



AGENDA

Town of Hooksett Town Council

Wednesday, July 24, 2019 at 5:00 PM

A meeting of the Town Council will be held Wednesday, July 24, 2019 in the Hooksett Municipal Building commencing at **5:00 PM**.

Page

1. **CALL TO ORDER**
2. **PROOF OF POSTING**
3. **ROLL CALL-NON-PUBLIC SESSION #1 NH RSA 91-A:3 II**
4. **NON-PUBLIC SESSION #1 NH RSA 91-A:3 II**
5. **CALL TO ORDER - PUBLIC SESSION WILL BEGIN IMMEDIATELY FOLLOWING THE NON-PUBLIC SESSION NOTED ABOVE.**
6. **PLEDGE OF ALLEGIANCE**
7. **SPECIAL RECOGNITION**
 - 7.1. Hooksett Fire-Rescue - Swearing-in ceremony new Firefighters/AEMTs
 - 7.2. Hooksett Municipal Employee - New Hire
8. **SCHEDULED APPOINTMENTS**
9. **APPROVAL OF MINUTES**
 - 9.1. Public: 07/10/19
 - 9.2. Non-Public: 07/10/19
10. **AGENDA OVERVIEW**
11. **PUBLIC HEARINGS**
12. **CONSENT AGENDA**
 - 12.1. Motion to accept the donation of \$1,138.45 from the Hooksett PTA, cash donations and t-shirt sales, 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. 3 - 4
[Staff Report - SR-19-130 - Pdf](#)
13. **TOWN ADMINISTRATOR'S REPORT**
14. **PUBLIC INPUT - 15 MINUTES**
15. **NOMINATIONS AND APPOINTMENTS**
 - 15.1. July 2019 Nominations and Appointments 5 - 11
[Open June](#)
[Open July](#)
[Staff Report - SR-19-134 - Pdf](#)

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

16. **15 MINUTE RECESS**
17. **OLD BUSINESS**
- 17.1. Selecting a Cover for the 2018-2019 Annual Town & Schools Report 13
[Staff Report - SR-19-135 - Pdf](#)
18. **NEW BUSINESS**
- 18.1. Town Financial
- 18.2. Knox Box Security System upgrade/replacement 15 - 19
[Staff Report - SR-19-132 - Pdf](#)
- 18.3. Approval of Council's Report for Hooksett's 2018-2019 Annual Town and Schools Report 21 - 26
[Staff Report - SR-19-133 - Pdf](#)
[The Bob Dylan Song](#)
- 18.4. 08/14/19 Town Council Workshop Prep
19. **SUB-COMMITTEE REPORTS**
20. **PUBLIC INPUT**
21. **NON-PUBLIC SESSION #2 NH RSA 91-A:3 II**
22. **ADJOURNMENT**
- PUBLIC INPUT**
1. Two 15-minute Public Input sessions will be allowed during each Council Meeting. Time will be divided equally among those wishing to speak, however, no person will be allowed to speak for more than 5 minutes.
 2. No person may address the council more than twice on any issue in any meeting. Comments must be addressed to the Chair and must not be personal or derogatory about any other person.
 3. Any questions must be directly related to the topic being discussed and must be addressed to the Chair only, who after consultation with Council and Town Administrator, will determine if the question can be answered at that time. Questions cannot be directed to an individual Councilor and must not be personal in nature. Issues raised during Public Input, which cannot be resolved or answered at that time, or which require additional discussion or research, will be noted by the Town Administrator who will be responsible for researching and responding to the comment directly during normal work hours or by 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 10, 2019**

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

CALL TO ORDER

Town Administrator André Garron called the meeting of 10 Jul 2019 to order at 6:00 pm.

PROOF OF POSTING

Administrative Services Coordinator Donna Fitzpatrick provided proof of posting.

ROLL CALL

In Attendance: Councilor James Sullivan, Councilor Robert Duhaime, Councilor John Durand, Councilor Avery Comai, Councilor James Levesque, Councilor Clifford Jones, and Councilor Clark Karolian. Councilor Alex Walczyk arrived at 6:03 pm.

Missed: Councilor Timothy Tsantoulis

PLEDGE OF ALLEGIANCE

Town Administrator André Garron called for the Pledge of Allegiance.

