

# AGENDA

## Town of Hooksett Town Council

### Wednesday, May 22, 2019 at 6:00 PM

A meeting of the Town Council will be held Wednesday, May 22, 2019 in the Hooksett Municipal Building commencing at **6:00 PM**.

	Page
1. CALL TO ORDER	
2. PROOF OF POSTING	
3. ROLL CALL-NON-PUBLIC SESSION #1	
4. NON-PUBLIC SESSION #1	
5. CALL TO ORDER - PUBLIC SESSION WILL BEGIN IMMEDIATELY FOLLOWING THE NON-PUBLIC SESSION NOTED ABOVE.	
6. PLEDGE OF ALLEGIANCE	
7. SPECIAL RECOGNITION	
7.1. Hooksett Youth Achiever of the Month	
8. SCHEDULED APPOINTMENTS	
8.1. Cindy Robertson, Chair of Conservation Commission, ATV use on Chester Turnpike <u>Staff Report - SR-19-096 - Pdf</u>	5
8.2. Sue Wiley, Treasurer for Hooksett Kiwanis - Regarding a Hooksett 5k Road Race <u>Staff Report - SR-19-090 - Pdf</u>	7 - 9
8.3. Scheduled Activity Update - Economic Development Advisory Committee <u>Staff Report - SR-19-072 - Pdf</u>	11
9. APPROVAL OF MINUTES	
9.1. Public: 05/08/2019 <u>TC Minutes 050819 -U</u>	13 - 26
9.2. Non-Public: 04/24/2019 (tabled at 05/08/19 TC Meeting)	
9.3. Non-Public: 05/08/2019	
10. AGENDA OVERVIEW	
11. PUBLIC HEARINGS	
12. CONSENT AGENDA	
12.1. Partial Surety Release – Summit View Development <u>Staff Report - SR-19-091 - Pdf</u>	27 - 30
13. TOWN ADMINISTRATOR'S REPORT	

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

- 14. **PUBLIC INPUT - 15 MINUTES**
- 15. **NOMINATIONS AND APPOINTMENTS**
- 16. **15 MINUTE RECESS**
- 17. **OLD BUSINESS**
  - 17.1. District #6 Town Council Seat - Vacancy effective 07/01/19
- 18. **NEW BUSINESS**
  - 18.1. Conservation Commission- Recommendation for Right of Way Trail Easement on Chester Turnpike 31 - 37  
Staff Report - SR-19-075 - Pdf
  - 18.2. Eagle Scout Project – Lacrosse Practice Wall 39 - 72  
Staff Report - SR-19-097 - Pdf
  - 18.3. 100 Yard Live Bottom Floor Trailer 73 - 77  
Staff Report - SR-19-087 - Pdf
  - 18.4. Addition of Mass Buys to Cooperative Purchasing Program 79 - 88  
Staff Report - SR-19-093 - Pdf
  - 18.5. Impact fee usage for Interoperability Radios 89 - 93  
Staff Report - SR-19-089 - Pdf
  - 18.6. 2019-2020 Town Council Meeting Schedule 95 - 97  
Staff Report - SR-19-095 - Pdf
  - 18.7. Unsealing of Council Non-Public session minutes (June 2018-May 2019), if in the opinion of a majority of members, the circumstances that sealed the minutes no longer apply in accordance with RSA 91A:3 III. 99 - 100  
Staff Report - SR-19-098 - Pdf
- 19. **SUB-COMMITTEE REPORTS**
- 20. **PUBLIC INPUT**
- 21. **NON-PUBLIC SESSION #2**
- 22. **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

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bringing to the Council for discussion at a subsequent meeting. The Chair reserves the right to end questioning if the questions depart from clarification to deliberation.

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

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



Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Cindy Robertson, Chair of Conservation Commission, ATV use on Chester Turnpike  
**Meeting:** Town Council - 22 May 2019  
**Department:** Community Development  
**Staff Contact:** Leann Fuller, Community Development Clerk

**BACKGROUND INFORMATION:**

Town Council tasked the Conservation Commission to discuss and present a recommendation regarding the future use of ATV's on the Class VI portion of Chester Turnpike.

**RECOMMENDATION:**

Listen and discuss the Conservation Commission's recommendation for future ATV use on the Class VI portion of Chester Turnpike.

**SUGGESTED MOTION:**

See New Business item.



Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Sue Wiley, Treasurer for Hooksett Kiwanis - Regarding a Hooksett 5k Road Race  
**Meeting:** Town Council - 22 May 2019  
**Department:** Administration  
**Staff Contact:** Nick Germain, Project Coordinator

**BACKGROUND INFORMATION:**

Last year in September, coinciding with Old Home Day, the Hooksett Kiwanis organization put on a road race they titled "Book it to the Library." The event, which benefited the Hooksett Public Library, was authorized by Council to take place on town property and be facilitated by town staff.

On May 5th, 2019, Sue Wiley, Treasurer of the Hooksett Kiwanis, contacted the Administration Department about repeating a similar event once again, and requested a scheduled appointment with Council to discuss the matter. The race would occur September 21st, 2019 starting at 8:30AM, and may include utilizing town land and other resources.

Importantly, they're willing to comply with requirements previously set by staff to protect and indemnify the Town. Notably:

- Agreeing to provide a Certificate of Liability insurance with \$1,000,000 in liability limits that name the Town of Hooksett as an Additional insured
- Incorporating indemnification agreements, that protect the Town of Hooksett and local property owners, with event registration documents

**FINANCIAL IMPACT:**

Described liability protections were deemed suitable in the past.

**POLICY IMPLICATIONS:**

None. Town has authorized and facilitated similar events in the past so long as an appropriate Certificate of Insurance is provided and the organization in question cooperates with staff.

**RECOMMENDATION:**

Listen to Kiwanis present their case for the Road Race. Vote to approve as long as they meet requirements set by the Town Administrator.

**SUGGESTED MOTION:**

"I motion to authorize the use of town land for the described event, and empower town staff to appropriately facilitate its conduct."

*Concur*

**ATTACHMENTS:**

Hooksett 5k Road Race



Janet,

The Hooksett Kiwanis Foundation would like to thank the town for their assistance last year in helping us make the "Book It to the Library" race a success. In addition, we would like to run the race again this year and are seeking your approval to use your land owned by the town. The event is planned for Saturday, September 21st at 8:30 AM which will coincide with Old Home Days. We will be using the same course that we used last year.

We are requesting permission of the Town of Hooksett to direct a portion of a 5K Road Race through land owned by the town. We will provide a certificate of insurance showing \$1 million in liability limits, naming the Town of Hooksett as an additional insured as their liability may arise from all activities related to this 5K race. We'll also have indemnification agreements built into all race registrant's documents whereby the racers will indemnify all property owners, Town of Hooksett and the Hooksett Kiwanis Club.

Would it be possible to be put on the agenda for one of the upcoming Town Council meetings? We could review in detail the roads to be used, police detail, port-a potties, traffic cones, barricades, EMTs, trail equipment and anything else pertaining to the race.

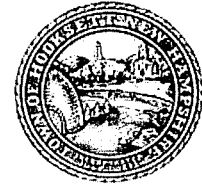
Thank you for your support and consideration!

Sincerely,

Sue Willey  
Hooksett Kiwanis Treasurer & 5k Race Committee



Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Scheduled Activity Update - Economic Development Advisory Committee  
**Meeting:** Town Council - 22 May 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 Economic Development Advisory Committee have requested to provide their annual update on May 22nd.

**FINANCIAL IMPACT:**

n/a

**POLICY IMPLICATIONS:**

n/a

**RECOMMENDATION:**

Listen to the EDAC deliver their annual update.

**SUGGESTED MOTION:**

n/a



**Town of Hooksett  
Town Council Meeting Minutes - Unofficial  
Wednesday, May 8, 2019**

1  
2 The Hooksett Town Council met on Wednesday, May 8, 2019 at 6:00 in the Hooksett Municipal  
3 Building.  
4

5 **CALL TO ORDER**

6 Chair Sullivan called the meeting of 08 May 2019 to order at 6:00 pm.  
7

8 **PROOF OF POSTING**

9 Administrative Services Coordinator Donna Fitzpatrick provided proof of posting.  
10

11 **ROLL CALL**

12 **In Attendance:** Councilor James Sullivan, Councilor John Durand, Councilor John Giotas, Councilor  
13 James Levesque, Councilor David Ross, Councilor Timothy Tsantoulis, and Councilor Alex Walczyk.  
14 Councilor Robert Duhaime arrived at 6:03 pm.  
15

16 **Missing:** Councilor Clark Karolian  
17

18 **PLEDGE OF ALLEGIANCE**

19  
20 Chair Sullivan called for the Pledge of Allegiance.  
21

22 **SPECIAL RECOGNITION**

23 **Hooksett Municipal Employees - New Hire**  
24

25 Chair Sullivan: I am pleased to announce the selection of Andre L. Garron as Hooksett's Town  
26 Administrator.  
27

*Chair Sullivan motioned that the Town Council Chair sign the three-year appointment  
28 agreement with Andre L. Garron, the appointment beginning May 30, 2019. T. Tsantoulis  
29 seconded the motion.  
30*

*Voted unanimously in favor.*  
31  
32

33 Chair Sullivan: This is the press release announcing the appointment of Mr. Garron:  
34 The Hooksett Town Council is pleased to announce that a new Town Administrator has been  
35 selected and hired. Andre Garron, will begin as Town Administrator on May 30, 2019. Garron was  
36 selected from a group of candidates who applied during the recent recruitment process  
37 coordinated and conducted by Municipal Resources Inc. Garron has spent over thirty years  
38 working with local governments in New Hampshire. He began his municipal career as the  
39 Community Relations Specialist in City of Lee's Summit, MO. In 1988, he relocated to NH and  
40 continued his municipal government career serving NH communities as Planning and Economic  
41 Development Coordinator in Goffstown, Community Development Director in Londonderry, State  
42 Specialist, Economic Development at the University of NH Cooperative Extension and recently as  
43 Community Development Director/Assistant Town Manager in Salem. He earned his Bachelor's  
44 Degree from the University of New Hampshire (Community Development), and Master's Degree  
45 from Southern New Hampshire University (Community Economic Development). Garron  
46 commented: "I thank Town Council for selecting me and am very excited for the opportunity to  
47 serve as Hooksett's Town Administrator. I've always respected the community and think it has a

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48 very promising future. I look forward to being a part of it." Garron will start work for the Town  
49 with an annual salary of \$115,000.00. Garron and his wife Cindy of 32 years live in Bedford, NH  
50 and have two sons, Andre Jr. and Jordan.

51 The Town Council will host a reception in June for the public to meet their new Town  
52 Administrator. The date will be announced soon to "kick-off" this event. Did I mention Mr. Garron  
53 was a running back and kick returner for the Kansas City Chiefs?

54 D. Ross: I think we did really well with the selection process this time. I like the way we did it. The  
55 candidates were all exemplary. Kudos to MRI.

56  
57 **Hooksett Citizen of the Year**

58  
59 Chair Sullivan: The Lions Club has chosen Michael Horne as Hooksett Citizen of the Year. A dinner in  
60 his honor will be held on Friday, May 17, 2019 at the Puritan Conference Center.

61  
62 *R. Duhaime motioned to authorize the Chair or his designee(s) to present the Citizen of the Year*  
63 *Proclamation to Michael Horne at the 2019 Citizen of the Year Dinner and Ceremony. A. Walczyk*  
64 *seconded the motion.*

65 *Voted unanimously in favor.*

66  
67 Chair Sullivan: Nick Germain will put together the proclamation.

68  
69 **SCHEDULED APPOINTMENTS**

70  
71 **Cindy Robertson, Chair of Conservation Commission-Phase II of the Hooksett Riverwalk Trail**

72  
73 C. Robertson: You have handouts describing our plans for Phase II of the Riverwalk Trail. We acquired  
74 126 acres along the Merrimack River and Phase I of its development is complete. Stantec put out an  
75 RFP for Phase II and received two bids. Solid Earth Technologies of Amherst, NH was the low bidder  
76 and will be doing the project; Stantec will provide oversight. Steve Couture, in his new role with Bear  
77 Paw, will be involved as well. On the map you have, we are looking at the Brick Kiln Historic Loop. The  
78 plan is for two sections of wooden boardwalk and two rest areas, as indicated. We are limited as to  
79 what we can do because of cost. Eventually, several areas will be gravel-packed. At our next meeting  
80 we will be looking at the cost and how it will be covered. Solid Earth Technologies bid a base price of  
81 \$276,603. The Parks & Rec Impact fund will probably provide \$50,000; another \$30,000 will come from  
82 the Administration fund and the rest will come from the Conservation fund. I defer to Bruce Thomas on  
83 technical questions.

84  
85  
86 R. Duhaime: I notice the rest area in the dry upland area has a bike guard rail.

87  
88 D. Ross: The guard rail is probably because of the stream channel below – to prevent bikers from  
89 falling into the river.

90  
91 A. Walczyk: Thanks for putting this together. It is great. About how long do you think this is going to  
92 take, roughly?

93  
94 C. Robertson: We plan to start July 1, 2019, and our goal is to get it done by the end of the year.

95  
96 A. Walczyk: There is a bike rail along the trail, right?

97  
98 C. Robertson: Just on the bridge; not on the whole trail.

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R. Duhaime: The width of eight feet is a lot.

C. Robertson: This is for consistency with Phase I, which is also eight feet wide. This allows passing room. We considered twelve feet at first, but that would be too costly.

D. Ross: A lot of work was put into this for a long time. I'm pleased that the people involved from the beginning are still involved.

***D. Ross motioned to award the second phase of the Hooksett Riverwalk Trail project to Solid Earth Technologies, Inc. in an amount not to exceed \$276,603. A. Walczyk seconded the motion.***

A roll call vote was taken on the motion.

**Roll Call Vote #2**

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

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

**APPROVAL OF MINUTES**

**Public: 04/17/2019**

***D. Ross motioned to approve the minutes of the April 17, 2019 public session. T. Tsantoulis seconded the motion.***

***Voted unanimously in favor.***

**Public: 04/18/2019**

***D. Ross motioned to approve the minutes of the April 18, 2019 public session. J. Durand seconded the motion.***

***Voted unanimously in favor.***

**Public: 04/24/2019**

***D. Ross motioned to approve the minutes of the April 24, 2019 public session as amended. T. Tsantoulis seconded the motion.***

***Voted unanimously in favor.***

**Non-Public: 04/17/2019**

152 **T. Tsantoulis motioned to approve the minutes of the April 17, 2019 non-public session. J.**  
153 **Levesque seconded the motion.**  
154 **Voted unanimously in favor.**

155  
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157 **Non-Public: 04/18/2019**

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159 **T. Tsantoulis motioned to approve the minutes of the April 18, 2019 non-public session. R.**  
160 **Duhaime seconded the motion.**  
161 **Voted unanimously in favor.**

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165 **Non-Public: 04/24/2019**

166  
167 **T. Tsantoulis motioned to approve the minutes of the April 24, 2019 non-public session. J.**  
168 **Durand seconded the motion.**

169  
170 A. Walczak: There is a misspelling to be corrected.

171  
172 **A. Walczyk motioned to table this motion, to be dealt with in non-public session. R. Duhaime**  
173 **seconded the motion**  
174 **Voted unanimously in favor.**

175  
176  
177 **Scheduled Activity Update - Library Trustees**

178  
179 H. Rainier: Good evening and thank you for having us. I am Heather Rainier, the Director of the Library;  
180 beside me is Mac Broderick, a Library Trustee; and on the end is Mary Farwell, Chair of the Library  
181 Trustees. In the audience are Library Trustees Barbara Davis, Tammy Hooker, and Linda Klenshmidt.  
182 We have a slide show presentation for you, put together by myself and our expert IT specialist Mark  
183 Glisson. Our statistics are for FY 2018. We had 111,611 visitors to the library – an average of 7.87  
184 visits per resident. 195,801 items were borrowed, including 8,801 eBooks and 5,739 eAudios. We have  
185 16 discount passes for local attractions, which we lent out 1,099 times, saving our residents \$44,190.  
186 Program attendance numbers show that 4,388 adults and 9,456 youth participated in various programs.  
187 We have added more Saturday morning programs and attendance at these is skyrocketing.

188  
189 M. Farwell: For one activity, we were expecting 30 and had 78. The staff handled that smoothly.

190  
191 H. Rainier: Wildlife encounters are popular, drawing 300 participants. We had 580 children at our  
192 Easter Egg Hunt.

193  
194 M. Farwell: They are staggered by age, so they move through in an orderly fashion.

195  
196 J. Giotas: Are these events for Hooksett residents only?

197  
198 H. Rainier: We don't limit anyone on the big events. Honestly, we struggle with this, but feedback  
199 indicates that allowing some non-Hooksett residents to participate is not impacting the events.

200  
201 M. Broderick: Remember that a Hooksett resident might be the grandparent of a child participating in an  
202 event.

203  
204 H. Rainier: Through the STEAM program (Science, Technology, Engineering, Arts, Mathematics), we  
205 have programs which are extensions of what students are doing in school. This collaboration is



206 beneficial to the students. We even received a grant to get equipment and materials to match those for  
207 the schools. Turning to the seniors, we have the Ash Street Photography group which meets twice a  
208 month. We also have knitting classes, a PC Interest program and Mahjong.

209

210 M. Farwell: The photography of the seniors is professional quality. Four times a year we display their  
211 work in the library.

212

213 H. Rainier: A few years ago, we asked for, and received, increased funding in order to staff the  
214 children's room full-time. This has been wonderful, and we have students from Cawley Middle School  
215 who help with the programs for children.

216

217 H. Rainier: Our IT specialist hosted 500 tech support sessions. Our various meeting rooms were used  
218 1,172 times via reservation and accommodated 13,613 attendees. Our patrons can access popular  
219 magazines at home, including Consumer Reports with no cost for the articles. Creativebug provides  
220 instructional videos in scrapbooking, knitting and other crafts. Universal Class provides instruction for  
221 baking bread, starting a business, obtaining teacher certification, and many other subjects. Hooksett's  
222 access to the resources of many libraries is available through membership in the GMILCS consortium.  
223 Hooksett Library has 50,000 resources, but with the consortium, has access to 1.2 million. The Library  
224 keeps track of the money patrons save by using its resources; Mary Farwell's receipt shows an annual  
225 savings of \$11,042 because she uses library resources instead of purchasing books, etc.

226

227 J. Giotas: The library is such an asset to our community.

228

229 J. Levesque: Mark Glisson is phenomenal and has a wealth of information. He has helped me with  
230 projects and he also helped my wife with her iPhone.

