?

R. Blake: We bundle and deliver cardboard to Manchester when we have about 20 tons, and we get \$50 per ton. Cans go to scrap metal.

A. Walczyk: Do they actually recycle it?

R. Blake: Yes, they do.

J. Giotas: In talking with people, I know that with single stream there was a lot of contamination. I would like to be sure that separated cardboard, aluminum and metal will be recycled.

D. Ross: It doesn't matter. These motions are only seen by a handful of people. Taking a couple of boxes to the Transfer Station costs more in gas than the value of the recycled items.

428 R. Duhaime: It is doing the right thing. It is a nice thing to do, keeping the environment clean, but the
429 cost is making it impossible.

430

431 *J. Giotas motioned to amend the current motion, adding that recycling of separated aluminum,*
432 *metal and cardboard will continue at the Transfer Station only. A. Walczyk seconded the motion.*
433 *Voted unanimously in favor.*

434

435 A roll call vote was taken on the motion to discontinue single stream recycling due to high costs.

436

437 **Roll Call Vote #4**

438 **A. Walczyk** Yes

439 **J. Levesque** Yes

440 **D. Ross** Yes

441 **R. Duhaime** Yes

442 **J. Durand** Yes

443 **T. Tsantoulis** Yes

444 **J. Giotas** Yes

445 **J. Sullivan** Yes

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

447

448

449 Chair Sullivan: Would it be possible to stay open a little longer on Wednesdays?

450

451 R. Blake: We did that before, staying open from 3:30 pm until 7:00 pm from Memorial Day until Labor
452 Day, and we had only between 12 and 15 people per night.

453

454

456 **District #5 Town Council Seat**

457

458 D. Fitzpatrick: At the April 3rd meeting, the District #5 Town Council seat was declared vacant. We said
459 we would nominate on April 24th. However, we can't wait until the May 8th meeting to appoint because
460 we must appoint by May 3rd. You can either waive the rules or hold a special meeting.

461

462 N. Germain: We will accept nominations until the end of the day, April 23rd. Also, if the Council fails to
463 appoint three times, a special election must be held within 30 days.

464

465 **Town Administrator Search Update**

466

467 D. Fitzpatrick: We are anxiously awaiting the selection of a permanent Town Administrator and
468 appreciate the work of the Acting Town Administrator. Each Councilor has a confidential packet with
469 information about the five candidates and the procedure. Don Juffon of MRI will be with us throughout
470 the process and has included in this packet an overview of the process, the essays of the five
471 candidates, sample questions provided by himself and Chair Sullivan, and a scoring sheet. The
472 interviews will be held on April 17th and April 18th from 5:30 until 9:30 pm. Three candidates will be
473 interviewed on the first night and two on the second. The interviews will be held at ProCon at 1359
474 Hooksett Road, Unit 5. Agendas will be posted, per RSA 91-A:3, but the Council will be going
475 immediately into non-public session.

476

477 T. Tsantoulis: Are all of the candidates currently employed?

478

479 D. Fitzpatrick: Yes, they are.

480

481 J. Bouchard: ProCon is kind to let us use the building, which looks amazing with its upgrades. They are
482 keeping it open late for us, and I want to thank them.

483
484 D. Fitzpatrick: Just as the candidates will be presenting their selling points, this is an opportunity to
485 showcase Hooksett to the candidates.

486
487 **Personnel Plan Proposal**

488
489 D. Fitzpatrick: On March 27th, we proposed a personnel plan. I haven't received any questions or
490 suggestions from anyone, so please let me hear from you if you have input or questions.

491
492 J. Bouchard: I started working on this before I was the Acting Town Administrator and want to complete
493 it while I am still in this position. We are adding Earl Labonte to the group and we want to hear
494 everybody out to complete this in the next two weeks.

495
496 **Reconsideration of Vote on Part-time Recreation Coordinator**

497
498 J. Levesque: I was going to bring up for reconsideration the vote taken two meetings ago on a part-time
499 recreation coordinator. After hearing the letter from Attorney Serge tonight, I am not sure. I would like to
500 ask Mrs. Fitzpatrick if this part-time recreation coordinator would receive unemployment benefits if laid
501 off.

502
503 D. Fitzpatrick: We haven't had a layoff here for 15 or 20 years, so I would have to research that.

504
505 ***J. Levesque motioned to reconsider the vote on a part-time recreation coordinator of March 27,***
506 ***2019. A. Walczyk seconded the motion.***

507
508 J. Levesque: I am torn after listening to the letter, yet feeling that the voters didn't want a recreation
509 director.

510
511 A. Walczyk: I am also torn with this situation. It is more than just the YMCA. Other tasks of this part-
512 time, temporary employee will improve services available to the town. There is more than meets eye
513 and this was more than a way to get around the town vote.

514
515 R. Duhaime: The attorney's letter confirms what I thought regarding the part-time, temporary employee.

516
517 T. Tsantoulis: The unfortunate reality is that this item grew a set of legs and sucked up oxygen in the
518 room. A small group of malcontents made a lot more noise than necessary. All that Don Winterton did
519 was done in the spirit and intent of the charter. He was in charge and was able to do it. He should not
520 be micromanaged by people who can't have their way. I have been told that some people don't like Don
521 Winterton, and this was more about him and who made the decision. I have received zero complaints
522 about this. Many people thought it was foolish. The part-time, temporary position ending June 30th had
523 nothing to do with the full-time recreation director position on the warrant article.

524
525 J. Durand: I still hold to the facts. This was done a week prior to the vote. The optics were wrong.

526
527 J. Giotas: Other legal problems may arise. Ramifications may pop up. I don't know what they might be.

528
529 D. Fitzpatrick: At our non-meeting with the attorney, he told us what the ramifications would be. You
530 were not at that meeting.

531

532 D. Ross: We are not supposed to be personal. I don't vote because I like or dislike someone. It is the
533 optics, a week after the vote.

534

535 J. Levesque: The position was for ten weeks only.

536

537 Chair Sullivan: Speaking as a member who has only one vote like all other members and as chairman
538 running the meetings, optics and timing are valid concerns. We always have the ability to change
539 decisions, according to the charter. The important thing is that all was done according to the charter,
540 which is now almost 30 years old.

541

542 A roll call vote was taken on the motion to reconsider.

543

544 **Roll Call Vote #5**

545 *T. Tsantoulis* No

546 *D. Ross* No

547 *R. Duhaime* No

548 *A. Walczyk* No

549 *J. Levesque* No

550 *J. Durand* Yes

551 *J. Giotas* No

552 *J. Sullivan* No

553 *The motioned failed (1-7).*

554

555 **NEW BUSINESS**

556

557 Chair Sullivan closed the public hearing on the Hills Road extension at 8:01 pm.

558

559

560 **Acceptance of Hills Road extension**

561

562 *R. Duhaime motioned to accept the extension of Hills Road from the previous end in Auburn to*
563 *Park Lane in Hooksett. A. Walczyk seconded the motion.*

564

565 A roll call vote was taken on the motion.

566

567 **Roll Call Vote #6**

568 *J. Durand* Yes

569 *J. Levesque* Yes

570 *J. Giotas* Yes

571 *D. Ross* Yes

572 *T. Tsantoulis* Yes

573 *A. Walczyk* Yes

574 *R. Duhaime* Yes

575 *J. Sullivan* Yes

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

577

578

580 **Hackett Hill Estates - Future Access**

581

582 N. Williams: I am Nick Williams, the Town Planner, and I would like to introduce Attorney Greg Michaels
583 and property owner Dennis Demers. We are looking at Lot 27-4. This is a simple request to construct a
584 driveway to access a landlocked parcel via a future access deed, an implied easement. Legal counsel
585 has advised making a motion to allow the driveway to be constructed per the specs of the town.

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586
587 R. Duhaime: What is the size of the lot?
588
589 D. Demers: It is 12 acres, a rectangle.
590
591 D. Ross: This easement crosses wetlands. Why is this not before the Conservation Commission?
592
593 N. Williams: This is a drainage easement; it is not wetlands.
594
595 R. Duhaime: Mr. Labonte will be sure that the drainage easement is managed when it is filled.
596
597 J. Levesque: I would like to postpone this vote until we have a better map. And what about the
598 abutters? We had trouble with another right of way on this road.
599
600 G. Michaels: The right of way is for this purpose. It is the use originally planned by the town. The
601 Planning Board laid this out for potential future development. It is a dedicated way.
602
603 D. Ross: Could it be a road?
604
605 G. Michaels: That is a hypothetical question. It is allowed by law.
606
607 R. Duhaime: Some easements are for larger parcels. This is a driveway for a single-family home.
608
609 G. Michaels: Yes.
610
611 Ross: With access to a 12-acre lot, do they intend to have more than one residence?
612
613 G. Michaels: Then they would have to come back and the whole process would start again with
614 Planning and Zoning.
615
616 D. Ross: We need to be equitable to everyone. Another party was contacted about how they intended
617 to use a parcel.
618
619 G. Michaels: You've asked and I've answered.
620
621 N. Williams: This is a signed, recorded plan. It is dedicated but not accepted. This is a paper road.
622
623 G. Michaels: This is laid out as dedicated way.
624
625 A. Walczyk: Is there an address?
626
627 G. Michaels: That won't happen unless something is built.
628
629 T. Tsantoulis: If we vote in favor, what is the next step? Is there still an opportunity to reject it?
630
631 N. Williams: If a subdivision is proposed, the Planning Board would be involved.
632
633 J. Levesque: If we are going to grant a right of way, we shouldn't give town land a way. We should
634 make it a town road.
635
636 R. Duhaime: It would be a driveway now, with the easement, and it could be a town road later.

