

# **AGENDA**

## **Town of Hooksett Town Council**

### **Wednesday, June 26, 2019 at 6:00 PM**

A meeting of the Town Council will be held Wednesday, June 26, 2019 in the Hooksett Municipal Building commencing at **6:00 PM**.

Page

1. **CALL TO ORDER**
2. **PROOF OF POSTING**
3. **ROLL CALL**
4. **PLEDGE OF ALLEGIANCE**
5. **SPECIAL RECOGNITION**
  - 5.1. Town Councilors David Ross & John Giotas - ending terms
  - 5.2. Hooksett Municipal Employee - New Hire
6. **SCHEDULED APPOINTMENTS**
7. **APPROVAL OF MINUTES**
  - 7.1. Public: 06/05/2019 5 - 6  
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  - 7.2. Public: 06/12/2019 7 - 23  
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  - 7.3. Non-Public: 05/22/2019 (tabled at 06/12/19 TC Meeting)
  - 7.4. Non-Public: 06/05/2019
  - 7.5. Non-Public: 06/12/2019
8. **AGENDA OVERVIEW**
9. **PUBLIC HEARINGS**
10. **CONSENT AGENDA**
  - 10.1. Motion to accept \$4,000.00 in grant money from the Stanton Foundation, to the Town of Hooksett for the Hooksett Police Department at the Town Council meeting for the acceptance of this grant money under RSA 31:95-b, III and to return said amount to the police department K-9 trust fund. 25 - 26  
Staff Report - SR-19-117 - Pdf
  - 10.2. Surety Release –Hidden Oak Way Offsite Improvements at Hackett Hill Road 27 - 31  
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11. **TOWN ADMINISTRATOR'S REPORT**
12. **PUBLIC INPUT - 15 MINUTES**
13. **NOMINATIONS AND APPOINTMENTS**

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

13.1.	Nominations and (Re)appointments - June, 2019 <u>Staff Report - SR-19-119 - Pdf</u>	33 - 65
<b>14.</b>	<b>15 MINUTE RECESS</b>	
<b>15.</b>	<b>OLD BUSINESS</b>	
15.1.	Roadway Crack Sealing – Tabled at 6/12/2019 Town Council Meeting <u>Staff Report - SR-19-121 - Pdf</u>	67 - 91
<b>16.</b>	<b>NEW BUSINESS</b>	
16.1.	Update to Safety Manual <u>Staff Report - SR-19-112 - Pdf</u>	93 - 100
16.2.	Approval of revised Hooksett Family Services Department General Assistance Guidelines <u>Staff Report - SR-19-109 - Pdf</u>	101 - 106
16.3.	2019 Paving <u>Staff Report - SR-19-115 - Pdf</u>	107 - 108
16.4.	Safety Center Fire Alarm System Replacement <u>Staff Report - SR-19-111 - Pdf</u>	109 - 112
16.5.	FY 2018-19 Budget Encumbrances <u>Staff Report - SR-19-114 - Pdf</u>	113
16.6.	Police Union Collective Bargaining Agreement 07/01/17-06/30/20 = Sidebar for Union Pay Scale to include amounts for NECPI +.5% <u>Staff Report - SR-19-120 - Pdf</u>	115
16.7.	Elderly Exemption Asset Limits <u>Staff Report - SR-19-113 - Pdf</u>	117 - 118
<b>17.</b>	<b>SUB-COMMITTEE REPORTS</b>	
<b>18.</b>	<b>PUBLIC INPUT</b>	
<b>19.</b>	<b>NON-PUBLIC SESSION NH RSA 91-A:3 II</b>	
<b>20.</b>	<b>ADJOURNMENT</b>	
	<b>PUBLIC INPUT</b>	
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	
	<b>Anyone requesting auxiliary aids or services is asked to contact the Administration Department five business days prior to the meeting.</b>	

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.



**SPECIAL MEETING MINUTES  
Town of Hooksett Town Council – Unofficial  
Wednesday, June 5, 2019**

**Town Hall Chambers, 35 Main St. Hooksett, NH**

**CALL TO ORDER**

Chair Sullivan called to order the Special Meeting of the Town of Hooksett Town Council at 6:05 pm.

**PROOF OF POSTING**

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

**ROLL CALL**

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

**PLEDGE OF ALLEGIANCE**

Chair Sullivan called for the Pledge of Allegiance.

**NON-PUBLIC SESSION**

NH RSA 91-A:3 II (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.

***Chair Sullivan motioned to enter non-public session of 06/05/19 in accordance with RSA 91-A:3 II (f) at 6:08pm. R. Duhaime seconded the motion.***

**Roll Call Vote #2**

***R. Duhaime – yes***

***J. Durand – not present***

***D. Ross – yes***

***J. Levesque – yes***

***A. Walczyk – yes***

***J. Giotas – yes***

***C. Karolian - yes***

***T. Tsantoulis - yes***

***J. Sullivan Yes***

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

51 **J. Sullivan motioned to exit non-public session of 06/05/19 at 6:35pm. Seconded by**  
52 **T. Tsantoulis.**  
53 **Vote unanimously in favor (8-0).**

54 **J. Sullivan announced back in public session at 6:37pm**

55  
56 **R. Duhaime motioned to seal the non-public session minutes of 06/05/19. Seconded**  
57 **by J. Levesque.**  
58 **Vote unanimously in favor (8-0).**

59  
60  
61 **Assessing Department FY 2019-2020 Budget**

62 **R. Duhaime moved to proceed with posting to the general public the position of full-**  
63 **time, in-house assessor, and to make every attempt to hire a qualified candidate by**  
64 **July 1, 2019, or shortly thereafter, in accordance with the approved operating**  
65 **budget for 2019-20, which includes the proposal to hire a full-time, in-house**  
66 **assessor and cease using a contract assessor, and also to eliminate the current**  
67 **appraiser position at that time. Seconded by J. Levesque.**

68  
69 **Roll Call Vote #4**

70 **A. Walczyk – yes**

71 **J. Levesque – yes**

72 **D. Ross – yes**

73 **R. Duhaime – yes**

74 **J. Durand – not present**

75 **C. Karolian – yes**

76 **T. Tsantoulis – abstain, doesn't like process**

77 **J. Giotas - yes**

78 **J. Sullivan Yes**

79 **Vote 7 in favor, 1 abstain (Councilor Tsantoulis – doesn't like process).**

80  
81 **ADJOURNMENT**

82 **J. Sullivan motioned to adjourn the public session of 06/05/19 at 6:41pm. Seconded**  
83 **by R. Duhaime.**  
84 **Vote unanimously in favor (8-0).**

85  
86 **Respectfully submitted,**

87  
88 **Donna Fitzpatrick**

89 **Recording Clerk**

90

91

92

**Town of Hooksett  
Town Council Meeting Minutes - Unofficial  
Wednesday, June 12, 2019**

The Hooksett Town Council met on Wednesday, June 12, 2019 at 6:00 in the Hooksett Municipal Building.

**CALL TO ORDER**

Chair Sullivan called the meeting of 12 Jun 2019 to order at 6:05 pm.

**PROOF OF POSTING**

Administrative Services Coordinator Donna Fitzpatrick provided proof of posting.

**ROLL CALL**

**In Attendance:** Councilor James Sullivan, Councilor John Durand, Councilor John Giotas, Councilor James Levesque, Councilor David Ross, Councilor Timothy Tsantoulis, Councilor Clark Karolian, and Councilor Alex Walczyk; Councilor Robert Duhaime arrived late at 6:09 pm.

**PLEDGE OF ALLEGIANCE**

Chair Sullivan: Please join me for the Pledge of Allegiance. I would like to offer a moment of silence for Beatrice Singer and Kenneth R. Burgess who passed away recently. Beatrice Singer was a member of the Singer family which owns Merchants Auto and has contributed so much to the Hooksett community. Kenneth R. Burgess served on the Planning Board and the ZBA.

**SPECIAL RECOGNITION**

Chair Sullivan: I want to welcome Andre Garron to his first Town Council meeting as our new Town Administrator.

**Hooksett Police - Swearing-in ceremony new Police Officer**

Police Chief Bouchard: Before introducing our new police officer, I want to recognize Gary Blanchette for 35 years of service to the Hooksett Police Department. Mr. Blanchette served full time from 1984 until 2011. He began working as an SRO in 2009 and will begin a civilian position as our support specialist on July 1, 2019. He is loved by the students and staff of the three Hooksett schools and is deeply respected in the law enforcement community. I would now like to introduce Jill Hamel as the new SRO. She grew up in Londonderry and graduated from Hesser College. She began working for the NH Department of Corrections in 1995. She attended the NH Police Academy in 2009 and graduated as a full-time police officer ranked as a lieutenant. She retired this year after 24 years working at the Police Academy training thousands of police officers. She lives in Concord with her husband and two daughters, who will pin on her badge after she takes the oath.

Chair Sullivan: Congratulations, good luck and stay safe, to you and all of the Hooksett police officers.

D. Fitzpatrick: Chief Bouchard has kept the town afloat for three weeks as the Acting Town Administrator. We have flowers for her and a card for her signed by many of the town employees.

**Hooksett Municipal Employee – New Hire – Gary Blanchette**

D. Fitzpatrick: This item was covered in Chief Bouchard's presentation.

**SCHEDULED APPOINTMENTS**

**Town Clerk, Todd Rainier - Civil Forfeitures for Unlicensed Dogs (see new business item 16.1 for details)**

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T. Rainer: I am presenting you tonight with a warrant for 407 unlicensed dogs in Hooksett. It needs to be signed by all members of the Council within 20 days prior to June 20<sup>th</sup>. Chief Bouchard and I have discussed how to handle this process. I am happy to send out the civil forfeiture notices, as the database is in my office. The Police Department will hand-deliver the unclaimed civil forfeiture notices. My office sent out 1,443 postcards to dog owners in January. We also sent 379 emails to owners for whom we have captured email addresses. We continue to build the email database. We partnered with the Police Department to prepare a sign featuring our K-9 officer and his handler, which has been posted outside of this building. We have also posted a reminder about dog licensing on the Library's electronic sign and at the transfer station. The PD Facebook page has been dynamite for assisting in this reminder process, and we have notices at each workstation in the office. A second notice was sent out on June 3<sup>rd</sup>.

***D. Ross motioned to approve the warrant for unlicensed dogs. J. Levesque seconded the motion.***

C. Karolian: Where are the dogs held if the owners fail to license them?

T. Rainer: We are not going to house any dogs.

T. Tsantoulis: It would appear that the Town Clerk's office has done more than enough to remind dog owners of their responsibility to license their dogs, and those who have incurred fees for not complying with the law should be responsible for the payment thereof.

R. Duhaime: How many dogs remained unlicensed at the end of last year?

T. Rainer: It was 98 two years ago and about the same last year.

R. Duhaime: Does the State get any of the money from dog licensing?

T. Rainer: The Department of Agriculture gets two dollars per dog, I believe.

Chair Sullivan called for a vote on the motion to approve the warrant for unlicensed dogs.

***Voted unanimously in favor.***

#### **APPROVAL OF MINUTES**

**Public: 05/22/2019**

***R. Duhaime motioned to approve the minutes of the May 22, 2019 meeting. A. Walczyk seconded the motion.***

***Chair Sullivan motioned to approve the amendments to the minutes.***

***Chair Sullivan motioned to approve the minutes as amended. R. Duhaime seconded the motion. Voted unanimously in favor.***

**Non-Public: 05/22/2019**

***R. Duhaime motioned to approve the minutes of the May 22, 2019 non-public session. A. Walczyk seconded the motion.***

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110  
111 Chair Sullivan: Since there are amendments to discuss, we will do that later in non-public.  
112

113 A. Walczyk withdrew his second and R. Duhaime withdrew his motion.  
114

## 115 **AGENDA OVERVIEW**

116  
117  
118 Chair Sullivan: We will have to go into non-public session for item 15.3.  
119

## 120 **PUBLIC HEARINGS**

121 None.  
122

## 123 **CONSENT AGENDA**

124 No items.  
125

## 126 **TOWN ADMINISTRATOR'S REPORT**

127 A. Garron: I want to thank Donna Fitzpatrick for organizing my meet and greet activity, and I also want  
128 to thank the Town Councilors for participating. I felt welcome; it was a nice event. It was good to meet  
129 many members of boards and committees. Thank you to Chief Bouchard for filling in as acting Town  
130 Administrator. She did a great job representing the town, and she made my transition easier. I also  
131 want to thank her for giving me a tour of the town. I have met with Bruce Kudrick, the Sewer  
132 Department superintendent, and I also had the opportunity to meet Village Water Superintendent Mike  
133 Herdon. Next week I will meet with some of the SNHU people. I want to get up to speed on various  
134 projects, especially the one on Route 3A for bringing sewer lines under the Merrimack River. Bruce  
135 Thomas will present the contract which was selected as a result of the bid process. The Assessor  
136 position has been posted, and we are going to allow a month to advertise the position in hopes of  
137 getting a good pool of candidates. July 6<sup>th</sup> is the cut-off date. The Town of Merrimack has notified  
138 Hooksett of a proposal for a 125-foot telecommunications tower. Since it is on the northwest side of  
139 Merrimack, it is quite far from Hooksett, but in case anyone is interested, they will hold a public hearing  
140 on June 18<sup>th</sup> beginning at 7:00 pm. It will be held in the Matthew Thornton room on the second floor of  
141 their town hall in the west wing. We are working on developing a social media policy. Chief Bouchard is  
142 going to share hers. Donna Fitzpatrick attended a workshop on this offered by Drummond and  
143 Woodsum. Nick Williams will get a template from them. Police and Fire negotiations will begin shortly.  
144 We will need three Councilors to volunteer to help with that process. Regarding the repainting of Town  
145 Hall, only one bid was received, and it didn't entirely follow the specs. We will put it out to bid again. I  
146 am going to ask Nick Germain to speak about the upcoming Volunteer Dinner.  
147

148 N. Germain: You selected June 21<sup>st</sup> as the date for this event. It will begin at 6:00 pm. We are  
149 negotiating with a third-party caterer because the person from the American Legion who has catered  
150 the event in the past is experiencing rapidly deteriorating health and won't be able to do it.  
151

152 T. Tsantoulis: There was a discussion a while ago, when we were paving Martins Ferry Road,  
153 regarding a steel footbridge, which was to be built, courtesy of SNHU. The temporary wooden bridge is  
154 getting beat up. Where do we stand on this? Perhaps the Town Administrator can clarify this.  
155

## 156 **PUBLIC INPUT**

157 None.  
158

## 159 **NOMINATIONS AND APPOINTMENTS**

### 160 **District #6 Councilor Nomination 07/01/2019-06/30/2020**

161 N. Germain: The deadline for filing for the District #6 Town Council seat was yesterday at 4:30 pm. One  
162 person, Avery Comai, filed for the position.  
163  
164  
165

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166

167 Chair Sullivan: Avery, would you like to address the Council and tells us why you would like to fill this  
168 position?

169

170 A. Comai: I was born and raised in Hooksett. I played football and lacrosse on the fields adjacent to this  
171 building. I graduated from Trinity High School in 2011 and received a degree in Business Administration  
172 from UNH. I would like to get involved in the town and this is a good opportunity for that.

173

174 D. Ross: This is refreshing. You are the youngest candidate I have seen in my 20 years on the Council.  
175 It is a great thing.

176

177 T. Tsantoulis: Do we want to nominate him tonight and waive the procedural rules?

178

179 ***D. Ross nominated Avery Comai for the District 6 Town Council seat beginning July 1, 2019 and***  
180 ***ending June 30, 2020.***

181

182 ***T. Tsantoulis motioned to waive the procedural rules. C. Karolian seconded the motion. A roll***  
183 ***call vote was taken.***

184

185 **Roll Call Vote #2**

186 ***R. Duhaime Yes***

187 ***J Durand Yes***

188 ***D. Ross Yes***

189 ***J. Levesque Yes***

190 ***A. Walczyk Yes***

191 ***J. Giotas Yes***

192 ***C. Karolian Yes***

193 ***T. Tsantoulis Yes***

194 ***J. Sullivan Yes***

195 ***Voted unanimously in favor (9).***

196

197 ***A. Walczyk motioned to appoint Avery Comai to the District 6 Town Council seat, term***  
198 ***beginning July 1, 2019 and ending June 30, 2020. J. Giotas seconded the motion.***

199

200 ***Voted unanimously in favor.***

201

202 **Nominations and appointments – June**

203 N. Germain: I wish to present Dan Lagueux and Michael Somers as applicants for membership on the  
204 Route 3A TIF District Advisory Board. Mr. Lagueux has served on the Economic Development Advisory  
205 Committee and Michael Somers presented himself for nomination to the District 5 Council seat and  
206 would bring federal level experience to the Board. If you nominate Mr. Somers, the last position filled  
207 must own property within the confines of the 3A TIF district, as Mr. Somers is a Hooksett resident but  
208 does not own property in the TIF district.

208

209 ***D. Ross motioned to nominate Dan Lagueux and Michael Somers to the Route 3A TIF District***  
210 ***Advisory Board, terms ending June 30, 2022***

211

212 N. Germain: The Southern NH Regional Planning Commission (SNHRPC) contacted all residents of the  
213 TIF district, and Russell Letendre responded, expressing an interest in serving.

214

215 ***R. Duhaime nominated Russell Letendre to the Route 3A TIF District Advisory Board, terms***  
216 ***ending June 30, 2022***

217

218 N. Germain: The Cemetery Commission is allowed by state law to have two appointed alternates.  
 219 These alternates serve a one-year term. Denise Cacsio Bolduc is a former elected member of the  
 220 Cemetery Commission, would like to serve as an alternate, and is recommended by the current  
 221 Cemetery Commission.

222  
 223 ***D. Ross nominated Denise Cacsio Bolduc to be an Alternate for the Cemetery Commission, term***  
 224 ***ending June 30, 2020.***

225  
 226 N. Germain: David Russel, resident and business owner, has expressed interest in filling a long-vacant  
 227 Alternate position on the Planning Board. He has talked with Nicholas Williams and the Planning Board  
 228 and they recommend him.

229  
 230 T. Tsantoulis nominated David Russel as an Alternate on the Planning Board, term expiring June 30,  
 231 2020.

232  
 233 N. Germain: Several positions on Boards and Committees expire at the end of June. These are listed  
 234 on page 25 of the agenda packet. Those we know are seeking reappointment have a 'yes' next to their  
 235 name. We will be contacting those we have not heard from yet.