231

232 D. Ross: Kudos to the library.

233

234

235 **CONSENT AGENDA**

237 Accept the donation of \$500.00 from the Rice Family Charitable Fund to the Town of Hooksett  
238 Conservation Commission fund per RSA 31:95-b: III(b).

239

241 Accept the donation of \$500.00 from the Rice Family Charitable Fund to the Town of Hooksett Heritage  
242 Commission fund per RSA 31:95-b: III(b).

243

244 Dion/Walnut Hill Avenue (off Goffstown Road) Bond Partial Release

245

246

247 ***T. Tsantoulis motioned to accept the Consent Agenda items. J. Durand seconded the motion.***

248

249 R. Duhaime: The reduction of the Dion/Walnut Hill Avenue Bond Release is substantial.

250

251 B. Thomas: The value of the work which has been completed is \$237,002.06; the present value of the  
252 work still to be done is \$147,440.06.

253

254 Chair Sullivan called for a vote on the motion to accept the Consent Agenda.

255

***Voted unanimously in favor.***

256

257

258 **TOWN ADMINISTRATOR'S REPORT**

259

260 J. Bouchard: Leeann Fuller assisted me in finding the RSA which indicates that the Heritage  
261 Commission may meet on an 'as needed' basis.  
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J. Bouchard: A note of thanks was sent to Mark Stebbins of PROCON for the use of their facility for meetings on April 17<sup>th</sup> and 18<sup>th</sup>. We also sent a note and a gift card to Kirk, who stayed late both evenings to assist us and lock up.

J. Bouchard: I would like to introduce our K-9 Officer Timber and Officer McCluskey.

Officer McCluskey: Timber has completed 14 weeks of Patrol training and six weeks of Narcotics training, so he is certified in both areas. He is a dual-purpose dog. He turned two years old in April. He is active but very well behaved. He does not like motorcycles.

J. Bouchard: We have two Boy Scouts here tonight, Duncan Korkosz and Alex Gannon, to present their Eagle Scout projects.

D. Korkosz: My project is to build a concrete wall for developing lacrosse skills. I have the support of the Lacrosse Board and the Parks & Rec Board. The estimated cost is \$9,000; I have added \$1,000 because my project must include a plaque. It is my responsibility to raise the funds, so I will be soliciting donations from the lacrosse community and the Hooksett Youth Athletic Association (HYAA). I also have ad space on the wall to incentivize donations. I have worked with Mr. Arbone to select the location of the wall and he approves of this project. Daniel Sinotte has provided the estimates and will do the actual work.

J. Giotas: Is concrete the only material used for this?

D. Korkosz: It could be wood, but it is very loud and we don't want noise complaints.

D. Ross: How have you addressed safety issues regarding vertical stability?

D. Korkosz: I won't be building this myself, but rebar will be used.

R. Duhaime: I assume you have talked with our Town Engineer.

D. Korkosz: No, I have not, but I will.

R. Duhaime: Why have you chosen a free-standing wall instead of a retaining wall?

D. Korkosz: The free-standing wall is safer with a multi-function field. Retaining walls present a tripping hazard and might interfere with track runners.

D. Ross: You might use our awesome library to reach lots of potential donors.

Chair Sullivan: This item will be on the Consent Agenda of our next meeting.

A. Gannon: My project is to explore the untapped potential of Lamberts Park. I have listed seven possible projects. One of these I will do myself, the detailing of the flag pole, and I hope that the others will serve as inspiration for future Eagle Scout projects. The projects include the following items: a recreational field, three areas for opening trees for a water view, benches and a possible gazebo modification, flag pole detailing, and picnic tables. Benches from another Eagle Scout project have been stolen, so it would be good to replace those. For the flagpole, I plan to construct a brick base and add a self-maintaining garden.

313 T. Tsantoulis: This is a well-thought-out concept and I wish you well.

314

315 R. Duhaime: I don't see your details for the lighting of the flagpole.

316

317 A. Gannon: It depends upon the amount of money I raise. I plan to have a car wash, which should raise  
318 \$700 to \$800. I am lucky to have a lot of family connections. My mother is in real estate and my father  
319 is a cop. I have a limited time to complete my project, so I am hoping to get approval to begin as soon  
320 as possible.

321

322 J. Giotas: What about the other items on the list?

323

324 A. Gannon: I hope they will serve as inspiration for other scouts.

325

326 J. Bouchard: Alex has been nominated to and accepted by the Naval Academy.

327

***D. Ross motioned to waive the rules and vote this evening on this project. T. Tsantoulis  
328 seconded the motion.***

329

***Voted unanimously in favor.***

330

***D. Ross motioned to approve the Eagle Scout project for Lamberts Park as presented by Alex  
332 Gannon. T. Tsantoulis seconded the motion.***

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***Voted unanimously in favor.***

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364 J. Bouchard: Heritage Day is Saturday, May 18, 2019 and begins at 9:30 am.

365

366 J. Bouchard: Earl Labonte and Christine Soucie have learned how to post items on the Dove Deals  
367 online auction site. They have sold a truck for \$4,500 and a car for \$750. This is a good way to clear  
368 out unused items and make a little money for the town.

369

370 J. Bouchard: At the last meeting, I agreed to provide the Canine Trust balance, which stands at  
371 \$37,685. We are expecting \$4,000 in grant money for Timber's completion of his training and another  
372 \$3,000 from other fund raising. No taxpayer dollars have been used for Timber's training/maintenance.

373

374 J. Bouchard: Chief Burkush is in the process of contacting SNHU to inform them of progress on the  
375 new ladder truck and to ask about having a SNHU decal on the truck.

376

377 **PUBLIC INPUT**

378 Nicole Letendre, 26 Benton Road: The portion of the Planning Board meeting on Monday regarding the  
379 Sports Dome had a discouraging twist of events. We felt steamrolled. I had collected almost 100  
380 signatures just in my neighborhood. Councilor Duhaime is the only one who looked at the list, and is the  
381 only one who stood up for the residents. We are looking for guidance as to what we can do. This  
382 project did not meet regulations and zoning requirements, yet it was approved. What will be approved  
383 next?

384

385 Chair Sullivan: I apologize, but we can't answer any questions because this project is not under the  
386 jurisdiction of the Town Council. I would suggest you talk with the Town Planner to explore your  
387 options. Our new Town Administrator has a lot of knowledge in this area and perhaps will be able to  
388 help when he assumes the position.

389

390 Mark Miville, 42 Main Street: I want to advise the Council that this is blowing up on social media. We  
391 need to fix the road and it will cost half a million dollars.

392

393 D. Fitzpatrick: As Chair Sullivan so graciously explained, Town Attorney Matt Serge has advised the  
394 Town Council that decisions of the Planning Board are not within their jurisdiction.

395

396

397 **15 MINUTE RECESS**

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Chair Sullivan: Is this eligible for TIF funding?

B. Thomas: It is for infrastructure, so it is eligible.

D. Ross: I thought that at the time of their presentation they were working with hard numbers.

Chair Sullivan: Someone should check the video of that meeting to review what was said.

B. Thomas: The Water Works Treatment Plant would like to have a handshake agreement that waste water from Bass Pro Shop, Walmart and Poultry Products will go to Manchester. Other communities have formal intermunicipal agreements for this, but there is precedent for the informal handshake agreement. This flows downhill to Manchester and would save on infrastructure.

D. Ross: They make money handling the sewer. Would we be giving up revenue forever on this?

Chair Sullivan: We should ask the Sewer Commission to attend a meeting.

B. Thomas: Regarding the library columns, I have pictures demonstrating the wear and tear on them. They need to be resurfaced. The low bid for this was \$14,580. The contractor will be starting within a couple of weeks. I told them that once they start, they should stay with the project until it is complete.

**Town Personnel Plan Update(s) - Vacation Leave**

D. Fitzpatrick: Ms. Soucie, Captain Robie and myself were last before you on March 27<sup>th</sup>. We now have an update. We held another meeting on April 16<sup>th</sup> and Acting Town Administrator Bouchard suggested that we have another meeting to go over employee comments received from department heads. We next met on April 23<sup>rd</sup> and are ready with our proposal regarding vacation leave. The only difference is the time-frame for carrying over vacation hours. This has been changed from 80 hours to 100 hours. July 1, 2019 is the effective date.

J. Bouchard: Employees are going to get more vacation time. We have fantastic employees who don't make a lot. This is a way to give them something at little cost to the town.

***T. Tsantoulis motioned to approve the Town Personnel Plan updates for Vacation Leave effective July 1, 2019. J. Giotas seconded the motion.***

J. Levesque: Will this affect long term employees who are saving vacation time?

J. Bouchard: First, vacation time is not a retirement plan, and second, they will not lose accumulated hours.

D. Fitzpatrick: To clarify, the old bank will be frozen as of June 30, 2019. The new bank will start on July 1, 2019. No one will lose the hours accumulated up to June 30<sup>th</sup>, but going forward, will only be able to carry 100 hours forward in the new bank. Hours from the old bank may be used or saved at the discretion of the employee.

Chair Sullivan called for a vote on the motion to approve the town Personnel Plan updates for vacation leave.

***Voted unanimously in favor.***

469

470 **NEW BUSINESS**

471 **Budget Transfer #2019-03**

472

473 C. Soucie: This is a transfer from the Police Department Health Insurance line in the amount of \$29,096  
474 to cover the urgent technology fixes recommended by Block 5. From the long list of tech upgrades  
475 suggested by Block 5, these are the most urgent. They include Police IT projects recommended by  
476 Block 5 Technologies, replacement of two computers for the Police Department, and licenses for Town  
477 Hall Servers. Funds will be transferred to the Computer Software & Program and Computer New  
478 Equipment lines in Administration.

479

480 ***D. Ross motioned to have the Council Chair sign Budget Transfer #2019-03 in the amount of***  
481 ***\$29,096 for IT projects and computers. R. Duhaime seconded the motion.***

482

483 A. Walczyk: Looking at your handout, I assume the server hardware is completed.

484

485 C. Soucie: Actually, my checkmarks indicate what we are already doing.

486

487 A. Walczyk: Have any of these started yet?

488

489 C. Soucie: We have Purchase Orders for the replacement of the two Police Department computers and  
490 the Town Hall servers.

491

492 A. Walczyk: Are we not repurposing the server we have?

493

494 N. Germain: We are getting a refurbished server and keeping the old as a backup.

495

496 A. Walczyk: Are we going with the offsite backup?

497

498 N. Germain: Yes, we are.

499

500 A. Walczyk: Regarding the operating system upgrades, does that have to happen now?

501

502 N. Germain: Yes, it does. Block 5 is very responsive.

503

504 A. Walczyk: I know that the IT support is good, but you may need to have all hands on deck and be  
505 ready for everyone to have a problem. Regarding the Police Department wireless upgrade, it may not  
506 be possible, but can we fast track that since we are already tearing apart the room? The walls are  
507 already open.

508

509 N. Germain: We have just signed the quotes. They do know that this is a priority.

510

511 Chair Sullivan called for a Roll Call vote on the motion to approve Budget Transfer #2019-03.

512

513 **Roll Call Vote #3**

514 ***J. Giotas Yes***

515 ***D. Ross Yes***

516 ***A. Walczyk Yes***

517 ***J. Durand Yes***

518 ***R. Duhaime Yes***

519 *T. Tsantoulis Yes*  
 520 *J. Levesque Yes*  
 521 *J. Sullivan Yes*  
 522 *Voted unanimously in favor (8-0).*

523  
 524

525 **Budget Transfer #2019-04**

526 *R. Duhaime motioned to have the Council Chair sign Budget Transfer #2019-04 in the amount of*  
 527 *\$4,787 for interest on the 2018 Safety Center Reconstruction and Fire Pumper loan. J. Levesque*  
 528 *seconded the motion.*

529

530 C. Soucie: This is the transfer of funds from the Workers' Compensation line to cover interest expense  
 531 for the 2018 Safety Center Reconstruction and Fire Pumper loan. This is for the extra interest payment  
 532 because the loan was taken out earlier than originally planned. Since Workers' Comp payments are  
 533 based on actual, not projected, payroll, there are extra funds in this account.

534

535 Chair Sullivan called for a Roll Call vote on the motion to approve Budget Transfer #2019-04.

536

537 **Roll Call Vote #4**

538 *A. Walczyk Yes*

539 *J. Levesque Yes*

540 *D. Ross Yes*

541 *R. Duhaime Yes*

542 *J. Durand Yes*

543 *T. Tsantoulis Yes*

544 *J. Giotas Yes*

545 *J. Sullivan Yes*

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

547

548 **Budget Transfer #2019-05**

549 *J. Giotas motioned to have the Council Chair sign Budget Transfer #2019-05 in the amount of*  
 550 *\$2,600 for the Budget Committee overages. J. Durand seconded the motion.*

551

552 C. Soucie: This is to transfer funds from Workers' Comp line to cover Budget Committee overages. In  
 553 FY 2018-19, the Budget Committee meetings ran longer than anticipated, requiring additional cost to  
 554 record minutes. Also, the Budget Committee purchased signs for the School Deliberative Session.  
 555

556

557 Chair Sullivan called for a roll call vote on the motion to approve Budget Transfer #2019-05.

558

559 **Roll Call Vote #5**

560 *T. Tsantoulis Yes*

561 *D. Ross Yes*

562 *R. Duhaime Yes*

563 *A. Walczyk Yes*

564 *J. Levesque Yes*

565 *J. Durand Yes*

566 *J. Giotas Yes*

567 *J. Sullivan Yes*

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

569

570

571 **Civilian Part-Time Support Specialist Position**

572

573 J. Bouchard: I would like to convert one of the six part-time police officer positions to a part-time civilian  
574 position titled Support Specialist. Historically, there are few applicants for the part-time police officer  
575 positions. This person would help with overseeing ordinance enforcement, driving cars for service,  
576 coordinating programs such as RU OK, assisting with Old Home Day and dog licensing, among other  
577 tasks. This line is traditionally underspent, so there is no budget impact.

578

579 ***D. Ross motioned to approve the reclassification of one part-time sworn police officer position***  
580 ***to a part-time civilian position titled Support Specialist. A. Walczyk seconded the motion.***

581

582 J. Levesque: Would the officer lose certification?

583

584 J. Bouchard: It is the position which is being converted, not a sworn officer. Upon retirement, officers  
585 lose certification anyway.

586

587 T. Tsantoulis: Are you required to bring this to us?

588

589 J. Bouchard: Per my contract as ATA, I am not supposed to hire anyone without approval.

590

591 R. Duhaime: That was a good presentation. You should see cost savings.

592

593 Chair Sullivan called for a vote on the motion to convert one part-time police officer position to a civilian  
594 position.

595

***Voted unanimously in favor.***

597

598 Chair Sullivan: Are you addressing the petition presented at the last meeting regarding SRO's?

599

600 J. Bouchard: Yes, I have. If it is done, the School will fund it.

601

602 **Volunteer Appreciation Night**

603

604 N. Germain: According to the records we have, June was chosen as the month for Volunteer  
605 Appreciation Night because it is when terms typically expire. Volunteers on municipal boards, along  
606 with other government entities and groups, are invited as a small token of appreciation for their efforts.  
607 The Council needs to select a Friday in June, finalize details, and select a speaker. I am wondering if  
608 you want to consider any changes to the event format. Attendance has dropped off in the last few  
609 years.

610

611 R. Duhaime: We have been doing this the same old way. What can we do to encourage attendance?

612

613 Chair Sullivan: Maybe something more informal like a BBQ cookout would be better. The Councilors  
614 could do the cooking.

615

616 J. Levesque: I don't think we advertise this enough. The American Legion can change the menu.

617

618 J. Bouchard: I know there has been discord about who does and does not get invited.

619

620 N. Germain: I would suggest Friday, June 21, 2019 for the date.

621

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*Chair Sullivan motioned to hold a Volunteer Event on Friday, June 21, 2019. J. Levesque seconded the motion. Voted unanimously in favor.*

**Consideration of a Tax Bill Newsletter**

Chair Sullivan: Nick Germain has prepared a draft Tax Bill Newsletter.

N. Germain: I welcome your additions or changes. We will also need a motion to approve enclosing a newsletter with the spring tax bill.

D. Fitzpatrick: The Hooksett Youth Achiever program needs nominations. Also, we met with Community Development today and they suggested the need for education regarding viewing meetings on line and navigating the website.

D. Ross: The newsletter could include information about bus service.

D. Ross: Do you use the library to get nominations for the Hooksett Youth Achiever program?

D. Fitzpatrick: Not as often as we should. That is a good idea.

J. Bouchard: How does one go about nominating a Youth Achiever?

D. Fitzpatrick: The form is on the website, www.hooksett.org. It can be downloaded, filled out, and faxed back to me.

R. Duhaime: The newsletter could include an item about Phase II of the Hooksett Riverwalk Trail.

*Chair Sullivan motioned to include a Newsletter with the Spring tax bills. R. Duhaime seconded the motion. Voted unanimously in favor.*

**SUB-COMMITTEE REPORTS**

T. Tsantoulis: The Youth Achiever Committee met and selected a Hooksett Youth Achiever of the Month. The parents will be notified and we will attempt to schedule the presentation at the next meeting.

R. Duhaime: At the Planning Board meeting, a couple of votes changes. I couldn't get a second on my motion for a traffic study. I thought they would represent the citizens more. The Board also approved a three-lot subdivision. The Town Engineer will begin attending a Southern NH Regional Planning Commission meeting. When he worked in Manchester, he attended regularly.

D. Ross: My suggestion to those who do not like the recent decision of the Planning Board is to lobby your appointed planning board members. Ask them to reconsider.

**NON-PUBLIC SESSION**

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672 NH RSA 91-A:3 II (I) Consideration of legal advice provided by legal counsel, either in writing or orally, to  
673 one or more members of the public body, even where legal counsel is not present.  
674

675 ***J. Sullivan motioned to enter non-public session of 05/08/19 at 9:06 pm per NH RSA 91-A:3 II (I). Seconded***  
676 ***by J. Levesque.***  
677

678 **Roll Call #6**

679 J. Durand – yes

680 J. Levesque – yes

681 C. Karolian – not present

682 J. Giotas – yes

683 D. Ross – yes

684 T. Tsantoulis – yes

685 A. Walczyk – yes

686 R. Duhaime – yes

687 J. Sullivan - yes

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

689

690 ***J. Sullivan motioned to exit non-public session of 05/08/19 at 9:50pm. Seconded by D. Ross.***

691 ***Vote unanimously in favor (8-0).***

692 ***J. Sullivan motioned to seal the non-public session minutes of 05/08/19. Seconded by D. Ross.***

693 ***Vote unanimously in favor (8-0).***

694

695 **ADJOURNMENT**

696 ***J. Sullivan motioned to adjourn the public session of 05/08/19 at 9:55 pm. Seconded by D. Ross.***

697 ***Vote unanimously in favor (8-0).***

698

699

700

701 Respectfully submitted,

702

703 *Kathleen Donnelly*

704

705 Kathleen Donnelly

Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Partial Surety Release – Summit View Development  
**Meeting:** Town Council - 22 May 2019  
**Department:** Community Development  
**Staff Contact:** Bruce Thomas, Town Engineer

**BACKGROUND INFORMATION:**

The Developer of the Summit View Subdivision (Churchill Drive) off South Bow Road, has requested a partial release of Surety being held on the subdivision.