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637
638 G. Michaels: That is a good analysis. The town could still build a road over that area.
639
640 D. Ross: Who owns the property now? We should find out with specificity the intent of the original
641 implied easement. We should seek legal counsel.
642
643 G. Michaels: It doesn't matter who owns it.
644
645 Chair Sullivan: I have a communication from Attorney Serge addressed to Nicholas Williams, the Town
646 Planner. He says he agrees that the next step is to bring this to the Town Council for consideration.
647 This is dedicated but not accepted, and thus a paper street, with an implied easement. The Council
648 would require the property owner to comply with the standards of the town regarding the construction of
649 driveways.
650
651 A. Walczyk Is there a timeline associated with this?
652
653 G. Michaels: Probably sometime in the next few months.
654
655 T. Tsantoulis: It sounds like the landowner and his representative are well within their rights. Matt
656 Serge greenlighted this driveway.
657
658 ***R. Duhaime motioned to allow the property owner of Map 27, Lot 4 to construct a driveway to***
659 ***Town specifications in the area labeled Future Access D on the plans titled Hackett Hill Estates.***
660 ***T. Tsantoulis seconded the motion.***
661
662 R. Duhaime: Will the town easement be paved? It is better than dirt because of the drainage easement.
663 It saves future problems.
664
665 G. Michaels: We will follow the recommendations of Public Works.
666
667 J. Levesque offered an amendment to the motion, changing 'driveway' to 'roadway.' There was no
668 second to the motion.
669
670 D. Ross: The attorney did not greenlight this. There are other lots back here. What if they want to use
671 the driveway? It is effectively private property now.
672
673 G. Michaels: You are not giving up town rights.
674
675 ***A. Walczyk motioned to move the question. R. Duhaime seconded the motion.***
676 ***Voted unanimously in favor.***
677
678 A roll call vote was taken on the motion to allow the construction of a driveway for Map 27, Lot 4.
679
680 **Roll Call Vote #7**
681 ***D. Ross No***
682 ***J. Levesque No***
683 ***R. Duhaime Yes***
684 ***A. Walczyk Yes***
685 ***J. Durand Yes***
686 ***T. Tsantoulis Yes***
687 ***J. Giotas Yes***

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688 J. Sullivan Yes
689 Voted in favor (6-2).

690
691 **Command Vehicle Purchase for Fire-Rescue**

692
693 Chief Burkush: At the 2019 Town Meeting, the voters approved the purchase of a Command vehicle.
694 MacMulkin Chevrolet is the NH State Bid dealer. The cost, with the longest warranty possible, is
695 \$36,445.

696
697 *D. Ross motioned to approve the purchase of a 2019 Chevy Tahoe for \$36,445 from MacMulkin*
698 *Chevrolet for the Town of Hooksett Fire-Rescue Department. R. Duhaime seconded the motion.*

699
700 J. Giotas: What about the balance remaining on the warrant article amount?

701
702 Chief Burkush: That will be used for Emergency Lighting, Radios and Equipment. I will come with
703 quotes on those.

704
705 A roll call vote was taken on the motion.

706
707 **Roll Call Vote #8**

708 J. Levesque Yes

709 R. Duhaime Yes

710 T. Tsantoulis Yes

711 A. Walczyk Yes

712 J. Durand Yes

713 D. Ross Yes

714 J. Giotas Yes

715 J. Sullivan Yes

716 Voted unanimously in favor (8-0).

717
718 **Asphalt Hot Box**

719
720 E. Labonte: This is for storing hot asphalt for patching and paving small areas. It lasts up to two days.
721 There is an asphalt plant in Massachusetts which is open year-round. Patches done in the winter last at
722 least two times longer than cold patches. This is not for large areas.

723
724 *J. Levesque motioned to approve and consent the purchase of Falcon Asphalt Hot Box Machine*
725 *from HP Fairfield's for \$27,424. \$24,951 will come from the NH DOT Highway Block Grant and*
726 *the remaining \$2,473 would come out of the current Highway budget line. A. Walczyk seconded*
727 *the motion.*

728
729 A. Walczyk: Is two tons enough?

730
731 E. Labonte: For a vehicle larger than two tons, a Class A CDL license is needed. That would limit who
732 could drive.

733
734 T. Tsantoulis: Will you tend to use this even in better weather?

735
736 E. Labonte: Yes, we will.

737
738 J. Durand: What is the life of the box?

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739
 740 E. Labonte: It is at least 15 to 20 years.
 741
 742 R. Duhaime: Given the urgency of paving, if it starts to rain, you can put the asphalt in the Hot Box. It is
 743 easier to manage your staff and time.
 744
 745 A. Walczyk: How much area than would two tons cover?
 746
 747 E. Labonte: Maybe a few cubic yards.
 748
 749 R. Duhaime: Tonnage is different from cubic yards.
 750
 751 A roll call vote was taken on the motion to authorize the purchase of an asphalt hot box.
 752

753 **Roll Call Vote #9**

754 **J. Durand** Yes
 755 **J. Giotas** Yes
 756 **D. Ross** Yes
 757 **R. Duhaime** Yes
 758 **A. Walczyk** Yes
 759 **T. Tsantoulis** Yes
 760 **J. Levesque** Yes
 761 **J. Sullivan** Yes

762 ***Voted unanimously in favor (8-0).***
 763

764 **6 Wheel Plow Truck**

765
 766 E. Labonte: I am bringing this up now because it takes one year to get the truck. The warrant article for
 767 this passed at the Town election. Earlier this year, one of the plow trucks failed state inspection. It was
 768 20 years old and beyond economical repair. Plowing service would decrease without it. We have a
 769 proposal for the replacement truck from Liberty International using State Bid pricing for \$170,955.
 770

771 T. Tsantoulis: What would this \$180,000 truck cost if not purchased via the State Bid pricing?
 772

773 E. Labonte: We saved between \$30,000 and \$40,000.
 774

775 Chair Sullivan: Would this involve an encumbrance?
 776

777 E. Labonte: No, but it could be next year.
 778

779 ***A. Walczyk motioned to purchase and provide consent to purchase a new 6-wheel plow truck***
 780 ***from Liberty International for \$179,955. J. Levesque seconded the motion.***
 781

782 R. Duhaime: All Mac trucks in the past ran 15 to 20 years. Did you look at a Mac truck?
 783

784 E. Labonte: Mac doesn't have a State bid and they are more costly.
 785

786 A roll call vote was taken on the motion.
 787

788 **Roll Call Vote #10**

789 **T. Tsantoulis** Yes
 790 **J. Levesque** Yes

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792 D. Ross Yes
793 J. Giotas Yes
794 J. Durand Yes
795 A. Walczyk Yes
796 R. Duhaime Yes
797 J. Sullivan Yes

798 Voted unanimously in favor (8-0).

799

800 House Bill 365 relative to net energy metering limits for customer generators - Future of
801 Hooksett Hydro Facility Expansion

802

803 Chair Sullivan: We will hold off on this item. The delegation was split on this.

804

805 J. Bouchard: We don't know what the outcome would be of supporting this.

806

807 D. Ross: It is complicated.

808

809 Heritage Day Proclamation

810

811 Chair Sullivan read the following proclamation:

812

813 **PRESERVATION MONTH 2019**

814

815 **PROCLAMATION BY THE HOOKSETT TOWN COUNCIL**

816

817 WHEREAS, historic preservation is an effective tool for managing growth, revitalizing neighborhoods,
818 fostering local pride and maintaining community character while enhancing livability; and WHEREAS,
819 historic preservation is relevant for communities across the nation, both urban and rural, and for
820 Americans of all ages, all walks of life and all ethnic backgrounds; and WHEREAS, it is important to
821 celebrate the role of history in our lives and the contributions made by dedicated individuals in helping
822 to preserve the tangible aspects of the heritage that have shaped us as a people; and WHEREAS,
823 the National Trust for Historic Preservation has designated May 2019 as National Preservation Month;
824 and WHEREAS, in celebration of this occasion, the Hooksett Heritage Commission, Hooksett
825 Historical Society, and Head School Society will sponsor Hooksett Heritage Day on May 18, 2019;
826 NOW, THEREFORE, I, James A. Sullivan, Chair, on behalf of the Town Council, do proclaim May as
827 National Preservation Month in Hooksett and May 18, 2019, as Hooksett Heritage Day, and call upon
828 the people of Hooksett to join their fellow citizens across the United States in recognizing and
829 participating in this special observance.