236  
 237 ***A. Walczyk motioned to nominate those members of the Recycling and Transfer Advisory***  
 238 ***Board, Planning Board, Parks and Recreation Advisory Board, Economic Development Advisory***  
 239 ***Board, and Conservation Commission listed as responding 'yes' for reappointment on the list of***  
 240 ***Filled Positions Expiring in June.***

241  
 242  
 243 **OLD BUSINESS**

244  
 245 **Police Station Renovations – Roof Top Unit (RTF) Replacement (tabled at 05/22/19 TC Meeting)**

246  
 247 ***R. Duhaime motioned to remove this item from the table. T. Tsantoulis seconded the motion.***  
 248 ***Voted unanimously in favor.***

249  
 250 B. Thomas: Regarding change order #1 (Meridian Construction, \$72,623 for three roof-top AC units),  
 251 concerns were expressed at your last meeting about the competitive bid process, rooftop AC units not  
 252 being part of the project. I checked with the Finance Director, who does not think the bid process has  
 253 been circumvented. These units were part of the project originally, but removed because of cost. They  
 254 are aging out. They are fixtures like many others; they just happen to be on the roof. An additional  
 255 quote was within \$1,000.

256  
 257 D. Ross: If they were failing, they never should have been taken out of the project.

258  
 259 Chief Bouchard: The cost issue was a concern of the former Police Chief.

260  
 261 C. Karolian: When was the decision made to take them out? What was the amount of the warrant  
 262 article and what was Meridian's bid?

263  
 264 Chief Bouchard: The decision was made by my predecessor before the warrant article was placed on  
 265 the ballot. Meridian's numbers came in after the warrant article passed. The project is far enough along  
 266 that they don't expect anything else to pop up. The project is more than 80% complete and will be done  
 267 in about three weeks. The warrant article amount was \$762,500 and Meridian's bid was for \$645,000.  
 268 We meet every two weeks to discuss the status of the project.

269

270 A. Garron: Are we meeting the requirements of the competitive bid process? The Finance Director says  
271 we are.

272  
273 C. Karolian: With this change order, will the cost of the project be over the bid amount?  
274

275 Chief Bouchard: Yes. This came up in a discussion with the architect. He said it really should be done.  
276 He said if there is extra money, we should use it or we will lose it.

277  
278 **A. Walczyk motioned to grant permission for the Town Administrator to sign the change order**  
279 **for \$72,623 for three rooftop units to be purchased and installed by Meridian Construction as**  
280 **part of the Police Station Renovation project. C. Karolian seconded the motion.**

281  
282 J. Giotas: Are the units working?

283  
284 Chief Bouchard: Yes, they are functioning now.

285  
286 B. Thomas: They are approaching end of life.

287  
288 T. Tsantoulis: The "use it or lose it" mentality is not popular with residents. Optics is my concern. It is  
289 like dumping salt at the end of the season.

290  
291 B. Thomas: On the other side, if we don't do this and then the existing units fail, people will ask why we  
292 didn't replace them as part of the project.

293  
294 R. Duhaime: We have been transparent. We tabled this item and asked them to come back with  
295 answers to questions. It is unfortunate that the previous Chief took the AC units out of the project.

296  
297 A. Walczyk: There is a benefit to doing it now versus doing when there is an emergency and we can't  
298 get a contractor. The project is under budget. They have done a good job with due diligence. The pros  
299 outweigh the cons, and there would be savings by doing it now.

300  
301 C. Karolian: Discussion is good. Are these new units larger? That is, do they have greater BTU  
302 capacity? Have they been breaking down?

303  
304 B. Thomas: They are probably about the same size. I am not sure.

305  
306 C. Karolian: Are the units existing units adequate or should we be getting larger units?

307  
308 Chief Bouchard: The Safety Center got a new unit. This is for the rest of the Police Department. I don't  
309 know about the size factor.

310  
311 J. Levesque: How old are they and what is their life expectancy?

312  
313 B. Thomas: They are about 22 years old. Their life expectancy is 20 years.

314  
315 J. Levesque: New ones should be more efficient. This is a good idea. If we don't replace them, we will  
316 start having more service calls.

317  
318 Chair Sullivan: Let's have a roll call vote on the motion.

319  
320 **Roll Call Vote #3**

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321 J. Giotas Yes  
 322 D. Ross Yes  
 323 A. Walczyk Yes  
 324 J. Durand Yes  
 325 R. Duhaime Yes  
 326 T. Tsantoulis No  
 327 J. Levesque Yes  
 328 C. Karolian No  
 329 J. Sullivan Yes  
 330 Voted in favor (7-2).

331

332 Classification Pay Plan Update(s) (tabled at 05/22/19 TC Meeting)

333

334 R. Duhaime motioned to remove this item from the table. A. Walczyk seconded the motion.  
 335 Voted unanimously in favor.  
 336

337 A. Garron: The warrant article which was passed allowed for all non-union employees to get a 2.25%  
 338 increase on July 1, 2019. Four employees are at the maximum level for their grades. Council approval  
 339 is needed to increase the maximum levels of all grades so that everyone can receive the increase. The  
 340 financial impact of all of these increases, including the four who are at the maximum, is \$7,298.05.

341

342 C. Karolian: This report brings up a couple of questions. Are these four employees at Grade 26?

343

344 D. Fitzpatrick: They are at the maximum of their grades There are 26 grades and each grade has a  
 345 minimum and a maximum.

346

347 C. Karolian: So, four positions are eligible for this increase.

348

349 D. Fitzpatrick: There are more than four, but four are at the maximum of their grades.

350

351 C. Karolian: So, these four are at Grade 26.

352

353 D. Fitzpatrick: One is at Grade 9, one is at Grade 14, and two are at Grade 23.

354

355 C. Karolian: What is the procedure for getting to the next level?

356

357 D. Fitzpatrick: We do not have steps. Page 46 of my staff report gives examples of how this has been  
 358 handled in the past. In one situation, an employee was moved up a grade when it was felt that the  
 359 current position was too low. Another employee was determined to be at the correct grade and did not  
 360 get an increase that year, but got one the next year. Levels are moved at the discretion of the Town  
 361 Council. Each grade has a minimum and a maximum pay level.

362

363 C. Karolian: Employees do not move from one grade to the next?

364

365 D. Fitzpatrick: Warrant Article #11 was passed by the voters on March 12, 2019, appropriating  
 366 \$93,153.00 for salary increases (\$77,260.00) and benefit increases (\$15,893.00) for non-union full-time  
 367 and part-time Town personnel. This allowed an average 2.25% increase for each employee.

368

369 C. Karolian: These are not based on performance evaluations?

370

371 D. Fitzpatrick: We currently do not have merit increases. As a disclaimer, if we are going to talk further  
372 about specific positions, we need to invite the employees involved to participate in a public or non-  
373 public session.

374  
375 C. Karolian: Are increases based solely on warrant articles?  
376

377 D. Fitzpatrick: We have not had merit increases since 2007, so yes.  
378

379 C. Karolian: Therefore, it doesn't matter if an employee is doing a fabulous job. Just as food for thought,  
380 what is the incentive?  
381

382 Chair Sullivan: Collectively, town employees can work together to do a good job. It is the perception of  
383 the voters. Discussions about merit or changes to the pay classification system would be appropriate  
384 for a workshop discussion.  
385

386 C. Karolian: How do we have a system without performance evaluations?  
387

388 D. Fitzpatrick: We do have performance evaluations.  
389

390 C. Karolian: They are done, but it doesn't matter.  
391

392 D. Ross: Department heads have the ability via the budget process to raise the wage line. This is about  
393 a change in the wage range. The warrant article dictates what we must do with the money, and we  
394 need to raise the ranges in order to give all non-union employees the 2.25% raise.  
395

396 D. Fitzpatrick: A few years ago, before Public Works was unionized, there was a warrant article  
397 allowing a 2% increase, with 1% to be used at the discretion of the Town Administrator to bring people  
398 to positions such as laborers and truck drivers which were difficult to recruit and maintain. With the  
399 stability of a Town Administrator who will be with us for the next ten years, we can explore this subject.  
400

401 Chair Sullivan: We could have increases which are combinations of merit and cost of living That would  
402 be a good workshop topic.  
403

404 C. Karolian: Do part-time employees get benefits?  
405

406 D. Fitzpatrick: No, they do not.  
407

408 R. Duhaime: The new Town Administrator may be looking at the evaluation/compensation issue and  
409 have some recommendations.  
410

411 J. Levesque: In a past fiscal year, didn't the Town Administrator have some discretionary funds?  
412

413 R. Duhaime: Yes, he did. That's what Ms. Fitzpatrick was talking about.  
414

415 A. Garron: This has been a good discussion, providing food for thought on how we evaluate  
416 employees.  
417

418 R. Duhaime motioned to update the Classification Pay Plan for all grade levels to reflect a 2.25%  
419 maximum range increase, effective July 1, 2019. J. Giotas seconded the motion.  
420

421 A roll call vote was taken on the motion.

422

423 **Roll Call Vote #4**

424 **A. Walczyk Yes**

425 **J. Levesque Yes**

426 **D. Ross Yes**

427 **R. Duhaime Yes**

428 **J. Durand Yes**

429 **C. Karolian Yes**

430 **T. Tsantoulis Yes**

431 **J. Giotas Yes**

432 **J. Sullivan Yes**

433 ***Voted unanimously in favor (9-0).***

434

435 **NEW BUSINESS**

436

438 **TIF (Tax Increment Finance) District Sewer Engineering Design Contract**

439

440 A. Garron: The contract for the Route 3A TIF District Sewer Engineering Design has been awarded. Mr.  
441 Thomas will give you a report on that.

442

443 B. Thomas: We are looking for permission to have the Town Administrator sign the engineering  
444 contract for the TIF District sewer engineering design. A warrant article was approved in the amount of  
445 \$2.5 million for the TIF District Infrastructure. In April, we sent an RFP to nine companies; five  
446 responded. Six people formed the selection team: the Public Works Director, the Acting Town  
447 Administrator, the Town Planner, the Code Enforcer, the Sewer Superintendent and myself. We  
448 independently and unanimously chose Underwood Engineering. They did an excellent job on their  
449 submission. I have a copy of it with me if anyone would like to look at it. They looked at the project five  
450 different ways, not just one or two. They brought up things the others did not mention. This was a  
451 qualification-based bid; cost was considered separately. Underwood bid \$431,800.00 to perform the  
452 Engineering Study and Preliminary Design. The total estimated project cost is \$18 million, and part of  
453 the engineering study to be done by Underwood will be to look at how to phase in the various parts of  
454 the project. Underwood's proposal has been reviewed by other staff members, the Town Attorney, and  
455 Primex.

456

457 Chair Sullivan: If selection is not based on the amount of the bid, how do we know it is the best choice?

458

459 B. Thomas: To be eligible for state funding, we must follow the DES standard contract format, which is  
460 based on qualifications only, which really is the best way. The other cost bids will be returned  
461 unopened.

462

463 D. Ross: Why don't you open all of the bids? The chosen one might have missed something.

464

465 B. Thomas: We open all of the qualification bids; it is the cost bids we do not open.

466

467 J. Durand: Were you all in a room together when reviewing the qualification bids?

468

469 B. Thomas: No, we reviewed the bids separately. Then we met and unanimously agreed on  
470 Underwood.

471

472 J. Durand: So, nobody could influence anyone else.

473

474 BI Thomas: I have Dave Mercier here from Underwood who will manage the project and also in the  
475 audience is Phil McDonald, who will handle the roadwork and DOT issues. They are happy to answer  
476 questions. Also, I distributed a letter to all of you for the grant which I would like Chair Sullivan to sign.  
477 This is for our application for a State Revolving Fund grant. They like other types of projects better so  
478 our chances are not very good, but with enthusiasm, we may succeed.

479  
480 C. Karolian: Who will pay for the hookup?

481  
482 B. Thomas: We can require owners to hook up if their property is within 100 feet of the sewer line. I  
483 don't know for sure who pays for the hookup.

484  
485 B. Kudrick, Sewer Superintendent: When the sewer line gets put in, homeowners have six months to  
486 hook up at their own expense. They can get a waiver if they have just put in a new septic system, but  
487 they will have to hook up eventually. The homeowner must hire a private contractor who pulls a permit  
488 for the job.

489  
490 T. Tsantoulis: These are good questions but we are getting ahead of ourselves.

491  
492 D. Mercier: We have worked at the Waste Water Treatment plant for four years. I will be the overall  
493 project manager and Phil McDonald will deal with the DOT and road work, which is his forte.

494  
495 A. Walczyk: The whole purpose is to get this on a warrant article. How confident are you in the  
496 schedule?

497  
498 D. Mercier: This has been in the works for years. There are key decisions not yet made. 2021 is our  
499 goal for warrant article. This has been looked at by many entities and we are very confident in the  
500 proposed schedule.

501  
502 A. Walczyk: If you have an issue, escalate early and often.

503  
504 R. Duhaime: Thank you. This is a big project with a wonderful design.

505  
506 ***R. Duhaime motioned to grant permission for the Town Administrator to sign a contract with***  
507 ***Underwood engineering for \$431,800.00 for Engineering Services related to the TIF District. A.***  
508 ***Walczyk seconded the motion.***  
509

510 D. Ross: From the list of ranking criteria, how could you evaluate these?

511 e. Ability to communicate ideas

512 i. Accuracy of the firm in estimating time and cost requirements.

513 Paperwork only is a problem for me. Pricing has always been part of the process.

514  
515 B. Thomas: They contacted us several times and the communication has been great. They were  
516 recommended by multiple towns.

517  
518 C. Karolian: What was the process? No envelopes were opened. Some could be higher and some  
519 lower.

520  
521 B. Thomas: True, but then we would not be eligible for state grants. I sent an RFP to nine companies.  
522 Five responded, and then I created the interview team. We selected Underwood unanimously based on  
523 qualifications only. If we had not done it this way, we would not be eligible for State funds.

524  
525 D. Ross: You said we probably would not get State funds anyway.

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526  
 527 B. Thomas: That would not apply only to this project. It affects the entire \$18 million project.  
 528  
 529 J. Levesque: Does anyone know how much money could come from the State?  
 530  
 531 B. Thomas: It varies and depends upon ranking by the State. These are low-interest loans.  
 532  
 533 J. Giotas: Is this the qualifications of the company or of the designs?  
 534  
 535 B. Thomas: It is the company, including such items as backgrounds of the staff, projects completed and  
 536 ideas of what the project should look like.  
 537  
 538 D. Mercier: Once you rank and select, if the negotiation of fees doesn't work, you go to second choice.  
 539 The DES also reviews all bids.  
 540  
 541 J. Levesque: Where does this \$431,800.00 come from?  
 542  
 543 B. Thomas: It is from the TIF funds.  
 544  
 545 A. Garron: This is quality-based bidding, as Mr. Thomas explained. A specialized skill set is needed. If  
 546 you start opening all bids, you are getting to the lowest bidder again.  
 547  
 548 Chair Sullivan called for a roll call vote on the motion.  
 549

**Roll Call Vote #5**

551 ***T. Tsantoulis No***

552 ***D. Ross No***

553 ***R. Duhaime Yes***

554 ***A. Walczyk Yes***

555 ***J. Levesque No***

556 ***C. Karolian No***

557 ***J. Durand Yes***

558 ***J. Giotas Yes***

559 ***J. Sullivan Yes***

560 ***Voted in favor (5-4).***

561  
 562 ***Chair Sullivan motioned for Chair to sign the grant funding request letter. R. Duhaime seconded***  
 563 ***the motion.***

564 ***Voted unanimously in favor.***

565  
 566 **Fire Rescue Department - Ambulance 2 Replacement**

567 Assistant Chief Colburn: We have three ambulances in our fleet. Ambulance 2 is a 2009 International  
 568 and has almost 120,000 miles on it. We are looking to trade this for a 2020 Ford F-550 with a PL  
 569 custom ambulance body. It would be a twin to Ambulance 3. We are setting up a rotation so that we are  
 570 not keeping ambulances so long that they need a lot of maintenance. We are trying to standardize the  
 571 fleet.  
 572

573 ***D. Ross motioned to approve the purchase of a new ambulance for the Fire Rescue Department***  
 574 ***at a cost of \$293,833.00, which includes the trade-in value of Ambulance 2. R. Duhaime***  
 575 ***seconded the motion.***  
 576

577 Assistant Chief Colburn: We are adding a self-load power cot in hopes of reducing back injuries. Primex  
578 sent us a letter of support for this, mostly because of workers comp.  
579

580 D. Ross: What is the current balance in the fund?  
581

582 Captain Stalker: The balance is \$278,983.41. We realize about \$40,000 per month in ambulance  
583 revenue, so we calculate that this will be paid for by December.  
584

585 R. Duhaime: An ambulance costs \$75 to \$100 per day. Ambulance 2 has 120,000 miles on it. I have  
586 trucks with 300,000 miles on them. We need to get all that we can out of a truck and return money to  
587 the taxpayers.  
588

589 Assistant Chief Colburn: These are the vehicles we use the most. They are on the road 18 hours a day  
590 and we don't want them to break down. Lives are at stake. We might have considered a remount if we  
591 were not changing the back of the ambulance. We will be able to do a remount with this one.  
592

593 J. Giotas: How about regular rust corrosion? This isn't galvanized, is it?  
594

595 Assistant Chief Colburn: No; it is not galvanized. It will be oiled and waxed every other year. It is small  
596 enough to go on the lift.  
597

598 C. Karolian: How often has this ambulance been towed in the past year? What was the problem?  
599

600 Assistant Chief Colburn: It was towed about three times. They were all electrical issues.  
601

602 C. Karolian: So, you plan to buy a new ambulance every three years.  
603

604 Assistant Chief Colburn: Yes. It will be primary for six years, reserve for three years, and remounted  
605 before reaching 100,000 miles. At this point there is less involved with a remount. Ambulance 2 is worn  
606 out.  
607

608 T. Tsantoulis: What do you mean saying it is worn out?  
609

610 Assistant Chief Colburn: Hinges and other parts are broken. Doors are damaged. Floors and upholstery  
611 are worn. The HVAC system breaks down often.  
612

613 T. Tsantoulis: These sound like wants or aesthetics more than needs.  
614

615 Assistant Chief Colburn: We can't have cuts in the upholstery because of blood-borne pathogens.  
616

617 A. Walczyk: Your report says that most of the medical equipment can be moved to the new truck. Is  
618 that 51% or 90%?  
619

620 Captain Stalker: A majority of the equipment is in good shape and can be moved. The only thing we  
621 need is a new stretcher, and that is included in the cost of the ambulance.  
622

623 A. Walczyk: What are you looking at for a warranty?  
624

625 Assistant Chief Colburn: Some of the items in the package don't apply. It is the same as for Ambulance  
626 3, which is 3 years, 36,000 miles; ten-year, 100,000 miles power train warranty; lifetime on the  
627 electrical; seven years on the paint.