The current road bond is \$222,340.00. I recommend reducing the bond to \$175,766.00, returning \$46,574.00 to the developer. The bulk of the work remaining includes:

- Final pavement wearing course,
- Install fence around Detention basins,
- Catch basin frame adjustments,
- Street trees,
- Cistern area work,
- Detention basin dredging,
- Clean drainage system, and
- As-built drawings.

The attached spreadsheet further defines what has been completed and what remains to be completed.

**FINANCIAL IMPACT:**

None

**POLICY IMPLICATIONS:**

None

**RECOMMENDATION:**

Recommend the release of \$46,574.00 surety to the developer.

**SUGGESTED MOTION:**

To approve the release of surety in the amount of \$46,574.00 to the "Summit View of Hooksett, LLC" Development.

**ATTACHMENTS:**

Summit Letter to Release Bond and Spreadsheet

*Concur*





# 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:** Janet Bouchard, Interim Town Administrator  
Nicholas Williams, Town Planner

**Date:** May 8, 2019

**Re:** Summit View Development/Churchill Street (off South Bow Road)  
Bond Partial Release

Please be advised that a significant amount of work on the referenced project has been completed and approved by me.

The current road bond is \$222,340.00. I recommend reducing the bond to \$175,766.00, returning \$46,574.00 to the developer. The bulk of the work remaining includes the following:

- Final pavement wearing course,
- Install fence around Detention basins,
- Catch basin frame adjustments,
- Street trees,
- Cistern area work,
- Detention basin dredging,
- Clean drainage system, and
- As-built drawings.

The attached spreadsheet further defines what has been completed and what remains to be completed.

I will be available at the next Town Council meeting scheduled for May 22, 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.

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35 Main Street • Hooksett, NH 03106-1631 • Tel (603) 419 4003 • email [btthomas@hooksett.org](mailto:btthomas@hooksett.org)  
Website: [www.hooksett.org](http://www.hooksett.org)

Summit View Developments (Churchill Street (off South Bow Road) Bout Parking Release  
Road Bond Calculation, B.A.T. 4-22-19

Item	Initial Escrow Value (2014)	Value After Release 1 (9/16)	Amount Released 1 (9/16)	Escrow Release 2 (10/18)	Amount Released 1 (10/18)	Escrow Value Proposed	Comments
SITE FENCE	\$17,800.00	\$2,500.00	\$15,300.00	\$2,500.00	\$0.00	\$15,300.00	
Hot Bit Pavement (1.5") - Binder	\$0.00	\$7,444.00	-\$7,444.00	\$0.00	\$7,444.00	\$0.00	
Hot Bit Pavement (1.5") - Wearing Course	\$57,615.00	\$57,615.00	\$0.00	\$57,615.00	\$0.00	\$57,615.00	Amount retained for patching ( incl. SVW ) necessary.
Crushed Gravel (3")	\$8,800.00	\$0.00	\$8,800.00	\$0.00	\$0.00	\$0.00	
Sidewalk Base Paving	\$23,125.00	\$0.00	\$23,125.00	\$0.00	\$0.00	\$0.00	
Sidewalk Top Paving	\$50,225.00	\$10,125.00	\$40,100.00	\$0.00	\$10,125.00	\$0.00	
Prep Work	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	
Vertical Gap To Curb	\$1,285.00	\$0.00	\$1,285.00	\$0.00	\$0.00	\$0.00	
Driveway Aprons	\$48,000.00	\$48,000.00	\$0.00	\$0.00	\$0.00	\$0.00	Remove esb for Detention Pond access.
Detention Basin Paving	\$50,000.00	\$20,500.00	\$29,500.00	\$0.00	\$20,500.00	\$0.00	
Catch Basin Frame Adjustment	\$0.00	\$12,000.00	-\$12,000.00	\$0.00	\$0.00	\$0.00	
Loam and Seed	\$66,800.00	\$15,000.00	\$51,800.00	\$0.00	\$15,000.00	\$0.00	
Wetland Buffer Signs	\$3,725.00	\$5,725.00	-\$2,000.00	\$0.00	\$5,725.00	\$0.00	
Street Trees	\$8,400.00	\$8,400.00	\$0.00	\$0.00	\$0.00	\$0.00	
Turn Around Paving	\$5,500.00	\$5,500.00	\$0.00	\$0.00	\$0.00	\$0.00	
STOP Signs/Crosswalks	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	
Slope maiting	\$50,040.00	\$0.00	\$50,040.00	\$0.00	\$0.00	\$0.00	
Pipe Caps	\$87,000.00	\$87,000.00	\$0.00	\$0.00	\$0.00	\$0.00	
4x4 Property Bounds	\$8,800.00	\$8,800.00	\$0.00	\$0.00	\$0.00	\$0.00	
3x5 Property Bounds	\$7,800.00	\$7,800.00	\$0.00	\$0.00	\$0.00	\$0.00	
As-Builts	\$7,500.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$0.00	
Detention Basin Reducing	n/a	n/a	n/a	n/a	n/a	\$5,000.00	
Clean Drainage System	n/a	n/a	n/a	n/a	n/a	\$5,000.00	
<b>SUBTOTAL:</b>	\$538,280.00	\$404,309.00	\$133,971.00	\$222,242.00	\$485,588.00	\$152,840.00	
Engineering/Contingencies (15%):				\$33,000.00		\$72,928.00	
<b>Total:</b>				\$222,242.00		\$175,766.00	\$46,974.00

Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Conservation Commission- Recommendation for Right of Way Trail Easement on Chester Turnpike  
**Meeting:** Town Council - 22 May 2019  
**Department:** Community Development  
**Staff Contact:** Leann Fuller, Community Development Clerk

**BACKGROUND INFORMATION:**

At the December 12th, 2018 Town Council meeting, it was voted to allow ATV's on the right of way until June 30th, 2019 which gave the Conservation Commission time to talk to interested groups, as per the previous agreement dated December 2001. Since then, the Conservation Commission has spoken with Southern NH Off Road ATV group, abutting conservation land owners such as NH Fish and Game, Bear-Paw, Manchester Water Works. The Conservation Commission has gathered information that will be presented to the Town Council at this meeting.

**RECOMMENDATION:**

Listen and discuss the Conservation Commission's recommendation regarding the use of ATV's on Chester Turnpike. The decision regarding the future of ATV's on Chester Turnpike has a deadline of June 30th, 2019.

**SUGGESTED MOTION:**

Motion to approve the Conservation Commission's recommendation to cease the allowed use of ATV's on the Class VI portion of Chester Turnpike.

**ATTACHMENTS:**

Hooksett Conservation Commission Recommendation to Town Council  
Subcommittee Minutes 042519 U

*Pending Discussion with Council*

Hooksett Conservation Commission Recommendation to Town Council:  
ATV Use On Chester Turnpike, Hooksett, NH  
May 13, 2019

**BACKGROUND:**

In 2001 the Town of Hooksett entered into an agreement with the NH ATV Club (“Agreement”) for the use and maintenance of that portion of Chester Turnpike located in Hooksett, NH beginning at the gate located on the Class VI portion of that road to the Allenstown line, a total of three miles. Within a year or two of entering into the agreement, the NH ATV club stopped operating in the Hooksett area and did not continue its responsibilities under the agreement. The agreement allowed for termination of the agreement by either party, without cause, with 30 days notice.

In 2015, the Town of Hooksett acquired and placed under conservation protection 736 acres of high-valued wildlife habitat and wetlands known as the Clay Pond conservation area which borders the portion of Chester Turnpike applicable to the 2001 ATV agreement. Another large piece of open space also abutting the relevant portion of Chester Turnpike was placed under conservation protection by Bear-Paw Regional Greenways and a third large parcel of open space located in this same area is currently owned by Manchester Water Works.

As part of the protection of this conservation property, a Stewardship Plan for the Clay Pond conservation property was prepared and approved by Town Council on January 14, 2015. An exhaustive process was followed in the development of the stewardship plan which included five months of onsite property review and research conducted by Moosewood Ecological, LLC and a public meeting in which nearly 45 residents and interested parties attended and no objections made to the plan or its recommendations. Additionally, Town Council not only unanimously approved the plan and the recommendations contained therein, but commented on how exhaustive and exemplary the process had been. The stewardship plan emphasizes the high priority of this area and *specifically recommends closing access to wheeled motorized vehicles on all discontinued roads (except Wiggin Road to allow access to a residential site) due to erosion and threats to wildlife. It also recommends closing access to all wheeled motorized vehicles on all existing roads that access the interior of the property, most if not all which were created from past timber operations.* No motorized wheeled vehicles are permitted on any of the conservation land itself.

On December 12, 2018, Town Council voted to negate the Agreement with NH ATV Club and allow until June 30, 2019 for the Conservation Commission to talk with any interested ATV groups and collect information about the use of ATVs on the Chester Turnpike. The Town Council also charged the Conservation Commission with making a recommendation to it about whether ATVs should be permitted on Chester Turnpike.

**INFORMATION COLLECTED:**

On January 14, 2019, Chris Arrigo, President of SNH Off Road, and Jesse Hall, Trail Administrator, came before the Conservation Commission expressing its club's interest in keeping Chester Turnpike open for ATV use. While the club is unable to assist with monitoring or enforcement, it offered to put up trail signs and help maintain the road. The Conservation Commission expressed its concerns with parking, monitoring and enforcement, and erosion control. It was represented that SNH Off Road was



not yet recognized as a club by the State as it did not have a trail network, but was working with Pembroke on this issue. It indicated that ATVs were permitted on the Allenstown side of Chester Turnpike providing a total of eight miles of road and that NH allows for plating of ATVs so that they could be ridden on anything other than Class I and II roads 15 miles from home. It was thought that this may help with the parking concerns raised by the Conservation Commission.

On February 4, 2019 the Conservation Commission received information from the abutters of the Clay Pond conservation area including Bear-Paw Regional Greenways, Manchester Water Works, and NH Fish and Game (charged with monitoring and enforcement duties on conservation land).

Dan Kern, Executive Director of Bear-Paw Regional Greenways ("Bear-Paw"), stated that Bear-Paw has more than 1000 acres of conservation property in the area of Chester Turnpike of which ATVs are not permitted. There is a lot of frontage of this area on Chester Turnpike. Mr. Kern noted that the Great Marsh property has a lot of exposure to the Turnpike. He stated that ATVs have not only caused property damage to wetlands and erosion issues, but they have travelled into leftover gravel pits which provides good wildlife habitat including for nesting turtles. He also noted that Bear-Paw has had trees cut on its trails to make them wider for side-by-side vehicles. Bear-Paw does not support the use of ATVs on Chester Turnpike.

John O'Neil, Watershed Land and Property Manager for Manchester Water Works ("MWW"), informed the Commission that it is his job to protect the lake and surrounding watershed from potential contamination including the Clay Pond area. MWW has several thousand feet of frontage on the Chester Turnpike and only allows for non-motorized recreational use on its property. Mr. O'Neill informed the Commission that MWW has had problems with ATVs going through the wetlands resulting in damage and erosion. MWW does not support ATV use on Chester Turnpike because of potential property damage, erosion and adverse wetland impacts.

Michael Marchand of NH Fish and Game provided information to the Conservation Commission via e-mail. While not making a specific recommendation, Mr. Marchand noted that NH Fish and Game holds several conservation easements on land owned by Bear-Paw which are targeted for conservation in part because of their ecological significance on a statewide scale, including several threatened and endangered wildlife species. Motorized vehicles are not allowed on this property for recreational purposes. Nonetheless, in the last several years, there have been OHRVs illegally on the property as well as the illegal cutting of a new trail which went through a vernal pool. He further noted that "because Chester Turnpike passes through important wildlife habitat, wildlife including some that are threatened or endangered are known to cross the Chester Turnpike regularly. In some cases, wetlands are immediately adjacent to Chester Turnpike and sometimes flood portions of the roadway. As such, intensifying the use of the Chester Turnpike by OHRV compared to current/historic use could impact adjacent conservation properties".

Levi Frye, Fish and Game officer assigned to specifically monitor and enforce the Chester Turnpike and surrounding conservation areas, reported that there is only one complaint officer to patrol eight to ten towns. Because of the number of calls received, he isn't always able to visit Chester Turnpike as needed. Essentially, Fish and Game is understaffed for monitoring and enforcement in this area. It also receives complaints from hunters who have their hunts affected by ATVs driving off trail past their stands.

On March 11, 2019 the Conservation Commission received information from Captain Robie, Hooksett P.D. and Todd Rainier, Hooksett Town Clerk. Captain Robie noted that the Hooksett PD does not

receive many calls for enforcement of ATV use on the Clay Pond property and would expect Fish & Game to respond to these complaints.

Clerk Rainier wanted to make clear for the record that ATVs are not permitted on anything other than Class VI roads unless they hold a very specific farming plate. This information was provided in response to the information provided by SNH Off Road at the January, 2019 Conservation Commission meeting when the issue of the limited parking at Clay Pond was discussed.

Additionally, follow-up was conducted with the Allenstown Police Department regarding the use of ATVs on it's portion of Chester Turnpike. Contrary to the information provided by SNH Off Road, ATVs are not permitted on the Allenstown portion of Chester Turnpike without specific permission.

**DISCUSSION:**

The Stewardship Plan for the Clay Pond Conservation Area unanimously approved by Town Council in 2015 provides the framework when considering whether ATVs should be permitted on Chester Turnpike. The three miles of Turnpike that could potentially be used by ATVs abuts not only land under conservation protection by the Town of Hooksett, but also by Bear-Paw Regional Greenways and Manchester Water Works. The Stewardship Plan is exhaustive in detailing why this area was placed under conservation protection and why this property was identified and targeted as a high priority for the Town since 2004. It's ecological significance is not duplicated elsewhere in Hooksett and contains some of the most critical wildlife habitat in the State. In addition to the various trees and plant life found in this area such as red maple and black ash, there is a blue heron rookery, high density of wetlands and vernal pools, and the state endangered Blanding's Turtle. In addition to protecting significant natural habitat, protection of this area is critical for the perpetual protection of the quality and sustainable yield of surface and groundwater resources. Further it is paramount to remember that the Stewardship plan and the recommendations contained therein was created through an exhaustive and exemplary process which not only involved five months of site views and research and a public meeting where approximately 45 residents and interested parties attended and no objections made, but also unanimous approval by Town Council with no objections. The recommendations contained in the Plan have been thoroughly vetted by both the public and Town Council and no objections have ever been raised.

The only area under consideration is the three miles of Chester Turnpike running from the gate on the Class VI road to the Hooksett/Allenstown line. ATVs are not permitted on any of the conservation land itself, nor are they permitted on the Allenstown portion of Chester Turnpike. There are serious concerns about the temptation of ATVs to use the conservation land and not stay on the road itself as has been evidenced in the past. When this occurs, the potential of major damage to wetlands, erosion, and highly protected habitat is great. Such damage, once done, often takes years if not decades to recover if it can recover at all. There are concerns about how members of the SNH Off Road club will be notified of the restrictions to riding in this area as there is no current method of disseminating information since the club is not yet recognized by the State. There are concerns about parking. While parking has not yet been formally established for the Clay Pond area, it is anticipated that it will be soon and will be limited to seven spaces. Many of the ATVs are transported via trailer and would take up several parking spaces each, leaving little if any parking for others wishing to access the conservation land. There are serious concerns about how the activity will be monitored and restrictions enforced. SNH Off Road cannot provide enforcement which falls primarily to Fish and Game which is severely understaffed. It has offered signage, but those wishing to ride off the road will not be deterred by such signs. As stated above, the protection of this area is critical and the risk is too great that

damage will occur.

Additionally, and most importantly, the approved Stewardship Plan recommends that all wheeled motorized vehicles be prohibited from Chester Turnpike including ATVs. In essence, the critical protection of this high priority conservation area greatly outweighs any recreational use of ATVs.

**RECOMMENDATION:**

Consistent with the recommendations of the approved Stewardship Plan for the Clay Pond Conservation Area and based on all of the information received, it is the recommendation of the Hooksett Conservation Commission that ATV use not be permitted on Chester Turnpike.

HOOKSETT CONSERVATION COMMISSION  
UNOFFICIAL MINUTES  
MEETING OF THE SUBCOMMITTEE TO ADDRESS THE ISSUE  
OF ATV USE ON CHESTER TURNPIKE  
Thursday, April 25, 2019  
Hooksett Public Library  
Lilac Bridge Room

Present: Cindy Robertson, Chair, JoCarol Woodburn – Member, Phil Fitanides – Member

No staff attended.

Meeting was opened at 4:30 p.m. with attendance and introductions.

PUBLIC INPUT: None.

ATV USE ON CHESTER TURNPIKE:

A subcommittee of the Hooksett Conservation Commission was formed to address the issue of ATV use on Chester Turnpike. Cindy began the meeting with a brief explanation of the purpose of the subcommittee and the history of ATV use on Chester Turnpike. The Town Council has asked the Conservation Commission for a recommendation in order to make a decision before the end of June as to whether ATVs/OHVs should be permitted to operate on Chester Turnpike. The subcommittee referred to the memo prepared by Steve Couture summarizing the information the Conservation Commission has received to date on this topic and which was included in the packet of materials at the April, 2019 conservation commission meeting.

Phil raised numerous questions about the public's use of Chester Turnpike even if an ATV club were given permission to use it. There was general discussion that even if an ATV club were permitted to use the Turnpike, the club could not prohibit non-member ATV/OHV owners from using the road as well. The question of how we would monitor such use was also discussed with major concerns about what happens if ATV/OHV use expanded into the conservation land. It was agreed that if the ATVs/OHVs did not stay on the road, severe damage could be done to the wetlands and protected wildlife in the conservation area. It was also noted that these concerns had been expressed by the abutters, BearPaw Regional Greenways, Manchester Water Works and NH Fish and Game.

JoCarol expressed concern that since Southern NH Off Road (SNHOR) is not officially recognized as a "club" by the State, it has no formal structure in place to disseminate information to its members or the general public which could result in ATV/OHV users not being aware of the restrictions in the conservation area.

