



AGENDA

Town of Hooksett Town Council

Wednesday, August 28, 2019 at 6:00 PM

A meeting of the Town Council will be held Wednesday, August 28, 2019 in the Hooksett Municipal Building commencing at **6:00 PM**.

Page

- 1. CALL TO ORDER**
- 2. PROOF OF POSTING**
- 3. ROLL CALL**
- 4. PLEDGE OF ALLEGIANCE**
- 5. SPECIAL RECOGNITION**
 - 5.1. Hooksett Police - Swearing-in ceremony new Police Patrol Officers & Council Certification(s)
 - 5.2. Hooksett Municipal Employee - New Hire
- 6. SCHEDULED APPOINTMENTS**
- 7. APPROVAL OF MINUTES**
 - 7.1. Public: 07/24/19 [TC Minutes 072419-U](#) 5 - 17
 - 7.2. Public: 07/31/19 Special Meeting [TC Special Meeting Minutes 7.31.19 - U](#) 19 - 21
 - 7.3. Public: 08/14/19 Special Meeting [TC Minutes Special 081419 - U](#) 23 - 25
 - 7.4. Public: 08/14/19 Workshop [TC Workshop Minutes 081419](#) 27 - 33
 - 7.5. Non-Public: 07/24/19
 - 7.6. Non-Public: 07/31/19 Special Meeting
 - 7.7. Non-Public: 08/14/19 Special Meeting
- 8. AGENDA OVERVIEW**
- 9. PUBLIC HEARINGS**
- 10. CONSENT AGENDA**
 - 10.1. Donation of school supplies from local residents and businesses to the Town of Hooksett for the Family Services Department Back to School Supply Program. [Staff Report - SR-19-142 - Pdf](#) 35
 - 10.2. Motion to accept the donation of money/supplies for entertainment, food, 37

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

drinks and paper products with a combined estimated value under \$3,000.00 from Hooksett Kawanis, Merrimack County Savings Bank, Hooksett Police Association, Cup Cake Fairy USA, Prime Source Foods (Formerly Poultry Products Northeast), Freirhofer's Bakery Outlet, Hannaford Supermarket, Shaw's and Target, of Hooksett, NH, to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-e:II

[Staff Report - SR-19-138 - Pdf](#)

- 10.3. Motion to accept \$423.00 raised at our third annual National Night Out event held on August 6, 2019 to the Town of Hooksett through the Police Department for Hooksett families in need per RSA 31:95-b, III(b). 39

[Staff Report - SR-19-143 - Pdf](#)

- 10.4. Motion to accept the donation of \$5,000.00 from PROCON, to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-b, III (b) and return that amount to the Police Departments, K9 Trust Fund. 41

[Staff Report - SR-19-137 - Pdf](#)

- 10.5. Surety Release- Summit View of Hooksett, LLC Well Radius Surety 43 - 52

[Staff Report - SR-19-136 - Pdf](#)

[Summit View Well Radius Surety Release](#)

11. TOWN ADMINISTRATOR'S REPORT

12. PUBLIC INPUT - 15 MINUTES

13. NOMINATIONS AND APPOINTMENTS

- 13.1. Nominations and Appointments 53 - 57

[Staff Report - SR-19-147 - Pdf](#)

14. 15 MINUTE RECESS

15. OLD BUSINESS

16. NEW BUSINESS

- 16.1. 2019 MS-535 Financial Report of the Budget 59 - 72

[Staff Report - SR-19-141 - Pdf](#)

- 16.2. Discussion Regarding Knox Box System 73 - 79

[Staff Report - SR-19-146 - Pdf](#)

- 16.3. Purchase two new police vehicles 81 - 91

[Staff Report - SR-19-145 - Pdf](#)

- 16.4. Traffic/Roadway Impact Fees Storm Drain Catch Basin Cleaning 93 - 103

[Staff Report - SR-19-140 - Pdf](#)

- 16.5. Pavement Management Presentation and Request to Award Consultant Contract 105 - 106

[Staff Report - SR-19-139 - Pdf](#)

- 16.6. Administrative Code Updates (8/14/19 Town Council Workshop) 107 - 122

[Staff Report - SR-19-149 - Pdf](#)

- 16.7. Town Council Rules of Procedures Updates (8/14/19 Town Council Workshop) 123 - 133

[Staff Report - SR-19-150 - Pdf](#)

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

[Staff Report - SR-19-151 - Pdf](#)

17. SUB-COMMITTEE REPORTS

18. PUBLIC INPUT

19. NON-PUBLIC SESSION NH RSA 91-A:3 II (A - L, AS NEEDED)

20. ADJOURNMENT

PUBLIC INPUT

1. Two 15-minute Public Input sessions will be allowed during each Council Meeting. Time will be divided equally among those wishing to speak, however, no person will be allowed to speak for more than 5 minutes.
2. No person may address the council more than twice on any issue in any meeting. Comments must be addressed to the Chair and must not be personal or derogatory about any other person.
3. Any questions must be directly related to the topic being discussed and must be addressed to the Chair only, who after consultation with Council and Town Administrator, will determine if the question can be answered at that time. Questions cannot be directed to an individual Councilor and must not be personal in nature. Issues raised during Public Input, which cannot be resolved or answered at that time, or which require additional discussion or research, will be noted by the Town Administrator who will be responsible for researching and responding to the comment directly during normal work hours or by bringing to the Council for discussion at a subsequent meeting. The Chair reserves the right to end questioning if the questions depart from clarification to deliberation.
4. Council members may request a comment be added to New Business at a subsequent meeting.
5. No one may speak during Public Input except the person acknowledged by the Chair. Direct questions or comments from the audience are not permitted during Public Input.

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

**Town of Hooksett
Town Council Meeting Minutes - Unofficial
Wednesday, July 24, 2019**

1
2 The Hooksett Town Council met on Wednesday, July 24, 2019 at 5:00 in the Hooksett Municipal
3 Building.

4
5 **CALL TO ORDER**

6 Chair Sullivan called to order the Meeting of the Town of Hooksett Town Council at 5:00 pm.
7

8 **PROOF OF POSTING**

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

11 **ROLL CALL**

12 In Attendance: Councilor James Sullivan, Councilor Clark Karolian, Councilor James Levesque,
13 Councilor Timothy Tsantoulis, Councilor Avery Comai, and Councilor Cliff Jones.

14 Missed: Councilor John Durand, Councilor Robert Duhaime and Councilor Alex Walczyk.
15

16 Councilor Walczyk arrived at 5:02pm.
17

18 **NON-PUBLIC SESSION #1 NH RSA 91-A:3 II**

19
20 (b) The hiring of any person as a public employee.

21 ***J. Sullivan motioned to enter non-public session #1 of 07/24/19 at 5:02 pm per NH RSA 91-A:3***
22 ***II (b). Seconded by T. Tsantoulis.***

23
24 **Roll Call #2**

25 R. Duhaime – not present

26 J . Durand – not present

27 C. Jones – yes

28 J. Levesque – yes

29 A. Walczyk – yes

30 A. Comai – yes

31 C. Karolian – yes

32 T. Tsantoulis – yes

33 J. Sullivan - yes

34 ***Vote in favor (7-0).***

35
36 Councilor Duhaime arrived at 5:28pm.

37 Councilor Durand arrived at 5:29pm.

38 ***J. Sullivan motioned to exit non-public session #1 of 07/24/19 at 6:47pm. Seconded by T.***
39 ***Tsantoulis.***

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

41 **Back in public session at 6:47pm**

42

43 **J. Sullivan motioned to seal the non-public session #1 minutes of 07/24/19. Seconded by R.**
 44 **Duhaime.**
 45 **Vote in favor (9-0).**

46
 47 **PLEDGE OF ALLEGIANCE**

48 Chair Sullivan called for the Pledge of Allegiance.

49
 50 **SPECIAL RECOGNITION**

51 **Hooksett Fire-Rescue - Swearing-in ceremony new Firefighters/AEMTs**

52 Chair Sullivan: I would like to call upon Chief Burkush who will preside over the swearing in of four new
 53 Firefighters/AEMTs who are joining the Hooksett family. They are Courtney Larabee, Tom Holliday,
 54 Walker Deschenes, and Luke Denio.

55
 56 Chief Burkush: I would like to welcome the large contingent of family members joining us. These new
 57 firefighters must have an associate's degree and medical training. They must also take the Career
 58 Programs Assessment Test (CPAT). They have spent two weeks in Hooksett being interviewed by
 59 staff, running 1.5 miles, climbing 100 feet and swimming. They also had to complete a claustrophobic
 60 maze test. Courtney Larabee has an associate's degree in Fire Science from Lakes Region Community
 61 College and is an Army National Guard combat medic specialist. She is working on a bachelor's degree
 62 in Public Service. Tom Holliday is a graduate of the NH Fire Academy and spent four years in the US
 63 Marine Corps. He has worked for Hampstead Fire & Rescue and for Penacook Rescue. Walker
 64 Deschenes has worked several years for the Jaffrey Fire Department and has a BS in Occupational
 65 Health. Luke Denio worked for two years as an EMT with Northshore EMS. I would like to thank Giina
 66 Howard and Donna Fitzpatrick for all of their help in this process.

67
 68 Chief Burkush swore in the four new firefighters.

69
 70 Chair Sullivan: Congratulations to the four new firefighters. On behalf of the Council, I want to thank
 71 them and wish the best of luck to them and their brethren who serve. Stay safe. These swearing in
 72 ceremonies of police officers and firefighters is the best part of all of my years here. Keep up the good
 73 work.

74
 75 **Hooksett Municipal Employee - New Hire**

76 A. Garron: Ann Meyers is the new, full-time Adult Services Librarian and we are happy to bring her on
 77 as well.

78
 79 **SCHEDULED APPOINTMENTS**

80 None.

81
 82 **APPROVAL OF MINUTES**

83
 84 **Public: 07/10/19**

85 **A. Comai motioned to approve the minutes of the July 10, 2019 public meeting. T. Tsantoulis**
 86 **seconded the motion.**

87
 88 **A. Comai motioned to amend his motion as amended.**
 89 **Voted unanimously in favor.**

90
 91
 92 **Non-Public: 07/10/19**

93 **R. Duhaime motioned to approve the minutes of the non-public session of July 10, 2019. T.**
 94 **Tsantoulis seconded.**
 95 **Voted in favor.**

96

97 C. Karolian abstained because he does not believe the conversation which they had in non-public
 98 session is in compliance with RSA 91A:3, II (a).
 100

101 **CONSENT AGENDA**

102 **Motion to accept the donation of \$1,138.45 from the Hooksett PTA, cash donations and t-shirt**
 103 **sales, to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-b, III (b) and**
 104 **return that amount to the Police Departments, K9 Trust Fund.**
 105

106
 107 *T. Tsantoulis motioned to approve the consent agenda item. R Duhaime seconded the motion.*
 108 *Voted unanimously in favor.*
 110

111 **TOWN ADMINISTRATOR'S REPORT**

112
 113 A. Garron: In June the Council approved the posting of signs for no motorized vehicles on Chester
 114 Turnpike. I received an email from a resident complaining that this sign I am showing you is too small.
 115 The RSA requires a sign that is readable from 50 feet, which I believe this is.
 116

117 J. Durand: Would there be a fine for violation of this?
 118

119 C. Jones: That would be the responsibility of Fish & Game.
 120

121 A. Garron: Fish & Game can issue fines, as well as the Hooksett Police Department.
 122

123 J. Levesque: Would the prohibition of motorized vehicles include electric-powered handicapped
 124 vehicles?
 125

126 C. Karolian: The person who made the presentation said all motorized vehicles. I don't think there is an
 127 exception for handicapped vehicles. That was the clarification I requested.
 128

129 C. Jones: If you look at RSA definition, it is vehicles with an engine size over 50 cubic centimeters.
 130

131 Chair Sullivan: They probably would not arrest someone in a wheelchair.
 132

133 C. Jones: Common sense is applied.
 134

135 A. Garron: A resident reached out to the NH Department of Environmental Services (DES) because a
 136 company doing some pre-blasting discovered an increased amount of uranium in their wells. This is in
 137 the Graystone area where they were checking for nitrites and nitrates. Mr. Germain arranged for an
 138 informational meeting in this room so that the DES could give an overview of what the increased
 139 amount of uranium meant and what could be done. The residents had good questions for the DES,
 140 some of which were beyond the parameters of what they were there for. The DES gave out test kits
 141 which the residents could send to the State for analysis. The DES representatives, Paul Susca,
 142 Brendan McKernan and Cynthia Copeland, are willing to come back to give a presentation about wells
 143 in general.
 144

145 J. Durand: Is the homeowner responsible or the blasting (construction) company?
 146

147 A. Garron: It was a pre-blast survey; no blasting was done.
 148

149 J. Durand: The earth moves on its own.
 150

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151 A. Garron: I met with Kiwanis members Barbara Brennan, Bill Riley, Paul Scarpetti, and President-elect
152 Sandra Mack. Barbara Brennan gave me a tour of the food pantry, which was impressive. She told me
153 that they want to upgrade the refrigerator and are working with the DPW on that.

154
155 A. Garron: The newly convened TIF Advisory Committee and the EDAC recently met jointly, along with
156 Underwood Engineering Consultants, regarding the infrastructure project. It was a really good meeting;
157 there were a lot of good questions.

158
159 A. Garron: We have two employees leaving Hooksett: Scott Eaton of the Police Department dispatch
160 center and Mike Auger, also of the Police Department. We always hate to lose employees, but we know
161 they have opportunities.

162
163 T. Tsantoulis: I am wondering if you spoke with SNHU about the temporary bridge on Martins Ferry
164 Road which I thought SNHU was going to replace.

165
166 A. Garron: I don't think I mentioned that.

167
168 J. Durand: They said it would be more elaborate, a covered bridge.

169
170 A. Garron: I am happy to look into it. What was it supposed to be like?

171
172 T. Tsantoulis: A fabricated bridge was going to be ordered. What is there is very temporary in nature,
173 common framing lumber. Donald Winterton was the liaison at the time and may be able to remember.

174
175 Chair Sullivan: We will check the minutes. There was discussion about a sidewalk, a pedestrian
176 walkway.

177
178 T. Tsantoulis: If, in fact, this is not going to take place, someone from DPW should inspect it
179 periodically.

180
181 R. Duhaime: When the previous Town Engineer and Town Administrator left, I suspect the ball was
182 dropped. The Engineer might find something in some previous notes. There were some issues of
183 shoring it up.

184
185 T. Tsantoulis: A couple of years ago, we discussed converting our small number of streetlights to LED.
186 There was an issue with the biddings - a question about lumens (light output) - and it was put on the
187 back burner. This needs to be revisited.

188
189 Chair Sullivan: I think we made a motion not to accept the bids because they were bidding with different
190 bulbs.

191
192 A. Garron: Is there an inventory from Eversource?

193
194 T. Tsantoulis: It would be easy to provide one.

195
196 C. Karolian: The savings we would get, could we have more streetlights or is it just strictly to save
197 money on the ones we have? Could we put it back into installing more? Would the savings be enough
198 to install more?

199
200 T. Tsantoulis: I can't answer that now.

201

202 C. Karolian: I'm not looking for an answer.

203

204 T. Tsantoulis: It is worth looking at.

205

206 J. Durand: Is there a line in the budget for street lighting?

207

208 A. Garron: Yes. We have about 600 streetlights now.

209

210 C. Karolian: I understand this is long term.

211

212

213 **PUBLIC INPUT - 15 MINUTES**

214

215 Donna Fitzpatrick, 47 Lindsey Road: We just went through a major heatwave, and I want to thank the
216 Hooksett employees who worked through it. Employees in Police, Fire and Public Works were wearing
217 uniforms out in the heat. Inside, at the Fire Department and in Community Development, the AC has
218 been broken. I can't imagine it. There have been no complaints. The heat index was 100 degrees plus.

219

220 **NOMINATIONS AND APPOINTMENTS**

221

222 **July 2019 Nominations and Appointments**

223

224 *R. Duhaime motioned to appoint Mark Chagnon to a four-year term on the Southern NH*
225 *Regional Planning Commission as Hooksett's third representative, term expiring 2023 J. Durand*
226 *seconded the motion.*

227 *Voted unanimously in favor.*

228

229

230 *R. Duhaime motioned to appoint John Giotas to the Heritage Commission, term expiring 2022.*

231

232 *J. Levesque seconded the motion.*

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256 C. Karolian: I have a question. We currently have three Councilors assigned to union negotiations. My
 257 question is, if I can direct it to the Town Administrator, according to the Town Charter, Section 4.7,
 258 regarding non-interference with the Town Administrator, from the Town Council point of view, by having
 259 Town Councilors actively involved at the negotiating table, across from employees or their
 260 representatives, are we in any type of conflict with the Town Charter, as opposed to having the Town
 261 Administrator and the department heads (or designees of those) to negotiate union contracts with
 262 employees? How do we get involved with...If I have something I want to put forward and sit with you or
 263 other Councilors at the negotiations table and we're not on the same page, and I am adamant, or three
 264 Councilors are adamant, as opposed to you or a department head, is there a conflict by having Town
 265 Councilors directly involved in union negotiations with employees? That is my fear and I wonder about
 266 that.

267
 268 A. Garron: The leading negotiator is going to be me. If there are caucuses needed to get on the same
 269 page, I will definitely take input and listen, but ultimately, it is going to be my decision, based on what is
 270 best for the town. Then the proposal will go back to the Town Council for ratification.

271
 272 C. Karolian: Would it be better – this question is for all, not just the Town Administrator – or make more
 273 sense, to have the Town Administrator and the department heads negotiate contracts and bring it back
 274 to the Council? We aren't deciding operations, just budgetary items...not interfering with operations,
 275 prior benefits, etc. etc. and the list goes on and on. Should it be the Town Councilors' job to negotiate
 276 or should it be the Town Administrator with the department heads negotiating and then bringing it to the
 277 Town Council? The three Councilors will be doing the negotiating and then will be part of the vote to
 278 ratify. Is that a conflict of interest, for lack of a better term?

279
 280 R. Duhaime: In the last several years with the negotiations I have done, this hasn't been a problem.
 281 Health insurance has been a huge issue. This Council, not the Town Administrator, has to sell this at
 282 the Town Meeting. It hasn't hurt at all that Councilors have been involved in the negotiations. Those
 283 three have to convince the other six Councilors; three is not the majority. If the vote is no, it goes back
 284 to negotiations. It's about how we're moving forward. Where are we going?

285
 286 C. Karolian: I'm wondering about the Town Charter. In looking at how we want a particular department
 287 to go as Town Councilors, are we stepping into Section 4.7 of the Town Charter where we are not
 288 supposed to go?

289
 290 Chair Sullivan: The Charter has been in existence for 30 years. When I was on the Town Council in
 291 1992, we had Councilors involved with negotiations. It was just the Fire Department because there was
 292 a Police Commission and Public Works was not unionized. If the Council representatives are a group
 293 designated by the Town Council, it is not interference; if it is an individual Councilor, it is interference.
 294 We can get clarification. If it was a concern, someone would have mentioned it 30 years ago, but it is
 295 good to re-think things.

296
 297 C. Karolian: Can we get clarification? Just because we've done it a certain way all along doesn't mean
 298 it's the correct way. Department heads know what they want done. The Town Administrator and the
 299 department heads should negotiate the contracts. The Town Council can meet in non-public session
 300 regarding the negotiations, if needed, as opposed to sitting at the negotiating table.

301
 302 D. Fitzpatrick: I have been in the union negotiations with the Police, Fire and Public Works since 2013
 303 with different groups of Councilors. Two different attorney firms have been involved, both under Section
 304 4.7. According to these attorneys, the Town Administrator could negotiate alone, and it is also okay to
 305 have Town Councilors involved. We can check to be sure this is the correct way. The advice of our
 306 attorneys is that yes, we can.

307

308 C. Karolian: For clarification purposes, attorneys have been consulted? This particular question has
 309 come up in the past and they have rendered their opinion? Are they saying yes, it's perfectly okay and
 310 you are not in conflict with the Charter to have Town Councilors actively negotiating with the Town
 311 Administrator, the department heads and employees?

312
 313 D. Fitzpatrick: If you have a specific question, we can re-ask. Maybe you have a word not used in the
 314 past. Even during mediation (impasse) we have had Town Council representatives and our attorney
 315 present. He knew who was on the negotiating team and he knew the Charter. He is still our attorney,
 316 so it is not foreign to him to ask your question, just in case it is a bit different than what we have asked
 317 in the past. We can reinforce that our attorney continues to support the way we conduct union
 318 negotiations.

319
 320 Chair Sullivan: I am not sure, but the Town Administrator will check with legal.
 321

322 C. Karolian: So, your answer would be no? They haven't been asked that question and haven't
 323 rendered an opinion? They have been present and no one has objected? Have they been asked or
 324 not?