628  
 629 C. Karolian: When Ambulance 2 broke down with a transmission problem, was that warrantied?  
 630  
 631 Assistant Chief Colburn: No. That is an International and has a different warranty  
 632  
 633 C. Karolian: Do you know the cost to replace the box but keep the chassis? How much have you spent  
 634 on maintenance in last 12 months?  
 635  
 636 Assistant Chief Colburn: Do you mean replace the box and keep the worn-out chassis? That would be  
 637 a first in this country; they always remount and put on a new chassis. I don't know the 12-month  
 638 maintenance cost for Ambulance 2 off the top of my head and did not bring that data with me.  
 639  
 640 Chair Sullivan said that is something you should have prepared in the future.  
 641  
 642 C. Karolian: I am in favor of safe vehicles. I have to ask questions because people will ask me. This is  
 643 not for political optics. We all have to look at cost.  
 644  
 645 Assistant Chief Colburn: The crash safety system has been the same for 26 years. There is not yet a  
 646 rated crash system in NH, but it is being debated.  
 647  
 648 Chief Burkush: Manchester mandated a new ambulance every four years. Hooksett Fire has always  
 649 had high standards for the appearance of its vehicles. They are washed and painted all the time. They  
 650 look good but are worn out. Fords are easier to repair and less costly to repair than Internationals. They  
 651 have all wheel drive, so no chains are needed. I hope you will support this request.  
 652  
 653 J. Durand: You ran this ambulance for ten years and now you want to replace them every three years.  
 654  
 655 Assistant Chief Colburn: It would be six years as the primary ambulance and then reserve status for  
 656 three years.  
 657  
 658 Chair Sullivan called for a roll call vote on the motion.  
 659  
 660 **Roll Call Vote #6**  
 661 **J. Durand Yes**  
 662 **J. Levesque Yes**  
 663 **C. Karolian Yes**  
 664 **J. Giotas Yes**  
 665 **D. Ross Yes**  
 666 **T. Tsantoulis No**  
 667 **A. Walczyk Yes**  
 668 **R. Duhaime Yes**  
 669 **J. Sullivan Yes**  
 670 **Voted in favor (8-1).**  
 671  
 672 **Town Wide Line Striping**  
 673 E. Labonte: We requested bids for center lines, fog lines and eight crosswalks. We only received two  
 674 bids.  
 675  
 676 ***R. Duhaime motioned to waive the rules for the bid process. D. Ross seconded the motion.***  
 677 ***Voted unanimously in favor.***  
 678

679 ***R. Duhaime motioned to accept the bid from Hi-way Safety Systems, Inc. for \$18,988.19 for***  
680 ***Town Wide Line Striping. D. Ross seconded the motion.***  
681

682 T. Tsantoulis: Have both of these companies done work for Hooksett in the past?  
683

684 E Labonte: Yes, they have.  
685

686 T. Tsantoulis: Are these bids in line with their bidding in the past?  
687

688 E. Labonte: Yes, they are.  
689

690 Chair Sullivan called for a roll call vote on the motion.  
691

692 **Roll Call Vote #7**

693 ***D. Ross Yes***

694 ***C. Karolian Yes***

695 ***J. Levesque Yes***

696 ***R. Duhaime Yes***

697 ***A. Walczyk Yes***

698 ***J. Durand Yes***

699 ***T. Tsantoulis Yes***

700 ***J. Giotas Yes***

701 ***J. Sullivan Yes***

702 ***Voted unanimously in favor (9-0).***  
703

704 **Roadway Crack Sealing**

705 E. Labonte: We requested bids and received only two for Roadway Crack Sealing.  
706

707 ***D. Ross motioned to waive the rules for the bid process. R. Duhaime seconded the motion.***  
708 ***Voted unanimously in favor.***  
709

710 T. Tsantoulis: Have both of these companies done work for Hooksett in the past?  
711

712 E Labonte: Yes, they have.  
713

714 T. Tsantoulis: Are these bids in line with their bidding in the past?  
715

716 E. Labonte: Yes, they are.  
717

718 C. Karolian: Are they using coal slag?  
719

720 E. Labonte: I am not 100% sure. The product was called Black Magic.  
721

722 C. Karolian: In District 5 a few years ago, it was a horror show. Roadway crack sealing was done with a  
723 product containing beryllium which is carcinogenic. It gets tracked into your house and was a horror  
724 show for a long time. I want to table this item to allow Mr. Labonte time to check that the beryllium has  
725 been removed from the product used for crack sealing.  
726

727 ***A. Walczyk motioned to table this item. C. Karolian seconded the motion.***  
728 ***Voted unanimously in favor.***  
729

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730  
731

**Budget Transfer #2019-06**

C. Soucie: Legal service costs are higher than anticipated due to the changeover in Town Administrators and several litigation cases. Funds are available in both Administration and Community Development due to staff changeover.

737

**R. Duhaime motioned to have the Council chair sign Budget Transfer #2019-06 in the amount of \$50,000 to cover overages in the legal line. T. Tsantoulis seconded the motion Voted unanimously in favor.**

741

**FY 2018-19 Budget Encumbrances Review**

C. Soucie: No Council action is needed for this item. I am presenting a list of Encumbrances. These are the balances as of May 30, 2019. Some have changed since then and will change more by your next meeting, at which time you will vote on them. There are 15 items totaling \$1,163,365.47. Chief Burkush has something to say about #11.

747

J. Burkush: Regarding the Fire Alarm System at the Safety Center, we received two qualified bids which were close. The one which is \$894 more is a local Hooksett business; the other is in Massachusetts. I would like to accept the local bid and am looking for consensus on that, which I appear to have, so I will present that with a Staff Report at the next meeting.

752

C. Soucie: Items 16 through 27 are non-budgetary purchase orders, which means they are from dedicated funds and naturally encumbered. These total \$664,283.50.

755

**Chair Sullivan made a motion to extend the meeting. C. Karolian seconded the motion. Voted unanimously in favor.**

758

D. Ross: During its budget process, the Conservation Commission noticed that the Merrimack River Front Trails are listed on the CIP. They were not aware of this and would like to know more about it.

761

Chair Sullivan: We can get that information for you.

763

**NON-PUBLIC SESSION NH RSA 91-A:3 II**

764

(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, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

770

(b) The hiring of any person as a public employee.

771

(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, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

775

(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 of the general community.

778

(e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any

780

781 member thereof because of his or her membership in such public body, until the claim or  
782 litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement,  
783 pursuant to law, with any body or board shall not constitute a threatened or filed litigation  
784 against any public body for the purposes of this subparagraph.  
785

786 (l) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or  
787 more members of the public body, even where legal counsel is not present.  
788

789 ***J. Sullivan motioned to enter non-public session of 06/12/19 at 9:30 pm per NH RSA 91-A:3 II (a),***  
790 ***(b), (c), (d), (e), and (l). Seconded by R. Duhaime.***  
791

792 **Roll Call #8**

793 J. Levesque – yes  
794 R. Duhaime – yes  
795 T. Tsantoulis – yes  
796 A. Walczyk – yes  
797 J. Durand – yes  
798 D. Ross – yes  
799 J. Giotas – yes  
800 C. Karolian - yes  
801 J. Sullivan - yes

802 ***Vote unanimously in favor (9-0).***  
803

804 ***J. Sullivan motioned to exit non-public session of 06/12/19 at 10:06pm. Seconded by T.***  
805 ***Tsantoulis.***

806 ***Vote unanimously in favor (9-0).***

807

808 **Back in public session at 10:06pm**

809

810 ***J. Sullivan motioned to seal the non-public session minutes of 06/12/19. Seconded by D. Ross.***  
811 ***Vote unanimously in favor (9-0).***  
812

813 **Old Business, continued**

814 **15.3** Unsealing of Council Non-Public session minutes (June 2018-May 2019), if in the opinion of a  
815 majority of members, the circumstances that sealed the minutes no longer apply in accordance with  
816 RSA 91A:3 III.(tabled at 05/22/19 TC Meeting)  
817

818 ***J. Sullivan motioned to remove item 15.3 from the table. Seconded by T. Tsantoulis.***

819 ***Vote unanimously in favor (9-0).***  
820

821 ***R. Duhaime motioned to unseal the following Town Council Non-Public Minutes:***  
822

823 **June 13, 2018 Discussion #2**

824 **DISCUSSION #2 – K-9 Program Sidebar**

825 Police Chief Bouchard: Presented the K-9 Program Sidebar approved and signed by the  
826 Police Union.

827 ***Council Consensus: Motion will be made in public session tonight as follows:***

- 828 ***1. Motion to accept the K-9 program sidebar to the Town of Hooksett, NH and***  
829 ***New England Police Benevolent Association, INC. (NEPBA) LOCAL 46 OF***

**NEW HAMPSHIRE 070117-063020 collective bargaining agreement as presented and signed by the Police Union and Town Council.**

- 2. Motion that the overtime cost(s) associated with the K-9 program sidebar be taken out of the K-9 Trust Fund.**

**November 13, 2018 Discussion #1**

**DISCUSSION #1 – Town Administrator – Conditional Offer of Employment**

Dr. Dean E. Shankle, Jr.: Announced to the Town Council of his conditional employment offer to be Town Administrator for the Town of Amherst, NH. Requested resignation timeframe of 60 days vs. contractual 90 days. Informed Council he would be available by phone or e-mail to the acting Town Administrator or Council Chair at no fee. He proposes a committee to debrief members of his duties. This committee would include Christine Soucie (Finance), Donna Fitzpatrick (HR) and a member(s) of the Town Council.

Councilors Winterton and Ross volunteered to be on the Town Administrator debrief of duties' committee.

D. Shankle: The next steps are for the Town of Amherst to complete their pre-employment background checks. I request the Council keep this discussion sealed until Amherst does a press release and I announce it under my Town Administrator Report (scheduled to announce 12/12/18).

Chair Sullivan: We accept your conditional resignation.

***Council consensus: We agree to a 60 day resignation vs. 90 day resignation as outlined by the Town Administrator above.***

***AND that all other sealed Town Council non-public minutes for period June 2018 – May 2019 are to remain sealed at this time. Seconded by T. Tsantoulis.***  
***Vote unanimously in favor (9-0).***

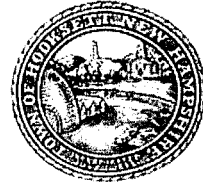
**ADJOURNMENT**

***J. Sullivan motioned to adjourn the public session of 06/12/19 at 10:07pm. Seconded by J. Levesque.***

***Vote unanimously in favor (9-0).***



Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Motion to accept \$4,000.00 in grant money from the Stanton Foundation, to the Town of Hooksett for the Hooksett Police Department at the Town Council meeting for the acceptance of this grant money under RSA 31:95-b, III and to return said amount to the police department K-9 trust fund.  
**Meeting:** Town Council - 26 Jun 2019  
**Department:** Police Department  
**Staff Contact:** Jake Robie, Captain

**BACKGROUND INFORMATION:**

In 2018, the Stanton Foundation awarded the Hooksett Police Department with a \$25,000.00 K-9 Grant. The grant was provided to enable the Town to establish a K-9 Unit and was intended to cover the costs associated with such a program. As part of the grant the Stanton Foundation requires each department that receives a K9 grant to train their K9 and his handler in a specialty (narcotics detection, explosive detection, etc.). Understanding that this can place a financial burden on the department, the Foundation reimburses \$4,000.00 for additional training.

With that being said, in April of 2019 Officer McCluskey and K9 Timber successfully completed 240 hours of narcotic detection training. Therefore, the foundation has awarded the Town of Hooksett for the Hooksett Police Department with a check for \$4,000.00.

**FINANCIAL IMPACT:**

None

**SUGGESTED MOTION:**

Motion to accept \$4,000.00 in grant money from the Stanton Foundation, to the Town of Hooksett for the Hooksett Police Department at the Town Council meeting for the acceptance of this grant money under RSA 31:95-b, III and to return said amount to the police department K-9 trust fund.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur

**ATTACHMENTS:**

20190613150225843

# STANTON FOUNDATION

June 10, 2019

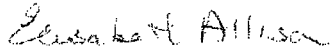
Janet Bouchard, Chief  
Hooksett Police Department  
15 Legends Drive  
Hooksett, NH 03106

Dear Chief Bouchard,

The Stanton Foundation requires each department that receives a K9 grant to train their K9 in a specialty (narcotics detection, explosives detection, etc.). Understanding that this can place a financial burden on the department, the Foundation reimburses \$4,000 for this additional training.

Therefore, the Foundation is happy to enclose a check in the amount of \$4,000 to help ease the cost of sending Officer McCluskey and K9 Timber to narcotics training. We congratulate you on your successful completion of the program.

Sincerely,



Elisabeth Allison  
Co-director

Cc: Kate Dumeer, Program Officer

1430 Massachusetts Ave, 6th Floor  
Cambridge, MA 02138  
t: 617.577.3975

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

Town Council  
**STAFF REPORT**



---

**To:** Town Council  
**Title:** Surety Release –Hidden Oak Way Offsite Improvements at Hackett Hill Road  
**Meeting:** Town Council - 26 Jun 2019  
**Department:** Community Development  
**Staff Contact:** Bruce Thomas, Town Engineer

**BACKGROUND INFORMATION:**

The Developer of the Hidden Oak Way Development has requested a release of Surety held on the offsite work done on Hackett Hill Road.

The work on the referenced project was completed in June of 2017. I've inspected the site and I approve of the work.

The current road bond is \$49,816.60. I recommend releasing the bond and returning the funds to the developer.

**FINANCIAL IMPACT:**

None

**POLICY IMPLICATIONS:**

None

**RECOMMENDATION:**

Recommend the release of \$49,816.60 surety to the developer.

**SUGGESTED MOTION:**

To approve the release of surety in the amount of \$49,816.60 to the "William Socha Development, LLC" Development.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur

**ATTACHMENTS:**

Memo to Release Bond Hidden Oak at Hackett Hill



## *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:** Andre Garron, Town Administrator  
Nicholas Williams, Town Planner  
Christine Soucie, Finance Director  
**Date:** June 13, 2019  
**Re:** Hidden Oak Way at Hackett Hill Road Bond Release

Please be advised that the work on the referenced project was completed in June of 2017. I've inspected the site and I approve of the work.

The current road bond is \$49,816.60. I recommend releasing the bond and returning the funds to the developer.

I will be available at the next Town Council meeting scheduled for June 26, 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.

**Bond Safeguard Insurance Company**

12890 Lebanon Road  
Mt. Juliet, TN 37122

**BOND RIDER** No. 5038878

To be attached to and form a part of Site Improvement  
Bond No. 5038878 Dated June 11, 2015 of \_\_\_\_\_  
William Socha Development, LLC, as Principal, and  
Bond Safeguard Insurance Co., as surety, in favor of Town of Hooksett  
\_\_\_\_\_, as Obligor.

It is understood and agreed that the Bond is changed or revised in the particulars as indicated below:

**Bond Amount Decreased**

From: \$81,388.70

To: \$49,818.60

Said Bond shall be subject to all its terms, conditions, and limitations, except as herein expressly modified.

This Bond Rider shall become effective: December 18, 2015

IN WITNESS WHEREOF, Lexon Insurance Company has caused its corporate seal to be hereunto

affixed this: March 25, 2016

**COPY**

Bond Safeguard Insurance Company

*Patricia A. Tinsman*

Attorney-In-Fact  
Patricia A. Tinsman

**POWER OF ATTORNEY** BSIC- 202696  
**Bond Safeguard** INSURANCE COMPANY

KNOW ALL MEN BY THESE PRESENTS, that **BOND SAFEGUARD INSURANCE COMPANY**, a South Dakota Corporation, with its principal office in Sioux Falls, South Dakota, does hereby constitute and appoint: John D. Weisbrot, Patricia A. Tinsman, Richard A. Bredow  
 \*\*\*\*\*  
 its true and lawful Attorney(s)-in-Fact to make, execute, seal and deliver for, and on its behalf as surety, any and all bonds, undertakings or other writings obligatory in nature.

This authority is made under and by the authority of a resolution which was passed by the Board of Directors of **BOND SAFEGUARD INSURANCE COMPANY** on the 7<sup>th</sup> day of November, 2001 as follows:

Resolved, that the President of the Company is hereby authorized to appoint and empower any representative of the Company or other person or persons as Attorney-in-Fact to execute on behalf of the Company any bonds, undertakings, policies, contracts of indemnity or other writings obligatory in nature of a bond, \$ 2,000,000.00 Two Million Dollars  
 \*\*\*\*\*

which the Company might execute, through its duly elected officers, and affix the seal of the Company thereon. Any said execution of such documents by an Attorney-in-Fact shall be as binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company. Any Attorney-in-Fact, so appointed, may be removed for good cause and the authority so granted may be revoked as specified in the Power of Attorney.

Resolved, that the signature of the President and the seal of the Company may be affixed to by facsimile on any power of attorney granted, and the signature of the Assistant Secretary, and the seal of the Company may be affixed by facsimile to any certificate of any such power and any such power or certificate bearing such facsimile signature and seal shall be valid and binding on the Company. Any such power so executed and sealed and certificate so executed and sealed shall, with respect to any bond or undertaking to which it is attached, continue to be valid and binding on the Company.

IN WITNESS THEREOF, **BOND SAFEGUARD INSURANCE COMPANY** has caused this instrument to be signed by its President, and its Corporate seal to be affixed this 7<sup>th</sup> day of November, 2001.



**BOND SAFEGUARD INSURANCE COMPANY**

BY   
 David E. Campbell  
 President

**ACKNOWLEDGEMENT**

On this 7<sup>th</sup> day of November, 2001, before me, personally came David E. Campbell to me known, who being duly sworn, did depose and say that he is the President of **BOND SAFEGUARD INSURANCE COMPANY**, the corporation described in and which executed the above instrument; that he executed said instrument on behalf of the corporation by authority of his office under the By-laws of said corporation.