Cindy expressed the opinion that given the thousands of acres of conservation land surrounding the Chester Turnpike area, the high priority for protection of this area and the very limited length of Chester Turnpike (3 miles), the temptation for ATV/OHV riders to go off the road would be too great. Therefore, the risk is too high to allow ATV/OHV use of Chester Turnpike. It was also noted that the Clay Pond Headwaters Conservation Area Stewardship Plan which was approved by Town Council in 2015 also specifically recommends closing this road to all wheeled motorized vehicles.

JoCarol stated that it is understood and agreed that ATV/OHIV owners need a place to ride and that the Commission is sympathetic to their situation. However, there are other areas close to Hooksett which allow ATV/OHV use and, again, given the high priority of the conservation area abutting the Chester Turnpike, it should not be allowed in this area.

Cindy made a motion that the Conservation Commission subcommittee recommends to the full Conservation Commission that ATVs/OHVs and all wheeled motorized vehicles not be permitted on Chester Turnpike. JoCarol seconded the motion. All in favor.

Cindy will prepare a report for discussion at the May 2019 Conservation Commission meeting when this issue will be discussed and voted on by the full Conservation Commission.

Meeting adjourned at 5:30 p.m.



Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Eagle Scout Project – Lacrosse Practice Wall  
**Meeting:** Town Council - 22 May 2019  
**Department:** Public Works  
**Staff Contact:** Earl Labonte, Director of Public Works

**BACKGROUND INFORMATION:**

Earlier this year, Duncan Korkosz approached the Town Administrator, both Dean and Acting Administrator Winterton concerning an Eagle Scout project that he was interested in. At the meeting in February 2019, with Mr. Winterton, Duncan indicated what his plan was and purpose (see attachments). Duncan was informed that he would need to provide a design print of this wall and that that print would require a PE stamp. Various locations were discussed in Donati Park. During a meeting this week with Phil the wall was relocated to the area near the football field (on a section of property that is leased to the town from NH DOT. See attached e-mails and Eagle Scout proposal information. The location that was selected for this wall in on the section of Donati Park that is leased from NH DOT. The lease does not allow for the construction of permanent structures. Anything placed on this site must be able to be removed following a 30 day notice to vacate. This wall would be removable and is not unlike any other sports facility already in the Park.

**FINANCIAL IMPACT:**

None.

**POLICY IMPLICATIONS:**

None.

**RECOMMENDATION:**

Recommend council approval subject to receipt of a PE stamped design.

**SUGGESTED MOTION:**

Motion to approve the construction of the Lacrosse Wall as proposed by Duncan Korkosz subject to receipt of a PE stamped design.

**ATTACHMENTS:**

Lacrosse Wall Email

Lacrosse Wall Proposal

*Pending PE stamp & permit*

**Earl Labonte**

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**From:** Duncan Korkosz <dfwkorkosz@gmail.com>  
**Sent:** Wednesday, February 13, 2019 8:33 PM  
**To:** Donald Winterton; mylaxccach@aol.com; jendavernac@comcast.net  
**Cc:** James Sullivan; Phil Arnone; Earl Labonte  
**Subject:** Re: Eagle Scout project

Mr. Winterton, Mr. Labonte, and Mr. Arnone,

I wanted to thank you very much for taking the time to meet with me today. I have been in touch with Coach O'Reilly about the specifications of the wall at the practice field, and as soon as he finds them, I will let you all know. Thank you!

Sincerely,  
Duncan Korkosz

On Wed, Jan 23, 2019 at 8:08 PM Duncan Korkosz <dfwkorkosz@gmail.com> wrote:

Good Evening Mr. Winterton,

My name is Duncan Korkosz and I am a junior at Pinkerton Academy, where I am an avid lacrosse player, and I played youth lacrosse for the Hooksett Program.

I am also currently working on my Eagle Scout Project. As a project, I intend on building a concrete wall, for the purpose of developing the stick skills of young lacrosse players. I have met with the HYAA Board, the HYAA Lacrosse board, and the Parks and Recreation Advisory Board, and they think that it is a wonderful idea. My next step is to meet with Mr. Arnone, the crew chief of Parks and Rec, per my last conversation with Diane Boyce, the Public Works Director. Mrs. Boyce also suggested that I get on the Agenda at a Town Council meeting. Also, I would like to arrange a meeting with you and Mr. Arnone, to finalize the site location. What would be the best time for us to schedule a meeting?

I had sent Dr. Shankle several emails prior to his resignation. Any assistance is greatly appreciated. Thank you very much.

Sincerely,  
Duncan Korkosz

On Fri, Dec 14, 2018 at 8:59 AM Dean Shankle <DShankle@hooksett.org> wrote:

Duncan,



I was hoping to have a chance to speak with Public Works before I got back to you.

At this point, you should contact Phil Arnone directly to set up a time to meet with him (I have copied him on this email.) Once you have set a time please let me know and I will make it if I can.

If I don't make it Phil can contact me after and we will discuss it and see when it can go to Council. Are you working under any specific deadline we should know about?

My son earned his Eagle Scout rank several years ago so I know how much work it is. Congratulations on getting this far.

*Dean*

Dean E. Shankle, Jr., Ph.D.

Hooksett Town Administrator

congratulations on your pending eagle scout project, I am including Dr Shankle in my response, so we can set you up as a agenda Item thank you and good luck

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From: [cmsmailer@civicplus.com](mailto:cmsmailer@civicplus.com) [[cmsmailer@civicplus.com](mailto:cmsmailer@civicplus.com)]

Sent: Wednesday, December 12, 2018 8:18 PM

To: James Sullivan

Subject: [Hooksett NH] Eagle Scout Project (Sent by Duncan Korkosz, [dfwkorkosz@gmail.com](mailto:dfwkorkosz@gmail.com))

Hello jsullivan,

Duncan Korkosz ([dfwkorkosz@gmail.com](mailto:dfwkorkosz@gmail.com)) has sent you a message via your contact form (<https://www.hooksett.org/user/56/contact>) at Hooksett NH.

If you don't want to receive such e-mails, you can change your settings at <https://www.hooksett.org/user/56/edit>.

Message:

Good Evening Mr. Sullivan,

My name is Duncan Korkosz and I am a junior at Pinkerton Academy, where I am an avid lacrosse player, and I played youth lacrosse for the Hooksett Program.

I am also currently working on my Eagle Scout Project. As a project, I intend on building a concrete wall, for the purpose of developing the stick skills of young lacrosse players. I have met with the HYAA Board, the HYAA Lacrosse board, and the Parks and Recreation Advisory Board, and they think that it is a wonderful idea. My next step is to meet with Mr. Arnone, the crew chief of Parks and Rec, per my last conversation with Diane Boyce, the Public Works Director. Mrs. Boyce also suggested that I get on the Agenda at a Town Council meeting. I sent Dr. Shankle an email a week ago, and I have not yet heard back from him. Any assistance is greatly appreciated. Thank you very much.

Sincerely,

Duncan Korkosz

**Earl Labonte**

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**From:** Nicholas Williams  
**Sent:** Thursday, May 09, 2019 11:23 AM  
**To:** Janet Bouchard  
**Cc:** Earl Labonte; Matthew Lavoie; Kathy Lawrence; Leann Fuller  
**Subject:** Donati Field Lacrosse Wall

Hi all,

I have been informed that Boy Scouts is looking to build a large wall on Donati for the purposes of playing lacrosse. Earl contacted me to inquire about the process for this – i.e. if permitting would be required from building, if the planning board would need to be involved, etc...

My thoughts on this are as follows.

Donati is not town owned property. I think a lot of people are now aware that it is on a 99 year lease from the state (executed in the 70's, I believe), but many are probably not aware of this. Administration was actually unaware of the lease until last year, when there was talk of constructing a splash pad there. As part of those discussions, the lease surfaced. I do not have a copy of that lease here in my office, but I have seen it and I know Dean had a copy in his files. David Scarpetti also had a copy at one point. There is a stipulation in that lease which indicates that A) no permanent structures are to be constructed on the site and B) that anything placed on the site by the Town or any other person or entity must be removed completely within a 90 day notice of the State. I think this needs to be reiterated to anyone looking to build anything there.

Council should be provided a copy of that lease and we need to explain the potential problems this can cause if we continue allowing structures to be placed there.

If they wish to allow the construction of this wall, the Planning Board will not be involved, as the property is State owned and therefore the Planning Board has no jurisdiction. Matt will need to issue a permit and inspect, as there will be rebar installation.

**Nicholas B. Williams**  
Town Planner  
Hooksett, New Hampshire  
603.268.0458  
[nwilliams@hooksett.org](mailto:nwilliams@hooksett.org)



## Eagle Scout Service Project Workbook



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's full legal name Duncan Francis Wallace Korkosz

Please give a name to your project Lacrosse Wall

## Message From the Chief Scout Executive

### Greetings Eagle Scout Candidate!

Congratulations on earning the rank of Life Scout. You are among approximately 57,000 young men who year after year, achieve that important milestone. As you ponder the meaning behind the Life patch, I encourage you to think about the symbol of the heart. Historically in Scouting, it was a fitting symbol of health and fitness, but it also represents the spirit of caring and giving that's behind the Eagle Scout service project.



Service to other people is what Scouting is all about. In many ways, your service project is a reflection of who you are as a youth leader. Your result should be of significant impact in your community to be special, and should represent your very best effort.

Your proposal, the logical first step, should emphasize your intention to give leadership to others through proper planning and development. Communicate with the beneficiary often to ensure the project meets the organization's needs once it's completed.

I encourage you to seek guidance from your unit leader and project coach as you need help. Your *Eagle Scout Service Project Workbook*, much like a compass, will help navigate your way to a life of service as a proud Eagle Scout.

Wishing you all the best in your journey on the Trail to Eagle!

Michael B. Surbaugh  
Chief Scout Executive

### Scouts and Parents or Guardians

Please read "Message to Scouts and Parents or Guardians" on pages 5 and 6. This includes excerpts and summaries from the *Guide to Advancement* that may help ensure requirements are properly administered according to national BSA policies and procedures. Please note, also, that when a Scout submits his project proposal he will promise he has read this entire workbook. Doing so will be important to his success.

### Only the Official Workbook May Be Used

Eagle Scout candidates must use the official *Eagle Scout Service Project Workbook*, No. 512-927, as produced by the BSA and found at [www.scouting.org/advancement](http://www.scouting.org/advancement). Although it is acceptable to copy and distribute the workbook, no council, district, unit, or individual has the authority to produce or require additional forms, or to add or change requirements, or to make any additions, deletions or changes in the text, outlines, links, graphics, or any other elements of the workbook.

### Attention: Unit, District, and Council Reviewers

Eagle Scout projects must be evaluated primarily on impact—the extent of benefit to the religious institution, school, or community, and on the leadership provided by the candidate. There must also be evidence of planning and development. This is not only part of the requirement but relates to practicing the Scout motto, *Be Prepared*. However, in determining if a project meets Eagle Scout requirement 5, reviewers must not require more planning and development than necessary to execute the project. These elements must not overshadow the project itself, as long as the effort was well led and resulted in otherwise worthy results acceptable to the beneficiary.

## Eagle Scout Service Project Workbook

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### How to Use This Workbook

This workbook includes valuable information that can help ensure your success. It includes four project forms: a proposal, a plan, a fundraising application, and a report. Following the project report you will find "Navigating the Eagle Scout Service Project," an information sheet that you should provide to the project beneficiary before the beneficiary approves your proposal. You will find it helpful to take the entire workbook—even the parts that have not yet been prepared—with you to all meetings and discussions concerning your project.

Before preparing any of the four forms, read with your parent or guardian, the "Message to Scouts and Parents or Guardians" found on pages 5 and 6. If your project is worthy and meets Eagle Scout requirement 5 as written, the message will help you successfully present your proposal through the approval process.

#### Preparing the Project Proposal

[Go to Project Proposal](#)

Your proposal must be completed first. It is an overview, but also the beginnings of planning. Be sure to read "Instructions for Preparing Your Proposal" which appears right after the proposal cover page in this workbook.

#### The Project Plan

[Go to Project Plan](#)

Prepare your project plan after your proposal has been approved, but before you begin work on your project. The Project Plan form is a tool for your use. No one approves it, although your project beneficiary has the authority to review it and require changes in it. Your project plan can also be important in showing your Eagle Scout board of review that you have planned and developed your project as required. And you are **strongly encouraged** to share your project plan with an Eagle Scout service project coach. Doing so can help you avoid many problems associated with service projects. Be sure to check with the council or district person who approved your proposal to learn how project coaches are designated in your community.

#### The Fundraising Application

[Go to Fundraising Application](#)

If your fundraising effort involves contributions **only** from the beneficiary, or you, your parents or relatives, your unit or its chartered organization, or parents or members in your unit, then you do not need a fundraising application. If you will be obtaining money, materials, supplies, or donations from other sources, you may need to submit an application. See "Procedures and Limitations on Eagle Scout Service Project Fundraising," which appears on page B of the fundraising application.

#### The Project Report

[Go to Project Report](#)

Prepare the project report after the project has been executed. You must sign it to confirm you led and executed the project. Note also, the signature lines for the beneficiary's and your unit leader's approval that your project fulfilled Eagle Scout requirement 5.

## Meeting Eagle Scout Requirement 5

### Eagle Scout Requirement 5

*While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouting.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the Eagle Scout Service Project Workbook, No. 512-927, in meeting this requirement.*

### Project Purpose

In addition to providing service and fulfilling the part of the Scout Oath, "To help other people at all times," one of the primary purposes of the Eagle Scout service project is to learn leadership skills, or to improve or demonstrate leadership skills you already have. Related to this are important lessons in project management and taking responsibility for a significant accomplishment.

### Choosing a Project

Your project must be for any religious institution, any school, or your community. It is important to note, however, that the BSA has defined "your community" to include the "community of the world." Normally, "your community" would not refer to individuals, although a council or district advancement committee may consider scenarios in which an individual in need can affect a community. It is then a matter of identifying a source representing the "community" who will provide approvals. For more information, see the *Guide to Advancement*, No. 33088, topic 9.0.2.5.

Your project must present an opportunity for planning, development, and leadership. For example, if a blood drive is chosen and the blood bank provides a set of "canned" instructions to be implemented with no further planning, the planning effort would not meet the test. You may need to meet with blood bank officials and work out an approach that requires planning, development, and leadership. This might involve developing and carrying out a marketing and logistics plan, reaching a challenging collection goal, or coordinating multiple blood collection events.

An Internet search can reveal hundreds of service project ideas. Your project does not have to be original, but it could be. It might be a construction, conservation, or remodeling project, or it could be the presentation of an event with a worthwhile purpose. Conversations with your unit leader, teachers, your religious leader, or the leaders of various community organizations can also uncover ideas. In any case, be sure the project presents a challenge that requires leadership, but also something that you can do with unskilled helpers, and within a reasonable period of time.

### Restrictions and Other Considerations

- There are no required minimum hours for a project. No one may tell you how many hours must be spent on it.
- Routine labor is not normally appropriate for a project. This might be defined as a job or service you may provide as part of your daily life, or a routine maintenance job normally done by the beneficiary (for example, pulling weeds on the football field at your school).
- While projects may not be of a commercial nature or for a business, this is not meant to disallow work for community institutions, such as museums and service agencies (like homes for the elderly, for example), that would otherwise be acceptable. Some aspect of a business operation provided as a community service may also be considered; for example, a park open to the public that happens to be owned by a business, but primarily benefits the community.
- A project may not be a fundraiser. In other words, it may not be an effort that primarily collects money, even for a worthy charity. Fundraising is permitted only for securing materials and facilitating a project, and it may need to be approved by your council. See "Eagle Scout Service Project Fundraising Application" later in this workbook.
- No more than one Eagle Scout candidate may receive credit for working on the same Eagle Scout service project.
- Projects must not be performed for the Boy Scouts of America, or its councils, districts, units, or properties.

### Collecting Service Project Data

The BSA collects information on hours worked on Eagle Scout projects because it points to achievement of our citizenship aim. Please assist with data collection by keeping a list of people who help and the number of hours they work. When you prepare your project report you will need to include this data on page B of the report. Providing accurate information will also help your unit leadership enter your project into the BSA's Journey to Excellence tracking system.

## Message to Scouts and Parents or Guardians

The Eagle Scout service project requirement has been widely interpreted—both properly and improperly. This message is designed to share with the Eagle Scout candidate and his parents or guardians the same information BSA provides to council and district volunteers responsible for project proposal approvals throughout the Boy Scouts of America.

In addition to reading this entire workbook, the candidate and his parent or guardian should consult the *Guide to Advancement*, No. 33088, beginning with topic 9.0.2.0, "The Eagle Scout Service Project." The *Guide* may be accessed at [www.scouting.org/advancement](http://www.scouting.org/advancement).

The *Guide to Advancement*, along with the *Boy Scout Requirements* book, No. 33276, and this workbook, are the primary official sources on policies and procedures for Eagle Scout service projects. The *Guide to Advancement* and *Boy Scout Requirements* book are available in Scout shops or on [www.scoutstuff.org](http://www.scoutstuff.org). Your local council and district are important resources for information and guidance and can tell you where to submit service project proposals.

The council and district may also establish limited local procedures as necessary. However, all of this must be done in harmony with the official sources mentioned above. Councils, districts, units, and individuals must not add requirements or ask you to do anything that runs contrary to, or that exceeds, the policies, procedures, or requirements of the Boy Scouts of America.

Available from your Scout Shop or on [www.scouting.org](http://www.scouting.org) is a yard sign to place at your work site during the project (<http://www.scoutstuff.org/sign-es-another-git-project.html#VRP1ZqMo670>). Also available is an Eagle Project plaque to place at your project location at the completion of the project (<http://www.scoutstuff.org/eagle-scouts-service-project-marker.html#VRP1ZqMo670>).

### What an Eagle Scout Candidate Should Expect

The Eagle Scout service project belongs to the Eagle Scout candidate. His parents and others may help, but the Scout must be the leader. Nonetheless, while working toward completion of the project, especially during the proposal approval process, a candidate has the right to expect the following, as reprinted from the *Guide to Advancement*, topic 9.0.2.1.