830

831

832 *R. Duhaime motioned to proclaim May as National Preservation Month in Hooksett and May 18,*
833 *2019, as Hooksett Heritage Day, and call upon the people of Hooksett to joint their fellow*
834 *citizens across the United States in recognizing and participating in this special observance. A.*
835 *Walczyk seconded the motion.*

836

837

838

839

840

841

842

843

844

845

846

District #6 Town Council Seat

D. Fitzpatrick: Councilor Giotas's term ends June 30th. No one was on the ballot of the March 12th election and there were only scatter write-ins. Chair Sullivan would like to have an appointment made

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847 and a Councilor sworn in by July 1st. Therefore, toward the end of May, a request for nominations
848 should be posted. Nominations should be made at the June 4th meeting and an appointment made at
849 the meeting of June 19th.
850

851
852 **SUB-COMMITTEE REPORTS**

853
854 D. Ross: The Conservation Commission wants Jason Pritchard (DBA Pritchard Farms) of 326 Park
855 Street to have a license to plant and mow the conservation land in the areas of Riverwalk Way. They
856 would like the Council to authorize the Acting Town Administrator to sign the license.
857

858 D. Fitzpatrick: I want to point out that this is not an agenda item and should not be voted upon until it is
859 presented on an agenda.
860

861 Chair Sullivan: We will hold off on this until the next meeting.
862

863 D. Ross: The former chairman of the Conservation Commission is now working for Bear Paw. We have
864 a contract with them for maintenance of a portion of our conservation land. This is great for us because
865 the former chairman knows this land well.
866

867 D. Ross: The Student Conservation of New Hampshire Corp (SCNH) does projects such as trails and
868 bridges for towns. They are non-profit and work for 11-day hitches, camping on site.
869

870 D. Ross: The Amoskeag Rowing Club has a rough plan for temporary docks. My concern is that
871 antique stonework there is held together by vegetation. Litter is concern; this could become a hangout,
872 with beer cans and cigarette butts. They will come back with an actual plan.
873

874 T. Tsantoulis: We have a youth achiever. The completed form has been given to Mrs. Fitzpatrick.
875

876 Chair Sullivan: Councilor Durand volunteered at the last meeting to fill the position vacated by Mr.
877 Winterton.
878

879
880 **NON-PUBLIC SESSION**

881
882 NH RSA 91-A:3 II (a) The dismissal, promotion, or compensation of any public employee or the
883 disciplining of such employee, or the investigation of any charges against him or her.
884

885 NH RSA 91-A:3 II (b) The hiring of any person as a public employee.
886

887 NH RSA 91-A:3 II (l) Consideration of legal advice provided by legal counsel, either in writing or orally, to
888 one or more members of the public body, even where legal counsel is not present.
889

890 *J. Sullivan motioned to enter non-public session of 04/10/19 at 9:09pm per NH RSA 91-A:3 II (a) (b) & (l).*
891 *Seconded by A. Walczyk.*
892

893 **Roll Call #11**

894 T. Tsantoulis – yes

895 J. Levesque – yes

896 J. Durand – yes

897 D. Ross – yes

898 A. Walczyk – yes

TC Minutes 041019 - U

899 R. Duhaime – yes
900 J. Giotas – yes
901 J. Sullivan - yes
902 *Vote in favor (8-0).*
903
904 *R. Duhaime motioned to exit non-public session of 04/10/19 at 9:38pm. Seconded by T. Tsantoulis.*
905 *Vote unanimously in favor (8-0).*

906 *J. Sullivan motioned to seal the non-public session minutes of 04/10/19. Seconded by R. Duhaime.*
907 *Vote unanimously in favor (8-0).*
908
909 PUBLIC SESSION, CONTINUED
910 *T. Tsantoulis motioned to authorize the Council Chair to sign an employment agreement with Acting Town*
911 *Administrator Janet Bouchard. Seconded by A. Walczyk.*
912 *Vote unanimously in favor (8-0).*
913
914 J. Sullivan: The signed employment agreement with Acting Town Administrator Janet Bouchard will be posted
915 on the Town's website www.hooksett.org
916
917 ADJOURNMENT
918 *T. Tsantoulis motioned to adjourn the public session of 04/10/19 at 9:40pm. Seconded by J. Giotas.*
919 *Vote unanimously in favor (8-0).*
920
921 Respectfully submitted,
922 *Kathleen Donnelly*
923 Kathleen Donnelly
924
925
926
927
928

Town Council
STAFF REPORT



To: Town Council
Title: Donation of a Historical Map of the Hooksett Village by Mark Birmingham of Manchester
Meeting: Town Council - 24 Apr 2019
Department: Administration
Staff Contact: Nick Germain, Project Coordinator

BACKGROUND INFORMATION:

Kathie Northrup, Chair of the Hooksett Heritage Commission, was approached by Mark Birmingham of Manchester. He'd like to donate a professionally hand drawn map of Hooksett Village. Mr. Birmingham believes the map is historically significant, and that the town should own display the document publically in the future. Ms. Northrup concurs, and although the Heritage Commission has not met yet, is offering to take on the restoration of the document as a preservation project. She also sought the opinion of NH Historical Society personnel, who agreed that the document is historically significant.

The map measures 42" x 58", and was produced by one Calvin Brown of the R.H. Eddy office. It likely predates the year 1842. This preliminary dating is possible by noting the presence or lack of certain features: Notably there are no railroad tracks or bridges. Ms. Northrup also points out that it uniquely references the Amokseag Manufacturing Co.. It is also significantly worn / damaged. Although there hasn't been an appraisal of the artifact, from a quick glance at sales records and auctions, even well-preserved maps dated between the 1830s and 1860s are typically valued at a few hundred dollars.

Given the condition of the map, Ms. Northrup has received an estimate for restoring the document from the Northeast Document Conservation Center of Andover, Massachusetts, to the tune of \$10,000-\$12,000+. To support to those costs, Ms. Northrup believes the Heritage Commission could pursue a grant (Conservation License "Mooseplate" Plate Grant's are capped at \$10,000 at a time) and cover amounts over and above what it would take to restore and preserve the document. Please be aware that there is an outstanding Mooseplate project, and that it's very likely that pursuing a second, concurrent grant would fail.

For perspective, May is an important month for applying to the grant in question and the outstanding grant-funded project (Old Town Hall Gallery Restoration) must be completed before September 2020.

Mr. Birmingham is aware the restoration and display of the document could be a long term project, and still would like to donate.

FINANCIAL IMPACT:

See notes about the restoration. \$10k-\$12k. Conservation License Plant Grants are capped at \$10k. Heritage Commission should be able to raise funds to cover restoration costs. Heritage Commission may not get the grant this year.

POLICY IMPLICATIONS:

N/A

RECOMMENDATION:

Accept the historically significant map. Be aware that while the Heritage Commission's restoration plan is feasible, there could be some delay until the entire project is completed.

SUGGESTED MOTION:

"I motion to accept the donation of the Hooksett Village Map from Mark Birmingham of Manchester, NH in accordance with RSA 31:95-b, III (b), on behalf of the Town of Hooksett"

RSA 31:95e 11

Concur

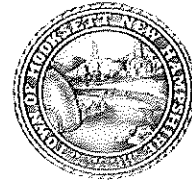


**Town of Hooksett
35 Main Street
Hooksett, NH 03106
Office of the Town Council
Seeking District 5 Councilor**

"The Hooksett Town Council is seeking a candidate for its District 5 Council seat for a term expiring 6/30/2020. Candidate must have resided in Hooksett for at least 1 year & currently live in District 5 pursuant to Town Charter Section 3.3. Completed Application for Appointed Town Board Position and Fraud Policy Awareness and Acknowledgement Form must be received by 4:30PM on April 23rd for a candidate to be considered. Submissions via mail should be addressed: Town of Hooksett, Attn: Town Council, 35 Main Street, Hooksett, NH 03106. E-mail submissions should be addressed to townadministrator@hooksett.org. Forms are available hardcopy at the address above or via www.hooksett.org/human-resources. Eligible candidates are invited to attend the Town Council's regular session on 04/24/19 @ 6:00pm at which time applications will be considered. Questions should be directed to the Administration Department 603-485-8472."

*Recommend nomination, appointment and
Swearing-in on 4/24/19. This would allow
individual to sit and vote as district 5
Councilor immediately.*

Town Council
STAFF REPORT



To: Town Council
Title: April Nominations and Appointments
Meeting: Town Council - 24 Apr 2019
Department: Administration
Staff Contact: Nick Germain, Project Coordinator

BACKGROUND INFORMATION:

On April 10th, Town Council voted to nominate:

David Hess to an Alternate Position on the Conservation Commission (Term expiring 6/30/2020)

Alden Beauchemin as a member of the Tax Increment Financing Advisory Board to a term expiring 6/30/2022). Please note that Mr. Beauchemin fulfills a need for a resident / property owner within the district on the board.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

Reminder that the TIF Advisory Board needs at least four residents and four property owners or occupants within the district.