AMY L. TAYLOR  
 Notary Public- State of Tennessee  
 Davidson County  
 My Commission Expires 01-09-16

BY   
 Amy L. Taylor  
 Notary Public

**CERTIFICATE**

I, the undersigned, Assistant Secretary of **BOND SAFEGUARD INSURANCE COMPANY**, A South Dakota Insurance Company, DO HEREBY CERTIFY that the original Power of Attorney of which the foregoing is a true and correct copy, is in full force and effect and has not been revoked and the resolutions as set forth are now in force.

Signed and Sealed at Mount Juliet, Tennessee this 25<sup>th</sup> Day of March 2016



BY   
 Andrew Smith  
 Assistant Secretary

"WARNING: Any person who knowingly and with intent to defraud any insurance company or other person, files an application for insurance or statement of claim containing any material false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties."

**BOND SAFEGUARD INSURANCE COMPANY**  
**FINANCIAL STATEMENT SUMMARY**  
 As of December 31, 2015

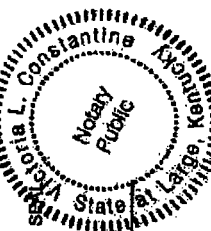
ASSETS		LIABILITIES	
Bonds	\$49,405,375	Reserve for Losses and LAE	\$14,736,027
Money Market &/or Stocks	8,519,833	Reinsurance Payable on Paid Losses	1,481,936
Real Estate	0	Reserve for Unearned Premiums	22,588,574
Cash and Short-Term Investments	12,743,036	Reserve for Other Expenses	1,867,217
Agents' Balances &/or Uncollected Premiums	5,811,738	Reserve for Taxes, Licenses, and Fees	37,081
Investment Income Due & Accrued	351,389	Reserve for Current Federal Income Taxes	699,745
Electronic Data Processing Equipment and Software	729,167	Ceded Reinsurance Premiums Payable	715,217
Funds Held or Deposited with Reinsurance Companies	0	Funds Held Under Reinsurance Treaties	0
Receivable from Parent, Subsidiaries and Affiliates	0	Reserve for Unauthorized Reinsurance	18,025
Reinsurance Recoverable from Reinsurers	3,268,631	Payable to Parent, Subs and Affiliates	11,013
Aggregate write-ins for other than Invested Assets	50,229	Aggregate Write-ins for Liabilities	3,539,282
Other Assets	1,999,903	Other Liabilities	1,313,337
<b>Total Assets</b>	<b>\$82,879,301</b>	<b>Total Liabilities</b>	<b>\$46,817,454</b>
		<b>POLICYHOLDERS' SURPLUS</b>	
		Capital Stock & Paid in Surplus	\$22,611,720
		Surplus	13,450,127
		<b>Total Policyholder Surplus</b>	<b>\$36,061,847</b>
		<b>Total Liabilities &amp; Policyholder Surplus</b>	<b>\$82,879,301</b>

**CERTIFICATE**

I certify that the above financial statements to the best of my knowledge are a true and accurate reflection of the financial condition of the Company as of December 31, 2015. Additionally, I certify that the above financial statements are in agreement with the Statutory Financial Statements filed with the South Dakota Division of Insurance as of the same date.

*[Signature]*  
 P. Gregory Lauer  
 VP, CFO, Secretary & Treasurer

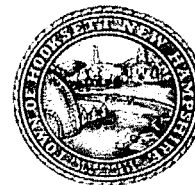
**SUBSCRIBED**  
 and sworn to me this 25<sup>th</sup> day of February, 2016.  
 My commission expires: April 23, 2017



*[Signature]*  
 Victoria L. Constantine  
 Notary Public  
 Printed Name



## Town Council **STAFF REPORT**



**To:** Town Council  
**Title:** Nominations and (Re)appointments - June, 2019  
**Meeting:** Town Council - 26 Jun 2019  
**Department:** Administration  
**Staff Contact:** Nick Germain, Project Coordinator

### **BACKGROUND INFORMATION:**

At their regular meeting on June 12th, Council chose to nominate a number of new and returning officials to various boards and committees. There were also a few returning candidates who had not initially indicated they would be interested in returning.

See the attachments for information about appointment or nomination candidates and information about the status of the boards.

Administration will advise if needed paperwork is not currently available for any candidates on the list.

### **FINANCIAL IMPACT:**

N/A

### **POLICY IMPLICATIONS:**

None

### **RECOMMENDATION:**

Nominate all candidates and reappointments

### **SUGGESTED MOTION:**

#### Nominations

I nominate Roger Duhaime to a term ending 6/30/2022 to a term effective July 1st 2019

I nominate Gerald Hyde to a term ending 6/30/2022, effective July 1st

I nominate Matt Reed to a term on the Planning Board ending 6/30/2022, effective July 1st 2019

I nominate Matthew Barrett to a term on the Economic Development Advisory Committee expiring 6/30/2022, effective July 1st, 2019

#### Appoints or Reappointments

I motion to appoint Richard Bairam to the Recycling & Transfer Advisory Board to a term expiring 6/30/2022 effective July 1st, 2019

I motion to appoint Paul Scarpetti to the Planning Board to a term expiring 6/30/2022 effective July

1st, 2019

I motion to appoint Andy Janosz to the Parks and Recreation Advisory Board to a term expiring 6/30/2022 effective July 1st, 2019

I motion to appoint Dan Lagueux to the Economic Development Advisory Committee to a term expiring 6/30/2022

I motion to appoint Philip Fitanides to the Conservation Commission - expiring 6/30/2022

I motion to appoint Robert Schroeder as an Alternate to the Recycling and Transfer Advisory Board to a term expiring 6/30/2022, to a term effective July, 1st 2019

I motion to appoint Richard Bairam to the Recycling and Transfer Advisory Board to a term expiring 6/30/2022 effective July 1st, 2019

I motion to appoint Deborah Miville to a term on the Conservation Commission expiring 6/30/2022, effective July 1st, 2019

I motion to appoint Dan Lagueux to a term on the TIF District Advisory Board to a term expiring 6/30/2022

I motion to appoint Michael Somers to a term on the TIF District Advisory Board to a term expiring 6/30/2022, effective July 1st, 2019

I motion to appoint Russ Letendre to a term on the TIF District Advisory Board to a term expiring 6/30/2022, effective July 1st, 2019

I motion to appoint Denise Cascio Bolduc - Alternate for the Cemetery Commission – term expiring 6/30/2020

I motion to appoint David A. Russel as an Alternate - Planning Board to a term ending 6/30/2020 effective July 1st, 2019

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur

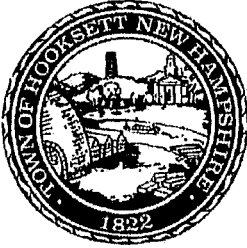
**ATTACHMENTS:**

Open June

June Appointments and Reappointments


Nominations and Appointments - June 2019

Entity	Available Positions	Expiration	Contact Town Staff
Conservation Commission	Commissioner	6/30/2020	Community Development
Heritage Commission	(x2) Commissioner	6/30/2021	Administration
	(x2) Alternate	6/30/2021	Administration
Town Hall Preservation Committee	(x4) Committee Member	6/30/2021	Administration
Planning Board	(1) Alternate Member	6/30/2022	Community Development
Southern New Hampshire Planning Commission	(1) Representative	6/30/2022	Community Development
Route 3A Tax Increment Financing Advisory Committee*	(3) Representatives	6/30/2022	Community Development
<p>*Please note that at least two members must be residents of Hooksett</p> <p>and at least two members must own property within or adjacent to the</p> <p>district boundaries See</p> <p>(<a href="https://www.hooksett.org/sites/hooksettnh/files/uploads/tif_district.jpg">https://www.hooksett.org/sites/hooksettnh/files/uploads/tif_district.jpg</a>)</p>			Last updated 6/13/2019



## Town of Hooksett

### APPLICATION FOR APPOINTED TOWN BOARD POSITION

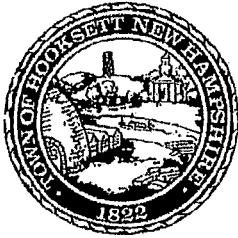
Date Submitted: May 2, 2016  
Name: Paul Scarpetti Phone: 603-647-6739  
Address: 7 Marcel Way  
Email Address: psarpetti@comcast.net  
Signature: 

\*\*\*\*\*  
**Return completed form to:** Town of Hooksett, 35 Main Street, Hooksett NH 03106,  
Attn: Administration Department or email to [kambrose@hooksett.org](mailto:kambrose@hooksett.org).

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

#### BOARDS, COMMISSIONS & COMMITTEES

- ☐ Conservation Commission
- ☐ Economic Development Study Committee
- ☐ Heritage Commission
- ☐ Parks & Recreation Advisory Board
- ☒ Planning Board
- ☐ Recycling & Transfer Advisory Committee
- ☐ Town Hall Preservation Committee
- ☐ Zoning Board of Adjustment
- ☐ Other (Please specify.)



## Town of Hooksett

### APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: APRIL 2, 2016

Name: PHILIP FITANIDES Phone: 603-606-2827

Address: 1407 HOOKSETT ROAD, HOOKSETT, NH 03106

Email Address: DOCTORNITRO@COMCAST.NET

Signature: *Philip Fitandides*

\*\*\*\*\*

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

Attn: Administration Department or email to [kambrose@hooksett.org](mailto:kambrose@hooksett.org).

\*\*\*\*\*

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

#### BOARDS, COMMISSIONS & COMMITTEES

- ☒ Conservation Commission
- ☐ Economic Development Study Committee
- ☐ Heritage Commission
- ☐ Parks & Recreation Advisory Board
- ☐ Planning Board
- ☐ Recycling & Transfer Advisory Committee
- ☐ Town Hall Preservation Committee
- ☐ Zoning Board of Adjustment
- ☐ Other (Please specify.)

2

How long have you been a resident of Hooksett?

SINCE 1971

Why are you seeking this position?

PROTECT HOOKSETT LAND, AIR, WATER, CONSERVE  
WILDLIFE

Do you have any specific goals or objectives?

MORE USE OF CONSERVATION LANDS IN  
HOOKSETT FOR RECREATION

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

HOSPITALITY AND RECREATION

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

N/A

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

6 YEARS CAMPBELL UNIVERSITY, UNIVERSITY, NEW HAMPSHIRE &  
FLORIDA STATE UNIVERSITY

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

HOOKSETT TOWN COUNCIL - 2003 - 2006  
CONSERVATION COMMISSION 2003 - 2016

How long have you been a resident of Hooksett?

22 years

Why are you seeking this position?

I would ask you to allow me to serve another term, because I feel I have the construction and development experience to work with fellow board members, and help guide the town's development in a positive direction.

Do you have any specific goals or objectives?

To continue to help improve the quality of the commercial development and preserve the character of the residential neighborhoods.

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

I have owned and operated Sierra Homes for the past 30 years. I have been a co-owner of Profile Self Storage for the past 10 years. So I do have experience in real estate development and business management.

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

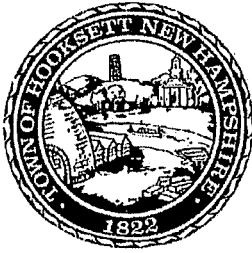
From time to time I may present a project for approval to be able to build or develop in Hooksett.

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

I am also serving on the economic development committee and try to volunteer when time allows for various projects in Hooksett.

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

I have served one three year term on the Hooksett Planning Board which is due to expire June 30, 2016



## Town of Hooksett

### APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: MARCH 11, 2016  
Name: ROBERT SCHOEDER Phone: 603 485-5021  
Address: 27 GOFFSTOWN RD HOOKSETT NH 03106  
Email Address: robertwrschoeder@comcast.net  
Signature: [Handwritten Signature]

\*\*\*\*\*  
**Return completed form to:** Town of Hooksett, 35 Main Street, Hooksett NH 03106,  
Attn: Administration Department or email to [kambrose@hooksett.org](mailto:kambrose@hooksett.org).

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

#### **BOARDS, COMMISSIONS & COMMITTEES**

- ☐ Conservation Commission
- ☐ Economic Development Study Committee
- ☐ Heritage Commission
- ☐ Parks & Recreation Advisory Board
- ☐ Planning Board
- ☒ Recycling & Transfer Advisory Committee
- ☐ Town Hall Preservation Committee
- ☐ Zoning Board of Adjustment
- ☐ Other (Please specify.)

2

How long have you been a resident of Hooksett?

50 YEARS

Why are you seeking this position?

HAVE SERVED TOWN COMMITTEE WITH 1-2 YEARS

Do you have any specific goals or objectives?

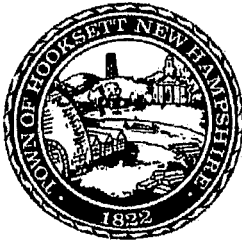
KEEPING GOOD SERVICE TO RESIDENTS AND  
KEEPING COSTS AS LOW AS POSSIBLE

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

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

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

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



## Town of Hooksett

### APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 6-10-2015

Name: Deborah A. Miville Phone: 603-268-0398

Address: 42 Main Street Hooksett, NH 03106

Email Address: debm@e-nh.com

Signature: Deborah A. Miville

\*\*\*\*\*

**Return completed form to:** Town of Hooksett, 35 Main Street, Hooksett NH 03106,  
Attn: Administration Department or email to [krosengren@hooksett.org](mailto:krosengren@hooksett.org)

\*\*\*\*\*

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

#### BOARDS, COMMISSIONS & COMMITTEES

- ☒ Conservation Commission *Steve Couture states that there is an opening.*
- ☐ Economic Development Study Committee
- ☐ Heritage Commission
- ☒ Parks & Recreation Advisory Board *unless Mike Horne has already applied.*
- ☐ Planning Board
- ☐ Recycling & Transfer Advisory Committee
- ☐ Town Hall Preservation Committee
- ☐ Zoning Board of Adjustment
- ☐ Other (Please specify)

2

How long have you been a resident of Hooksett?

13 years

Why are you seeking this position?

I feel that it is time for me to get involved in Community Service closer to home.

Do you have any specific goals or objectives?

Trying to implement some of the goals that the people of Hooksett stated as priorities at the Community Profile meeting

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

30 years as a teacher have taught me patience and the art of getting people to make the right choices.

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

If Mike Horne has already applied to be on the Parks and Rec Advisory Board then I rescind my application for that Board.

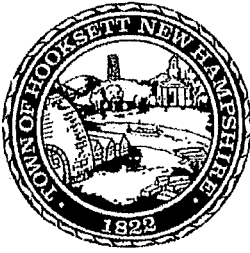
Please list any work, volunteer, and/or educational experience you would like to have considered:

Teacher of Pre-schoolers

Home School Teacher

Daughter participated in Hooksett Sports for 10 years

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



## Town of Hooksett

### APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 3/15/16  
Name: Gerald Hyde Phone: 603-935-7732  
Address: 49 Prescott Heights Rd.  
Email Address: ghyde@hooksett.org  
Signature: [Signature]

\*\*\*\*\*  
**Return completed form to:** Town of Hooksett, 35 Main Street, Hooksett NH 03106,  
Attn: Administration Department or email to [kambrose@hooksett.org](mailto:kambrose@hooksett.org).

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

#### BOARDS, COMMISSIONS & COMMITTEES

- ☐ Conservation Commission
- ☐ Economic Development Study Committee
- ☐ Heritage Commission
- ☐ Parks & Recreation Advisory Board
- ☐ Planning Board
- ☐ Recycling & Transfer Advisory Committee
- ☐ Town Hall Preservation Committee
- ☒ Zoning Board of Adjustment
- ☐ Other (Please specify.)

How long have you been a resident of Hooksett?

10yrs

Why are you seeking this position? I've been doing work on the ZBA for at least 8yrs now. I find enjoyable and a good way to be involved in my community.

Do you have any specific goals or objectives?

I have always had the goal of helping people use the property they pay for to the fullest while still maintaining the natural aesthetic of Hooksett.

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

- current ZBA member
- 6yrs. legal real estate work
- 2yrs. real estate investing experience

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

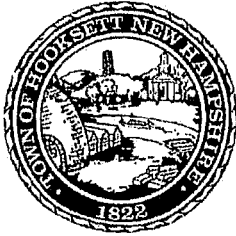
N/A

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

Worked for an attorney doing legal real estate title work in Boston MA for 6 years. I also own my own real estate investment firm for 2 years. I took all the necessary courses to become a licensed Real Estate Agent.

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

ZBA ~2008 - present.



## Town of Hooksett

### APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: June 13, 2018

Name: Roger Duhaime Phone: 603-396-8026

Address: Roger Duhaime @ comcast.net

Email Address: 19 Saw Hill Road Hooksett

Signature: *Roger Duhaime*

\*\*\*\*\*

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

Attn: Administration Department or email to [NGermain@hooksett.org](mailto:NGermain@hooksett.org)

\*\*\*\*\*

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

#### BOARDS, COMMISSIONS & COMMITTEES

#### Role Preference

Alternate, Regular, or None?

☐ Conservation Commission

☒ Economic Development Advisory Committee

☐ Heritage Commission

☐ Parks & Recreation Advisory Board

☐ Planning Board

☐ Recycling & Transfer Advisory Committee

☐ Town Hall Preservation Committee

☐ Zoning Board of Adjustment

☐ Other (Please specify.)

Business or Resident

2

How long have you been a resident of Hooksett?

Long Time

Why are you seeking this position?

For my Town

Do you have any specific goals or objectives?

I would like to  
Contribute to the quality of life in my town.

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

Business 34 years  
Traveled well. 9 states left. Love my town.

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

Can't think of any at the moment.

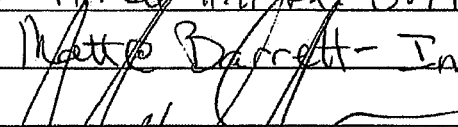
Please list any work, volunteer, and/or educational experience you would like to have considered:

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

Zoning Board  
Solid Waste Committee

## Town of Hooksett

### APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 3/25/2015  
Name: Matthew Barrett Phone: (603) 660-1929  
Address: 265 Tiramilly Hill Rd, Goffstown NH 03045  
Email Address: Matthew.Barrett-Insurance.com  
Signature: 

\*\*\*\*\*  
Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,  
Attn: Katie Rosengren, Project Coordinator or email to [krosengren@hooksett.org](mailto:krosengren@hooksett.org)

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

### BOARDS, COMMISSIONS & COMMITTEES

- ☐ Conservation Commission
- ☒ Economic Development Study Committee
- ☐ Heritage Commission
- ☐ Parks & Recreation Advisory Board
- ☐ Planning Board
- ☐ Police Commission (Requires at least 5 years residency and copies of MV and Criminal Records)
- ☐ Recycling & Transfer Advisory Committee
- ☐ Town Hall Preservation Committee
- ☐ Zoning Board of Adjustment
- ☐ Other (Please specify.)