1. Questioning and probing for his understanding of the project, the proposal, and what must be done, shall be conducted in a helpful, friendly, courteous, and kindhearted manner. We will respect the Scout's dignity. He will be allowed, if he chooses, to have a parent, unit leader, or other adult present as an observer at any time he is discussing his proposal or project with someone who is reviewing it.
2. Project expectations will match Eagle Scout requirement 5, and we will not require proposals to include more than described in the *Eagle Scout Service Project Workbook*.
3. If requested by the Scout or his parent or guardian, an explanation of a proposal rejection will be provided in writing, with a copy sent to the council advancement chair and staff advisor. It will indicate reasons for rejection and suggestions concerning what can be done to achieve approval.
4. Guidance that maximizes the opportunity for completion of a worthwhile project will be readily available and strongly recommended. Ultimately, however, the responsibility for success belongs to the Scout, and final evaluation is left to the board of review.
5. If the candidate believes he has been mistreated or his proposal wrongfully rejected, he will be provided a method of redress. This will include the opportunity for a second opinion and approval, either through another volunteer or professional advancement administrator\*, or the Scout executive, as determined by the council advancement committee or executive board.

\*An "advancement administrator" is a member or chair of a council or district advancement committee, or a volunteer or professional designated according to local practices, to assist in advancement administration.



## Excerpts and Summaries From the *Guide to Advancement*

### **Eagle Scout Service Project Coaches** (See the *Guide to Advancement*, topic 9.0.2.9)

Many units, districts, and councils use Eagle Scout service project "coaches," because the advice they provide after approval of a proposal can be invaluable as a candidate develops his project plan. A coach can help Scouts see that if a plan is not sufficiently developed then projects can fail. Assistance can come through evaluating a plan and discussing its strengths, weaknesses, and risks, but coaches do not have the authority to dictate changes, or take any other such directive action. Instead, coaches must use the BSA method of positive adult association, logic, and common sense to help the candidate make wise decisions.

It is up to the council to determine who may serve as project coaches and how they might be assigned or otherwise provided to candidates. Coaches must be registered with the BSA (in any adult position) and be current in BSA Youth Protection training, and may come from the unit, district, or council level. For examples of how a service project coach can assist, please see the *Guide to Advancement*, topic 9.0.2.9. Note that there should be only one coach that is *designated* for you by your council or district; but your unit may also provide people to coach you.

### **What Is Meant by "Give Leadership to Others ...?"** (See the *Guide to Advancement*, topic 9.0.2.4)

"Others" means at least two people besides the Scout. Helpers may be involved in Scouting or not, and of any age appropriate for the work. Councils, districts, and units shall not establish requirements for the number of people led, or their make-up, or for time worked on a project.

### **Evaluating the Project After Completion** (See the *Guide to Advancement*, topic 9.0.2.13)

Eagle Scout projects must be evaluated primarily on impact—the extent of benefit to the religious institution, school, or community, and on the leadership provided by the candidate. There must also be evidence of planning and development. This is not only part of the requirement, but relates to our motto to, "Be Prepared." However, in determining if a project meets requirement 5, reviewers must not require more planning and development than necessary to execute the project. These elements must not overshadow the project itself, as long as the effort was well led, and resulted in an otherwise worthy outcome acceptable to the beneficiary.

There may be instances where, upon its completion, the unit leader or project beneficiary chooses not to approve a project. One or the other may determine, for example, that modifications were so significant that the extent of the service or impact of the project was insufficient to warrant approval. The candidate may be requested to do more work or even start over with another project. He may choose to meet these requests, or he may decide if he believes his completed project worthy and in compliance—to complete his Eagle Scout Rank Application and submit his project workbook without final approval. He must be granted a board of review should he request it. If it is thought a unit board may not provide a fair hearing, a board of review under disputed circumstances may be initiated according to the *Guide to Advancement*, topic 8.0.3.2.

### **Risk Management and Eagle Scout Service Projects** (See the *Guide to Advancement*, topic 9.0.2.14)

All Eagle Scout service projects constitute official Scouting activity and thus are subject to Boy Scouts of America policies and procedures. Projects are considered part of a unit's program and are treated as such with regard to policies, procedures, and requirements regarding Youth Protection, two-deep leadership, etc. The health and safety of those working on Eagle projects must be integrated into project execution. Since an Eagle Scout service project is a unit activity, unit leadership has the same responsibility to assure safety in conducting a project as with any other unit activity. The unit leader or unit committee should reject proposals for inherently unsafe projects. The candidate should plan for safe execution, but it must be understood that minors cannot and must not be held *responsible* for safety concerns. As with any Scouting activity, the *Guide to Safe Scouting* applies. The "Sweet 16 of BSA Safety" must also be consulted as a planning tool. It can be found at: [www.scouting.org/scoutsourc/healthandsafety/sweet16.aspx](http://www.scouting.org/scoutsourc/healthandsafety/sweet16.aspx). The *Guide to Safe Scouting* may be accessed at [www.scouting.org/scoutsourc/HealthandSafety/GSS/toc.aspx](http://www.scouting.org/scoutsourc/HealthandSafety/GSS/toc.aspx).

### **Insurance and Eagle Scout Projects** (See the *Guide to Advancement*, topic 9.0.2.15)

The Boy Scouts of America General Liability Policy provides general liability insurance coverage for official Scouting activities. Registered adult leaders are provided primary coverage. Unregistered adults participating in a Scouting activity are provided coverage in excess of their personal insurance. Every council has the opportunity to participate in the BSA Accident and Sickness insurance program. It provides some insurance for medical and dental bills arising from Scouting activities. If councils do not purchase this, then units may contract for it. In some cases, chartered organizations might provide insurance, but this must not be assumed. Most of these programs provide only secondary coverage, and are limited to registered youth and adults and those interested in becoming members.



## Eagle Scout Service Project Proposal



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's full legal name Duncan Francis Wallace Korkosz

Eagle Scout Service Project Name Lacrosse Wall

### Eagle Scout Requirement 5

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouting.) The project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the *Eagle Scout Service Project Workbook*, No. 512-927, in meeting this requirement.

## Instructions for Preparing Your Proposal

### Meeting the Five Tests of an Acceptable Eagle Scout Service Project

Your proposal must be prepared first. It is an overview, but also the beginnings of planning. It must show your unit leader, unit committee, and council or district that your project can meet the following tests.

1. **It provides sufficient opportunity to meet the Eagle Scout service project requirement.** You must show that planning, development, and leadership will take place; and how the three factors will benefit a religious institution, a school, or your community.
2. **It appears to be feasible.** You must show the project is realistic for you to carry out.
3. **Safety issues will be addressed.** You must show you have an understanding of what must be done to guard against injury, and what will be done if someone gets hurt.
4. **Action steps for further detailed planning are included.** You must make a list of the key steps you will take to make sure your plan will have enough details so it can be carried out successfully.
5. **You are on the right track with a reasonable chance for a positive experience.**

When completing your proposal you only need enough detail to show a reviewer that you can meet the tests above. If showing that you meet the tests requires a lengthy and complicated proposal, your project might be more complex than necessary. Remember, the proposal is only the *beginnings* of planning. Most of your planning will come with the next step, preparation of your project plan.

If your project does not require materials or supplies, etc., simply mark those spaces "not applicable." As a reminder, do not begin any work, or raise any money, or obtain any materials, until your project proposal has been approved.

Consider also, that if you submit your proposal too close to your 18<sup>th</sup> birthday, it may not be approved in time to finish planning and executing the project.

### Working with Your Project Beneficiary

On the last two pages of this workbook there is an information sheet called, "Navigating the Eagle Scout Service Project." This is for you to print and give to the religious institution, school, or community that will benefit from your efforts. You should do this as part of your first meeting with your beneficiary and use the sheet to help explain how the Eagle Scout service project works. Be sure to read it carefully so you can explain what it says.

"Navigating the Eagle Scout Service Project" will help you communicate a number of things to your beneficiary. For example, it provides thanks and congratulations for accepting the project; and it gives some background, discusses the requirements, and points out the responsibilities connected with approving your project proposal. It also explains that the beneficiary has the right to review, and also to require changes in your project plan.

Again, be sure to read carefully "Navigating the Eagle Scout Service Project" so you will have a full understanding of the role of your beneficiary.

### Next Step: Your Project Plan

Once your proposal is approved, you are **strongly encouraged** to prepare your project plan using the form in this workbook. Doing so increases the likelihood your project will be approved at your Eagle Scout board of review. As you begin preparing it, you should meet with a project coach. Check with the person who handled the approval of your project proposal to learn how coaches are designated in your community.

Your designated coach can help you avoid the common pitfalls associated with Eagle Scout service projects and be a big part of your success. You may also want to talk to your unit leader. There may be adults in your troop who are experts in conducting the kind of project you are planning. It's ok for you to work with them as well. The more coaching you get, the better your results will be.

### Beginning Work on Your Project

Once your proposal has been fully approved and you have finished your project planning, only then, may you begin work on your project.

### Contact Information

*Eagle Scout candidates should know who is involved, but contact information may be more important to unit leaders and others in case they want to talk to one another. While it is recognized that not all the information will be needed for every project, Scouts are expected to provide as much as reasonably possible. Approval representatives must understand, however, that doing so is not part of the service project requirement.*

#### Eagle Scout Candidate

Name: Duncan Francis Wallace Korkosz Birth date: 0182002  
 Email address: dfwkorkosz@gmail.com BSA PID number\*:  
 Address: 46 B Dale Road City: Hooksett State: NH Zip: 03106  
 Preferred telephone(s): 603-540-6164 Life board of review date:  
 \*BSA PID No., found on the BSA membership card

#### Current Unit Information

Check one:  Troop  Team  Crew  Ship Unit Number: 104  
 Name of District: Massabesic Name of Council: Daniel Webster Council

Unit Leader Check one:  Scoutmaster  Varsity Coach  Crew Advisor  Skipper  
 Name: Eli Manner Preferred telephone(s): 2072549188  
 Address: 214 Sagamore St Manchester, NH 03104 City: Manchester State: NH Zip: 03104  
 Email address: zerkell.w.manner@gmail.com

#### Unit Committee Chair

Name: Craig Donais Preferred telephone(s): 603-289-2235  
 Address: 39 Buzzell Street City: Manchester State: NH Zip: 03104  
 Email address: donais@nhscouter.com

#### Unit Advancement Coordinator (If your unit has one)

Name: Mary Kate Donais Preferred telephone(s): 603-785-5535  
 Address: 39 Buzzell Street City: Manchester State: NH Zip: 03104  
 Email address: mary.kate@donais.com

#### Project Beneficiary (Name of religious institution, school, or community)

Name: Town of Hooksett Preferred telephone(s): 603-485-9534  
 Address: 35 Main Street City: Hooksett State: NH Zip: 03106  
 Email address:

#### Project Beneficiary Representative (Name of contact person for the project beneficiary)

Name: James Sullivan, Chairman of Town Council Preferred telephone(s): 603 485 9534  
 Address: 35 Main Street City: Hooksett NH State: NH Zip: 03106  
 Email address: jsullivan@hooksett.org

#### Your Council Service Center

Contact name: Daniel Webster Council Preferred telephone(s): (603) 625-6431  
 Address: 571 Hull Ave City: Manchester State: NH Zip: 03109

#### Council or District Project Approval Representative

*(Your unit leader, unit advancement coordinator, or council or district advancement chair may help you learn who this will be.)*

Name: Preferred telephone(s):  
 Address: City: State: Zip:  
 Email address:

#### Project Coach (Your council or district project approval representative may help you learn who this will be.)

Name: Michael Shaffer Preferred telephone(s): 603-533-6176  
 Address: 222 Tory Road City: Manchester State: NH Zip: 03104  
 Email address: katerik@comcast.net

**Project Description and Benefit**

Briefly describe your project.

A poured concrete wall, behind the football Field at Donatt Park, in Hooksett, NH, for the purpose of the development of lacrosse stick-skills, with the possibility for applications in other sports, but with a focus on lacrosse.

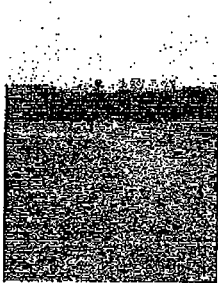
Attach sketches or "before" photographs if these will help officers visualize the project.  
Please click below to add images (JPEG, JPG, BMP, GIF, TIF, PNG, etc.)



Proposed Site



Proposed Site



Proposed site



Example At Lincoln Sudbury High School



2nd view of Example at Lincoln Sudbury



Marshfield High School



Pinkerton Academy

Tell how your project will be helpful to the beneficiary. Why is it needed?

It will be hugely beneficial to the Hooksett Lacrosse Program, as it will be more or less adjacent to their game field, and within walking distance of their other practice fields. It is also within a residential area, and so will be able to be used by youth players, while not in the context of a practice. The development of stick skills are crucial to gaining aptitude at and appreciation for the sport of lacrosse.

When do you plan to begin carrying out your project? July 2019

When do you think your project will be completed? October 2019

**Giving Leadership**

Approximately how many people will be needed to help on your project? 10-15 people

Where will you recruit them (unit members, friends, neighbors, family, others)? Explain:

I will recruit members of my family and friends, members of Troop 104, and member of the Hooksett Lacrosse Community.

What do you think will be most difficult about leading them?

I think the most difficult thing about leading will be having enough people to attend the work parties.

**Materials**

*Materials are things that become part of the finished project, such as lumber, nails, and paint.*

What types of materials, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required. For example, for lumber, include basic dimensions such as 2 x 4 or 4 x 4.

I will need to purchase Concrete from a Concrete Company to construct the wall

**Supplies**

*Supplies are things you use up, such as food and refreshments, gasoline, masking tape, tarps, safety supplies, and garbage bags.*

What kinds of supplies, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

I will need purchase caution tape to mark the area while the construction is taking place.

**Tools**

*Include tools, and also equipment, that will be borrowed, rented, or purchased.*

What tools or equipment, if any, will you need? You do not need a detailed list, but you must show you have a reasonable idea of what is required.

I will need 15 pairs of work gloves and 10 shovels.

**Other Needs**

*Items that don't fit the above categories; for example, parking or postage, or services such as printing or pouring concrete, etc.*

What other needs do you think you might encounter?

The weather may be a factor of when we can install the wall

**Permits and Permissions**

*Note that property owners should obtain and pay for permits.*

Will permissions or permits (such as building permits) be required for your project? Who will obtain them? How long will it take?

No I will not need a building permit to create the wall

**Preliminary Cost Estimate**

*You do not need exact costs yet. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses. Include the value of donated material, supplies, tools, and other items. It is not necessary to include the value of tools or other items that will be loaned at no cost. Note that if your project requires a fundraising application, you do not need to submit it with your proposal.*

Enter estimated expenses below:  
(include sales tax if applicable)

**Fundraising:** Explain how you will raise the money to pay for the total costs. If you intend to seek donations of actual materials, supplies, etc., then explain how you plan to do that, too.

Materials:	\$0.00
Supplies:	500
Tools:	400
Other:	100
<b>Total costs:</b>	<b>\$0.00</b>

I will be doing a letter writing campaign to my family and friends. I will be soliciting donations from BSA Troop 104, Hooksett Youth Athletic Association, Hooksett Youth Lacrosse Association, members of the Lacrosse Community, Hooksett Businesses, Southern NH Businesses, Local Athletics Companies. I also solicit donations from companies willing to place their logo on the Wall.

**Project Phases**

Think of your project in terms of phases, and list what they might be. The first may be to prepare your project plan. Other phases might include fundraising, preparation, execution, and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated; brief, one line descriptions are sufficient.

1. Preparation of Project
2. Presentation to Eagle Board
3. Fundraising
4. Preparation of the site
5. Construction of the Wall
6. Clean up of the site
7. Dedication of the Wall
8. Eagle Board of Reivew

**Logistics**

*Check with your council service center to determine if a Tour and Activity Plan is required.*

How will you handle transportation of materials, supplies, tools, and helpers? Will you need a Tour and Activity Plan? I will transport any supplies or tools to the site. Any helpers will be driven by their own families. I do not need a Tour or Activity plan.

**Safety Issues**

*The Guide to Safe Scouting is an important resource in considering safety issues.*

Describe the hazards and safety concerns you and your helpers should be aware of. We will follow the Sweet 16 of BSA Safety. The Sweet 16 of BSA Safety are Qualified Supervision; Physical Fitness, Buddy System, Safe Area or Course, Equipment Selection and Maintenance; Personal Safety Equipment; Safety Procedures and Policies; Skill Level Limits; Weather Check; Planning; Communications Plans and Notices, First-Aid Resources; Applicable Laws, CPR Resources; and Discipline.

**Project Planning**

*You do not have to list every step, but it must be enough to show you have a reasonable idea of how to prepare your plan.*

List some action steps you will take to prepare your project plan. For example "Complete a more detailed set of drawings."

**Candidate's Promise\***

*Sign below before you seek the other approvals for your proposal.*

On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 5. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chosen as beneficiary.

Signed \_\_\_\_\_

Date \_\_\_\_\_

11/14/2018

*\*Remember: Do not begin any work on your project, or raise any money, or obtain any materials, until your project proposal has been approved.*

**Unit Leader Approval\***

I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development, and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow him.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name (Printed) \_\_\_\_\_

**Unit Committee Approval\***

This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can to see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name (Printed) \_\_\_\_\_

**Beneficiary Approval\***

This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) that we have agreed to. We understand any fund raising he conducts will be in our name and that funds left over will come to us if we are allowed to accept them. We will provide receipts to donors as required.

*Our Eagle candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries."*

Yes  No

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name (Printed) \_\_\_\_\_

**Council or District Approval**

I have read topics 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout service project, in the *Guide to Advancement*, No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to prepare a project plan and further encourage him to share it with a project coach who has been designated for him.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name (Printed) \_\_\_\_\_

*\*While it makes sense to obtain approvals in the order they appear, there shall be no required sequence for the order of obtaining those approvals marked with an asterisk (\*). Council or district approval, however, must come after the others.*

Proposal Page E

Duncan Francis Wallace Korkosz



## Eagle Scout Service Project Fundraising Application

Before filling out this application, it is important to read "Procedures and Limitations on Eagle Scout Service Project Fundraising." This can be found on the next page: "Fundraising Application Page B." Once completed, you must obtain approval from the project beneficiary and your unit leader, and then submit the fundraising application to your council service center at least two weeks in advance of your fundraising efforts. You will be contacted if it cannot be approved or if adjustments must be made. Use this form, not the Unit Money-Earning Application.

### Eagle Scout Candidate

Name: Duncan Francis Wallace Korkosz Preferred telephone(s): 603-510-6164  
 Address: 46 B Dale Road City: Hooksett State: NH Zip: 03106  
 Email address: dfwkorkosz@gmail.com  
 Check one  Troop  Team  Crew  Ship Unit No. 104  
 Name of district: Massabesic Name of council: Daniel Webster Council

### Project Beneficiary (Name of the religious institution, school, or community)

Name: Town of Hooksett Preferred telephone(s): 603-485-9534  
 Address: 35 Main Street City: Hooksett State: NH Zip: 03106  
 Email address: \_\_\_\_\_

### Project Beneficiary Representative (Name of contact person for the project beneficiary)

Name: James Sullivan, Chairman of Town Council Preferred telephone(s): 603-485-9534  
 Address: 35 Main Street City: Hooksett NH State: NH Zip: 03106  
 Email address: jsullivan@hooksett.org

### Describe how funds will be raised:

I will be doing a letter writing campaign to my family and friends. I will be soliciting donations from Hooksett Youth Athletic Association, Hooksett Youth Lacrosse Association, members of the Lacrosse Community, Hooksett Businesses, Southern NH Businesses, Local Athletics Companies. I also solicit donations from companies willing to place their logo on the Wall.