325
 326 Chair Sullivan: Not as far as I know.
 327

328 D. Fitzpatrick: We have not been in violation of Section 4.7 of the Town Charter in the past. Our legal
 329 counsel has been aware of who is on the negotiation team. We can ask to reinforce this. I don't have it
 330 in writing; it was probably a verbal passing.
 331

332 A. Garron: I will ask the question. Hooksett isn't unique. Salem has two Councilors on the negotiating
 333 team. Londonderry has two also. They have Town Managers, not Town Administrators. We do have a
 334 meeting tomorrow and have to move forward. I assume this would have been addressed over the past
 335 30 years. I am almost positive that it is not outside the parameters of the requirements.
 336

337 R. Duhaime: We all have agendas, but we represent the people, not our own agendas. Mine is for the
 338 town. That is why it comes back to us. If you feel unsafe, I understand, but I hope you will stay on the
 339 negotiating team. We will clarify this to make you feel safe.
 340

341 C. Karolian: For the record, I take exception to what you are saying because you are indicating to me or
 342 maybe anybody else that I have an agenda other than serving the constituents of the town of Hooksett.
 343 I am not. Are we in violation or could we be? I want to make sure we are doing it correctly. I have
 344 negotiated many contracts. I am not objecting to being on the negotiating team. I volunteered. Should
 345 we have Town Councilors on the team?
 346

347 D. Fitzpatrick: Our town attorney can also negotiate for us for an hourly rate.
 348

349 C. Karolian: Absolutely. I would expect them to say that. You are saying that they have answered the
 350 question? ?
 351

352 D. Fitzpatrick: I don't have it in writing.
 353

354 ***T. Tsantoulis motioned to instruct the Town Administrator to consult with the town attorney***
 355 ***regarding this. C. Karolian seconded the motion.***
 356

357 C. Karolian: Could the Council get a recommendation as to whether they should or should not have
358 Councilors at the negotiating table? Is it in our best interest or not?
359

360 A. Garron: Whether or not Town Councilors can be part of the team is the first question. The second
361 would be to ask if they should, which is speculative and is asking for a legal feeling.
362

363 C. Karolian: I withdraw that suggestion.

364 Chair Sullivan called for a vote on the motion to instruct the Town Administrator to consult with the town
365 attorney regarding the participation of Town Councilors in negotiations.
366

367 ***Voted unanimously in favor.***

368 **OLD BUSINESS**

369 **Selecting a Cover for the 2018-2019 Annual Town & Schools Report**

370
371
372 N. Germain: At the last meeting, you said you wanted to see something related to the Lilac Bridge. I
373 have pictures of the old bridge and the new. The old ones are not in color. I have images of when the
374 old bridge was destroyed and of the new bridge in October of last year.
375

376 R. Duhaime: Has the bridge ever been featured on the cover of the Town Report?
377

378 N. Germain: No, it has not.
379

380 J. Levesque: Does the town have the plaque that was on the old bridge?
381

382 Chair Sullivan: Yes. It is to the left of the Arah Prescott building. Mr. Germain, you can refer to the 95-
383 page state report on this subject for historical wording. I like the 1952 picture. The consensus of the
384 Council is that you have leeway to add more information about the bridge in the narrative.
385

386 A. Walczyk: When was the old postcard picture taken?
387

388 Mr. Germain: 1906.
389

390 **NEW BUSINESS**

391 **Knox Box Security System upgrade/replacement**

392
393 Chief Burkush: The Knox Box is the control feature in all of our vehicles. A 1987 ordinance requires
394 these boxes to be placed on buildings which are empty after hours, secure buildings such as apartment
395 complexes, locked gates, or any other locations where they are deemed necessary for safety. The keys
396 to the buildings are inside these boxes. Hooksett has the liability to maintain the key that opens these
397 boxes. When first developed 30 years ago, these were radio controlled. If our key is lost, all 581 boxes
398 would have to be re-keyed. The cost per key would be \$62, so the total cost would be \$36,022. They
399 are now monitored by laptop, but soon they will not be supported. Currently, each employee punches in
400 a code and the key is released, and this entry is recorded. The new electronic system which is available
401 is more secure. The cost of each conversion kit is \$241; participation would be on a volunteer basis.
402 The new programmed system would be in all fire trucks. In addition to releasing the key, the system
403 programs the fob. If the fob is lost, in one hour it will no longer work. It is very secure. Audit tracking will
404 be done via WIFI. I am confident that the facilities will upgrade. Our total cost would be \$36,000; our

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8

405 attorneys have been consulted and they agree that impact fees can be used. This is a sole source
406 purchase.
407

408 ***R. Duhaime motioned to allow sole source purchase under the Administrative Code 5.3.3***
409 ***Special Exception to purchase a new Knox Box System. C. Karolian seconded the motion.***
410

411 T. Tsantoulis: If we do nothing, if we rely on what we have, what are the consequences?
412

413 Chief Burkush: We won't be able to buy the units, and we will not be supported by tracking software.
414 We plan to develop pamphlets to distribute, explaining this opportunity. We will not mandate
415 conversion.
416

417 J. Durand: If people do not update, can the system work with some of each, old and new?
418

419 Chief Burkush: Yes. Only new ones will be required to purchase the new system. We would purchase
420 20 for our vehicles. Members of the Fire Department use their badge numbers as access codes.
421

422 C. Karolian: Would the old system be able to crisscross? Are the old and new compatible? When will
423 the current system be antiquated?
424

425 Chief Burkush: Yes, they are compatible. Within a couple of years, the support software won't be
426 available.
427

428 C. Jones: Is there any way people with the old system should be given a reasonable time to convert?
429

430 Chief Burkush: I don't recommend mandating it. It should happen in time.
431

432 C. Jones: Is there a yearly fee to update?
433

434 Chief Burkush: Yes. It is \$4,700 for five years.
435

436 T. Tsantoulis: I have a hard time supporting this. Great ideas cost money. The current system is
437 working. How often is it used? We don't have that information. I don't understand how the key isn't
438 going to work. Keys don't get outdated.
439

440 Chief Burkush: We use this on a daily basis. We use it to get into the schools. We have to get in and
441 around these buildings, sometimes several times a day. We are not breaking down doors like the old
442 days. We need the system for medical calls. It is expensive, I grant you. We need to protect the town,
443 and will have to make the transition sooner or later.
444

445 A. Walczyk: Thanks for putting this together. Regarding the cloud license, could we get it as an ongoing
446 line item?
447

448 Chief Burkush: Yes. We put them all in the budget. Use of impact fees is warranted because the need
449 is the result of an increase in capital. We don't want this expense to impact the taxpayers.
450

451 A. Walczyk: Which buildings would this cover?
452

453 Chief Burkush: There are 581 Knox Boxes. That includes the municipal buildings, SNHU, GE, PSNH,
454 the malls and apartment buildings – even sprinkler systems. Many of these structures have expensive
455 glass fronts. With this system, we don't have to break them to get in.

TC MINUTES 07-24-19 - U

9

456

457 R. Duhaime: Why now? Electronics constantly update themselves. When did this come out? Will there
458 be a new one next year? I suggest you come back with numbers for justification.

459

460 Chief Burkush: The original system is over 30 years old. The new units are \$1,000 per box. Every time
461 we buy a new fire truck, we need a new one. There will be lack of support going forward. The new
462 technology reduces our liability. The Police Department calls us when they need to get in a building.

463

464 A. Garron: How long has the current system been used?

465

466 Chief Burkush: About ten years.

467

468 A. Garron: The current system can still be used at the point of service, so there is probably a ten-year
469 horizon.

470

471 R. Duhaime: The current system has worked for 30 years.

472

473 C. Karolian: Have you had problems using the current system? Can you use the current system at the
474 point of service? Have you lost a key?

475

476 Chief Burkush: We have had no problems. One key was broken; none have been lost.

477

478 J. Levesque: How do you keep track of the keys?

479

480 Chief Burkush: They are numbered sequentially.

481

482 R. Duhaime: Are the new kits for any town buildings or just for your trucks?

483

484 Chief Burkush: They are just for the trucks. I advocate doing the town building.

485

486 R. Duhaime: Should we do them together?

487

488 A. Walczyk: Do we have anybody on the system now who would need it? Have you had any requests?

489

490 Chief Burkush: I don't think so, no. We have not yet had one we couldn't open.

491

492 Chair Sullivan called for a roll call vote on the motion to approve a sole source purchase.

493

494 **Roll Call Vote #3**

495 **A. Comai No**

496 **C. Jones No**

497 **A. Walczyk No**

498 **J. Durand No**

499 **R. Duhaime No**

500 **J. Levesque No**

501 **C. Karolian No**

502 **J. Sullivan No**

503 **Motion defeated (0-9).**

504

505

Approval of Council's Report for Hooksett's 2018-2019 Annual Town and Schools Report

T. Tsantoulis motioned to approve the Council's Report for Hooksett's 2018-2019 Annual Town and Schools Report. A. Comai seconded the motion.

Chair Sullivan called for a vote on the motion as amended by the Councilors.

Voted unanimously in favor.

08/14/19 Town Council Workshop Prep

D. Fitzpatrick: The Town Council workshop is scheduled for Wednesday, August 14, 2019. I need your prep work. If you don't have it tonight, I need it by Friday at the latest. I have provided a rough draft, a template we have used in previous years. We need you to list and prioritize the topics you would like to discuss. We will also need to develop goals for Town Administrator Garron through June 30, 2020. The timing of the workshop is perfect because these goals for the new Town Administrator are supposed to be established within the first 90 days of hire. Your packets will be sent by August 7, 2019. The public is invited to be in the audience at the workshop, but there will be no public input. No motions will be made at the workshop; urgent items can be pushed to the August 28, 2019 meeting.

PUBLIC INPUT

Roger Duhaime, 19 Sawhill Road: I came to meet the Town Council and tell you that I appreciate your efforts. I want to let you know that I am building my own roundabout at the bottom of Hackett Hill. I just turn lower into the dirt. Traffic just keeps getting worse and worse there. I would really like to see that on the agenda of the new Town Administrator. Second, the bottleneck between Walmart and Exit 10 is supposed to be addressed using impact fees. Sewer hookups could be addressed at the same time, and I would like to see this on the Council's agenda as well.

SUBCOMMITTEE REPORTS

T. Tsantoulis: We now have three candidates for the Hooksett Youth Achiever Award.

NON-PUBLIC SESSION #1 NH RSA 91-A:3 II

(a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, 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.

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

(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.

J. Sullivan motioned to enter non-public session #2 of 07/24/19 at 9:17pm per NH RSA 91-A:3 II (a), (b) and (c). Seconded by R. Duhaime

Roll Call #4

A. Walczyk – yes

J. Levesque – yes

C. Jones – yes

R. Duhaime – yes

J. Durand – yes

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557 C. Karolian – yes
 558 T. Tsantoulis – yes
 559 A. Comai – yes
 560 J. Sullivan - yes
 561 **Vote in favor (9-0).**

562
 563 Councilor Levesque left at 10.05pm.
 564

565 **J. Sullivan motioned to exit non-public session #2 of 07/24/19 at 10:27pm. Seconded by T.**
 566 **Tsantoulis.**
 567 **Vote unanimously in favor (8-0).**

568 **Back in public session at 10:27pm**

569
 570 **J. Sullivan motioned to seal the non-public session #2 minutes of 07/24/19. Seconded by R.**
 571 **Duhaime.**
 572 **Vote in favor (8-0).**
 573

574 **Town of Hooksett Assessor**

575 Town Administrator Garron: We advertised and interviewed for a Town Assessor in Hooksett. Three
 576 (3) applicants were interviewed. Per the Charter, I appoint and remove. I am recommending candidate
 577 Doug Irvine for the Town Assessor. I am seeking the Council's advice and consent.
 578

579 Chair Sullivan: Verbatim from the Town Charter page 10: The Town Charter Section 4.6 Appointment
 580 of Department Heads "The Administrator shall have the power to appoint and remove, subject to the
 581 provisions of this Charter, all town department heads. Such appointments shall be on merit and fitness
 582 alone and with the advice and consent of the council."
 583

584 Councilor Duhaime: I request a roll call.
 585

586 **Roll Call #5**

587 T. Tsantoulis – no
 588 C. Jones – yes
 589 R. Duhaime – no
 590 A. Walczyk – yes
 591 J. Levesque – not present
 592 C. Karolian – yes
 593 J. Durand – yes
 594 A. Comai - no
 595

596 Chair Sullivan: A tie of this vote is a fail. The recommendation of this individual is under the discretion
 597 of the Town Administrator per 4.6 of the Town Charter. The Hooksett voters voted in favor of the 2019-
 598 2020 Budget. The voter guide stated Council's Report: "The assessing budget reflects bringing a
 599 contracted Assessor's position in-house with a full- time employee and the elimination of a full-time
 600 Real Estate Appraisers." And Article 3 Assessing: "This proposed budget does include one staffing
 601 change to bring the contracted Assessor's position in-house full-time and to eliminate the full-time Real
 602 Estate Appraiser's position." We follow the will of the voters and the Charter. The Town Administrator
 603 posted the Assessor requirements and the job description. The applicants were interviewed for "merit
 604 and fitness."
 605

606 J. Sullivan - yes

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12

607 ***Vote in favor (5-3). Motion carried.***

608

609 D. Fitzpatrick: Informed the Chair there was no first or second motion to this roll call vote.

610

611 Chair Sullivan: The Council was just informed of a mistake in this vote.

612

613 ***Chair Sullivan motioned for a reconsideration of roll call vote #5 above, due to no first or***
614 ***second motion to make the roll call. Seconded by Councilor Karolian.***

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

616

617 ***Chair Sullivan motioned that the Council, as recommended by the Town Administrator and per***
618 ***Town Charter Section 4.6, advises and consents to Doug Irvine for a conditional offer of***
619 ***employment as the new Assessor. Seconded by Councilor Walczyk.***

620

621 **Roll Call #6**

622 J. Durand – yes

623 J. Levesque – not present

624 C. Karolian – yes

625 A. Comai – no

626 C. Jones – yes

627 T. Tsantoulis – no

628 A. Walczyk – yes

629 R. Duhaime - no

630 J. Sullivan - yes

631 ***Vote in favor (5-3). Motion carried.***

632

633 **ADJOURNMENT**

634 ***J. Sullivan motioned to adjourn the public session of 07/24/19 at 10:38pm. Seconded by T.***
635 ***Tsantoulis.***

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

637

638 Respectfully submitted,

639

640

641 Kathleen Donnelly

642 Recording Clerk

Town of Hooksett
Town Council Special Meeting Minutes - Unofficial
Town Hall Chambers, 35 Main St. Hooksett, NH
Wednesday, July 31, 2019

CALL TO ORDER

Chair Sullivan called to order the Special Town Council Meeting of July 31, 2019 at 6:12 pm.

PROOF OF POSTING

Donna Fitzpatrick, Administrative Services Coordinator, provided proof of posting

ROLL CALL

In Attendance: Councilor James Sullivan, Councilor Robert Duhaime, Councilor James Levesque, Councilor Timothy Tsantoulis, Councilor Avery Comai, and Councilor Cliff Jones.

Missed: Councilor John Durand, Councilor Clark Karolian, and Councilor Alex Walczyk.

PLEDGE OF ALLEGIANCE

Chair Sullivan led the Pledge of Allegiance.

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

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

J. Sullivan motioned to enter non-public session of 07/31/19 at 6:13pm per NH RSA 91-A:3 II (b). Seconded by T. Tsantoulis.

Roll Call #2

R. Duhaime – yes
J. Durand – not present
C. Jones – yes
J. Levesque – yes
A. Walczyk – yes
A. Comai – yes
C. Karolian – not present
T. Tsantoulis – yes
J. Sullivan - yes
Vote in favor (6-0).

J. Sullivan motioned to exit non-public session of 07/31/19 at 6:35pm. Seconded by T. Tsantoulis.
Vote in favor (6-0).

Back in public session at 6:36pm

Town of Hooksett - Assessor

André Garron, Town Administrator: As the Council knows, we advertised and interviewed for the position of Town Assessor in Hooksett. We interviewed three candidates. Per the Town Charter, the Town Administrator has the power to appoint and remove department heads with the advice and consent of the Town Council. Therefore, I seek the advice and consent of the Council to select Jon Duhamel as our next Town Assessor and to make him a conditional offer.

(Town Charter page 10: The Town Charter Section 4.6 Appointment of Department Heads “*The Administrator shall have the power to appoint and remove, subject to the provisions of this Charter, all town department heads. Such appointments shall be on merit and fitness alone and with the advice and consent of the council.*”)

T. Tsantoulis motioned that the Council, as recommended by the Town Administrator and per Town Charter Section 4.6, advises and consents to Jon Duhamel for a conditional offer of employment as the new Assessor. Seconded by J. Levesque.

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

Roll Call Vote #3

A. Comai - no
C. Jones – yes
A. Walczyk – not present
J. Durand – not present
R. Duhaime - no
T. Tsantoulis - no
J. Levesque – yes
C. Karolian – not present
J. Sullivan - yes
Vote a tie (3-3). (no decision)

Chair Sullivan: That is a tie; the Council has not consented to the recommendation of the Town Administrator. We will wait until our next meeting to ask the Town Administrator for a recommendation at that point.

D. Fitzpatrick: Our next meeting is August 14, 2019, and that is a workshop. The next regular meeting is August 28, 2019.

Chair Sullivan: Can this wait until August 28, 2019?

A. Garron: I would rather do it on August 14, 2019.

Chair Sullivan: That will have to be posted.

D. Fitzpatrick: That would be a special meeting before the workshop.

91 Chair Sullivan: Whatever is required.

92

93 ***J. Sullivan motioned to seal the non-public session minutes of 07/31/19. Seconded by R.***
94 ***Duhaime.***

95 ***Vote in favor (6-0).***

96 **ADJOURNMENT**

97 ***Chair Sullivan motioned to adjourn at 6:43 pm. Seconded by J. Levesque.***

98 ***Voted in favor (6-0).***

99

100

101 Respectfully submitted,

102

103

104 Kathleen Donnelly

105 Recording Clerk

106

**Town of Hooksett
Town Council Special Meeting Minutes - Unofficial
Town Hall Chambers, 35 Main St. Hooksett, NH
Wednesday, August 14, 2019**

CALL TO ORDER

Chair Sullivan called to order the Special Town Council Meeting of August 14, 2019 at 5:06 pm.

PROOF OF POSTING

Donna Fitzpatrick, Administrative Services Coordinator, provided proof of posting

ROLL CALL

In Attendance: Councilor James Sullivan, Councilor James Levesque, Councilor Avery Comai, Councilor Cliff Jones, Councilor John Durand, Councilor Clark Karolian, and Councilor Walczyk.

Councilor Robert Duhaime arrived at 5:45pm.

Missed: Councilor Timothy Tsantoulis

PLEDGE OF ALLEGIANCE

Chair Sullivan led the Pledge of Allegiance.

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

(a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, 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.

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

(l) 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 08/14/19 at 5:08 pm per NH RSA 91-A:3 II (a),(b), and (l). . J. Levesque seconded the motion.

Roll Call Vote #2

R. Duhaime not present

J. Durand Yes

C. Jones Yes

J. Levesque Yes

A. Walczyk Yes

A. Comai Yes

C. Karolian Yes

T. Tsantoulis not present

J. Sullivan Yes

Voted in favor (7-0).

48 **Councilor Robert Duhaime arrived at 5:45pm.**

49 ***Chair Sullivan motioned to exit non-public session of 08/14/19 at 6:30pm. R. Duhaime***
 50 ***seconded the motion.***

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

52

53 **BACK IN PUBLIC SESSION AT 6:45 pm**

54

55 ***Chair Sullivan motioned to seal the minutes of the non-public session OF 08/14/19. J.***
 56 ***Levesque seconded the motion.***

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

58

59 **Town of Hooksett - Assessor**

60

61 ***Chair Sullivan motioned to reconsider the vote of July 31, 2019 regarding a conditional***
 62 ***offer of employment to Jon Duhamel for the position of Assessor. J. Levesque seconded***
 63 ***the motion.***

64 ***Vote in favor (7-1), with Councilor Duhaime opposed.***

65

66 A. Garron: On June 6, 2019, the town posted the position of an in-house, full-time Assessor, as
 67 mandated by vote at the March 12, 2019 Town Meeting. Hooksett has an in-house Appraiser
 68 but has been contracting out the position of Assessor. The posting ended on July 6, 2019.

69 Three candidates were interviewed for the position. Rick Brideau, a certified Assessor, Donna
 70 Fitzpatrick and Chief Janet Bouchard served on the interview committee with me. With the
 71 advice and consent of the Council, the position was offered to one of the candidates. This
 72 person declined the position. A close second was Jon Duhamel, and I wish tonight to put forth
 73 his name for the position. Mr. Duhamel worked as a certified Assessor and property supervisor
 74 for 18 years in Laconia and Nashua and is now a contract Assessor. He is current on all skill
 75 sets, is qualified, and will be a great addition. In accordance with Section 4.6 of the Charter, I
 76 seek the advice and consent of the Council to make a conditional offer to Mr. Duhamel.

77

78 ***J. Levesque motioned that the Council, as recommended by the Town Administrator and***
 79 ***per Town Charter Section 4.6, advises and consents to Jon Duhamel for a conditional***
 80 ***offer of employment as the new Town Assessor. J. Durand seconded the motion.***

81

82 J. Levesque: We should support the choice of the Town Administrator. He has the qualifications
 83 we need.

84 C. Karolian: Is this the same motion that was presented at the last meeting?

85 Chair Sullivan: Yes, it is.

86 R. Duhaime: I will not be able to support the choice of the Town Administrator. It is nice to
 87 promote local people from within.

88 C. Jones: I worked for 25 years with the person to whom you are referring. The issue is
 89 certification. According to the State, this person cannot do this job without certification.

90 Chair Sullivan: The Charter is the authority.

91 R. Duhaime: Field experience can be just as valuable, and sometimes experience is more
92 valuable than a certification.

93 C. Karolian moved the question.

94 A roll call vote was taken on the motion regarding a conditional offer of employment to Jon
95 Duhamel for the position of Assessor.

96 **Roll Call Vote #3**

97 **A. Comai No**

98 **C. Jones Yes**

99 **A. Walczyk Yes**

100 **J. Durand Yes**

101 **R. Duhaime No**

102 **T. Tsantoulis not present**

103 **J. Levesque Yes**

104 **C. Karolian Yes**

105 **J. Sullivan Yes**

106 **Voted in favor (6-2), with Councilors Comai and Duhaime opposed.**

107

108 **ADJOURNMENT**

109

110 ***Chair Sullivan motioned to adjourn the Special Meeting at 7:00 pm. J. Levesque***
111 ***seconded the motion.***

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

113

114 Respectfully submitted,

115

116 *Kathleen Donnelly*

117 Kathleen Donnelly

118 Recording Clerk

119

120

121

122

1

**Town of Hooksett
Town Council Workshop Meeting Minutes - Unofficial
Wednesday, August 14, 2019**

2

3

CALL TO ORDER

4

Chair Sullivan called to order the Workshop Meeting of the Town of Hooksett Town Council at 7:00 pm.

5

6

7

PROOF OF POSTING

8

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

9

10

ROLL CALL

11

In Attendance: Councilor James Sullivan, Councilor Clark Karolian, Councilor James Levesque, Councilor Avery Comai, Councilor Cliff Jones, Councilor John Durand, Councilor Robert Duhaime and Councilor Alex Walczyk.

12

13

14

15

Missed: Councilor Timothy Tsantoulis

16

17

PLEDGE OF ALLEGIANCE

18

Chair Sullivan called for the Pledge of Allegiance.

19

20

WORKSHOP ITEMS

21

Chair Sullivan: During this workshop meeting, the Council will review the Administrative Code, the Rules of Procedure, and other issues which have arisen over the past year. This meeting is for discussion and possible consensus. No motions will be made tonight, but can be made at the next regular Town Council meeting on August 28, 2019.

22

23

24

25

26

▪ **Administrative Code**

27

Chair Sullivan: What is the reason for the changes in Section 2.2 and 2.3?

28

29

A. Garron: The Finance Director suggested these changes, and I have not had a chance to discuss them with her.

30

31

32

D. Fitzpatrick: All of the suggested changes in the Administrative Code are from the Finance Director. I suggest inviting her to explain them at the August 28, 2019 meeting.

33

34

35

C. Karolian: Referring to Section 6 in the definition of Lease, the first use of the word "that" should be removed.

36

37

38

Chair Sullivan: Referring to page 36, Section V, REIMBURSEMENT ALLOWANCES FOR PERSONAL CELLULAR PHONES, why is \$11.53 changed to \$11.54?

39

40

41

D. Fitzpatrick: That is due to rounding. The annual cost of \$600 divided by 52 weeks equals \$11.538. Some employees have the choice of using their personal phones for work. If they do, they are subject to RSA 91-A.

42

43

44

45

Chair Sullivan: I would like to find out how many employees use their personal cell phones.

46

47

48 ▪ **Rules of Procedure**

49 A. Garron: The note added to 2.a.1. clarifies that the Town Administrator acts as Council
50 Chair from July 1st until the new Town Council has its first meeting, leading the first
51 meeting through Town Council Reorganization – Part I.

52
53 A. Walczyk: Referring to 1.a., the guide is 'Roberts' (not Riggins) Rules and
54 Parliamentary Law at a Glance.

55
56 C. Karolian: I would suggest striking the section in parenthesis under 3.c. Saying that a
57 quorum is two-thirds is sufficient.

58
59 Chair Sullivan: The Secretary should sit next to the Recording Clerk, as stated in 3.g.
60 because they often need to consult.

61
62 J. Levesque: I think 3.h. should stay as a reminder that everyone should address the
63 Chair, confine remarks to the pending question, and not engage in personalities.

64
65 D. Fitzpatrick: Regarding 4.c., this issue was brought up recently, and this clarifies that
66 the Town Administrator may require department heads or other employees to attend a
67 meeting when their input might be needed. All questions should be directed to the Town
68 Administrator who may then defer to a department head or an employee.