TOWN COUNCIL REORGANIZATION - PART I

Town Clerk swearing-in of new Councilors as a group

Town Clerk Todd Rainier administered the Oath of Office to the two new Councilors, Avery Comai and Clifford Jones.

Election of Chair, Vice-Chair and Secretary

A. Garron asked for nominations and appointments for the position of Chair.

R. Duhaime motioned to nominate and appoint J. Sullivan as Chair. J. Levesque seconded the motion.

J. Durand motioned to nominate and appoint C. Karolian as Chair. C. Karolian seconded the motion.

A. Garron called for a roll call vote on the nomination and appointment of J. Sullivan as Chair.

Roll Call Vote #2

R. Duhaime Yes

J Durand No

C. Jones No

J. Levesque Yes

A. Walczyk Yes

A. Comai Yes

C. Karolian No

J. Sullivan Yes

Voted in favor (5-3).

51
52 A. Garron called for a roll call vote on the nomination and appointment of C. Karolian as Chair.
53

54 **Roll Call Vote #3**

55 **A. Comai No**

56 **C. Jones Yes**

57 **A. Walczyk No**

58 **J. Durand Yes**

59 **R. Duhaime No**

60 **J. Levesque No**

61 **C. Karolian Yes**

62 **J. Sullivan No**

63 ***Voted not in favor (3-5).***

64
65 A. Garron declared J. Sullivan the Chair.

66
67 Chair Sullivan called for nominations and appointments for Vice Chair.
68

69 ***J. Levesque nominated R. Duhaime as Vice Chair. A. Walczyk seconded the motion.***
70 ***Voted in favor (7-1). C. Karolian voted no.***
71
72

73 **TOWN COUNCIL REORGANIZATION - PART II**

74
75 **First meeting of the New Town Council, motion for sections 2a (3-12) of Town Council Rules of**
76 **Procedures**

77
78 ***A. Walczyk motioned to approve Sections 2a (3 – 12) of the Town Council Rules of Procedure as***
79 ***presented. R. Duhaime seconded the motion.***
80 ***Voted unanimously in favor (8-0).***
81
82

83
84 **Town Council Board/Committee Assignments for 2019-2020**
85
86

87 Town Council Board/Committee assignments were made as follows:
88

89 Board of Assessors (one-year term): T. Tsantoulis, J. Durand, A. Comai, and A. Walczyk (alternate)
90

91 Budget Committee: R. Duhaime
92

93 Conservation Commission: A. Comai
94

95 Economic Development Advisory Committee: J. Sullivan
96

97 Heritage Commission: J. Sullivan
98

99 Hooksett Youth Achiever of the Month: T. Tsantoulis, J. Durand, and A. Walczyk
100

101 Planning Board: R. Duhaime and C. Jones (alternate)
102

103 Recycle and Transfer Advisory Committee: J. Levesque and C. Karolian

Town Hall Preservation Committee: J. Sullivan and C. Karolian (alternate)

Zoning Board of Adjustment: J. Levesque and C. Jones (alternate)

Miscellaneous Assignments were made as follows:

Union Negotiations for Police and Fire: J. Durand, R. Duhaime and C. Karolian

SNHU Subcommittee: J. Durand, A. Walczyk, and C. Karolian

Solar Power Subcommittee: C. Karolian, A. Comai, and A. Walczyk (alternate)

N. Germain: I am noting that no assignments were made for the Parks and Recreation Advisory Board, the Sewer Commission liaison and the Route 3A TIF District Advisory Board.

R. Duhaime: I believe that any Council member may serve as an alternate on any subcommittee. If an appointed member or the alternate is not able to attend a meeting, the Chair should be contacted to see if another Councilor would be able to attend.

APPROVAL OF MINUTES

Public: 06/26/2019

J. Levesque motioned to approve the public minutes of June 26, 2019. R. Duhaime seconded the motion.

J. Levesque amended his motion to include amendments. R. Duhaime seconded the amended motion.

Voted in favor (7-1). C. Jones abstained because he was not a member of the Council at that time.

Non-Public: 06/12/2019 (tabled at 06/26/19 TC Meeting)

R. Duhaime motioned to remove the non-public minutes of June 12, 2019 from the table. C. Karolian seconded the motion.

Voted in favor (7-0). C. Jones abstained because he was not a member of the Council at that time.