How long have you been a resident of Hooksett?

I am not.

Why are you seeking this position?

Build business in Hooksett. Make it a better place to locate business.

Do you have any specific goals or objectives?

Help with the 2014 Survey BRAC

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

24 years in insurance business  
Owned Barnett Insurance 10 years.  
Lived in Hooksett, parents still here  
from 1968  
Charter member Hooksett Kiwanis Club

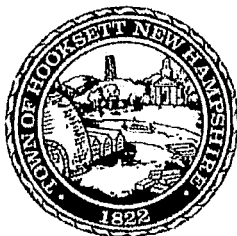
Please list any potential conflicts of interest you may have if appointed for a board or commission:

None

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

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

None



## Town of Hooksett

### APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: \_\_\_\_\_  
 Name: Russell Letendre Phone: 603-626-6667  
 Address: 101 West River Rd  
 Email Address: Russ@NERecordRetention.com  
 Signature: \_\_\_\_\_

\*\*\*\*\*

**Return completed form to:** Town of Hooksett, 35 Main Street, Hooksett NH 03106,  
 Attn: Administration Department or email to [NGermain@hooksett.org](mailto:NGermain@hooksett.org)

\*\*\*\*\*

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

#### BOARDS, COMMISSIONS & COMMITTEES

**Role Preference**  
 Alternate, Regular, or None?

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

2

How long have you been a resident of Hooksett?

Own businesses in the town since 1998

Why are you seeking this position?

I was asked to volunteer

Do you have any specific goals or objectives?

Help the town succeed

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

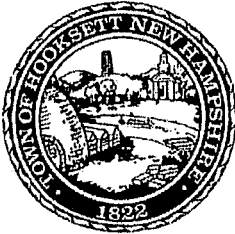
Business owner

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

Own land that would benefit greatly by adding a sewer line to route 3A

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

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



## Town of Hooksett

### APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 4/4/18  
Name: RICHARD BAIAM Phone: 603-623-3219  
Address: 7 FARMER RD HOOKSETT  
Email Address: R BAIAM @ COMCAST.NET  
Signature: Richard Baim

\*\*\*\*\*  
**Return completed form to:** Town of Hooksett, 35 Main Street, Hooksett NH 03106,  
Attn: Administration Department or email to [NGermain@hooksett.org](mailto:NGermain@hooksett.org)

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

#### BOARDS, COMMISSIONS & COMMITTEES

- ☐ Conservation Commission
- ☐ Economic Development Study Committee
- ☐ Heritage Commission
- ☐ Parks & Recreation Advisory Board
- ☐ Planning Board
- ☐ Recycling & Transfer Advisory Committee
- ☐ Town Hall Preservation Committee
- ☒ Zoning Board of Adjustment
- ☐ Other (Please specify.)

2

How long have you been a resident of Hooksett?

17 yrs

Why are you seeking this position?

To Help Town

Do you have any specific goals or objectives?

NO

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

Lifelong Resident  
Past Business Owner in Town 36 yrs

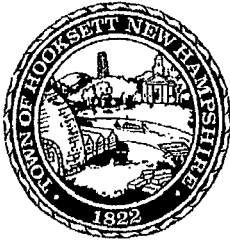
Please list any potential conflicts of interest you may have if appointed for a board or commission:

NONE

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

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

Recycling & Transfer Committee - 14 yrs  
Central Water Precinct Commissioner 3 yrs  
ZBA - 12 yrs



## Town of Hooksett

### APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 1-16-19

Name: ANDREW JANOSZ Phone: 345-2611

Address: 39 MAIN ST

Email Address: SKIDOO@COMCAST.NET

Signature: And W Janosz

\*\*\*\*\*

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

Attn: Administration Department or email to [NGermain@hooksett.org](mailto:NGermain@hooksett.org)

\*\*\*\*\*

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

### BOARDS, COMMISSIONS & COMMITTEES

**Role Preference**  
Alternate, Regular, or None?

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

How long have you been a resident of Hooksett?

Why are you seeking this position?

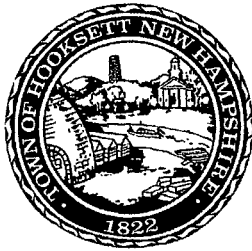
Do you have any specific goals or objectives?

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

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

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

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



## Town of Hooksett

### APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 5/22/19  
 Name: Denise Cascio Bolduc Phone: 603 625 9393  
 Address: 6 Sunrise Blvd., Hooksett 03106  
 Email Address: dcb@bolducs.org  
 Signature: Denise Cascio Bolduc

\*\*\*\*\*  
**Return completed form to:** Town of Hooksett, 35 Main Street, Hooksett NH 03106,  
 Attn: Administration Department or email to [NGermain@hooksett.org](mailto:NGermain@hooksett.org)  
 \*\*\*\*\*

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

#### **BOARDS, COMMISSIONS & COMMITTEES**

**Role Preference**  
 Alternate, Regular, or None?

<input type="checkbox"/> Conservation Commission	_____
<input type="checkbox"/> Economic Development Advisory Committee	_____
<input type="checkbox"/> Heritage Commission	_____
<input type="checkbox"/> Parks & Recreation Advisory Board	_____
<input type="checkbox"/> Planning Board	_____
<input type="checkbox"/> Recycling & Transfer Advisory Committee	_____
<input type="checkbox"/> Town Hall Preservation Committee	_____
<input type="checkbox"/> Zoning Board of Adjustment	_____
<input checked="" type="checkbox"/> Other (Please specify.) <span style="border: 1px solid black; padding: 2px;">Cemetery Commission</span>	_____

\_\_\_\_\_  
 \_\_\_\_\_

2

How long have you been a resident of Hooksett?

Approximately 20 years

Why are you seeking this position?

I have been on the board for a number of years. I just missed signing up again.

Do you have any specific goals or objectives?

We are working on revamping our rules/regulations and getting records organized.

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

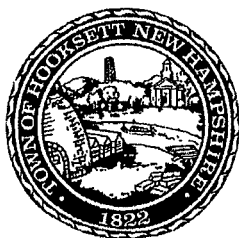
Organizational skills

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

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

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

Cemetery Commission Trustee for several years. I don't know exactly. I think this was my second term. So perhaps since 2013.



## Town of Hooksett

### APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 5/16/2019

Name: DAVID A. Russell Phone: 603-321-1415

Address: 12 Fairwood Dr. Hooksett NH 03106

Email Address: drussel@rainmakerNH.com

Signature: *David A. Russell*

\*\*\*\*\*

**Return completed form to:** Town of Hooksett, 35 Main Street, Hooksett NH 03106,  
Attn: Administration Department or email to [NGermain@hooksett.org](mailto:NGermain@hooksett.org)

\*\*\*\*\*

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

#### BOARDS, COMMISSIONS & COMMITTEES

Role Preference  
Alternate, Regular, or None?

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

2

How long have you been a resident of Hooksett?

*17 years*

Why are you seeking this position?

*I believe I can contribute to our town and make good decisions that will help our community grow.*

Do you have any specific goals or objectives?

*Help the town of Hooksett and look to bring businesses to our community*

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

- Business owner*
- contracting work*
- work with contractors as a General Manager for Lewis Home Improvement*

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

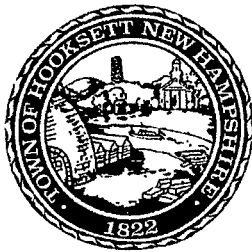
*I do own a Lawn Sprinkler Co.*

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

*B.S. in Business management some graduate school*

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

*none*



*Town of Hooksett*

**APPLICATION FOR APPOINTED TOWN BOARD POSITION**

Date Submitted: 5/22/2019  
Name: Matthew Reed Phone: 603-490-9070  
Address: 24 Post Road, Hooksett, NH 03106  
Email Address: reed1\_matt@hotmail.com  
Signature: *Matthew Reed*

\*\*\*\*\*  
**Return completed form to:** Town of Hooksett, 35 Main Street, Hooksett NH 03106,  
Attn: Administration Department or email to [NGermain@hooksett.org](mailto:NGermain@hooksett.org)

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

**BOARDS, COMMISSIONS & COMMITTEES**

**Role Preference**  
Alternate, Regular, or None?

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

2

How long have you been a resident of Hooksett?

2 years

Why are you seeking this position?

I am currently an alternate and would like to become a full time voting member

Do you have any specific goals or objectives?

Update fee schedules and permitting to make the process more modern and efficient.

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

I am President of a \$60 Million Utility Contractor Company. I have a Finance degree from Bentley University with extensive experience in budgeting, evaluating financial statements along with managing a large workforce.

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

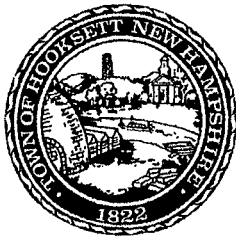
None

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

I am active in starting the Farmer's Market back up in Hooksett.  
I started the Hooksett Community Facebook Page which has over 1,800 members and growing by approximately 50 new members a week.

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

Planning Board Alternate; 6/2018 - Current  
Master Plan Committee. 7/2018 - Current



## Town of Hooksett

### APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: April 29 2019  
 Name: Dan Lagueux Phone: 603 851 4979  
 Address: 191 West River Rd. Hooksett NH 03106  
 Email Address: dan@taphousenh.com  
 Signature: [Signature]

\*\*\*\*\*

**Return completed form to:** Town of Hooksett, 35 Main Street, Hooksett NH 03106,  
 Attn: Administration Department or email to [NGermain@hooksett.org](mailto:NGermain@hooksett.org)

\*\*\*\*\*

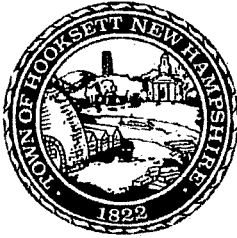
*I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.*

### BOARDS, COMMISSIONS & COMMITTEES

#### Role Preference

Alternate, Regular, or None?

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



## Town of Hooksett

### APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: April 18, 2019

Name: Michael Somers Phone: 603-486-7146

Address: 64 Auburn Road

Email Address: msomers@nhlra.com

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

\*\*\*\*\*  
**Return completed form to:** Town of Hooksett, 35 Main Street, Hooksett NH 03106,  
 Attn: Administration Department or email to [NGermain@hooksett.org](mailto:NGermain@hooksett.org)  
 \*\*\*\*\*

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

#### BOARDS, COMMISSIONS & COMMITTEES

**Role Preference**  
 Alternate, Regular, or None?

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

2

How long have you been a resident of Hooksett?

14 Years

Why are you seeking this position?

Town is soliciting interested candidates from District 5

Do you have any specific goals or objectives?

To continue to see Hooksett grow and thrive.

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

I work on a number of policy issues at the State level, serve on a number of Boards.

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

None that I am aware of currently.

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

President & CEO of the New Hampshire Lodging & Restaurant Association with broad experience in non-profit operations and governance. Worked in the wine and spirits industry and the restaurant industry, and have experience with small business issues.

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

School Board September 2018 to present.

<b>Nominations – June</b>
---------------------------

Robert Schroeder – alternate - Recycling & Transfer Advisory Board – expiring 6/30/2022  
Richarid Bairam - Recycling & Transfer Advisory Board - expiring 6/30/2022  
Paul Scarpetti - Planning Board - 6/30/2022"  
Andy Janosz - Parks and Recreation Advisory Board - expiring 6/30/2022  
Dan Lagueux - Economic Development Advisory Committee - expiring 6/30/2022  
Philip Fitanides - Conservation Commission - expiring 6/30/2022  
Deborah Miville - Conservation Commission - expiring 6/30/2022  
Dan Lagueux - TIF District Advisory Board – expiring 6/30/2022  
Michael Somers - Route 3A TIF District Advisory - expiring 6/30/2022  
Russ Letendre - Route 3A TIF Advisory Board - expiring 6/30/2022  
Denise Cascio Bolduc - Alternate for the Cemetery Commission – term expiring 6/30/2020  
David A. Russel - Alternate - Planning Board to a term ending 6/30/2020

<b>Appointments – June</b>
----------------------------



## Town Council STAFF REPORT



**To:** Town Council  
**Title:** Roadway Crack Sealing – Tabled at 6/12/2019 Town Council Meeting  
**Meeting:** Town Council - 26 Jun 2019  
**Department:** Public Works  
**Staff Contact:** Earl Labonte, Director of Public Works

### BACKGROUND INFORMATION:

In May, the Town of Hooksett issued a Request for Bids for Roadway Crack Sealing. The following bids were received:

Superior Sealcoat, Inc. for \$86,310.00  
Sealcoating, Inc. for \$86,370.00

At the 6/12/2019 Town Council meeting, Councilor Karolian asked if "coal tar" was to be used. The RFP packet (see attachment 1, page 8, para 5.b.), stated "*a boiler slag aggregate*" was to be used. Councilor Karolian asked if this was "coal tar". The answer is "no", it is not "coal tar". The bidder was contacted and clarified that "boiler slag aggregate" that will be used is "black beauty". Based on the Councilor's comment, it is believed the area he was referring to at the meeting was an area that was "chip sealing" not "crack sealing". Since that time, the Town has decided it will no longer use "chip sealing".

### FINANCIAL IMPACT:

Funding for this work is in the FY 2019-2020 budget under Road Maintenance Resurfacing (001-450.4312-720.000).

### POLICY IMPLICATIONS:

None.

### RECOMMENDATION:

I recommend the Town Council remove this item from table and accept the bid from Superior Sealcoat, Inc. in the amount of \$86,310.00 for Roadway Crack Sealing.

### SUGGESTED MOTION:

1. Motion to remove the item from table.
2. Motion to accept the bid from Superior Sealcoat, Inc. in the amount of \$86,310.00 for Roadway Crack Sealing.

### TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

**ATTACHMENTS:**

Chip Sealing

Crack Sealing RFP

Crack Sealing

Is Coal Tar Safe

6/14/2019

Why Chip Seal Is the Worst Surface for Road Riding

2

6/14/2019  
6/14/2019  
6/14/2019



Hey! Sign up to get the latest cycling news, gear reviews, and tips.

RIBE

US

# Why (Surfa

NO THANKS

SIGN ME UP!

Vorst

ALL THE TOTALLY OBJECTIVE REASONS WHY THIS ROAD TREATMENT IS TERRIBLE

BY JOE LINDSEY Jul 5, 2018



Getty Images

Few things ruin a ride faster than seeing a sign that says: Chip Seal Operations Ahead. Yet another ribbon of smooth asphalt wrecked by pavement's version of the old Magic Fingers vibrating hotel bed.

Chip seal—also known as chip-and-seal, bituminous surface treatment, or asphaltic seal coat (which sounds like a metalcore act playing at the National Pavement Expo)—is a thin coating of liquefied asphalt covered in a layer of crushed rock, called chip. Other than DOTs, who love it because it's cheap (as little as 20 percent of the cost of repaving, says the Ohio DOT), no one really likes chip seal. But probably no one dislikes it more

<https://www.bicycling.com/rides/a21074245/why-chip-seal-is-absolute-worst-surface-for-road-riding/>

1/8

6/14/2019

Why Chip Seal Is the Worst Surface for Road Riding

than cyclists,  
traffic roads—



Hey! Sign up to get the latest cycling news, gear  
reviews, and tips.

ral, low-

	NO THANKS	SIGN ME UP!	
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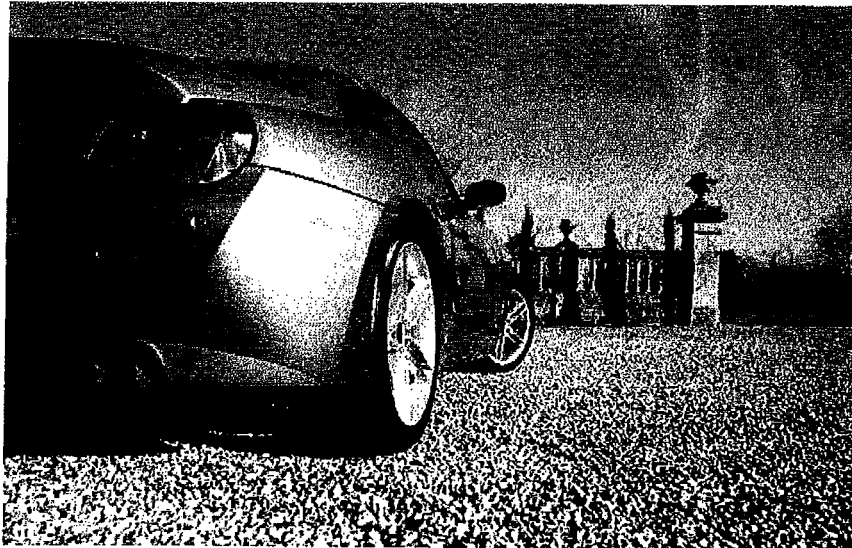
To what do we owe this enmity? For one thing, it hurts: Crashing on chip seal is like sliding into a body-size cheese grater. Loose chip is harder to see than black ice, and about as terrifying when you hit it. And it's messy. Chip can stick to tires and cause flat tires. Plus, the asphalt layer is designed to melt in hot weather (to reseal cracks), which makes little balls of tar fly up from your tires and stick to your frame (try WD-40 or peanut butter to remove).

And if none of those fates befalls you, you're still consigned to a buzzy, hand-numbing ride that is actually slower because of the surface's greater impedance. Because it's cheap, and transportation budgets are stretched, we'll probably see more chip seal in the coming years. But that doesn't mean you have to like it.

6/14/2019

5 Common Questions about Chip Seal Driveways | Sunrise Asphalt

# 5 Common Questions about Chip Seal Driveways



When it comes to paving your driveway, you have options. We've talked about concrete and asphalt driveways before on the blog, and today we are going to answer common questions about another surface option—chip seal driveways.

Asphalt, concrete, and gravel are more common options, but chip seal driveways are just as valid. In some situations, it may actually be the best choice! However, many people aren't familiar with this material. To make the most informed decision for paving your driveway, it will help to have some basic knowledge about chip seal. To that end, here are the answers to five common questions about chip seal driveways.