69
70 Chair Sullivan: Under 5.a., we are reminded that motions should be read from staff
71 reports.

72
73 Chair Sullivan: Regarding debate, 6.b.1. reminds us that every Council member may
74 speak twice on any motion, except for the member making the motion, who may speak
75 three times.

76
77 C. Karolian: How does the two-thirds vote referenced in 6.a.2. occur?

78
79 Chair Sullivan: I would ask if anyone wishes to have further discussion, and if the
80 response is yes, I would call for a vote.

81
82 C. Karolian: I would like 6.a. to stay because raising one's hand lets other members
83 know you want to speak.

84
85 C. Karolian: The items in 6.3. are important because the feedback I have received from
86 those watching and hearing indicates that the meetings should be more orderly.

87 R. Duhaime: I have been accused of taking the long way around the barn when I present
88 several comments leading up to a main point or question.

89
90 Chair Sullivan: The next section is 7. Order of Business. The approval of minutes has
91 been moved down because of the time it takes. We want to accommodate the audience.
92 The Agenda Overview is the time to request a change in the Order of Business. We
93 want to have any Public Hearings as early as possible in the meeting. This change is
94 also to accommodate the audience.

95
96 Chair Sullivan: It is suggested that the 15 Minute Recess be eliminated.

97

98 R. Duhaime: I don't agree with this because this is a time for networking with the public
99 in the audience. It is a time to shake hands and listen to the people.
100
101 A. Garron: Eliminating the recess is proposed because of the desire to push through and
102 complete the agenda items.
103
104 Chair Sullivan: A compromise would be a brief recess.
105
106 Chair Sullivan: Another suggested change in the Order of Business is to list Non-Public
107 Session including all categories (a – I). We currently list only those which we know of at
108 the time of posting the agenda, which is one week prior to the meeting. What if another
109 item comes up between that time and the meeting?
110
111 C. Karolian: For transparency, we want the public to know which category we are going
112 to discuss.
113
114 Chair Sullivan: This is only for the printed/posted agenda. When we actually motion to
115 enter non-public, we then state specific categories, based on the subject matter.
116
117 C. Karolian: I thought a Counselor could request a non-public session at any time during
118 the meeting.
119
120 Chair Sullivan: The suggested change would accommodate that. However, if the agenda
121 states (a) & (b), for example, a Councilor cannot ask to enter a non-public session under
122 (c).
123
124 D. Fitzpatrick: Our legal counsel, Matt Serge, has advised us that listing RSA 91-A:3, II
125 (a – I) on the agenda is acceptable.
126
127 R. Duhaime: We want to be transparent.
128
129 D. Fitzpatrick: Under 8.a. is proposed language stating that in advance of the meeting,
130 the Chair should discuss with the Town Administrator which categories (a – I)
131 correspond to the items to be taken up. Section 8.b. is language stating that the minutes
132 of the non-public session are sealed in public session.
133
134 A. Garron: Other changes under that section clarify what the non-public minutes should
135 include and the need for confidentiality unless or until the minutes are unsealed.
136
137 J. Levesque: It is good to state that.
138
139 D. Fitzpatrick: The language of RSA 91-A was used for these proposed changes.
140
141 Chair Sullivan: Under 13.f., this change allows the Workshop meeting to take place in
142 July/August.
143
144 Chair Sullivan: Referring to the NHMA document regarding meeting minutes, it is my
145 understanding that we are following all sections except E.
146

147 D. Fitzpatrick: Yes. Currently, we are following F, not E; NHMA recommends E, although
148 F is acceptable and legal. Under E, edits should be listed in the minutes of the
149 subsequent meeting under Approval of Minutes. The Town Clerk would make a notation
150 on the original minutes of where to find these edits.

151
152 Chair Sullivan: This would make it easier to track edits.

153
154 D. Fitzpatrick: The NHMA points out that this is especially important for Planning and
155 Zoning committees. The whole town should adopt E, and all Boards and Committees
156 would need to be educated.

157
158 Chair Sullivan: A memo would have to be sent to all Boards and Committees.

159
160 A. Garron: I suggest setting an effective date to allow time to educate everyone.

161
162 Chair Sullivan: I would like to suggest holding off on the setting of goals for the Town
163 Administrator until our next meeting.

164
165 D. Fitzpatrick: The Town Administrator's contract states that goals must be set within 90
166 days of hire. Mr. Garron was hired on May 30, 2019.

167
168 A. Garron: I agree to wait until the August 28th meeting to set my goals.

169
170 D. Fitzpatrick: The document provided is just a template; the Councilors need to set their
171 own goals for the Town Administrator.

172
173 Chair Sullivan: Let's look at the items under 4. Other in the document entitled Discussion
174 Items. Does anyone wish to eliminate any of these or are there items you wish to
175 further pursue? These are items which have come up throughout the year.

176
177 J. Durand: Regarding the first item, Recreation Coordinator/Director/Community
178 Services, I feel strongly that this item was voted down three times by the voters. HYAA
179 handles this well. Sports activity is down in Hooksett. There is no football and baseball
180 has been combined with Manchester.

181
182 C. Karolian: I am dumbfounded as to why this is on the list. Is this to create or talk about
183 creating this position?

184
185 Chair Sullivan: It is an item which has been discussed during the past year and is on the
186 list to see if anyone wishes to pursue it further.

187
188 A. Garron: This goes beyond the number of teams. It is about integrating the whole
189 demographic of the community and working in coordination with other organizations. I
190 think the activity level is up in Hooksett. We want to look to the needs of the future.

191
192 Chair Sullivan: I don't want to consider a full-time coordinator or director. I don't want to
193 go there because it has been voted down three times. However, we had a part-time
194 coordinator this year and there were benefits to that.

195

196 A Garron: The Master Plan will be out soon. That will provide data on demographics and
 197 allow us to better utilize our natural and manmade resources.
 198
 199 R. Duhaime: We have the pavilion project. Many towns have part-time recreation
 200 directors. We had a winter carnival this year.
 201
 202 J. Durand: Even a part-time director is circumventing the vote of the people. It's the
 203 optics.
 204
 205 N. Germain: Regarding b. Computer Purchase System, we have a staff technology
 206 committee working on increasing the sophistication of our strategy regarding the
 207 purchase of computers.
 208
 209 A. Garron: We use a lot of paper. Councilors could have laptops and information would
 210 be available electronically. The question is this: Is there a better way to get information
 211 to the Town Council?
 212
 213 R. Duhaime: I know we have been purchasing systems through Block 5. I would like to
 214 know the cost to update the Town Council.
 215
 216 N. Germain: The desks here could be set up differently to accommodate laptops. The
 217 biggest thing is that we now plan from year to year and not for the long term. We have
 218 been using more graphs and charts to make projections. A project-based plan is
 219 desirable.
 220
 221 A. Garron: A Capital Improvement Plan (CIP) is important. We need a more
 222 comprehensive plan for major capital expenses. The Master Plan will be done soon and
 223 the role of the CIP is to carry out that plan.
 224
 225 Chair Sullivan: The CIP is the responsibility of the Planning Board.
 226
 227 A. Garron: I want the Council to know that we are now working on a written Social Media
 228 Policy.
 229
 230 A. Walczyk: Referring to my list of 15 items of interest, #12 Set up CIP Committee, is
 231 important. Joanne McHugh's suggestion that this committee be reestablished is a good
 232 one. We should be anticipating growth and the needs of the schools. My understanding
 233 is that there were not enough people to volunteer for the CIP Committee. The Planning
 234 Board and the School need to work together; we need to be more proactive than
 235 reactive. The fourteenth item on my list is about concern that we may be forcing
 236 constituents to connect to town sewer systems.
 237
 238 C. Jones: I can check into the State mandate regarding hooking up to town sewer. I
 239 know that if a septic system fails and there is access to town sewer, the State will not
 240 approve a new septic design, thus forcing a connection to town sewer.
 241
 242 N. Germain: I know that a municipal sewer system is safer and better for the
 243 environment. There was possibly some misinformation about this.
 244
 245 R. Duhaime: When a septic system fails, the water source is polluted.

246
 247 C. Karolian: I asked a question about this a few meetings back, and I'm glad that I did.
 248 We got two different answers. There was conflict about whether this was just related to
 249 the TIF district. I am glad that we will discuss this, and it will be great to have clarity on it.
 250
 251 A. Garron: I will get a copy of the sewer hook-up policy.
 252
 253 A. Walczyk: I feel strongly about the first item on my list, banning single-use plastic.
 254
 255 Chair Sullivan: I have a problem with taxing plastic trash bags. That would be
 256 controversial. I am hesitant about that.
 257
 258 J. Durand: I'm against any new tax.
 259
 260 A. Walczyk: We are going to pay one way or another. This is killing the environment. The
 261 second and third items on my list could be accomplished jointly because bee colonies
 262 could be established in conjunction with solar installations. Another important item is
 263 improvement of audio for the chambers, #4 on my list. Multiple constituents have
 264 expressed concern about this. Exploring electronic voting is #11. Tallying votes at the
 265 end of each election is an arduous task. Our voting machines are at the end of life, so
 266 we need to plan for that. Performance zone management, the seventh item, is also a
 267 concern. We need more consistency. Trees and bushes are being cut on Route 3.
 268 Again, this is about the environment. The last item, #15, is about the taxes taken out of
 269 stipend checks for elected town employees. I would like this eliminated or at least to
 270 have the amount taken for taxes returned to the town.
 271
 272 R. Duhaime: Performance zone management, #7, is now being reviewed by the
 273 Planning Board. I am on the Architectural Review subcommittee. We want no more all
 274 steel buildings. Bedford's plan is almost identical to ours, so why is Bedford better?
 275 Perhaps their enforcement is better.
 276
 277 A. Garron: Enforcement problems are not unique to Hooksett. A town must be willing to
 278 go to court.
 279
 280 R. Duhaime: Trees and bushes are being cut on Route 3 through Hooksett. There is no
 281 enforcement, and the code enforcement officer is already busy. More staff is needed.
 282
 283 C. Jones: There is enough going on along Route 3 to keep a part-time code enforcement
 284 officer busy.
 285
 286 C. Karolian: Do we have a Building Inspector and a Code Enforcement Officer? If not, I
 287 strongly suggest that we should.
 288
 289 **ADJOURNMENT**
 290
 291 ***J. Levesque motioned to adjourn at 8:57 pm. J. Durand seconded the motion.***
 292 ***Voted unanimously in favor.***
 293
 294
 295 Respectfully submitted,

296
297 *Kathleen Donnelly*
298
299 Kathleen Donnelly
300 Recording Clerk
301

Town Council
STAFF REPORT



To: Town Council
Title: Donation of school supplies from local residents and businesses to the Town of Hooksett for the Family Services Department Back to School Supply Program.
Meeting: Town Council - 28 Aug 2019
Department: Family Services
Staff Contact: Abby Reeves, Family Services

BACKGROUND INFORMATION:

Annually, the Family Services Department coordinates a Back to School Supply Program where local businesses and residents donate school supplies for Hooksett children in need. The acceptance of donations will not be for a specific amount, as we will continue to receive donations leading up to the event. A list of the supplies and residents/businesses who donated can be provided upon request.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

To accept these school supply donations, not to exceed the value of over \$5,000, from local residents and businesses, to the Town of Hooksett for the Family Services Department Back to School Supply Program, per RSA 31:95-e, II.

SUGGESTED MOTION:

Motion to accept these school supply donations, not to exceed the value of over \$5,000, from local residents and businesses, to the Town of Hooksett for the Family Services Department Back to School Supply Program, per RSA 31:95-e, II.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

Town Council

STAFF REPORT



To: Town Council

Title: Motion to accept the donation of money/supplies for entertainment, food, drinks and paper products with a combined estimated value under \$3,000.00 from Hooksett Kawanis, Merrimack County Savings Bank, Hooksett Police Association, Cup Cake Fairy USA, Prime Source Foods (Formerly Poultry Products Northeast), Freirhofer's Bakery Outlet, Hannaford Supermarket, Shaw's and Target, of Hooksett, NH, to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-e:II

Meeting: Town Council - 28 Aug 2019

Department: Police Department

Staff Contact: Jake Robie, Captain

BACKGROUND INFORMATION:

Hooksett Kawanis, Merrimack County Savings Bank, Hooksett Police Association, Cup Cake Fairy USA, Prime Source Foods (Formerly Poultry Products Northeast), Freirhofer's Bakery Outlet, Hannaford Supermarket, Shaw's, Target of Hooksett, NH donated money/supplies for entertainment, food, drinks and paper products to the Hooksett Police Department for our 3rd annual National Night Out event. The event was held on August 6, 2019.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

SUGGESTED MOTION:

Motion to accept the donation of money/supplies for entertainment, food, drinks and paper products with a combined estimated value under \$3,000.00 from Hooksett Kawanis, Merrimack County Savings Bank, Hooksett Police Association, Cup Cake Fairy USA, Prime Source Foods (Formerly Poultry Products Northeast), Freirhofer's Bakery Outlet, Hannaford Supermarket, Shaw's and Target, of Hooksett, NH, to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-e:II

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

Town Council

STAFF REPORT



To: Town Council
Title: Motion to accept \$423.00 raised at our third annual National Night Out event held on August 6, 2019 to the Town of Hooksett through the Police Department for Hooksett families in need per RSA 31:95-b, III(b).
Meeting: Town Council - 28 Aug 2019
Department: Police Department
Staff Contact: Jake Robie, Captain

BACKGROUND INFORMATION:

On August 6, 2019 we received \$423.00 in donations from citizens attending the event. On 08-13-2019, \$223.00 was transferred Hooksett Family Service. On 8-14-2019, \$200.00 was transferred to the Hooksett Food Pantry.

FINANCIAL IMPACT:

None

SUGGESTED MOTION:

Motion to accept \$423.00 raised at our third annual National Night Out event held on August 6, 2019 to the Town of Hooksett through the Police Department for Hooksett families in need per RSA 31:95-b, III(b).

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

Town Council

STAFF REPORT



To: Town Council
Title: Motion to accept the donation of \$5,000.00 from PROCON, to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-b, III (b) and return that amount to the Police Departments, K9 Trust Fund.
Meeting: Town Council - 28 Aug 2019
Department: Police Department
Staff Contact: Jake Robie, Captain

BACKGROUND INFORMATION:

On April 25, 2018, the Town Council approved accepting donations to fund the K9 Program. On August 2, 2019 PROCON presented the Police Department with a donation of \$5,000.00 to go toward the K9 program.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

SUGGESTED MOTION:

Motion to accept the donation of \$5,000.00 from PROCON, to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-b, III (b) and return that amount to the Police Department, K9 Trust Fund.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

Town Council

STAFF REPORT



To: Town Council
Title: Surety Release- Summit View of Hooksett, LLC Well Radius Surety
Meeting: Town Council - 28 Aug 2019
Department: Community Development
Staff Contact: Leann Fuller, Community Development Clerk

BACKGROUND INFORMATION:

Prior to the issuance of a Certificate of Occupancy for 24 Churchill Drive, it was found that the 75 foot protective well radius was outside of the property lines. An overlapping well radius is not allowed in the Town of Hooksett per Development Regulations 11.13 (3). This regulation states "Private wells shall include a 75-foot protective well radius...The entire well radius must be contained within the property lines." The developer was then informed they must submit a \$6,000 surety to ensure compliance with the Development Regulations.

The developer has rectified this situation by obtaining a waiver from the Planning Board as well as recording the NH DES well radii release form.

RECOMMENDATION:

Recommend to release the \$6,000 cash surety to Summit View of Hooksett, LLC.

SUGGESTED MOTION:

Motion to release the \$6,000 cash surety to Summit View of Hooksett, LLC.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Summit View Well Radius Surety Release](#)



Town of Hooksett

COMMUNITY DEVELOPMENT DEPARTMENT Code Enforcement Division

Matthew Lavoie, Code Enforcement Officer

July 22, 2019

Town Council

Re: Summit View Lot 24-34

Councilors,

The \$6,000 surety put in place to ensure compliance with the Development Regulations 11.13 (3) that states "Private wells shall include a 75-foot protective well radius... The entire well radius must be contained within the property lines" can be released.

Summit View of Hooksett, LLC has rectified the issue of an overlapping well radius by receiving a waiver from the Planning Board and recording the NH DES well radii release form.

Regards,

Matthew Lavoie
Code Enforcement Officer

From: Keith@My-Sterling-Home.com [mailto:Keith@My-Sterling-Home.com]
Sent: Thursday, July 18, 2019 8:29 AM
To: Nicholas Williams
Cc: 'Kathleen'
Subject: Lot 24-34 Churchill

Hi Nicholas!

This email is to request a return of the surety posted for the well radius overlap on the above referenced lot. As you know, the planning board granted a waiver to allow the well to remain as is and a permanent CO has been issued.

The surety can be returned to:

Summit View of Hooksett LLC
724 East Industrial Park Dr #13
Manchester, NH 03109

Any questions, you can reach us at 644-2400.

6 | Planning Board Meeting Minutes, July 17, 2019

location approved by the Fire Department outside of the snow storage area; 3) The location of the signage will be put on the plan; 4) The condominium documents will be reviewed and approved by the town attorney; 5) A letter of approval is received from the Sewer Commission; and 6) The standard condition of approval list is met. The Chairman will sign the site plan once these conditions have been met. Seconded by D. Boutin.

R. Duhaime: This is one of those things that if you just look at the spacing on the plan I would have motioned more of this if I had the support of Mr. Walsh if he was here last week. I see the landscape screen. Who is going to maintain that? I would encourage the applicant to move that building as far away from this property line as possible.

D. Marshall: Once the Town Planner calls me I will ask if the conditions have been met. If he says yes I will sign the plans.

Motion carried unanimously with a vote of 7-0.

WAIVER

3. **SUMMIT VIEW #19-16
24 Churchill Drive, Map 12, Lot 24-34
Waiver for well radius**

N. Williams: If you reference the letter from Matt Lavoie, Code Enforcement Officer that is dated June 19, 2019, we have collected a bond and issued a temporary CO due to the hardship that would have been imposed on the new homeowner. We are looking for motion from this Board to approve the waiver request in order to have the necessary documentation signed off and reported with the deed, which is the waiver request form from NHDES.

Keith Martel: It appears from this letter the CEO is okay with this waiver request.

N. Williams: It is less than 2'. I am okay with it.

D. Boutin motioned to approve the waiver for well radius for Summit View, #19-16, 24 Churchill Drive, Map 12, Lot 24-34. Seconded by T. Walsh.

P. Scarpetti: Having lots this tight this can become a problem. Has this been staked?

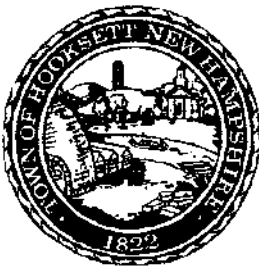
K. Martel: Yes.

Motion carried unanimously with a vote of 7-0.

BOARD DISCUSSION

4. **COMMERCIAL ARCHITECTURAL DESIGN GUIDELINES SUBCOMMITTEE
CHARGE**

The member of the committee are:



Town of Hooksett

COMMUNITY DEVELOPMENT DEPARTMENT
Code Enforcement Division
Matthew Lavoie, Code Enforcement Officer

June 19, 2019

Summit view of Hooksett
724 Industrial Park Drive #13
Manchester NH 03109

RE: 24 Churchill Drive (Map12 Lot 24-34)

We are in receipt of your check for \$6,000.00.

This will serve as a cash bond for the above referenced property to ensure compliance with the directives set forth below, and will be deposited into an interest bearing account.

As you aware, an overlapping well radius is not allowed in the town of Hooksett per Development Regulation 11.13(3). As a result, the property identified in this letter is currently in violation of the Town of Hooksett Development Regulations, and you have been directed to apply for a waiver from the Planning Board, pursuant to Section 21.02 of the Development Regulations, for lot 12-24-34 for relief from this regulation. You also are required to record on the deed of lot 12-24-34 the NH-DES well radii release form. The waiver request to the Hooksett Development Regulations must be sought immediately..

Upon completion of this process with the Planning Board and also executing any actions from the Planning Board the full amount of the cash bond, plus interest, will be released back to the applicant. Please be advised that this department will not grant a Permanent Occupancy Permit for this lot at this time, and the authority to use and occupy the house on this property is conditional upon completion of the requirements set forth in this letter. Should you fail to complete these requirements, this department will be required to withdraw this conditional approval and proceed with enforcing the Development Regulations as authorized under Section 20 of the Development Regulations, which may include seeking an injunction to prohibit use and occupancy of the house, as well as the assessment of civil fines and penalties.

If you have any questions you may contact this department at your convenience.

Regards,

Matthew Lavoie
Code Enforcement Officer

Cc: Town Administrator
Town Planner



Town of Hooksett

COMMUNITY DEVELOPMENT DEPARTMENT Code Enforcement Division

Matthew Lavoie, Code Enforcement Officer

July 22, 2019

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6 | Planning Board Meeting Minutes, July 17, 2019

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K. Martel: Yes.

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Town of Hooksett

COMMUNITY DEVELOPMENT DEPARTMENT
Code Enforcement Division
Matthew Lavoie, Code Enforcement Officer

June 19, 2019

Summit view of Hooksett
724 Industrial Park Drive #13
Manchester NH 03109

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If you have any questions you may contact this department at your convenience.

Regards,

Matthew Lavoie
Code Enforcement Officer

Cc: Town Administrator
Town Planner

Town Council **STAFF REPORT**



To: Town Council
Title: Nominations and Appointments
Meeting: Town Council - 28 Aug 2019
Department: Administration
Staff Contact: Nick Germain, Project Coordinator

BACKGROUND INFORMATION:

On their July 24th meeting, Council nominated Mr. David Ross to the Conservation Commission. Mr. Ross is a longtime volunteer on official town boards, including Council, where he also served repeatedly as the representative to the Conservation Commission. The Commission currently has one remaining appointed seat open, and would likely benefit from having a full complement once again given its workload.

POLICY IMPLICATIONS:

None. Mr. Ross delivered updated copies of the towns' Appointed Board Position Application and signed Fraud Policy.

RECOMMENDATION:

Vote to appoint Mr. Ross .

SUGGESTED MOTION:

"I motion to appoint Mr. Ross to a term on the Conservation Commission expiring 6/30/2020." Second required.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Available Appointed Town Positions](#)

[1588_001](#)

[1587_001](#)

Available Appointed Town Positions

Entity	Councilor	Available Positions	Expiration	Contact Town Staff
Conservation Commission	Avery Comai	Commisisoner	6/30/2020	Community Development
Heritage Commission	James Sullivan	(x2) Commissioner	6/30/2021	Administration
		(x2) Alternate	6/30/2021	Administration
Town Hall Preservation Committee	James Sullivan	(x4) Committee Member	6/30/2021	Administration
Planning Board	Robert Duhaime	(1)Alternate Member	6/30/2022	Community Development
Parks and Recreation Advisory Board	Alex Walczyk	1 Member	6/30/2022	Public Works
Zoning Board of Adjustment	James Levesque	(1) Alternate	6/30/2021	Community Development
				Last updated 8/15/2019

Town of Hooksett

35 Main Street
Hooksett, NH 03106

FRAUD POLICY

Recognition & Awareness Form

Acknowledgement:

My signature signifies that I have read the Town of Hooksett's Fraud Policy and that I understand my responsibilities related to the prevention, detection and reporting of suspected misconduct and dishonesty.