Non-Public: 06/26/2019

R. Duhaime motioned to approve the non-public minutes of the June 26, 2019 meeting. C. Karolian seconded the motion. Voted in favor (7-0). C. Jones abstained because he was not a member of the Council at that time.

161 **AGENDA OVERVIEW**

162 Chair Sullivan: We will be taking up nominations, new business, boat registrations and the annual
163 Town Report.
164
165

166 **PUBLIC HEARINGS**

167 **Public hearing to accept the donation of a new fence (valued at \$11,875) with netting (valued at**
168 **\$1,800) for a total of \$13,675.00 along the first base side at Donati Upper Field from the Softball**
169 **Division of the HYAA to the Town of Hooksett for the Parks, Recreation & Cemetery Division of**
170 **Public Works.**
171
172

173 Chair Sullivan: I am going to read the public hearing notice. The Hooksett Town Council will be holding
174 a public hearing on Wednesday, July 10, 2019 @ 6:00 pm at the Hooksett Town Hall Chambers, 35
175 Main Street, Hooksett, NH. The purpose of the public hearing is to accept the donation of a new fence
176 (valued at \$11,875 with netting (valued at \$1,800) for a total of \$13,675.00 along the first base side at
177 Donati Upper Field from the Softball Division of HYAA to the Town of Hooksett for the Parks,
178 Recreation & Cemetery Division of Public Works per RSA 31:95-e, II. For documentation or questions,
179 contact the Hooksett Public Works Department at 603-668-8019.
180

181 Michael St. Germain, 28 Main Street: I am representing the Softball Division of HYAA, and we cannot
182 play softball with flag football being played in the next field because the ball is going to fly into that field.
183 We have raised money for this fence at the concession stand and with other fund raising activities.
184

185 Chair Sullivan: Thank you, Mr. St. Germain
186
187

188 **CONSENT AGENDA**

189 **Landscape Surety Release – Merrimack County Savings Bank**
190
191

192 ***R. Duhaime motioned to approve the release of surety in the amount of \$42,000.00 to the***
193 ***Merrimack County Savings Bank. A. Walczyk seconded the motion.***
194

195 B. Thomas: I visited the site. I requested that they replace one dead plant, and they did so immediately.
196 Actually, the landscaping looks really nice.
197

198 C. Karolian: I think it's a great idea. I love the way they designed the building. It's just not cookie cutter.
199 It doesn't look like an old metal building that's just being thrown up. I think they did a bang-up job.
200

201 A. Walczyk: Does it follow the rules and guidelines for the way it is supposed to look, according to
202 planning and zoning?
203

204 B. Thomas: I'm not sure what you mean...the building?
205

206 A. Walczyk: Yes, the appearance.
207

208 C. Jones: The Planning Board and them usually require a certain green space there and want to make
209 sure they've met that.
210

211 R. Duhaime: For the performance zone, they have lowered some of the height and it is set back. The
212 signage is small. They went above what they needed to do.
213

Voted unanimously in favor.

TOWN ADMINISTRATOR'S REPORT

A. Garron: The good news is we have realized savings in the insurance premiums we pay, derived by the Joint Loss Committee as well as our Human Resources Director from efforts to save money on workers comp in the amount of \$12,927.83. We also received prime designation from Primex, which means a 2.5% reduction on workers comp and property liability insurance.

A. Garron: Our meeting with SNHU went well. Councilor Walczyk and Nick Germain went with me. This was mostly to introduce ourselves to each other. The maintenance person and the architect behind the expanded buildings attended. The meeting was set up by Jane Yarrington. The campus is gorgeous.

A. Walczyk: They want a dialog with us and want to meet with us regularly - once a month or at least every quarter. They suggested a couple of items we could leverage. They are getting rid of a couple of dorms and these might be places for Police and Fire activities. We were throwing out ideas. Hopefully, we can provide the services they need. We told them it would be helpful if they could give us a heads up when they need something.

A. Garron: At the June 12th meeting, the Council approved an increase of the upper range of the pay scale. You will have a document reflecting that change. This is just non-union employees.

D. Fitzpatrick: Since the Public Works people are now represented by the Teamsters, those employees have been removed. We cleaned up a couple of things.