RECOMMENDATION:

Appoint Mr. Hess to the Conservation Commission as an alternate.
Appoint Mr. Beauchemin to the TIF Advisory Board as a member.

SUGGESTED MOTION:

"I motion to a appoint Mr. Hess to the Conservation Commission as an Alternate to a term expiring 6/30/2020"

"I motion to appoint Mr. Beauchemin to the TIF Advisory Board to a term expiring 6/30/2022"

ATTACHMENTS:

Open Appointed Board and Committees (2019)

Nominations and Appointments - April 2019

D. Hess

A. Beauchemin

Concur

| Town of Hooksett Available Appointed Positions | | | |
|---|-----------------------|-------------|---------------------------------------|
| Entity | Available Positions | Expiration | Contact Town Staff |
| | | | |
| Conservation Commission | Commissioner | | Community Development |
| | | | |
| Heritage Commission | (x2) Commissioner | 6/30/2021 | Administration |
| | (x2) Alternate | 6/30/2021 | Administration |
| | | | |
| Town Hall Preservation Committee | (x4) Committee Member | 6/30/2021 | Administration |
| | | | |
| Planning Board | (1) Alternate | 6/30/2019 | Community Development |
| | | | |
| Southern New Hampshire Planning Commission | (1) Representative | 6/30/2022 | Community Development |
| | | | |
| Zoning Board of Adjustment | 1 Alternate | | Community Development |
| TIF Advisory Board | 4 Members | 2021, 2022, | <div> Last updated 4/11/19 </div> |

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

| |
|----------------------------|
| Nominations – April |
|----------------------------|

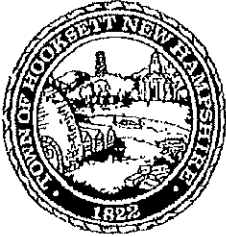
Hess – Conservation Commission – Alternate – Term Expiring 6/30/2020

Beauchemin – TIF Advisory Board – Member – Term Expiring 6/30/2022

| |
|-----------------------------|
| Appointments - April |
|-----------------------------|

Scott – Economic Development Advisory Committee – Alternate – Term Expiring 6/30/2022

Scott – Planning Board – Alternate – Term Expiring 6/30/2022



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 3/18/19
 Name: David Hess Phone: 603-485-9027
 Address: 68 Pine Street
 Email Address: davehess@comcast.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.) | _____ |

2

How long have you been a resident of Hooksett?

Since 1972

Why are you seeking this position?

*Interested in conservation
Past member 10+ years
Member of Bear-Paw & NH Forest Society 30+ years*

Do you have any specific goals or objectives?

NO

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

See above

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

None

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 Moderator: 1986-91?
Budget Committee: 1975-8?
Conservation Commission: 2006-18?
Master Plan Committee: 2009
Charter Commission: 1989-90?*

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: _____

Date Signed: _____

Department Head Signature: _____

Town of Hooksett

35 Main Street
Hooksett, NH 03106

FRAUD POLICY

Section 1. Introduction

1.1 Financial accountability is a top priority for the Town of Hooksett. The Town's fraud policy formalizes the expectations of personal honesty and integrity required of Town officials and employees. The Town of Hooksett is committed to protecting its revenue, property, information and other assets from any attempt, either by members of the public, contractors, sub-contractors, agents, intermediaries or its own officials and employees, to gain by deceit, financial or other benefits at the expense of the Hooksett taxpayers.

Section 2. Purpose

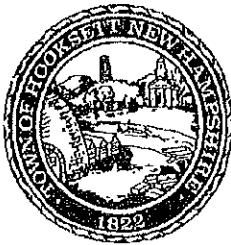
2.1 The purpose of this document is to communicate municipal policy regarding the deterrence and investigation of suspected misconduct and dishonesty by officials or employees, and to provide specific instructions regarding appropriate action in case of suspected violations.

Section 3. Definition

3.1 There are three major categories of fraud, Asset Misappropriation, Corruption and Fraudulent Statements.

1) Asset Misappropriations – Theft or misuse of an asset.

- **Cash**
 - **Fraudulent Disbursements** – Perpetrator causes the Town to disburse funds through some trick or device (e.g. submitting false invoices, timesheets, expense reimbursement schemes, check tampering, etc.), or prevents the timeliness of the disbursement of funds.
 - **Embezzlement** – Perpetrator appropriates monies fraudulently to one's own use, as money or property entrusted in one's care.
 - **Skimming** – Cash is stolen from the Town before it is recorded on the Town's books and records.
 - **Cash Larceny** – Cash is stolen from an organization after it has been recorded on the Town's books and records.



Town of Hooksett

APPLICATION FOR VOLUNTEER POSITION

Date Submitted: MARCH 20, 2019

Name: ALDEN BEAUCHEMIN / KEYLAND PROPERTIES Phone: 603-344-9371

Address: 181 WINDING POND ROAD, LONDONDERRY, N.H. 03053

Email Address: KEYLAND412@COMCAST.NET

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106, Attn:
Nicholas P. Germain, Project Coordinator or email to ngerman@hooksett.org.

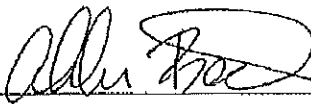
Why are you seeking this position?

MY WIFE AND I OWN COMMERCIAL PROPERTY AT EXIT#11, AND I WOULD LIKE TO HELP ON THE "NEW"
TIFF ADVISORY COMMITTEE THAT IS BEING FORMED TO BENEFIT EXIT#10&11.

Do you have any specific goals or objectives?

TO HELP FACILITATE THE FUTURE ECONOMIC DEVELOPMENT OF HOOKSETT.

Days & Time Available: ANY TIME

SIGNED: 

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.

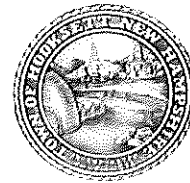
Signature: 

Print Name: ALDEN BEAUCHEMIN

Date Signed: 3/20/2017

Department Head Signature: _____

Town Council
STAFF REPORT



To: Town Council
Title: Hills Road Surety Release (tabled from 4/10/19 TC meeting)
Meeting: Town Council - 24 Apr 2019
Department: Community Development
Staff Contact: Leann Fuller, Community Development Clerk

BACKGROUND INFORMATION:

Hills Road was built to connect the previous end of Hills Road in Auburn to Park Lane in Hooksett. The acceptance of Hills Road was completed at the April 10th, 2019 Town Council meeting.

RECOMMENDATION:

Recommend release of the cash surety #0185 of \$36,417.00 to All State Builders.

SUGGESTED MOTION:

Motion to release the cash surety #0185 for Hills Road for the principal amount of \$36,417.00 to All State Builders.

ATTACHMENTS:

Hills Road As-Built

Hills Road KNA Comments

Hills Road Town Engineer Comments

Concure

CONSTRUCTION MONITORING

Ref Location 1111 ROAD Extension
Date _____
Report No. _____
Report By _____

Job # 15-0430-4
Developer Scott Bussler
Contractor Same

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

Developer Representative: _____
Monitor's Time Hours on Site: 1 1/2

PLAN REVIEW ON 1-22-19 OF AS BULTS. CORRECTIONS
HAVE BEEN MADE. PROJECT IS COMPLETE ON THE
HANKS & H SIDE.

By: _____

Office Review:_____



Town of Hooksett

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

Memo

To: James Sullivan, Chairman, Town Council
From: Bruce A. Thomas, P.E., Town Engineer (BAT)
Cc: Donald Winterton, Town Administrator
Nicholas Williams, Town Planner

Date: March 21, 2019
Re: Heritage Estates- Hills Road
Roadway Acceptance and Bond Release

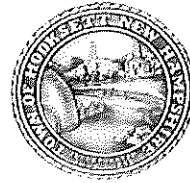
Please be advised that all work on the referenced project has been completed and approved by me.

I recommend accepting the roadway and releasing the bond being held for the project (in the amount of \$36,417.00) to the developer.

The resulting recommended motion would be to *"Accept Hills Road from the Hooksett Town Line to Park land and to approve the release the bond of \$36,417.00 to the developer"*.

I will be available at the next Town Council meeting scheduled for April 10, 2019 with a copy of the construction plans to answer any questions you may have. Please don't hesitate to contact me with any questions that you may have before the meeting as well.

