



# **AGENDA**

## **Town of Hooksett Town Council**

### **Wednesday, July 10, 2019 at 6:00 PM**

A meeting of the Town Council will be held Wednesday, July 10, 2019 in the Hooksett Municipal Building commencing at **6:00 PM**.

Page

- 1. ITEMS 1-6 LED BY TOWN ADMINISTRATOR**
- 2. CALL TO ORDER**
- 3. PROOF OF POSTING**
- 4. ROLL CALL**
- 5. PLEDGE OF ALLEGIANCE**
- 6. TOWN COUNCIL REORGANIZATION - PART I**
  - 6.1. Town Clerk swearing-in of all new Councilors as a group
  - 6.2. Election of Chair, Vice-Chair and Secretary
- 7. SPECIAL RECOGNITION**
- 8. SCHEDULED APPOINTMENTS**
- 9. TOWN COUNCIL REORGANIZATION - PART II**
  - 9.1. First meeting of the New Town Council, motion for sections 2a (3-12) of Town Council Rules of Procedures 5  
[TC RULES 3-12](#)
  - 9.2. Town Council Board/Committee Assignments for 2019-2020 7  
[Council Assignments 2](#)
- 10. APPROVAL OF MINUTES**
  - 10.1. Public: 06/26/2019 9 - 24  
[TC Minutes 062619 - U](#)
  - 10.2. Non-Public: 06/12/2019 (tabled at 06/26/19 TC Meeting)
  - 10.3. Non-Public: 06/26/2019
- 11. AGENDA OVERVIEW**
- 12. PUBLIC HEARINGS**
  - 12.1. Public hearing to accept the donation of a new fence (valued at \$11,875) with netting (valued at \$1,800) for a total of \$13,675.00 along the first base side at Donati Upper Field from the HYAA to the Town of Hooksett for the Parks, Recreation & Cemetery Division of Public Works. 25 - 26  
[Staff Report - SR-19-124 - Pdf](#)
- 13. CONSENT AGENDA**

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

13.1.	Landscape Surety Release – Merrimack County Savings Bank <a href="#">Staff Report - SR-19-126 - Pdf</a>	27 - 29
14.	<b>TOWN ADMINISTRATOR'S REPORT</b>	
15.	<b>PUBLIC INPUT - 15 MINUTES</b>	
16.	<b>NOMINATIONS AND APPOINTMENTS</b>	
16.1.	Nominations and Appointments - July 2019 <a href="#">Staff Report - SR-19-129 - Pdf</a>	31 - 32
17.	<b>15 MINUTE RECESS</b>	
18.	<b>OLD BUSINESS</b>	
19.	<b>NEW BUSINESS</b>	
19.1.	Accept the donation of a new fence (valued at \$11,875) with netting (valued at \$1,800) for a total of \$13,675.00 along the first base side at Donati Upper Field from the HYAA to the Town of Hooksett for the Parks, Recreation & Cemetery Division of Public Works. <a href="#">Staff Report - SR-19-125 - Pdf</a>	33 - 38
19.2.	Hooksett Boat Registrations	
19.3.	Selecting a Cover for the 2018-2019 Annual Town & Schools Report <a href="#">Staff Report - SR-19-127 - Pdf</a>	39
19.4.	2018-2019 Town Report in Memoriam <a href="#">Staff Report - SR-19-128 - Pdf</a>	41 - 42
20.	<b>SUB-COMMITTEE REPORTS</b>	
21.	<b>PUBLIC INPUT</b>	
22.	<b>NON-PUBLIC SESSION 91-A:3 II</b>	
23.	<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 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	
	<b>Anyone requesting auxiliary aids or services is asked to contact the Administration Department five business days prior to the meeting.</b>	

subsequent meeting.

5. No one may speak during Public Input except the person acknowledged by the Chair. Direct questions or comments from the audience are not permitted during Public Input.

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



Town of Hooksett  
Town Council Rules of Procedures  
Adopted as of: 01/10/2001  
Amended as of: 08/22/18

Resolved by the Town Council of the Town of Hooksett, NH that the following be and hereby are adopted as the Rules of the Hooksett Town Council.

1. The Following Rules shall be adopted by a majority of the Hooksett Town Council and these rules shall become effective immediately upon their adoption.
  - a. Riggins Rules and Parliamentary Law at a Glance by E.C. Utter should be used as a guide when proper procedure is in question except where modified herein.
  - b. Acceptable Procedure is determined by the acting Chair.
2. Procedures for electing officers are as follows:
  - a. Annually, at the first meeting of the new Town Council:
    1. The Town Clerk shall swear-in all new Councilors as a group.  
The members thereof shall:
      2. Choose, from among their members, a Chair, a Vice Chair and a Secretary. In addition to the powers conferred upon the Chair, the Vice Chair and the Secretary, they shall continue to have all the rights, privileges and immunities of a member of the Town Council.
      3. Motion that the Town Council confirms by a roll call vote, that the Town of Hooksett will adopt RSA 31:104, 31:105 and 31:106 to provide immunity and indemnify all Town Councilors, other elected officials, employees, agents as well as appointed officials that serve on committees and boards within the Town of Hooksett; specifically covering immunity from civil liability for discretionary acts, according to RSA 31:104, indemnification for costs of defense of civil suits, according to RSA 31:105 and indemnification for civil rights claims, according to RSA 31:106.
      4. Motion to have the Town Council Chair sign ancillary documents as agent to expend as a result of Town Council prior approval of the documents.
      5. Motion to have the Town Council Chair complete the Council's section of the Annual Report.
      6. Motion to have the Town Council Chair complete & sign Tax Deed Waivers.
      7. Motion to adopt the Town Council Rules of Procedures.
      8. Motion to adopt the Administrative Code (which includes the Investment and Fund Balance Policies).
      9. Motion to adopt the Family Services Guidelines.
      10. Motion to have the Tax Collector sign payment plans for deedable properties.
      11. Motion to have the Town Administrator approve payment plans for deedable properties (Town Administrator cannot forgive interest or principal).
      12. Motion to have a Councilor work with Administration to coordinate the annual Town Council Old Home Day booth and Employee Appreciation Picnic
    - b. The above election shall be by majority vote of the Town Council present at the first meeting.
    - c. Duties of Officers
      1. Chair:
        - a. The Chair with the Town Administrator shall post all meetings and set meeting agenda.



# HOOKSETT TOWN COUNCIL ASSIGNMENTS - JULY 10, 2019

Chairperson: \_\_\_\_\_

Secretary: \_\_\_\_\_

## Board of Assessors

(1 Year Terms)

Member	Member
1	2

Member	Alternate
3	1

## Budget Committee

Council Representative	Alternate
------------------------	-----------

## Conservation Commission

Council Representative	Alternate
------------------------	-----------

## Economic Development Advisory Committee

Council Representative	Alternate
------------------------	-----------

## Heritage Commission

Council Representative	Alternate
------------------------	-----------

## Hooksett Youth Achiever of the Month

Member	Member
1	2

Member	Alternate
3	(?)

## Parks and Recreation Advisory Board

Council Representative	Alternate
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## Planning Board

Council Representative	Alternate
------------------------	-----------

## Recycling and Transfer Advisory Board

Council Representative	Alternate
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## Sewer Commission

Council Representative	Alternate
------------------------	-----------

## Route 3A TIF District Advisory Board (Non-voting Currently)

Council Representative	Alternate
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## Town Hall Preservation Committee

Council Representative	Alternate
------------------------	-----------

## Zoning Board of Adjustment

Council Representative	Alternate
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## MISC. ASSIGNMENTS

Union Negotiations	Representative	Representative
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Fire	1	2
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Police	1	2
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Public Works	1	2
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SNHU Subcommittee	Representative	Representative
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(2 Council Members previously)

Solar Power Sub-committee		
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(On paper ; hasn't met)

Perambulation		
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**Town of Hooksett  
Town Council Meeting Minutes - Unofficial  
Wednesday, June 26, 2019**

The Hooksett Town Council met on Wednesday, June 26, 2019 at 6:00 in the Hooksett Municipal Building.

**CALL TO ORDER**

Chair Sullivan called the meeting of 26 Jun 2019 to order at 6:00 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 at 6:02 pm.

**PLEDGE OF ALLEGIANCE**

Chair Sullivan called for the Pledge of Allegiance.

**SPECIAL RECOGNITION**

**Town Councilors David Ross and John Giotas - ending terms**

Chair Sullivan: David Ross has served on the Town Council for the past two terms (six years) and for a total of ten years including service in prior years. We thank him for his candor, passion, heated debates, insights and convictions. John Giotas served four years and we thank him also for his thoughts and efforts to keep Hooksett moving in the right direction. Good luck to both of you.