A. Garron: I have spoken with the Town Clerk about the civil forfeitures for unlicensed dogs and the efforts that go into informing people of their responsibility. Some might not be aware of all that the Town Clerk's office does regarding this process. There was one issue which Councilor Levesque addressed himself. Mr. Rainer's office sent out 1,400 postcards as reminders to dog owners. They had captured 350 email addresses, so those people were reminded via email, and they have captured more email addresses since the renewal process began. Notices were placed at every window in the Town Clerk/Tax Collector's office. A 3' X 5' double-sided sign featuring a picture of the town's K-9 Officer Timber with his partner, Officer McCluskey, was in front of Town Hall during April and May. This process starts six months in advance of the licensing deadline. The effort has been good, and we are open to suggestions. Civil forfeiture is the last line of defense. We could send out more notices, but there is a cost involved.

T. Rainer: The PD Facebook page has been helpful as well. It has driven more people into the office. Reminders have been posted on the home page of the town's website and on the Town Clerk/Tax Collector's page. We sent out 400 notices after the deadline for licensing; 169 are still on list. Some owners have moved out of town and in some cases, the dog is deceased. Since vets are not allowed to notify us that a dog is deceased, we rely on the owners to let us know. Now we are getting updated addresses and re-sending notices. I have been working with the post office in an effort to determine the reason some notices are coming back to us.

A. Garron: Next, at the June 26th meeting, former Councilor Ross asked for a motion to increase the asset limit for the elderly exemption from \$160,000 to \$250,000. I would like to ask that someone make a motion to make that effective January 1, 2020.

Chair Sullivan motioned to make the increase of the asset limit for the elderly exemption (160,000 to \$250,000) effective January 1, 2020. J. Durand seconded the motion.

Voted unanimously in favor.

A. Garron said that the impact of this exemption on property taxes will increase by about 20% when the new asset limit is in place. That is, with the current limit of \$160,000, the impact is \$427,000; it will be just over \$500,000 when the new asset limit goes into effect. This means that all other property owners will make up the difference.

D. Fitzpatrick: I am passing out a draft agenda for the August 14th workshop. Please let me or Mr. Garron know if you would like to add anything. Or, you can add suggestions at the next meeting on July 24th.

A. Garron: We have three candidates for the Assessor position. We will interview them on July 23rd and would like the Town Council meeting on July 24th to start at 5:00 pm so we can present those candidates.

A. Garron: I have verified that the NH Municipal Association meets every other year with delegates from member communities to review and vote on each piece of proposed State legislation affecting the municipalities, so this will happen next in 2020.

D. Fitzpatrick: Councilor Walczyk was our delegate in 2018, and we hope he will want to participate again.

A. Walczyk: I would like to.

PUBLIC INPUT

Marc Miville, 42 Main Street: I am speaking as an ordinary citizen, not as the Town Moderator. Thank you for accepting those amendments to the last meeting. It wasn't intended to be verbatim, but instead a clarification of what was written after my comments, especially about the sewer TIF district. My understanding is that residents' properties are not included in the evaluations, only business properties, unless I'm missing something in the last year. The TIF is only established by evaluation of businesses. The developer said citizens had to buy in and connect to the town sewer within six months. To me, this is inaccurate. I have been attending a lot of the meetings of the Parks & Rec Advisory Board. They need Council help. I have been providing a lot of that myself. They have been discussing how often they will meet. My advice to my wife, who is the Chair, was that it seems to me that is a Charter thing – the time and frequency of their meetings. The Council needs to know and approve that. The pavilion thing is up in the air. If there is to be a warrant article, that needs to be done soon. We seem to miss that deadline every year. Thank you.

Chair Sullivan: The Council establishes the subcommittees. Regarding a change in the frequency of the subcommittee meetings, we will get clarification on that.

NOMINATIONS AND APPOINTMENTS

Nominations and Appointments - July 2019

N. Germain: The Southern NH Regional Planning Commission has been looking for a third person; there has been a long-term vacancy. Mark Chagnon is willing to fill this position.

A. Comai motioned to nominate Mark Chagnon as a Hooksett representative to the Southern NH Regional Planning Commission.

N. Germain: Former Councilor John Giotas has expressed interest in serving on the Heritage Commission and the Recycle and Transfer Advisory Committee.