Signature: _____



Print Name: _____

DAVID ROSS

Date Signed: _____

7.29.19

Department Head Signature: _____



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 7-29-19
 Name: DAVID ROSS Phone: 603-387-7777
 Address: 56 SAGEWOOD
 Email Address: DPROSS@USA.NET
 Signature: [Signature]

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

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

BOARDS, COMMISSIONS & COMMITTEES

Role Preference
 Alternate, Regular, or None?

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

2

How long have you been a resident of Hooksett?

18 yrs

Why are you seeking this position?

INTEREST

Do you have any specific goals or objectives?

NOW BE SPECIFIC

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

MANY YEARS TOWN SERVICE

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:

WVVOIC 2006 - 2010
w 2013 - 2019

Town Council **STAFF REPORT**



To: Town Council
Title: 2019 MS-535 Financial Report of the Budget
Meeting: Town Council - 28 Aug 2019
Department: Finance
Staff Contact: Christine Soucie, Finance Director

BACKGROUND INFORMATION:

The Town is required to complete the State's Form MS-535 *Financial Report of the Town Budget* prior to setting the Tax Rate. This report is prepared following the NH Department of Revenue Administration Rev 1700 Rules, Financial Accounting for Cities and Towns.

The Finance Director using the unaudited trial balance for the period ending June 30, 2019 completed this form and believes it to be in accordance with the NH Department of Revenue Administration Rev 1700 Rules.

See attached reconciliation of the MS-535 to the June 30, 2019 Budget Summary.

SUGGESTED MOTION:

Motion to authorize the Town Council to sign the 2019 MS-535 Financial Report of the Budget for period ending June 30, 2019 as presented.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[2019 MS-535](#)

[Reconciliation of Form MS 535 to June 2019 Budget Summary](#)



New Hampshire
Department of
Revenue Administration

2019
MS-535

DRAFT
MS-535 NOT SUBMITTED
THIS COPY FOR REVIEW PURPOSES
ONLY

Financial Report of the Budget
Hooksett

For the period ending June 30, 2019

DRAFT

THIS IS A DRAFT REPORT FOR REVIEW PURPOSES ONLY
THE PROPOSED BUDGET PROCESS MUST BE COMPLETED IN
THE TAX RATE SETTING PORTAL BEFORE A FINAL REPORT CAN
BE GENERATED FOR THE PURPOSES OF CERTIFICATION AND
PUBLIC POSTING

This form must be signed, scanned, and uploaded to the Municipal Tax Rate Setting Portal:
<https://www.proptax.org/>

For assistance please contact:
NH DRA Municipal and Property Division
(603) 230-5090
<http://www.revenue.nh.gov/mun-prop/>



New Hampshire
Department of
Revenue Administration

2019
MS-535

DRAFT
MS-535 NOT SUBMITTED
THIS COPY FOR REVIEW PURPOSES
ONLY

Expenditures

Account	Purpose	Voted Appropriations	Actual Expenditures
General Government			
4130-4139	Executive	\$427,759	\$387,053
	<i>Explanation: Budget Transfer (\$62,665)</i>		
4140-4149	Election, Registration, and Vital Statistics	\$36,227	\$36,029
	<i>Explanation: Budget Transfer \$50</i>		
4150-4151	Financial Administration	\$604,444	\$683,967
	<i>Explanation: Budget Transfer \$40,661</i>		
4152	Revaluation of Property	\$231,087	\$214,761
	<i>Explanation: Budget Transfer \$991</i>		
4153	Legal Expense	\$90,000	\$132,101
	<i>Explanation: Budget Transfer \$50,000</i>		
4155-4159	Personnel Administration	\$183,740	\$159,707
	<i>Explanation: Budget Transfer (\$7,387)</i>		
4191-4193	Planning and Zoning	\$390,446	\$322,751
	<i>Explanation: Budget Transfer (\$28,785)</i>		
4194	General Government Buildings	\$496,641	\$462,457
	<i>Explanation: Budget Transfer \$448</i>		
4195	Cemeteries	\$2,841	\$2,986
4196	Insurance	\$205,621	\$205,621
4197	Advertising and Regional Association	\$14,000	\$14,188
4199	Other General Government	\$1	\$100
General Government Subtotal		\$2,682,807	\$2,621,721
Public Safety			
4210-4214	Police	\$4,603,847	\$4,434,136
	<i>Explanation: \$24,771 Drug Task Force; \$1,988 BPV; \$1,777 STEP Grants; Budget Transfer (\$17,931)</i>		
4215-4219	Ambulance	\$0	\$0
4220-4229	Fire	\$4,030,676	\$3,922,794
	<i>Explanation: \$235 FIRST Grant, Budget Transfer (\$471)</i>		
4240-4249	Building Inspection	\$92,366	\$93,682
	<i>Explanation: Budget Transfer \$1,478</i>		
4290-4298	Emergency Management	\$8,050	\$6,503
	<i>Explanation: \$5,283 HSEM</i>		
4299	Other (Including Communications)	\$0	\$0
Public Safety Subtotal		\$8,734,939	\$8,457,115
Airport/Aviation Center			
4301-4309	Airport Operations	\$0	\$0
Airport/Aviation Center Subtotal		\$0	\$0



New Hampshire
Department of
Revenue Administration

2019
MS-535

DRAFT
MS-535 NOT SUBMITTED
THIS COPY FOR REVIEW PURPOSES
ONLY

Expenditures

Account	Purpose	Voted Appropriations	Actual Expenditures
Highways and Streets			
4311	Administration	\$223,163	\$267,952
	<i>Explanation: Budget Transfer \$991</i>		
4312	Highways and Streets	\$1,784,460	\$2,252,765
	<i>Explanation: \$260,244 Extra Block funds SB 367; Budget Transfer \$5,448</i>		
4313	Bridges	\$1	\$7,411
4316	Street Lighting	\$62,000	\$64,757
4319	Other	\$202,776	\$205,943
	<i>Explanation: Budget Transfer \$991</i>		
Highways and Streets Subtotal		\$2,272,400	\$2,798,828
Sanitation			
4321	Administration	\$149,682	\$107,937
	<i>Explanation: Budget Transfer \$495</i>		
4323	Solid Waste Collection	\$306,246	\$234,005
	<i>Explanation: Budget Transfer \$1,485</i>		
4324	Solid Waste Disposal	\$720,639	\$679,921
	<i>Explanation: Budget Transfer \$1,167</i>		
4325	Solid Waste Cleanup	\$0	\$0
4326-4328	Sewage Collection and Disposal	\$0	\$0
4329	Other Sanitation	\$0	\$0
Sanitation Subtotal		\$1,176,567	\$1,021,863
Water Distribution and Treatment			
4331	Administration	\$0	\$0
4332	Water Services	\$0	\$0
4335-4339	Water Treatment, Conservation and Other	\$0	\$0
Water Distribution and Treatment Subtotal		\$0	\$0
Electric			
4351-4352	Administration and Generation	\$0	\$0
4353	Purchase Costs	\$0	\$0
4354	Electric Equipment Maintenance	\$0	\$0
4359	Other Electric Costs	\$0	\$0
Electric Subtotal		\$0	\$0
Health			
4411	Administration	\$2,000	\$0
4414	Pest Control	\$0	\$0
4415-4419	Health Agencies, Hospitals, and Other	\$0	\$0
Health Subtotal		\$2,000	\$0



New Hampshire
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Expenditures

Account	Purpose	Voted Appropriations	Actual Expenditures
Welfare			
4441-4442	Administration and Direct Assistance	\$149,397	\$97,460
4444	Intergovernmental Welfare Payments	\$46,403	\$26,654
4445-4449	Vendor Payments and Other	\$0	\$0
Welfare Subtotal		\$195,800	\$124,114
Culture and Recreation			
4520-4529	Parks and Recreation	\$559,776	\$477,285
<i>Explanation: Budget Transfer \$2,476</i>			
4550-4559	Library	\$781,154	\$786,925
<i>Explanation: Budget Transfer \$5,771</i>			
4583	Patriotic Purposes	\$2,945	\$2,945
4589	Other Culture and Recreation	\$13,250	\$13,250
Culture and Recreation Subtotal		\$1,357,125	\$1,280,405
Conservation and Development			
4611-4612	Administration and Purchasing of Natural Resources	\$1,277	\$1,277
4619	Other Conservation	\$0	\$0
4631-4632	Redevelopment and Housing	\$0	\$0
4651-4659	Economic Development	\$500	\$658
Conservation and Development Subtotal		\$1,777	\$1,935
Debt Service			
4711	Long Term Bonds and Notes - Principal	\$0	\$0
4721	Long Term Bonds and Notes - Interest	\$17,500	\$22,286
<i>Explanation: Budget Transfer \$4,787</i>			
4723	Tax Anticipation Notes - Interest	\$1	\$0
4790-4799	Other Debt Service	\$0	\$0
Debt Service Subtotal		\$17,501	\$22,286
Capital Outlay			
4901	Land	\$1	\$0
4902	Machinery, Vehicles, and Equipment	\$607,500	\$357,500
4903	Buildings	\$762,500	\$470,799
4909	Improvements Other than Buildings	\$0	\$0
Capital Outlay Subtotal		\$1,370,001	\$828,299



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Expenditures

Account	Purpose	Voted Appropriations	Actual Expenditures
Operating Transfers Out			
4912	To Special Revenue Fund	\$0	\$0
4913	To Capital Projects Fund	\$0	\$0
4914A	To Proprietary Fund - Airport	\$0	\$0
4914E	To Proprietary Fund - Electric	\$0	\$0
4914O	To Proprietary Fund - Other	\$0	\$0
4914S	To Proprietary Fund - Sewer	\$6,643,001	\$0
4914W	To Proprietary Fund - Water	\$0	\$0
4915	To Capital Reserve Fund	\$425,000	\$425,000
4916	To Expendable Trusts/Fiduciary Funds	\$0	\$0
4917	To Health Maintenance Trust Funds	\$0	\$0
4918	To Non-Expendable Trust Funds	\$0	\$0
4919	To Fiduciary Funds	\$0	\$0
Operating Transfers Out Subtotal		\$7,068,001	\$425,000
Payments to Other Governments			
4931	Taxes Assessed for County	\$0	\$5,683,008
4932	Taxes Assessed for Village District	\$0	\$0
4933	Taxes Assessed for Local Education	\$0	\$22,589,932
4934	Taxes Assessed for State Education	\$0	\$4,092,119
4939	Payments to Other Governments	\$0	\$0
Payments to Other Governments Subtotal			\$32,365,059
Total Before Payments to Other Governments		\$24,878,918	\$17,581,566
Plus Payments to Other Governments			\$32,365,059
Plus Commitments to Other Governments from Tax Rate		\$32,365,059	
Less Proprietary/Special Funds		\$0	\$0
Total General Fund Expenditures		\$57,243,977	\$49,946,625



New Hampshire
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Revenues

Account	Source of Revenues	Estimated Revenues	Actual Revenues
Taxes			
3110	Property Taxes	\$0	\$43,553,725
3120	Land Use Change Tax - General Fund	\$0	\$0
3121	Land Use Change Taxes (Conservation)	\$0	\$0
3180	Resident Tax	\$0	\$0
3185	Yield Tax	\$10,000	\$5,374
3186	Payment in Lieu of Taxes	\$0	\$0
3187	Excavation Tax	\$7,500	\$15,612
3189	Other Taxes	\$0	\$0
3190	Interest and Penalties on Delinquent Taxes	\$150,000	\$304,891
9991	Inventory Penalties	\$0	\$0
Taxes Subtotal		\$167,500	\$43,879,602
Licenses, Permits, and Fees			
3210	Business Licenses and Permits	\$500	\$250
3220	Motor Vehicle Permit Fees	\$3,442,000	\$3,919,602
3230	Building Permits	\$150,000	\$214,159
3290	Other Licenses, Permits, and Fees	\$18,600	\$19,653
3311-3319	From Federal Government	\$0	\$10,012
<i>Explanation: FIRST, HSEM, BPV, STEP Grants</i>			
Licenses, Permits, and Fees Subtotal		\$3,611,100	\$4,163,676
State Sources			
3351	Shared Revenues	\$0	\$0
3352	Meals and Rooms Tax Distribution	\$744,417	\$744,417
3353	Highway Block Grant	\$311,549	\$546,370
<i>Explanation: \$260,244 Extra Block funds SB 367</i>			
3354	Water Pollution Grant	\$0	\$0
3355	Housing and Community Development	\$0	\$0
3356	State and Federal Forest Land Reimbursement	\$567	\$597
3357	Flood Control Reimbursement	\$0	\$0
3359	Other (Including Railroad Tax)	\$1,217	\$25,985
<i>Explanation: \$24,771 Drug Task Force Grant</i>			
3379	From Other Governments	\$0	\$0
State Sources Subtotal		\$1,057,750	\$1,317,369
Charges for Services			
3401-3406	Income from Departments	\$95,327	\$55,835
3409	Other Charges	\$0	\$0
Charges for Services Subtotal		\$95,327	\$55,835



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Revenues

Account	Source of Revenues	Estimated Revenues	Actual Revenues
Miscellaneous Revenues			
3501	Sale of Municipal Property	\$20,000	\$45,519
3502	Interest on Investments	\$125,000	\$256,393
3503-3509	Other	\$132,004	\$347,306
Miscellaneous Revenues Subtotal		\$277,004	\$649,218
Interfund Operating Transfers In			
3912	From Special Revenue Funds	\$65,000	\$33,492
3913	From Capital Projects Funds	\$0	\$0
3914A	From Enterprise Funds: Airport (Offset)	\$0	\$0
3914E	From Enterprise Funds: Electric (Offset)	\$0	\$0
3914O	From Enterprise Funds: Other (Offset)	\$0	\$0
3914S	From Enterprise Funds: Sewer (Offset)	\$2,223,001	\$178
3914W	From Enterprise Funds: Water (Offset)	\$0	\$0
3915	From Capital Reserve Funds	\$250,000	\$0
3916	From Trust and Fiduciary Funds	\$4,500	\$18,495
3917	From Conservation Funds	\$0	\$0
Interfund Operating Transfers In Subtotal		\$2,542,501	\$52,165
Other Financing Sources			
3934	Proceeds from Long Term Bonds and Notes	\$5,552,500	\$1,102,500
Other Financing Sources Subtotal		\$5,552,500	\$1,102,500
Less Proprietary/Special Funds		\$0	\$0
Plus Property Tax Commitment from Tax Rate		\$43,967,990	
Total General Fund Revenues		\$57,271,672	\$51,220,365



New Hampshire
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Balance Sheet

Account	Description	Starting Balance	Ending Balance
Current Assets			
1010	Cash and Equivalents	\$12,884,442	\$5,947,562
	<i>Explanation: Change to round balance sheet - Town uses pooled cash</i>		
1030	Investments	\$10,975,635	\$16,080,443
1080	Tax Receivable	\$2,630,169	\$5,003,918
1110	Tax Liens Receivable	\$1,819,972	\$1,783,078
1150	Accounts Receivable	\$49,149	\$198
1260	Due from Other Governments	\$445,451	\$351,836
1310	Due from Other Funds	\$586,402	\$329,104
1400	Other Current Assets	\$53,406	\$90,600
1670	Tax Deeded Property (Subject to Resale)	\$607,012	\$584,785
	Current Assets Subtotal	\$30,051,638	\$30,171,524
Current Liabilities			
2020	Warrants and Accounts Payable	\$669,631	\$690,576
2030	Compensated Absences Payable	\$421,623	\$418,648
2050	Contracts Payable	\$50	\$0
2070	Due to Other Governments	\$1,005	\$1,370
2075	Due to School Districts	\$0	\$0
2080	Due to Other Funds	\$0	\$4,000
2220	Deferred Revenue	\$23,357,851	\$22,713,334
2230	Notes Payable - Current	\$0	\$0
2270	Other Payable	\$682,723	\$151,101
	Current Liabilities Subtotal	\$25,132,883	\$23,979,029
Fund Equity			
2440	Non-spendable Fund Balance	\$660,650	\$675,385
2450	Restricted Fund Balance	\$0	\$0
2460	Committed Fund Balance	\$0	\$0
2490	Assigned Fund Balance	\$890,469	\$1,093,341
2530	Unassigned Fund Balance	\$3,367,636	\$4,423,769
	Fund Equity Subtotal	\$4,918,755	\$6,192,495



New Hampshire
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Tax Commitment

Source	County	Village	Local Education	State Education	Other	Property Tax
MS-535	\$5,683,008	\$0	\$22,589,932	\$4,092,119	\$0	\$43,553,725
Commitment	\$5,683,008	\$0	\$22,589,932	\$4,092,119		\$43,967,990
Difference	\$0	\$0	\$0	\$0		(\$414,265)

General Fund Balance Sheet Reconciliation

Total Revenues	\$51,220,365
Total Expenditures	\$49,946,625
Change	\$1,273,740
Ending Fund Equity	\$6,192,495
Beginning Fund Equity	\$4,918,755
Change	\$1,273,740



New Hampshire
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Long Term Debt

Description (Purpose)	Original Obligation	Annual Installment	Rate	Final Payment	Start of Year	Issued	Retired	End of Year
2018 NHMBB (Safety Center Renovations & Fire Pumper)	\$976,750	\$0	2.56	2028	\$0	\$976,750	\$0	\$976,750
SRF Loan (Upgrade Wasterwater Plant)	\$3,500,000	\$0	2.728	2030	\$2,448,476	\$0	\$160,092	\$2,288,384
SRF Loan (Upgrade Wasterwater Plant)	\$927,284	\$0	2.00	2023	\$0	\$924,284	\$0	\$924,284
SRF Loan (ARRA) (Upgrade Wastewater Plant)	\$6,212,940	\$0	1.104	2013	\$2,019,206	\$0	\$155,323	\$1,863,883
	\$11,616,974				\$4,467,682	\$1,901,034	\$315,415	\$6,053,301

Reconciliation of form MS 535 to June 30, 2019 Budget Summary

	Adjusted Budget	Actual Expenditures
Total General Fund Expenditures (from page 5 of the MS 535)	\$ 57,243,977	\$ 49,946,625
County Payment	(5,683,008)	(5,683,008)
Local & State School Payment	(26,682,051)	(26,682,051)
Encumbrance from 2017-18	886,169	-
Grants and Donations	294,298	-
2018-19 Grand Total from Budget Summary	\$ 26,059,385	\$ 17,581,566

	Approved Revenues	Actual Revenues
Total General Fund Revenues (from page 7 of the MS 535)	\$ 57,271,672	\$ 51,220,365
Property Taxes (from page 9 of the MS 535)	(43,967,990)	(43,553,725)
Grants and Donations	294,298	-
2018-19 Total Revenues from Budget Summary	\$ 13,597,980	\$ 7,666,640

TOWN OF DORSETT - BUDGET SUMMARY FY 2018-19
June 30, 2019
Unaudited as of 7/30/19

Department	2018-19 Approved Budget	Budget Transfers	* Budget Increases	2018-19 Adjusted Budget	Recommend Encumbrances	2018-19 Actual YTD	(Over) Under Expended YTD	Percent Expended
Administration	1,056,452	10,624	60,576	1,127,652	24,046	1,117,637	(14,031)	101.27%
Assessing	231,087	991	0	232,078	0	214,761	17,317	92.54%
Community Development	484,812	(27,307)	0	457,505	0	413,593	43,912	90.40%
Family Services	195,800	0	0	195,800	0	124,114	71,686	63.39%
Finance	223,455	5,206	5,900	234,561	1,000	227,245	6,316	97.30%
Fire Rescue	4,038,726	(471)	87,807	4,126,152	47,346	3,929,297	149,509	96.93%
Police	4,603,847	(17,931)	28,536	4,614,452	3,601	4,434,136	176,716	96.17%
** Public Works	4,375,927	13,501	905,152	5,294,580	348,120	4,674,934	271,526	94.51%
Tax Collection	254,268	1,531	0	256,199	0	244,866	11,333	95.58%
Town Clerk & Elections	36,227	50	0	36,277	0	36,029	248	99.32%
Administration's Budget	15,500,601	(13,406)	1,088,061	16,575,256	424,113	15,416,612	734,532	95.45%
Budget Committee	8,087	2,648	0	10,935	0	9,841	1,094	90.00%
Capital Leases	36,456	0	0	36,456	0	36,455	1	100.00%
Cemetery Commission	841	0	0	841	0	440	401	52.32%
Conservation Commission	1,277	0	0	1,277	0	1,277	0	100.00%
Debt Principal	0	0	0	0	0	0	0	0.00%
Debt Interest	17,500	4,787	0	22,287	0	22,266	21	0.00%
Debt Tax Anticipation Note (TAN)	1	0	0	1	0	0	1	0.00%
Library	781,154	5,771	0	786,925	0	786,925	0	100.00%
Total General Fund Operating Budget	16,345,917	0	1,088,061	17,433,978	424,113	16,273,837	736,029	95.67%
Wastewater Department	6,643,001	0	0	6,643,001	0	0	6,643,001	0.00%
Sewer and/or other Infrastructure on Westside	0	0	92,406	92,406	89,565	2,840	0	100.00%
Safety Center Reconstruction	762,500	0	0	762,500	236,908	470,799	4,793	98.99%
Fire Pumper	607,500	0	0	607,500	249,346	357,500	654	99.87%
Scale System Recycling & Transfer	65,000	0	0	65,000	31,508	33,492	0	100.00%
Stormwater Asset Management	30,000	0	0	30,000	11,901	18,099	0	100.00%
Public Works Vehicles CR	100,000	0	0	100,000	0	100,000	0	100.00%
Town Building Maintenance CR	100,000	0	0	100,000	0	100,000	0	100.00%
Fire Apparatus CR	50,000	0	0	50,000	0	50,000	0	100.00%
Emergency Radio Communications CR	50,000	0	0	50,000	0	50,000	0	100.00%
Fire Equipment CR	35,000	0	0	35,000	0	35,000	0	100.00%
Automated Collection Equipment CR	30,000	0	0	30,000	0	30,000	0	100.00%
Parks & Recreation Facilities Development CR	15,000	0	0	15,000	0	15,000	0	100.00%
Air Pack and Bottles CR	25,000	0	0	25,000	0	25,000	0	100.00%
Master Plan CR	10,000	0	0	10,000	0	10,000	0	100.00%
Conservation Land Improvements CR	10,000	0	0	10,000	0	10,000	0	100.00%
2018-19 Grand Totals	24,878,918	0	1,180,467	26,059,385	1,093,141	17,581,567	7,384,477	70.42%
* Budget increases includes prior year encumbrances of \$886,169; grants of \$34,054 and donations of \$260,244.								
** Public Works								
Highway	2,701,585	7,878	905,152	3,614,615	342,120	3,206,731	66,764	97.96%
Parks, Recreation & Cemeteries	561,775	2,476	0	564,251	0	479,831	84,420	85.04%
Recycling & Transfer	1,111,567	3,147	0	1,114,714	6,000	988,372	120,342	89.15%
Total Public Works	4,375,927	13,501	905,152	5,294,580	348,120	4,674,934	271,526	94.51%