Proposed date the service project will begin: June 6, 2019

Proposed dates for the fundraising efforts: June 6- October 20, 2019

How much money do you expect to raise? \$10,000.00

If people or companies will be asked for donations of money, materials, supplies, or tools, how will this be done and who will do it?\*

I, Duncan Korkosz will be soliciting donations of money, supplies, and tools. Checks will be made to Troop 104 donations will be picked up by me and stored at my mothers home until work begins.

\*You must attach a list of prospective donor names and what they will be asked to donate. This is not required for an event like a car wash.

Are any contracts to be signed? Yes If so, by whom? Not to my knowledge

Contract details: If Contracts are needed, my Mother Trisha Korkosz will be signing them.

### Approvals

*The beneficiary and unit leader sign below, in any order, before authorized council approval is obtained.*

Beneficiary		Unit Leader		Authorized Council Approval*	
Signed	Date	Signed	Date	Signed	Date

\*Councils may delegate approval to districts or other committees according to local practices.

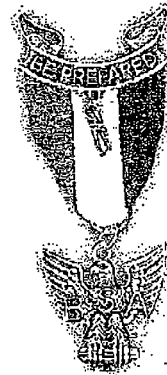
## Procedures and Limitations on Eagle Scout Service Project Fundraising

The Eagle Scout Service Project Fundraising Application must be used in obtaining approval for service project fundraising of monies and for in-kind donations of materials, supplies, tools, or other needs.\* Send the completed form with any attachments to your local council service center, where it will be routed to those responsible for approval. This may be a district executive or another staff member, the council or district advancement committee, a finance committee, etc., as determined by your council. Only one form is required per service project even if there will be multiple events, participants, or donors. It is not required to submit this form with your project proposal.

*\*This application is not necessary for contributions from the candidate, his parents or relatives, his unit or its chartered organization, parents or members in his unit, or the beneficiary. All proceeds left over from fundraising or donations, whether money, materials, supplies, etc., regardless of the source, go to the beneficiary. If the beneficiary is not allowed, for whatever reason, to retain any excess funds or materials, etc., the beneficiary should designate a suitable charity to receive them, or allow the unit to retain them. The unit must not influence this decision.*

**If the standards below are met, your fundraising effort likely will be approved.**

1. Eagle Scout service projects may not be fundraisers. In other words, the candidate may not stage an effort that primarily collects money, even if it is for a worthy charity. Fundraising is permitted only for securing materials, etc., and otherwise facilitating a project. Unless the effort involves contributions only from the beneficiary, the candidate, his parents or relatives, his unit or its chartered organization, or from parents or members in his unit, it must be approved by the local council. This is achieved by submitting the Eagle Scout Service Project Fundraising Application.
2. It must be clear to all donors or event participants that the money is being raised on behalf of the project beneficiary. Once collected, money raised must be turned over to the beneficiary or to the candidate's unit for deposit until needed for the project. If the unit receives the funds, it must release them to the beneficiary once expenses have been paid.
3. Any contracts must be signed by a responsible adult, acting as an individual, without reference to the Boy Scouts of America. The person who signs the contract is personally liable. Contracts must not and cannot bind the local council, the Boy Scouts of America, or the unit's chartered organization.
4. If something is to be sold, we want people to buy it because it is a quality product, not just because of an association with Scouting. Buyers or donors must be informed that the money will be used for an Eagle Scout service project to benefit the school, religious institution, or community chosen, and any funds left over will go to that beneficiary.
5. Any products sold, or fundraising activities conducted, must be in keeping with the ideals and principles of the BSA. For example, they must not include raffles or other games of chance.
6. Should any donors want documentation of a gift, this must be provided through the project beneficiary, not the Boy Scouts of America. If a donor or fundraising participant wants a receipt, this too, must be provided in the name of the beneficiary.
7. Youth are not normally permitted to solicit funds on behalf of other organizations. However, a local council may allow an exception for Eagle Scout service projects.
8. Local councils may determine that certain types of fundraisers such as bake sales and car washes do not require a fundraising application. Councils may also establish dollar thresholds, as well; for example, "Any effort expected to raise less than \$500 does not require an application."



## Eagle Scout Service Project Plan



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's name Duncan Francis Wallace Korkosz

Eagle Scout Service Project Name Lacrosse Wall

Planned start date \_\_\_\_\_ Planned completion date \_\_\_\_\_

Eagle Scout requirement 5 says you must "plan" and "develop" your service project. Though this project plan is a tool for your use, and is not approved or signed, it is important in helping to show you have done the required planning and development. You should take this project plan with you to your Eagle Scout board of review. Note that you are not required to provide more details than are necessary for the accomplishment of your project.

A Scout who is prepared will complete the project plan, and then before he begins carrying out his project, he will ask a project coach to review it with him. The council or district representative who approved your proposal may have agreed to serve as your project coach, or someone else may be designated to take this important role. A project coach's involvement and review of your project plan is optional, but it can help you avoid many problems or mistakes. This can also improve your chances of passing the Eagle Scout board of review.

You should also show your project plan to your beneficiary prior to carrying out your project. This will help ensure your plans agree with the beneficiary's expectations. Remember, the project beneficiary has the authority to require and approve a project plan. Be sure to read "Navigating the Eagle Scout Service Project" at the end of this workbook.

**Comments From Your Proposal Review**

What suggestions were offered by the council or district representative who approved your proposal?

**Project Description and Benefit—Changes From the Proposal**

*As projects are planned, changes are usually necessary. If they are major, it is important to confirm they are acceptable to the beneficiary. You should also discuss major changes with those who approved your proposal, and also with your coach, to get an idea if the changes will be acceptable to your board of review.*

How will your project be different from your approved proposal?

Will the changes make the project more, or less, helpful to the beneficiary? Explain:

**Present Condition or Situation**

*Include "before" photographs to show the board of review in Attachments section below.*

Describe the present condition of the worksite. For an event or activity, describe your biggest obstacles.

**Project Phases**

*You may have more than eight phases, or fewer, as needed; if more, you may add them below, or place in an attachment.*

Look at the phases from your proposal. Make any changes, then provide a little more detail, including approximate starting and ending dates for each phase.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

**Work Processes**

Prepare a step-by-step list of what must be done and how everything comes together: site preparation, sizing, assembly, fastening of materials, finishes to be used (paint, varnish, etc.), uses of supplies and tools, etc. Your project coach may be able to assist.

**Attachments**

If you are unable to attach items within this workbook, or if they don't attach to your satisfaction, please put them in separate documents that you may send along with your workbook. Attachments might include such things as additional plans, drawings, diagrams, maps, and pictures that will help you carry out your project. They may also be helpful to your workers, your coach, the project beneficiary, and to your board of review. Drawings, if needed, should be to scale. If you are planning an event or activity, something like a program outline or a script would be appropriate.

Click above box to add an image. Click here to add an image caption.

Click above box to add an image. Click here to add an image caption.

**Permits and Permissions**

The Tour and Activity Plan has also been called the "Tour Permit."

Will a Tour and Activity Plan be needed to comply with local council policies?

If you will need permissions or permits\*, what is being done to obtain them, and when will they be issued?

\*Could include building or electrical permits, dig permits, event permits, permission to access property, wilderness or backcountry permits, etc.

**Materials** List each item, description, quantity, unit cost, total cost, and source. For donated items show value in cost columns. See example.

Item	Description	Quantity	Unit Cost	Total Cost	Source
Plywood	3/4", 4'x8', B-C Interior grade	3	20.00	60.00	ABC Hardware donation*
<b>Total cost of materials</b>					

\*If you plan for donations such as the one shown in the example above, you will most likely need to submit the Eagle Scout Service Project Fundraising Application. It can be found later in this workbook.

**Supplies** List each item, description, quantity, unit cost, total cost, and source. For donated items show value in cost columns. See example.

Item	Description	Quantity	Unit Cost	Total Cost	Source
Plastic tarp	9' x 12', 2ml thick	2	4.00	8.00	ABC Hardware purchase
<b>Total cost of supplies</b>					

**Tools**

List tools and equipment that must be purchased or rented; with quantity, unit cost, total cost, source, and who will operate, or use it. See example.

Tool	Quantity	Unit Cost	Total Cost	Source	Who will operate/use?
Circular power saw*	1	0	0	Mr. Smith	Mr. Smith
<b>Total cost of tools</b>					

\*Power tools considered hazardous, like circular saws, must be operated by adults who are experienced in their use. See Guide to Safe Scouting and age appropriate guidelines, located at [www.scouting.org/sitecore/content/Home/HealthandSafety/Guidelines\\_Policies.aspx](http://www.scouting.org/sitecore/content/Home/HealthandSafety/Guidelines_Policies.aspx).

**Other Needs** List each item, description, quantity, unit cost, total cost, and source. For donated items show value in cost columns. See example

Item	Description	Quantity	Unit Cost	Total Cost	Source
Printing	Marketing brochure	2000	.01	20.00	Copy Services, Inc.
<b>Total cost of other needs</b>					

**Expenses**

Item	Projected Cost
Total materials (from above)	
Total supplies (from above)	
Total tools (from above)	
Total other (from above)	
<b>Total cost</b>	

**Revenue**

Revenue	
Total to be raised: \$	
Contribution from beneficiary: \$	
Describe how you will get the money for your project. Include what any helpers will do to assist with the effort and also any requests you will make for donations of supplies, materials, etc.	

**Giving Leadership**

Fill out the chart below, telling about specific jobs that need to be done, the skills needed to do them, whether they must be adults or may be youth, how many helpers are needed, and how many you have so far (if any). For example:

Job to Be Done	Skills Needed (If any)	Adult or Youth	Helpers Needed	Helpers So Far
Work at car wash	Able to drive or wash cars	Adult drivers/supervisors, youth to wash	2 adults, 10 youth	1 adult, 5 youth

What are your plans for briefing helpers, or making sure they know how to do what you want them to do?

What is your plan for communicating with your workers to make sure they know how to get to the site and where to park, that they will be on time and they will have with them what they need?

**Logistics**

How will the workers get to and from the place where the work will be done?

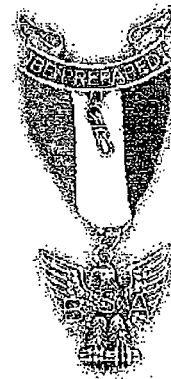
How will you transport materials, supplies, and tools to and from the site?

How will you assure the tools used are in good condition, that clearance and barriers needed between users are considered, and that the tools are properly used and stored?

How long will your helpers be working each day? (Recommended no more than eight hours per day)

How will the workers be fed?

Where will restrooms be located?



## Eagle Scout Service Project Report



BOY SCOUTS OF AMERICA

Eagle Scout candidate's name Duncan Francis Wallace Korkosz

Eagle Scout Service Project Name Lacrosse Wall

Project start date \_\_\_\_\_

Project completion date \_\_\_\_\_

This report is to be prepared after your service project has been concluded. It is not necessary to provide lengthy answers. Be prepared to discuss your project and this report at your board of review.



**Project Execution:**

Once planning was completed, when did the work begin?

When was it finished?

**Project Description**

Please provide a brief description of your project and the impact it will have.

Describe what you did after your proposal was approved to complete the planning of your project.

**Observations**

What went well?

What was challenging?

**Changes**

Many successful projects require changes from the original proposal. What significant changes did you make and why did you make them (be brief)?

**Leadership**

In what ways did you demonstrate leadership?

What was most difficult about being the leader?

What was most rewarding about being the leader?

What did you learn about leadership, or how were your leadership skills further developed?

**Materials, Supplies, Tools, Other**

Were there significant shortages or overages of materials, supplies, tools, and other? If so, what effect did this have?

**Entering Service Project Data**

The BSA collects information on the hours worked on Eagle Scout service projects\* because it points to achievement of our citizenship aim. To assist with the data collection, please refer to your list of people who helped and the number of hours they worked. Then please provide the information requested below. Include hours spent doing planning under Total Hours Worked.

**Be sure to include yourself, and the time spent on planning.**

	Number of Workers	Total Hours Worked
The Eagle Scout candidate	1	
Registered BSA youth members		
Other youth (brothers, sisters, friends, etc., who are not BSA members)		
Registered BSA adult Scouting volunteers and leaders		
Other adults (parents, grandparents, etc., who are not BSA members)		
<b>Grand Total of Hours (Enter here and on your Eagle Scout Rank Application.)</b>	<b>1</b>	

\* There is no requirement for a minimum number of hours that must be worked on an Eagle Scout service project.

If you have been told you must meet a minimum number of hours then you may lodge a complaint with your district or council. If you have given leadership to an otherwise worthy project and are turned down by your board of review solely because of a lack of hours, you should appeal the decision.

**Funding Summary**

Describe how you obtained money, materials, supplies, and other needs (including donations) for your project.

How much was collected?

How much was spent?

If your expenses exceeded funds available, explain why this happened, and how excess expenses were paid.

If you had money left over at the end of your project, did you turn it over to the project beneficiary? If "No," when will that be done, or if your beneficiary is not allowed to accept the left over funds, which charity will receive them?

How were the donors thanked?

**Photos and Other Documentation**

If you have them, attach photographs taken before, during, and after project completion. You may physically attach letters, maps, handouts, printed materials, or similar items that might be helpful to your board of review.

Click above box to add an image. Click here to add an image caption.

Click above box to add an image. Click here to add an image caption.

**Candidate's Promise**

*Sign below before you seek the other approvals.*

*On my honor as a Scout, I was the leader of my Eagle Scout service project and executed it as reported here.*

Signed:

Date:

**Approvals**

*In my opinion, this Eagle Scout service project meets Eagle Scout requirement 5, as stated on page 4 of this workbook.*

Beneficiary name:

Unit leader name:

Signed:

Date:

Signed:

Date:

**Giving Leadership**

Fill out the chart below, telling about specific jobs that need to be done, the skills needed to do them, whether they must be adults or may be youth, how many helpers are needed, and how many you have so far (if any). For example:

Job to Be Done	Skills Needed (If any)	Adult or Youth	Helpers Needed	Helpers So Far
Work at car wash:	Able to drive or wash cars	Adult drivers/supervisors, youth to wash	2 adults, 10 youth	1 adult, 5 youth

What are your plans for briefing helpers, or making sure they know how to do what you want them to do?

What is your plan for communicating with your workers to make sure they know how to get to the site and where to park, that they will be on time and they will have with them what they need?

**Logistics**

How will the workers get to and from the place where the work will be done?

How will you transport materials, supplies, and tools to and from the site?

How will you assure the tools used are in good condition, that clearance and barriers needed between users are considered, and that the tools are properly used and stored?

How long will your helpers be working each day? (Recommended no more than eight hours per day)

How will the workers be fed?

Where will restrooms be located?

**Safety**

Will a first-aid kit be needed for this project? If so, where will it be kept?

Will any hazardous materials or chemicals be used? If so, how will you see that they are properly handled?

List hazards you might face. These could include severe weather, wild life, hazardous tools or equipment, overhead or underground utilities, sunburn, etc. What will you do to prevent problems? For example, "Hazardous tools will be operated by adults only."

Potential Hazard	What will you do to prevent problems?

How do you plan to communicate these safety issues and hazards to your helpers?

What personal protective equipment or supplies may be needed? (For example, gloves, goggles, hardhats, etc.)

When will you hold a safety briefing?

Who will conduct it?

Who will be your first-aid specialist?

How may emergency vehicles access the site?

**Contingency Plans**

What could cause postponement or cancellation of the project? What will you do should this happen?

**Comments From Your Project Coach About Your Project Plan**

*A project coach's comments can be extremely helpful in assuring your project is successful.*

**Approving Project Plans**

After his proposal is approved by the BSA local council, your Scout must develop a plan for implementing the project. Before work begins, you should ask to see the plan. It may come in any format you desire or are willing to accept. It could even be a detailed verbal description. That said, the BSA includes a "Project Plan" form in your Scout's *Eagle Scout Service Project Workbook*, and we recommend that you ask your Scout to use it. If in your plan review you have any concerns the project may run into trouble or not produce the results you want, do not hesitate to require improvements *before* work begins.

**Permits, Permissions, and Authorizations**

- If the project requires building permits, etc., your Scout needs to know about them for his planning. However, your organization must be responsible for all permitting. This is not a duty for the Scout.
- Your organization must sign any contracts.
- If digging is involved, it is your responsibility to locate, mark, and protect underground utilities as necessary.
- If you need approval from a committee, your organization's management, or a parent organization, etc., be sure to allow additional time and let the Scout know if he is to assist with this.

**Funding the Project**

Eagle service projects often require fundraising. Donations of any money, materials, or services must be preapproved by the BSA unless provided by your organization; by the Scout, his parents, or relatives; or by his troop or its chartered organization. The Scout must make it clear to donors or fundraising event participants that the money is being raised on the project beneficiary's behalf, and that the beneficiary will retain any leftover funds. If receipts are needed, your organization must provide them. If your organization is not allowed to retain leftover funds, you should designate a charity to receive them or turn them over to your Scout's unit.

**Supervision**

To meet the requirement to "give leadership to others," your Scout must be given every opportunity to succeed independently without direct supervision. The Scout's troop must provide adults to assist or keep an eye on things, and your organization should also have someone available. The Scout, however, *must* provide the leadership necessary for project completion without adult interference.

**Safety**

Through the proposal and planning process, the Scout will identify potential hazards and risks and outline strategies to prevent and handle injuries or emergencies. Scouts as minors, however, *cannot be held responsible for safety*. Adults must accept this responsibility. Property owners, for example, are responsible for issues and hazards related to their property or employees and any other individuals or circumstances they would normally be responsible for controlling. If during project execution you have any concerns about health and safety, please share them with the Scout and his leaders so action may be taken. If necessary, you may stop work on the project until concerns are resolved.

**Project Execution and Approval**

After the project has been carried out, your Scout will ask for your approval on his project report. The report will be used in the final review of his qualifications for the Eagle Scout rank. If the Scout has met your reasonable expectations, you should approve the project; if he has not, you should ask for corrections. This is not the time, however, to request changes or additions beyond what was originally agreed.