R. Duhaime nominated John Giotas to serve on the Heritage Commission and the Recycle and Transfer Advisory Committee.

***J. Levesque motioned to appoint Roger Duhaime to the Zoning Board of Adjustment, term ending June 30, 2022; Gerald Hyde to the Zoning Board of Adjustment, term ending June 30, 2022; Matthew Reed to the Planning Board, term ending June 30, 2022; and Matthew Barrett to the Economic Development Advisory Committee, term ending June 30, 2022. A. Walczyk seconded the motion.
Voted unanimously in favor.***

OLD BUSINESS

None.

NEW BUSINESS

Accept the donation of a new fence (valued at \$11,875) with netting (valued at \$1,800) for a total of \$13,675.00 along the first base side at Donati Upper Field from the Softball Division of the HYAA to the Town of Hooksett for the Parks, Recreation & Cemetery Division of Public Works.

Chair Sullivan closed the public hearing at 7:43 pm.

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

Voted unanimously in favor.

Hooksett Boat Registrations

A. Garron: I asked Tax Collector Kim Blichmann to follow up on the inquiry from the last Council meeting regarding adding boats to the list of vehicles we register in Hooksett.

K. Blichmann: I contacted our software company and confirmed that the price of the software is \$400, and the training will cost between \$100 and \$200, depending upon the amount of time needed. They will come to our location for the training. There is an annual fee of \$70, as well. The State DMV cannot supply the number of boats in Hooksett because of confidentiality and because they cannot be accurate regarding the number in Hooksett. That is because, unlike all other vehicles, boats can be registered anywhere in the State that is qualified to register boats. Hooksett will keep a minimum of \$5 per registration.

R. Duhaime: That means we would hope to register 14 boats to recover the annual \$70 fee.

K. Blichmann: We have had a lot of inquiries.

C. Jones: Roughly how many registrations do you expect?

K. Blichmann: We won't know until we get started.

J. Levesque: Does Bass Pro Shop register boats?

371
372 K. Blichmann: I do not believe that they do.
373

374 J. Durand: You would have to register 100 boats to recoup the cost of the software and training.
375

376 K. Blichmann: Yes, those are one-time fees, and I think the word will get out.
377

378 J. Durand: Will that \$70 annual fee include updates?
379

380 K. Blichmann: Yes, it will. I was told that a bond would be needed, but I have checked with the Finance
381 Director and she says we are covered already.
382

383 Chair Sullivan: Do we have the funds in this year's budget?
384

385 A. Garron: I believe we do. If not, we will do it for next year.
386

387 K. Blichmann: Once we have the funds, it will not take long to be ready. There is an online one-hour
388 test we will have to take and the software company only needs a few days' notice to provide the
389 training.
390

391 Chair Sullivan: The consensus is that we will proceed with boat registrations either this year or next,
392 depending upon when funding is available.
393

394 **Selecting a Cover for the 2018-2019 Annual Town & Schools Report** 395

396 N. Germain: My first suggestion for the 2018-2019 Annual Town & School Report cover is a picture
397 commemorating the Old Lilac Bridge. I also have community pictures from events such as Old Home
398 Day and Memorial Day. Another idea is a retrospective of old town report covers.
399

400 R. Duhaime: How about the old walking bridge and the new one side-by-side?
401

402 Chair Sullivan: The consensus is for the bridge.
403

404 C. Karolian: Does it cost extra for color?
405

406 N. Germain: No, the cover is almost always in color.
407

408 **2018-2019 Town Report in Memoriam** 409

410 This will be taken up in a non-public session.
411

412 **SUB-COMMITTEE REPORTS**

413 J. Levesque: The ZBA approved a variance to remove a deck and add a second story on the back at
414 327 West River Road. They also approved a variance for a two-stall garage on Beauchene Drive where
415 the garage didn't meet the setback requirement.
416

417 R. Duhaime: The Planning Board approved a subdivision plan for what has been called the Maurais
418 subdivision. They have submitted several plans over the past 15 years and finally have approval. This
419 plan has less impact than previous proposals. There is a wetlands area which drains out onto a town-
420 owned lot. This raises the question of who represents the town in these situations. There is a town road
421 and a cul-de-sac; the townhouses will have a private road off the cul-de-sac. There are no wetlands

crossings in this plan. The developer was able to purchase part of the back of a deep lot, and this lot line adjustment made this plan possible. Now, two-thirds of the lot will not be developed.