**Hooksett Municipal Employee - New Hire**

A. Garron: Leann Fuller is re-joining the team after leaving in May. She was selected from the four candidates interviewed for the position of Administrative Assistant in the Community Development Department.

**SCHEDULED APPOINTMENTS**

None.

**APPROVAL OF MINUTES**

*Chair Sullivan motioned to amend lines 273 & 274 of the January 23, 2019 Town Council public minutes for the motion to read the correct operating budget amount, changing the incorrect amount of \$18,666,969.00 to the correct amount of \$19,035,357.00, as read into the record correctly at that meeting (section 44:47 of the video). R. Duhaime seconded the motion.  
Voted unanimously in favor.*

**Public: 06/05/20**

*J. Levesque motioned to approve the minutes of the June 5, 2019 public meeting. T. Tsantoulis seconded the motion.  
Voted unanimously in favor.*

TC Minutes 062619 - U

56 **Public: 06/12/2019**

57 *R. Duhaime motioned to approve the minutes of the June 12, 2019 public meeting. A.*  
 58 *Walczyk seconded the motion.*  
 59

60 Chair Sullivan called for a vote to approve the amendments to the June 12, 2019 public  
 61 meeting.

62 *Voted unanimously in favor.*  
 63

64 Chair Sullivan called for a vote on the amended minutes of the June 12, 2019 public  
 65 meeting.

66 *Voted unanimously in favor.*  
 67

~~68~~

70 **Non-Public: 05/22/2019 (tabled at 06/12/19 TC Meeting)**

71

72 *Chair Sullivan motioned to remove this item from the table. T. Tsantoulis seconded*  
 73 *the motion.*

74 *Voted unanimously in favor.*

75 *R. Duhaime motioned to approve the minutes of the May 22, 2019 non-public session.*

76 *A. Walczyk seconded the motion.*

77 *Voted unanimously in favor.*  
 78

80 **Non-Public: 06/05/2019**

81

82 *R. Duhaime motioned to approve the minutes of the June 5, 2019 non-public session.*

83 *A. Walczyk seconded the motion.*

84 *Voted unanimously in favor.*  
 85

~~86~~

87 **Non-Public: 06/12/2019**

88

89 *D. Ross motioned to table these minutes. R. Duhaime seconded the motion.*

90 *Voted unanimously in favor.*  
 91

92

93

# **CONSENT AGENDA**

95 Acceptance of \$4,000.00 in grant money from the Stanton Foundation, to the Town of  
 96 Hooksett for the Hooksett Police Department at the Town Council meeting for the  
 97 acceptance of this grant money under RSA 31:95-b, III and to return said amount to  
 98 the police department K-9 trust fund.  
 99

100

101 *R. Duhaime motioned to accept \$4,000 in grant money from the Stanton Foundation to*  
 102 *the Town of Hooksett for the Hooksett Police Department at the Town Council meeting*

103 *for the acceptance of this grant money under RSA 31:95-b, III and to return said*  
 104 *amount to the police department K-9 trust fund. A. Walczyk seconded the motion.*

105 *Voted unanimously in favor.*  
 106

~~107~~

108 **Surety Release –Hidden Oak Way Offsite Improvements at Hackett Hill Road**

109

110 *R. Duhaime motioned to approve the release of surety in the amount of \$49,816.60 to*  
 111 *the “William Socha Development, LLC” Development. J. Giotas seconded the motion.*  
 112

113 B. Thomas: This project was completed a couple of years ago. I inspected the site, and I had  
114 the plans with me when I did. Everything looked good and is still in good condition. These  
115 were offsite improvements, including widening of the pavement and installing curbing. They  
116 installed new catch basins to match the curb line.

117  
118 R. Duhaime: Is this the entrance road off Hackett Hill?

119  
120 B. Thomas: Yes, it is.

121  
122 D. Ross: Is this the final amount?

123  
124 B. Thomas: Yes, it is.

125  
126 **TOWN ADMINISTRATOR'S REPORT**

127 A. Garron: I received the good news from legal counsel that Hooksett was granted a summary  
128 judgement in the Lembo vs. Town of Hooksett case. We are now seeking attorney fees.

129  
130 A. Garron: Fire and Police union negotiations will begin in July. At the July 10, 2019 meeting, we hope  
131 to have three Council members offering to serve on the negotiating committee. An introductory meeting  
132 is tentatively set for July 11, 2019.

133  
134 A. Garron: I want to commend Nick Germain for the great job he did setting up the Volunteer  
135 Appreciation Dinner. He gave a nice speech. We appreciate the volunteers who came and who give  
136 time and effort to the town.

137  
138 A. Garron: I attended a Village Water Precinct meeting last night. They gave a good overview of the  
139 projects they are working on. They want to improve communication among the various precincts, which  
140 is something I strongly support.

141  
142 A. Garron: I also attended my first EDAC meeting. The TIF district is the keynote of their many projects.  
143 I am a member of NH Economic Development Association and am a past president of that  
144 organization. I organized a summer meeting workshop in Newmarket where the transformation of the  
145 mill buildings has been phenomenal, the anchor toward improvement of the whole downtown. Eric  
146 Chinburg was the developer, and he has done many excellent mill redevelopment projects. Public and  
147 private sector involvement was the theme of the workshop. Folks from the state attended, along with  
148 Rob Riley from the forest center, NH Housing Finance Authority Director Kate Martin, and a  
149 representative from Steve Duprey's development firm in Concord. Chris Waszczuk, Deputy  
150 Commissioner of Transportation, was in attendance as well.

151  
152 A. Garron: I attended a Planning Board meeting and an Old Town Hall meeting recently. We have also  
153 held two management team meetings. I met with the HYAA and with the Town of Bow. At my meeting  
154 with SNHU, we discussed their role in the town and how we can help each other.

155  
156 A. Garron: I attended a ribbon cutting ceremony at Northeast Credit Union; that building came out  
157 great.

158  
159 A. Garron: The YMCA day camp has started and is going well. Cori Wilson has done a great job  
160 organizing all of this. She deserves our thanks.

161  
162 D. Fitzpatrick: I will be meeting with her this week and will pass along the town's gratitude.

163 A. Garron: Leeann Fuller has completed research on the location of the proposed kiosk on Chester  
164 Turnpike. It is on Bear Paw property, not on the town right of way, so the Town Council will not be  
165 required to vote on it.

166  
167 A. Garron: Your July 10th packets will have a list of boards and committees to sign up for.  
168

169 T. Tsantoulis: I am aware of an issue in the Tax Collector's office which I would like to bring to your  
170 attention. Hooksett cannot at this time license boats because we do not have the software and the  
171 training needed to do so.

172  
173 Kimberly Blichmann, Tax Collector: We would like to purchase the software, possibly this year. I looked  
174 at it when Dr. Shankle was here, but we were level-budgeted and not allowed to add anything.

175  
176 T. Tsantoulis: What is the cost of the software and training?  
177

178 K. Blichmann: The software is about \$500, and the training is between \$100 and \$200, depending upon  
179 the amount of training needed.

180  
181 A. Walczyk: Can you get an estimate of the number of boats?  
182

183 K. Blichmann: Yes, I can get that from the DMV. However, not all Hooksett residents who have boats  
184 register them here. They might register them where they are docked.

185  
186 C. Karolian: Is it true that the town will get a portion of the fee, which would offset the cost of the  
187 software and training?  
188

189 K. Blichmann: Yes, that is true.  
190

191 C. Karolian: If we add boat registration, could all Hooksett residents register every vehicle in town?  
192

193 K. Blichmann: Yes, except for ATV's and scooters.  
194

195 **PUBLIC INPUT - 15 MINUTES**

196 Joanne McHugh, 14 Jefferson Drive: Thank you for allowing me to speak. I am a 45-year resident of  
197 Hooksett. I was a school board member a number of years ago when a whole lot of development was  
198 happening in Hooksett. There was a lack of space in the schools. We made our concerns known to the  
199 Planning Board. I then became a member of the Planning Board and we commissioned a study of how  
200 municipalities deal with fast growth. The Board went forward with impact fees but couldn't go back and  
201 charge for projects in progress or projects which had already been completed. A program was  
202 developed for municipal improvements. The Planning Board appointed a committee to coordinate these  
203 projects. There were guidelines; projects had to cost more than \$20,000 and have a useful life of more  
204 than two years. Projects were organized in categories including safety, infrastructure, and community  
205 facilities. Capital reserve funds were established for items over \$50,000. The Board did the initial  
206 vetting and itemizing of CIP projects. After 12 years and difficulty getting volunteers, the CIP Committee  
207 stopped but the CIP itself continued. Now, the town reviews its projects and the school reviews its own.  
208 They don't meet and look at the town as a whole. The Town Council could now recommend to the  
209 Planning Board that they bringing back the CIP Committee. It's important to the town. Do that vetting so  
210 that projects needed are planned for and money set aside, avoiding huge tax burdens.