The Eagle Scout service project is an accomplishment a Scout will always remember. Your reward will be a helpful project and, more important, the knowledge you have contributed to a young man's growth.

*Navigating the Eagle Scout Service Project* is also available for download at: <http://www.scouting.org/advancement>.



## Navigating the Eagle Scout Service Project

*Information for Project Beneficiaries*

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### **Thank You and Congratulations**

Congratulations on your selection as an Eagle Scout service project beneficiary, and thank you for the opportunity you are making available to an Eagle Scout candidate. Support from community organizations is important to Scouting—just as important as Scouting's contributions are to the community. Scouts provide important services, and benefiting organizations such as yours provides a vehicle for personal growth.

### **The Eagle Scout Rank and the Service Project**

Service to others is an important part of the Scout Oath: "...to help other people at all times." Each year tens of thousands of young men strive to achieve the coveted Eagle Scout rank by applying character, citizenship, and Scouting values in their daily lives. One of the rank requirements is to *plan, develop, and give leadership to others in a service project helpful to any religious institution, school, or community*. Through this requirement, Scouts practice what they have learned and gain valuable project management and leadership experience.

### **Typical Projects**

There are thousands of possible Eagle Scout projects. Some involve building things, and others do not. There have been all kinds: making birdhouses for an arboretum, conducting bicycle safety rodeos, constructing park picnic tables or benches, upgrading hiking trails, planting trees, conducting well-planned blood drives, and on and on. Other than the general limitations noted below, there are no specific requirements for project scope or for how many hours are worked, and there is no requirement that a project have lasting value. What is most important is the *impact or benefit* the project will provide to your organization. In choosing a project, remember it must be something a group with perhaps limited skills can accomplish under the leadership of your Eagle Scout candidate. If your Scout is to fulfill the requirement, *he* must be the one to lead the project. It is important you work with him and not with his parents or leaders.

### **Project Restrictions and Limitations**

- Fundraising is permitted only for facilitating a project. Efforts that primarily collect money, even for worthy charities, are not permitted.
- Routine labor, like a service a Scout may provide as part of his daily life such as mowing or weeding a church lawn, is not normally appropriate. However, if project scale and impact are sufficient to require planning and leadership, then it may be considered.
- Projects are not to be of a commercial nature or for a business, though some aspects of a business operation provided as a service, such as a community park, may qualify.
- The Scout is not responsible for any maintenance of a project once it is completed.

### **Approving the Project Proposal and Project Scheduling**

Once a potential project is identified, you must approve your Scout's proposal. Regular communications can make this quick and easy, but be sure you have discussed and considered all aspects of the project with him and that he has a clear understanding of your expectations and limitations. Keep in mind his proposal is merely an overview—not a comprehensive project plan.

Some projects may take only a few weeks or months to plan and carry out, while others may take longer. Scouts working toward the Eagle rank are typically busy, so scheduling flexibility may be important. The proposal must also have several approvals, besides yours, before project planning occurs and work begins. Therefore, if a proposed project must be completed by a certain rapidly approaching date, it may be a good idea to consider something different. Remember, too, that all work must be completed before the Scout's 18<sup>th</sup> birthday.

**Proposal** Page No. \_\_\_\_\_ of \_\_\_\_\_ Pages

(Specifications and Estimate) Proposa No. \_\_\_\_\_

**DANIEL SINOTTE CO., INC.**  
**CONCRETE FOUNDATIONS**  
 101 HIGHEST ROAD  
 MANCHESTER, N.H. 03104  
 TEL: 603-626-6000

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PROPOSAL SUBMITTED TO: Joseph Korkosz PHONE: 540-6464 DATE: 5/8/19

STREET: \_\_\_\_\_ JOB NAME: Demati Field Hooksett

CITY, STATE AND ZIP CODE: \_\_\_\_\_ JOB PHONE: \_\_\_\_\_

ARCHITECT: \_\_\_\_\_ DATE OF PLANS: \_\_\_\_\_ JOB PHONE: \_\_\_\_\_

We hereby propose to furnish materials and labor necessary for the construction of

Footings 12" x 24" #4 @ 24" o.c.  
Walls 24" of 8" Wall 16' High #4 @ 24" o.c. RW.  
30 20" #4 Rebars  
Concrete Pump for Wall  
Good Access  
13 Yards #3000 Concrete 9,000.00 = \$15,000

**We** Propose hereby to furnish material and labor complete in accordance with above specifications, for the sum of \_\_\_\_\_ dollars (\$ \_\_\_\_\_)

Payment to be made as follows: \_\_\_\_\_

In the event legal action is needed to collect fees for labor and materials, customer agrees to pay our **REASONABLE ATTORNEY FEES** and court costs. Customer will receive attorney fees if customer prevails. If neither party completely prevails, attorney fees will be equitably awarded.

I will not hold the Daniel Sinotte Co., Inc. responsible for low compressive strength concrete when temperature falls below 55°F within 28 days after placement.

A material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be excluded only upon written orders, and will become an extra charge over and above the estimate. All payments contingent upon arrival, a schedule or delays beyond our control. Ours to carry fire, theft and other necessary insurance. Our workers are fully covered by Workers Compensation Insurance.

Authorized Signature: \_\_\_\_\_ This proposal may be withdrawn by either party within \_\_\_\_\_ days.

Signature: \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_ Signature: \_\_\_\_\_

**Acceptance of Proposal** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.



Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** 100 Yard Live Bottom Floor Trailer  
**Meeting:** Town Council - 22 May 2019  
**Department:** Public Works  
**Staff Contact:** Earl Labonte, Director of Public Works

**BACKGROUND INFORMATION:**

Earlier this year, a warrant article was drafted to purchase a 100 yard live bottom trailer to haul trash generated in the Town of Hooksett to approved site. This trailer will replace a 2004 trailer that has a damaged floor and is presently used for hauling metal. The article was approved by the voters at the March 12 election. A request for proposals was released. Proposals were received from two vendors. One proposal was for \$80,129.19 from M & T Solutions, LLC. The other from J & J Truck Bodies and Trailers (DBA, Somerset Welding & Steel, Inc. for \$84,950 plus \$2,175 shipping. The extra \$129.19 will come out of the Transfer and Recycling operations budget.

**FINANCIAL IMPACT:**

**There was no tax rate impact.**

**POLICY IMPLICATIONS:**

None.

**RECOMMENDATION:**

Recommend approval and consent to purchase.

**SUGGESTED MOTION:**

Motion to purchase and provide consent to purchase a new 100 Yard Live Bottom Floor Trailer from M & T Solutions, LLC for \$80,129.19.

**ATTACHMENTS:**

20190426140534119

*Concur*

Bid #19-08  
100 Yard Live Bottom Floor Trailer  
April 25, 2019 2:00 pm

Attendees: Janet Bouchard, Town Administrator; Christine Soucie, Finance Director; Earl Labonte, DPW Director; Richard Black Chew Chief.

Bidders	Costs
M&I Solutions, LLC	\$ 80,129.19
J&J Truck Bodies & Trailers, Inc.	\$ 84,950.00

Bid opening closed: 2:03 PM

April 22, 2019

M& T SOLUTIONS, LLC  
PO Box 1993  
Derry, NH 03038-1993

Town of Hooksett  
35 Main Street  
Hooksett, NH 03106  
Attn. Richard Blake

M&T Solutions, LLC is glad to have the opportunity to bid on RFP 19-08. For (1) 100 Yard Live Bottom Floor Trailer. We have been fortunate in the past to have granted the last bids selling the Town of Hooksett there last 3 Transfer trailers. We hope to continue to be able to work with the Town of Hooksett to to supply them with transfer trailers. We strive to supply the facility with quality trailers to serve the towns waste hauling needs. We have also been fortunate to sell transfer trailers to the Town of Windham and Town of Merrimack. Insurance Certificate will be sent upon acceptance of bid.

Sincerely,

Kim DeVito

M&T Solutions, LLC





**Summit Trailer Sales, Inc.**  
 One Summit Plaza Summit Station PA 17079

**Chuck Pishock**  
 President / CEO

Phone 570.754.3511  
 Fax 570.754.7025  
 Cell 570.691.6961

E-mail [chuck@summittrailer.com](mailto:chuck@summittrailer.com)  
 Website [www.summittrailer.com](http://www.summittrailer.com)



Quote 2019052

4/10/2019

M & T Solutions, LLC  
 PO Box 1993  
 Derry, NH 03038  
 Attn: David Devito  
 Phone: 603.327.4060  
[mtsolutions17@gmail.com](mailto:mtsolutions17@gmail.com)  
 2020 Summit Steel Transfer Trailer

BODY	CHASSIS
45.00' Long, 94" Inside & 102" Outside 100" Front Height 10 Gauge Steel 100" Side Height 12 Gauge Steel 100" Rear Height 12 Gauge Steel 109 Approximate Cubic Yards 7" Front Post Full Height 8' Wide Side Post On 24" Centers 4' Rear Post Straight Keith Running Floor II With 3.5" Bore Cylinders Crossmembers: 4" I-Beam, 12" Centers  Keith 2295-3.5" Wide 1/2" Impact Floor Slat  4 Panel Tailgate With Rear Lights Bamdoor Tailgate Hinged Curbside Tailgate Lock, Manual Over Center  Inside Cleaner Plates Outside Cleaner Plates Truck-Lite LED Lights w/Mid Turn  Custom Paint Color w/Epoxy Primer, See Below 0" Body Overhang in Rear Diamond Plate Platform With Hand Rail Mesh Window in Bulkhead Roll Top: 22 Ounce Vinyl With Front Pan  1/2" x 4" Steel Flat On Top Rail 8" X 4" X 1/4" Steel Rectangular Tube Top Rail M & T Style Flip Up Catwalk 4" x 3" x 3/8" Tube For Rear Post Ladder Front Driver Side Inside & Out Hydraulic Hose Hanger On Bulkhead Steel Bolster: Front, Center & Rear Tarp Hooks Every Other Post Tarp Mounted On Passenger Side Lock on Driverside Paint Slate Grey	Transfer Trailer Subframe With Beams To Landing Gear 10" Mill Rolled I-Beam 17 Lbs. Per Foot 5" P-Series Axle PSDM 25K Rating 16-1/2" x 7' Q-Series 10 Stud, Outboard Drums, Hub Piloted 8" 11R-24.5 Michelin XZE2 Tires LRH 8" 24.5 x 8.25 Steel Disc  4S/2M ABS, Full Flaps, 12" Wheels Back & Splash Guards Summit 60175.2 Speed Landing Gear Reyco 21B / 4 Spring / 52K Rating  LED Lights w/Aluminum Light Module In Chassis  Custom Paint Color w/Epoxy Primer, See Below 36" King Pin Setting 3/8" Steel King Pin Plate Pusher Bumper With Tow Hooks 77-1/2' Track Axles Auxiliary 7 Way Plug  Brake Landing Gear Low Profile Pin Plate Hyd. Fittings: (1) 5100-S5-16B Pressure (1) 5100-S2-20B Return Hyd. Hoses: (2) 100" X 1' Flaps: Front And Rear Of Suspension Paint Slate Grey

Price Quote Valid For 10 Days

Approved By:

Terms Approved By:

Sub-Total	\$79,629.19
PA Sales Tax Not Included	
FET Not Included	
Delivered To Salem, NH	\$1,500.00
20% Deposit Required	
Terms: Payment Upon Invoice; Per Diem Charge After 5 Days	
Net Balance Due	\$81,129.19

Less discount \$1,000.00



Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Addition of Mass Buys to Cooperative Purchasing Program  
**Meeting:** Town Council - 22 May 2019  
**Department:** Public Works  
**Staff Contact:** Earl Labonte, Director of Public Works

**BACKGROUND INFORMATION:**

To obtain Town Council approval to add Mass Buys to the approved Cooperative Purchasing Program.

**FINANCIAL IMPACT:**

To be determined.

**POLICY IMPLICATIONS:**

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

**RECOMMENDATION:**

Approve the addition of Mass Buys to the list of approved agencies.

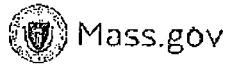
**SUGGESTED MOTION:**

Motion to approve the addition of Mass Buys to the Cooperative Purchasing agreement of the Commonwealth of Massachusetts.

**ATTACHMENTS:**

20190509141223757

*Concur*



## Buy from a Statewide Contract

Statewide Contracts established by the Operational Services Division offer state-negotiated pricing and other tangible benefits, such as prompt pay discounts, bulk purchase pricing, and extended warranties, among others.

Buying goods and services through Statewide Contracts can offer significant benefits, including time savings, obtaining best value at competitive prices, and establishment of long-term relationships. The Operational Services Division (OSD) can help you get the most out of Statewide Contracts, determine if you are eligible to use them, and assist you in buying from minority and women-owned businesses, as well as purchasing environmentally friendly products. Access our Statewide Contract Index below for more details. For trade-specific contractor information, access the Tradesperson Contract Index.

### SOCIAL

**Twitter** ([https://twitter.com/mass\\_osd](https://twitter.com/mass_osd))

**LinkedIn** (<https://www.linkedin.com/company/ma-osd/>)

**Instagram** ([https://www.instagram.com/mass\\_osd](https://www.instagram.com/mass_osd))

**YouTube** ([https://www.youtube.com/mass\\_osd](https://www.youtube.com/mass_osd))

**MA Procurement Insights Blog** (<http://blog.mass.gov/osd>)

**Flickr** ([https://www.flickr.com/mass\\_osd](https://www.flickr.com/mass_osd))

**Sign up for OSDs' communications!** (<https://test.ufr.osd.state.ma.us/webtolead/webtolead.htm>)



OFFERED BY

Operational Services Division (/orgs/operational-services-division)

## What would you like to do?

### Top tasks

#### Find a Statewide Contract User Guide

(<http://www.mass.gov/anr/budget-taxes-and-procurement/procurement-info-and-res/buy-from-a-state-contract/>)

#### View OSD's Reference Guide to Statewide Contracts for Emergencies

(<https://www.mass.gov/media/927796>)

### All other tasks

#### Register for Buyer Training

(</how-to/register-for-buyer-training>)

#### Find a certified Veteran business

(<https://www.vip.vetbiz.gov/>)

#### Find a SDO-certified business

(<https://www.sdo.osd.state.ma.us/BusinessDirectory/BusinessDirectory.aspx>)

#### View available promotional offers on \$ave\$mart Program

(<https://www.mass.gov/service-details/avemart-program>)

## What you need to know

**Who may use Statewide Contracts**

(/service-details/who-may-use-statewide-contracts)

**Best practices for purchasing from Statewide Contracts**

(/service-details/best-practices-for-purchasing-from-statewide-contracts)

**Find Green Products and Services on Statewide Contracts**

(/handbook/environmentally-preferable-products-and-services-guide)

**Upcoming Events**

*No upcoming events scheduled*

**Additional Resources**

**OSD Privacy Policy** (/service-details/osd-privacy-policy)

**Statewide Contract Procurement Schedule**

(https://www.mass.gov/files/documents/2019/05/08/svcschedule.pdf) (PDF 387.44 KB)

**Statewide Contract Index Instructions**

(https://www.mass.gov/files/documents/2017/09/07/swc\_index\_user\_instructions\_for\_expanded\_search\_final.docx) (DOCX 667.37 KB)

**Statewide Contract Index**

(https://www.mass.gov/files/documents/2019/05/03/statewide-contract-index.xlsx) (XLSB 3.1 MB)

**Tradespersons Contract Index**

(https://www.mass.gov/files/documents/2019/05/03/Tradespersons%20Index.xlsx) (XLSX 748.01 KB)

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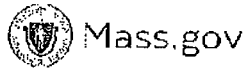
Did you find what you were looking for on this webpage? \*

Buy from a Statewide Contract | Mass.gov

Page 4 of 4

Yes  No

SEND FEEDBACK



## Who may use Statewide Contracts?

Executive Departments are required to use the Operational Services Division's Statewide Contracts for their purchases of goods and services. Many other public and quasi-public entities in the Commonwealth also are eligible to use Statewide Contracts.

Below is a complete list of the types of organizations generally allowed to use OSD's Statewide Contracts. Some Statewide Contracts may be open to additional organizations, and some are more restricted in usage.

- Cities, towns, districts, counties, and other political subdivisions
- Executive, Legislative, and Judicial Branches, including all departments and elected offices therein
- Independent public authorities, commissions, and quasi public agencies
- Local public libraries, public school districts, and charter schools
- Public hospitals owned by the Commonwealth of Massachusetts
- Public institutions of higher education
- Public purchasing cooperatives
- Non-profit, UFR-certified organizations that are doing business with the Commonwealth
- Other states and territories with no prior approval by the State Purchasing Agent

- Other entities when designated in writing by the State Purchasing Agent

## Buyer Information

### Benefits to utilizing OSD's State Contracts

OSD's Statewide Contracts offer state-negotiated pricing and other tangible benefits, such as prompt pay discounts, bulk purchase pricing, and extended warranties. Utilizing Statewide Contracts can save you time and money, while providing best value for your organization and Massachusetts taxpayers.

- **Save Time** - By using the Operational Services Division's Statewide Contracts, there is no need to invest valuable time developing solicitations, issuing bids, evaluating responses, and executing contracts. OSD has negotiated the pricing (or required competitive quotes), selected the appropriate vendors, and outlined the services the vendors perform relative to the contract. We've done the work to bring the best value/best price to the contracts, so you may forgo this step in the process. Local government purchasers should be aware that purchases made from SWCs procured through the Operational Services Division meet the requirements of M.G.L. c. 30B (1)(c). Users must comply with use guidelines provided for each SWC. For 30B questions, contact the Office of the Inspector General.
- **Save Money** - OSD's Statewide Contracts are intended to leverage the Commonwealth's aggregate purchasing power by driving down costs and ensuring favorable contract terms and conditions. OSD ensures that all Statewide Contracts comply with prevailing wage requirements, as applicable, regardless of the dollar amount.
- **Environmentally Preferable Products (EPPs)** - EPPs are products and services that have a lesser or reduced effect on human health and the environment when compared to competing products or services that serve the same purpose. Many

of the products on Statewide Contract have been chosen because of their reduced impact on the environment.

## Seller Information

Once a Statewide Contractor has signed a SWC, the potential market for their commodities and services is extensive. The following information is provided as a resource for statewide contractors to be able to identify and to reach out to potential customers.

### State Government (/state-organization-index)

Here is an alphabetical list of all Massachusetts agencies. All of these agencies may use SWCs, but only Executive Departments are required to use them if the goods/services they seek are available on a SWC. To see just the Executive Departments, view the websites for each of the Executive Offices listed here to see which Executive Departments are located within each Executive Office.