TOWN OF HOOGSTRI - ANNUAL BUDGET
LINE 30 2019

GL Number	Account Description	2018-19 Budget	July	August	September	October	November	December	January	February	March	April	May	June	2018-19 YTD Total	Quarterly YTD Budget
201.3401-927.000	Planning Board Hearings	18,000	580	1,573	150	860	1,670	1,640	0	2,450	4,190	780	412	-440	13,532.00	(13,532.00)
201.3402-933.000	Building Permits	150,000	21,985	21,078	10,096	20,958	18,734	16,901	10,883	12,658	9,036	15,146	22,509	29,795	216,158.90	64,159
201.3403-937.006	Zoning Board Hearings	3,500	133	412	995	249	345	873	71	72	0	230	280	0	3,884.63	85
	TOTAL COMMUNITY DEVELOPMENT	211,500	22,758	23,063	11,241	25,867	21,057	21,269	10,954	15,200	11,561	16,526	24,966	32,535	227,550.53	26,030
	PUBLIC WORKS															
Highway Division																
450.3333-910.000	Highway Block Grant	571,792	0	54,465	0	54,465	0	0	0	0	0	0	0	0	54,465.00	(54,465.00)
450.3401-927.382	Grave Services	4,000	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0
450.3401-927.084	Paving	1,000	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0
450.3401-927.036	Roadway Excavation Inspection Fee	1,000	0	100	0	0	0	0	0	0	0	0	0	0	100.00	(100.00)
450.3105-941.000	Miscellaneous Income	580,203	28	3,594	837	264	1,202	200	100	7	0	0	0	0	5,000.00	(5,000.00)
	TOTAL PUBLIC WORKS	580,203	28	3,594	837	264	1,202	200	100	7	0	0	0	0	5,000.00	(5,000.00)
	INTEREST ON INVESTMENTS															
330.3502-936.000	Interest on Deposits	125,000	23,443	31,751	22,882	19,027	5,664	9,631	40,764	30,227	24,093	19,536	14,655	15,275	256,393.16	131,393
	TOTAL INTEREST ON INVESTMENTS	125,000	23,443	31,751	22,882	19,027	5,664	9,631	40,764	30,227	24,093	19,536	14,655	15,275	256,393.16	131,393
	OTHER															
100.3333-917.000	FEMA	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0
100.3333-919.000	Medals & Honors Tax	744,017	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0
100.3333-926.000	Real Food Tax	1,214	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0
100.3333-925.006	State Grants	1,214	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0
100.3503-937.002	Sale of Town Property	10,580	64,673	(18,511)	200	0	0	0	0	0	0	0	0	0	74,417.33	74,417.33
100.3503-937.002	Rental of Town Hall	1	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0
100.3503-939.003	Court House Lease	6,200	6,290	12,768	6,384	0	0	0	0	0	0	0	0	0	25,342.00	25,342.00
100.3503-939.004	Insurance Comp Dividends	1	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0
100.3503-941.001	Insurance Dividends & Reimb	20,000	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0
100.3503-941.002	Gifts & Grants	4,000	19	125	63	105	48	12	18	10,013	66	63,538	56	50,180	123,267.38	117,467
100.3503-941.002	Miscellaneous Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0
250.3503-939.008	Cable Franchise Fees	3,000	272	13,623	5,104	0	0	0	0	0	0	0	0	0	19,074.72	19,074.72
	TOTAL OTHERS	872,635	16,183	71,091	(9,848)	11,797	448	757,598	7,102	13,023	96,278	79,819	71,130	59,940	1,112,677.36	16,528
	FROM OTHER FUNDS															
875.3514-945.000	Wastewater Department	2,221,001	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0
845.9016-907.000	Cemetery	4,500	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0
800.3312-943.000	Special Revenues	65,000	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0
805.3915-946.003	Capital Revenues	250,000	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0
	TOTAL FROM OTHER FUNDS	2,540,501	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0
	OTHER FINANCING SOURCES															
681.3934-650.002	Proceeds from Bonds	5,582,500	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0
	TOTAL OTHER FINANCING SOURCES	5,582,500	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0
	TOTAL REVENUES	13,597,290	453,353	585,419	338,583	444,188	330,573	1,128,236	522,235	570,675	416,704	118,863	693,278	530,217	7,666,640.31	12,231,300

Town Council

STAFF REPORT



To: Town Council
Title: Discussion Regarding Knox Box System
Meeting: Town Council - 28 Aug 2019
Department: Fire and Rescue
Staff Contact: James Burkush, Chief of Hooksett Fire&Rescue

BACKGROUND INFORMATION:

Additional relevant information about the need to purchase a new system. Letters received from SNHU and GE supporting the purchase.

Also, the current system is no longer supported by the manufacturer.

FINANCIAL IMPACT:

36,555.00 Impact Fees

POLICY IMPLICATIONS:

Sole Source purchase, letter attached

SUGGESTED MOTION:

1. Motion to allow sole source purchase under the Administrative Code 5.3.3.
2. Motion to purchase a Knox Box Lock System for \$36,555.00 using impact fees for the Fire-Rescue Department

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur - Fire Dept. will address when the current Knox Box system will cease to be supported.

ATTACHMENTS:

[Knox Quote](#)

[Knox Letter](#)

[Knox Ordinance](#)

[Knox Sole Source Response Letter 2019](#)

[knoxsupport](#)



1601 W Deer Valley Road □ Phoenix, AZ 85027 • (800) 552-5669 • Fax (623) 687-2290
Visit us at.: www.knoxbox.com

Hooksett Fire Dept
ATTN: Steve Colburn
15 LEGENDS DR
HOOKSETT, NH 03106-1848

Quotation

Page: 1 of 1
Number.....: SQT000022332-3
Date: 6/25/2019
Quotation deadline: 6/19/2020
Payment Terms.....: Net 30
Quoted by:.....: Janet Early
Phone.....: (800) 552-5669 x516
E-Mail: jearly@knoxbox.com

Dear Steve:

I am pleased to provide the following Knox product specification and cost proposal:

Item number	Description	Quantity	Unit price	Amount
KS-6K2	KeySecure® 6, SUPPORTS 1 eKEY, 1 MSTR KEY Lock: PS-98-0030-01-75 - EKY01 Mechanical Lock: PS-98-0030-01-75	20.00	1,029.00	20,580.00
KLS-MB-60	MOUNTING BRACKET 60° ANGLE, KeySecure® 5 & 6	20.00	62.00	1,240.00
KLS-8700K	Knox eKey™, 8700 PROGRAMMABLE ELECTRONIC KEY	25.00	375.00	9,375.00
KLS-8800L	Knox eLock Core™, ELOCK CORE RETROFIT KIT	1.00	240.00	240.00
SMS-9002C5	5YR. KnoxConnect™ Cloud License 7-20 devices	1.00	4,720.00	4,720.00
Misc. charges		Amount		
Shipping & Handling		400.00		
Sales balance		Misc. charges		Total
36,155.00		400.00		36,555.00 USD
		Sales tax		
		0.00		

All pricing is subject to change and is based on a quantity order to be shipped all at one time. Prices quoted are valid through the "Quotation deadline" date shown above. All shipping and handling fees are estimates based upon ground service to the address shown above. Knox will provide you a firm cost for shipping and handling fees when order is placed. Knox provides detailed installation instructions with each Knox product however; Knox is not responsible for actual installation.

SALES TAX DISCLAIMER: Knox is required to collect sales tax for purchases made in the following states: AZ, CA, CO, FL, IL, IN, NE, MA, MD, MI, MN, NC, TX, WA and WI. Where applicable, Knox will charge sales tax unless you have a valid sales tax exemption certificate on file with Knox. If you are exempt from sales tax, you must provide us with a sales tax exempt certificate at the time the order is placed.

If I can provide further information, please contact me at the phone number or email address listed above.

Sincerely,

Janet Early
Sales Support

DrummondWoodsum
ATTORNEYS AT LAW

Matthew R. Serge
Admitted in NH

207.771.9229
mserge@dwmlaw.com

1001 Elm Street, Suite 303
Manchester, NH 03101-1845
603.716.2895 Main
603.716.2899 Fax

June 26, 2019

James Burkush
Fire Chief
Town of Hooksett Fire Department
15 Legends Drive
Hooksett, NH 03106

RE: Impact Fee Usage

Dear Chief:

I am writing in response to your inquiry concerning whether impact fees could be used to purchase a new "Knox Box access system" in order to allow the Hooksett Fire Department to gain access those newer structures using Knox Boxes to store keys, access cards, etc. You have explained that all new constructed buildings are required by local ordinance to have Knox Boxes. In addition, many newer residential occupancies opt to have the Knox box as well as they provide the highest level of key security. Unfortunately, the Fire Department's current Knox Box access system is in excess of 30 years old, which is no longer supported by the manufacturer. You have also stated that the current system does not provide the level of security that is required and it is becoming unreliable.

Under both state statute (RSA 674:21) and the Town Zoning ordinance (Article 31), the Town is authorized to collect impact fees for new developments to help meet the needs occasioned by the developments for the construction or improvement of capital facilities, including public safety facilities. The statute does not define the term "facilities," but the term commonly includes structures or pieces of equipment. Given the facts presented, it appears that the need for the Knox box access system is directly related to new development in the community. As a result, it appears that usage of impact fees is appropriate.

Please do not hesitate to contact me if you have any questions.

Sincerely,



Matthew R. Serge

800.727.1941 | dwmlaw.com

**KNOX BOX
ESTABLISHING REGULATIONS REGARDING ENTRY TO CERTAIN BUILDINGS
ORDINANCE # 00-10**

Be it ordained, by the Board of Selectmen of the Town of Hooksett as follows:

ARTICLE 1

Installation of knox box security entry system

SECTION 1.1

Where required

Anyone of the following building in the Town of Hooksett, which require entry by the Fire Department:

- A. Buildings with monitored alarms or sprinkler systems.
- B. Businesses in which building is empty after working hours.
- C. Apartment complexes having outside entrances locked.
- D. Any other place which the "Authority having jurisdiction" feels is appropriate.

SECTION 1.2

Type and Location

KNOX BOX SAFE: Mounted on the outside of the building near the main entrance.

SECTION 1.3

Contents

- A. **KEYS:** To gain entry to any door (inside or out).
- B. Names, addresses, telephone numbers of the following:
 - 1. Owner
 - 2. Manager
 - 3. Name of someone who could arrive at building fairly fast if needed.
 - 4. Name and address of those responsible for maintaining alarm or sprinkler system.
- C. A list of any hazardous materials stored or used along with location.
- D. A complete map or blueprint on the layout of the building.

ADOPTED: 11/07/87



1601 W. Deer Valley Road, Phoenix, AZ 85027 • 800-552-5669 • Fax 623-687-2299 • E-mail: info@knoxbox.com

July 2, 2019

Knox Company is the sole source manufacturer, inventor and supplier of Knox® Rapid Entry products. All Knox products are manufactured at our factory in Phoenix, Arizona where they are sold factory direct to the end user. We use no distributors to sell our products.

The Knox System is preferred by more than 13,000 fire departments and is selected above other lock box programs based on the company's forty year reputation for product integrity, quality and reliability. Products include a complete line of lock boxes, cabinets, key switches, padlocks, locking FDC plugs and caps and the MedVault® Narcotics Drug Locker.

Knox also manufactures two products that electronically secure the Knox Master Key: Sentralok® and KeySecure® Key Retention Systems that provide keypad access with full audit trail documentation.

All Knox Rapid Entry System devices carry a UL listing for resistance to physical attack. In addition, products have been UL certified and tested in the following categories:

- UL 437 Standard for Safety for Key Locks
- UL 1037 Standard for Anti Theft Alarms and Devices
- UL 1610 Standard for Central Station Alarms

Knox maintains the highest level of key and lock control. Each exclusively coded key has a key blade with distinctive angles and depths. These keys are strictly controlled and can only be made and duplicated at the Medeco® factory.

Included with the Knox System are many services that benefit the fire department. Master keys are provided at no charge, records of installations in your community are compiled on request, and complimentary materials for distribution to property owners are also provided.

I hope this information helps document how the Knox System satisfies your rapid entry requirements. Please let me know if I can provide further information.

Sincerely,

Janet Early
Sales Support Representative
800-552-5669 ext 516
623-687-2293 (fax)

W W W . K N O X B O X . C O M

Aviation

9 Industrial Park Drive
Hooksett, NH 03105



CERTIFIED MAIL – RETURN RECEIPT

August 5th, 2019

Hooksett Fire Department
ATTN: Steven Colburn, Assistant Fire Chief
15 Legends Dr.
Hooksett, NH 03106

Dear Mr. Colburn,

GE Aviation, Hooksett, supports the proposed upgrade of the Hooksett Fire Department Knox Box program to incorporate the newest technology offered by the Knox Corporation. The electronic key system offered by Knox Corporation will provide a higher level of security. More specifically, if a key is lost or stolen, this new system will eliminate the need to re-key our buildings.

If you have any questions on this matter, please contact me by phone at (603) 666-8138.

Sincerely,

A handwritten signature in cursive script that reads 'Brianna Cilley'.

Brianna Cilley
EHS & Security Leader
GE Aviation, Hooksett, NH

Steve Colburn

From: Mardini, Monther <m.mardin@sshu.edu>
Sent: Monday, August 12, 2019 8:43 AM
To: Steve Colburn
Cc: Greeb, Scott
Subject: New Electronic Knox Box System
Attachments: Knox-eLock-System-Brochure.pdf

Steve,

SNHU supports the proposed upgrade of the Hooksett Fire Department Knox Box program to incorporate the newest technology offered by the Knox Corporation. The electronic key system offered by Knox Corporation (copy attached) would bring a higher level of security to our building(s) eliminating a need to re-key our buildings should a key be lost or stolen.

Regards,
Monther

Town Council

STAFF REPORT

To: Janet Bouchard - Police Chief
Title: Purchase two new police vehicles
Meeting: Town Council - 28 Aug 2019
Department: Police Department
Staff Contact: Janet Bouchard, Police Chief

BACKGROUND INFORMATION:

For the past several years, the Police Department's budget has allocated funds for the purchase of two new vehicles every year. These vehicles are cycled through the fleet. No cars are added to the fleet. The 2019 Chevy Tahoe will replace a 2015 Ford Explorer with nearly 100,000 miles. The 2015 Explorer will be put into secondary status and not used as a first-line patrol car. A Tahoe was chosen over an Explorer due to this being the supervisor vehicle, which requires more space to house extra equipment. The 2018 Ford Explorer is replacing a 2013 Ford Taurus that has over 130,000 miles. The price of the Explorer plus the cost to completely outfit it is \$39,320.46, this is a brand new vehicle, but a leftover from 2018. The vehicle and the emergency equipment will be purchased from MHQ, Inc. The price of the Tahoe is 36,832.00, The cost to completely outfit that unit is \$11,784.80. The vehicle will be purchased from MacMulkin Chevrolet. The emergency equipment will be purchased from Ossipee Mountain Electronics, Inc. All prices are state bid.

FINANCIAL IMPACT:

\$87,937.26 to be used from the approved 2019-2020 Police Budget.

SUGGESTED MOTION:

Motion to allow the purchase of two new police vehicles plus the purchase of all related emergency equipment for a combined total of \$87,937.26.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

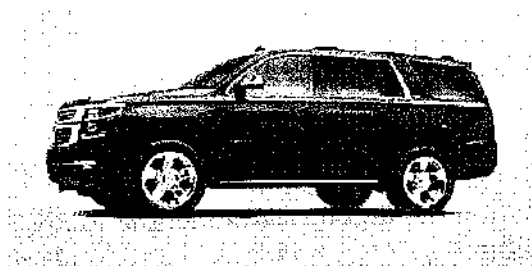
[20190815124700352](#)



MacMulkin Chevrolet

Paul LaRoche Jr | 603-888-1121 | paul@thompsonauto.net

[Fleet] 2019 Chevrolet Tahoe (CK15706) 4WD 4dr (26)



PAGE 1



MacMulkin Chevrolet

Paul LaRoche Jr | 603-838-8525 | paul@trompsonauto.net

MacMulkin Chevrolet

Dealership Information

Your price for an ordered unit as per specs in accordance with NH State Bid contract # 8002449

is \$36,832.00 including joining doors and roof white. Thank You Paul

Paul LaRoché Jr.

Commercial Sales Manager

MacMillan Chevrolet-Cadillac

Nashua N^o 03060

603-552-6741 CEN

ksu151@compuserve.net

Paul LaRoche Jr.

Commercial Sales Manager

MacMillan Chevrolet-Cadillac

Nashua No 23760

612 332 6741 Cc:

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Prepared By:

Pravilno! Naredite to

Abstract

602-833-1171

பெரியகுளம்: 07150441010, 07150441011

This report was prepared for the use of the Department of Defense (DOD) and is not to be distributed outside the DOD. The information contained herein is not to be released to the public without the approval of the Department of Defense. The information contained herein is not to be used for any purpose other than that for which it was prepared. The information contained herein is not to be used for any purpose other than that for which it was prepared. The information contained herein is not to be used for any purpose other than that for which it was prepared.

$$N_1 \approx 2.5$$

1354



MacMulkin Chevrolet

Paul LeRuche Jr. | 803-888-1121 | paul@thompsonauto.net

(Fleet) 2019 Chevrolet Tahoe (CK15706) 4WD 4dr (26)

Window Sticker

SUMMARY

(Fleet) 2019 Chevrolet Tahoe (CK15706) 4WD 4dr Commercial

MSRP \$49,700.00

Interior/Ext. Black, Cloth seat trim

Exterior 1. Black

Exterior 2. No color has been selected.

Engine, 5.3L EcoTec3 V8 with Active Fuel Management, Direct Injection and Variable Valve Timing

Transmission, 6-speed automatic, electronically controlled

OPTIONS

CODE	MODEL	MSRP
CK15706	(Fleet) 2019 Chevrolet Tahoe (CK15706) 4WD 4dr Commercial	\$49,700.00
OPTIONS		
'FL	Commercial Preferred Equipment Group	\$0.00
5HR	Key, 6 additional keys	\$41.00
5T5	Seats, 2nd and 3rd row vinyl with front cloth seats	\$0.00
6C7	Lighting, inc and white front auxiliary dome	\$170.00
7X6	Spotlamp, left-hand	\$490.00
9C1	Identifier for PIPV	(\$3,335.00)
9U3	Seats, driver and passenger front (optional) seats in cloth trim	\$0.00
A7D	Seat cloth, third row passenger	Inc.
AZ3	Seating, front 40/20/40 split-bench	\$0.00
C6Y	GVMR, 7100 lbs. (3221 kg)	Inc.
GBA	Black	\$0.00
GU4	Rear axle, 3.08 ratio	\$0.00
H0U	Jct. Black, Cloth seat trim	\$0.00
IQ6	Audio system, 8" diagonal color touch-screen with Chevrolet Infotainment	\$0.00
K4B	Battery, Auxiliary, 730 CCA	Inc.
KW1	Alternator, 170 amps, high output	Inc.

This document provides the actual transaction details between GM and its customers only. The information provided is intended for informational purposes only. Prices, specifications and availability are subject to change without notice. We do not warrant the accuracy of the information provided and we are not responsible for any errors or omissions. Performance figures are given for reference only. Actual performance may vary. Prices may not represent actual dealer invoice configurations. Dealer based on invoice price only. MSRP is subject to the actual price of the vehicle.

MSRP Version: 7481 Data Date: Jan 22, 2019 10:46:00 PM PST

Jan 21, 2019

Page 3



MacMulkin Chevrolet

Paul LaRoché Jr. | 603-888-1121 | paul@thompsonauto.net

[Fleet] 2019 Chevrolet Tahoe (CK15706) 4WD 4dr (26)

85	Engine, 5.3L EcoTec3 V8 with Active Fuel Management, Direct Injection and Variable Valve Timing	\$0.00
MYC	Transmission, 8-speed automatic, electronically controlled	\$0.00
NC7	Emissions overline, Federal	\$0.00
NE1	Emissions, Connecticut, Delaware, Maine, Maryland, Massachusetts, New Jersey, New York, Oregon, Pennsylvania, Rhode Island, Vermont and Washington state requirements	\$0.00
NQH	Transfer case, active, 2-speed electronic Autotrac	Inc.
NZZ	Skid Plate Package	Inc.
QAR	Tires, P265/60R17 all-season, police, V-rated	Inc.
R9Y		
RAP	Wheels, 17" x 8" (43.2 cm x 20.3 cm) steel, police, Black	Inc.
RMZ	Wheel, 17" x 8" (43.2 cm x 20.3 cm) full-size, steel spare	Inc.
VK3	License plate front mounting package	\$0.00
VPV	Ship From, Production in Arlington Assembly	Inc.
VUZ	Fleet processing option	\$0.00
Z60	Suspension Package, heavy-duty, police-rated	Inc.
ZAK	Tire, spare, P265/60R17 all-season, police, V-rated	Inc.
ZY1	Paint scheme, solid application	\$0.00
—	Safety belts, 3-point, driver and front passenger in all seating positions	Inc.
—	Capless f.e. fill	Inc.
—	Recovery hooks, standard removed	Inc.
—	Door handles, body-color	Inc.
—	Instrumentation, analog	Inc.
—	Key, 2-sided	Inc.
—	Luggage rack, delete	Inc.
—	Exterior ornamentation delete	Inc.
—	Power outlets, 4 auxiliary, 12-volt	Inc.
—	Power supply, 100-amp, auxiliary battery, rear electrical center	Inc.
—	Power supply, 50-amp, power supply, auxiliary battery	Inc.
—	Power supply, 120 amp, (4) 30 amp circuit, Primary battery	Inc.
—	Theft-deterrent system: vehicle PASS-Key III	Inc.

This document contains information for sales representatives only and is not to be released to the public. The information provided is for informational purposes only. Prices, specifications, and availability are subject to change without notice, and do not include dealer fees, taxes and charges that may be required by law. Availability may vary by market. Performance figures and guide line only. Actual performance may vary. Product may not meet select vehicle or model configurations. Content based on most recent data. Data Version: 7447. Data Updated: Jan 30, 2019 5:35:00 PM PST

Page 21 of 208

Page 4



MacMulkin Chevrolet

Paul LaRoche Jr | 603-888-1121 | paul@thompsonauto.net

[Fleet] 2019 Chevrolet Tahoe (3K15/G8) 4WD 4dr (2b)

SUBTOTAL	\$46,582.25
Adjustments Total	\$0.00
Destination Charge	\$1,295.00
TOTAL PRICE	\$47,877.25

MSRP

FUEL ECONOMY

Est City:15 MPG

Est Highway:21 MPG

Est Highway Cruising Range 545.00 mi

YOUR PRICE IS ON PAGE 2

This document contains information considered Confidential between GM and its customers. The information provided is not intended for public release. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. All prices are estimates only, and actual performance may vary. Photos may not represent actual vehicle or exact configuration. General based on manufacturer's specifications. Data Version: 7461 Data Module: Jan 20 2019 9:15 AM PST.

Jan 21, 2019

Page 5



Ossipee Mountain Electronics, Inc.