## 1. What is Chip Seal?

To create chip seal, a thin asphalt foundation is poured and then crushed stone is compacted over it. Then, a couple more layers of crushed stone are compacted on top of that. The end result is a stable and eye-catching driveway. Asphalt is a great option and looks clean, but chip seal driveways add a textured and colorful look. The crushed stone is also customizable to fit your particular environment. Live in the desert? Match the landscape with tan or brown. Cabin in the forest? Lay down some grey stone and contrast the green conifers. Also, driving on chip seal is just as smooth as any other option—it's not at all like driving on a bumpy, loose-rock gravel road.

## 2. How long will Chip Seal Last?

Please fill out this form  
**FOR A FREE ESTIMATE**

Your Name (required)

Your Email (required)

Your Phone Number (required)

Describe Your Project

**GET MY FREE ESTIMATE**

## Archives

Archives

Select Month

[www.sunriseasphaltaz.com/2017/12/19/5-common-questions-about-chip-seal-driveways/](http://www.sunriseasphaltaz.com/2017/12/19/5-common-questions-about-chip-seal-driveways/)

1/3

6/14/2019

5 Common Questions about Chip Seal Driveways | Sunrise Asphalt

If you're looking for maximum longevity, you should probably lay down asphalt or concrete. While the texture looks great, the crushed stone does wear down more easily. Asphalt lasts 10-15 years, and a chip seal driveway will give you 5-7 years. However, don't think of it as *fashion vs. function*. Shorter longevity doesn't mean it isn't as good to drive on. Also, it is much easier to resurface than asphalt and concrete. Although it doesn't last as long, it's less of a headache to replace and maintain.

### 3. How is Chip Seal Maintained?

There really isn't any consistent maintenance that needs to be done on chip seal driveways. Asphalt and concrete start to crack and need to be sealed regularly. Chip seal, on the other hand, doesn't need to be sealed. However, it can be damaged if anything heavy is dragged over it. For example, snow plows are a common culprit. As long as you're mindful while your shoveling or plowing, it isn't too difficult to avoid scraping.



### 4. How Much Does Chip Seal Cost?

Chip seal driveways are a cheaper alternative to asphalt. It's a little more expensive than gravel, but gravel isn't nearly as smooth or pleasant to look at. Typically, you're looking at about \$5-7 per square foot. Of course, this varies on conditions and surfaces. For all our penny pinchers and landscape misers out there, chip seal is definitely a good option. You may be thinking, If cheap seal lasts half as long as asphalt, won't it be way more expensive? There is a chance this might be true in the long-term, but chip seal is less expensive to maintain and replace, too. It isn't a bad idea to talk to your contractor about the price of resurfacing down the road.

### 5. What are the Advantages and Disadvantages of Chip Seal?

6/14/2019

5 Common Questions about Chip Seal Driveways | Sunrise Asphalt

We've covered a lot of information on the blog today, so we'll wrap up by reiterating the advantages and disadvantages of chip seal driveways. Afterwards, you'll know everything you need to know to pick the best material.

#### Advantages

- Unique, customizable, and eye-catching color and texture
- Doesn't require regular maintenance or sealing like asphalt and concrete.
- Cheap and easy to install—an estimate of about \$5-7 per square foot.
- Just as stable and smooth to drive on as asphalt or concrete.

#### Disadvantages

- Longevity: Needs to be resurfaced every 5-7 years.
- Can be damaged more easily by certain vehicles.
- Harder to find contractors who install chip seal driveways.

Still on the fence about chip seal? Now that you know all about chip seal, you'll start to see it around town in driveways and parking lots. Words on a page are great for getting information, but sometimes you just need to see for yourself. Check them out, see how they look, feel how they are to drive on. You may find this is just what you needed to make your decision.

If you didn't know about chip seal before, you certainly know about it now. We've heard all of these common questions before, and we'll hear them again. The real question, though, is if chip seal is right for you. Luckily, we at Sunrise Asphalt have been installing chip seal driveways for years. Contact us today and we'll provide the best service in the Tucson area.

Note: Any prices are estimates only, Sunrise Asphalt works with each homeowner to estimate and price the individual job correctly.

Town of Hooksett



May 2019

Prepared by:  
DEPARTMENT OF PUBLIC WORKS  
35 MAIN STREET  
HOOKSETT, NH 03106  
(603) 485-8471

**REQUEST FOR BIDS**

**HOOKSETT 2019 ROADWAY CRACK SEALING PROJECT**  
**Bid #19-09**

**Acceptance Date: 2:00 PM, Tuesday, May 28, 2019**

Sealed bid proposals, plainly marked, "Hooksett 2019 Roadway Crack Sealing Project Bid #19-09" on the outside of the mailing envelope as well as the sealed bid envelope, address to Town Administrator, Administration Department – Hooksett Town Hall; 35 Main Street; Hooksett, New Hampshire 03106 will be accepted until **Tuesday May 28, 2019 2:00 pm** when all bids will be publicly opened and read aloud.

This bid is for: Crack Sealing of roadways, not to exceed 6000 gallons of sealant.

Bid packages may be obtained from the town's web site: [www.hooksett.org](http://www.hooksett.org), or by contacting the Administration Department at the above address, or by calling (603) 485-8472.

The Town of Hooksett reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that it may deem to be in the best interest of the Town.

**HOOKSETT 2019 ROADWAY CRACK SEALING PROJECT**  
**Bid #19-09**

**Contract Documents – Town of Hooksett 2019 Roadway CRACK SEALING Project**

**Introduction**

The Town of Hooksett is seeking bids to perform roadway improvements consisting of crack sealing to multiple roadways throughout the Town.

**Scope of Work**

This bid is for: Crack Sealing on multiple roadways throughout the Town.

**Contract Requirements:**

A typical Standard Contract is attached to this Request for Bids. The contractor shall provide at the time of the contract signing Performance and Payment Bonds and a Certificate of Insurance with requirements as specified in this RFP naming the Town as additional insured. The Town will retain 10% of the contract amount until after final contract is completed and a certified list of all streets completed along with the quantity of crack seal applied per street is provided to the Town. The bidder shall provide a construction schedule and attend a pre-construction meeting prior to the start of the project. A preliminary schedule shall be included as part of the bid submittal.

The Contractor will be responsible to provide a detailed approach to complete the project including the staging area as part of the contract. The Town Department of Public Works yard is available for staging with the condition that the Contractor coordinates with DPW and does not interfere with normal daily DPW operations.

The Town of Hooksett, Department of Public Works will oversee the proposals and construction of the project.

**Vendor Qualifications**

The Bidder shall list qualifications and financial stability and references on similar projects.

**Criteria for Reviewing Proposals**

In reviewing proposals, the Town will carefully weigh the following in making a determination which bid to award which will be in the best interests of the TOWN:

1. Vendor's qualifications
2. Municipal experience
3. Pricing
4. Delivery of services

Bids shall be valid for a 60 day period after date of the bid opening. It is expected that a contract award will be made by June 9, 2019 depending upon the available of funding and whatever is in the best interests of the Town.

**Construction Schedule and Completion**

The crack sealing shall be complete by September 3, 2019.

**Construction work shall be limited to Monday to Friday, 7:00 am to 5:00 pm excluding holidays. Note: the earliest time that the contractor shall be able to start work shall be 7:00 am which shall be enforced by the Town.**

**Submission**

Pricing must be inclusive, clear and concise, including such other information as requested or required. Be sure the proposal envelope is completely and properly identified. The face of the envelope shall indicate the title of the RFP "Bid 19-09 Hooksett 2019 Roadway Crack Sealing Project". Proposals must be received by the Town of Hooksett ON or BEFORE THE HOUR SPECIFIED ON THE ACCEPTANCE DATE. Proposals maybe either mailed or hand delivered to the Town Hall, 35 Main Street, Hooksett, NH 03106, Attn: Town Administrator.

**Inquiries**

Inquiries pertaining to the Request for Proposal must cite the RFP title and acceptance date and be directed Earl LaBonte. Director of Public Works elabonte@hooksett.org.

**Competition**

It is the town's intent that this RFP shall permit competition. It shall be the respondent's responsibility to advise the Town Administrator in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received not later than seven (7) days prior to the proposal acceptance date.

**Reservation of Rights**

The Town of Hooksett reserves the right to reject all or any part of any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it deems to be in the best interest of the Town.

**Firm Pricing**

Proposed fees must be firm for the Town acceptance for 60 days from acceptance date of proposals.

Pricing must be inclusive, clear and concise, including such other information as requested or required.

**Insurance**

The awarded vendor at their cost will be required to provide certificate of liability insurance before installation can commence naming the Town of Hooksett as additional insured. The following standard insurance shall be required:

<b>Umbrella Insurance Coverage</b>	
Per Occurrence	\$1,000,000
<b>Commercial General Liability Insurance</b>	
Each Occurrence Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Products/Completed Operations Aggregate Limit	\$2,000,000
Personal and Advertising Limit	\$1,000,000

**Commercial Automobile Insurance (for Owned, Hired, and Non-owned Autos:**  
Bodily Injury and Property Damage Liability

Combined Single Limit (Per Occurrence) \$ 1,000,000

**Professional Liability:**

Each Occurrence Limit \$1,000,000

Aggregate Limit \$1,000,000

**Workers Compensation/Employers Liability Insurance**

Bodily Injury by Accident Each Accident

(Coverage B – Employer's Liability) \$500,000

Bodily Injury by Disease Aggregate Limit \$500,000

Bodily Injury by Disease- Each Employee

(Coverage A – Statutory) \$500,000

**Items Addressed**

The bid should address all the points outlined in the request for proposals. The proposal should be prepared simply and economically, providing a straightforward, concise description of the firm's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects and questions must be addressed:

- a) Name, address, telephone number, fax number and e-mail address of the company
- b) Three (3) copies of the proposal must be submitted
- c) Name of contact person and telephone number for purposes of following up on proposal.
- d) Narrative including the qualifications of the company and municipal experience.
- e) Has the company been in bankruptcy, reorganization or receivership in the last five years? If so, please explain under what circumstances this disqualification or termination occurred.

**Submission**

The proposal container must be completely and properly identified. The face of the container shall be marked "Hooksett 2019 Roadway Crack Sealing Project Bid #19-09".

Proposals must be received by the Town of Hooksett ON or BEFORE the hour specified on the acceptance date. Proposals may be either mailed to Town Administrator, 35 Main Street, Hooksett, NH 03106, or hand delivered to the Municipal Center, 35 Main Street, Hooksett, NH, Attention: Town Administrator

**LATE BIDS WILL NOT BE ACCEPTED**

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CRUMB RUBBER MODIFIED (PCRM) PAGE 7

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CONTRACT INSURANCE REQUIREMENTS PAGE 17

FIGURES 1, 2 AND 3 – 2019 STREETS TO BE CRACK SEALED

Item 1.

**RANDOM CRACK SEALING – POLYMER & CRUMB RUBBER MODIFIED (PCRM) ASPHALT COMPOUND  
WITH REINFORCING FIBERS**

**1. Description**

The work covered by this section of the specification consists of furnishing all plant, labor, equipment and materials necessary to perform all operations in connection with the cleaning and sealing of construction and random cracks in bituminous concrete pavements, including vegetation removal and sterilization of cracks, where necessary.

**2. Material**

Crack sealant shall be a modified asphalt-fiber compound designed specifically for improving the strength and performance of the parent asphalt sealant.

a) **The asphalt binder** shall consist of a blend of neat asphalt binder, chemically modified crumb rubber (CMCR), and a polymer package, all of which meet the following specifications:

- The binder will meet PG 64-28E requirements after modification including:
  - PG grade requirements of AASHTO M320
  - Requirements of AASHTO TP70/MP19
- Modification, at a minimum, shall consist of 7% crumb rubber, and the maximum particle size for the recycled tire rubber shall be 80 mesh (#80 sieve)
- The asphalt supplier shall provide testing for both the neat and modified asphalt binders
- See below for typical modified test results for 64-28E with crumb rubber:

DSR ORIGINAL

- kPa >1.00 @ 64° C. Fail temp = 76+° C

DSR RTFO

- kPa >2.20 @ 64° C. Fail temp = 76+° C

MSCR

- JNR (MSCR unit of measure): 3.2 E <0.5% @ 64° C
- R3200 (Average % Recovery): >70%

DSR PAV

- kPa <6000 @ 64° C

BBR

- Stiffness <300 @ -18° C. M-Value >0.300 @ -18° C

- b) **The fiber reinforcing materials** shall be short-length polyester fibers having the following properties:

Length*	0.25 in. $\pm$ 0.02 in.
Elongation at Break (ASTM D2256-90)	35% $\pm$ 3%
Melting Point (ASTM D3418-82)	>475°F (246°C)
Crimps/Inch (ASTM D3937-90)	None
Cross Section	Round
Denier (ASTM D1577-90)	4.5 Nominal dpf
Tensile Strength (ASTM D2256-90)	>70,000 psi
Diameter	0.0008 in. **
Specific Gravity (ASTM D792-91)	1.32 to 1.40

\* At temperatures ranging from ambient to maximum finished product mix temperature

\*\* Subject to Normal Variations

- c) **Modifying Compound:** The modified asphalt-fiber compound shall be mixed at a rate of 8% fiber weight to weight of asphalt cement. This compound having the same chemical base provides compatibility and exhibits excellent bond strengths. The fiber functions to re-distribute high stress and strain concentrations that are imposed on the sealant by thermal sources, traffic loading, etc.

### 3. Equipment

Equipment used in the performance of the work required by this section of the specification shall be subject to approval by the Owner, and maintained in a satisfactory working condition at all times.

- a) **Air Compressor:** Air compressors shall be capable of furnishing not less than 100 cubic feet of air per minute at not less than 90 lbs. per square inch pressure at the nozzle. The compressor shall be equipped with traps that will maintain the compressed air free of oil and water.
- b) **Broom or Sweeper:** Manually operated, gas powered air-broom or self-propelled sweeper designed especially for use in cleaning highway and airfield pavements shall be used to remove debris, dirt and dust from the cracks.
- c) **Melter:** The unit used to melt or maintain the crack sealant compound at the recommended application temperature shall be the indirect fired type. It shall be equipped with a remote heat exchanger and hot oil circulation pump capable of maintaining a consistent temperature of the heat transfer oil. The heat transfer oil shall be circulated to all sides and the bottom of the vat containing the crack sealant compound making a continuous loop back to the heat exchanger and having a flash point of not less than 600°F. The melter shall be equipped with a satisfactory means of agitating the crack sealant at all times. This may be accomplished by continuous stirring with mechanically operated paddles and/or by a circulating gear pump attached to the melter. The melter must be equipped with a thermostatic control calibrated between 200°F and 550°F, and must be capable of pumping an 8% fiber content blend.

**4. Preparation of Cracks**

- a) **Debris and Vegetation Removal:** All cracks shall be blown clean and sterilized by use of a propane air torch generating 2,000°F and 3,000' feet/second velocity to eliminate all vegetation, dirt, moisture and seeds. All debris removed from the cracks shall be removed
- b) **General:** No crack sealant material shall be applied in wet cracks or where frost, snow or ice is present; or when the ambient temperature is below 25°F.

**5. Preparation and Placement of Sealant**

- a) The asphalt-fiber compound shall be thoroughly mixed for a minimum of one hour before application can begin. To ensure a uniform fiber distribution in the sealant, and also to limit fluctuations in the application temperature of the blended material, the Contractor must have a full melter kettle of sealant mixed, heated to the proper application temperature, and ready for testing at the start of each work day. Once that batch of sealant is emptied from the melter kettle, crack sealing operations will cease for the remainder of the day. No new materials will be allowed to be added to the melter kettle during the work day under any circumstances. Minimum application temperature shall be 320°F.
- b) Sealant shall be delivered to the pavement cracks through a high pressure hose line and applicator shoe. Diameter of the applicator shoe is not to exceed 3.5" inches. Once the pavement cracks are sealed, the width of the sealant on the pavement (overbanding) shall be no greater than 3" inches. When traffic requires immediate use of the roadway, a boiler slag aggregate shall be broadcast over the cracks to prevent the sealant from being picked up at no additional cost to the Owner.

Black  
Boiler Slag

**6. Workmanship**

All workmanship shall be of the highest quality, and any excess of spilled sealant shall be removed from the pavement by approved methods and discarded. Any workmanship determined to be below the high standards of the particular craft involved will not be accepted, and will be corrected and/or replaced as required by the Owner.

**7. Performance**

- a) It is the intention of the Owner not to award a contract for this work under this or any other proposal if the contractor cannot furnish satisfactory evidence that he has the ability and experience to perform this class of work, and that he has sufficient capital and equipment to enable him to prosecute the work successfully and to complete it within the time named in the contract. The Owner reserves the right to reject this or any other proposal, or to award the contract as is deemed to be in the best interest of said Owner.
- b) Properly formulated and mixed asphalt fiber compound overbanding shall not be greater than three inches (3") in width. Penalties will be imposed upon the Contractor for overbanding beyond three inches (3").
- c) The Contractor must submit the following with his bid proposal:

- A list of six (6) jobs which he has successfully completed with the polymer and crumb rubber modified asphalt compound with reinforcing fibers specified herein, giving the name and address of these projects so they can be investigated prior to the award of the contract.
  - The trade name of the crack sealant the contractor intends to use.
  - The manufacturer of the crack sealant the contractor intends to use.
- d) The Owner may require the Contractor to successfully perform a 200' foot test strip in the field prior to commencing work under the contract.
- e) The Contractor shall provide the Shop Drawing of the Manufacturer's certificate of material compliance furnished to the Town of Hooksett prior to the Pre-Construction meeting certifying conformance to the above material specifications, including the following:
- Performance Grade of Unmodified Asphalt: **PG 64-28S** (standard)
  - AASHTO M-320, Table 1
  - 7% chemically-modified crumb rubber (CMCR)
    - Composed of 100% 80-mesh recycled tire rubber
  - 3-4% specially formulated polymer package
  - Performance Grade of Modified Asphalt: **PG 64-28E** (able to withstand "extremely heavy" traffic loads)
  - AASHTO M-320, Table 1
    - "E" Jnr 3.2 kPa @ 64°C: <0.5%
    - R3200 (Average % Recovery) @ 3.200 kPa: >70%
  - 8% polyester reinforcing fibers

#### **8. Traffic Control**

The cost of flaggers and police details will be paid at the unit bid price. The Contractor will coordinate detail assignments. The Contractor will not be reimbursed for police detail expenses incurred due to failure to cancel or cancelling without the required notice.