Town Council
STAFF REPORT



To: Town Council
Title: Street Name Change Approval Form
Meeting: Town Council - 24 Apr 2019
Department: Community Development
Staff Contact: Leann Fuller, Community Development Clerk

BACKGROUND INFORMATION:

Meadowsett Village, located at 1160 Hooksett Road, is looking to acquire their physical addresses as their mailing addresses. Currently, they all have an address of 1160 Hooksett Road with unit numbers as their mailing addresses. The Fire Department, Code Enforcement Department and E-911 have reviewed this request and subsequently had a meeting with the residents on Tuesday, April 16th, 2019. In order to complete the address change, E-911 has discussed a couple road name changes with the residents:

1. Kyle Ave to replace Katie Lane as this will eliminate any potential confusion with Cate Road.
2. Cole Ave to replace Amanda Lane as this will eliminate any potential confusion with Almeda Lane.

RECOMMENDATION:

Approve Kyle Ave to replace Katie Lane and Cole Ave to replace Amanda Lane.

SUGGESTED MOTION:

Motion to approve the street name changes as follows:

Kyle Ave to replace Katie Lane

Cole Ave to replace Amanda Lane

ATTACHMENTS:

Street Name Approval Form

Conder

STREET NAME

APPROVAL FORM

To: Hooksett Town Council

Date: 4/24/19

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

NAME OF DEVELOPMENT: Meadowsett Village

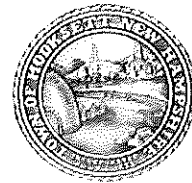
NAME OF DEVELOPER:

| <u>PROPOSED NAME(S)</u> | <u>LOCATION</u> | <u>DESCRIPTION</u> |
|---------------------------------|-----------------|---|
| Kyle Ave to replace Katie Lane | | This will eliminate any potential confusion with Cate Road. |
| Cole Ave to replace Amanda Lane | | This will eliminate any potential confusion with Almeda Lane. |

Approved by the Hooksett Town Council: _____
Date

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

Town Council
STAFF REPORT



To: Town Council
Title: License to use the Town of Hooksett's land off of Merrimack Street and surrounded Fields located at 161 Merrimack Street
Meeting: Town Council - 24 Apr 2019
Department: Community Development
Staff Contact: Leann Fuller, Community Development Clerk

BACKGROUND INFORMATION:

In past years, the Town Administrator has signed a License for use of the Town of Hooksett's land off of Merrimack Street and the surround fields located at 161 Merrimack Street. This license allows the use of the property for agricultural purposes. The grantee will hay the open fields 2 to 3 times per year, including mowing, raking and baling the hay. The grantee will also keep the land clean and fertile.

RECOMMENDATION:

Recommend to have the Acting Town Administrator sign the License to allow Jason Pritchard d/b/a Pritchard Farms to use the Town of Hooksett's land off of Merrimack Street and surrounding fields located at 161 Merrimack Street.

SUGGESTED MOTION:

Motion to have the Acting Town Administrator sign the License to allow Jason Pritchard d/b/a Pritchard Farms to use the Town of Hooksett's land off of Merrimack Street and surrounding fields located at 161 Merrimack Street.

ATTACHMENTS:

License to mow fields at 161 Merrimack Street

Concur

LICENSE

The Town of Hooksett, a municipal corporation with an address of 35 Main Street, Hooksett, New Hampshire, 03106, (Grantor or Town) grants to Jason Pritchard d/b/a Pritchard Farms, an individual with an address of 326 Buck Street, Pembroke, New Hampshire 03275 (Grantee or Pritchard) a license to use the Town of Hooksett's land off of Merrimack Street and surrounding fields located at 161 Merrimack Street, Tax Map 1 Lot 34.

The Grantee will use the Property for agricultural purposes, and will hay the open fields 2 to 3 times per year, including mowing, tedding, raking, and baling the hay. In doing so, he also agrees to keep the land clean and fertile, and to be used solely for agricultural purposes. The Grantee also agrees to trim any limbs that lean over the field and remove any natural debris.

This license is valid until either the Property is sold, or the Town revokes the license, whichever occurs first. The Town reserves the right to revoke this license for any reason.

The Grantor shall provide the Grantee with a minimum of 30 days written notice prior to terminating this license.

The Town makes no warranty or guarantee concerning the condition of the property. The Grantee agrees to assume all risks associated with his use of the Property.

The Grantee agrees to hold harmless, release, and indemnify the Grantor for any and all liability and/or claims for personal injury or damage to property arising from the Grantee's use of the Property, except those claims based on the Grantor's alleged intentional or reckless conduct.

The Grantee agrees to repair any damage caused to the Property as a result of the parking use, and restore the property to its original condition.

This license shall become binding when signed by the parties. This license supersedes all prior or contemporaneous communications and negotiations, both oral and written and constitutes the entire agreement between the parties relating to the use(s) set out above.

No amendment shall be effective except in writing signed by both parties.

If any provision of this license is held invalid, the other provisions shall not be affected thereby.

TOWN OF HOOKSETT

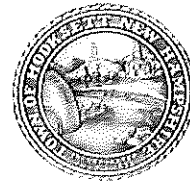
Date: _____

Acting Town Administrator

Date: _____

Jason Pritchard

Town Council
STAFF REPORT



To: Town Council
Title: RFP 19-05 Multi-Function Copier Bid Selection
Meeting: Town Council - 24 Apr 2019
Department: Administration
Staff Contact: Nick Germain, Project Coordinator

BACKGROUND INFORMATION:

Hooksett's Municipal Offices at 35 Main Street have been under contract with Ricoh USA, INC. for leasing and supplies related to a Multi-function copier device of significant volume for several years. That contract has expired, and as of April the town is now going month-to-month under the same contract terms.

While the service of the Ricoh contract was excellent for its duration, Finance and Administration determined that it would be good to put out an RFP for replacing that contract. Subsequently, an RFP was put together and advertised in early March. On the due date in early April, the town received a healthy amount of proposals from six separate entities.

Return details were also good. For perspective, current contract is a lease covering supplies and service, and all proposal formats were significantly lower than current contract terms.

Administration and Finance took about a week to go over financial structures and technical details of various proposals separately. Both departments actually independently pared down the list of proposals to three sources when balancing cost and service specifications:

A-Copi - Lowest cost proposal even when factoring in average color images
Toshiba - Lowest color printing cost (.03) (Have to negotiate B&W limit)
United Business Machines - Simplest terms, relatively similar price ballpark.

All three had good references and terms were close enough that relevant staff don't have a strong suggestion one way or another.

Special note can also be made for Ricoh, as although they weren't in the same cost ballpark, town uses them at other locations (safety center) and service experience is well-known.

See attached for a list comparing the consensus 3 proposals and the Bid opening. Comparison summary of all proposals available on request.

FINANCIAL IMPACT:

See estimated impacts for proposals. Town averages 160,000 (13,000 a month) B&W and 1,222 Color images currently.

POLICY IMPLICATIONS:

48 months is more flexible, but leaves the town more vulnerable to pricing increases. 60 months is easier for staff to manage and could protect against price increases outside a contract. All contract proposals seem to have reasonable early exit methods.

RECOMMENDATION:

Select one of the contracts presented

SUGGESTED MOTION:

"I motion to accept the _____ proposal under the terms for _____ as listed in the proposal document."

ATTACHMENTS:

Copier

bid 19-05 mfp printer opening

| | | | | | | | | | | | | | |
|---------------------|--|--------|--|--|--|--|--|--|--|--|--|--|--|
| Current BW Usage | | 160000 | | | | | | | | | | | |
| Current Color Usage | | 1222 | | | | | | | | | | | |
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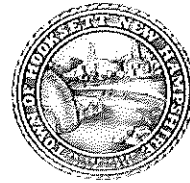
Bid #19-05
Multi Function Photocopier
March 28, 2019 10:00am

Attendees: Nicholas Germain, Project Coordinator; Christine Soucie, Finance Director;

| Bidders | | Costs | | |
|--|--------------|-----------|-----------|----------|
| | | 48 Months | 60 Months | Color |
| UBM United Business Machines | 10,000/month | \$ 197.83 | \$ 171.32 | \$ 0.040 |
| UBM United Business Machines | 20,000/month | \$ 210.96 | \$ 182.06 | \$ 0.040 |
| Conway Office Solutions | | \$ 230.75 | \$ 194.72 | \$ 0.040 |
| Conway Office Solutions w/10,000 B&W/month | | \$ 161.13 | \$ 135.97 | \$ 0.040 |
| RICOH | No Images | \$ 155.59 | \$ 136.70 | \$ 0.045 |
| RICOH w/paper trays and lg capacity | 10,000/month | \$ 215.59 | \$ 196.70 | \$ 0.045 |
| RICOH w/paper trays and lg capacity | 20,000/month | \$ 275.59 | \$ 256.70 | \$ 0.045 |
| Toshiba Business Solutions | | \$ 208.96 | \$ 174.54 | \$ 0.030 |
| Canon Solutions America, Inc. | | \$ 180.00 | \$ 150.00 | \$ 0.040 |
| A-Copi Technology First w/FMV lease | 10,000/month | \$ 92.01 | \$ 74.70 | \$ 0.039 |
| A-Copi Technology First w/\$1 out lease | 10,000/month | \$ 101.62 | \$ 83.59 | \$ 0.039 |
| A-Copi Technology First w/FMV lease | 20,000/month | \$ 108.62 | \$ 88.18 | \$ 0.039 |
| A-Copi Technology First w/\$1 out lease | 20,000/month | \$ 119.95 | \$ 98.67 | \$ 0.039 |

Bid opening closed: 10:14am

Town Council
STAFF REPORT



To: Town Council
Title: Quarterly Financial Report for March 31, 2019
Meeting: Town Council - 24 Apr 2019
Department: Finance
Staff Contact: Christine Soucie, Finance Director

BACKGROUND INFORMATION:

Overview of the Town Budget for FY 2018-19 as of March 2019.