Quote QTE011845

Date 6/14/2019

Page 1 of 2

Bill To:
Hooksett Police Dept 15 Legends Dr. Hooksett, NH 03106

Ship To:
Hooksett Police Dept. Attn: Chief Janet Bouchard 15 Legends Dr. Hooksett, NH 03106

Customer No.	Salesperson	Shipping Method	Payment Terms
H00460	Brian Vasthne		Net 30

Item	Quantity	Item Number	Description	Unit Price	Ext Price
1	1.00	ISFW45Z	InnerEdge, FST WeCan, DUO, 10Lamp w/TD, 17-Tah/S	795.20	795.20
2	10.00	ISDE	LED, DUO B/W, for InnerEdge FST	33.60	336.00
3	2.00	LIA5V2B	V-Ser LED, Combo Warn/Puddle, Under Srfc Mnt, BLU	171.50	343.00
4	1.00	LSV8KT45	Mount, Under Mirror, LINSV2, 15-17 Tah/Sub, Pclr	18.20	18.20
5	2.00	VTX609B	LED, VERTEX Lighthouse, Mtg. 1" Hole, BLUE	83.30	166.60
6	2.00	I2E	LED, ION DUO, Univ Mnt, Rik Hsing, BLUE/WHY	121.10	242.20
7	2.00	V23BTPB	V-Series LED, Combo TD/Pad/Warn, Srfc Mnt, BLUE	197.40	394.80
8	2.00	IONB9	ION Super LED, BLUE/BLUE Black Housing	105.00	210.00
9	2.00	IONK1B	Mounting Bracket, Swivel, ION - BLACK	23.80	47.60
10	1.00	OEWS45	Outer Edge, Horiz, SOLO, 2pc, 15-19 TAH, Spcfy Lts	713.30	713.30
11	5.00	OEIO4B	LED, SOLO, for Outer Edge, BLUE	0.00	0.00
12	1.00	OEIO4R	LED, SOLO, for Outer Edge, RED	0.00	0.00
13	2.00	VTX609R	LED, VERTEX Lighthouse, Mtg 1" Hole, RED	83.30	166.60
14	2.00	MCRNSB	LED, Micron, BLUE, Surface Mount	90.30	180.60
15	2.00	ILM1B	ION, T-Series Mini, Solo, Surface Mt, Blue	87.50	175.00
16	2.00	60CREGCS	Light, Compartment, w/Switches, RED/WHITE	142.80	285.60
17	1.00	CCSRN5	Siren, Carbide, Amp Only w/CANport OBDII Interface	1,194.20	1,194.20
18	1.00	CANCTL6	Siren Control Head, Remote, w/Rotary Knob & Mic	0.00	0.00
19	1.00	CCSK2	Install Kit, Carbide/Control, 16-18 TAH	0.00	0.00
20	1.00	SA315P	Speaker, Siren, Whelen Nylon Composite, i 23dB	229.60	229.60
21	1.00	SAK1	Bracket, Siren Speaker, Universal SA315P	28.70	28.70
22	1.00	TM-S302-SMP	Mount, Computer, Slide Console, Tablet & Keyboard	513.00	513.00
23	1.00	DH-UNIV	Display Holder, Universal, HINT TM-5500 Ser	104.50	104.50
24	1.00	TK0241TAH15	Cargo Box, DSC top w/Combo Lck, BSN ba 19 TAHse	1,189.15	1,189.15
25	1.00	TF0237TAH15	Cargo Box, Free Standing Brkt Kit, 15-19 TAH	92.00	92.00
26	1.00	BK0534TAH15	Push Bumper, 15+ Tahoe, Aluminum, Fall Grille	339.15	339.15
27	1.00	C-VS-1500-TAH-1	Console, 15" Low Pro, 2015 Tahoe	449.00	449.00
			C-EB25-XTL-1P- APX 05		
			C-EB40-CCS-1PD CANCTL6		
			C-FP-30 3" Filler		
28	1.00	C-ARM-104	Armrest, Trakmount, Hinged Pad	135.00	135.00
29	1.00	C-CUP2-I-A11	Cup Holder, Dual, Internal, 5.5"Angled 11 Degrees	38.65	38.65
30	1.00	1103052	Cellular Gateway, RV50X, Ethernet/Ser al/USB/GPS	589.00	589.00

Quoted By: _____	Accepted By: _____	Date: _____	11,534.80
*** Continued ***			0.00
			250.00
			11,784.80

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



Ossipee Mountain Electronics, Inc.

Quote QTE011845
Date 6/14/2019
Page 2 of 2

Bill To:
Hooksett Police Dept 15 Legends Dr. Hooksett, NH 03106

Ship To:
Hooksett Police Dept. Attn: Chief Janet Bouchard 15 Legends Dr. Hooksett, NH 03106

Customer No.	Salesperson	Shipping Method	Payment Terms
PO0460	Brian Vastine		Net 30

Item	Quantity	Item Number	Description	Unit Price	Ext Price
31	1.00	TRD855BLK-14	Cable, CAT5 Stranded Black, 14 Foot	8.80	8.80
32	1.00	T62206-BK	Seat Cover, TigerTough, 15-19 Tahoe, Drvs, BLACK	182.00	182.00
33	1.00	BB132R	Antenna, 180 132-512MHz, 1/4Wave, Black, Flex Spr	49.00	49.00
34	1.00	M88	3/4" Antenna Mount, RG58 Cable, No Conn	15.30	15.30
35	1.00	CMUHF58	Mini UHF Crimp Conn, RG58, MALE	1.80	1.80
36	1.00	AP-CCG-Q-S222-BL	Antenna, MIMO LTE/Cell/PCS/GP, Threaded Btt, SMA	181.25	181.25
37	1.00	MISC-	Wire, wire ties, fuses, fuse holders, loom, etc.	140.00	140.00
38	1.00	LABOR	LABOR	1,980.00	1,980.00
			Install new & existing equipment into a new 2019 Chevy Tahoe, Car 11.		
Quoted By: _____ Accepted By: _____ Date: _____				Subtotal	11,534.80
PRICE QUOTE GOOD FOR 30 DAYS				Additional Discount	0.00
DELIVERY: 30 DAYS ARO				Freight	250.00
TERMS: NET 30 DAYS				Total	11,784.80
INSTALL AT OME					

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



QUOTE

CUSTOMER

Contact Name: Fleet Manager Richard Belanger
 Company/Dept: Hooksett Police Department
 Street Address: 15 Legends Drive
 City, State, Zip: Hooksett, NH 03106
 Phone: (603) 624-1560 x327
 Email: RBelanger@hooksettpolice.org

Date: 5/28/2019
 Valid For: 60 Days*
 Customer #: 14116
 Contract: Active MA
 Sales Rep: Kris Wright
 CAR # 003

Vehicle:

CONTRACT LINE REFERENCE	LINE DESCRIPTION	UNIT PRICE	QTY.	EXTENDED PRICE
K8A	2018 Ford Utility Police Interceptor - 3.7L V6 Ti-VCT FFV AWD - 304 Horsepower @ 6259 rpm - 279 lb-ft Torque @ 4000 rpm - 6 Speed Automatic Transmission - Heavy Duty 18" Steel Wheels Small Chrome Center Hub Caps - 75 MPH Rear Crash Tested - Heavy Duty Vinyl Flooring - 1st Row Police Grade Cloth Dual Front Bucket Seats (Driver's Side Six Way Power Seat; Passenger side Manual) - 2nd Row Vinyl 60/40 Split Bench Seats - Power Adjustable Pedals - Advance Trac Stability Control System - ABS with Traction Control - Rear View Camera - 3 Year 36,000 mile Bumper to Bumper Warranty	\$ 27,995.00	1	\$ 27,995.00
G1	Shadow Black	\$ -	1	\$ -
18D	Global Lock / Unlock feature (Door-panel switches will lock/unlock all doors and rear liftgate. Eliminates the overhead console liftgate unlock switch)	\$ -	1	\$ -
422	California Emissions System	\$ -	1	\$ -
87R	Rear View Camera (Mirror Display)	\$ -	1	\$ -
153	License Plate Bracket - Front	\$ -	1	\$ -
53M	SYNC Basic - Voice-Activated Communication System	\$ 286.15	1	\$ 286.15
18W	Rear window power delete, operable from front driver side switches	\$ 24.25	1	\$ 24.25
43D	Dark Car Feature - Courtesy lamp disable when any door is opened	\$ 19.40	1	\$ 19.40
51T	Spot Lamp - Driver only (Whelen LED)	\$ 407.40	1	\$ 407.40
549	Mirrors - Heated Side View	\$ 58.20	1	\$ 58.20
52P	Hidden Door-Lock Plunger w/Rear-door handles inoperable	\$ 155.20	1	\$ 155.20
76R	Reverse Sensing	\$ 266.75	1	\$ 266.75
86P	Front Headlamp / Police Interceptor Housing Only	\$ 121.25	1	\$ 121.25
VEHICLE TOTAL:				\$29,333.60

Equipment:

CONTRACT LINE REFERENCE	LINE DESCRIPTION	UNIT PRICE	QTY.	EXTENDED PRICE
Paint	Paint 4 doors and roof only: YZ-Oxford White	\$ 855.00	1	\$ 855.00
76	Whelen Headlight/Grille Light Hasher for Positive or Negative Headlight Switching UHF2150A (Wig Wag)	\$ 105.00	1	\$ 105.00
120	Whelen Super LED ION Series Light (ION*) - One pair mounted on front of push bumper - Blue	\$ 365.00	1	\$ 365.00
120	Whelen Super LED ION Series Light (ION*) - Mounted in Headlights - Blue	\$ 365.00	1	\$ 365.00
120	Whelen Super LED ION Series Light (ION*) - Mounted in rear side 1/4 glass - Blue	\$ 365.00	1	\$ 365.00
117	Whelen Interceptor Utility Rear Hatch Outer Edge Model OF: S34 single color, BLUE	\$ 895.00	1	\$ 895.00
MCRNSB	Whelen Super LED Micron Series Light (MCRNS*) - Blue	\$ 88.90	2	\$ 177.80
Labor Hour	Labor to mount (2) Whelen Micron lights on sides of push bumper	\$ 95.00	1	\$ 95.00
T52204	Tiger Tough Tactical Seat Cover - Black	\$ 155.00	1	\$ 155.00
Labor Hour	Labor to install seat cover	\$ 95.00	0.5	\$ 47.50
288	Whelen (4) LED Vertex hideaway system, model # VTX609* Mounted in Tail lamps - (2) red (2) blue	\$ 495.00	1	\$ 495.00
346	Whelen Cencom Carbide Model CCSRNS remote 200 watt siren with intelligent situational programmable switching. Includes CANPort OBDII vehicle interface	\$ 1,445.00	1	\$ 1,445.00
382	Whelen model # SA315P 123DB speaker, composite with mounting bracket	\$ 220.00	1	\$ 220.00
///	Havis Vehicle Specific Console Ford Interceptor Utility 14" Console model # C-VS-3400-INUT-1, 2-C-MCB and 2-C-MC	\$ 375.00	1	\$ 375.00
820	Dual internal 15 degree angled cup holder model # C-CUP2-I-A15	\$ 45.00	1	\$ 45.00
787	Havis Armrest, track/tunnel mount flip up style model # C-ARM-104	\$ 140.00	1	\$ 140.00
TM5126PIUV3	Hint Dash Style Tablet and Keyboard Mount (Keyboard not included) p/n TM-5126-PIU-V3	\$ 529.20	1	\$ 529.20
AP5124PPC	Hint Adaptor Plate for Dash Style Tablet and Keyboard Mount (Keyboard not included) p/n AP-5124-PPC	\$ 46.75	1	\$ 46.75
Labor Hour	Labor to install Hint dash style tablet mount	\$ 95.00	1	\$ 95.00
1057	Streamlight Stinger model # 75812 DS LED compact rechargeable flashlight w/steady charger	\$ 155.00	1	\$ 155.00
74102	Charging base for Streamlight Strion	\$ 35.30	1	\$ 35.30
22051	DC1 Charge Cord for Streamlight Strion	\$ 11.79	1	\$ 11.79
Labor	Install Streamlight Strion Charger	\$ 35.00	1	\$ 35.00
1193	Setina PB400 VS Aluminum Push Bumper for Utility model # BK0534ITU16	\$ 425.00	1	\$ 425.00
60CREGCS	Whelen 6" round red/white cargo light installed on underside of liftgate	\$ 142.80	1	\$ 142.80
Labor Hour	Labor to install cargo lights (pair)	\$ 95.00	0.5	\$ 47.50
APCCGAS222BL**	Antenna Plus MIMO LTE / Cellular / PCS / GPS Combo Antenna - Black	\$ 166.57	1	\$ 166.57
AL1103052**	Sierra Wireless AirLink RV50X - LTE-A - NA & EMEA - DC Cable	\$ 589.00	1	\$ 589.00
CAT6**	CAT6 Ethernet cable run from Modem to MDT	\$ 9.95	1	\$ 9.95

Labor Hour	Labor to install customer supplied cables for Patrol PC, headrest printer, special order computer antenna, modem and CAT6 cable	\$ 95.00	2.5	\$ 237.50
1408	Transfer Prisoner Barrier	\$ 205.00	1	\$ 205.00
1409	Transfer Cargo Barrier Barrier	\$ 175.00	1	\$ 175.00
1444	Transfer rear Storage unit - Utility	\$ 125.00	1	\$ 125.00
1398	Transfer 2-way radio and antenna and mic clips	\$ 225.00	1	\$ 225.00
NMOQSPECB	Antenna 2-Way Mast VHF-UHF Field Tunable -- Black	\$ 25.70	1	\$ 25.70
Labor Hour	Labor to install customer supplied fire extinguisher with bracket	\$ 95.00	0.2	\$ 19.00
Labor	Install Customer Supplied Liberty II Light Bar	\$ 175.00	1	\$ 175.00
Labor Hour	Labor to install customer supplied rear antenna cable	\$ 95.00	0.3	\$ 28.50
MMSU1**	Magnetic Microphone Clip	\$ 42.00	1	\$ 42.00
SHOP	Shop Supplies: Wiring, relays, fuse blocks and associated labor	\$ 295.00	1	\$ 295.00
		EQUIPMENT TOTAL:		\$ 9,986.86

Vehicle Equipment Total:	\$ 39,320.46
---------------------------------	---------------------

TERMS AND CONDITIONS

*This quote is valid for 60 days. Any purchase orders or approved quotes received outside of this date will be subject to price adjustments. By signing this quote, the customer is agreeing to pay, in full, for all items listed above. Any requests for changes, modifications, replacements, removals or additional items may be subject to additional fees and/or adjusted delivery dates.

M.G.L. c.30B applies to the procurement of all commodities quoted. Contract items have been collectively purchased pursuant to M.G.L. c.30B sec. 1c and M.G.L. c.7 sec. 22B. The governmental body is responsible to determine the applicability of M.G.L. c.30B to off contract items, including, but not limited to off contract items that have already been properly procured under M.G.L. c.30B sec. 1c and M.G.L. c.7 sec. 22A (purchases from a vendor on a contract with the Commonwealth), other contracts procured under M.G.L. c.30B sec. 1c and M.G.L. c.7 sec. 22B, or any M.G.L. c.30B contract between the vendor and the jurisdiction. All off contract items must be procured under M.G.L. c.30B.

The terms and conditions stated herein and the provisions of any agreement between MHQ and Buyer, if applicable, shall constitute the complete and only terms and conditions applicable to any and all purchases by Buyer from MHQ. Any additional and/or different terms and/or conditions printed anywhere including on, or with, Buyer's order shall be inapplicable in regard to any purchase by Buyer from MHQ.

** Denotes non contract item

ORDER ACKNOWLEDGEMENT

By signing this document you are agreeing to the above terms and conditions of this order from MHQ, Inc.

* Janet Bouchard
PRINT NAME

* Chief of Police
TITLE

* Janet Bouchard
SIGNATURE

* 5/28/19
DATE

Town Council

STAFF REPORT



To: Town Council
Title: Traffic/Roadway Impact Fees Storm Drain Catch Basin Cleaning
Meeting: Town Council - 28 Aug 2019
Department: Public Works
Staff Contact: Earl Labonte, Director of Public Works

BACKGROUND INFORMATION:

The town collects Traffic/Roadway Impact Fees from developers for the impacts their development will have within the town. These fees are used for enhancements within the zones that they are collected in. The town also has a commitment to inspect/clean all storm drain catch basin annually. Acquiring a basin cleaning truck would enable the department's ability to maintain the storm drain system.

FINANCIAL IMPACT:

Traffic Roadway Impact Fees and current approved budget funds to be used.

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

Recommend for the Town Council to obligate \$291,000.92 (to come from each Zone collected Traffic/Roadway Impact Fees at the rate of 57% in Zone Three (3), 30% in Zone Two (2) and 13% in Zone One (1), and \$61,000.92 from account 001-450-4312-430.000. To be utilized to purchase a Drain Basin Cleaning/sweeping Truck, and to consent to the purchase of a catch basin cleaning/sweeping truck from Bahr Sales, Inc. (Sourcewell contract) for \$291,000.92.

SUGGESTED MOTION:

Motion to obligate \$291,000.92 (to come from each Zone collected Traffic/Roadway Impact Fees at the rate of 57% in Zone Three (3), 30% in Zone Two (2) and 13% in Zone One (1), and \$61,000.92 from account 001-450-4312-430.000. To be utilized to purchase a Drain Basin Cleaning/sweeping Truck, and to consent to the purchase of a catch basin cleaning/sweeping truck from Bahr Sales, Inc. (Sourcewell contract) for \$291,000.92.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[allcatch-catch-basin-cleaners](#)
[allsweep-street-sweepers](#)

[Hookset NH AS13D Sourcewell 7-19cc
impact fees drainage 2019](#)



AllCatch

VACALL™

High-Performance Vacuum

Superior Vacuum Forces Handle

Demanding Catch Basin Cleanout Work

AllCatch models are designed to make short work of the biggest cleanup jobs. The AllCatch catch basin/leaf pickup tube is positioned hydraulically, and uses the industry's greatest vacuum forces to pick up debris, rocks, stones, pieces of asphalt and both wet and dry leaves. After efficiently cleaning curb strips and catch basins, the intake tube and boom stow neatly out of the way against the hydraulic tailgate. To save on maintenance, fuel consumption and emissions, the AllCatch operates with just one engine that powers both the chassis and vacuum system.

FEATURES & BENEFITS

Debris tank designed and manufactured for extra strength

Rugged, reinforced steel construction withstands the rigors of picking up pieces of asphalt and stones. Also, a new blower position and transfer duct create a more productive debris intake – advantages that build efficiency and speed when cleaning up leaves and debris. A durable powder coat paint finish is standard, while optional stainless steel tanks have a lifetime warranty.



Drive system maintains constant RPMs

New hydrostatic drive system provides vacuum and variable drive speeds while maintaining a lower constant engine speed.

Protective control valve compartment

Hydraulic and water pump valves as well as electrical controls for the AllSmartFlow control system are located in a protective weather-proof box.



AllSmartFlow™ intelligent control system

A Vacall exclusive, this innovative CAN bus control system encourages greater operating efficiency with easier precise water flow and vacuum adjustments. System functions also can be easily monitored on a color LCD display. A fully proportional pendant, either wired or wireless, makes control possible away from the chassis.



VACALL™



Catch basin cleaner fits neatly against functional new tailgate

The standard catch basin and leaf pickup intake tube and boom are hydraulically operated, easily stowing out of the way against the rear of the tailgate. High-power vacuum tubes (8" is standard; 12" optional) use the industry's greatest vacuum forces. A new hydraulically operated rear tailgate mechanism is faster and easier to open, close and lock, improving debris dumping efficiency.

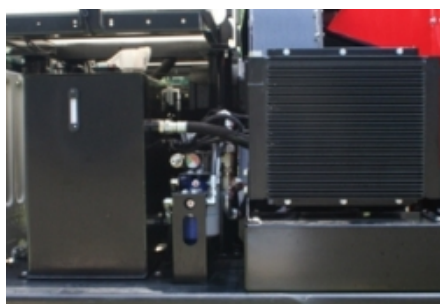
Just one engine reduces costs

Unlike other machines, AllCatch models use the chassis engine to also power a high-performance centrifugal blower and create exceptional vacuum power and superior overall machine performance. The single engine concept cuts costs for fuel, oil, filters and belts, while reducing harmful emissions and helping to hold down the overall purchase price.



High-capacity water system for longer cleaning runs

For more work with less re-filling time, AllCatch models offer up to 600 gallons of water capacity with a spray wand for cleaning. Controls are located in the cab and on the side of the chassis.



Easy-to-monitor hydraulic system

Designed for efficient operation and service, the hydraulic system gauges are highly visible. Filter change and other routine maintenance can be performed at ground level.



Silencer creates quieter operation

A new silencer design reduces noise during operation. It features an easy-to-clean filter that's conveniently accessible at ground level.

VACALL AllCatch Models • Basic Specifications

	AC10	AC13	AC16
Debris Tank	10 yard ³	13 yard ³	16 yard ³
Water Tanks	300, 350 or 420 gallons	300, 350, or 420 gallons	300, 350, or 420 gallons
Vacuum System	35" fan		

Certified ISO 9001 • 1/16
Form No. 11602 • Printed in U.S.A

Vacall machines are designed and manufactured by Gradall Industries, Inc., a world leader in the production of versatile, reliable maintenance machines. It is our policy to continually improve our products. Therefore, designs, materials and specifications are subject to change without notice and without incurring any liability on units already sold. NOTE: some options shown in pictures.

VACALL

Gradall Industries, Inc. • 406 Mill Ave SW • New Philadelphia, OH 44663
Phone: (330) 339-2211 • Toll-Free: (800) 382-8302 • Fax: (330) 339-8468
www.Vacall.com

GRADALL
INDUSTRIES, INC.
Where Ingenuity Works

ALAMO GROUP



AllSweep

VACALL™

High-Performance Sweep/Vacuum

Industry's Greatest Maximum Sweeping Power Cleans Runways, Re-Surfacing Millings and Even Catch Basins

High performance vacuum forces along with strength and versatility combine to set Vacall AllSweep models apart from all competitors' parking lot, runway, catch basin and leaf cleanup machines. Independent lab tests show the AllSweep fan can deliver a maximum air flow of 31,000 CFM – the best in the industry. Plus, AllSweep models do not need a second engine to power the vacuum and cleaning forces that pick up debris, wet leaves, gravel, bottles and cans.

FEATURES & BENEFITS

AllSmartFlow™ intelligent control system

A Vacall exclusive, this innovative CAN bus control system encourages greater operating efficiency with easier precise water flow and vacuum adjustments. System functions also can be easily monitored on a color LCD display. A fully proportional pendant, either wired or wireless, makes control possible away from the chassis.



Wider sweeping area reduces cleanup time

With single or dual sweep mechanisms, AllSweep models have a full-width sweep system. Full-width nozzles, gutter brooms and a centrifugal fan quickly pick up litter, stones, asphalt millings and debris – a big advantage when there's a need to clear runways and roads fast. From the cab, operators can raise, lower and tilt the nozzles using a position memory feature.



Catch basin cleaner fits neatly against functional new tailgate

The optional catch basin and leaf pickup intake tube and boom stow out of the way hydraulically against the rear of the tailgate. High-power vacuum tubes, (8" standard; 12" optional) use the industry's greatest vacuum forces to pick up leaves, rocks and debris from catch basins and curb strips. A new hydraulically operated rear tailgate mechanism is faster and easier to open, close and lock, improving debris dumping efficiency.

Just one engine reduces costs

Unlike other sweepers, AllSweep models use the chassis engine to also power a high-performance centrifugal fan and create exceptional vacuum power and superior overall machine performance. The single engine concept cuts costs for fuel, oil, filter and belts, while reducing harmful emissions and helping to hold down the overall purchase price.

VACALL™

Debris tank designed and manufactured for extra strength

Rugged, reinforced steel construction withstands the rigors of picking up pieces of asphalt and stones. Also, a new blower position and transfer duct create a more productive debris intake – advantages that build efficiency and speed during road re-surfacing or clearing rocks and debris during parking lot and venue cleanup. A durable powder coat paint finish is standard, while optional stainless steel tanks have a lifetime warranty.