### City and Town Local Official

#### Directory (<https://dls.gateway.dor.state.ma.us/gateway/DLSPublic/Search>)

The Division of Local Services online directory provides addresses and contact information for officials in Massachusetts' 351 cities and towns. It is not necessary to log in to view the information. Officials listed vary from one municipality to another, but may include the city clerk, data processing, accounting and budget staff, as well as a variety of other roles.

### Detailed Information on Elementary and Secondary

#### Schools (/topics/elementary-secondary-schools)

The Department of Education's website provides detailed information on public elementary and secondary schools, including address and contact information. It is maintained by the Department of Education.

**Massachusetts State Colleges and**

**Universities** (</veterans/education/mass-univ-college/state-colleges-and-universities.html>)

This web page, maintained by the Massachusetts Department of Higher Education, contains links to all public higher education campuses in the Commonwealth.

**Non-Profit Purchasing Programs** (</service-details/non-profit-purchasing-programs>)

This web page contains a list of human and social service contractors eligible to buy goods and services from the Statewide Contracts. A second list of additional approved non-profit organizations is also included.

**Local Housing Authority**

**Listing** (</hed/economic/eohed/dhcd/contacts/local-housing-authority-listing.html>)

This website provides a list of over 200 local Housing Authorities from across the Commonwealth.

**CONTACT**

**Main Contact Information**

**Address**

One Ashburton Place, Room 1017, Boston, MA 02108-1552

**directions** (<https://maps.google.com/?q=One+Ashburton+Place%2C+Room+1017%2C+Boston%2C+MA+02108-1552>)

**Phone**

Main (617) 725-3400 (tel:6177253400)

Who may use Statewide Contracts? Mass.gov

Page 5 of 5

Hours of Operation M-F 9am-5pm

TTY Line (617) 727-2716 (tel:6177272716)

**RELATED**

**Non-Profit Purchasing Programs** (/service-details/non-profit-purchasing-programs)

Did you find what you were looking for on this webpage? \*

Yes  No

**SEND FEEDBACK**



Town Council  
**STAFF REPORT**



---

**To:** Town Council  
**Title:** Impact fee usage for Interoperability Radios  
**Meeting:** Town Council - 22 May 2019  
**Department:** Fire and Rescue  
**Staff Contact:** James Burkush, Chief of Hooksett Fire&Rescue

**BACKGROUND INFORMATION:**

Town Warrant approved Command Vehicle purchase, and Ladder Truck purchase. New Radios are needed for both vehicles.

Impact Fee usage has prior approval for Interoperability Radios.

Radios are purchased from State Bid list through Ossipee Mountain Electronics.

**FINANCIAL IMPACT:**

\$26,260.05 Impact fees from the balance \$86,267.39

**POLICY IMPLICATIONS:**

Attached approval letter from Drummond Woodsum

**SUGGESTED MOTION:**

Motion to approve Radio purchase using Impact Fees from OME for \$26,260.05

**ATTACHMENTS:**

OME Quote

Car 1 Radios

DW Radios

*Concur*



Ossipee Mountain Electronics, Inc.

Quote QTE011713  
 Date 4/17/2019  
 Page 1 of 1

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

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

Customer No.	Salesperson	Shipping Method	Payment Terms
H00420	Brian Vastine		Net 30

Item	Quantity	Item Number	Description	Unit Price	Ext Price
1	1.00	2425BAN2ANFA98	Mobile, VM900, V/7/8, VCH Dual, P25T, MDC1 200	4,869.20	4,869.20
2	1.00	2990600013	Warranty, 2 Yr Extended (Starts after 3 Yr)	122.50	122.50
3	1.00	597535777503	Cable, EFJ Viking Control Head, 50'	210.00	210.00
4	1.00	U3800	David Clark Master Station	620.25	620.25
5	1.00	U3805	D/C Radio Cord Junction Module	295.00	295.00
6	1.00	U3811	D/C Radio Interface Module/ Headset Station	384.50	384.50
7	1.00	U3815	D/C Radio Cord Junction Module W/1 PTT	452.75	452.75
8	1.00	C3812	D/C 12' Jumper Cord	123.50	123.50
9	1.00	C3825	D/C 25' Jumper Cord	143.50	143.50
10	1.00	C3820	D/C 20' Power Cord	91.50	91.50
11	1.00	C3821	D/C 21' Radio Interface Cable	116.75	116.75
12	2.00	C3821-05	D/C Cord, 20 ft., Radio Interface Module, U3805	182.50	365.00
13	1.00	H3441	Headset, D/C Behind Head Slotted Dome, Mic	339.00	339.00
14	3.00	H3442	Headset, D/C Behind Hd DualMuff W/5' Coiled Cord	372.50	1,117.50
15	4.00	43200G-01	D/C Headset Restraint, Quick-Release	8.40	33.60
16	1.00	PCTWSLMR	Antenna,VHF/UHF & 700-900 MHz Wide Spect (503C	136.00	136.00
17	1.00	NMO150450758	Antenna,VHF/UHF & 700-900 MHz Wide Spect (2217	60.00	60.00
18	2.00	BB132R	Antenna, HD 132-512MHz, 1/4Wave, Black, Flex Spr	49.00	98.00
19	3.00	MABVT8	1/32 - 1/2" Thick Mount 3/8 Or 3/4 Hole 17' RG58	21.80	65.40
20	1.00	CPN1	Connector N Male Crimp RG58 (24656)	9.85	9.85
21	1.00	CPL259-01	Crimp On PL259 RG58 (RFU-505)75476	5.25	5.25
22	3.00	RFT1203-1P	TNC Male Crimp On Conn Proflex	4.80	14.40
23	1.00	PROGRAMMING	Programming - (1) VM900 & Update TK-5710/SVR	160.00	160.00
24	1.00	MISC-	Wire, wire ties, fuses, fuse holders, loom, etc.	75.00	75.00
25	1.00	LABOR	LABOR	2,500.00	2,500.00
			Install a new dual head VM900 mobile. Install an existing dual head TK-5710 mobile w/existing SVR repeater, as well as interface with a new 4-position David Clark wired headset system and install that system.		
			INTEROPERABILITY		
Quoted By: _____ Accepted By: _____ Date: _____				Subtotal	12,408.45
PRICE QUOTE GOOD FOR 30 DAYS				Additional Discount	0.00
DELIVERY: 30 DAYS ARO				Freight	50.00
TERMS: NET 30 DAYS				Total	12,458.45
INSTALL MUST TAKE PLACE AT OME MOULTONBOROUGH					

Ossipee Mountain Electronics, Inc. PO Box 950 832 Whittier Highway Moultonboro, NH 03254  
 TEL: (603) 476-5581 Toll Free: (800) 639-5081 Fax: (603) 476-5587  
 www.omesbs.com



Ossipee Mountain Electronics, Inc.

Quote QTE011752  
 Date 4/30/2019  
 Page 1 of 2

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

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

Customer No.	Salesperson	Shipping Method	Payment Terms
HOO420	Brian Vastine	Northfield Install	Net 30

Item	Quantity	Item Number	Description	Unit Price	Ext Price
1	1.00	2425BAN4ANPFA98	Mobile, VM900, V/7/8, VCH Dual, P25T, MDC1200	4,869.20	4,869.20
2	1.00	597535777503	Cable, EFJ Viking Control Head, 50'	210.00	210.00
3	1.00	2990600013	Warranty, 2 Yr Extended (Starts after 3 Yr)	122.50	122.50
4	1.00	VM7730HBF-P	Mobile, VM7000, Deck Only, Hi Pwr, VHF Primary	2,170.00	2,170.00
5	2.00	KCH-20RV	Control Head, Enhanced Remote, Viking	490.00	980.00
6	1.00	KCT-71M2	Cable, Remote Control Head, 17'	49.00	49.00
7	1.00	KCT-71M3	Cable, Remote Control Head, 50'	56.00	56.00
8	2.00	KMC-35	Microphone, Std. Mobile 7160/7302/7360, 8 Pin Mo	36.75	73.50
9	1.00	KCT-23M4	Cable DC Power, 90 Series High Power	31.70	31.70
10	1.00	KMB-36	Mounting Bracket, Hi Pwr Deck, VM7000	52.50	52.50
11	1.00	KCT-18	Ignition Sense Cable 7150/8150	9.60	9.60
12	2.00	KES-5	Extension Speaker, 20 W, 7150/8150, 790/890	42.90	85.80
13	1.00	597539077901	Cable, USB Micro A-B, Viking	0.00	0.00
14	2.00	KCT-72M	Cable, External Accessory Connection, NX5*00/NX*0	25.70	51.40
15	1.00	8322000002	Software, P25 Digital Conventional, Viking Ser	245.00	245.00
16	1.00	8326000006	Viking, 1024 Ch	0.00	0.00
17	1.00	8323000005	ARC4 (ADP Compatible), Viking	0.00	0.00
18	1.00	8326000002	MDC1200 / GE-Star Signaling	35.00	35.00
19	1.00	TK7360HVK	Mobile, VHF, 50W 128Ch, Dash Mount	303.95	303.95
20	1.00	KCT-60M	Adapter Cable, DB15-to-15pin Molex, TK-7360/7302	20.30	20.30
21	1.00	KCT-18	Ignition Sense Cable 7150/8150	9.60	9.60
22	1.00	SVR-250VB	Vehicle Reprtr 150-174MHz, Programmable 15/30 kHz	1,593.75	1,593.75
23	1.00	7502-10-1245	SVR-250 Interface Cable, TK5710, 5720, 7180 & NX	100.00	100.00
24	1.00	BPF-1604	Pre-Selector 150-174 MHz	350.00	350.00
25	1.00	BRF-1602	Notch Filter, 2 Mhz Min Separation, 150-174	350.00	350.00
26	1.00	TCK-206	Cable Kit, TNC, 6' for BRF-BPF Filters	85.00	85.00
27	1.00	KES-3S	Extension Speaker, 5W, Low Pro, 3.5mm Plug	39.00	39.00
28	1.00	SDC25G	Hood, f/DB25	2.35	2.35
29	1.00	SD25P	Connector, DB25, Male	3.10	3.10
30	1.00	NMO150450758	Antenna, V/U/7/8 MHz Wide Spect (221746)	60.00	60.00
31	3.00	BB132R	Antenna, HD 132-512MHz, 1/4Wave, Black, Flex Spr	49.00	147.00
32	4.00	MB8	3/4" Antenna Mount, RG58 Cable, No Conn	15.30	61.20
33	2.00	CPL259-01	Crimp On PL259 RG58 (RFU-505)75476	5.25	10.50

Quoted By: _____	Accepted By: _____	Date: _____	13,801.60
*** Continued ****			0.00
			0.00
			13,801.60

Ossipee Mountain Electronics, Inc. PO Box 950 832 Whittier Highway Moultonboro, NH 03254  
 TEL: (603) 476-5581 Toll Free: (800) 639-5081 Fax: (603) 476-5587  
 www.omesbs.com



Ossipee Mountain Electronics, Inc.

Quote QTE011752  
 Date 4/30/2019  
 Page 2 of 2

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

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

Customer No.	Salesperson	Shipping Method	Payment Terms
HOO420	Brian Vastine	Northfield Install	Net 30

Item	Quantity	Item Number	Description	Unit Price	Ext Price
34	1.00	CPN1	Connector N Male Crimp RG58 (24656)	9.85	9.85
35	4.00	MMSU-1	Clip, Magnetic Mic Hangup System, Single	34.95	139.80
36	1.00	PROGRAMMING	Programming (3) Mobiles, Repeater, & Interface INTERFACE / PROGRAMMING TO BE COMPLETED IN MOULTONBOROUGH	520.00	520.00
37	1.00	MISC-	Wire, wire ties, fuses, fuse holders, loom, etc.	75.00	75.00
38	1.00	LABOR	LABOR Install (3) mobile radios, a vehicle repeater, and antennas into a new Tahoe command vehicle.	880.00	880.00
Quoted By: _____ Accepted By: _____ Date: _____ PRICES QUOTED REFLECT NH STATE CONTRACT PRICING PRICE QUOTE GOOD FOR 30 DAYS DELIVERY: 30 DAYS ARO TERMS: NET 30 DAYS INSTALL AT OME				Subtotal Additional Discount Freight Total	13,801.60 0.00 0.00 13,801.60

Ossipee Mountain Electronics, Inc. PO Box 950 832 Whittier Highway Moultonboro, NH 03254  
 TEL: (603) 476-5581 Toll Free: (800) 639-5081 Fax: (603) 476-5587  
 www.omesbs.com

8/9/17 T/C

**DrummondWoodsum**  
ATTORNEYS AT LAW

**Keriann Roman**  
Admitted in NH, ME, MA

603.433.3317 Ext 220  
kroman@dwrlaw.com

100 International Drive, Suite 540  
Portsmouth, NH 03801-6031  
603.433.3317 Main  
603.433.5584 Fax

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

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

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

Dear Chief Burkush:

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

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

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

Sincerely,

*Keriann Roman*  
Keriann Roman

cc: Matt Serge, Esq.



Town Council  
**STAFF REPORT**



**To:** Town Council  
**Title:** 2019-2020 Town Council Meeting Schedule  
**Meeting:** Town Council - 22 May 2019  
**Department:** Administration  
**Staff Contact:** Donna Fitzpatrick, Administrative Services Coordinator

**BACKGROUND INFORMATION:**

The Town Council meeting schedule is based on the fiscal year with meetings typically occurring the 2nd and 4th Wednesdays of each month at 6:00pm in Town Hall Chambers. Exceptions to this schedule occur in July (Summer break) and November & December (holiday season). Additional meetings occur in February & September due to budgets & warrants. The Council also conducts an annual workshop in the Summer. Special Meetings may occur at the request of the Council Chair throughout the year.

Comments:

- July 10th preferred Summer break, since July 24th regular Council meeting in line with Town Report timeline
- August 14th preferred annual workshop with new Council
- November 13th & 27th preferred holiday breaks, since 13th annual municipal conference & 27th eve of Thanksgiving; only have November 6th regular Council meeting
- December 25th holiday break for Christmas; only have December 11th regular Council meeting
- June - only have two (2) regular Council meetings (first to review encumbrances and second to approve them)

**FINANCIAL IMPACT:**

None.

**POLICY IMPLICATIONS:**

None.

**RECOMMENDATION:**

Approve Town Council meeting schedule for July 2019-June 2020 as presented.

**SUGGESTED MOTION:**

Council motion to approve the Town Council meeting schedule for July 2019-June 2020 as presented.

**ATTACHMENTS:**

2019-20 TC MEETING SCHEDULE 052318

*Concord*





**TOWN COUNCIL MEETING SCHEDULE @ 6:00 pm**  
**July 2019 – June 2020**

<del>July 10, 2019</del>	<del>Regular Meeting</del>	<del>Council Chambers</del>
July 24, 2019	Regular Meeting	Council Chambers
August 14, 2019	Workshop	Council Chambers
August 28, 2019	Regular Meeting	Council Chambers
September 4, 2019	Budget Review	Council Chambers
September 11, 2019	Regular Meeting	Council Chambers
September 18, 2019	Budget Review	Council Chambers
September 25, 2019	Regular Meeting	Council Chambers
October 9, 2019	Regular Meeting	Council Chambers
October 23, 2019	Regular Meeting	Council Chambers
November 6, 2019	Regular Meeting	Council Chambers
<del>November 13, 2019</del>	<del>Regular Meeting</del>	<del>Council Chambers</del>
<del>November 27, 2019</del>	<del>Regular Meeting</del>	<del>Council Chambers</del>
December 11, 2019	Regular Meeting	Council Chambers
<del>December 25, 2019</del>	<del>Regular Meeting</del>	<del>Council Chambers</del>
January 8, 2020	Regular Meeting	Council Chambers
January 22, 2020	Regular Meeting	Council Chambers
February 1, 2020	Town Meeting	Cawley School 9:00am
February 1, 2020	Special Meeting	Cawley School –
		immediately following Town Meeting
February 12, 2020	Regular Meeting	Council Chambers
February 26, 2020	Regular Meeting	Council Chambers
March 10, 2020	Town Election	Cawley School (6:00am-7:00pm)
March 11, 2020	Regular Meeting	Council Chambers
March 25, 2020	Regular Meeting	Council Chambers
April 8, 2020	Regular Meeting	Council Chambers
April 22, 2020	Regular Meeting	Council Chambers
May 13, 2020	Regular Meeting	Council Chambers
May 27, 2020	Regular Meeting	Council Chambers
June 10, 2020	Regular Meeting	Council Chambers
June 24, 2020	Regular Meeting	Council Chambers

Meetings are subject to change with at least a week's notice. AS OF 05/22/18



Town Council  
**STAFF REPORT**



**To:** Town Council  
**Title:** Unsealing of Council Non-Public session minutes (June 2018-May 2019), if in the opinion of a majority of members, the circumstances that sealed the minutes no longer apply in accordance with RSA 91A:3 III.  
**Meeting:** Town Council - 22 May 2019  
**Department:** Administration  
**Staff Contact:** Donna Fitzpatrick, Administrative Services Coordinator

**BACKGROUND INFORMATION:**

Per the Town Council Rules of Procedures Section 8.f.:

*"Unsealing of the non-public session minutes for the current fiscal year (June 1st to May 31st) shall occur annually at the Council's last meeting in May when, in the opinion of a majority of members, the circumstances that sealed the minutes no longer apply in accordance with RSA 91A:3 III."*

Per RSA 91A:3 III:

*"Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present taken in public session, it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the public body itself, or render the proposed action ineffective, or pertain to terrorism, more specifically, to matters relating to the preparation for and the carrying out of all emergency functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life. This shall include training to carry out such functions. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply."*

Council Non-Public RSAs:

- NH RSA 91-A:3 II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her.
- NH RSA 91-A:3 II (b) The hiring of any person as a public employee.
- NH RSA 91-A:3 II (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself.
- NH RSA 91-A:3 II (d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those in the general community.
- (f) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

The Council will go into non-public session at their meeting of May 22, 2019 to review all non-public minutes for period June 2018 – May 2019. The Council will then go into public session to make their motion on whether to unseal or to remain sealing these minutes.

**FINANCIAL IMPACT:**

None.

**POLICY IMPLICATIONS:**

None.

**RECOMMENDATION:**

Council motion to unseal non-public minutes of a specific date(s) and discussion item(s) **AND** that all other sealed Town Council non-public minutes for period June 2017 – May 2018 are to remain sealed at this time.

**SUGGESTED MOTION:**

Council motion to unseal non-public minutes of a specific date(s) and discussion item(s) **AND** that all other sealed Town Council non-public minutes for period June 2018 – May 2019 are to remain sealed at this time.