211  
212 Michael Sorel, 54 Cross Road: I sat next to Andre Garron at a Central NH Regional Planning  
213 Commission seminar in 2014 and it was a pleasant experience. You have made a great choice. To

214 Councilors Ross and Giotas, you have done great work. A few years ago, I spoke to you about the  
 215 lawns of Hooksett's public buildings and I appreciate that attention was given to my comments. Now,  
 216 Exit 9, a gateway to Hooksett, looks terrible; it has not been mowed. Exit 10 was mowed a few days  
 217 ago for the first time, and the center island on Route 3 also looks terrible. Exit 28 and Route 3, a  
 218 gateway to Allenstown, is mowed and trimmed. I realize this is a State issue, but there are ways of  
 219 dealing with that. The center courtyard in this building looks pretty bad. It has not been weeded. I want  
 220 to add onto what Mrs. McHugh said. I served on the Planning Board with her. I urge you to accede to  
 221 her requests and comments. Thank you. I want Hooksett to be the best it can be.

222

223 R. Duhaime: When the CIP is skipped, it affects results.

224

225 Chair Sullivan: The CIP is Section 5.7 of the Charter.

226

227 Marc Miville, Town Moderator: To Councilors Ross and Giotas, thank you for your service. I think highly  
 228 of Mr. Garron; he is a good choice. I agree with Mrs. McHugh regarding the CIP. It was citizen-based,  
 229 and then Dr. Shankle took over and did it himself. This is one more citizen committee taken away. Boat  
 230 licensing is a good idea. Regarding the sewer TIF project, I took the lead on that. It was supposed to be  
 231 a business-oriented TIF. Citizens are no longer secondary. According to the minutes of your last  
 232 meeting, they are being forced to hook up to the sewer within six months, even if they have a septic  
 233 system.

234

## 235 **NOMINATIONS AND APPOINTMENTS**

236

### 237 **Nominations and reappointments - June, 2019**

238

239 ***R. Duhaime motioned to nominate Roger Duhaime to the ZBA, term ending June 30, 2022;***  
 240 ***Gerald Hyde to the ZBA, term ending June 30, 2022; Matt Reed to the Planning Board, term***  
 241 ***ending June 30, 2022; and Matthew Barrett to the Economic Development Advisory Board, term***  
 242 ***ending June 30, 2022, with all nominations effective July 1, 2019.***

243

244 C. Karolian: Do you need a second for the nominations?

245

246 Chair Sullivan: No, not for nominations; only for appointments.

247

248 ***R. Duhaime motioned to appoint the slate of nominees listed on pages 33 and 34 of the agenda***  
 249 ***packets. J. Giotas seconded the motion.***

250

251 ***Voted unanimously in favor.***

252

253 C. Karolian: Do we have to read all of the names into the record?

254

255 Chair Sullivan: They are listed on the town website and in the agenda packets. They will also be in the  
 256 minutes.

257

### 258 **The slate of nominees follows; all terms are effective July 1<sup>st</sup>, 2019**

259

260 Richard Bairam to the Recycling & Transfer Advisory Board, term expiring 6/30/2022

261

262 Paul Scarpetti to the Planning Board, term expiring 6/30/2022

263

264 Andy Janosz to the Parks and Recreation Advisory Board, term expiring 6/30/2022

265

266 Dan Lagueux to the Economic Development Advisory Committee, term expiring 6/30/2022

266 Philip Fitanides to the Conservation Commission, term expiring 6/30/2022  
 267  
 268  
 269 Robert Schroeder as an Alternate for the Recycling and Transfer Advisory Board, term  
 270 expiring 6/30/2022  
 271  
 272 Deborah Miville to the Conservation Commission, term expiring 6/30/2022  
 273  
 274 Dan Lagueux to the TIF District Advisory Board, term expiring 6/30/2022  
 275  
 276 Michael Somers to the TIF District Advisory Board, term expiring 6/30/2022  
 277  
 278 Russ Letendre to the TIF District Advisory Board, term expiring 6/30/2022  
 279  
 280 Denise Cascio Bolduc as an Alternate for the Cemetery Commission, term expiring 6/30/2022  
 281  
 282

283 **OLD BUSINESS**

284 **Roadway Crack Sealing – Tabled at 6/12/2019 Town Council Meeting**

285  
 286  
 287 ***Chair Sullivan motioned to remove this item from the table. J. Giotas seconded the motion.***  
 288 ***Voted unanimously in favor.***  
 289

290 E. Labonte: In your packets is another presentation on this item. Coat tar is not in crack sealing as  
 291 identified at the last Council meeting. It's a coal slag called Black Beauty, a reduced quantity. Beryllium  
 292 is at .001%, a trace amount and not at a hazardous level that needs monitoring. The project done one  
 293 or two years ago was done with chip sealing. Coal tar was used and it was a mess. Paving is messy no  
 294 matter what. For crack sealing, a router is used for the cracks and sealant is put in the cracks. Black  
 295 Beauty is put on top to prevent tracking. It prolongs the life of the road and is practiced throughout the  
 296 country. It prevents premature deterioration of roads.  
 297

298 C. Karolian: I'm reading your staff report, and as you just said orally, it repeatedly said I asked about  
 299 coal tar. Where did you get that information? Is that from your recollection of what occurred? To be  
 300 honest with you, as we corrected the minutes, I did not use the term 'coal tar.' My inquiry was about  
 301 coal slag.  
 302

303 E. Labonte: I believe you did use coals tar, but I will have to listen to the tape again.  
 304

305 C. Karolian: Can you explain what chip sealing is?  
 306

307 E. Labonte: A layer of coal tar substance is applied. It looks like tack coat. Then chips are put on top  
 308 and rolled into the surface.  
 309

310 Chairman Sullivan: What are the chips?  
 311

312 E. Labonte: They are gravel chips They are rolled in and in a few days the chips are swept away. This  
 313 can be done every two or three years. This was used a lot in the 1960's and 1970's and was  
 314 sometimes called tarmac road. You get back five to seven years of life on the pavement and the cost is  
 315 20% of the cost of repaving.  
 316

317 Chair Sullivan: And we are not using that?

318

319 E. Labonte: That's correct. We are not.

320

321 C. Karolian: My concern was crack sealing, not chip sealing. At the risk of boring anybody or insulting  
322 anybody's intelligence, a simplified analogy would be back in kindergarten or grade school when kids  
323 were given Elmer's Glue with which to make a design on paper. Then they were given sparkles to  
324 sprinkle on the design made by the glue. What happened to the sparkles that didn't stick? That is a  
325 rhetorical question so people can understand what I am talking about. Do you have an Materials Safety  
326 Data Sheet (MSDS), not just for the beryllium but for all of the heavy metals?

327

328 E. Labonte: Yes. That is on the web. There is silica, aluminum oxide, iron oxide, calcium oxide,  
329 magnesium oxide, potassium oxide, silica crystalline, magnesium, beryllium and cadmium.  
330 Percentages by weight are provided.

331

332 C. Karolian: The reason they do an MSDS is because they list the toxic materials in coal slag. This is  
333 used for sandblasting or covering up crack sealing. For sandblasting, they close off the area and the  
334 workers wear respirators and suits. When used for crack sealing, it is broadcast not just on the strip but  
335 on the whole street.

336

337 E. Labonte: No, it is applied in a slightly wider path than the strip but not on the whole street.

338

339 C. Karolian: How do they remove it? Does the contractor come back to remove the excess?

340

341 E. Labonte: We come back with a street sweeper.

342

343 C. Karolian: So, there is toxic material in the specs of OSHA and the EPA?

344

345 E. Labonte: The health risk is zero, but there are precautions to take which are listed on the Safety  
346 Data Sheet (SDS).

347

348 C. Karolian: Why are they providing the information if there is zero health risk?

349

350 E. Labonte: It is because there are trace elements in it.

351

352 D. Ross: I see that Martins Ferry Road is on the list. Wasn't that just paved?

353

354 E. Labonte: Crack sealing can be done as early as two years after a road is paved.

355

356 D. Ross: This lists 3,700 feet.

357

358 E. Labonte: The length of the entire road is listed.

359

360 C. Karolian: I can attest that it was a mess when the chip sealing was done in District 5. It was  
361 broadcast, then they came back with hand sweepers and brooms because it was such a horror show. It  
362 tracked everywhere. Would it be accurate to say that these pieces are like small pieces of fractured  
363 glass with sharp edges, with the intention of having them stick?