C. Karolian: I think there is a brand-new house being built there.

R. Duhaime: I believe they are just excavating at this point.

Chair Sullivan: There is a house that has been there for a long time.

R. Duhaime: At the next Planning Board meeting, they will consider Pike's proposal for a liquid asphalt plant distribution center at the site of Hooksett Crushed Stone on Hackett Hill. This is an industrial zone, and they will have two trucks per hour coming and going 24/7. This is a tank system.

A. Walczyk: At our meeting with SNHU, they said that their marketing group could help with fire truck decorations for a logo and design.

J. Durand: Isn't that all set?

Chair Sullivan: There was some indication that there will be a recognition plaque.

A. Walczyk: Should we contact the Chief?

A. Garron: Yes, we should.

A. Walczyk: As I said earlier, there are some old dorms – townhouses – being taken down, and SNHU has offered them for Police and Fire emergency training and crisis training activities. We plan to have ongoing dialogue so the town is aware of projects starting or completed.

Chair Sullivan: The Heritage Commission is working with the homeowner of the 1838 home. Some inquiries have been made, but, unfortunately, it will probably have to be demolished. We appreciate all of the outreach that has occurred.

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

(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

J. Sullivan motioned to enter non-public session of 07/10/19 at 8:09 pm per NH RSA 91-A:3 II (c). Seconded by R. Duhaime.

Roll Call #4

A. Walczyk – yes

J. Levesque – yes

C. Jones – yes

R. Duhaime – yes

J. Durand – yes

C. Karolian – yes

T. Tsantoulis – not present

TC MINUTES 07-10-19 - U

472 A. Comai - yes
473 J. Sullivan - yes
474 ***Vote unanimously in favor (8-0).***
475
476 ***J. Sullivan motioned to exit non-public session of 07/10/19 at 8:41pm. Seconded by J.***
477 ***Levesque.***
478 ***Vote unanimously in favor (8-0).***

479
480 **Back in public session at 8:41pm**
481
482 ***J. Sullivan motioned to seal the non-public session minutes of 07/10/19. Seconded by J.***
483 ***Levesque.***
484 ***Vote unanimously in favor (8-0).***
485
486 **ADJOURNMENT**
487 ***J. Sullivan motioned to adjourn the public session of 07/10/19 at 8:44 pm. Seconded by J.***
488 ***Durand.***
489 ***Vote unanimously in favor (8-0).***
490
491
492 Respectfully submitted,
493
494
495 Kathleen Donnelly
496 Records Clerk
497
498

Town Council
STAFF REPORT



To: Town Council
Title: Motion to accept the donation of \$1,138.45 from the Hooksett PTA, cash donations and t-shirt sales, 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 - 24 Jul 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. Motion to accept the donation of \$1,138.45 from the Hooksett PTA, cash donations and t-shirt sales, 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.

FINANCIAL IMPACT:

None

SUGGESTED MOTION:

Motion to accept the donation of \$1,138.45 from the Hooksett PTA, cash donations and t-shirt sales, 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.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[20190701143130986](#)

Donations to be accepted at the 7/~~24~~/19 meeting

| | |
|---|--------------------|
| Hooksett PTA in honor of Gary Blanchette | \$75.00 |
| Angela Bergeron (t-shirt) | \$25.00 |
| Miscellaneous cash donations and t-shirt sales | \$115.00 |
| Hooksett Police Association (sales of t-shirts) | \$923.45 |
| TOTAL | \$ 1,138.45 |

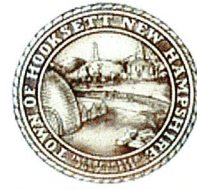
Appointed Town Positions Open July 2019

| | Council Contact | Available Positions | Expiration | Contact Town Staff |
|---|--------------------|--------------------------|------------|---------------------------|
| Conservation Commission | Avery Comai | Commissioner | 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 | ? | 1 Member | 6/30/2022 | Public Works |
| Southern New Hampshire Planning Commission | n/a | (1) Representative | 6/30/2022 | Community Development |
| | | (| 6/30/2022 | |
| | | | | Last updated 7/11/2019 |

Appointed Town Positions Open July 2019

| | Council Contact | Available Positions | Expiration | Contact Town Staff |
|--|-----------------|-----------------------|------------|------------------------|
| Conservation Commission | Avery Comai | Commissioner | 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 | ? | 1 Member | 6/30/2022 | Public Works |
| Southern New Hampshire Planning Commission | n.a | (1) Representative | 6/30/2022 | Community Development |
| | | (| 6/30/2022 | |
| | | | | Last updated 7/11/2019 |

Town Council
STAFF REPORT



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

BACKGROUND INFORMATION:

At their last meeting, Town Council chose to put forward a few nominations and appointments.