Drive system maintains constant RPMs

New hydrostatic drive system provides vacuum, water spraying and variable drive speeds while maintaining a lower constant engine speed.



Easy-to-monitor hydraulics

Designed for efficient operation and service. Filter change and other maintenance can be performed at ground level.



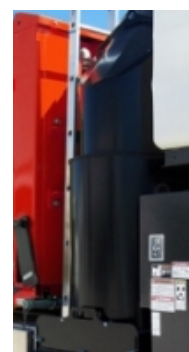
High-capacity water system for longer cleaning runs

For more work with less re-filling time, AllSweep models offer up to 600 gallons of water capacity. Controls are in the cab and on the pendants.



Protective control valve compartment

Hydraulic and water pump valves as well as electrical controls for the AllSmartFlow control system are located in a protective box.



Silencer creates quieter operation

A new silencer design reduces noise during operation. It features an easy-to-clean compartment that's conveniently accessible at ground level.

VACALL AllSweep Models • Basic Specifications

	AS10	AS13	AS16
Debris Tank	10 yard ³	13 yard ³	16 yard ³
Water Tanks	300, 350 or 420 gallons	300, 350, 420 or 600 gallons	300, 350, 420 or 600 gallons
Vacuum System	35" fan capable of producing 31,000 CFM		
Sweeper Configuration	Single or dual gutter brooms		

Certified ISO 9001 • 1/16

Form No. 11601 • Printed in U.S.A.

Vacall machines are designed and manufactured by Gradall Industries, Inc., a world leader in the production of versatile, reliable maintenance machines. It is our policy to continually improve our products. Therefore, designs, materials and specifications are subject to change without notice and without incurring any liability on units already sold. NOTE: some options shown in pictures.

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www.Vacall.com

GRADALL
INDUSTRIES, INC.
Where Ingenuity Works

ALAMO GROUP

BAHR SALES, INC.



AS-13D

Original Quote Date: 7/22/2019

Machine Quote: 11089

Inquiry #:

Estimated Ship Date:

Bill To: HOOKSET
NH

Ship To: HOOKSET NH

Customer: Hookset NH

Customer PO:

Supplied By: Vacall Supplied

Chassis Description: Vacall Supplied, New, Freightliner, 325 HP, Auto, Single Steer, C1

Chassis Make: Freightliner

Chassis Model: M2-106

Chassis Year:

Chassis VIN#:

GVW: 37600

Chassis Arrival Date:

Chassis Paint Code: L0006EB White Elite BC ; 14405143

Spec Code: C1

HP: 325

Vacall Part#: 113008XXXX

Transmission: Allison 3000 RDS Automatic

Engine Model: Cummins ISB

Model	Quantity	Description
AS-13D	1	13 CUBIC YARD DUAL BROOM) 96" - 154" CLEANING PATH
Toolboxes		
1190490004	1	Tube Rack, Front Bumper
Debris Body		
2490450007	1	6" Decant Valve (Brass Slidegate Valve w/Camlock, Cap & Lanyard)
1150460010	1	Baffle Assy. Internal - Stainless Steel
1190180008	1	Body Vibrator
1190010004	1	Ladder
	1	Rear Intake Catch Basin Hose - 12" Manual Swing
1160540006	6	Screen Expanded Metal Stainless Steel
1190540021	1	Screen Washer, w/ 2-1/2" Connector , 13 Yd.
Paint		
14405150	1	(Module) Std. Red Paint Dupont #N3781 PT#14405150 w/White Decals 1150130004
Controls		
	1	Camera System - Four Channel 7" Swivel Colored LCD Monitor with (3) Additional Cameras
1190010005	1	Auxiliary Hydraulic Power Supply
	1	Controller, Wireless System, AllSweep w/Catch Basin
Lighting		
1190190038	1	(2) Front Mounted Strobe Lights w/guards
1190210003	1	Tailgate Led Strobe Lights, (2) Oval Surface Mounted
Packaged Items		
80363250	1	Fire Extinguisher (5#)
VA34240095	1	Triangle Flare Kit
VA6127-0001C	2	Clamp, Overcenter 12" Tube
VA8770-0001D	1	Retriever
VA8808-0001B	1	Scraper, Filter Screen
VA4880-0001B	1	Tool Basin Scraper Spoon
VA8876-1248C	1	Tube 12"X48" Alum Extension

Chassis		
1190260001	1	Single Fenders/Mudflaps - Aluminum
Gutter Brooms		
1190310033	1	Dual Tilt Gutter Brooms
Power Module		
1190050001	1	Blower, Super Sweep
Water Supply System		
1150480003	1	420 Gallon Tank Assembly
1190540017	1	Hannay Hose Reel Rear Mount Retractable
1150540016	1	Water Tank Fill & Suction Piping 2-1/2"
Accessories		
VA32050004	1	Hydrant Wrench

Total Machine & Attachment Net Price:	\$208,705.92
1 Year Standard Warranty	\$0.00
Vacall Supplied, New, Freightliner, 325 HP, Auto, Single Steer, C1 :	\$79,495.00
Freight Description:	
EXW - Ex Works Factory - (EX3) :	\$2,800.00
Total Net Price:	\$291,000.92

Terms: NET 30

Standard Warranty: **Module:** 1 Year. **Debris Body:** Untreated Steel or Weathering Steel - 1 Year. **Water Tank:** Polypropylene - 1 Year, Aluminum - Lifetime. **Corrosion** 5 Years.

Standard shipping terms are EXW - Ex Works Factory - (EX3) - New Philadelphia, Ohio unless otherwise noted. Customer is responsible for freight charges. Freight charges will be added to invoice at time of shipment unless other arrangements have been made.

Note: The above quote is valid until 10/20/2019

Model Specs:

MACHINE EQUIPPED STANDARD WITH:

Sweep Gear:

LH and RH Gutter broom assemblies with 36" steel tempered wire brooms and polypropylene deflector brooms, Dual Vacuum Nozzles with 12" corrugated flexible vacuum hoses and steel replaceable wear liners

Vacuum System:

Variable speed Hydrostatic driven 35" blower fan and propel system supplied by a 70 gal oil tank driven off of a frame mounted transfer case

Debris Body:

Heavy duty A-572 grade 50 steel externally and internally powder coated debris body to include removable filter screens with stainless steel screen tracks hydraulically raised to dump via a rear door equipped with hydraulic wedge locks

Water System:

Variable speed 114 GPM centrifugal driven water pump supplies dust suppression to each gutter broom, nozzle, and inlet tubes all supplied by a UV resistant poly water tank filled curbside

Controls:

Sweeper control station on a pivot mounted pedestal in the cab to include auto store and auto reverse features with a remote pendant control curbside for mobile access

(1) Camera & 7" Two Channel Monitor for Rear Back Up View

Lighting:

LED lighting package for stop/tail/turn/backup in accordance with DOT standards

Packaged Items:

Packaged items to include grease gun, hydrant coupling adapter, 1-1/2" x25' fill hose, hand held water jetting nozzle, 20' of 6" sump drain hose.

Manuals:

Machine parts, service, operators manuals

Please sign below showing you have reviewed the specifications and accept the above terms.

NAME: _____

DATE SIGNED: _____

Print Generated by Gradall Industries, LLC Printed By: Victoria Kavanaugh on 7/22/2019

DrummondWoodsum
ATTORNEYS AT LAW

Matthew R. Serge
Admitted in NH

207.771.9229
mserge@dwmlaw.com

1001 Elm Street, Suite 303
Manchester, NH 03101-1845
603.716.2895 Main
603.716.2899 Fax

August 8, 2019

Nicholas B. Williams
Town Planner
Town of Hooksett
35 Main Street
Hooksett, NH 03106

RE: Impact Fee Usage

Dear Nicholas:

I am writing to follow up our telephone conversation about the use of roadway impact fees to pay for a truck that is specially designed to clean drainage basins throughout Town. It is my understanding from speaking with you and Public Works Director, Earl LaBonte, that the Town has an obligation under both state and federal to annually clean all catch basins within Hooksett, and that over the past 5 years the number of basins within the town has increased by approximately 50%. The Town does cannot clean all of the catch basins on its own, and it has been forced to contract out the cleaning. Unfortunately, with the large increase in catch basins, contracting out the cleaning service is no longer financially practical.

Under both state statute (RSA 674:21) and the Town Zoning ordinance (Article 31), the Town is authorized to collect impact fees for new developments to help meet the needs occasioned by the developments for the construction or improvement of capital facilities, including public safety facilities. The statute does not define the term "facilities," but the term commonly includes structures or pieces of equipment. The Town collects Roadway Impact Fees from developers in order to mitigate the increased burdens imposed upon on the Town's roadways and traffic infrastructure.

Given the facts presented, it appears that the need for the drainage truck is related to the growth in development over a number years. As a result, it appears that usage of impact fees is appropriate. While someone could argue that the truck is needed because state and federal regulations require the community to annually clean all storm drain catch basins, the need for the truck seems to be tied to the sheer number of basins that need cleaning, which is related to development growth.

August 8, 2019

Page 2

Please do not hesitate to contact me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Matthew R. Serge', with a long horizontal flourish extending to the right.

Matthew R. Serge

cc: Andre Garron, Town Administrator

Town Council

STAFF REPORT



To: Town Council
Title: Pavement Management Presentation and Request to Award Consultant Contract
Meeting: Town Council - 28 Aug 2019
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

The Town has accepted proposals for a Pavement Management Program for use in planning for pavement maintenance and rehabilitation. This program will:

- Provide a quantifiable measure of overall road conditions.
- Provide systematic approach to managing road network
- Provide short and long term capital planning information.
- Provide the ability to treat more miles of roadway for less cost.
- Provide data to justify/defend decision making.
- Improve overall condition of roadway network.
- Save tax dollars by managing the roadway system cost effectively.
- Improve communication between Town and Utilities to coordinate work on streets.

Bruce Thomas will deliver a detailed presentation at the Council meeting to explain the program and to request approval to award a contract to the BETA Consulting Group.

Proposals have been received from:

- The BETA GROUP from Manchester, New Hampshire - \$20,835
- IMS Infrastructure Management Services from Amesbury, Massachusetts - \$29,250
- Stantec Consulting Services from Auburn, New Hampshire - \$34,575

FINANCIAL IMPACT:

\$20,835.00 from current DPW budget

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

Recommend the award of the Pavement Management Consultant contract to the BETA Group for \$20,835.00.

SUGGESTED MOTION:

Motion to award the Pavement Management Consultant contract to the BETA Group for \$20,835.00.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

Town Council STAFF REPORT



To: Town Council
Title: Administrative Code Updates (8/14/19 Town Council Workshop)
Meeting: Town Council - 28 Aug 2019
Department: Administration
Staff Contact: Donna Fitzpatrick, Administrative Services Coordinator

BACKGROUND INFORMATION:

The Town Council, at their annual workshop of 08/14/19, discussed amendments to the Administrative Code to include sections:

- a. Update Section 5.7 – Fund Balance Policy (pg. 15 & Exhibit C)
- b. Add New Section 5.10 – Capital Assets and Depreciation Policy (pg. 16 & Exhibit G)
- c. Update Section 6.5 – Cellular Phones in the Workplace (pg. 16 & Exhibit D pg. 36)
 - i. Section V a – Allowance Amount s/b \$11.54 vs. \$11.53 (\$600/52 = \$11.538)

The Town Administrator has requested the Finance Director attend the 08/28/19 Town Council meeting to provide her overview of the above changes.

FINANCIAL IMPACT:

TBD

POLICY IMPLICATIONS:

TBD

RECOMMENDATION:

Motion to approve all amendments or specific items.

SUGGESTED MOTION:

Motion to approve the amendments to the Administrative Code as presented
or
Motion to approve amendments to the Administrative Code for item(s) # x,x,x above.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[ADMINISTRATIVE CODE UPDATES 082819](#)

TOWN OF HOOKSETT

ADMINISTRATIVE CODE

Adopted: January 29, 1992



Amended
May 22, 2019 August 28, 2019

ADMINISTRATIVE CODE (Adopted January 29, 1992)

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Town of Hooksett

35 Main Street
Hooksett, NH 03106

FUND BALANCE POLICY

Section 1. Purpose

The Town hereby establishes and will maintain reservations of Fund Balance, as defined herein, in accordance with Governmental Accounting Standards Board Statement No. 54, *Fund Balance Reporting and Governmental Fund Types Definitions*. This policy shall only apply to the Town's governmental funds. Fund balance shall be composed of nonspendable, restricted, committed, assigned and unassigned amounts.

The general purpose of this policy is to improve the Town of Hooksett's financial stability by protecting itself against emergencies and economic downturns. Unassigned fund balance is an important measure of economic stability. It is essential that the Town maintain adequate levels of unassigned fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances. The fund balance also provides cash flow liquidity for the Town's general operations.

Section 2. Definitions

2.1) Nonspendable Fund Balance - includes amounts that are not in a spendable form (such as inventory, tax deeded property subject to resale or prepaid expenses) or are required to be maintained intact (such a principal of an endowment fund).

2.2) Restricted Fund Balance – includes amounts that can be spent only for the specific purposes stipulated by external resource providers (such as grantors) or laws or regulations of other governments or imposed by law through constitutional provisions or through enabling legislation ~~(the annual Town meeting)~~. Restrictions may be changed or lifted only with the consent of the resource providers or the enabling legislation. Non-lapsing warrant articles, library, income portion of permanent funds and Capital Project funds would be considered restricted.

2.3) Committed Fund Balance – includes amounts that can be used only for the specific purposes determined by a formal action of the Town's highest level of decision making authority ~~(Town Council/The Annual Town Meeting)~~. Commitments may be changed or lifted only by the ~~Annual Town Meeting~~ Town Council taking the same formal action that imposed the constraint originally. ~~The Town Council's actions must either be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made. The amount subject to the constraint may be determined in the subsequent period.~~ This classification also includes contractual obligations to the extent that existing resources have been specifically committed for

use in satisfying those contractual obligation. Expendable trust funds and legislative body votes relative to the use of unassigned fund balance at year-end are included in this classification.

2.4) Assigned Fund Balance – includes amounts the Town *intends* to be used for specific purposes. For all governmental funds other than the General Fund, any remaining positive amounts are to be classified as “assigned”. The Town Council expressly delegates this authority to the Town Administrator. Items that would fall under this type of fund balance would be Police and Fire Details, Ambulance Fund and Conservation Fund etc. The Town also has assigned funds consisting of encumbrances in the general fund at year-end.

2.5) Unassigned Fund Balance – is the residual classification of the general fund and includes all amounts not contained in other classifications. Unassigned amounts are technically available for any purpose. Any deficit fund balance of another governmental fund is also classified as unassigned.

Section 3. Spending Prioritizations

3.1) When expenditures are incurred for purposes for which both restricted and unrestricted fund balance is available, restricted fund balance is considered to have been spent first.

3.2) When expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classification can be used, committed amount should be reduced first, followed by assigned amounts and then unassigned amounts.

Section 4. Deficit Fund Balance

At year end, if any of the special revenues funds has a deficit unassigned fund balance, the Town Administrator is authorized to transfer from the General Fund to cover the deficit, providing the General Fund has the resources to do so.

Section 5. Unassigned Fund Balance – General Fund

As recommend by the New Hampshire Department of Revenue, the Town shall strive to maintain an unassigned fund balance in its General Fund equal to 8-17% of the total annual appropriations of the community (which includes the Town, County, School District and Precincts).

5.1) Minimum Balance – The Town shall maintain a minimum unassigned fund balance of 5% of the general fund's annual appropriations of the community.

5.2) Target Balance - The Town shall work toward maintaining an unassigned fund balance of 8% of the general fund's annual budget, including Town, School and County appropriations.

Section 6. Annual Review

Town Council shall review and approve this policy annually.

Section 7. Policy Approval/Amendments

Town Council approved adoption of the Town of Hooksett's Fund Balance policy at their May 13, 2009 meeting.

Town Council amended the Town of Hooksett's Fund Balance policy at their September 14, 2011 meeting.

Town Council amended the Town of Hooksett's Fund Balance policy at their October 10, 2012 meeting.

Town Council amended the Town of Hooksett's Fund Balance policy at their September 25, 2013 meeting.

Town Council amended the Town of Hooksett's Fund Balance policy at their September 24, 2014 meeting.

Town Council amended the Town of Hooksett's Fund Balance policy at their 2019 meeting.

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Town of Hooksett

35 Main Street
Hooksett, NH 03106

FIXED-ASSET/CAPITAL ASSETS AND DEPRECIATION POLICY

Section 1. Purpose

The Town of Hooksett, NH has implemented the financial reporting provision of Government Accounting Standards Board (GASB) Statement No. 34 which required the Town to identify, categorize and account for long-term assets on our annual financial statements. This policy seeks to determine capitalization thresholds and valuation; asset classes; depreciation and useful lives; and describe the procedures for identifying asset addition and deletions. This policy is to provide control of and accountability for the Town's capitalized assets, ensuring all recorded assets are classified properly, accurately, systematically, and consistently.

Section 2. Capitalization Thresholds and Valuation

Capitalization is a financial reporting concept. Capital assets are tangible property belonging to the Town of Hooksett that are valued at more than \$20,000 and having a useful life of greater than one years.

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Capital assets should be recorded at the actual purchase price including any ancillary costs. Ancillary costs include transportation charges, installation costs, and other expenditures necessary to place the asset into its intended uses (not including engineering costs).

Donated assets should be recorded at their acquisition value.

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Capital leases on equipment will be inventoried and capitalized if the asset is retained/owned by the town at the end of the lease contract.

Assets that are consumed, used-up, habitually lost or worn-out in one year or less should not be capitalized.

Lease assets should be amortized in a systematic and rational manner over the shorter of the lease term or the useful life of the asset.

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Section 3. Asset Classes

Land: Expenditures for the purchase of land. This includes closing costs, appraisals, and purchase of rights-of-way and/or site preparation.

Land Improvements: Expenditures for acquiring improvements to land (not associated with building) intended to make the land ready for its purpose. These assets include, but are not limited to, landscaping, property drainage, driveways, parking lots, sidewalks, monuments, fences, area lighting of streets and parking lots, retaining walls, and athletic track and fields. Asset cost could include costs of architectural and consulting fees for new or renovated improvements.

Buildings and Improvements: Expenditures for contracted construction of new buildings, improvements to existing buildings or acquiring of existing buildings. This also includes the cost of demolition. Improvements includes major permanent structural alterations, roof replacements, interior or exterior renovations that increase the service utility of the building or to extend its total estimated useful life.

Vehicles and Equipment: Expenditures for equipment usually composed of a complex combination of parts, excluding vehicles. Examples include firefighting equipment (SCBA, ladders, hose, etc.), medical & lab equipment, recreational and athletic equipment, traffic control equipment, generators, lathes and drill presses.

Infrastructure: Expenditures for construction of, or major renovation to infrastructure, including roadways, bridges, water, sewer, and drainage systems, or dams. This also includes the cost of demolition. It does not include any buildings or equipment related to these systems.

Construction in Progress: This is a long term asset account that accumulates the cost of a project that has not yet been placed into service. When the project is substantially completed and ready to be placed into the service, the cost is removed from this account and is recorded as an asset.

Section 4. Depreciation and Useful Life

Depreciation Method: The apportioned cost of a capital asset over its useful life. Straight-line method will be used when calculating depreciation, taking into consideration salvage value at the end of the asset's useful life.

Land and Construction in Progress are not depreciated.

The policy for recording depreciation on capital assets is to take one half of a full year's depreciation in the fiscal year in which the asset is placed in service, regardless of when it was actually placed in service during the year.

Useful Life: The following table reflects the useful lives of the various categories of capital assets.

<u>Category</u>	<u>Examples</u>	<u>Maximum Depreciable Life</u>
Land Improvements		
Ground work	landscaping, athletic fields	20
Structural	parking lots, Sidewalks, fences, track retaining walls	20

Other	area and street lighting	15
Buildings and Improvements		
Permanent Building		4020
Temporary Building		2040
HVAC		20
Elevators		20
Power Generations		15
Wastewater treatment systems		24
Vehicles and Equipment		
Business	copiers	10
Firefighting	SCBA, ladders, hoses	10
Firefighting	boat, generator, gator	8
Trailers	Police, Fire	8
Lab		10
Kitchen	appliances	15
Traffic control	stoplights	10
Recreational	weight machines, mats, treadmills	10
Custodial	floor scrubber, vacuums	15
Medical	Defibrillator, Stretchers	5
Outdoor	playground equipment, scoreboards, bleachers	15
	radio towers	15
Shop	lathes, drill presses	15
Vehicles	autos, van, pickups, ambulance light tractors,	8
	mowing equipment	8
	busses, dump trucks, backhoes	8
	Fire Apparatus	15
Furniture	office equipment, desks, tables, chairs	10
Carpeting		7
Fixtures	counters, partitions	15
Computers	CPU, monitors, printers	5
Communication	telephone, radio	10
Books	Library books	5
Infrastructure		
Asphalt Roads		20
Concrete Roads		30
Bridges	vehicle, pedestrian	50

Section 5. Identifying Asset Additions and Deletions

Additions: Department heads are responsible for purchase of their department's capital assets. They will comply with the Town of Hooksett Administrative Code #5. Department heads or

his/her designee will notify the Finance Department of new assets utilizing the "Asset Addition" form. Annually Finance will review in detail the general ledger for capital assets.

Deletions: Department heads are responsible for notifying the Finance Department of asset dispositions, using the "Asset Transfer and Deletion" form.

Write-off: Assets will be written off the books, along with its accumulated depreciation, when the asset is no longer in use. Assets fully depreciated, but still in use, will remain on the books.

Capital assets will be tracked by the Finance Department and audited by the external auditors each fiscal year end.

Section 6. Definitions

Accumulated depreciation: The cumulative amount of depreciation recorded during the life of the asset. This amount decreases the book value of the capital asset.

Book value: The initial cost of a capital asset less accumulation depreciation.

Capital asset: Tangible and intangible assets that are used in operations and that have useful lives extending beyond a single reporting period and an initial cost equal to or greater than the capitalization threshold.

Capitalize: To record capital outlay as additions to asset accounts and reflected on the balance sheet, not as expenses.

Capitalization threshold: The dollar value at which assets are no longer expensed, but instead reflected as assets on the balance sheet.

Depreciation: The appointment of the cost of a capital asset expensed over the years of its estimated service life. Depreciation is a non-cash accounting transaction.

Lease: An agreement ~~that~~ between two parties that conveys control of the right to use a nonfinancial asset for a specific period of time in an exchange or exchange like transaction. Example of nonfinancial assets include building, land, vehicles, and equipment.

Salvage (Residual) value: The amount remaining after all allowable depreciation charges have been subtracted from the original cost of a depreciable asset.

Useful life: The estimated period of time during which a capital asset is expected to be in operation and depreciated.

Write-off: To remove an asset value, including accumulated depreciation, from the asset account found on the balance sheet due to disposal or loss of an asset or if deemed worthless.

Section 7. Policy Approval/Amendments

Town Council approved adoption of the Town of Hooksett's Fixed Asset/Capital Asset and Depreciation policy at their June 28, 2006 meeting.

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Town Council amended the Town of Hooksett's Capital Asset and Depreciation policy at their 2019 meeting.

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B. Text Messaging: Shall be limited whenever possible, unless the cellular phone has a service plan that provides for unlimited messaging or a messaging allowance and in either case, is approved for such use by the employee's department head.