364

365 E. Labonte: It has rough edges.

366

367 C. Karolian: People drove on it right away and it was tracked in. Correct me if I'm wrong; eventually it is  
368 washed to the side of the road. Nobody comes back to pick it up and it could be in the water source.  
369 Would that be accurate?

370

371 E. Labonte: It would not be inaccurate, but the quantities are minor. We do sweep the streets once a  
372 year.

373

374 C. Karolian: That is the town, not the contractor?

375

376 E. Labonte: Yes. Trace amounts are per the GSA.

377

378 C. Karolian: Not OSHA? Not the EPA?

379

380 E. Labonte: The safety sheets are turned into them.

381

382 C. Karolian: What was their response?

383

384 E. Labonte: I can't answer that.

385

386 D. Ross: Black Beauty has a bad history. I remember when it was illegally dumped in Manchester. It  
387 was in old mills and had to be sealed and inspected.

388

389 E. Labonte: That was a different application. I am talking about the silica in it.

390

391 D. Ross: I am talking about the silica in it. That is coarse stuff. If it gets in your lungs, it stays there.  
392 You can't cough it up.

393

394 C. Karolian: Did you say that Black Beauty contains silica?

395

396 E. Labonte: It is a silica-based product. It is coal with silica in it.

397

398 C. Karolian: Just for the record, slag is coal residue. After it burns in a furnace, it doesn't go up the  
399 stacks or into the air. It is at the bottom of the boiler. It is sprayed with water which causes it to fracture  
400 and blow smoke, or it is put in a pond of water and kept on site because it can't be disposed of. What  
401 you are saying is that it has silica in it?

402

403 ***R. Duhaime motioned to accept the bid from Superior Sealcoat, Inc. in the amount of \$86,310.00***  
404 ***for Roadway Crack Sealing. J. Giotas seconded the motion.***

405

406 R. Duhaime: Black Beauty is used for sandblasting. It has sharp edges and can be coarse, medium or  
407 fine. It is strained and cleaned, but there are trace amounts of some elements. It is bagged and  
408 shipped. Now they have funnel dispensers on wheels to better direct the product into the cracks. There  
409 are a lot of pros and cons. You can put sand on it to keep it down, but then the sand is blowing and the  
410 sand has trace elements too. The concerns of Councilor Karolian are justified.

411

412 J. Giotas: Can you read the amounts of beryllium and cadmium as percentages per weight?

413

414 E. Labonte: These are the percentages by weight as listed on the web. Silica – 50-53%; aluminum  
415 oxide – 17-25%; iron oxide – 5-31%; calcium oxide – 3-20%; magnesium oxide - .1-7%; potassium  
416 oxide - .1-3%; silica crystalline – less than .1%; magnesium - .01-.05%; beryllium - .001%; and  
417 cadmium - .001%.

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418

419 A. Walczyk: Is there an alternative to this?

420

421 E. Labonte: We don't crack seal. There are many types of repairs with all different costs. This is done  
422 because it delays heavier repairs.

423

424 T. Tsantoulis: There is a lot we do to support the society we live in. The manufacturing of vehicles is a  
425 filthy business, but we all buy and drive cars. There is no such thing as clean coal or clean coal  
426 byproducts. This has a minimal effect. If used properly, it fits our needs.

427

428 J. Levesque: Two years ago, Continental Paving rented a building and sandblasted all of its truck  
429 bodies. I contacted the Code Enforcement Officer because there was a huge plume; people were  
430 concerned. After snow melting and rain, it was gone down the drain. The Code Enforcement Officer  
431 was not concerned.

432

433 C. Karolian: Those elements listed, are they carcinogens?

434

435 E. Labonte: I can't answer that; they are items of concern.

436

437 C. Karolian: I am concerned about the liability of the people and the town. If this is used and in five or  
438 ten years, someone gets cancer, will they hold the town liable? If they have cancer, is it related to this?  
439 I don't know.

440

441 R. Duhaime: There is an inventory now for keeping track of drains. The Merrimack Watershed fund was  
442 established and filtration systems have been improved and continue to be. They will be better in the  
443 future. Pike Industries has a new sealant which will get roads to last longer. The future will be better.  
444 Also, when big trucks go out to do these jobs, that causes pollution too.

445

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

447

448 **Roll Call Vote #2**

449 **R. Duhaime Yes**

450 **J Durand Yes**

451 **D. Ross Yes**

452 **J. Levesque Yes**

453 **A. Walczyk Yes**

454 **J. Giotas Yes**

455 **C. Karolian No**

456 **T. Tsantoulis Yes**

457 **J. Sullivan Yes**

458 ***Voted in favor (8-1).***

459

460 **NEW BUSINESS**

461

462 **2019 Paving**

463

464 E. Labonte: We prepared a list of paving projects and sent out a request for bids. Soon after, we  
465 created an addendum when we learned that Bell Avenue was in worse condition than we had thought it  
466 would be. Our plan was to do just a drag shim and overlay but had to change that to milling and  
467 overlay. We had to correct a wording error, so we created a second addendum. The two lowest bidders  
468 did not bid Bell Avenue accurately; that is, they did not bid according to the addendum, so after  
469 consulting with the Town Administrator, we want to award the project to Advanced Excavating &  
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470 Paving, the third-place bidder. Of the three suggested motions, Mr. Garron recommends the first one,  
471 and I agree.

472  
473 A. Garron: It behooves the bidders to pay attention to addendums.  
474

475 D. Ross: Should the Bell Avenue section of the proposal be rebid, since it wasn't proposed properly in  
476 the first place? We could approve all except that section. It is a lot of work. Can they get it all done?  
477

478 E. Labonte: Bidders were cautioned to monitor the website and two of them did not. The project was  
479 put out in time, and the bids were hand-delivered.  
480

481 C. Karolian: What was the timeframe between when addendum went out to the closing date?  
482

483 E. Labonte: The original request for bids went out on May 17<sup>th</sup>; the first addendum was dated May 21<sup>st</sup>  
484 and the second on May 23<sup>rd</sup>. The closing date was May 28<sup>th</sup>.  
485

486 T. Tsantoulis: I don't believe anyone on the Council works in the paving industry, so I think we should  
487 rely on the expertise of those who know about it.  
488

489 ***T. Tsantoulis motioned to approve and consent awarding the 2019 Roadway Improvement***  
490 ***Project to Advanced Excavating & Painting for a total of \$721,453.19, with \$281,128.00 coming***  
491 ***from the current year budget and \$440,325.19 coming from the FY 2019-20 budget. J. Durand***  
492 ***seconded the motion.***  
493

494 R. Duhaime: When bidding, it is wise to wait and check for changes – a fax, an email or a text.  
495

496 D. Ross: I just want to say that we are the Council. We are the voice of the citizens and should ask  
497 questions about this whether we are pavers or not  
498

499 C. Karolian: According to the bid, they were required to supply references, weren't they? I don't see  
500 them in the bid packages.  
501

502 E. Labonte: The packet would have been too thick if all of the material had been included.  
503

504 D. Fitzpatrick: We try to keep it to no more than 100 pages in total. More than that pushes the software  
505 program over the edge. It is cumbersome for department heads, and they want to avoid adding  
506 information when only a couple of councilors want more details. This is something we plan to address  
507 at our workshop on August 16<sup>th</sup>.  
508

509 A. Garron: This is my fourth week and I am learning what the Town Councilors want to see. We are  
510 trying to keep an eye on the volume of information and find the sweet spot. Anyone who wants more  
511 information can contact me.  
512

513 C. Karolian: For clarification, I am not trying to be argumentative or the smartest one in the room. Of the  
514 four bids, one lists references; the other three do not. Why is there one bid with references and three  
515 without? Did Advanced provide references?  
516

517 E. Labonte: Yes, they did.  
518

519 C. Karolian: Were their references contacted?  
520

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521 E. Labonte: We have used Advanced in the past on multiple projects, so there was no need to check.

522

523 A. Garron: They listed 30 references. If they were new, we might have checked a handful or maybe all  
524 of them.

525

526 C. Karolian: So, we don't contact references if we have used them in the past?

527

528 E. Labonte: Not normally, if we have had a good experience with them.

529

530 J. Levesque: Additional information is available on the website or at town hall.

531

532 E. Labonte: I do not put all information regarding a project being bid on the website.

533 D. Fitzpatrick: The bid result is on the website.

534

535 A. Garron: If a Councilor wants additional information from a department, let me know and I will obtain it  
536 for you.

537

538 C. Karolian: I am concerned about the dollar amount – the low bidder versus the one being  
539 recommended.

540

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

542

543 **Roll Call Vote #3**

544 **J. Giotas Yes**

545 **D. Ross Yes**

546 **A. Walczyk Yes**

547 **J. Durand Yes**

548 **R. Duhaime Yes**

549 **T. Tsantoulis Yes**

550 **J. Levesque Yes**

551 **C. Karolian Abstain (not enough information for an informed vote)**

552 **J. Sullivan Yes**

553 **Voted in favor (8-0) with one abstention**

554

555 **Update to Safety Manual**

556 K. Blichman: Department of Labor rules require that we update our Safety Manual every two years. We  
557 have only one small update. Material Safety Data Sheets (MSDS) are not called Safety Data Sheets  
558 (SDS). The manual has been reviewed by Primex, the Town's Workers Comp and Liability Insurance  
559 Carrier, so we only need Town Council approval.

560

561 ***D. Ross motioned to approve the update to the Safety Manual as presented. C. Karolian***  
562 ***seconded the motion.***

563 ***Voted unanimously in favor.***

564

565 D. Fitzpatrick: The Councilors also need to sign the Safety Manual Statement of Commttment.

566

568 **Approval of revised Hooksett Family Services Department General Assistance Guidelines**

569

570 D. Fitzpatrick: As a quick preface, when the new Council goes over the list of rules of procedure in July,  
571 adoption of the Hooksett Family Services Department General Services should be included. When our

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572 financial services advisor recommended that the Town Councilors review the edit, we realize the  
573 Council has never seen the document. It is very old and there is no computer copy to convert to PDF.  
574 Abbey Reeve re-typed the entire document and incorporated the necessary edits. We are lucky to have  
575 her here with us.

576  
577 A. Reeves: We now have a computer copy as well as a hard copy. During my review, I ensured that our  
578 fair market run numbers are accurate. I made changes to incorporate new laws such as the fair hearing  
579 regulations, and I moved some items for a better flow. The guidelines include step-by-step instructions  
580 for determining if assistance should be provided. We have so many resources in Hooksett that nobody  
581 has left my office without some assistance. One important adjustment was removing language which  
582 says that people on APTD cannot get town assistance. This is no longer true.

583  
584 D. Ross: Have others looked through this, like our attorney and our financial advisor?  
585

586 A. Reeves: Yes. Drummond Woodsum has reviewed it, as well as Matt Angell, our financial auditor.  
587

588 Chair Sullivan: Use of the term 'welfare' bothers me because of political correctness.  
589

590 A. Reeves: It bothers me too, but it is used a lot in state and federal language.  
591

592 ***T. Tsantoulis motioned to approve the revised Hooksett family Services Department General***  
593 ***Assistance Guidelines. R. Duhaime seconded the motion.***  
594

595 D. Fitzpatrick: If this is going to be approved at the first meeting in July on the 10<sup>th</sup>, do you want  
596 councilor Tsantoulis to amend his motion, replacing 'revised' with 'report'?  
597

598 T. Tsantoulis amended his motion to change the word 'revised' to 'report.'  
599

600 Chair Sullivan called for a vote on the amended motion.  
601

602 ***Voted unanimously in favor.***  
603

#### 604 **Safety Center Fire Alarm System Replacement**

605 Chief Burkush: The interim town administrator asked us to look into the replacement of the fire alarm  
606 system at the Safety Center. The new locker rooms need smoke and heat detection. The fire panel is  
607 the original one; heat detectors, smoke detectors and other related devices are at end of life. Due to our  
608 expertise, we were asked to look into it. There were no wiring diagrams, which created problems for the  
609 bidders. We had nine inquiries and three bidders. One pulled out at the last minute. The remaining two  
610 bids were acceptable. The lower of the two bidders is from Bellerica, MA. The other bidder, who was  
611 only three percent (\$894.00) higher, is from Hooksett. That is the bid I recommend accepting. He is  
612 familiar with the facility and the system. The owner is here tonight and happy to answer your questions.

613  
614 D. Ross: Will this have all new wiring?  
615

616 Burkush: Yes.  
617

618 D. Ross: I thought it was Fire Light, not Silent Knight. Both are Honeywell products and both are  
619 excellent. Perhaps a change order would be in order. The other town buildings have Fire Light. It might  
620 be easier if they were standardized.  
621

622 Chair Sullivan: What is the difference between them?

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D. Ross: They operate differently. The problem is timing. We have to approve encumbrances tonight, and we must have a contract in order to encumber.

T. Tsantoulis: Would you please explain your bid process again?

Chief Burkush: I created an RFP, which was posted on the website on May 15<sup>th</sup>. It was advertised in the Union Leader on May 19<sup>th</sup> and a site visit took place on May 30<sup>th</sup>. June 11<sup>th</sup> was the deadline. We followed the town's procurement policy exactly.

T. Tsantoulis: Could we rebid the project?

A. Garron: Since the third bid was withdrawn at the last minute, a waiver would be appropriate. The intent was there.

A. Walczyk: It is good to waive the rules so that there is a record of what was done and why.

***C. Karolian motioned to waive the procurement policy rule requiring three competitive bids. R. Duhaime seconded the motion  
Motion carried unanimously.***

***C. Karolian motioned to accept the bid proposal from Pro Technologies for \$32,420.27 for replacement of the fire alarm system at the Safety Center. R. Duhaime seconded the motion.***

Steve Lawrence, Owner of Pro Technologies: I prefer Silent Knight, but some of the people who work for me prefer Fire Light. Our staff is factory-trained in both, and the cost is almost identical. I would be happy to rewrite the bid if that is what you want.

Chief Burkush: Since the other bidder was lower, I don't want to change it.

J. Levesque: I agree with Councilor Ross; we should use same brand in all facilities.

R. Duhaime: If there is no change in cost, we can choose either one.

Chair Sullivan: We really don't want to change the bid. It could have an impact on the bid process, opening the door for concerns.

D. Ross: This is not a change in the specs if the brand name was not mentioned.

Chief Burkush: It was mentioned.

C. Karolian: Did both come in with Silent Knight?

Chief Burkush: It was in the specs. They copied on the specs with no exceptions.

S. Lawrence: If I were the other bidder, a change in the specs would bother me. Chief Burkush has a valid point.

R. Duhaime: If we were taking the lowest bid, that would be a problem, but not in this case.

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673 Chair Sullivan: I would like to request that staff reports include a statement that rules need to be  
674 waived, if that is the case.

675  
676 Chair Sullivan called for a roll call vote on the motion.  
677

678 **Roll Call Vote #4**

679 **A. Walczyk** Yes  
680 **J. Levesque** Yes  
681 **D. Ross** Yes  
682 **R. Duhaime** No  
683 **J. Durand** Yes  
684 **C. Karolian** Yes  
685 **T. Tsantoulis** Yes  
686 **J. Giotas** Yes  
687 **J. Sullivan** Yes  
688 **Voted in favor (8-1).**

689  
690

691 **FY 2018-19 Budget Encumbrances**

692

693 C. Soucie: This is an updated list of encumbrances and includes a budget summary. The operating  
694 budget balance is \$1.2 million.

695

696 ***R. Duhaime motioned to encumber items # 1-16 in the amount of \$1,138,324.16 from the FY***  
697 ***2018-19 budget under RSA 32:7. T. Tsantoulis seconded the motion. A roll call vote was taken.***

698

699 **Roll Call Vote #5**

700 **T. Tsantoulis** Yes  
701 **D. Ross** Yes  
702 **R. Duhaime** Yes  
703 **A. Walczyk** Yes  
704 **J. Levesque** Yes  
705 **C. Karolian** Yes  
706 **J. Durand** Yes  
707 **J. Giotas** Yes  
708 **J. Sullivan** Yes  
709 **Voted unanimously in favor (9-0).**

710

711

712 **Police Union Collective Bargaining Agreement 07/01/17-06/30/20 = Sidebar for**  
713 **Union Pay Scale to include amounts for NECPI +.5%**

714

715 D. Fitzpatrick: The Police Union Collective Bargaining Agreement requires that the Union Pay Scale  
716 include amounts for the NECPI + .5% Since this is not available until after December, it has now been  
717 looked up and added. The union representative signed it in front of the Town Council Chair. No motion  
718 or vote is required; Two sheets are being circulated for each of you to sign.

719

720

721 **Elderly Exemption Asset Limits**

722

723

**D. Ross motioned to approve the recommendation of the Board of Assessors to increase the asset limit for Elderly Exemptions from \$160,000 to \$250,000. J. Levesque seconded the motion**

D. Ross: The asset limit used to be \$350,000 and I motioned to change it to \$160,000. I now realize that is a small amount and it includes things like collections and old cars, I think it now needs to be raised.

**Roll Call Vote #6**

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

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

**SUB-COMMITTEE REPORTS**

J. Levesque: The Recycling & Transfer Station Committee has decided to hold a meeting every other month. Cardboard and aluminum are the only items they are making money on. There has been no change in prices.

D. Ross: There will be no Conservation Commission meeting in July

R. Duhaime: At the Planning Board meeting, there was a discussion about architectural guidelines.

Chair Sullivan: We talked about architectural consistency, rezoning of Londonderry Turnpike, looking at the impact fee schedule and expanding the Economic Revitalization Zone. Nick Williams provided an update on the Planning Board and ZBA. Matt Reed wants to bring back a farmers' market.

J. Giotas: The transfer station scale is done except for calibration. They have a display outside for weights. The Heritage Committee made a budget. They will not have a table at Old Home Day.

Chair Sullivan: There is an 1838 Cape on Whitehall Road scheduled for demolition. The Planning Board has been asked to delay the demolition while they look into preserving the old building.

T. Tsantoulis: We now have two nominations for the Hooksett Youth Achiever Award.

D. Ross: Something needs to be done about the storage containers used by businesses in lieu of warehouse space.

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

(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open

773 meeting. This exemption shall extend to any application for assistance or tax abatement or  
774 waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

775 (I) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or  
776 more members of the public body, even where legal counsel is not present.  
777

778 ***J. Sullivan motioned to enter non-public session of 06/26/19 at 9:04pm per NH RSA 91-A:3 II (c)***  
779 ***and (I). Seconded by R. Duhaime.***

780  
781 **Roll Call #7**

782 *D. Ross – yes*

783 *C. Karolian – yes*

784 *J. Levesque – yes*

785 *R. Duhaime – yes*

786 *A. Walczyk – yes*

787 *J. Durand – yes*

788 *T. Tsantoulis – yes*

789 *J. Giotas - yes*

790 *J. Sullivan - yes*

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

792

793 ***J. Sullivan motioned to exit non-public session of 06/26/19 at 9:20pm. Seconded by D. Ross.***

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

795

796 **Back in public session at 9:20pm**

797

798 ***J. Sullivan motioned to seal the non-public session minutes of 06/26/19. Seconded by J.***  
799 ***Levesque.***

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

801

802 **ADJOURNMENT**

803 ***D. Ross motioned to adjourn the public session of 06/26/19 at 9:20pm. Seconded by J.***  
804 ***Levesque.***

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

806

807 Respectfully submitted,

808

809 *Kathleen Donnelly*

810

811 Kathleen Donnelly

812 Records Clerk

813



Town Council  
**STAFF REPORT**



---

**To:** Town Council  
**Title:** Public hearing to accept the donation of a new fence (valued at \$11,875) with netting (valued at \$1,800) for a total of \$13,675.00 along the first base side at Donati Upper Field from the HYAA to the Town of Hooksett for the Parks, Recreation & Cemetery Division of Public Works.  
**Meeting:** Town Council - 10 Jul 2019  
**Department:** Public Works  
**Staff Contact:** Earl Labonte, Director of Public Works

**BACKGROUND INFORMATION:**

The Hooksett Town Council will be holding a public hearing on Wednesday, July 10, 2019 @ 6:00pm at the Hooksett Town Hall Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to accept the donation of a new fence (valued at \$11,875) with netting (valued at \$1,800) for a total of \$13,675.00 along the first base side at Donati Upper Field from the HYAA to the Town of Hooksett for the Parks, Recreation & Cemetery Division of Public Works per RSA 31:95-e, II. For documentation or questions contact the Hooksett Public Works Department at 603-668-8019.

**FINANCIAL IMPACT:**

Donation.

**POLICY IMPLICATIONS:**

None.

**RECOMMENDATION:**

Open Public Hearing, listen to public input, close public hearing, go to New Business section of this agenda and discuss this item same night and vote.

**ATTACHMENTS:**

[Public Hearing Notice for Donation](#)

**TOWN OF HOOKSETT  
PUBLIC HEARING NOTICE**

The Hooksett Town Council will be holding a public hearing on Wednesday, July 10, 2019 @ 6:00pm at the Hooksett Town Hall Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to accept the donation of a new fence (valued at \$11,875) with netting (valued at \$1,800) for a total of \$13,675.00 along the first base side at Donati Upper Field from the HYAA to the Town of Hooksett for the Parks, Recreation & Cemetery Division of Public Works per RSA 31:95-e, II. For documentation or questions contact the Hooksett Public Works Department at 603-668-8019.

Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Landscape Surety Release – Merrimack County Savings Bank  
**Meeting:** Town Council - 10 Jul 2019  
**Department:** Community Development  
**Staff Contact:** Bruce Thomas, Town Engineer

**BACKGROUND INFORMATION:**

The Merrimack County Savings Bank has requested a release of landscape surety held site work done at 1293 Hooksett Road.

The work on the referenced project was completed two years ago. I've inspected the site and I approve of the work (I did request that they replace one dead plant and they did).

The current surety is \$42,000.00. I recommend releasing the surety and returning the funds to the developer.

**FINANCIAL IMPACT:**

None

**POLICY IMPLICATIONS:**

None

**RECOMMENDATION:**

Recommend the release of \$42,000.00 surety to the developer.

**SUGGESTED MOTION:**

To approve the release of surety in the amount of \$42,000.00 to the "Merrimack County Savings Bank".

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur

**ATTACHMENTS:**

[Merrimack County Savings Bank Landscape Bond Release](#)



## *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 27, 2019  
**Re:** Landscape Surety Release – Merrimack County Savings Bank

Please be advised that the work on the referenced project was completed over two years ago. I've inspected the site and I approve of the work (I did request that they replace one dead plant and they did).

The current surety is \$42,000.00 (see attached bond). I recommend releasing the surety and returning the funds to the developer.

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

June 14, 2017

IRREVOCABLE SELF CALLING LETTER OF CREDIT NO. 297  
EXPIRATION DATE: May 31, 2019



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

Re: Merrimack County Savings Bank  
360 Londonderry Turnpike  
Hooksett, NH  
2-year Landscaping Surety

We hereby establish our Irrevocable Self Calling Letter of Credit No.297 in favor of Town of Hooksett, NH, hereinafter referred to as "Beneficiary", at the request of Merrimack County Savings Bank hereinafter referred to as "Applicant", in an amount not to exceed Forty Two Thousand and 00/100 (\$42,000.00) U.S. Dollars.

Funds are available by your draft on us at sight, duly endorsed on the reverse side thereof bearing the clause: "Drawn under Meredith Village Savings Bank Letter of Credit No. 297 dated June 14, 2017" and accompanied by the following documents:

1. This original Letter of Credit and any amendments thereto.
2. A certificate of the Engineer of Town of Hooksett, NH, duly certified by the Town Clerk, stating that:

"Merrimack County Savings Bank has not performed in accordance with the Development Regulations for a 2-year landscaping surety between Merrimack County Savings Bank and Town of Hooksett, in accordance with the approved landscaping plan for the approved Merrimack County Savings Bank Site Plan Agreement located at 1293-1301 Hooksett Road, map 25 – Lots 53 & 54, Town File No. 15-18, respecting the above project."

It is a condition of this Letter of Credit that it will be extended automatically, without amendment, for additional periods of one (1) year from the present or each future expiration date, unless at least ninety (90) days prior to the then current expiration date, the Town of Hooksett notifies Meredith Village Savings Bank requesting that the Letter of Credit **NOT** be renewed and subsequently Meredith Village Savings Bank notifies Town of Hooksett in writing by overnight courier, at the above address, that Meredith Village Savings Bank will **NOT** renew this Letter of Credit.

We hereby agree that draft(s) drawn under and in compliance with the terms of this Letter of Credit will be duly honored upon receipt of documents as specified above, which may be presented in person or sent via overnight courier at our office located at 24 State Route 25, Meredith, NH 03253 on or before the expiration date noted above or any extended date.

Except so far as otherwise expressly stated herein, this Letter of Credit is subject to the "Uniform Customs and Practice for Documentary Credits (2007 Revision) International Chamber of Commerce, Publication No. 600."

MEREDITH VILLAGE SAVINGS BANK

*Robert R. Sargeant, EVP*  
Robert R. Sargeant, Executive Vice President

**TO THE BENEFICIARY:**

Please sign and date below to indicate your approval of this Letter of Credit No. 297.

Signing this draft simply indicates your acceptance of the above wording.

The authenticated letter of credit will be forwarded to you under separate cover.