John Giotas recently left the Council, but is interested in continuing his service on two entities: The Heritage Commission and Recycling and Transfer Advisory Board.

Mark Chagnon is president of HYAA and a member of the Economic Development Advisory Committee. He's volunteered to serve as Hooksett's third representative to the Southern New Hampshire Planning Commission.

SUGGESTED MOTION:

"I motion to appoint Mark Chagnon as Hooksett's third representative to the Southern New Hampshire Planning Commission to a four year term expiring 6/30/2023." Second required.

"I motion to appoint John Giotas to a term on the Heritage Commission expiring 6/30/2022"

"I motion to appoint John Giotas to a term on the Recycling and Transfer Advisory Board as an Alternate, to a term expiring 6/30/2021" Second required.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Open June](#)

[Open July](#)

Appointed Town Positions Open July 2019

| | Council Contact | Available Positions | Expiration | Contact Town Staff |
|---|--------------------|--------------------------|------------|---------------------------|
| Conservation Commission | Avery Comai | Commissioner | 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 | ? | 1 Member | 6/30/2022 | Public Works |
| Southern New Hampshire Planning Commission | n/a | (1) Representative | 6/30/2022 | Community Development |
| | | (| 6/30/2022 | |
| | | | | Last updated 7/11/2019 |

Appointed Town Positions Open July 2019

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|--|-----------------|-----------------------|------------|------------------------|
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| 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 | ? | 1 Member | 6/30/2022 | Public Works |
| Southern New Hampshire Planning Commission | n/a | (1) Representative | 6/30/2022 | Community Development |
| | | (| 6/30/2022 | |
| | | | | Last updated 7/11/2019 |

Town Council
STAFF REPORT



To: Town Council
Title: Selecting a Cover for the 2018-2019 Annual Town & Schools Report
Meeting: Town Council - 24 Jul 2019
Department: Administration
Staff Contact: Nick Germain, Project Coordinator

BACKGROUND INFORMATION:

Traditionally, the Town Council chooses a cover theme for Annual Town and Schools Report. At their last meeting, Council selected the theme of the demolished Lilac Bridge. As there's time before the printer submission deadline, Council requested to see a few specific options.

FINANCIAL IMPACT:

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

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

Listen to the Administration Department present a few lilac bridge cover options.

SUGGESTED MOTION:

Vote to approve a cover option.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

Town Council
STAFF REPORT



To: Town Council
Title: Knox Box Security System upgrade/replacement
Meeting: Town Council - 24 Jul 2019
Department: Fire and Rescue
Staff Contact: James Burkush, Chief of Hooksett Fire&Rescue

BACKGROUND INFORMATION:

The Town by Ordinance #OO-10 requires Knox Box Security Entrance Systems in Buildings and Businesses with monitored alarms or sprinkler system, apartment complexes and other structures to provide emergency access for the fire department. This program is also available but not required in residential applications. The current system operated by HFR is over 30 years old and no longer supported. In addition, a significantly higher level of security is currently available. Impact fee usage has been reviewed by Drummond-Woodsman (attached).

FINANCIAL IMPACT:

\$36,555.00 Impact Fees

POLICY IMPLICATIONS:

Sole source letter attached.

SUGGESTED MOTION:

1. Motion to allow sole source purchase under the Administrative Code 5.3.3 Special Exception to purchase a new Knox Box System.
2. Motion to approve \$36,555.00 from Impact fees to purchase a new Knox Box System for the Fire-Rescue Department

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Knox Ordinance](#)

[Knox Quote](#)

[Knox Letter](#)

[Knox Sole Source Response Letter 2019](#)

**KNOX BOX
ESTABLISHING REGULATIONS REGARDING ENTRY TO CERTAIN BUILDINGS
ORDINANCE # OO-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: 11/01/87



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 yearly@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



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

Town Council **STAFF REPORT**



To: Town Council
Title: Approval of Council's Report for Hooksett's 2018-2019 Annual Town and Schools Report
Meeting: Town Council - 24 Jul 2019
Department: Administration
Staff Contact: Nick Germain, Project Coordinator

BACKGROUND INFORMATION:

As part of the required portions of Hooksett's Annual Town Report, Council must submit a report summarizing its various actions for the past year.