SUGGESTED MOTION:

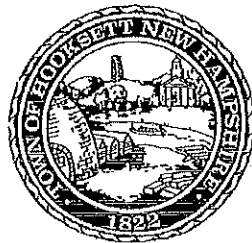
Information only no motions needed.

ATTACHMENTS:

Quarterly Report March 31, 2019

Concur

Town of Hooksett New Hampshire



**Quarterly Financial Report
For March 31, 2019**
Third Quarter of FY 2018-19

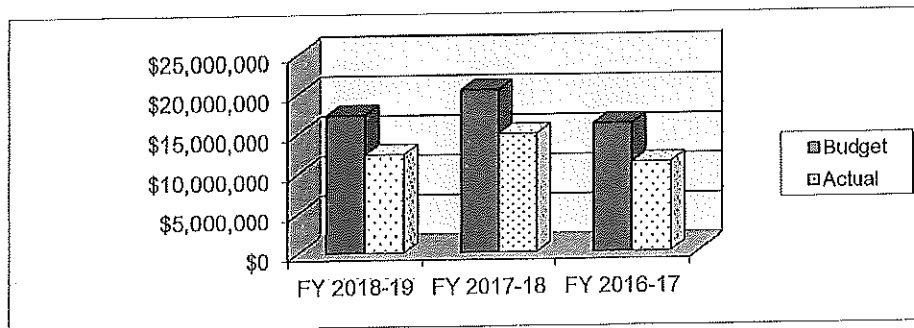
Unaudited

General Fund Third Quarter Ending March 31st

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

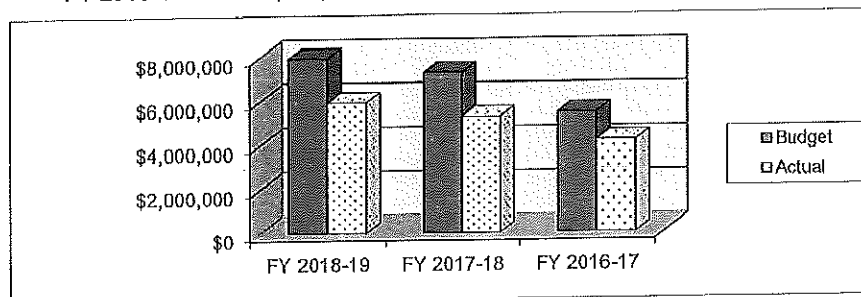
Total Operating Budget

| Year | ¹ Budget | Actual | Remaining Budget | % |
|------------|---------------------|---------------|------------------|-----|
| FY 2018-19 | \$ 17,329,841 | \$ 12,327,252 | \$ 5,002,589 | 71% |
| FY 2017-18 | 20,348,576 | 14,788,360 | 5,560,216 | 73% |
| FY 2016-17 | 16,059,252 | 11,141,073 | 4,918,179 | 69% |



Total Revenues

| Year | ¹ Budget | Actual | Uncollected Budget | % |
|------------|---------------------|--------------|--------------------|-----|
| FY 2018-19 | \$ 7,941,343 | \$ 5,918,766 | \$ (2,022,577) | 75% |
| FY 2017-18 | 7,277,548 | 5,259,978 | (2,017,570) | 72% |
| FY 2016-17 | 5,451,774 | 4,168,888 | (1,282,886) | 76% |



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

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

TOWN OF HOOKSETT - BUDGET SUMMARY FY 2018-19

March 31, 2019

73.08% of the year has expired

38 of 52 pay weeks has expired or 73.08%

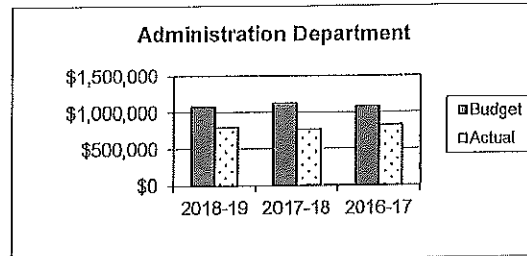
| Department | 2018-19 Approved Budget | Budget Transfers | * Budget Increases | 2018-19 Adjusted Budget | 2018-19 Actual YTD | (Over) Under Expended YTD | Percent Expended |
|---|-------------------------------|---------------------|-----------------------|-------------------------------|-----------------------|------------------------------|---------------------|
| Administration | 1,056,452 | (41,085) | 60,576 | 1,075,943 | 794,373 | 281,570 | 73.83% |
| Assessing | 231,087 | 991 | 0 | 232,078 | 164,275 | 67,803 | 70.78% |
| Community Development | 484,812 | 2,693 | 0 | 487,505 | 295,586 | 191,919 | 60.63% |
| Family Services | 195,800 | 0 | 0 | 195,800 | 85,455 | 110,345 | 43.64% |
| Finance | 223,455 | 5,206 | 5,900 | 234,561 | 166,535 | 68,026 | 71.00% |
| Fire-Rescue | 4,038,726 | (471) | 82,379 | 4,120,634 | 2,866,721 | 1,253,913 | 69.57% |
| Police | 4,603,847 | 11,165 | 27,045 | 4,642,057 | 3,210,796 | 1,431,261 | 69.17% |
| **Public Works | 4,375,927 | 13,501 | 808,024 | 5,197,452 | 3,680,548 | 1,516,904 | 70.81% |
| Tax Collection | 254,268 | 1,931 | 0 | 256,199 | 177,198 | 79,001 | 69.16% |
| Town Clerk & Elections | 36,227 | 50 | 0 | 36,277 | 29,696 | 6,581 | 81.86% |
| Administration's Budget | 15,500,601 | (6,019) | 983,924 | 16,478,506 | 11,471,182 | 5,007,324 | 69.61% |
| Budget Committee | 8,087 | 248 | 0 | 8,335 | 9,274 | (939) | 111.26% |
| Capital Leases | 36,456 | 0 | 0 | 36,456 | 36,455 | 1 | 100.00% |
| Cemetery Commission | 841 | 0 | 0 | 841 | 420 | 421 | 49.94% |
| Conservation Commission | 1,277 | 0 | 0 | 1,277 | 710 | 567 | 55.60% |
| Debt Principal | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Debt Interest | 17,500 | 0 | 0 | 17,500 | 22,286 | (4,786) | 0.00% |
| Debt Tax Anticipation Note (TAN) | 1 | 0 | 0 | 1 | 0 | 1 | 0.00% |
| Library | 781,154 | 5,771 | 0 | 786,925 | 786,925 | 0 | 100.00% |
| Total General Fund Operating Budget | 16,345,917 | 0 | 983,924 | 17,329,841 | 12,327,252 | 5,002,589 | 71.13% |
| Wastewater Department | 6,643,801 | 0 | 0 | 6,643,801 | 0 | 6,643,801 | 0.00% |
| Sewer and/or other Infrastructure on Westside | 0 | 0 | 92,406 | 92,406 | 1,320 | 91,086 | 1.43% |
| Safety Center Reconstruction | 762,500 | 0 | 0 | 762,500 | 10,000 | 752,500 | 1.31% |
| Fire Pumper | 607,500 | 0 | 0 | 607,500 | 357,500 | 250,000 | 58.85% |
| Scale System Recycling & Transfer | 65,000 | 0 | 0 | 65,000 | 0 | 65,000 | 0.00% |
| Stormwater Asset Management | 30,000 | 0 | 0 | 30,000 | 11,269 | 18,731 | 37.56% |
| Public Works Vehicles CR | 100,000 | 0 | 0 | 100,000 | 100,000 | 0 | 100.00% |
| Town Building Maintenance CR | 100,000 | 0 | 0 | 100,000 | 100,000 | 0 | 100.00% |
| Fire Apparatus CR | 50,000 | 0 | 0 | 50,000 | 50,000 | 0 | 100.00% |
| Emergency Radio Communications CR | 50,000 | 0 | 0 | 50,000 | 50,000 | 0 | 100.00% |
| Fire Equipment CR | 35,000 | 0 | 0 | 35,000 | 35,000 | 0 | 100.00% |
| Automated Collection Equipment CR | 30,000 | 0 | 0 | 30,000 | 30,000 | 0 | 100.00% |
| Parks & Recreation Facilities Development CR | 15,000 | 0 | 0 | 15,000 | 15,000 | 0 | 100.00% |
| Air Pack and Bottles CR | 25,000 | 0 | 0 | 25,000 | 25,000 | 0 | 100.00% |
| Master Plan CR | 10,000 | 0 | 0 | 10,000 | 10,000 | 0 | 100.00% |
| Conservation Land Improvements CR | 10,000 | 0 | 0 | 10,000 | 10,000 | 0 | 100.00% |
| 2018-19 Grand Totals | 24,878,918 | 0 | 1,076,330 | 25,955,248 | 13,132,341 | 12,822,907 | 50.60% |

* Budget Increases includes prior year encumbrances of \$886,169; grants of \$26,591 and donations of \$163,116.