*Robert R. Sargeant, EVP*  
Beneficiary's Signature

Date 6/19/17

24 State Route 25, P.O. Box 177, Meredith, NH 03253-0177  
603-279-7986 Toll Free 1-800-922-6872 Telephone Banking 603-279-5603 or 1-800-394-8769

Alton 875-8500 Ashland 968-7103 Center Harbor 253-7303 Gilford 528-1500 Laconia 527-6030 Meredith 279-7986  
Meredith-Route 104 279-5274 Moultonborough 476-2300 Plymouth-Hannaford 536-3200 Plymouth-Main Street 536-8228 Wolfeboro 569-6655

www.mvsb.co



# Town Council

## STAFF REPORT



**To:** Town Council  
**Title:** Nominations and Appointments - July 2019  
**Meeting:** Town Council - 10 Jul 2019  
**Department:** Administration  
**Staff Contact:** Nick Germain, Project Coordinator

### BACKGROUND INFORMATION:

At their regular meeting on June 26th, Members of council chose to nominate a number of new or returning public officials

Roger Duhaime, Gerald Hyde, and Matthew Barrett are returning public officials.

Matthew Reed is recommended to replace Thomas Prasol on the Planning Board as he did not seek reappointment. Mr. Reed is currently an Alternate.

Mr. Chagnon is a member of the Economic Development Advisory Committee, and President of the HYAA. The Southern New Hampshire Planning Commission is a regional planning entity that helps coordinate regional planning efforts and provides extra planning services and support to its member. Cutler Brown and Planning Board Chair, Richard Marshall currently stand as representatives for Hooksett on the Commission. A third four year term slot is currently available and has been left open for over a year now.

### FINANCIAL IMPACT:

N/A

### POLICY IMPLICATIONS:

None

### RECOMMENDATION:

Nominate all candidates and reappointments

### SUGGESTED MOTION:

Nominations (no second required)

I nominate Mark Chagnon to the Southern New Hampshire Planning Commission to a term expiring 6/30/2022

Appointments (seconds required)

I motion to appoint Roger Duhaime to the Zoning Board of Adjustment to a term ending 6/30/2022

I motion to appoint Gerald Hyde to the Zoning Board of adjustment to a term ending 6/30/2022

I motion to appoint Matt Reed to a term on the Planning Board ending 6/30/2022

I motion to appoint Matthew Barrett to a term on the Economic Development Advisory Committee

expiring 6/30/2022

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur



Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Accept the donation of a new fence (valued at \$11,875) with netting (valued at \$1,800) for a total of \$13,675.00 along the first base side at Donati Upper Field from the HYAA to the Town of Hooksett for the Parks, Recreation & Cemetery Division of Public Works.  
**Meeting:** Town Council - 10 Jul 2019  
**Department:** Public Works  
**Staff Contact:** Earl Labonte, Director of Public Works

**BACKGROUND INFORMATION:**

For years, Hooksett Softball has been playing at the Donati Upper Field. Foul balls and overthrows have flown onto the football field during practices and games of other sports playing at the same time. HYAA is looking for permission to put up a new fence with netting along the first base side. The new fence will run 120 feet from home plate and will be 16 feet high. The fence is valued at \$11,875.00 and the netting is \$1,800.00 for a total amount of \$13,675.00.

**FINANCIAL IMPACT:**

Donation.

**POLICY IMPLICATIONS:**

None.

**RECOMMENDATION:**

Accept HYAA donation.

**SUGGESTED MOTION:**

Motion to accept the donation of a new fence (valued at \$11,875) and netting (valued at \$1,800) for a total of \$13,675.00 to be installed along the first base side at Donati Upper Field from the HYAA to the Town of Hooksett for the Parks, Recreation & Cemetery Division of Public Works RSA 31:95-e, II.

**ATTACHMENTS:**

[HYAA Donation Fence](#)

Hooksett Girls Softball League, Hooksett Lacrosse, Hooksett Flag Football, Hooksett Soccer, and the HYAA Board are reaching out to the town of Hooksett to help with a situation that has been inconvenient and even dangerous.

For years when Hooksett Softball has been playing at the Upper Field, foul balls and overthrows have flown onto the football field during practices and games of other sports playing at the same time.

What we are looking for is permission to put up a new fence along the first base side, along with netting. The new fence will run 120 feet from home plate and will be 16 feet high.

Fencing Project:	\$11,875
Netting:	\$1,800
Total:	\$13,675

I have raised the money through field sponsors and advertising sponsors so it will cost the town \$0.

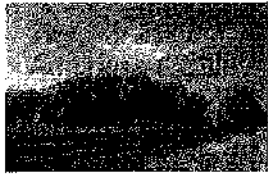
The chain link fence presently is at 35 years and still functions ok. Currently the fence is 6 feet high and tapers down to 4 feet high; this is why it needs to be replaced. The new fencing should last 40-50 years.

The netting which we use in the batting cages is 4 years old and with proper handling should last 10-15 years.

Fence installation this time of year is hard to schedule but we have a terrific company, AQ Fencing, that can start on June 25th.

If we don't get fencing installed, we will have to do what has been done for a long time: continue playing with balls flying out of the park onto the football field.

I am writing this out of immediate importance so if I can do anything to help please do not hesitate to reach out to me at (603) 305-8461. Michael St.Germain.



# Proposal AQ Fence Company

234 South Rd. Deerfield, NH 03037

**668-8297**

**American Quality since 1978 Scott R. Zenor**

Proposal Submitted to

*Hooksett Girls Softball*

Phone

**305-8461**

Date

**5/10/2019**

Street

*28 Main Street*

City, State & Zip

*Hooksett, NH 03106*

**Att: Michael**

*Dig out last 3" posts on 16' high back stop and set new post.*

*Install new chain link and rail on that one section of back stop.*

*From last post on back stop set 16' out of ground 3" 40 wt posts*

*with 1 5/8" top rail at 6' high with 6' galvanized fence +-120'.*

*From the back home run fence 53' with 3" posts 10' out of the*

*ground with 1 5/8" top rail at 6' with 6' galvanized chain link.*

*Diagonal from those two points with double gate:*

*All material and labor:*

*Cable and netting installed and supplied by Hooksett Softball Members.*

FOR THE SUM OF *Eleven thousand eight hundred seventy five* DOLLARS **\$11,875.00**

Payment to be made as follows: *\$5,000.00 deposit with balance due upon completion*

WE PROPOSE HEREBY TO FURNISH MATERIAL AND LABOR-COMplete IN ACCORDANCE WITH ABOVE

Customer acceptance of proposal:

Signature:

Authorized

Signature

*Scott R. Zenor*

*Scott R. Zenor*



ROBERT H. LORD CO.

# **GYMNASIUM EQUIPMENT QUOTATION**

<b>To:</b>	<b>Mike St Germaine</b>	<b>Date:</b>	<b>4/3/2019</b>
<b>From:</b>	<b>Robert H. Lord Co.</b>	<b>Project:</b>	<b>Hooksett Youth Athletic Assoc</b>
<b>Address:</b>	220 Chapel Road Manchester, CT 06042	<b>Address:</b>	Hooksett, NH 03106
<b>Phone:</b>	800-645-8700	<b>Arch. ref:</b>	N/A
<b>Fax:</b>	800-645-9100	<b>Addenda(s):</b>	N/A
<b>Bid Price:</b>	<b>\$1,844.00</b>	<b>Section(s):</b>	N/A

The Robert H. Lord Company, Inc. proposes to furnish, subject to the conditions below, excluding sales tax **Porter Athletic Equipment Co.** standard style Gymnasium Equipment. Standards include, but are not limited to, construction, materials and/or finishes, unless otherwise noted.

**Price Based on: Furnishing only, no installation.**

## **QTY.'S**

## **BREAKDOWN PRICING**

### **Netting**

**\$ 1,844.00**

3 Custom N361 Netting, #36 Knotted Nylon, 1.75" Mesh  
15' tall x 55' long, Black, Polyester Rope Border  
FOB, Tailgate Delivery, Hooksett, NH

If 2 each 55' sections and 1 each 25' section is purchased, total cost would be \$ 1,380.00

## **VOLUNTARY ALTERNATES:**

None

ADD:  
ADD:  
ADD:  
ADD:

Notes, Exclusions plus Terms Conditions outlined on page two are considered part of the quotation documents.

**BID CLARIFICATIONS:**

None

**Exclusions:**

1. Sales Tax, Performance, Materials and Payment Bonds, O.C.I.P. or C.C.I.P.
2. Cost and responsibility of storing materials, if installation cannot be started at the time of delivery.
3. Permits of any type.
4. Final Electrical Connection to be by others.
5. Floor Protection.
6. Pollution Insurance

**Notes:**

1. All backstop and divider curtain structure to be **FLAT BLACK POWDER COAT**.
2. Quotation includes direct attachment of ceiling suspended from the trusses with no interference with Ductwork, Fixtures or Other Obstructions.
3. Quote includes work performed during standard work hours, and on the concrete slab prior to installation of the finished floor.
4. If gymnasium equipment installation work must be done on the finished floor, the floor protection is by others.
5. Mat Hoist to be attached to steel supplied by others. All attachment steel must be approved by a structural engineer or the architect.

**Warranty Information:**

Netting 1 Year  
Mat Hoist 1 Year  
Volleyball Screens 1 year  
Backstop Mast & Structure: 25 Years (Lifetime unavailable), Windows: 5 Years, Glass Backboards: Limited Lifetime  
Gates: 1 Year

**Terms and Conditions:**

1. Shipment will be 14-20 days after receipt of order.
2. Quotation net prices will remain firm for 30 days for shipment on or before, 5/1/2019, after which we reserve the right to re-quote this project.
3. The above pricing does not include any Federal, State, Local, Manufacturers, Excise or other taxes unless specifically mentioned in the above quotation.
4. Shop Drawings will be submitted within 4 to 6 weeks after acknowledgement of purchase order and/or contract.
5. This quotation is based on our submitting progress invoices, covering material as shipped and installation as completed. Terms for each invoice are NET 30 days from date of invoice and a finance charge of 1.5% (18% APR) per month will be assessed on all accounts that have a balance thirty or more days past due.
6. In the event of a default by non-payment and the institution of collection procedures, the customer and/or guarantor agree to be responsible for all costs of collection, including attorney's fees.
7. All parties hereto agree to submit to the jurisdiction of the State of Connecticut as the proper venue for any lawsuit filed to enforce collection of monies due or regarding any service and/or product dispute.
8. Delivery and installation based upon the nearest quarter or completion date on or about 5/2/2019.
9. For any work beyond this period our quotation is NOT valid, and must be refigured. In the case of an later completion date, from what was specified in the bid documents, we reserve the right to review, with our manufacturer, what impact, if any, the revised date has on our quotation. Any cost increases will be passed on to you, to be processed as a contract addition by change order.
10. The General Contractor/Owner to supply elevator or hoist, if needed, at no charge to the Robert H. Lord Company, Inc.
11. The General Contractor/Owner to supply use of dumpsters at no charge to the Robert H. Lord Company, Inc.
12. The prices quoted in this proposal are an offer to do business with your firm subject to credit approval by the Robert H. Lord Company, Inc., and in addition, approval of the contract terms.
13. The General Contractor/Owner is responsible for providing adequate lighting for installation.
14. The Robert H. Lord Company, Inc. will not accept any back charges unless prior written approval is obtained from the RHL project manager.
15. THE ROBERT H. LORD QUOTATION FOR THIS PROJECT MUST BE MADE A PART OF THE CONTRACT.

Please contact Roy McNelly at (860) 512-2128 for price confirmation at the time of contract award.

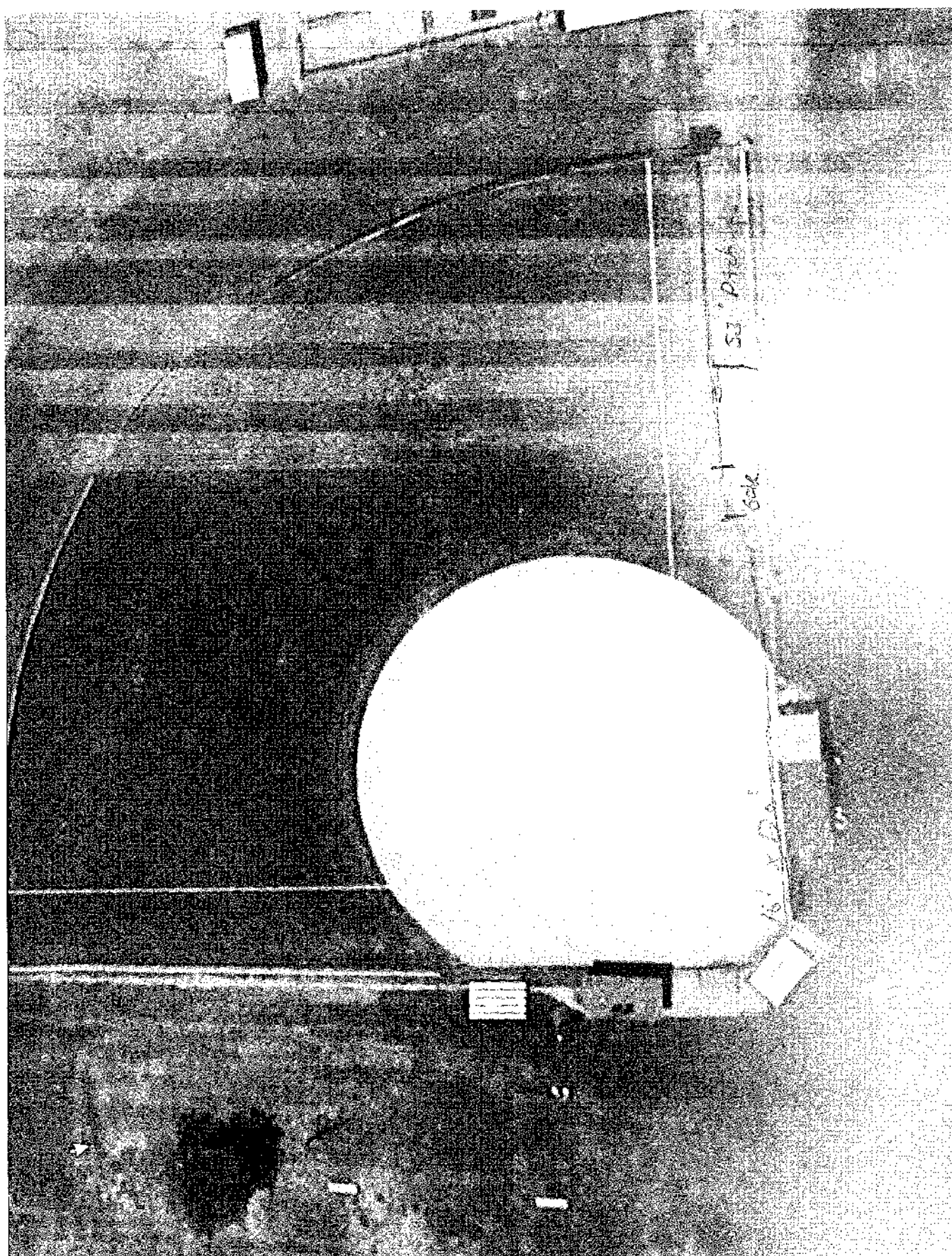
Respectfully,

Mike Ward

Sales Associate  
Office: 603-341-6967

Date: \_\_\_\_\_

Accepted: \_\_\_\_\_



Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Selecting a Cover for the 2018-2019 Annual Town & Schools Report  
**Meeting:** Town Council - 10 Jul 2019  
**Department:** Administration  
**Staff Contact:** Nick Germain, Project Coordinator

**BACKGROUND INFORMATION:**

Traditionally, the Town Council chooses a cover theme for Annual Town and Schools Report.

- Last year it was an image of the "Welcome to Hooksett signage / advertising" past and present.
- 2017-2018 it was the river walk trail
- 2016-2017 it was a commemoration to Hooksett's agricultural heritage.

Notable buildings, historic figures / events, and special projects have appeared as past cover images / themes.

**FINANCIAL IMPACT:**

Hooksett budgets for printing out approximately 250 town reports. Price has remained relatively stable for recent years, but color images significantly affect cost versus black and white images.

**POLICY IMPLICATIONS:**

None.

**RECOMMENDATION:**

Listen to the Administration Department present a few cover option themes.

**SUGGESTED MOTION:**

Vote to approve a cover option.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur





## Town Council **STAFF REPORT**



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**To:** Town Council  
**Title:** 2018-2019 Town Report in Memoriam  
**Meeting:** Town Council - 10 Jul 2019  
**Department:** Administration  
**Staff Contact:** Nick Germain, Project Coordinator

### **BACKGROUND INFORMATION:**

Traditionally, the Town of Hooksett inserts a commemoration or 'in memoriam' section towards the beginning of the town report to honor noteworthy government volunteers or employees who passed away in recent years.

Criteria historically seems to be an individual who worked for the town for extended spans of time and rendered noteworthy service, or those who represented Hooksett as an elected or appointed official extensively or rendered service in a similarly noteworthy capacity.

The Administration Department tries to collect notices of individuals who fit the above criteria, but this can be somewhat difficult as at times its hard to keep track of people who moved away or served dutifully a long time ago.

If you or someone you know knows of a longtime Hooksett official or employee who passed away this year, you're encouraged to contact the Administration Department.

### **FINANCIAL IMPACT:**

None

### **POLICY IMPLICATIONS:**

None

### **RECOMMENDATION:**

Enter into non-public at the end of the meeting to discuss any candidates

### **SUGGESTED MOTION:**

n/a

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

Concur