#### **9. Method of Award**

To ensure contractor accountability, the Owner intends to award all items to a single contractor. Accordingly, contractors must bid on all items of work, and the low bidder will be the contractor whose total bid price is the lowest. The bid quantities are not guaranteed, and their primary purpose is for the determination of the low bidder.

#### **10. Measurement and Payment**

The quantity to be measured for payment will be the number of gallons of crack sealing actually applied, and this quantity shall be determined and verified daily. The accepted quantity of crack sealing will be paid for at the contract unit price per gallon of the type specified in the proposal, which shall be full compensation for furnishing, transporting, handling and placing the material specified and furnishing of all labor, tools, equipment and incidentals for the satisfactory completion of this item.

**11. Asphalt Pricing and Price Adjustments**

- a) **Asphalt Price Adjustments:** Contractor's bid prices shall be based upon the current State DOT asphalt cement index posted exactly two (2) weeks prior to the due date for receipt of bids ("Bid Index"). If the posted State DOT asphalt cement index in place when the work is performed differs by more than 5% from the Bid Index, then contractor's invoices shall include price adjustments for the asphaltic and such adjustments shall be proportionate to the mix design asphalt content (%) of each of these materials.

**LIST OF STREETS TO BE SELECTED FROM FOR CRACK SEALING IN 2019:**

Goffstown Road	6680
South Bow Road	5470
Martins Ferry	3750
Benton	2420
Auburn Road	4796
Alice Road	1320
Morrill	4450
Prescott Ave	4162
Joan Drive	4302
Main Street	3325
Summerfare Street	2247
Beacon Hill Rd	1602
Springwood Drive	1632
Sunburst Lane	1223
Debbie	900
Wimbleton Heights	1168
Forest Hill Drive	684
Arthur Drive	671
Rae Brook Road	1320
Madison Avenue	821
Monroe Drive	1728
Jackson Drive	263
Jefferson Drive	318
Lincoln Drive	795
Harvest Drive	2025
Spruce Court	1949
Misty Lane	1609
Waynes Way	564
Barberry Street	2915
Woodstone Avenue	860
Smyth Road	7215
Heron View Road	1406
Berry Hill Road	978
Doris Drive	1179
Bicentennial Drive	4593
White Hall Terrace	2505
Casey Drive	2435
Farrwood Drive	4914
Greystone Terrace	1120
Hills Road	2248
Dartmouth Avenue	1209
Hunt Street	906
Industrial Park Drive	3038
Post Road	5991
North View	1154
Quality Drive	4077

**Hooksett 2019 Roadway Crack Sealing Project Bid 19-09****Bid Sheet of Unit Prices**

(Prices written in word shall govern. Unit Prices shall govern over extended total when discrepancies occur)

ITEM	UNIT	ESTIMATED QUANTITY	UNIT BID PRICE DESCRIPTION	UNIT BID PRICE	TOTAL
1	Gallon s.	6,000	CRACK SEAL - Polymer & Crumb Rubber Modified with Fibers per gallon Ten Dollars and Thirty-nine Cents	<u>\$10.39/GAL</u>	<u>\$62,340.00</u>
618.7	HR.	500	Flaggers Thirty-six Dollars and Twenty-six Cents	<u>\$36.26/HR</u>	<u>\$18,130.00</u>
618.6 1	HR.	40	Uniformed Officer with Vehicle Eighty-Five Dollars and 00 Cents	<u>\$85.00</u>	<u>\$3,400.00</u>
1008	L.S.	1	Construction Contingency Allowance (as ordered by Town) Two Thousand Five Hundred Dollars and Zero Cents	<u>\$2,500.00</u>	<u>\$2,500.00</u>

**BID AMOUNT:** \$86,370.00

(NUMERALS)

**BID AMOUNT:** Eighty-six Thousand Three Hundred Seventy Dollars and Zero Cents

(WRITE OUT IN WORDS)

RESPECTIVELY SUBMITTED:

Sealcoating, Inc. d/b/a Indus

(PLEASE PRINT BIDDER / CONTRACTOR'S NAME)

Elizabeth Wuori, President

Print Representative's Name and Title

Signature

825 Granite Street, Braintree, MA 02184

Address / Street-City-Zip Code

(781) 428-3400 / alan.viall@indusinc.com

Telephone Number and E-Mail Address

Person signing proposal must be a person in your company authorized to sign a contract with the Town of Hooksett, NH

**Notes to Bidders:**

- All work included in this bid is dependent upon the bid amounts and available funding.
- Actual quantities are subject to change and will be based upon actual field measurements taken during construction.

6/14/2019

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Where are we?

JLP Sealcoat is located in Barrington, NH 03825.

We service the New Hampshire Seacoast, Southern New Hampshire, and Southern Maine with Residential Driveway and Commercial Parking Lot Sealcoating services, Line Striping, and Asphalt Crack Sealing.

Contact us by phone: 603.964.7025

Get a Free Quote

Name

Street

City

## Pavement and Parking Lot Crack Sealing

At JLP Sealcoat we take great pride in our work to fill your driveway or parking lot's cracks to give it the longest life possible. The following are the steps we take to ensure the highest quality crack sealing.

JLP Sealcoating offers state of the art crack sealing techniques to professionally seal cracks and block out the elements. The first step is to make sure all cracks are completely cleaned and free of dirt, weeds, and any other matter. We use a hot air lance that dries moisture in seconds and blows cracks clean while etching the walls and surface of cracks allowing for maximum adhesion.

### Crack Sealing Steps

At JLP Sealcoat we take great pride in our work to fill your driveway or parking lot's cracks to give it the longest life possible. The following are the steps we take to ensure the highest quality crack sealing.

**Step One: Lot Preparation & Cleaning** We use the most state-of-the-art Kaiser Morris Crack Jet II to clean out each crack with its 2800°F, 90 CFM blast output before sealing it.

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SEND

Step Two: Crack Sealing Hot Polymeric Sealant is used for all cracks a quarter inch and larger.

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 Auburn | Barrington |  
 Berwick | Brentwood |  
 Bow | Candia | Chester |  
 Danville | Deerfield |  
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 | Exeter | Farmington |  
 Fremont | Greenland |  
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 Hooksett | Kensington |  
 Kingston | Kittery |  
 Kittery Point | Lebanon |  
 Lee | Madbury |  
 Newburyport | Newton |  
 New Castle | Newfields |

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Portsmouth | Raymond |  
Rochester | Rollinsford |  
Rye Beach | Salisbury |  
Sandown |  
Sommersworth | South  
Hampton | Seabrook |  
Strafford | Stratham |  
York | York Beach | York  
Harbor

Step Three: Sanding Crystalyzed Carbon (Black Sand) is used on hot rubber sealant to add traction and asphalt texture to the crack repairs. It also helps with the sealer adhering to the repairs better.

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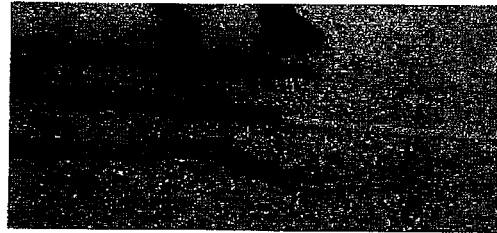
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## Hot Rubber Crack Sealing

JLP Sealcoat understands the demands the New England climate makes on asphalt driveways. That is why we use **Flex-A-Fill® Crack Sealant**, specifically engineered to withstand extreme temperature changes. Flex-A-Fill® Crack Sealant expands and contracts as temperatures rise and fall, keeping cracks sealed in any weather.

Water, sunlight, cold, and traffic can widen cracks at an alarming rate. Eventually, these cracks, if gone untreated, can lead to complete pavement breakdown, requiring that you replace your entire driveway.

But just one application of Flex-A-Fill® Crack Sealant will seal out water and other harmful materials for far longer than ordinary asphalt fillers would.

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A good question.....is coal tar safe? - Asphalt Pavement Solutions

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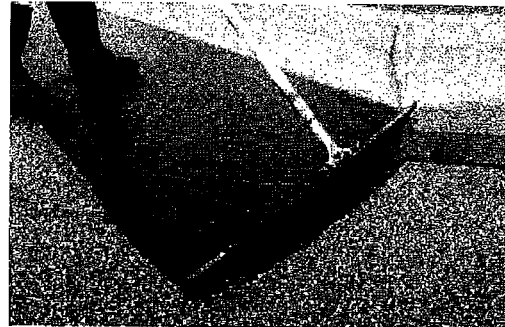
(<https://asphaltpavementsolutions.com/>)

CONTACT

Call Us :856.242.7522 (tel:8562427522) Fax: 1.866.287.3097

## A good question....is coal tar safe?

(<https://asphaltpavementsolutions.com/wp-content/uploads/2014/03/sealcoating-process-edge-parking-lot.jpg>) As most within the industry already know, coal tar is eminently safe for use in a wide variety of construction projects. All airborne contaminants given off by coal tar products are well within the acceptable limits. OSHA, in fact, has given the all-clear to companies that use this material for sealcoating projects. Most of the health risks have been linked to unrefined tar, which is not used in pavement projects. The refined coal tar products that are in use in the asphalt industry have been specifically manufactured for sealcoating asphalt pavements. Workers and clients can rest assured that they will not be putting themselves at risk whenever a routine sealcoating job is undertaken on a degraded asphalt surface.



### Coal Tar in Sealcoating

Because coal tar has been shown to be perfectly safe, it brings a number of benefits to sealcoating jobs. When applied as a sealant, it adds a rich black coating on top of the pavement. The material is also fuel and oil resistant, which means gasoline that is leaked onto the asphalt will not penetrate to the base of the pavement and cause structural damage. Coal tar sealer is safe for use in both residential and commercial projects. It works well on parking lots, driveways and access roads. No adverse health effects are likely to be noted.

<https://asphaltpavementsolutions.com/good-question-is-coal-tar-safe>

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A good question.....is coal tar safe? - Asphalt Pavement Solutions

## About Asphalt Pavement Solutions

Asphalt Pavement Solutions offers a wide array of pavement services. Craftsmen can help with asphalt sealcoating (<https://asphaltpavementsolutions.com/asphalt-sealcoating-philadelphia-camden>), crack repair, asphalt repair, traffic sign installation, line striping, pavement marking and concrete repair. The contractor will design a viable project plan that can be followed through to completion. **Prospective customers can fill out the online quote form (<https://asphaltpavementsolutions.com/free-job-quote>) or give us a call for further assistance at 1.800.559.SEAL.**

We are the experts in asphalt sealcoating (<https://asphaltpavementsolutions.com/asphalt-sealcoating-philadelphia-camden>) throughout Philadelphia, New Jersey, and Delaware!

CONTACT

*Posted in Asphalt Maintenance (<https://asphaltpavementsolutions.com/category/asphalt-maintenance>)*

← Do construction crews pave in the rain? (<https://asphaltpavementsolutions.com/construction-crews-be-allowed-pave-rain>)

What Happens with Old Asphalt → (<https://asphaltpavementsolutions.com/happens-asphalt>)

## Contact Information

Asphalt Pavement Solutions, Inc.  
989 Coopertown Rd  
Delanco, NJ 08075

**Mailing Address:**  
P.O. Box 1439  
Delran, NJ 08075

Tel: 856.242.7522  
Fax: 1.866.287.3097  
Email: [Click here \(https://asphaltpavementsolutions.com/contact\)](https://asphaltpavementsolutions.com/contact)

## Other Information

Sitemap ([https://asphaltpavementsolutions.com/sitemap\\_index.xml](https://asphaltpavementsolutions.com/sitemap_index.xml))

## Asphalt Pavement Solutions

<https://asphaltpavementsolutions.com/good-question-is-coal-tar-safe>

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Town Council  
**STAFF REPORT**



---

**To:** Town Council  
**Title:** Update to Safety Manual  
**Meeting:** Town Council - 26 Jun 2019  
**Department:** Office of the Tax Collector  
**Staff Contact:** Kimberly Blichmann, Tax Collector

**BACKGROUND INFORMATION:**

The Safety Manual was last updated on 1-25-2017. A review of the Safety Manual is needed at this time for the proposed updates as recommended by Primex, the Town's Workers' Compensation & Property-Liability Insurance carrier:

- Sections 901 & 908 change MSDS (Material Safety Data Sheets) to SDS (Safety Data Sheets)

**FINANCIAL IMPACT:**

There is no fiscal impact to the proposed updates.

**POLICY IMPLICATIONS:**

None.

**RECOMMENDATION:**

Approve recommended changes.

**SUGGESTED MOTION:**

The Town Council motions to approve the updates to the Safety Manual as presented effective 06-26-2019 and will sign the Safety Manual Statement of Commitment.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur

**ATTACHMENTS:**

Cover of SM

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# **TOWN OF HOOKSETT, NH**

## **SAFETY MANUAL**

Adopted by Town of Hooksett:

Original - Town Council May 4, 1995

Amended - Joint Loss Management Committee January 25, 2017

Amended - Town Council January 25, 2017

Each year incidents to the Town of Hooksett employees cause untold suffering, loss of productivity, low morale, and inefficient use of thousands of dollars. Investigations have revealed that many of these incidents could have been prevented if the injured employee, fellow workers, or supervisor had used greater caution and expended a little extra effort in safely completing the task at hand. Many incidents have resulted simply because an employee or a supervisor failed to meet their responsibility for ensuring that safe work practices were continuously followed.

Every employee of the Town of Hooksett has the right to a workplace free from safety and health hazards (Lab 1403.01). A "Joint Loss Management" program is designed to prevent incidents and illnesses, and is established jointly between the employees and the management of the Town of Hooksett. This program provides the framework and structure for safety concerns to be managed like any other function of government through planning, organization, leadership, control and communication. It is an established fact that a well-trained, well-disciplined and well-supervised employee operating in a safe and healthful environment is less likely to have an incident.

This manual has been prepared in order to provide all Town of Hooksett personnel with a comprehensive set of written safety policies and procedures. Additional safety materials specific to individual departmental operations may be provided from time to time.

These policies and procedures have been developed, and are expected to be followed in an effort to minimize incidents in all departments and agencies. The material in this manual will be of no benefit unless it is periodically reviewed and used as intended. Every employee, supervisor and manager shall be expected to be thoroughly familiar with the contents of this manual and shall be held responsible for compliance with the directives contained herein.

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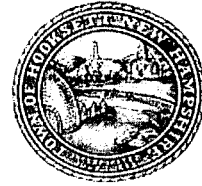
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Town Council  
**STAFF REPORT**



---

**To:** Town Council  
**Title:** Approval of revised Hooksett Family Services Department General Assistance Guidelines  
**Meeting:** Town Council - 26 Jun 2019  
**Department:** Family Services  
**Staff Contact:** Abby Reeves, Family Services

**BACKGROUND INFORMATION:**

RSA 165:1 II requires that the local governing body of every town and city adopt written guidelines relative to general assistance. This department has conducted a thorough revision of our current guidelines, which have also been reviewed by our legal counsel, Drummond Woodsum.

**FINANCIAL IMPACT:**

None

**RECOMMENDATION:**

Town Council accept the revision of the Town of Hooksett General Assistance Guidelines for the Town of Hooksett Family Services Department in accordance with RSA 165:1 II.

**SUGGESTED MOTION:**

Council motion to accept the revision of the Town of Hooksett General Assistance Guidelines for the Town of Hooksett Family Services Department in accordance with RSA 165:1 II.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur

**ATTACHMENTS:**

Proposed - Hooksett General Assistance Guideline -Attachment



# **Hooksett Family Services Department**

## **GENERAL ASSISTANCE GUIDELINES**

### **MISSION STATEMENT**

This Department provides assistance to individuals, families and households who lack adequate resources to meet their basic needs. Those in need are referred to relief agencies, i.e., federal, state, non-profit, etc. in an effort to save Hooksett tax payer dollars whenever possible. We strive to promote self-reliance, independence, and self-sufficiency.

**GENERAL ASSISTANCE GUIDELINES**  
**INTRODUCTION**

The local governing body, as defined in RSA 672:6, of every town and city in the state shall adopt written guidelines relative to General Assistance. These guidelines shall include, but not be limited to, the following:

- The process for application for General Assistance.
- The criteria for determining eligibility.
- The process for appealing a decision relative to the granting of General Assistance.

**ROLES OF THE FAMILY SERVICES DIRECTOR & LOCAL GOVERNING BODY**

The Family Services Director shall administer the General Assistance Program in accordance with federal legislation, RSA 165, and the Town of Hooksett General Assistance Guidelines. The local governing body (Town Council) is responsible for the adoption of the Guidelines relative to General Assistance in accordance with RSA 165:1 (II).

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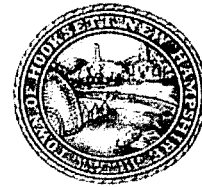
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# Town Council

## STAFF REPORT



**To:** Town Council  
**Title:** 2019 Paving  
**Meeting:** Town Council - 26 Jun 2019  
**Department:** Public Works  
**Staff Contact:** Earl Labonte, Director of Public Works

### BACKGROUND INFORMATION:

In May 2019 the Department released a Request for Bids for Roadway Improvements. The request for bids had two Addendums issued. Addendum 1 addressed a change in request for work to be accomplished on Bell Avenue; Addendum 2 replaced the required bids sheets with new sheets primarily removing the bid additive alternative wording on each bid sheet. Bids received at Town Hall were opened on 28 May 2019 at 2:15 PM and apparent bids were read aloud as stated in the Request. Apparent bids pricing is attached. After that, the bids were reviewed to ensure the requested work was bid. During the review it was found that GMI Asphalt and Pike Industries did not bid the project as listed on the provided bid specifications. One thought was these two companies did not comply with the Bid solicitation; therefore their bids should be rejected. The project should then be awarded to Advanced Excavating & Paving for \$721,453.94. \$281,128 from current year budget, the remaining would be out of the FY 2019-20 budget. The difference between the low bidder and Advance Excavation is \$141,110.59. In the bid solicitation there is a paragraph that says the Town reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that it may deem to be in the best interest of the town. Also in the bid solicitation there is a statement that the town may elect to award any or all of the parts listed depending upon available of funds and whatever is in the best interest of the town. One could say a savings of \$141,110 would be in the best interest of the town. Another option could be to not include the Bell Avenue work, and award a contract for \$530,613.35 (see adjusted bid sheet). Supporting documents will be provided as a separate package to all Councilors.