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|--------------------------------|-----------|--------|---------|-----------|-----------|-----------|--------|
| ** Public Works | 2,702,585 | 7,878 | 808,024 | 3,518,487 | 2,650,943 | 867,544 | 75.34% |
| Highway | 561,775 | 2,476 | 0 | 564,251 | 344,930 | 219,321 | 61.13% |
| Parks, Recreation & Cemeteries | 1,111,567 | 3,147 | 0 | 1,114,714 | 684,674 | 430,040 | 61.42% |
| Recycling & Transfer | 4,375,927 | 13,501 | 808,024 | 5,197,452 | 3,680,548 | 1,516,904 | 70.81% |
| Total Public Works | | | | | | | |

Major Department Expenditure

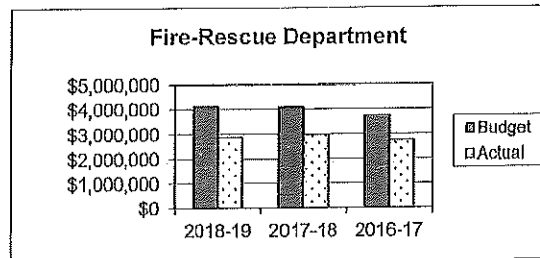
| Administration Department | | | |
|---------------------------|--------------|------------|-----|
| Year | Budget | Actual | % |
| 2018-19 | \$ 1,075,943 | \$ 794,373 | 74% |
| 2017-18 | 1,120,896 | 770,217 | 69% |
| 2016-17 | 1,079,494 | 831,102 | 77% |



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

The legal line can be the most volatile of the town wide expenditures within Administration, as of this report the town has spent 82% of the legal budget. This compares to last March 31st which was 82% spent and March 31, 2017 which was 56%.

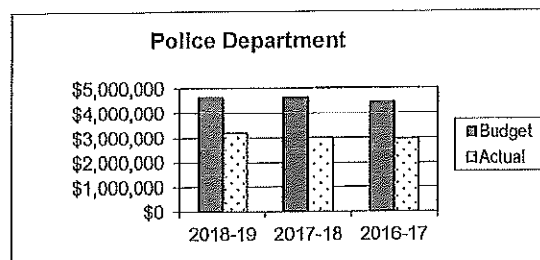
| Fire-Rescue Department | | | |
|------------------------|--------------|--------------|-----|
| Year | Budget | Actual | % |
| 2018-19 | \$ 4,120,634 | \$ 2,866,721 | 70% |
| 2017-18 | 4,084,332 | 2,970,929 | 73% |
| 2016-17 | 3,717,100 | 2,751,699 | 74% |



Fire-Rescue Department - Over the last three fiscal years, this budget has increased about \$400,000 or 12%. This increase breaks down as follows: 7% increase in wages and overtime; 3.5% increase in the employer share of NH Retirement; 0.5% increase in health insurance costs and another 1% in general operations.

The spending has stayed at or near the March benchmark of 73% for all three years. Minimum staffing is being utilized to keep the department's expenses down. The department continues to struggle with vehicle maintenance. Issues such as corrosion, lights, radiator and pump repairs have left this budget line 97% spent as of this report. Also hydrant rentals under the rental & leases lines is anticipated to be over budget by \$20,000 due to increase rates from the water precincts.

| Police Department | | | |
|-------------------|--------------|--------------|-----|
| Year | Budget | Actual | % |
| 2018-19 | \$ 4,642,057 | \$ 3,210,796 | 69% |
| 2017-18 | 4,638,493 | 3,001,918 | 65% |
| 2016-17 | 4,457,545 | 2,960,532 | 66% |

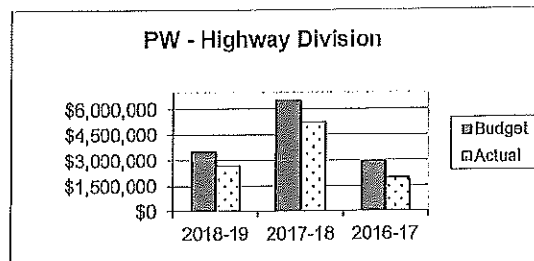


Police Department - The overall increase in this Police budget for the last three fiscal years was just under \$185,000 or 3.5%. Wages increased 4% and the employer share of NH Retirement increased 2%. Health insurance had a slight decrease of 0.5% and general operations decreased just under 2%.

Major Department Expenditure, Continued

The department historically underspends its budget due to vacant positions. There have been six officer's and one sergeant's positions vacant this year. Last year at this time, there were six employee turnovers. This years average length in time the positions were unfilled is 2.7 months, compared to last year at 4.8 months.

| PW - Highway Division | | | |
|-----------------------|-------------|-------------|-----|
| Year | Budget | Actual | % |
| 2018-19 | \$3,518,487 | \$2,650,943 | 75% |
| 2017-18 | 6,487,932 | 5,235,717 | 81% |
| 2016-17 | 2,909,332 | 1,941,717 | 67% |



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

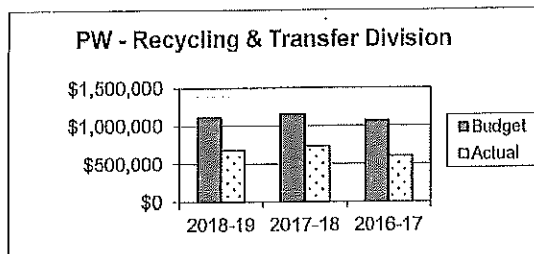
If you remove the encumbrances from each of the budget years, the actual budget has increased \$350,000 or 15.5% over the three years. This breaks down as follows: less than a half percent for wages and overtime, 0.5% decrease in health insurance due to employee turnover, 0.5% decrease in employer share of NH Retirement and 16% or \$465,499 increase in general operations. General operations include an additional \$300,000 for a road reconstruction warrant that passed in 2016.

Year to date actuals are 75% of the budget, which is between the prior two years. In 2016-17 the Town paved Martin's Ferry and sealed roadway cracks in late summer using the encumbered funds. In FY 2017-18 the Town paved Prescott Heights and Morrill Road in the fall and in FY 2018-19 the Town paved Zapora Drive, Grandview Drive, Roy Road, Cross Road and Hackett Hill.

The actuals for FY 2017-18 include the pedestrian bridge project of \$3.2 million. If you remove the \$3.2 million from the actuals spent of \$5.2 million that leaves that leaves \$2 million spent on regular Highway projects which is comparable to other years.

Staffing levels for the highway division has remained level for the past three years. In FY 2018-19 there have been two staff turnovers compared to one last year at this time. Average length in time the positions were unfilled is 3.5 months.

| PW - Recycling & Transfer Division | | | |
|------------------------------------|-------------|------------|-----|
| Year | Budget | Actual | % |
| 2018-19 | \$1,114,714 | \$ 684,674 | 61% |
| 2017-18 | 1,165,097 | 740,663 | 64% |
| 2016-17 | 1,070,146 | 608,900 | 57% |



PW - Recycling & Transfer Division - The budget has increased \$45,000 or 4.5% over the past three years. Wages and overtime have increased just over 2% and there have been no changes in the staffing levels. Health insurance has increased by 1% due to employee plan changes and increases in premiums, the Town share of NH Retirement has increased 0.5% and the budget for general operations has increased 1%.

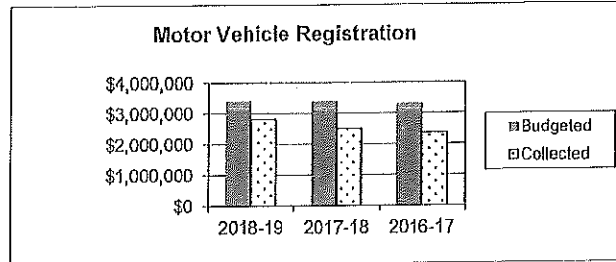
Major Department Expenditure, Continued

The department historically underspends its budget due to vacant positions. During the current year, there has been one driver and one heavy equipment operator's position vacant, with an average of 4.5 unfilled months. Last year at this time there were two driver positions vacant for an average of 5 months.

As of March 31st, the Town has spent \$293,186 on trash disposal for the year. This compares to last year at this time having spent \$288,977 and the five-year average of \$258,392. The rates for trash disposal have increased in accordance with our service contract and the cost to recycle has gone up as well.

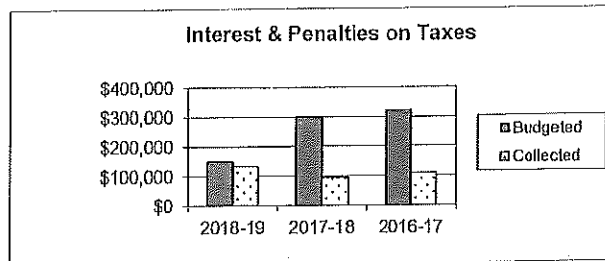
Major Governmental Revenues

| Motor Vehicle Registration | | | |
|----------------------------|-------------|-------------|-----|
| Year | Budget | Actual | % |
| 2018-19 | \$3,400,000 | \$2,810,879 | 83% |
| 2017-18 | 3,400,000 | 2,519,539 | 74% |
| 2016-17 | 3,300,000 | 2,374,481 | 72% |



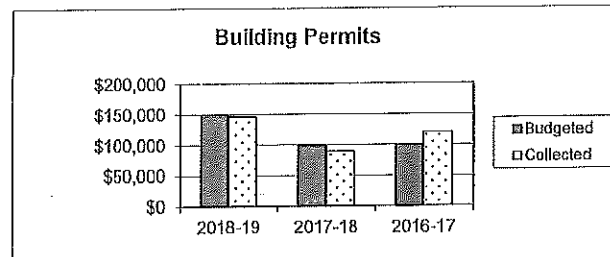
Motor Vehicle Registration - The top revenue source for the Town are fees collected for registering motor vehicles. The increase in the budget for the last several years is based on actual collections at the end of the year. At the end of June 2018 the Town collected \$3,481,730, in June 2017 collections were \$3,456,724 and in June 2016 the Town collected \$3,480,590. Based on year to date actuals, I anticipate collections to be \$3.6 million as of June 2019.

| Interest & Penalties on Taxes | | | |
|-------------------------------|------------|------------|-----|
| Year | Budget | Actual | % |
| 2018-19 | \$ 150,000 | \$ 133,273 | 89% |
| 2017-18 | 300,000 | 93,857 | 31% |
| 2016-17 | 320,000 | 108,375 | 34% |



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

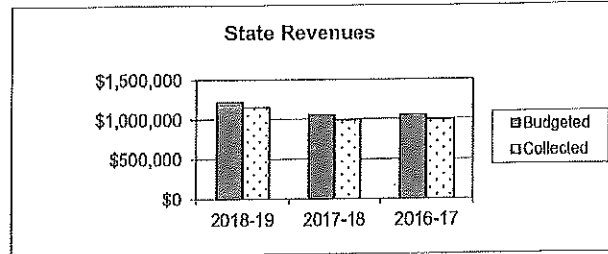
| Building Permits | | | |
|------------------|------------|------------|------|
| Year | Budget | Actual | % |
| 2018-19 | \$ 150,000 | \$ 146,310 | 98% |
| 2017-18 | 100,000 | 89,518 | 90% |
| 2016-17 | 100,000 | 119,637 | 120% |



Building Permits - These fees are paid for residential and commercial construction. Collections have increased over the last fiscal year finishing June 2018 at \$128,061. June 2017 finished at \$155,697 and in June 2016 the Town collected \$94,012. In FY 2018-19 permits were issued to SNHU for the new buildings and gas permits are being reported in this line explaining the increase in collections. The anticipated collection as of June 30, 2019 is \$175,000.

Major Governmental Revenues, Continued

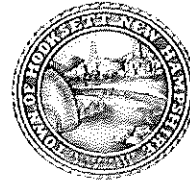
| Year | State Revenues | | |
|---------|----------------|--------------|-----|
| | Budget | Actual | % |
| 2018-19 | \$ 1,219,082 | \$ 1,156,772 | 95% |
| 2017-18 | 1,053,183 | 991,663 | 94% |
| 2016-17 | 1,048,826 | 988,740 | 94% |



State Revenues - The Meals and Rooms Tax have been steady for the for the last three years, as the Highway Block Funds have increased just over \$150,000 in FY 2018-19. The Town has not received any funding from the State Shared Revenues since FY 2009-10.

| Other Revenues | Over Budget | | |
|--------------------------|-------------|------------|-----------|
| | Budget | Actual | |
| Interest on Investments | \$ 125,000 | \$ 206,886 | \$ 81,886 |
| Sale of Town Property | 20,000 | 33,458 | 13,458 |
| Insurance Reimbursements | 1 | 83,712 | 83,711 |
| Welfare Reimbursements | 5,000 | 18,589 | 13,589 |

Town Council STAFF REPORT



To: Town Council
Title: Annual Financial Audit
Meeting: Town Council - 24 Apr 2019
Department: Finance
Staff Contact: Christine Soucie, Finance Director

BACKGROUND INFORMATION:

Angell & Company, LLC, the town's current auditing firm, is closing shop and will not be able to perform the town's financial audit starting FY 2018-19. The town did received the following bids for a three-year contract: (Full proposals can be found in the Council's Read File)

| 3 Year Costs | Vachon Clukay & Company | Melanson Heath & Company | Plodzik & Sanderson |
|------------------------------------|----------------------------|-----------------------------|------------------------|
| Town | \$ 49,500.00 | \$ 67,200.00 | \$ 57,643.50 |
| Wastewater | <u>11,250.00</u> | <u>12,000.00</u> | <u>14,040.00</u> |
| Total Costs for 3 years | \$ 60,750.00 | \$ 79,200.00 | \$ 71,683.50 |

Vachon Clukay & Company has performed the Town's independent audit for five years from FY 2005 to FY 2010. They currently perform approximately 60 municipal audits annually and participated in the American Institute of Certified Public Accountants Peer Review Program. A program designed to review systems of quality control and compliance to them to provide communities with reasonable assurance of performing and reporting in conformity with applicable professional standards.

FINANCIAL IMPACT:

The request for proposals asked firms to estimate costs for three years, for both Town and Wastewater, with 2 one-year extensions. These are estimates, the actual audit costs could be more or less depending on the circumstances.

The following chart summarizes the budget shortfall for next year's budget:

| | Town | Wastewater |
|---|--------------------|--------------------|
| Budgeted funds in FY 2019-20 | \$10,700.00 | \$ 1,800.00 |
| Proposed costed for Vachon Clukay & Co. | <u>16,510.00</u> | <u>3,750.00</u> |
| Budget shortfall | \$ 5,810.00 | \$ 1,950.00 |

RECOMMENDATION:

Concure

Agenda Item #16.5.

I'm recommending awarding the contract to Vachon Clukay & Company. They are the lowest bidder and has provided outstanding service for the Town in the past.

SUGGESTED MOTION:

Motion to authorize the Town Administrator to engage with Vachon Clukay & Company PC for the Town's independent audit for years ending June 30, 2019, 2020 and 2021.

ATTACHMENTS:

Review 19-02

Town of Hooksett
Annual Financial Audit #19-02 Review

| Criteria | Vachon Clukay & Co. | Melanson Heath & Co. | Plodzick & Sanderson |
|---|---|---|---|
| 1) Company information | 608 Chestnut Street Manchester, NH 03104 603-622-7070 | 102 Perimeter Road Nashua NH 0363 1-800-282-2440 x 2153 | 193 North Main Street Concord NH 03301 603-225-6996 |
| 2) Contact person | Jarad Vartanian | Frank Biron | Michael Campo |
| 3) License to Practice in NH | Yes page 3 | Yes page 7 | Yes page 3 |
| 4) Narrative of professional qualifications | page 16-22 | page 11 -15 | page 4 -8 |
| 5) Municipal Reference | Page 5 Over 50 Town & Cities 3 Counties | Page 10 and Appendix A | Page 9 |
| 6) Cost | | | |
| Town | 49,530.00 | 67,200.00 | 57,643.50 |
| Sewer | 11,250.00 | 12,000.00 | 14,040.00 |
| Single Audit (if needed) | - | - | 6,210.00 |
| Total Cost for 3 years | \$ 60,780.00 | \$ 79,200.00 | \$ 77,893.50 |
| 7) Disqualified or Terminated | | | |
| 8) Other | | | |
| 3 Year Costs | Vachon Clukay & Co. | Melanson Heath & Co. | Plodzick & Sanderson |
| Town | 49,500.00 | 67,200.00 | 57,643.50 |
| Sewer | 11,250.00 | 12,000.00 | 14,040.00 |
| Total Cost for 3 years | \$ 60,750.00 | \$ 79,200.00 | \$ 71,683.50 |

FINANCE\RFP's\IC2F659D3A9974D2893836B9A05DE1ABD-Review 19-02