The Council Chair traditionally writes out the report, and submits it to the Council for approval.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

See Town Charter for deadlines and other details: Town Report due within 60 Days after end of Fiscal Year.

RECOMMENDATION:

Read through the report. Discuss any additions or corrections. Approve a final version for Administration to include immediately.

SUGGESTED MOTION:

"I motion to approve the Town Council's Annual Report. [As amended if needed]." Second Required.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[The Bob Dylan Song](#)

In 1989 some two Score ago, our Hooksett Town Charter was established and under section 3 the role the Council takes in the governance of the Town is clearly outlined. In accordance with that document, the Council has performed its duties and has adhered to its role. We have maintained a good working relationship with all aspects of our town from Town Administrator and to you the citizens of Hooksett. We are secure in the fact that we have lived up to the tenet of our Town Charter.

2018- 2019 provided many opportunities for the town to grow, to succeed and to continue to move Hooksett forward. The Council will continue to meet challenges and opportunities with open debate, careful deliberations, and the willingness to build a community that brings all aspects of Hooksett together, with one goal of making Hooksett a better place in which to live.

The 2018-2019 year could be summed up by paraphrasing the Bob Dylan song, *"the times they were a-changin"*. Change was the watch-word. This report as archived in the minutes of our council meetings of the past year will reflect those changes, but will also show it proved to be beneficial to our community.

The list below highlight actions taken by your council this year:

- Bid farewell to long time Highway/Recycling Department Head Diane Boyce and Town Administrator Dean Shankle.
- Advised and Consented to a new Highway Department Director Earl Labonte, extended Chief James Burkish contract for three years and supported the Acting Town Administrator's hiring of administrative staff, police officers, fire fighters and part time recreation director
- Accepted grants for conservation easement, historic preservation and established a K-9 unit with "Timber" the dog
- Reviewed and approved of changes to the Administrative Code, personnel plans, Council rules and procedures, Family Services manual, police detail fee collection
- Accepted donations and gifts for town departments and community projects
- Appointed Andre Garron as our New Town Administrator with a three year contract
- Adopted organizational changes to create a community development department
- Voted to change recycling process and eliminate single stream collection due to high cost, while still accepting Card board and Aluminum
- Authorized an agreement with Granite YMCA to operate a summer recreational camp program
- Appointed new Town Councilors- Clark Karolian and Avery Comai

- Continued community and area relationships through agreements with Pembroke to provide Building inspection, Comprehensive Addiction and Recovery Act (FR-CARA) Cooperative, welcomed representatives from Town Water Precincts and provided support to the Hooksett Sewer Commission in their endeavors
- Approved items for a fleet of vehicles such as fire pumper, Ladder truck- via gracious donation of \$203,000 from South New Hampshire University, ambulance, excavator, forestry truck and all season sidewalk tractor
- Negotiated and sign contracts with Highway union teamsters unit 633 and Fire - Fighters IAFF local 3264.
- Voted to cease motorized vehicle use of the Class VI portion of Chester turnpike
- Approved contracts for Police Department renovations and communication upgrades
- Continued the planning of TIF project on route 3-A
- Hired new financial auditor
- Establish new banking relations to assist Town Treasurer
- Continue to resolve and address Lilac Bridge related issues
- Prepared a fiscal responsible budget and prudently used fund balance to reduce tax rate
- Appointed two interim Administrators – Don Winterton and Chief Janet Bouchard

Throughout 2018-2019 the Council, working with the Administrator sand all aspects of the community, has striven to improve public services, increase town accountability, provide transparency, and foster community building. The Town of Hooksett has a proud history of accomplishments, of dedicated individuals, each serving their community through elected roles, committee involvement, and civic activity with one goal in mind of moving Hooksett forward to improve the lives. Hooksett has changed and we believe for the betterment of all.

Respectfully submitted on behalf of Hooksett Town Council

James A Sullivan

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