### FINANCIAL IMPACT:

Funding is in current year and FY 2019-20 budgets.

### POLICY IMPLICATIONS:

None.

### RECOMMENDATION:

One of the following recommendations:

- 1). Council approve and consent to award the 2019 Roadway Improvement Project to Advanced Excavating & Paving for a total of \$721,453.19, \$281,128 from current year budget, \$440,325.19 would be out of the FY 2019-20 budget, or;
- 2). Council approve and consent to award the 2019 Roadway Improvement Project to GMI for a total of \$580,343.35, \$281,128 from current year budget, \$299,215.35 would be out of the FY 2019-20 budget. Additionally, negotiate a change order to correct the bidding error concerning Bell Avenue, or;
- 3). Council approve the removal of Bell Avenue from the award and approve and consent to award the 2019 Roadway Improvement Project to GMI for a total of \$530,613.35, \$281,128 from current year budget, \$249,485.35 would be out of the FY 2019-20 budget.

### SUGGESTED MOTION:

Depending on Town Council's decision, suggested motion could be one of the following:

- 1). Motion to approve and consent awarding the 2019 Roadway Improvement Project to Advanced Excavating & Paving for a total of \$721,453.19, \$281,128 from current year budget, \$440,325.19

would be out of the FY 2019-20 budget, or;

2). Motion to approve and consent awarding the 2019 Roadway Improvement Project to GMI for a total of \$580,343.35, \$281,128 from current year budget, \$299,215.35 would be out of the FY 2019-20 budget. Additionally, negotiate a change order to correct the bidding error concerning Bell Avenue, or;

3). Motion to approve the removal of Bell Avenue from the award and approve and consent awarding the 2019 Roadway Improvement Project to GMI for a total of \$530,613.35, \$281,128 from current year budget, \$249,485.35 would be out of the FY 2019-20 budget.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Motion to approve and consent awarding the 2019 Roadway Improvement Project to Advanced Excavating & Paving for a total of \$721,453.19, \$281,128 from current year budget, \$440,325.19 would be out of the FY 2019-20 budget

Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Safety Center Fire Alarm System Replacement  
**Meeting:** Town Council - 26 Jun 2019  
**Department:** Fire and Rescue  
**Staff Contact:** James Burkush, Chief of Hooksett Fire&Rescue

**BACKGROUND INFORMATION:**

Safety Center Fire System is approximately 20 years old. Due to renovations, there are areas that needed coverage. In addition, the building was not monitored, all devices needed replacing.

**FINANCIAL IMPACT:**

\$32,420.27

**POLICY IMPLICATIONS:**

Advertised and received 2 bids. Sentronics of Billeria, Mass. low bid \$31,526.00.  
Pro-Technologies of Hooksett, NH \$32,420.27

**RECOMMENDATION:**

Pro-Technologies is a local vendor that has done work at the Safety Center.

**SUGGESTED MOTION:**

Motion to accept the bid proposal from Pro-Technologies of Hooksett for \$32,420.27, for replacement of the Fire Alarm System at the Safety Center

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur- Town Council advised the fire chief to move forward with the local vendor in the best interest of the town. The local vendor's bid was \$894.27 higher

**ATTACHMENTS:**

FA Bid



## BID FORM

**Project: Bid #19-13 Proposal for Replacement of Fire Alarm System at Safety Center, Hooksett NH**

Date: June 11, 2019

Administration Department  
Town Hall  
35 Main Street  
Hooksett, NH 03106  
Attn: Chief James A. Burkush

Dear, Chief James:

### CONTRACT PRICE

- I. I propose, as general contractor, to furnish all labor and materials required for the above referenced FA Project and to complete the project in strict conformity with the specifications shown in the Request For Proposal, provided by the Project Owner and any laws, statutes, ordinances, rules, or regulations of any governmental agencies or public authorities relating to the FA Project for the sum of: Six thousand, five hundred thirty two dollars. Numeric: **\$31,526.00**

### TIME OF COMPLETION

- II. I agree to execute a Contract for the FA Project, provide a Certificate of Liability Insurance if required by the Contract, commence actual work on the FA Project within the times specified in the contract documents issued in connection with the FA Project, and to complete the FA Project **within 45 working days**, excluding Saturdays, Sundays and legal holidays, after commencement of actual work on the FA Project unless delayed by any of the causes mentioned in the form of Contract issued in connection with the FA Project.

### EXAMINATIONS AND INVESTIGATION

- III. I acknowledge that I have performed the following:
  - a. Carefully examined the specifications for the FA Project as provided by the Project Owner.
  - b. Attended the mandatory proposal meeting held on May 30<sup>th</sup> and carefully examined the job site in which the FA Project will be performed.

Company Name:	<u>Setronics Corp.</u>	Date:	<u>June 11, 2019</u>
Bidder's Contact Name:	<u>Steve Sharaffa</u>	Company Address:	<u>5 Executive Park Drive, Billerica MA 01862</u>
Bidders Phone/Fax No.:	<u>978-852-0295 / 978-671-5448</u>	Bidders URL:	<u>www.setronics.com</u>
Bidders Email:	<u>sshara@setronics.com</u>	Bidders Signature:	<u>[Signature]</u>



**Pro Technologies - Safety, Security & Comfort, LLC**  
**1191 Hooksett Road**  
**Suite 3**  
**Hooksett, NH 03106**

## Estimate/Schedule of Protection

Date	Estimate #
6/7/2019	8281

Name / Address
Hooksett Fire Department 15 Legends Drive Hooksett, NH 03106

Ship To

Item	Description	Qty
	The following is the minimal fire alarm control replacement and upgrade to fully addressable system for your facility:  This estimate includes the additional devices specified in the bid proposal and includes 100% new wiring in Class A style.	
SK6820	Silent Knight 6820 Fire Alarm Control Panel. Up to 1110 Addressable Points. Connected Panel Options, Enhanced Communications, Wireless Detection, Network Ready. To be installed in place of the existing FACP in the electrical room.	1
5860R	Silent Knight 80 Character LCD Remote Annunciator. Red. To be installed in the fire department control/communication room.	1
5860TR	Silent Knight 5860 Remote Fire Annunciator Trim Ring Kit. Red. For Surface Mounting the 5860.	1
SK5895XL	Silent Knight 5895XL Power Supply Module. Power supply to support all existing and future horn/sirobes.	1
LE4010CF	LTE Universal Commercial Fire Alarm Communicator. UL Listed for fire alarm system.	1
LTE50ANT	50' indoor/outdoor antenna extension for LTE communicators.	1
CAT30	CAT 30 key lock for fire panels.	1
SIL-SKPULLDA	Silent Knight Intelligent Dual Action Pull Station. To be installed in all present pull station locations.	14
CAT30	CAT 30 key lock for pull stations.	14
15751EC-26DKA	Armature for CAT30 locks	14
SIL-SKPHOTO	Silent Knight Intelligent Photoelectric Smoke Detector base included. To be installed in all present smoke detector locations.	26
SIL-SKDUCT	Silent Knight Duct Smoke Detector, use RTS151KEY for remote test. To be installed in the 4 air handler systems.	4
SIL-SKRELAY	Silent Knight Relay Module. Single Input. Required for air handler shut down for each of the Duct Smoke Detectors.	4
RTS151KEY	System Sensor Remote Key Test for Duct Smoke.	4
DST3	Firelite Duct Smoke Sampling Tube for 2 to 4' duct.	4
If you have any questions, please feel free to call Steve Lawrence.		<b>Total</b>

Phone #	Fax #	stevel@protechnologiesllc.com
603-624-4221	603-624-7221	www.protechnologiesllc.com

Signature



Pro Technologies - Safety, Security & Comfort, LLC

1191 Hooksett Road  
Suite 3  
Hooksett, NH 03106

## Estimate/Schedule of Protection

Date	Estimate #
6/7/2019	8281

Name / Address
Hooksett Fire Department 15 Legends Drive Hooksett, NH 03106

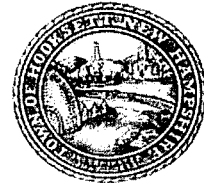
Ship To

Item	Description	Qty
SIL-SKMONITOR	Silent Knight Input Monitor Module. To be installed with each of the sprinkler system monitoring devices.	9
SIL-SKRELAY	Silent Knight Relay Module. Single Input. Required for elevator recall.	2
SLAA12-18NB	12 Volt 18 Amp Hour Battery	4
Electrical Boxes, Conduit, a...	Electrical Boxes, Conduit, and Fittings necessary to complete the installation	18
SK-Fire-CO	Silent Knight SK-Fire-CO Combination Addressable Fire and CO Detector. Photoelectric, Heat, Infrared and CO detection unit. Uses B200S base for local sound. To be installed in the 5 sleeping areas.	5
B200S-LF	System Sensor B200S-LF Low Frequency Sounder Base for Firelite detectors. To be installed in sleeping areas.	5
SIL-SKPHOTO	Silent Knight Intelligent Photoelectric Smoke Detector base included. To be added to each of the sleeping areas (4 rooms).	5
SRL	System Sensor, Selectable Output Strobe Only. To be installed in all bathrooms and common areas requiring visual indication.	12
P2RH-LF	System Sensor Horn/Strobe, Wall Mount Red, Low Frequency. To be installed in all common areas requiring visual and audio devices.	32
98604-500	16/4 SOL FPL 500' Fire Wire	6
16/2 SOL FPL Red (ADI)	16/2 SOL FPL 5C BX RED Fire Wire	2
TRI-182SLDFPLRFT45CB...	18-2 500' Box Fire Wire	5
MC 164 FAMC	164 FAMC Fire Alarm MC Cable	250
MC 162 FAMC	16 gage 2 conductor FAMC Fire Alarm FMC Cable/RED	200
Electrical Boxes, Conduit, a...	Electrical Boxes, Conduit, and Fittings necessary to complete the installation	5
Labor	Labor required for the installation of the above listed devices and connection to the central station for monitoring services and education on proper use of the system:	118
If you have any questions, please feel free to call Steve Lawrence.		
<b>Total</b>		\$32,420.27

Phone #	Fax #	stevcl@protechnologiesllc.com
603-624-4221	603-624-7221	www.protechnologiesllc.com

Signature \_\_\_\_\_

Town Council  
**STAFF REPORT**



---

**To:** Town Council  
**Title:** FY 2018-19 Budget Encumbrances  
**Meeting:** Town Council - 26 Jun 2019  
**Department:** Finance  
**Staff Contact:** Christine Soucie, Finance Director

**BACKGROUND INFORMATION:**

In accordance with RSA 32:7, all appropriations shall lapse at the end of the fiscal year unless it meets one of six exceptions:

- I. Encumbered by a legally enforceable obligation created by contract
- II. Capital Reserve Funds and Trust Funds
- III. Issuance of Bonds or Notes
- IV. Anticipated Grants from State, Federal or private sources
- V. Special warrant article at properly noticed meeting for which appropriations is available
- VI. Special warrant articles that are written longer than one year, but not over five years

Attached are two lists of contracts/obligations that meet one of these exceptions.

Budget Summary will be submitted at the this Council meeting.

**FINANCIAL IMPACT:**

Budget Summary with encumbrances will be provided at Council meeting.

**SUGGESTED MOTION:**

Motion to encumber items #\_\_\_\_ in the amount of \$\_\_\_\_\_ from the FY 2018-19 budget under RSA 32:7.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur

## Encumbrances

As of 6/18/19

1	<b>GASB 75 Valuation - 001-300.4150-321.000</b> - USI Consulting for GASB 75 updates	\$ 500.00
2	<del>Engine 5 Lights - 001-350.4220-434.000</del> <del>- Order Ossipee Mountain Electronics</del>	
3	<b>PPE Gear 5 Sets - 001-340.4220-751.000</b> - Order with Bergeron Protective Clothing	\$ 14,925.92
4	<b>Fire Pumper - 001-950.4220-752.001</b> - Order with Rosenbauer Minnesota	\$ 249,346.00
5	<b>Police Training - 001-400.4210-294.000</b> - Order with Carlson Software for Training	\$ 3,600.75
6	<b>Police Station Renovations - 001-950.4903-436.016</b> - Contract with Meridian Construction	\$ 330,204.66
7	<b>Asphalt Hot Box Machine - 001-450.4312-751.000</b> - Order with Howard P Fairfield	\$ 27,424.00
8	<b>Town Wide Road Paving - 001-450.4312-720.000</b> - Contract with	\$ 281,127.77
9	<b>Town Wide Line Striping - 001-450.4312-330.000</b> - Contract with Hi-Way Safety	\$ 18,988.19
10	<b>Library Columns Repairs - 001-451.4194-436.000</b> - Contract with Milvie Remodeling	\$ 14,580.00
11	<b>Fire Alarm System @ Safety Center - 001-451.4194-436.016</b> - Recommending to contract with Pro Technologies	\$ 32,420.27
12	<b>Transfer Station Scale Replacement - Multiple</b> - Contract with Fairbanks Scales	\$ 37,508.00
13	<b>Build-Out Analysis for Route 3A TIF - 001-950-4191-330-000</b> - Contract with SNH Planning Commission	\$ 89,565.92
14	<b>Stormwater Asset Management Program - 001-950-4312-330.00</b> - Contract with Hoyle, Tanner & Associates	\$ 13,586.78
15	<b>Fire Department's Server Upgrade - 001-100.4150-751.000 &amp; 342.000</b> - Order with Block5 Technologies	
<b>Grand Total Encumbrances</b>		<b>\$ 1,113,778.26</b>

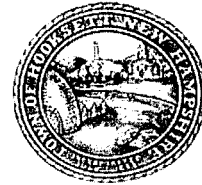
## Non-budgetary Purchase Orders.

As of 6/13/19

16	Landfill Monitoring - Capital Reserves - Contract with GEOINSIGHT, Inc.	\$ 1,700.00
17	Master Plan Update - Capital Reserves - Contract with So NH Planning Commission	\$ 15,560.00
18	<del>2019-6 Wheel Plow Truck - Capital Reserves</del> <del>- Order with Liberty International Truck</del>	
19	2007 Ladder Truck - Capital Reserves & Donations - Order with Brindell Mountain Fire Apparatus	\$ 368,500.00
20	Antenna Systems PD - Capital Reserves - Order with Ossipee Mountain Electronics	\$ 28,749.00
21	Radio Equipment PD - Capital Reserves - Order with Motorola Solutions	\$ 37,683.89
22	Safety Center Architecture - Police Impact Fees - Contract with SMP Architecture	\$ 7,228.75
23	Merrimack River Trail Project - Conservation Fund - Contract with Stantec Consulting Services	\$ 11,736.39
24	<del>Picnic Tables for Summer Camp - Recreation Revolving Fund</del> <del>- Order with O'Brien &amp; Sons</del>	
25	Paramedic Tuition - Ambulance Fund - Contract with Elliot Hospital for Howe	\$ 3,817.50
27	Interoperable Radios for Ladder Truck - Fire Impact Fees - Contract with Ossipee Mountain Electronics	\$ 12,458.45
28	EMS Training - Ambulance Fund - Contract with Emergency Education Consultants	\$ 7,743.77
Total Non-budgetary Purchase Orders		\$ 495,177.75



Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Police Union Collective Bargaining Agreement 07/01/17-06/30/20 = Sidebar for Union Pay Scale to include amounts for NECPI +.5%  
**Meeting:** Town Council - 26 Jun 2019  
**Department:** Administration  
**Staff Contact:** Donna Fitzpatrick, Administrative Services Coordinator

**BACKGROUND INFORMATION:**

The Town of Hooksett, NH and New England Police Benevolent Association, Inc. (NEPBA) LOCAL 46 of NEW HAMPSHIRE Collective Bargaining Agreement for period July 1, 2017 to June 30, 2020 includes an Appendix A Union Pay Scale. Within this appendix it reads "COLA increases as per New England Consumer Price Index (NECPI) as of December 31st + .5% will be added to a new rate column for July 1st in years 2018 & 2019 of the 3 year contract.

An updated Appendix A Union Pay Scale has been created to now include the amounts for the NECPI + .5% and is being submitted as a sidebar for both the union membership and the Town Council to sign as the official document. The union membership will first sign and then bring for the Council to then sign at their meeting of 06/26/19.

**FINANCIAL IMPACT:**

December 2018 NECPI 1.7% +.5% = 2.2% added to Appendix A Union Pay Scale effective 07/01/19.

**POLICY IMPLICATIONS:**

None.

**RECOMMENDATION:**

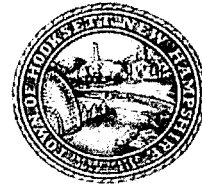
Town Council sign the Police Union sidebar for Appendix A Union Pay Scale to include the amounts for the NECPI + .5%

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

This is a prior negotiated item. Now we are entering the numbers as negotiated



## Town Council **STAFF REPORT**



**To:** Town Council  
**Title:** Elderly Exemption Asset Limits  
**Meeting:** Town Council - 26 Jun 2019  
**Department:** Assessing  
**Staff Contact:** Donna Fitzpatrick, Administrative Services Coordinator

### **BACKGROUND INFORMATION:**

Elderly Exemption asset limit per RSA:

Owns net assets not in excess of the amount determined by the city or town for purposes of RSA 72:39-

b. excluding the value of the person's actual residence and the land upon which it is located up to the greater of 2 acres or the minimum single family residential lot size specified in the local zoning ordinance. The amount determined by the city or town shall not be less than \$35,000. A city or town may set a combined net assets amount for married persons in such greater amount as the legislature body of the town or city may determine.

On November 16, 2016 the Hooksett Town Council voted to lower the asset limit from \$350,000 to \$160,000 for elderly exemption qualification. This change in the asset limits has disqualified some elderly who had been receiving the exemption for years and some new applicants that may have qualified previously.

Note: This staff report was completed by Elayne Pierson, Assessing Dept on behalf of Board of Assessors Chairman David Ross who will facilitate discussion on the subject matter.

### **FINANCIAL IMPACT:**

Variable

### **POLICY IMPLICATIONS:**

If Council approves a new asset limit, the Elderly Exemptions qualifications will change.

### **RECOMMENDATION:**

Approve increase in asset limit.

### **SUGGESTED MOTION:**

Motion to approve the recommendation of the Board of Assessors to increase the asset limit for Elderly Exemptions from \$160,000 to \$250,000 to be effective in 2020.

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

Concur