C. Internet Access: Employees should use discretion when using their cellular phone to not access websites that would be in violation of the Town's Computer Use Policy found in the Personnel Plan. D. Directory Assistance: Employees should avoid using cellular directory assistance so as to avoid additional charges.

E. Reimbursement to the Town for Personal Use: If an employee's personal use of the Town's cellular phone results in an unreasonable charge to the Town, the user will be responsible for reimbursing the Town. This includes charges for text messaging, long distance and/or roaming charges, overage charges, multi-media charges, and charges for directory assistance.

F. Data Downloads: Employees should attempt to download data in wi-fi networks so as to minimize costs.

G. Any cellular phone that has data capabilities must be secured based on current security standards including password protection and encryption. If a cellular phone with data capabilities is stolen or missing, it must be reported to the employee's supervisor, the service provider, and to the Administration or IT Contactor as soon as possible.

H. Misuse: Use of the cellular phone in any manner contrary to local, state, or federal laws will constitute misuse, and may result in disciplinary action up to and including immediate termination.

I. No expectation of privacy: Town issued cellular phones shall remain the sole property of the Town and shall be subject to inspection or monitoring at any time. Employees who are issued town cellular phones must understand that there is no expectation of privacy when using such phones. The Town has the right to review all records related to Town issued cellular phones, including but not limited to phone logs, text messages, and internet usage logs. Users should further be aware that such records may be subject to discovery under RSA Chapter 91-A (aka, the "Right to Know" law).

J. Upon resignation or termination of employment, or at any time upon request, the employee will produce the device for return and inspection. Employees unable to present the device in good working condition will be expected to bear the cost of a replacement.

SECTION V: REIMBURSEMENT ALLOWANCES FOR PERSONAL CELLULAR PHONES

A. Allowance Amount: The amount shall be ~~\$11.53~~ \$11.54 per week for cellular phones utilizing an unlimited data plan, e-mail, texting and internet access features. No further reimbursement for cellular phones is available to employees who receive an allowance.

B. The allowance is neither permanent nor guaranteed. The Town reserves the right to remove a participant from this plan or cancel the allowance for business reasons.

C. To receive the allowance, a "Personal Action Form" must be completed (see Appendix A).

D. Allowance Payment: The approved cellular phone reimbursement allowance will be paid to the employee each week in the employee's paycheck.

Town Council **STAFF REPORT**



To: Town Council
Title: Town Council Rules of Procedures Updates (8/14/19 Town Council Workshop)
Meeting: Town Council - 28 Aug 2019
Department: Administration
Staff Contact: Donna Fitzpatrick, Administrative Services Coordinator

BACKGROUND INFORMATION:

The Town Council, at their annual workshop of 08/14/19, discussed amendments to the Town Council Rules of Procedures to include sections:

1a - 2a1 - 5a,b,c - 7a - 8a,e,g - 13f - 17

Note: Should the Council adopt the amendment to section 17i Approval of Minutes, this new process should be adopted by all Town Boards/Committees and therefore Administration will need a timeline to educate and implement.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

Streamline and follow process endorsed by NHMA

RECOMMENDATION:

Motion to approve all amendments or specific sections.

SUGGESTED MOTION:

Motion to approve the amendments to the Town Council Rules of Procedures as presented.

or

Motion to approve amendments to the Town Council Rules of Procedures for item(s) # x,x,x above.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[TC Rules TC Approved 082819](#)

Town of Hooksett
Town Council Rules of Procedures
Adopted as of: 01/10/2001
Amended as of: ~~08/22/18~~ 08/28/19

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 Robert's~~ Rules "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.

Note: The Town Administrator shall act in the role of Council Chair from July 1st until such time the new Town Council has their first meeting to choose their Chair, Vice Chair and a Secretary. The Town Administrator, as acting Council Chair, shall lead this meeting through Town Council Reorganization – Part I.

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

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- 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.
 - b. Lead all meetings in an orderly manner using these procedures, Hooksett's Town Charter, Riggins Rules and Parliamentary Law as guides for appropriate protocol.
 - 2. Vice Chair:
 - a. In the absence of the Chair, the Vice Chair shall conduct the Council Meeting until such time as the Chair is present.
 - 3. Council Secretary:
 - a. The Council Secretary shall be responsible for recording the attendance of Council members by roll call at the beginning of each meeting.
 - b. The Council Secretary shall be responsible for polling and recording all roll call votes.
 - c. If the Council Secretary is absent, the chair shall ask for a volunteer. If there is no volunteer, the Chair shall appoint a Council member to act as Council Secretary until such time as the Council Secretary is present.
 - d. The Town Council Secretary shall act as clerk of the Council and shall review and approve (with or without edits) the draft (unofficial) minutes of the meeting recorded by the Recording Clerk. If there is no Recording Clerk present at meeting, the Town Council Secretary will be asked to keep minutes. Minutes will appear in the Town Council agenda packet. Minutes shall be posted on the Town website.
 - e. The Town Council Secretary shall perform such other duties in the meeting as may be requested by the presiding officer of Council.
 - f. In case of the absence of the Chair and the Vice Chair the Council Secretary shall call the Council to order and act as Chair.
- 3. Council Meetings
 - a. The Council shall meet in regular session on the 2nd and 4th Wednesday of every month, except as noted on Town Calendar, at 6:00pm. When time permits, a regular meeting may be adjointed to a workshop session.
 - b. The place of meetings shall be the Council Chambers unless otherwise designated.
 - c. A quorum of the Council for the transaction of any business shall be two-thirds (2/3) of the members currently in office. The Council shall not recognize a Councilor's electronic method(s) of participation, attendance, or quorum.
 - d. The Council reserves the right to end meetings at 9:30. The Council shall motion to extend public session meetings past 9:30pm as follows "motion to extend public session until meeting is adjourned". Uncovered business will be included in the next meeting agenda. Meeting may be closed by a 2/3 roll call vote.
 - e. The Council may meet for an informal workshop session or special meetings by Council vote on an as needed basis, in accordance of Section 3.5 C of the Town Charter. The place of meeting shall be the Council Chambers.
 - f. When, after consultation with the Vice Chair and the Town Administrator, the Chair determines that the Council has insufficient business to warrant a meeting, the Chair may cancel said meeting after informing all councilors and receiving individual approval from 2/3 of the council members and shall not be inconsistent with the meeting provisions of

Town Council Rules of Procedures

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the Town Charter. Agenda items scheduled for a meeting that is canceled shall be carried over to the next regular meeting.

- g. Council members shall be seated in Council Chambers as determined by consensus of the Council. The Chair and Vice-Chair shall be seated at the head of the Council table in Chambers. The Secretary shall be seated next to the Town Council Recording Clerk.
- h. Council members, staff and members of the general public participating in meetings shall address all questions or remarks through the Chair confine their remarks to the merit of pending questions; and shall not engage in personalities.
- i. Any member may leave the Council Chambers while in regular session after notice to the Chair of pressing business providing there is no loss of quorum as determined by the Chair.

4. Town Employees

- a. The Town Administrator will attend all regular meetings or request representation from a Town Department to attend in their place.
- b. The Town Administrator shall be responsible for providing the Council with necessary background information on all items of business before the Council.
- c. The Town Administrator may have the head of any department or division or other employee of the Town in attendance at any meeting when items within their responsibility or knowledge is being discussed. All questions shall be directed to the Town Administrator who may, when necessary, defer to a department head or employee. Staff should be made aware of all items on the agenda to be ready to discuss items in respect to their department or area of responsibility.

5. Voting

- a. Councilors shall read motions from staff reports whenever possible to assure key elements of motions do not get missed.
- b. If a vote is immediate after a motion, the motion does not need to be repeated unless requested by a Councilor or staff.
- c. If there is a discussion after a motion, the motion should be repeated prior to the vote of the Council to assure all Councilors and the public are aware what is being voted on.
- d. Every member present, including the Chair, when a question is put shall vote either aye (yes) or nay (no) or abstain and give reason for abstaining, in accordance with the Town Charter.
- e. Council Members wishing to abstain from voting shall so indicate and give reason for doing so.
- f. All votes shall be voice votes unless determined to be a **roll call** vote.
- g. **Roll call** votes should be used anytime there is a motion based on 1) a public hearing item, 2) any monetary item over \$10,000 and 3) at the request of any Councilor for any matter.
- h. **Roll call** votes shall be in a random order with the Chair voting last.

6. Debate

- a. Council members must raise their hand to be recognized by the Chair.
- b. Rules of Debate on all motions shall be as follows:
 - 1. The council member, who introduces a motion, may speak to that motion. Thereafter, every council member may speak to the motion two times only. The sponsoring Council member may also address the motion two times, thereby allowing the sponsor the right to address his or her their motion a total of three times.
 - 2. If by 2/3 vote it is determined additional discussion is needed each council member may only speak an additional 2 times on a motion.

3. Decorum in debate: In order to assist in the carrying out of debate in an orderly and productive manner, Council members shall:
 - a. Address all questions and remarks through the Chair. Do not address audience or council members.
 - b. When commenting on another Councilor's statement or question, identify the speaker, statement and when the statement was made.
 - c. Confine remarks to the merits of the pending question.
 - d. Not engage in personalities or question the motives of other Councilors.
- c. Any member who wishes to force an end to debate must first obtain the floor by being duly recognized to speak by the chair and must then move the Previous Question. Such a motion must be seconded, and then adopted by a two-thirds vote, or by unanimous consent. It is not in order to interrupt a speaker with cries of "Question" or "Call the question.", and even if no one is speaking, it is still necessary to seek recognition.

7. Order of Business

The Town Council shall follow the below agenda order whenever possible for ease of transcription, audience participation and possible time restraints. The Council Chair, during the Agenda Overview, will inform the audience of any change in the agenda order for a particular meeting.

- a. Agenda Order of Council Meetings
 - I. Call to Order
 - II. Proof of Posting
 - III. Roll Call
 - IV. Pledge of Allegiance
 - V. Agenda Overview
 - VI. Public Hearings
 - VII. Special Recognitions
 - VIII. Scheduled Appointments
 - ~~IX. Approval of minutes~~
 - ~~X. Agenda Overview~~
 - ~~XI. Public Hearings~~
 - XII. Consent Agenda
 - XIII. Town Administrator's Report
 - XIV. Public Input
 - XV. Nominations/Appointments
 - ~~XVI. 15 Minute Recess-Brief Recess~~
 - XVII. Old Business
 - XVIII. New Business
 - ~~XIX. Approval of Minutes~~
 - XX. Subcommittee Reports
 - XXI. Public Input
 - XXII. Non-Public Session NH RSA 91-A:3 II (a – I, as needed)
 - XXIII. Adjournment
- b. Public Input
 1. Two 15-minute Public Input sessions will be allowed during each Council Meeting. Time will be divided equally among those wishing to speak; however, no person will be allowed to speak for more than 5 minutes.

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2. No person may address the council more than twice on any issue in any meeting. Comments must be addressed to the Chair and must not be personal or derogatory about any other person.
3. Any questions must be directly related to the topic being discussed and must be addressed to the Chair only, who after consultation with Council and Town Administrator, will determine if the question can be answered at that time. Questions cannot be directed to an individual Councilor and must not be personal in nature. Issues raised during Public Input, which cannot be resolved or answered at that time, or which require additional discussion or research, will be noted by the Town Administrator who will be responsible for researching and responding to the comment directly during normal work hours or by bringing to the Council for discussion at a subsequent meeting. The Chair reserves the right to end questioning if the questions depart from clarification to deliberation.
4. Council members may request a comment be added to New Business at a subsequent meeting.
5. No one may speak during Public Input except the person acknowledged by the Chair. Direct questions or comments from the audience are not permitted during Public Input.
- c. Nominations for all Board and Committee applicants may be made during the nominations/appointments portions of the Council meeting. Boards and Committees shall receive their respective applications and make recommendations for nominations. Appointment vote for a nominee will be scheduled at the next Council meeting. Nominations and appointments for new July terms shall be at the June Town Council meetings.
- d. Scheduled Appointments
 1. A scheduled appointment shall have one person as a speaker when possible and follow the rules for addressing the Council.
 2. A scheduled appointment shall not exceed 15 minutes to address the Council unless the Council votes to extend.
 3. Board and Committee applicants shall be invited to attend a Council meeting as a scheduled appointment to state their interest. This meeting shall be either prior to or on the same night of their nomination.
 4. Boards and Committees shall meet at minimum once a year as a scheduled appointment to provide an overview of their activities and member attendance reports.
- e. Old Business
 1. Business carried over from a previous meeting.
- f. New Business
 1. New Business should be submitted to the Town Administrator or Council Chair.
 2. New Business submitted by end of business two Thursdays before a regular meeting may be considered for the next meeting by request. The Chair may schedule the topic on the Agenda under New Business as the schedule allows. Any new business brought forward at a council meeting shall not be acted upon at that meeting except by a motion to waive this rule by vote of 2/3rd of the members present.
 3. New Business submitted after end of business two Thursdays preceding a regular scheduled meeting will be considered for the next meeting agenda unless time sensitivity is determined by Town Administrator or Chair.
8. Non-Public Session
 - a. **The Council Chair shall motion for the appropriate non-public session section of NH RSA 91-A:3 II (a – 1) when entering the non-public session based on the subject matter as**

Town Council Rules of Procedures

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~~previously discussed with the Town Administrator. This motion must be seconded by a Councilor and have a roll call vote with the majority in the affirmative.~~

- b. The Council shall motion to exit in non-public., ~~then~~ In public session a motion is made to seal the minutes of the non-public session as appropriate.
- c. Non-public sessions do not require motions to extend the meeting past 9:30pm.
- d. A councilor not present at the time non-public session minutes are taken shall receive these sealed minutes along with the rest of the Council.
- e. Non-public minutes, per RSA 91-A:3, shall ~~consist of the subject matter and motions only. No minutes of the subject discussion shall be taken.~~ include the names of members, persons appearing before the public bodies, and a brief description of the subject matter discussed and final decisions. Minutes are not verbatim.
- f. Non-public minutes and/or material in possession of Town Councilors at a Council meeting shall be handed into ~~the Administrative Services Coordinator~~ Administration at the end of the meeting for shredding of confidential information.
- g. All sealed non-public meeting minutes (discussions and materials included) are confidential until such time these minutes may be unsealed.
- h. Unsealing of the non-public session minutes for the current fiscal year (June 1st to May 31st) shall occur annually at the Council's last meeting in May when, in the opinion of a majority of members, the circumstances that sealed the minutes no longer apply in accordance with RSA 91:3 III.

9. Filing Agenda items

- a. Every item of business to come before the Council for action must be filed with the Town Administrator or Council Chair no later than end of business two Thursdays prior to the regular Council Meeting.
- b. The Agenda shall be posted by the close of business on the Wednesday prior to the regular Council Meeting.
- c. It shall be the duty of the Town Administrator to mail by first class postage said agenda and any available supporting documents to each Councilor (if not already picked-up) by Thursday of the week prior to the regular Council Meeting unless a Councilor requests, in writing, to receive it in electronic format only.

10. Addressing the Council

- a. Persons other than members of the Council shall not be permitted to address the Council except during the designated agenda Public Input or by invitation of the Chair.
- b. A time limit for addressing the Council may be established by the Chair.
- c. The speaker shall not enter into a debate with any person, the Chair or Council members.

11. Amendment To Rules

- a. Council rules may be suspended by a 2/3-majority vote of all Council members. The purpose for suspension must be clearly stated before the vote is taken and 2/3 of all Council members must declare the matter one of such priority that it would be detrimental to hold over until the next regular Council Meeting.
- b. The rules may be amended or new rules adopted by a 2/3 vote of all members of the Council. Any such proposed alteration or amendment by any Councilor shall be submitted in writing at a regular Council Meeting under the order of new business.

11. Community Outreach

- a. The Council Chair has the authority to act on the Council's behalf to present and/or sign letters of achievement for community outreach to include but not limited to Town of Hooksett departments, businesses, residents, and volunteer or membership groups. This

Town Council Rules of Procedures

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authority is for times when the community outreach happens off-schedule to Town Council meetings.

12. Procedure for Adoption of Ordinances pursuant to Section 3.6 of the Charter.

a. Prior to a Council member introducing an ordinance, the Council shall discuss the contents which may include editorial revisions and textual modifications. An ordinance needing revisions based on this discussion will be brought back to the Council in a final format at their next scheduled meeting. The final version of an ordinance shall be introduced by one Councilor for a public hearing at the Council's next scheduled meeting. No second to a motion and/or vote is required to move an ordinance to a public hearing. The Council shall not take final action on any proposed ordinance until at least seven (7) days after said public hearing(s).

b. After the public hearing the Council shall put the proposed ordinance in final form, which may include editorial revisions and textual modifications resulting from the proceedings of that hearing. An additional public hearing shall be held if the ordinance is substantively altered by the Town Council after public hearing. Subsequent public hearings shall be held at least 14 days after the prior public hearing and with the notice provided in Section 3.5 (A) of the Charter. The Council shall not take final action on any proposed ordinance until at least seven (7) days after said public hearing(s).

13. Procedure for Town Administrator Annual Evaluation

- a. Council's first meeting in May – Council will receive Town Administrator's self-evaluation to include status on his/her goals with comments for period ending June 30th of the same fiscal year along with a blank evaluation form.
- b. Council's second meeting in May = Councilors are to complete and submit the Town Administrator evaluation form via e-mail to the Council Chair and cc: Administrative Services Coordinator (or hand deliver to same at meeting).
- c. First week in June = Administrative Services Coordinator and Council Chair consolidate each Councilor's Town Administrator evaluation data into one report.
- d. Council's first meeting in June – Councilors to review consolidated Town Administrator evaluation report for edits.
- e. Council's second meeting in June – Councilors and Town Administrator to receive Town Administrator evaluation report in agenda packet and review at this meeting.
- f. Council's ~~July~~ Annual July/August Workshop meeting – New council to establish goals for new fiscal year.

14. Standing Moment of Silence

- a. The Council Chair may call a moment of silence for the deceased with ascent of the Town Council at the beginning of the meeting

15. Special Recognition

- a. Special Recognition may include but is not limited to:
 - Hooksett Youth Achiever of the Month
 - Boston Post Cane Recipient
 - Retiring employees
 - Longevity employees (at Council's last regularly scheduled meeting each September)

16. Town Administrator's Report
 - a. New hires will be invited and encouraged to attend the Council meeting following his/her hire date when the Town Administrator will announce his/her Department, name and start date."
17. Approval of Minutes
 - a. Public minutes, per RSA 91-A:3, shall include the names of members, persons appearing before the public bodies, and a brief description of the subject matter discussed and final decisions. Minutes are not verbatim.
 - b. Public minutes shall be posted (open to public inspection) not more than 5 business days after the meeting. These minutes, per RSA 91-A:3, shall be treated as permanent records of any public body.
 - c. ~~Council Final Acceptance (Approval) of Minutes: The Council, at their next regularly scheduled meeting, reviews and accepts (with or without edits (draft) of the prior meeting.~~
 - d. Councilors, public or staff identifying corrections to Town Council minutes shall submit their corrections to the Town Council Secretary on or before the start of the meeting scheduled for review. Corrections do not include changing or adding wording not stated at the meeting.
 - e. The Council Chair, at the "Approval of Minutes" agenda section, will request the following motion "Councilor #1 motion to approve the public minutes of Date. Seconded by Councilor #2."
 - f. The Council Chair shall inquire with the Town Council Secretary for any corrections to the minute; Secretary will read the corrections into the record, if applicable.
 - g. If there are corrections to the minutes, amend 17 e motion above "Councilor #1 I amend my motion to add "as corrected". Seconded by Councilor #2."
 - h. A vote of 17e or 17g above is taken (roll call not required).
 - i. ~~Council Correction to Previously Accepted (Approved) Minutes: If there are errors in **motions** identified in previously accepted minutes, the Council shall motion in their current meeting minutes to make the correction. The older incorrect minutes shall be updated & reposted as "corrected" and showing the date of the motion for the correction. Errors in minutes of **descriptions of subjects discussed** may be corrected if the description would change the motion of the subject. Scrivener's errors (typos) may be corrected by the Recording Clerk without a motion of the Council. Minutes are not required to include stenographic or verbatim transcripts.~~
 - j. ~~Council Minutes for Town Archives: Draft, accepted and corrected minutes shall be submitted to the Town Clerk for archives. Town Council approved minutes are submitted to the Town Clerk for archives within one month from the Council's approval.~~
- i. If changes are made to minutes (17b above) at a subsequent meeting, the changes are detailed in the minutes of that second meeting. As the minutes are being prepared for permanent storage in paper format, the Town Clerk will add a notation to the permanent record of the first meeting that corrections were made, and give an exact reference to the page where the changes appear in the minutes of the subsequent meeting.

Town Council Rules of Procedures

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18. Public Hearings

- a. The Town of Hooksett follows the NH State statutes (RSAs) and Town Charter in determining when a public hearing is required for agenda items before the Town Council.

Below are the items that require public hearings (these have a public notice in the Union Leader):

- **New or amended Town Ordinances** - notice is per Chapter 231:132-a of the NH Revised Statutes annotated, and section 3.6 of the Hooksett Town Charter
- **New or amended Town Charter** – notice is per NH RSA 49-B:5
- **Accept Donation/Grant/Reimbursement of Funds over \$10,000** – notice per RSA 31:95-b, III (a) (ex. 1) NHDOT Bridge Aid funds reimbursement for the Benton Road Culvert project, 2) FEMA funds for the reimbursement of February 8th, 9th, & 10th 2013 severe snowstorm expenses, 3) New Hampshire Highway Safety Agency grant to allow for 18 DWI/DUI overtime patrols)
- **Accept Donation of Property over \$5,000** – notice per RSA 31:95 e, II (ex. Catholic Medical Center in Manchester NH to the Hooksett Fire-Rescue Department and the Town of Hooksett in the amount of \$14,500.00 (Physio-Control LUCAS 2 device)
- **New or amended Hazard Mitigation Plan**
- **Town Roadway Improvements** – (ex. project alternatives for the roadway improvements design(s) at the Hooksett Hackett Hill Road and Rte. 3A intersection)
- **Discontinuance of Class VI Town Roadway**
- **Conservation Easements** – notice is per NH RSA 36-A & NH RSA 477:45-47

Note: Land use items require 10 day prior public notice in Union Leader and all other items require 7 days.

Public Hearings not required, however Town may conduct out of courtesy (these do NOT have a public notice in the Union Leader):

- **Establishing Town Roadway Speed Limits**
- **Renaming Town Roadways** - (ex. Water Works Drive, Hooksett, NH for the closed off portion/loop of Industrial Park Dr. that will be closed off due to the GE Expansion)
- **Potential Departmental Reorganizations**

Town Council Rules of Procedures

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Town Council

STAFF REPORT



To: Town Council
Title: Town Administrator Goals FY 2019-2020
Meeting: Town Council - 28 Aug 2019
Department: Administration
Staff Contact: Donna Fitzpatrick, Administrative Services Coordinator

BACKGROUND INFORMATION:

Town Administrator Garron was hired as of 05/30/19. His employment agreement indicates to establish his goals within 90 days of employment. These goals are for FY 2019-2020.

FINANCIAL IMPACT:

TBD

POLICY IMPLICATIONS:

TBD

RECOMMENDATION:

Town Council to establish the Town Administrator's goals for FY 2019-2020.

SUGGESTED MOTION:

Motion to approve the Town Administrator's goals for FY 2019-2020.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur