



# **AGENDA**

## **Town of Hooksett Town Council**

### **Wednesday, February 12, 2020 at 6:00 PM**

A meeting of the Town Council will be held Wednesday, February 12, 2020 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. AGENDA OVERVIEW**
- 6. PUBLIC HEARINGS**
- 7. SPECIAL RECOGNITION**
  - 7.1. Hooksett Municipal Employee - New Hire
- 8. SCHEDULED APPOINTMENTS**
  - 8.1. Charles Nelson, Eagle Scout Project – Lambert Park Picnic Tables (see item 15.1 for details)
  - 8.2. Bennett Nelson, Eagle Scout Project – Trail Bridge Crossing (see item 15.2 for details)
- 9. CONSENT AGENDA**
  - 9.1. A donation of three (3) wooden stools from Marc Miville, 42 Main Street, to the Town of Hooksett for use at Town elections per RSA 31:95-e.II. 5  
[Staff Report - SR-20-011 - Pdf](#)
  - 9.2. Donation of a check in the amount of \$250.00 from Thomas and Nancy Barrett to the Town of Hooksett for the Family Services Department to benefit children and families in need through the Hooksett Family Services Department per RSA 31:95-b, III (b). 7  
[Staff Report - SR-20-010 - Pdf](#)
  - 9.3. Donation of \$100 from Hooksett Kiwanis to the Town of Hooksett for the Family Services Department to create information cards pertaining to the Hooksett Community Food Pantry and Kids Kloset for distribution by the Hooksett Police, Fire, and Rescue team per RSA 31:95-b, III (b). 9  
[Staff Report - SR-20-021 - Pdf](#)
  - 9.4. Monadnock Hall Landscaping Bond - SNHU 11 - 12  
[Staff Report - SR-20-015 - Pdf](#)
  - 9.5. SNHU Parking Lot "F" Site Work Bond Release 13 - 14  
[Staff Report - SR-20-016 - Pdf](#)

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

9.6.	Shooters Outpost Site Bond Release <a href="#">Staff Report - SR-20-017 - Pdf</a>	15 - 17
9.7.	Owen Marine Site Bond Reduction <a href="#">Staff Report - SR-20-014 - Pdf</a>	19 - 26
<b>10.</b>	<b>TOWN ADMINISTRATOR'S REPORT</b>	
<b>11.</b>	<b>PUBLIC INPUT - 15 MINUTES</b>	
<b>12.</b>	<b>OLD BUSINESS</b>	
12.1.	Deliberative Session 02/01/2020 <a href="#">Changes at Deliberative Session</a>	27
<b>13.</b>	<b>NOMINATIONS AND APPOINTMENTS</b>	
<b>14.</b>	<b>BRIEF RECESS</b>	
<b>15.</b>	<b>NEW BUSINESS</b>	
15.1.	Eagle Scout Project – Lambert Park Picnic Tables – Charles Nelson <a href="#">Staff Report - SR-20-019 - Pdf</a>	29 - 31
15.2.	Eagle Scout Project – Trail Bridge Crossing – Bennett Nelson <a href="#">Staff Report - SR-20-020 - Pdf</a>	33 - 35
15.3.	Quarterly Financial Report for December 31, 2019 <a href="#">Staff Report - SR-20-012 - Pdf</a>	37 - 44
15.4.	1822-2022 Town of Hooksett, NH 200 Year Bicentennial Celebration <a href="#">Staff Report - SR-20-013 - Pdf</a>	45
<b>16.</b>	<b>APPROVAL OF MINUTES</b>	
16.1.	Public: 01/22/2020 <a href="#">TC Minutes 012220</a>	47 - 62
16.2.	Public: Special Meeting 02/01/2020 12:10pm <a href="#">TC public minutes 1210pm 020120</a>	63 - 64
16.3.	Non-Public: 01/22/2020	
<b>17.</b>	<b>SUB-COMMITTEE REPORTS</b>	
<b>18.</b>	<b>PUBLIC INPUT</b>	
<b>19.</b>	<b>NON-PUBLIC SESSION NH RSA 91-A:3 II</b>	
<b>20.</b>	<b>ADJOURNMENT</b>	
	<b>PUBLIC INPUT</b>	
1.	Two 15-minute Public Input sessions will be allowed during each Council Meeting. Time will be divided equally among those wishing to speak, however, no person will be allowed to speak for more than 5 minutes.	
2.	No person may address the council more than twice on any issue in any meeting. Comments must be addressed to the Chair and must not be personal or derogatory about any other person.	
3.	Any questions must be directly related to the topic being discussed and must be addressed to the Chair only, who after consultation with Council and Town	

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

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.



Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** A donation of three (3) wooden stools from Marc Miville, 42 Main Street, to the Town of Hooksett for use at Town elections per RSA 31:95-e.II.  
**Meeting:** Town Council - 12 Feb 2020  
**Department:** Administration  
**Staff Contact:** Bonnie Smith, Administrative Assistant

**BACKGROUND INFORMATION:**

A donation of three (3) wooden stools from Marc Miville, 42 Main Street, to the Town of Hooksett for use at Town elections per RSA 31:95-e.II.

**FINANCIAL IMPACT:**

None

**POLICY IMPLICATIONS:**

None

**RECOMMENDATION:**

Accept the donation.

**SUGGESTED MOTION:**

Accept donation of three (3) wooden stools from Marc Miville to the Town of Hooksett for use at Town elections per RSA 31-95-e, II.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur



Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Donation of a check in the amount of \$250.00 from Thomas and Nancy Barrett to the Town of Hooksett for the Family Services Department to benefit children and families in need through the Hooksett Family Services Department per RSA 31:95-b, III (b).  
**Meeting:** Town Council - 12 Feb 2020  
**Department:** Family Services  
**Staff Contact:** Abby Reeves, Family Services

**BACKGROUND INFORMATION:**

Thomas and Nancy Barrett have donated a check in the amount of \$250.00 to assist children and families in need identified through the Hooksett Family Services Department.

**FINANCIAL IMPACT:**

+\$250.00

**RECOMMENDATION:**

Town Council accept the donation of \$250.00 from Thomas and Nancy Barrett to the Town of Hooksett for the Family Services Department to assist children and families in need per RSA 31:95-b, III (b).

**SUGGESTED MOTION:**

Council motion to accept the donation of \$250.00 from Thomas and Nancy Barrett to the Town of Hooksett for the Family Services Department to assist children and families in need per RSA 31:95-b, III (b).

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur





# Town Council

## STAFF REPORT



**To:** Town Council  
**Title:** Donation of \$100 from Hooksett Kiwanis to the Town of Hooksett for the Family Services Department to create information cards pertaining to the Hooksett Community Food Pantry and Kids Klost for distribution by the Hooksett Police, Fire, and Rescue team per RSA 31:95-b, III (b).  
**Meeting:** Town Council - 12 Feb 2020  
**Department:** Family Services  
**Staff Contact:** Abby Reeves, Family Services

### BACKGROUND INFORMATION:

Family Services Director, Abby Reeves, is creating information cards that are the size of a standard business cards. One side of the card will include information about the Hooksett Community Food Pantry, and the opposite side of the card will include information about the Kids Klost. In an effort to further inform the public about these helpful resources right here in our community, these cards will be provided to the Hooksett Police Department and the Hooksett Fire and Rescue Department for distribution to residents they come in contact with.

### FINANCIAL IMPACT:

+\$100

### RECOMMENDATION:

Town Council accept the donation of \$100 from Hooksett Kiwanis to the Town of Hooksett for the Family Services Department to create information cards pertaining to the Hooksett Community Food Pantry and Kids Klost for distribution by the Hooksett Police, Fire, and Rescue team per RSA 31:95-b, III (b).

### SUGGESTED MOTION:

Town Council motion to aonation of \$100 from Hooksett Kiwanis to the Town of Hooksett for the Family Services Department to create information cards pertaining to the Hooksett Community Food Pantry and Kids Klost for distribution by the Hooksett Police, Fire, and Rescue team per RSA 31:95-b, III (b).

### TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur



Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Monadnock Hall Landscaping Bond - SNHU  
**Meeting:** Town Council - 12 Feb 2020  
**Department:** Community Development  
**Staff Contact:** Bruce Thomas, Town Engineer

**BACKGROUND INFORMATION:**

A Landscape Surety is currently being held for Monadnock Hall at Southern New Hampshire University in the amount of \$89,590.00. The two year period to hold the bond ended on 8/30/2019 and the landscaping is acceptable.

**FINANCIAL IMPACT:**

None

**POLICY IMPLICATIONS:**

None

**RECOMMENDATION:**

Release the landscaping bond

**SUGGESTED MOTION:**

Motion for the Town to release the landscape bond of \$89,590.00 held for the Monadnock Hall site to the Southern New Hampshire University.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur

**ATTACHMENTS:**

[Memo Landscape Bond Release Monadnock Hall](#)



## *Town of Hooksett*

COMMUNITY DEVELOPMENT DEPARTMENT  
Bruce A. Thomas, P.E., Town Engineer

# Memo

**To:** File  
**From:** Bruce A. Thomas, P.E., Town Engineer *BAT*  
**Cc:**  
**Date:** January 30, 2020  
**Re:** Monadnock Hall Landscape Bond, Southern New Hampshire University

Please be advised I have inspected the referenced site and found that the landscaping is completed and acceptable and recommend that the landscape bond in the amount of \$89,590.00 may be released to the SNIU.

Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** SNHU Parking Lot "F" Site Work Bond Release  
**Meeting:** Town Council - 12 Feb 2020  
**Department:** Community Development  
**Staff Contact:** Bruce Thomas, Town Engineer

**BACKGROUND INFORMATION:**

A site work surety bond is currently being held for Parking Lot "F" at Southern New Hampshire University in the amount of \$43,559.70. The work is complete and acceptable, therefore it is recommended that the bond be returned to Southern New Hampshire University.

**FINANCIAL IMPACT:**

None

**POLICY IMPLICATIONS:**

None

**RECOMMENDATION:**

Release site work bond.

**SUGGESTED MOTION:**

Motion for the Town to release the site work bond of \$43,559.70 for the Parking Lot "F" site to the Southern New Hampshire University.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur

**ATTACHMENTS:**

[Memo Site Work Bond Release Parking Lot F](#)



## *Town of Hooksett*

COMMUNITY DEVELOPMENT DEPARTMENT  
Bruce A. Thomas, P.E., Town Engineer

# Memo

**To:** File  
**From:** Bruce A. Thomas, P.E., Town Engineer *BAT*  
**Cc:**  
**Date:** January 30, 2020  
**Re:** Parking Lot "F" Site Bond, Southern New Hampshire University

Please be advised I have inspected the referenced site and found that the site work is completed and acceptable and recommend that the site work bond in the amount of \$43,559.70 be released to the SNHU.

Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Shooters Outpost Site Bond Release  
**Meeting:** Town Council - 12 Feb 2020  
**Department:** Community Development  
**Staff Contact:** Bruce Thomas, Town Engineer

**BACKGROUND INFORMATION:**

A site work surety bond is currently being held for Shooters Outpost in the amount of \$15,000. The work is complete and acceptable, therefore it is recommended that the bond be returned to North Branch Construction, Inc.

**FINANCIAL IMPACT:**

None

**POLICY IMPLICATIONS:**

None

**RECOMMENDATION:**

Release site work bond.

**SUGGESTED MOTION:**

Motion for the Town to release the site work bond of \$15,000 for Shooters Outpost at 1158 Hooksett Road to the North Branch Construction, Inc.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur

**ATTACHMENTS:**

[Shooters Outpost Bond Release Memo & Backup](#)



## *Town of Hooksett*

COMMUNITY DEVELOPMENT DEPARTMENT  
Bruce A. Thomas, P.E., Town Engineer

# Memo

**To:** File  
**From:** Bruce A. Thomas, P.E., Town Engineer *BAT*  
**Cc:**  
**Date:** January 30, 2020  
**Re:** Shooters Outpost Site Bond  
#1158 Hooksett Road  
North Branch Construction, Inc.

Please be advised I have inspected the referenced site and found that the site work is completed and acceptable and recommend that the site work bond in the amount of \$15,000 be released to North Branch Construction, Inc.

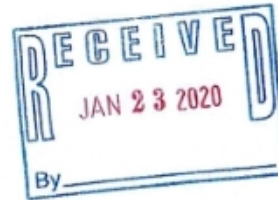




Rosa Reyes  
Bond & Specialty Insurance  
Construction Services  
300 Windsor Street  
Hartford, CT 06120  
Phone: (860) 277-8557  
Fax: (860) 277-8394  
E-mail: rreyes@travelers.com

**Certified Mail #: 7015 1520 0001 1873 8502**

January 16, 2020



Town of Hooksett  
35 Main Street  
Hooksett, NH 03106

**Bond No.:** 106722139  
**Principal:** North Branch Construction, Inc.  
**Address:** 76 Old Turnpike Road, Concord, NH 03301  
**Bond Amount:** \$15,000.00  
**Project:** Shooters outpost site work for addition @1158 Hooksett Road

To whom it may concern:

On **July 20, 2017**, we executed a Site Bond for the above captioned and we are inquiring about the status to see if bond can be released at this time. I was informed that the above mentioned project was completed in 2018.

If the bond can be released, we would appreciate it if you would return the bond to us for proper cancellation.

Thank you.

Very truly yours,

Rosa Reyes  
Bond Department



## Town Council STAFF REPORT



**To:** Town Council  
**Title:** Owen Marine Site Bond Reduction  
**Meeting:** Town Council - 12 Feb 2020  
**Department:** Community Development  
**Staff Contact:** Bruce Thomas, Town Engineer

### BACKGROUND INFORMATION:

The developer of the Owen Marine Site on Londonderry Turnpike near the Town Line is requesting that the Town of Hooksett reduce the development bond currently being held. \$41,367 to \$25,000.

Before making the decision to reduce the bond for this project, there are issues to be considered.

The first is that on this project, the contractor committed zoning violations by encroaching on the wetland buffer areas at least twice. The first was the depositing of materials in the buffer area just off Londonderry Turnpike north of the site. The second was driving over the buffer zone and disturbing the underlying ground. In both incidences, I asked the contractor to clean up the areas and he complied. The issue is not totally resolved and won't be until the spring when it can be seen that the areas are suitably vegetated.

The second issue is that the contractor paved the site in unacceptable weather conditions on December 12, 2019. The contractor did tell me he may do this paving and accept the risk of having to have it removed. I recommended against this approach. He did not notify me of the paving until I noted that the paving was underway while visiting a nearby construction project.

I have deemed the pavement "temporary" until it can be tested to determine if it is acceptable. I have been in contact with two materials testing companies and both have said that if the density of the pavement is in conformance with our pavement specification, then the pavement can be deemed acceptable. I plan to obtain three quotes for the testing from three reputable firms. Have the most cost effective firm do the testing. I expect that it will cost about \$1,000 to do this and it will be charged to the project escrow funds (current balance of \$4,728).

Regarding the bond reduction, I have included in the remaining work all paving costs, a cost for wetland restoration, a cost for erosion control, and 15% contingency. Note that per Town regulations, the bond is based on 30% of the costs which is \$23, 983, but I have rounded this up to \$25,000.

### FINANCIAL IMPACT:

None

### POLICY IMPLICATIONS:

None.

**RECOMMENDATION:**

Reduce the bond for the Owen Marine Site from \$41,367 to \$25,000. The site improvement bond for Owen Marine was supplied by Grant American Insurance Company #E257567

**SUGGESTED MOTION:**

Motion for the Town to reduce the bond requirement for the Owen Marine Site from \$41,367 to \$25,000.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur

**ATTACHMENTS:**

[Surety Reduction Staff Report BU](#)

OWEN MARINE BOND REDUCTION B.A.T. JANUARY 29, 2020						
ITEM	QUANTITY	UNITS	UNIT PRICE	TOTAL PRICE	ITEMS COMPLETED	REMAINING VALUE OF WORK
<b>Site Work</b>						
Excavation/Fill	500	CY	6	\$3,000	\$3,000	\$0
Grading	6600	SY	0.5	\$3,300	\$3,300	\$0
Erosion Control	1350	LF	5	\$6,750	\$0	\$6,750
Stabilized Construction Entrance	2	LS	1500	\$3,000	\$3,000	\$0
<b>Paving</b>						
12" Bank Run Gravel	360	CY	18	\$6,480	\$6,480	\$0
6" Crushed Gravel	180	CY	22	\$3,960	\$3,960	\$0
2.5" Paving Binder Course	140	TON	85	\$11,900	\$0	\$11,900
1.5" Paving Wearing Course	85	TON	85	\$7,225	\$0	\$7,225
6" Concrete Sidewalk	70	LF	45	\$3,150	\$0	\$3,150
Prep Work	1	LS	1500	\$1,500	\$0	\$1,500
Pavement Markings	1	LS	2000	\$2,000	\$0	\$2,000
Bituminous Curb	290	LF	6	\$1,740	\$0	\$1,740
<b>Drainage Work</b>						
15" HDPE Culvert	10	LF	55	\$550	\$550	\$0
Temporary Catch Basin Filters	1	EA	150	\$150	\$150	\$0
Underground Drainage Facility	990	SF	20	\$19,800	\$19,800	\$0
4" Diameter Catch Basin	1	EA	2000	\$2,000	\$2,000	\$0
4' Diameter Manhole	1	EA	2000	\$2,000	\$2,000	\$0
<b>Utilities</b>						
Overhead Utilities	175	LF	18	\$3,150	\$3,150	\$0
Underground Conduit, Site Lighting	150	LF	20	\$3,000	\$3,000	\$0
<b>On Site Improvements</b>						
Signs	10	EA	150	\$1,500	\$0	\$1,500
Landscaping	1	LS	4500	\$4,500	\$0	\$4,500
Loam and Seed	1250	SY	5	\$6,250	\$0	\$6,250
Exterior Lighting	1	LS	6500	\$6,500	\$0	\$6,500
Dumpster Pad w/Enclosure	1	EA	3500	\$3,500	\$0	\$3,500
<b>Miscellaneous</b>						
Asbuilt Plans	1	Sheet	1000	\$1,000	\$0	\$1,000
Material Testing	1	LS	2000	\$2,000	\$0	\$2,000
Wetland Restoration	1	LS	10000	\$10,000	\$0	\$10,000
<b>SUBTOTAL:</b>				<b>\$119,905</b>	<b>\$50,390</b>	<b>\$69,515</b>
<b>CONTINGENCY (15%)</b>				<b>\$17,986</b>		<b>\$10,427</b>
<b>TOTAL:</b>				<b>\$137,891</b>		<b>\$79,942</b>
<b>BOND (30% OF TOTAL):</b>				<b>\$41,367</b>		<b>\$23,983</b>
<b>USE:</b>						<b>\$25,000</b>

TOWN OF HOOKSETT, NEW HAMPSHIRE  
SITE PLAN IMPROVEMENTS SURETY ESTIMATE

Map 49 Lot 44-1 Name of Project Owen Marine Site Plan

Date: June 14, 2018

ITEM	QUANTITY	MEASURE	UNIT PRICE	PRICE
<b>1 Site Work</b>				
a Excavation/Fill	500	C.Y.	\$6.00	\$3,000.00
b Grading	5,500	S.Y.	\$0.50	\$3,300.00
c Erosion Control	1,350	L.F.	\$5.00	\$6,750.00
d Stabilized Construction Entrance	2	L.S.	\$1,500.00	\$3,000.00
<b>2 Paving</b>				
a 12" Bank Run Gravel	360	C.Y.	\$16.00	\$5,480.00
b 6" Crushed Gravel	180	C.Y.	\$22.00	\$3,960.00
c 2.5" Paving, binder course	140	TON	\$85.00	\$11,900.00
d 1.5" Paving, finish course	85	TON	\$85.00	\$7,225.00
e 5' Concrete Sidewalk	70	L.F.	\$45.00	\$3,150.00
f Prep Work	1	L.S.	\$1,500.00	\$1,500.00
g Pavement Markings	1	L.S.	\$2,000.00	\$2,000.00
h Bituminous Curb	280	L.F.	\$6.00	\$1,740.00
<b>3 Drainage Work</b>				
a 15" HDPE Culvert	10	L.F.	\$55.00	\$550.00
b Temporary Catch Basin Filters	1	EA.	\$150.00	\$150.00
c Underground Drainage Facility	980	S.F.	\$20.00	\$19,600.00
d 4' Diameter Catch Basin	1	EA.	\$2,000.00	\$2,000.00
e 4' Diameter Manhole	1	EA.	\$2,000.00	\$2,000.00
<b>4 Utilities</b>				
a Overhead Utilities	175	L.F.	\$18.00	\$3,150.00
b Underground Conduit, Site Lighting	150	L.F.	\$20.00	\$3,000.00
<b>5 On Site Improvements</b>				
a Signs	10	EA.	\$150.00	\$1,500.00
b Landscaping	1	L.S.	\$4,500.00	\$4,500.00
c Loam & Seed	1,250	S.Y.	\$5.00	\$6,250.00
d Exterior Lighting (2 Pole & 2 Bldg Mounted Fixtures)	1	L.S.	\$6,500.00	\$6,500.00
e Dumpster Pad w/ Enclosure	1	EA.	\$3,500.00	\$3,500.00
<b>6 Miscellaneous</b>				
a As-Built Plans	1	Sheet	\$1,000.00	\$1,000.00
b Material Testing	1	L.S.	\$2,000.00	\$2,000.00
c Wetland Restoration	1	L.S.	\$10,000.00	\$10,000.00
SUBTOTAL #1				\$119,805.00
<b>7 Contingencies (15% of Subtotal)</b>				\$17,965.75
SUBTOTAL #2				\$137,890.75
<b>8 Required bonding requirement 30% of subtotal #2</b>				\$41,367.23
<b>TOTAL:</b>				<b>\$41,367.23</b>

**Bruce Thomas**

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**From:** Bruce Thomas  
**Sent:** Thursday, December 12, 2019 3:37 PM  
**To:** Randy Owen (Randylowen@gmail.com)  
**Cc:** Andre Garron; Matthew Lavoie; Leann Fuller  
**Subject:** Owen Marine Paving  
**Attachments:** Construction Monitoring 8 Owen Marine.pdf

Hi Randy,

Do to the potential cost implications of replacing the pavement installed today, I wanted to send out the attached daily report immediately.

Thank you,

Bruce A. Thomas, P.E.  
Town Engineer  
Hooksett Municipal Building  
35 Main Street  
Hooksett, New Hampshire 03106  
(603) 419-4003



**TOWN OF HOOKSETT**  
**COMMUNITY DEVELOPMENT**  
**MUNICIPAL BUILDING**  
**35 MAIN STREET**  
**HOOKSETT, NH 03106**  
**Bruce A. Thomas, P.E., Town Engineer**  
[bthomas@hooksett.org](mailto:bthomas@hooksett.org) 419-4003, cell: 264-8508

## CONSTRUCTION MONITORING

**REF. LOCATION: OWEN MARINE**  
**DATE: DECEMBER 12, 2019**  
**REPORT NO.: 8**  
**HOURS SPENT: 1**

**JOB NO.:** \_\_\_\_\_  
**DEVELOPER: RANDY OWEN, OWEN MARINE**  
**CONTRACTOR: RANDY OWEN / ROL RITE PAVING**

CLASSIFICATION OF WORK		
<input type="checkbox"/> Clearing and Grubbing	<input type="checkbox"/> Curb	<input type="checkbox"/> Slope Work
<input checked="" type="checkbox"/> General Inspection		<input type="checkbox"/> Final Acceptance
<input type="checkbox"/> Subgrade/Fills	<input type="checkbox"/> Sewer	
<input type="checkbox"/> Bank Run Gravel	<input type="checkbox"/> Water	
<input checked="" type="checkbox"/> Crushed Gravel	<input type="checkbox"/> Utilities	
<input checked="" type="checkbox"/> Pavement	<input type="checkbox"/> Punch List	

**DEVELOPER REPRESENTATIVE: RANDY OWEN**

**MONITOR'S TIME ON SITE:** \_\_\_\_\_

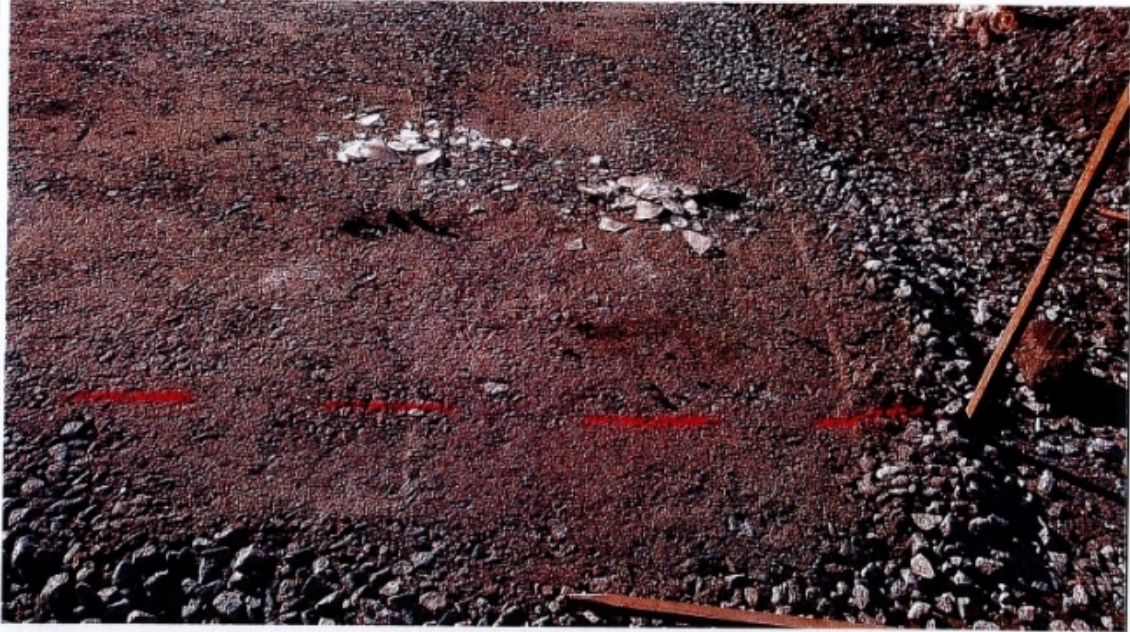
DESCRIPTION OF PROJECT ACTIVITIES AND OBSERVATIONS
<p>Today while visiting the Brookview Construction site, I noted that paving was underway at the Owen Marine Site by the Rol Rite paving company. I was not notified in advance of the paving operation. Randy Owen told me after that he thought Role Rite was going to call me. The weather was sunny and 28 degrees.</p> <p>I had discussed paving with Randy Owen previously. I noted that paving in cold weather and on frost is an issue. I stated at that time that 35 degrees was too cold to pave. We talked about temporary pavement that would be removed in the spring. He said that may be an option. The Town Standard Specifications require that the temperature for paving be 40 degrees and rising. In addition, throughout the construction season, I have been making it a point to tell contractors complete any paving operations by November 15<sup>th</sup>. Today at 28 degrees, there was significant frost in the crushed gravel and there were literally pieces of ice laying on the gravel in one spot.</p> <p>I am considering this pavement temporary. I spoke to Joe Garvey of Miller Engineering who said that the reason why paving shouldn't be done in cold weather is that the pavement cools down before it can be adequately compacted. He also said that it can be tested to determine if adequate compaction has been obtained. I will consider having the contractor test the pavement in the spring to determine if it</p>



meets Town/State requirements.







By: **Bruce Thomas**, Date: **Noted above**

Office Review: \_\_\_\_\_

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## Changes made at Deliberative Session

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**Article 5:** Citizens increased the operating budget by \$900.00 for the Trustees of the Trust Funds stipend. The new budget is \$19,938,594.00 (19,937,694 + 900). Below is the new wording that will appear on the ballot.

Shall the town raise and appropriate as an operating budget, not including appropriations by special warrant articles, the amounts set forth on the budget posted with the warrant, for the purposes set forth therein, and other appropriations voted separately totaling **\$19,938,594.00**? Should this article be defeated, the operating budget shall be \$19,831,427.00, which is the same as last year, with certain adjustments required by previous action of the Town meeting, or by law or the Town Council may hold one special meeting, to take up the issue of a revised operating budget only. Estimated tax rate impact \$5.51. Recommended by Town Council (7 Yes - 1 No), Recommended by Budget Committee (5 Yes - 1 No).

**Article 25:** Citizens voted to remove the words “to ensure public safety” from the original petition wording. Below is the new wording that will appear on the ballot.

To see if the Town will vote to raise and appropriate **\$52,000.00** to reimburse for private residential water hydrants. SUBMITTED BY PETITION. Estimated tax rate impact \$0.03. Not recommended by Town Council (4 Yes – 4 No), Not recommended by Budget Committee (0 Yes - 5 No).



Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Eagle Scout Project – Lambert Park Picnic Tables – Charles Nelson  
**Meeting:** Town Council - 12 Feb 2020  
**Department:** Community Development  
**Staff Contact:** Bruce Thomas, Town Engineer

**BACKGROUND INFORMATION:**

Eagle Scout candidate Charles Nelson wishes to build picnic tables for Lambert Park (or for other Town locations at the discretion of the Parks and Recreation Department). He is requesting approval to move forward with the project. The Parks and Recreation Advisory Board reached a consensus at their January 21, 2020 meeting to move forward with the project.

As the scout turns 18 in April, there is some urgency for him to complete the project as soon as possible.

Plans of the project will be available at the Town Council meeting.

**FINANCIAL IMPACT:**

None

**POLICY IMPLICATIONS:**

None

**RECOMMENDATION:**

Approve of Scout Charles Nelson to proceed with the project of constructing picnic tables to be placed Lambert Park or other areas in Town at the discretion of the Parks and Recreation Department.

**SUGGESTED MOTION:**

Motion for the Town to Approve of Scout Charles Nelson to proceed with the project of constructing picnic tables to be placed Lambert Park or other areas in Town at the discretion of the Parks and Recreation Department.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur

**ATTACHMENTS:**

[Eagle Scout Picnic Table Project](#)



**EAGLE SCOUT PICNIC TABLE PROJECT: <APRIL 17<sup>TH</sup> CONSTRUCTION COMPLETION – PENDING FUNDRAISING – will this be on a future Parks & Rec in favor?**

**Parks & Recreation Advisory Board Meeting Minutes - January 21, 2020**

Scheduled Appointment: **Charles Nelson**, Eagle Scout Project: Troop 292 Charles wishes to earn his Eagle Scout Badge by **constructing Three (3) Picnic Tables to be placed at Lambert Park**. He plans on having a Krispy Kream Donut Fundraiser to help with costs. He plans on the picnic tables costing about \$500.00. It was suggested that he also look for donations of materials from various businesses around town. Charles was considering using pressure treated wood, but it was suggested he look at TREX material. It might cost more, but it is more durable in the long run. He turns 18 on April 17, 2020 so he is working under some time constraints. He will keep the Board posted on his progress.

**Note: Although not reflected in the minutes, the Advisory Board reached a consensus to approve the project. This is shown on the meeting video recording at 15:29 minutes into the meeting.**





Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Eagle Scout Project – Trail Bridge Crossing – Bennett Nelson  
**Meeting:** Town Council - 12 Feb 2020  
**Department:** Community Development  
**Staff Contact:** Bruce Thomas, Town Engineer

**BACKGROUND INFORMATION:**

Eagle Scout candidate Bennett Nelson wishes to build a temporary bridge for the Town trail system over a stream. The existing crossing consists of boards laid over the stream. He is requesting approval to move forward with the project. The NHDES approves of this project as a temporary project. One issue is that the existing wetland permit expires on September 15, 2020 and will have to be extended or re-permitted by that time. Town plans to do this as part of the Trail program.

The Conservation Commission is expected to approve this project at their scheduled February 10th meeting.

As the scout turns 18 in April, there is some urgency for him to complete the project as soon as possible.

Plans of the project will be available at the Town Council meeting.

**POLICY IMPLICATIONS:**

None

**RECOMMENDATION:**

Approve of Scout Charles Nelson to proceed with the project of constructing a temporary bridge for the Town trail system.

**SUGGESTED MOTION:**

Motion for the Town to Approve of Scout Charles Nelson to proceed with the project of constructing a temporary bridge for the Town trail system.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur

**ATTACHMENTS:**

[Eagle Scout Bridge Project](#)

**HOOKSETT CONSERVATION COMMISSION  
MEETING MINUTES**

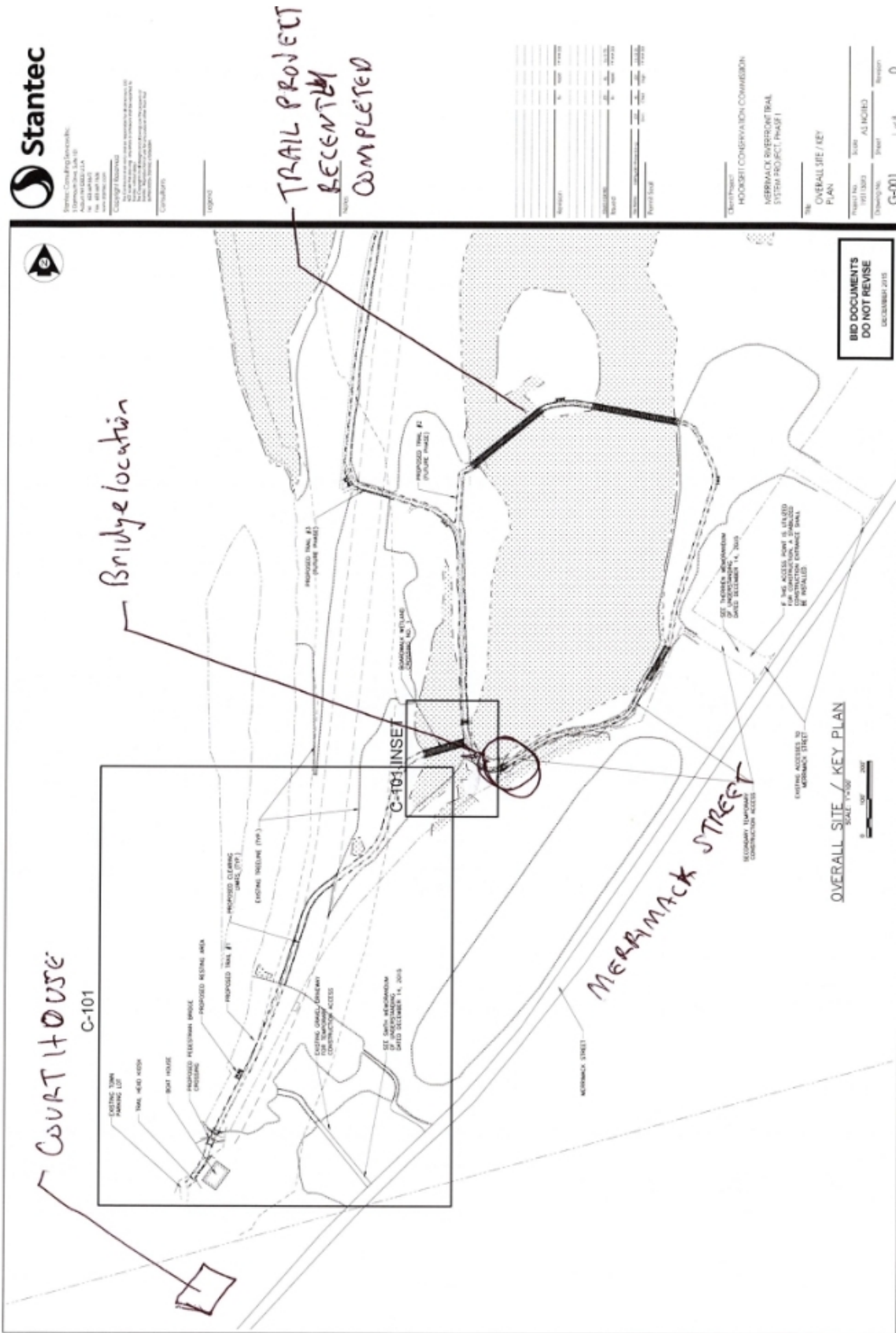
**Monday, December 9, 2019**

**Bennet Nelson, Eagle Scout**

Merrimack Riverwalk Trail Bridge

**Bennet Nelson** presented an Eagle Scout project that was discussed with him. The current "bridge" consists of a couple planks that are not safe. Cindy contacted Dr. Stein who sent the word out and Bennet decided it would be a great Eagle Scout project for him. Bennet explained that fundraising is the biggest issue. As part of the Eagle Scout project, he does have to do all the fundraising and then any remaining funds after the project gets donated. Bruce Thomas presented Bennet with a design for the bridge and Bennet hopes to begin **building in late March**. He believes it should not take longer than a couple days to build. Bruce Thomas will be supervising the project. The dimensions of the bridge are 5 foot wide by 16 foot long. There will be small railings. Bruce Thomas stated that the Town Council has standardized some projects. Bennet will be using pressure treated wood with galvanized lag bolts and nails. **This is a temporary bridge until a permanent one is constructed. However, it will be constructed to last. Dan Tatem from Stantec did e-mail the Wetlands Bureau to ask about this project but did not seem to get a straight answer so he will be going back to them.**

**Note: Bennett Nelson will be attending the February 10<sup>th</sup> meeting to obtain formal approval from the Conservation Commission for the project.**





Town Council

## STAFF REPORT



---

**To:** Town Council  
**Title:** Quarterly Financial Report for December 31, 2019  
**Meeting:** Town Council - 12 Feb 2020  
**Department:** Finance  
**Staff Contact:** Christine Soucie, Finance Director

**BACKGROUND INFORMATION:**

Overview of the Town Budget for FY 2019-20 as of December 31, 2019.

**SUGGESTED MOTION:**

Information only. No motion needed.

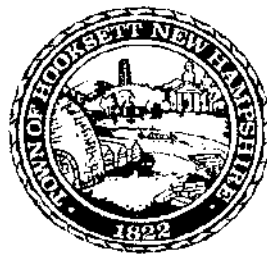
**TOWN ADMINISTRATOR'S RECOMMENDATION:**

For Town Council information only

**ATTACHMENTS:**

[Quarterly Report December 2019](#)

# **Town of Hooksett New Hampshire**



## **Quarterly Financial Report For December 31, 2019** Second Quarter of FY 2019-20

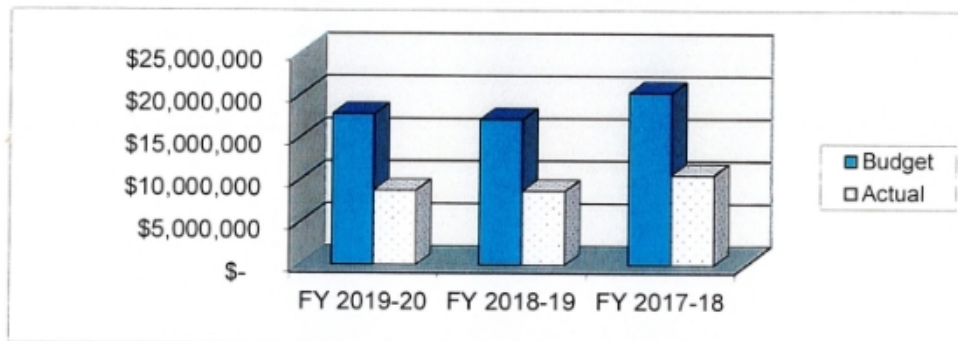
**Unaudited**

## General Fund Second Quarter Ending December 31st

The Quarterly Financial Report summarizes expenditure and revenue projections for the Town of Hooksett. This report shows a three year history of the major expenditures and revenues. Budget Summary reports are provided monthly, which report year-to-date expenditures and revenues in detail.

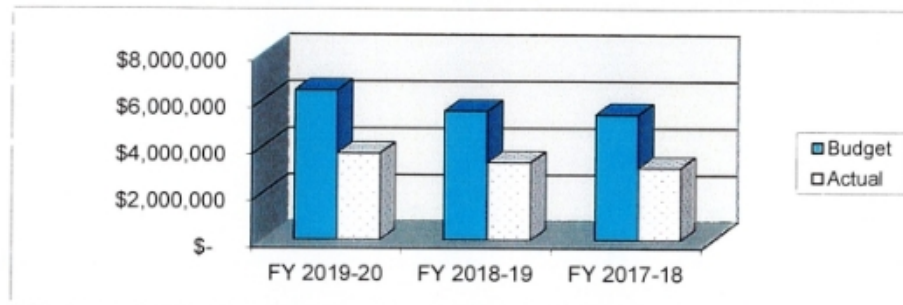
### Total Operating Budget

Year	<sup>1</sup> Budget	Actual	Remaining Budget	%
FY 2019-20	\$ 17,750,209	\$ 8,775,086	\$ 8,975,124	49%
FY 2018-19	17,147,578	8,696,897	8,450,681	51%
FY 2017-18	20,277,810	10,609,926	9,667,884	52%



### Total Revenues

Year	<sup>1</sup> Budget	Actual	Uncollected Budget	%
FY 2019-20	\$ 6,434,463	\$ 3,732,053	\$ (2,702,410)	58%
FY 2018-19	5,553,579	3,347,381	(2,206,198)	60%
FY 2017-18	5,413,752	3,122,467	(2,291,285)	58%



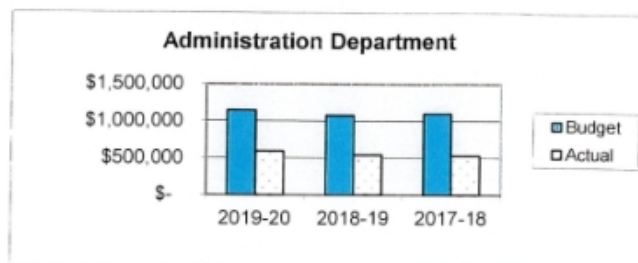
Notes: Removed the Wastewater from both the General Fund Operating Budget and Revenues.

1) Budget amounts include encumbrances, transfers, grants and donations approved by Council as of 12/31 of each year.



## Major Department Expenditure

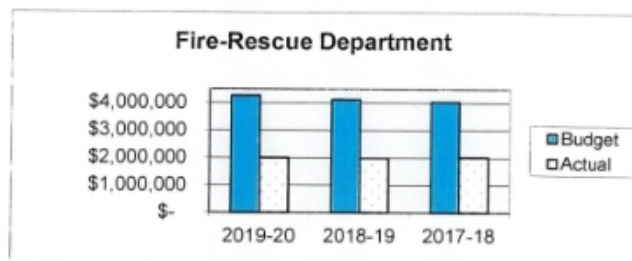
Administration Department			
Year	Budget	Actual	%
2019-20	\$ 1,146,823	\$ 590,650	52%
2018-19	1,075,943	538,326	50%
2017-18	1,100,665	530,593	48%



**Administration Department** - The budget and spending have remained relatively stable for the last three years. This department is responsible for large town wide expenditures, such as property liability insurance, workers compensation, legal service and computers. FY 2018-19 was a default budget, but does include about \$60,000 for encumbrances related to IT projects. The current FY 2019-20 budget includes \$24,046 in encumbrances primarily for IT projects for the Fire Department.

Spending is up just over \$60,000 for the year, due to staff change over and the legal line. The legal line is up \$25,000 over last years spending, but is on target for the year at 51% spent as of December 31st. This compares to last December 31st which was 30% spent and the year prior to that was 64% spent.

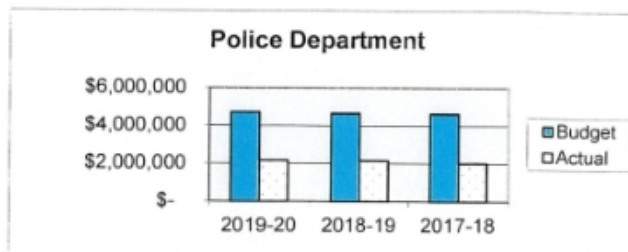
Fire-Rescue Department			
Year	Budget	Actual	%
2019-20	\$ 4,255,331	\$ 1,999,080	47%
2018-19	4,120,634	1,985,029	48%
2017-18	4,037,274	2,016,816	50%



**Fire-Rescue Department** - Over the last three fiscal years, this budget has increased about \$218,000 or 5.5%. This increase includes a 2% increase in wages and overtime, 1% decrease in health insurance costs and another 4.5% increase in general operations for such items as hydrant rentals and vehicle maintenance.

The spending has stayed at or near the December benchmark of 50% each year. Minimum staffing is being utilized to keep the department's expenses down. The department is struggling with overtime and vehicle maintenance. Normal maintenance has been performed on the fleet as well as lighting upgrades to Engine 5. Upgrades for the ladder truck have also been completed.

Police Department			
Year	Budget	Actual	%
2019-20	\$ 4,709,950	\$ 2,162,461	46%
2018-19	4,640,410	2,150,656	46%
2017-18	4,635,116	2,024,696	44%



**Police Department** - The overall increase in this Police budget for the last three fiscal years was just under \$75,000 or 1.5%. Wages increased 2.2%, health insurance decreased 1% and general operations increased just under 0.3%.

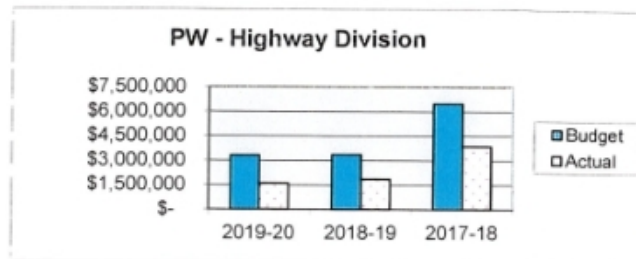
The department historically underspends its budget due to vacant positions. There have been five patrol



### Major Department Expenditures, Continued

officers, one sergeant and one dispatch position vacant this year. The length of vacancy varies. Last year at this time, there were four officers turnovers.

PW- Highway Division			
Year	Budget	Actual	%
2019-20	\$ 3,317,103	\$ 1,593,854	48%
2018-19	3,355,371	1,856,770	55%
2017-18	6,487,932	3,865,582	60%



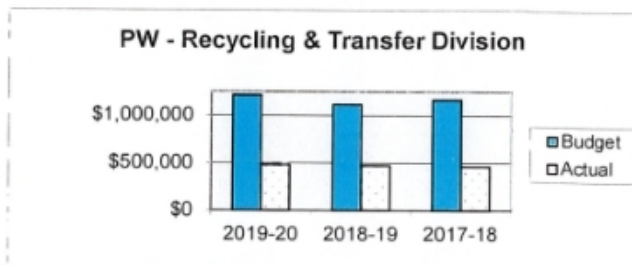
**PW - Highway Division** - This division of Public Works includes Roads, Fleet and Building Maintenance. Each year road paving is encumbered into the following year's budget. FY 2019-20 budget includes \$374,540 from the prior year. In FY 2018-19 there was \$628,015 from FY 2017-18 and in FY 2017-18 there was \$241,381 from the FY 2016-17 budget. Also, FY 2017-18 had \$3,424,776 encumbrance for the pedestrian bridge.

If you remove the encumbrances from each of the budget years, the actual budget has increased \$120,000 or 4.5% over the three years. This breaks down as follows: 7% increase for wages and overtime, 1.5% decrease in health insurance, 0.5% increase in the employer share of NH Retirement and 1.5% decrease in general operations.

Year to date actuals are 48% of the budget, which is lower than the prior two years. In 2017-18 the Town was working on the pedestrian bridge and in FY 2018-19 the Town had spent just under a million dollars on paving roads compared to the current year having spent \$611,894.

Staffing levels for the highway division has remained level for the past three years. In FY 2019-20 there have been two staff turnovers compared to four last year at this time.

PW- Recycling & Transfer Division			
Year	Budget	Actual	%
2019-20	\$ 1,213,158	\$ 480,310	40%
2018-19	1,114,714	472,448	42%
2017-18	1,165,097	463,646	40%

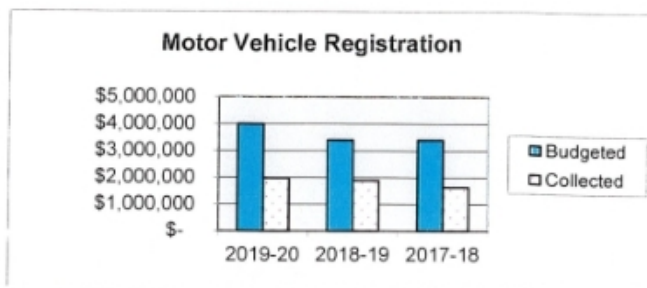


**PW - Recycling & Transfer Division** - The budget has increased \$48,000 or 4% over the past three years. Wages and overtime have decreased just over 1% due to reorganization of the Director's position. Health insurance has decreased by 4.5% due to employee plan changes and increases in premiums, and the Town share of NH Retirement has remained level. The budget for general operations has increased 2% and tipping fees have increased by \$90,000 or 7.5%.

Actual spending has remained level for the last three years. The Town continues to watch the tipping fee line closely, having spent \$223,232 on trash disposal for the year. This compares to last year at this time having spent \$214,351 and the five-year average of \$183,827.

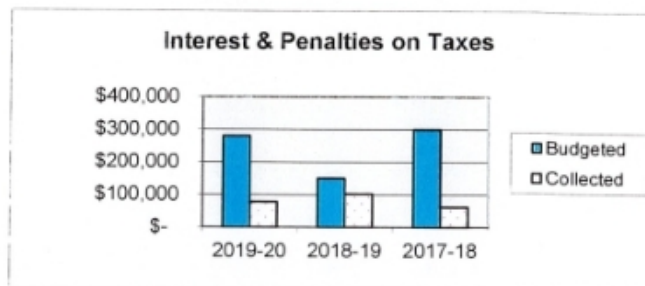
## Major Governmental Revenues

Motor Vehicle Registration			
Year	Budget	Actual	%
2019-20	\$ 4,000,000	\$ 1,974,147	49%
2018-19	3,400,000	1,882,864	55%
2017-18	3,400,000	1,638,874	48%



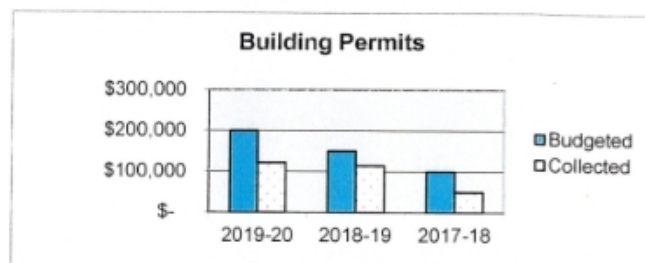
**Motor Vehicle Registration** - The top revenue source for the Town are fees collected for registering motor vehicles. The increase in the budget for the last several years is based on actual collections. June 2019 year end the Town collected \$3,873,296. Year ending June 2018 collections were at \$3,481,730 and year ending June 2017 the Town collected \$3,456,724.

Interest & Penalties on Taxes			
Year	Budget	Actual	%
2019-20	\$ 280,000	\$ 77,961	28%
2018-19	150,000	102,088	68%
2017-18	300,000	61,755	21%



**Interest & Penalties on Taxes** - This interest comes from property taxes not being paid timely and the penalties are fees to execute liens and notices. Many property owners pay off delinquent taxes in the spring to avoid the Town deeding their property. Property owners will also pay off delinquent taxes when they are selling their property. The budget has been up and down over the last three years and actual collections were as well. FY 2018-19 collections finished at \$304,891, in FY 2017-18 collections totaled \$171,175 and FY 2016-17 total collections were \$292,779. The State has lowered the interest rate percentage that tax collectors can charge for late payments.

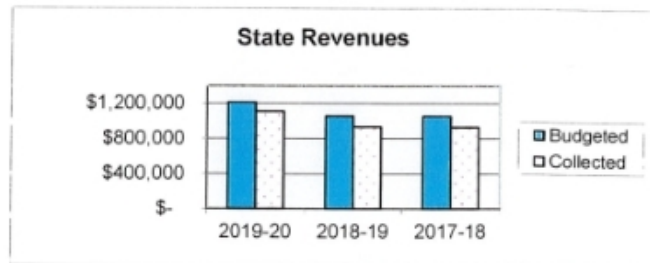
Building Permits			
Year	Budget	Actual	%
2019-20	\$ 200,000	\$ 121,249	61%
2018-19	150,000	113,733	76%
2017-18	100,000	49,474	49%



**Building Permits** - These fees are paid for residential and commercial construction. Collections have increased over the last two fiscal years, FY 2018-19 finished at \$214,159 and in FY 2017-18 the town collected \$128,062. Total building permits as of December 2019 is 630, which is 30 more than this time last year.

### Major Governmental Revenues, Continued

Year	State Revenues		%
	Budget	Actual	
2019-20	\$ 1,213,075	\$ 1,111,362	92%
2018-19	1,055,966	931,347	88%
2017-18	1,053,183	930,142	88%



**State Revenues** - The Meals and Rooms Tax and the Highway Block Grant have been steady for the last three years. The Town has not received any funding from the State Shared Revenues since FY 2009-10. In FY 2019-20 the Town did receive additional state funding in the amount of \$152,393 and will receive this same amount in FY 2020-21.

### Ambulance Service Fund

The Ambulance Service fund is reported separately from the Town's General Fund as approved by the voters at the May 2011 Town Meeting. January 2012 the Town started the special revenue fund. It is the expectation that the fees from the users of the ambulance will cover the direct cost of the Ambulance Service.

Information provide below is on a calendar year and cash basis of accounting.

#### Calls for Service

	2017	2018	2019
Elliot Hospital	578	522	636
CMC Hospital	344	368	344
Concord Hospital	99	103	113
Non-Transport	574	627	543
<b>Total Calls for Service</b>	<b>1595</b>	<b>1620</b>	<b>1636</b>

#### Billing and Collection Data

	2017	2018	2019
Gross Commitments	627,485.75	992,272.07	1,098,758.74
Contractual Allowances	(169,145.37)	(390,179.13)	(495,624.70)
Net Commitments	\$ 458,340.38	\$ 602,092.94	\$ 603,134.04
<b>Total Collected</b>	<b>\$ 432,784.85</b>	<b>\$ 414,063.24</b>	<b>\$ 499,977.27</b>
% Collected	94%	69%	83%
Total Uncollected for the period	\$ 25,555.53	\$ 188,029.70	\$ 103,156.77
% Uncollected for the period	6%	31%	17%
Total Uncollected (all years)			\$ 535,860.01

#### Expenses

	2017	2018	2019
Full-time Employees	\$ 85,832.54	\$ 112,647.90	\$ 135,477.72
Overtime	-	1,164.27	1,056.77
Health Insurance	37,530.69	40,779.72	39,199.83
Dental Insurance	915.00	1,123.78	771.14
Life & Disability Insurance	1,113.94	1,469.55	1,292.08
FICA Taxes	1,179.87	1,545.75	1,941.05
NH Retirement	25,220.11	34,046.75	41,170.55
Unemployment	694.64	901.18	1,083.83
Workers Compensation	3,849.25	4,676.53	5,513.94
Uniforms	-	16.95	191.70
Training & Dues	23,604.93	22,043.99	24,120.50
Banking Services	30.00	-	-
Professional Services	106,512.77	106,205.15	104,873.15
Equipment Maintenance	12,602.59	8,415.08	9,523.32
Vehicle Maintenance	12,431.59	37,362.64	22,038.33
Telephone	601.03	869.47	970.61
Office Supplies	578.00	-	31.98
Medical Supplies	36,120.54	27,536.79	31,370.63
Fuel	8,369.54	9,410.47	10,079.47
New Equipment	52,626.40	56,333.50	12,162.65
Vehicle & Related Equipment	258,151.00	-	304,047.30
Overpayment Refunds	1,351.91	1,000.83	1,754.36
<b>Total Expenses</b>	<b>\$ 670,316.34</b>	<b>\$ 467,550.30</b>	<b>\$ 749,231.03</b>
<b>Cash on hand as of December 31st</b>	<b>\$ 260,693.57</b>	<b>\$ 214,607.28</b>	<b>\$ (32,503.74)</b>

# Town Council

## STAFF REPORT



**To:** Town Council  
**Title:** 1822-2022 Town of Hooksett, NH 200 Year Bicentennial Celebration  
**Meeting:** Town Council - 12 Feb 2020  
**Department:** Administration  
**Staff Contact:** Donna Fitzpatrick, Administrative Services Coordinator

### BACKGROUND INFORMATION:

The Town of Hooksett, NH Administration is in the initial planning stages to carry out a celebration of the 200th anniversary of the town's 1822 incorporation. Celebration events, to take place in CY 2022, will need to be designed to build on the community's sense of pride in the town and its history. Administration is seeking the Town Council's views on 1) the creation of a Hooksett Bicentennial Committee, 2) the number of committee members, 3) who should be on this committee, and 4) the mission/directive of this committee.

### FINANCIAL IMPACT:

to be determined

### POLICY IMPLICATIONS:

to be determined

### RECOMMENDATION:

Establish a Hooksett Bicentennial Committee.

### SUGGESTED MOTION:

Establish a Hooksett Bicentennial Committee with a total of X members from \_\_\_\_\_ with the following mission/directive statement:\_\_\_\_\_.

### TOWN ADMINISTRATOR'S RECOMMENDATION:

Town Council should discuss this item and determine if establishing a committee is appropriate. If so, consideration to the size and composition of the committee should also be considered.



**Town of Hooksett  
Town Council Meeting Minutes  
Wednesday, January 22, 2020**

The Hooksett Town Council met on Wednesday, January 22, 2020 at 5:30 pm in the Hooksett Municipal Building.

**CALL TO ORDER**

Chair Sullivan called the meeting of 22 Jan 2020 to order at 5:36 pm.

**PROOF OF POSTING**

Administrative Services Coordinator Donna Fitzpatrick provided proof of posting.

**ROLL CALL**

**In Attendance:** Councilor James Sullivan, Councilor Robert Duhaime, Councilor Avery Comai, Councilor Clifford Jones, Councilor Timothy Tsantoulis, Councilor Clark Karolian, and Councilor Alex Walczyk

Councilor Durand arrived at 5:41 pm.

**Missing:** Councilor James Levesque

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

*Chair Sullivan motioned to enter non-public session at 5:38 pm. T. Tsantoulis seconded the motion.*

**Roll Call Vote #2**

**R. Duhaime** Yea

**J Durand** Not present (arrived at 5:41 pm)

**C. Jones** Yea

**J. Levesque** Not present

**A. Walczyk** Yea

**A. Comai** Yea

**C. Karolian** Yea

**T. Tsantoulis** Yea

**J. Sullivan** Yea

***Voted unanimously in favor (7-0).***

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 public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

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

*Chair Sullivan motioned to leave public session at 6:13 pm. C. Karolian seconded the motion. Voted unanimously in favor (8-0).*

*Chair Sullivan motioned to seal the minutes of the non-public session. T. Tsantoulis seconded the motion.*

**Roll Call Vote #4**

TC MINUTES 01-22-20

50 **A. Walczyk** *Yea*  
 51 **J. Levesque** *Not present*  
 52 **C. Jones** *Yea*  
 53 **R. Duhaime** *Yea*  
 54 **J. Durand** *Yea*  
 55 **C. Karolian** *Yea*  
 56 **T. Tsantoulis** *Yea*  
 57 **A. Comai** *Yea*  
 58 **J. Sullivan** *Yea*  
 59 ***Voted unanimously in favor (8-0).***

60  
 61 **PLEDGE OF ALLEGIANCE**

62 Chair Sullivan called for the Pledge of Allegiance.  
 63

64 **SCHEDULED APPOINTMENTS**

65  
 66 **Todd Rainier, Town Clerk and Marc Miville, Town Moderator - January 21, 2020 Special Election**  
 67 **Results, February 1, 2020 Deliberative Session Preparations & February 11, 2020 Federal**  
 68 **Primary Election Preparations**  
 69

70 T. Rainer: I want to thank those of you who were there yesterday to help with the election. That is a  
 71 necessary part of the process. A total of 635 ballots cast, which is not a lot, but is more than the 443  
 72 ballots cast at a special election in June of 2017. Of the ballots cast yesterday, 33 were absentees. We  
 73 registered 25 new voters. This was a hand count election; no machines were used. At the end of the  
 74 night, about 20 volunteers came in to help with the tallies. The polls closed at 7:00 pm and the  
 75 moderator announced the results at 8:20 pm. There was one challenged voter affidavit, a voter who  
 76 forgot his ID.  
 77

78 M. Miville: I credit everyone who counted ballots yesterday. Everything went smoothly, and I thank  
 79 everyone who helped. On the Republican side, Elliot Axelman won, receiving 341 votes. John Leavitt  
 80 had 115 votes and David Ross had 101. Kathleen Martins was unchallenged on the Democratic side,  
 81 receiving 66 of the 71 Democratic ballots cast. I especially want to thank Don Wiinterton, who agreed to  
 82 be my Assistant Moderator yesterday and was a tremendous help. The Deliberative Session will be on  
 83 February 1, 2020.  
 84

85 T. Rainier: We will need 'all hands on deck' for the Presidential Primary on February 11<sup>th</sup>.  
 86

87 M. Miville: Yes. We expect nearly 100% participation and the word of the day is 'patience.' Also, I had  
 88 two wooden stools at the election which I brought from home. I would like to donate them to the  
 89 Election Committee, along with a third one I have at home.  
 90

91 Chair Sullivan: Thank you. Please see the Town Administrator to have that put on the agenda for our  
 92 approval.  
 93

94 **David Boutin, Chair - Town of Hooksett Tax Increment Finance (TIF) Advisory Committee and**  
 95 **David Mercier, Underwood Engineering - TIF District Status Report (see item 15.1 for details)**  
 96

97 D. Boutin: I am here with David Mercier of Underwood Engineering and Bruce Thomas, Town Engineer.  
 98 In the audience are three other TIF Advisory Committee members: Mike Somers, David Scarpetti and  
 99 Alden Beauchemin.  
 100

101 Chair Sullivan: Mr. Michael Jache from the Hooksett Village Water Precinct is in the audience as well.  
 102 Several months ago, the Town Council appointed the members of the TIF Advisory Committee and I



103 was chosen to chair the group. I have done this for 40 years, and this is one of the hardest working  
 104 groups of people I have ever worked with. This has provided many challenges and opportunities. Our  
 105 draft report was unanimously approved by the Committee, the Hooksett Village Water Precinct, and the  
 106 Hooksett Sewer Department. The Committee also approved unanimously a list of ten recommendations  
 107 to the Town Council.

108  
 109 D. Mercier: This group started in August of 2019 and met monthly for six months. I want to thank  
 110 everyone for the collaborative effort and the productive discussions we had. Both Bruce Thomas and  
 111 Andre Garron were extremely helpful in the process. We have devised a comprehensive plan which  
 112 includes new sewer and expanded water service for the TIF district. I will outline this plan, including the  
 113 phasing, cost, and funding. Because this is a large area, we have divided it into three zones. The first  
 114 goes from the Manchester/Hooksett border up to Exit 10. The second zone runs north from there to just  
 115 beyond the self-storage facility behind Kohl's. The plan is to collect sewer from both sides of Exit 10,  
 116 bring it to a new pump station on Kimball Drive, and then pump it to connect with the Martins Ferry  
 117 pump station.

118  
 119 T. Tsantoulis: I assume you mean the Martins Ferry Sewer Plant.  
 120

121 D. Mercier: No, I did mean the Martins Ferry Pump Station. It is located near SNHU, just south of the  
 122 treatment plant. There are lots of businesses and big box stores in the area – and over 50 in the TIF  
 123 district as a whole. According to the plan, the Town will build the sewer up to Route 3 and these stores  
 124 will pay if they wish to connect. The Hooksett Sewer Department recently increased its connection fee  
 125 to \$27 per gallon. That money could be used to fund other sewer activities. The Committee members  
 126 unanimously agreed that the Exit 10 area should be connected to sewer first. Zone 3, because it is so  
 127 large, has been divided into north and south sections. The north section runs from the Tri-Town Arena  
 128 to Hackett Hill Road and the Exit 11 exchange. The south section is more residential and further from  
 129 the Route 93 exits. We have been looking at siting a pump station on the Tri-Town Arena property for a  
 130 while. The plan is for the Town to build a section of sewer and bring it to Route 3A. We expect the TIF  
 131 properties to extend the sewer to their front doors as they develop. For example, Supreme Industries  
 132 owns a large parcel and has expressed a high degree of interest in having access to sewer. However,  
 133 they are on a three to five- year track, so we will start in the Exit 10 area. I would note that it is less  
 134 expensive to install sewer lines on town roads than on DOT roads, which is why we are looking at  
 135 Route 3A. The focus of our work was very much on sewer, but it is very important that both water and  
 136 sewer are sufficient. Some water improvements are being recommended. Hooksett Village Water has a  
 137 fairly new water tank on Pinnacle Hill, but a new water main is needed to bolster flow and pressure. If  
 138 we are digging up for sewer, it makes sense to do water at the same time to take care of economies of  
 139 scale. The first two zones have Manchester Water Works.

140  
 141 C. Karolian: Thank you for the presentation. Is Manchester Water Works on board with supplying this  
 142 water that is going to be needed?  
 143

144 D. Mercier: The plan is to extend a Hooksett Village main. There is a gap in water service from the  
 145 Records Retention Center to Dunkin' Donuts – about 3,600 feet. We plan to work with Manchester  
 146 Water Works to share an interconnection with them in Zone 3 South.

147  
 148 C. Karolian: What is the source of water for Hooksett Village?  
 149

150 M. Jache: Pinnacle Pond is the source.

151  
 152 C. Karolian: Is this feasible? Will it draw on one versus another?  
 153

154 B. Thomas: Every month we have a utility coordination meeting, and we are definitely working with  
155 Manchester Water Works and Hooksett Village Water. They have reviewed the plans. I just learned this  
156 afternoon that they may want us to push the sewer to Quality Drive because of the water plant.

157  
158 C. Karolian: That would be extending their footprint as well, I would think.  
159

160 B. Thomas: We will make sure they are on board. We are working with them very closely.  
161

162 D. Mercier: Zone 3 South is less critical because there is less current development and less likelihood  
163 that there will be future development. It could be pushed off. Turning to funding and financing, we have  
164 estimated the total cost of the project to be just over \$21 million. The first project, which involves Zones  
165 1 and 2 at Exit 10, has an estimated cost of \$8.48 million. Funding already available from TIF revenue  
166 and Sewer Commission contributions totals \$10.8 million. Therefore, this project could be done without  
167 asking the voters for any contribution. Our hope and goal is that, once this first project is done, with  
168 sewer connection fees and TIF revenue, we would likely be able to afford the next project. Mr. Thomas  
169 asked us to calculate the cost to the taxpayers if the Town Council wanted all of the work done at once.  
170 The \$10.27 million gap would cost \$0.31/thousand.

171  
172 B. Thomas: We would have \$10 million if everyone hooks up to sewer. The breakdown of funding  
173 sources is in the packets of information we gave you. We will design the entire sewer system and  
174 complete the public portion; we might complete the private portion as well and be reimbursed by the  
175 users. The road map is on the shelf and ready to go.

176  
177 R. Duhaime: Thank you for the presentation. I met with the Sewer Commission yesterday and they are  
178 all behind this. The biggest thing is the impact on the voters. There are some dry lines, which have  
179 been noted. Are easements factored into the cost?

180  
181 D. Mercier: Yes, they are.  
182

183 B. Thomas: We are looking for approval of this scenario, which was unanimously approved by the TIF  
184 Advisory Committee and the Economic Development Committee. The next step will be a presentation  
185 of the design, which will probably be made at your February 26<sup>th</sup> meeting.

186  
187 R. Duhaime: Regarding splitting the cost with the businesses, since they are already taxpayers, could  
188 we make a deal for a 70/30 split?

189  
190 B. Thomas: This clarifies their participation. They know how the responsibilities are divided.  
191

192 D. Boutin: Bass Pro Shop has a big, empty area in the back, and they have hopes of getting a  
193 restaurant put in there, with buses bringing people for the day. This project presents Hooksett with a  
194 bright future, with infrastructure for quality development and enhanced fire safety.

195  
196 T. Tsantoulis: This differs a little bit from when it was first proposed, but that is okay. It is a good idea to  
197 start with Zones 1 and 2. What if one of the businesses isn't on board?

198  
199 B. Thomas: That could be a dealbreaker. We are hoping that Walmart would step up and help the  
200 others.

201  
202 D. Boutin: The cost of draining a leach field, sometimes twice a month, is more than hooking up to  
203 sewer.

204  
205 D. Mercier: It is good to have a solid plan to present. We are working out easements with each one.

206

207 T. Tsantoulis: Is there still room to have one and not all connecting?

208

209 B. Thomas: We won't know until we talk specifics.

210

211 T. Tsantoulis: I understand that it is fluid.

212

213 D. Boutin: This is a good business model. I think all of them will sign up.

214

215 C. Karolian: With the big box stores, not all of them own the property; some are leasing. Do we know  
216 which are leased and which are owned? The store may want to have sewer but the owner might not.

217

218 B. Thomas: We know via assessing who the owners are of every property. That's who we will be  
219 dealing with.

220

221 C. Karolian: Could you be in a tug of war, negotiating with multiple entities? If Store A is leasing, could  
222 that hold things up?

223

224 B. Thomas: We have started talking with them and we have from now until December. The design will  
225 take until August, so we have lots of time to iron things out. We hope we don't get held up.

226

227 A. Garron: We have hired a really good firm – Underwood Engineering. We will get some good costs  
228 before approaching the businesses. We are going to do the design and that has value. This is a good  
229 target area because there are a lot of good businesses there. And, we have the money for the first  
230 project.

231

232 C. Jones: What will the new flow do to the capacity of the sewer treatment plant?

233

234 D. Mercier: We have tables indicating the flow. For the near term, it is adequate. When we reach the  
235 point when the flow is projected to exceed capacity, an upgrade will be needed.

236

237 C. Karolian: It is great that we are having this discussion. Is there anyone who, when applying for  
238 permits, agreed or promised to put these systems in on their own to get approval? Is the sewer  
239 treatment plant going to have to be expanded in the future to accommodate additional flow?

240

241 Chair Sullivan: The TIF was established in 2003, and the first businesses went in between 2003 and  
242 2005. Those records could be checked. It would be important to get that information.

243

244 B. Thomas: Some developers put in dry sewers.

245

246 R. Duhaime: There were traffic lights and widening of roads; none of the developers promised anything  
247 about sewer.

248

249 Chair Sullivan: That is something we should be able to look up and confirm.

250

251 D. Mercier: As to the capacity of the wastewater treatment plant, a year or two ago, there was a warrant  
252 article passed in the amount of \$4.36 million which upgraded the capacity to 1.2 million gallons per day.  
253 There is a lot of available capacity because the current use is 700,000 gallons per day. If every  
254 business connected there is a potential for 600,000 gallons per day of additional usage. I expect you  
255 have a 20-year window, and the plant would need an upgrade at that point anyway.

256

257 Chair Sullivan: There is still about 525,000 gallons available.

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309

C. Karolian: We should know that. We should ask that and get answers so that the public knows and we know. Again, I am not going up or down on this. We need to get some answers so it is transparent – so the people get an idea of where this is going and what the capacity is.

T. Tsantoulis: As the capacity is used up, there is a lot of money coming in to build out which will compensate for that growth. With proper planning, this can happen without issue.

A. Comai: How flexible is the price per gallon in the future?

D. Mercier: Can it be raised? Absolutely. The price rises with inflation. The cost had not been raised for a long time when it was increased a couple of months ago to double the price. The cost to connect for a two-bedroom home is \$6,200, and with other associated costs for private contractor work, the total is about \$10,000. This is comparable to or less than the cost of a private septic system.

R. Duhaime: These sites could expand if sewer is added. This is a great way to start and a great phasing plan because it will draw those who need sewer like hotels, restaurants and gyms.

C. Karolian: I have a question from the staff report. The warrant article used the term ‘infrastructure.’ Was a legal opinion obtained from the Town Attorney? Does this fall under the term ‘infrastructure’?

B. Thomas: The warrant article, including this term, was reviewed by the Town Attorney. I don’t think he was asked about the specific word, infrastructure. We purposely put that word in to include water and sewer to establish the scope of the work.

C. Karolian: I would like to get a legal opinion from the Town Attorney to be sure this is in line with the existing warrant article. I am not trying to put a stick in the spokes, but it didn’t specify, and we would be wise and prudent to do our due diligence.

D. Fitzpatrick: This is the only meeting prior to the Deliberative Session on February 1, 2020. Do you want to add words to the motion saying you are leaving it up to the Town Attorney to confirm this?

D. Mercier: This is not a new warrant article; it was approved last year.

***J. Durand motioned to table this item, pending an answer to this question from the Town Attorney. C. Karolian seconded the motion. The motion failed (2-6).***

C. Karolian: What if we find out it wasn’t specific enough? Where does that leave us?

Chair Sullivan: I don’t know. We will figure it out then.

B. Thomas: The TIF Advisory Committee will be making a design presentation at the February 26<sup>th</sup> Town Council meeting. That would be an opportunity to make sure it is correct.

***T. Tsantoulis motioned to approve the Town moving forward with the project per the recommendations discussed that were approved by the TIF Committee at their January 8<sup>th</sup> meeting. R. Duhaime seconded the motion.***

***Roll Call Vote #5***

***T. Tsantoulis Yea***

***C. Jones Yea***

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310 **R. Duhaime** *Yea*  
 311 **A. Walczyk** *Yea*  
 312 **J. Levesque** *Not present*  
 313 **C. Karolian** *Abstained*  
 314 **J. Durand** *Abstained*  
 315 **A. Comai** *Yea*  
 316 **J. Sullivan** *Yea*  
 317 **Voted in favor (6-0). C. Karolian abstained, saying you can't vote for something you don't have**  
 318 **answers to. J. Durand abstained for the same reason.**

319

320

#### **CONSENT AGENDA**

321

**Donation from Deerhead Sportsmen's Club of \$500.00 to the Town of Hooksett for Hooksett Fire-Rescue Department per RSA 31:95-b, III (b)**

322

323

**Motion to accept a donation in the amount of \$500.00 from the Deerhead Sportsman's Club, to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-b, III (b) and return said amount to the Police Departments, 2019/2020 fiscal year budget under the new equipment line.**

324

325

**\$2,000.00 check from HealthTrust to the Town of Hooksett for 2020 town-wide wellness program(s) per RSA 31:95-b, III (b) and return said amount to the Administration line item 001-000.220.029.000**

326

327

**R. Duhaime motioned to approve the three Consent Agenda items. J. Durand seconded the motion.**

328

329

C. Karolian: Where are the checks now?

330

Police Chief Bouchard: Ours is locked in our safe, pending this approval.

331

332

D. Fitzpatrick: The Fire Chief is in the audience and just said that their check is locked in their safe as well. I placed the one for the Town of Hooksett in the vault upstairs, pending this approval.

333

334

Chair Sullivan called for a vote on the motion to approve the Consent Agenda items.

335

336

**The motion carried unanimously (8-0).**

337

338

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

339

340

A. Garron: I received a letter from the Salvation Army addressed to Town Clerk Rainier, thanking us for its help with the bell ringing campaign. Despite the short season and bad weather, \$78,419.49 was raised.

341

342

A. Garron: I attended the Budget Committee meeting last week and all items were approved.

343

344

A. Garron: The Town received an abutter notice regarding an application which will be before the Planning Board. We do look at these abutter notices. This is conservation land where no development is allowed. There is no danger with this 37-lot conservation subdivision. I have emphasized that due diligence should be done with respect to well radii.

345

346

A. Garron: The Eagle Scout whose project was the construction of a lacrosse wall donated to Petersbrook finished just under the deadline of his 18<sup>th</sup> birthday. He thanks everyone who helped.

347

348

349

366 A. Garron: I attended a Hooksett Chamber of Commerce meeting and shared information about the TIF  
367 project - working on my established goal of business retention/expansion. The Chamber has a goal of  
368 improved communication with the Town.

369

370 A. Garron: The 200<sup>th</sup> anniversary of Hooksett is not far away and it has been suggested that a  
371 committee be formed to work on that.

372

373 A. Garron: Census 2020 met with the town for a confirmation of boundaries. Planner Nick Williams  
374 verified that there are no boundary changes, something that does not happen in New Hampshire as it  
375 does in some other states.

376

377 A. Garron: For the Deliberative Session, warrant articles need to be assigned to Councilors. Should I  
378 make a statement at the Session?

379

380 Chair Sullivan: That would be a good idea, especially regarding the operating budget.

381

382 T. Tsantoulis: I have noticed Police Details at ProCon and GE where the lighting is poor. The Town  
383 could pay for a light at that intersection so that people can see the officer's hand motions. At this time of  
384 the year, it is quite dark at 5:00 pm.

385

386 Chair Sullivan: I will ask the Town Administrator to look into this and call Eversource regarding the cost.

387

388 A. Garron: We have been approached by others with requests for streetlights.

389

390 Chair Sullivan: I will also ask the Town Administrator to meet with the Scout Master regarding the Eagle  
391 Scout project process.

392

### 393 PUBLIC INPUT

394

395 Clifford Jones, 1 Bert Street: I would like to know the process for accepting or denying a new street.

396

397 A. Garron: I suggested that Councilor Jones step down to ask this question. I was incorrect in  
398 suggesting this could be agenda item. The Planning Board is dealing with this now.

399

400 Chair Sullivan: I would advise Councilor Jones to consult with the Town Administrator about how to  
401 obtain the information he is seeking.

402

### 403 BRIEF RECESS

404

Chair Sullivan called for a recess at 8:00 pm, and reconvened the meeting at 8:10 pm.

405

### 406 OLD BUSINESS

407

#### 408 Merrimack Valley Trail Riders - Cystic Fibrosis Charity Ride - Use of Town of Hooksett Chester

409

410

411 A. Garron: I was not here for the Merrimack Valley Trail Riders' original presentation. I have spoken  
412 with Mr. Fredette on the phone and he filled me in on the discussion. It's my understanding that the  
413 Town Council asked the Merrimack Valley Trail Riders to meet with the Conservation Commission,  
414 which they did on January 13<sup>th</sup>, at which time the Conservation Commission gave its approval for the  
415 event.

416

417 Charles Fredette, Bedford: I am here representing the Merrimack Valley Trail Riders, along with  
 418 President Tom Levesque, requesting the use of Hooksett's portion of Chester Turnpike for our June  
 419 13<sup>th</sup> and 14<sup>th</sup> Cystic Fibrosis Charity Ride.

420  
 421 ***R. Duhaime motioned to recommend approval of the Merrimack Valley Trail Riders – Cystic***  
 422 ***Fibrosis Charity Ride request for use of Chester Turnpike, with all stated cleanup, signage***  
 423 ***removal and repair (if necessary) being part of the approval. A. Comai seconded the motion.***  
 424

425 A. Comai: They were hammered with questions at the Conservation Committee meeting and made a  
 426 great presentation.

427  
 428 T. Tsantoulis: I strongly support this event and assume they will conduct themselves in a proper  
 429 fashion. My question is this: How do we look if we make the area not open to motorized vehicles and  
 430 then sanction an event using them? I want to be sure we are not sending the wrong message.

431  
 432 A. Garron: My response is that we can. Parades are not allowed on streets every day but are allowed  
 433 for a just cause. Allenstown has the same restriction regarding motorized vehicles, but allows special  
 434 events to proceed.

435  
 436 R. Duhaime: Remember, this is not a new event.

437  
 438 T. Levesque: We have been doing this for 40 years.

439  
 440 T. Tsantoulis: I appreciate Mr. Garron's parade analogy.

441  
 442 C. Karolian: The reason you need permission is because of the action taken last year to not allow  
 443 motorized vehicles, correct?

444  
 445 C. Fredette: Yes.

446  
 447 C. Karolian: To confirm your route, I understand you are coming from Allenstown, down Chester  
 448 Turnpike and turning left on North Road toward Bear Brook. You are going no further on a Class 5  
 449 Road?

450  
 451 Mr. Fredette: That is correct.

452  
 453 C. Jones: That is Trail 15?

454  
 455 Mr. Fredette: That is correct.

456  
 457 A. Garron: I watched the Conservation Commission meeting, and Mr. Comai is correct; many good  
 458 questions were asked. As long as the cleanup crew follows along, and Police and Fire personnel are  
 459 properly alerted, this should be fine.

460  
 461 R. Duhaime: I hope you have good weather and enjoy the ride.

462  
 463 Chair Sullivan called for a vote on the motion to approve this event.

464  
 465 ***Voted unanimously in favor (8-0).***

466  
 467  
 468  
 469 **FY 2020-21 Budget and Warrant Articles**

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C. Soucie: We first need a motion to sign the default budget.

***T. Tsantoulis motioned to sign State Form 2020 MS-DTB (FY 2020-21 Default Budget) totaling \$19,831,427.00. A. Walczyk seconded the motion.***

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

C. Soucie: Last week, the Budget Committee voted 8-2 to approve its recommended budget of \$19,937,674.00. They took away \$102,000 from the Town's proposed budget and added the Wastewater budget in the amount of \$2.29 million.

Chair Sullivan: What is the breakdown of the \$85,000 Fire Department budget reduction?

C. Soucie: \$49,000 was hydrant rentals in the budget from the prior year. The rest was the Overtime line and Vehicle Maintenance.

C. Karolian: Was the Budget Committee reduction of the Wastewater budget \$84,000?

C. Soucie: Yes, it was about \$84,000.

C. Karolian: If the petition warrant article passes...

Chair Sullivan: Hydrant rentals will be covered for one year.

C. Soucie: For the next and subsequent years, the Council can put the amount into the operating budget, have another warrant article, or do nothing. It is up to the Council.

T. Tsantoulis: I received a couple of calls on the wording of the petition warrant article. It is deceptive, especially where it says "to ensure public safety." Some people interpret that to mean that they are not safe with public hydrants. If there is a fire, the Fire Department will go to the fire and use water from the private hydrants to put out the fire, whether or not this warrant article passes.

C. Soucie: Since this is a petition warrant article, it can't be removed. You can speak to it at the Deliberative Session.

C. Karolian: If you recall, at the last meeting, the question was called to stop discussion. Here we are now with questions. One of the questions I couldn't ask because the question was called...I think it was verbatim, 'We get to speak twice and then shut up,' was mentioned by one of the councilors. We couldn't have these discussions. The warrant article is ambiguous. Where did the \$52,000 figure come from? Who will be reimbursed? I spoke with one of the water precincts and it is not a rental fee; it is a hookup to the municipal water supply. I think the only language added by the Town Attorney was the caveat about ensuring public safety, which is used a lot. I agree with Councilor Tsantoulis. Without this warrant article, the hydrants will still work and firefighting will still be done. The people have every right to put it on the ballot. The voters expect us to do our due diligence. They assume that the Budget Committee studied it and made a recommendation. I don't know how the Town Council can make a recommendation about something so vague. There are a lot of unanswered questions.

Chair Sullivan: We follow our rules of procedure. Any Councilor is allowed to move the question. We all do our homework and we know our own rationale for voting as we do.

R. Duhaime: This is why I tried to add this into the budget or present a warrant article.



522 A. Comai: I have been informed that there is possibly a typo: 'insure' should be 'ensure'.

523

524 C. Soucie: Typos we can take care of. This is a petition warrant article and it goes on the ballot as the  
525 petitioners have written it. It will be the Council's decision as to the management of the \$52,000. I  
526 worked on the numbers, and \$52,000 will cover 90% of the cost. The reason that the phrase about  
527 ensuring public safety was added is that the Town can't spend public funds for a private purpose.

528

529 C. Karolian: Who will be reimbursed?

530

531 C. Soucie: It will be done the same way we do reimbursement for trash collection. Whoever paid the bill  
532 will present a receipt. The term 'residential' is tricky because we have single families with private  
533 hydrants. We included them in our calculation of cost.

534

535 C. Karolian: Are mobile homes included?

536

537 C. Soucie: I believe so. The data we used was from the water districts.

538

539 C. Karolian: I understand that the verbiage about ensuring public safety is needed.

540

541 ***C. Karolian made a motion to reconsider the vote to recommend this petition warrant article. T.***  
542 ***Tsantoulis seconded the motion.***

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

544

545 Chair Sullivan called for a roll call vote on recommending the petition warrant article.

546

547 ***Roll Call Vote #6***

548 ***J. Durand Nay***

549 ***J. Levesque Not present***

550 ***C. Karolian Nay***

551 ***A. Comai Aye***

552 ***C. Jones Aye***

553 ***T. Tsantoulis Nay***

554 ***A. Walczyk Nay***

555 ***R. Duhaime Aye***

556 ***J. Sullivan Aye***

557 ***The motion failed (4-4).***

558

559 Chair Sullivan: A tie vote fails. The ballot will say "Not Recommended (4-4). A tie vote fails." Next year,  
560 We should consider using the word 'Recommendation.'

561

562 C. Jones: I have a question: If someone here tonight was not here for the original vote, should they not  
563 be part of the vote to reconsider?

564

565 Chair Sullivan: The procedure we have always followed is that anyone present may vote on any issue  
566 that is raised. Also, since Councilor Karolian was not on the prevailing side on the original vote at the  
567 last meeting, he should not have been allowed to offer the motion to reconsider. I will say that I offered  
568 that motion.

569

570 ***A. Walczyk motioned to recommend the Budget Committee's Operating Budget totaling***  
571 ***\$19,937,694.00. R. Duhaime seconded the motion.***

572

573 **Roll Call Vote #7**

574 **C. Jones** Aye  
 575 **C. Karolian** Aye  
 576 **J. Levesque** Not present  
 577 **R. Duhaime** Aye  
 578 **A. Walczyk** Aye  
 579 **J. Durand** Aye  
 580 **T. Tsantoulis** Aye  
 581 **A. Comai** Aye  
 582 **J. Sullivan** Nay  
 583 **Voted in favor (7-1).**

584  
 585 **NEW BUSINESS**

588 **Accept funds, not to exceed \$10,000, from the United States Marshals Service in repayment of**  
 589 **Overtime for Hooksett Officer(s) who work with the Marshals on their Violent Offender Task**  
 590 **Force and funds to be returned to the Hooksett Police Department Overtime line per RSA 31:95-**  
 591 **b, III (b).**

592  
 593 Chief Bouchard: Nick Willard of the US Marshals Service asked me about having one or more of our  
 594 officers join the Violent Offender Task Force. We have a standing Memorandum of Agreement (MOA)  
 595 with them. The officer working with them has worked only one shift so far. He was deputized as a  
 596 marshal. This is a great opportunity for Hooksett. It is not a grant; it is overtime. If the funds exceed  
 597 \$10,000, I will be back before the Council with another request.

598  
 599 C. Karolian: I understand that this is overtime outside of the regular schedule. I wish we could send  
 600 more.

601  
 602 R. Duhaime: This is a good opportunity because it gives an officer an opportunity to learn different  
 603 skills. And, it is just overtime.

604  
 605 ***T. Tsantoulis motioned to accept funds not to exceed \$10,000 from the United States Marshals***  
 606 ***Service in repayment of Overtime for Hooksett Officer(s) who work with the Marshals on their***  
 607 ***Violent Offender Task Force and fund to be returned to the Hooksett Police Department***  
 608 ***Overtime line per RSA 31: 95-b, III (b). A. Walczyk seconded the motion.***  
 609 ***Voted unanimously in favor (8-0).***

610  
 612  
 613 **Purchase of Six (6) Thermal Imaging Cameras and equipment from HSE Safety Equipment for**  
 614 **\$18,035.00 for the Fire-Rescue Department using donated funding.**

615  
 616 Chair Sullivan: There is an article in today's Union Leader regarding the garage fire on Farmer Road in  
 617 Hooksett. Perhaps the equipment being discussed tonight could have been used, or was used, at this  
 618 fire.

619  
 620 Chief Burkush: I have been working on this situation for over a year. In 2002, when Exit 10 was being  
 621 developed, we received a \$15,000 donation for engineering work on a new fire station. The fire station  
 622 was never built. The funds are sitting in an account and the auditors want the funds used. Last year Dr.  
 623 Shankle asked me to resolve this issue. In November of 2018, the Town Attorney wrote a letter  
 624 addressed to the last known residence of the developer who made the donation. There has been no  
 625 response. We also contacted the Secretary of State's office and learned that the company had been  
 626 dissolved.

628 J. Durand: Since the fund now totals \$17,480, can I assume it has been in an interest-bearing account?

629

630 Chief Burkush: Yes, it has.

631

632 C. Karolian: Has the money been in a Fire Department donation line or the General Fund?

633

634 Chief Burkush: It has been in a Fire Department donation line.

635

636 C. Karolian: Has it been earning interest, since the amount is now \$17,480?

637

638 Chief Burkush: Yes, it has been earning interest.

639

640 C. Karolian: Can I assume that you are asking for additional money, as the cost of the FLIRs is more  
641 than the amount in the donation fund now?

642

643 Chief Burkush: Yes, that is true.

644

645 C. Karolian: Can it go into the General Fund?

646

647 R. Duhaime: This money is not from impact fees. When the Planning Board was approving  
648 developments, they designated amounts to go to various departments from developers. This  
649 development never proceeded.

650

651 Chief Burkush: The Town Attorney did not list the General Fund as a possible use of the fund. That is a  
652 question for him.

653

654 C. Soucie: We would have to ask the Town Attorney about using the donation to offset operating costs,  
655 whether overall or specifically for the Fire Department.

656

657 **C. Karolian motioned to table this item, pending a legal opinion from the Town Attorney. T.**

658 **Tsantoulis seconded the motion.**

659 **The motion failed (4-4).**

660

661 A. Comai: Do you already have any of these thermal imaging cameras?

662

663 Assistant Chief Colburn: We have three. Two were purchased in 2004 and a third in 2006/2007. We  
664 could have seven firefighters at a scene. My goal is to outfit every working member.

665

666 Chief Burkush: I have thought about your question, Councilor Karolian. We asked the Town Attorney for  
667 all possible uses. He didn't suggest the operating budget or the General Fund. We don't typically use  
668 donations for the operating budget. We did not and would not discuss that.

669

670 C. Karolian: I am paraphrasing from the the last paragraph of the letter from the Town Attorney. The  
671 developer placed no restrictions on the use of the funds and no formal agreement about the use of the  
672 funds was made. The Fire Department's suggested use of the funds for projects associated with the  
673 Fire Department near Exit 10 meets the purpose of the original donation, which was to provide services  
674 to the area. The Fire Department should be permitted to us the funds for those project (which also  
675 includes equipment purchases) that benefit the Exit 10 area.

676

677 Chief Burkush: The cameras will benefit the Exit 10 area with its big box stores and the rest of the town  
678 as well.

679

680 C. Karolian: I am not questioning your judgement or decisions. In your opinion, is this the best use of  
681 these funds?

682  
683 Chief Burkush: Yes.

684  
685 C. Karolian: You have come before us numerous times for equipment purchases. If at the next meeting  
686 or in one month, you come asking for more equipment, we could say that you could be using these  
687 donated funds.

688  
689 Chief Burkush: My goal is the safety of the citizens of Hooksett and my firefighters. At the recent garage  
690 fire, no one was hurt. We have new turnout gear, new breathing apparatus and new radios. I have no  
691 better way to illustrate my point.

692  
693 A. Garron: The intent was to use this donation for a capital expense of some sort. This tool is versatile;  
694 it could be used by the Police Department in addition to the Fire Department. If it had been an impact  
695 fee, it would have had to be given back.

696  
697 **A. Walczyk motioned to extend the meeting. J. Durand seconded the motion.**  
698 **Voted in favor (5-3).**

699  
700 A. Walczyk: Is it correct that you have three cameras and are proposing to purchase three more?

701  
702 Assistant Chief Colburn said that they have three and want to purchase six more. Four of the new ones  
703 will be personal thermal cameras. They do not have all of the features.

704  
705 A. Walczyk: At the end of their lives, can I assume we would be taking equipment away from you if we  
706 didn't replace them?

707  
708 Assistant Chief Colburn: Yes. We plan to continue using them.

709  
710 T. Tsantoulis: It is easy to say that there is no cost, but at some point in time, perhaps soon, we might  
711 be looking at fire service expansion on Route 3A. The money could be used for what it was earmarked  
712 for. I'm okay with sometimes not spending.

713  
714 C. Karolian: If this money stays in the fund, it will grow. What are the auditors saying?

715  
716 A. Garron: The Finance Department has been holding this money for 18 years. They want us to use it  
717 or get rid of it.

718  
719 **R. Duhaime motioned to authorize the purchase of six (6) Thermal Imaging Cameras and**  
720 **equipment from HSE Safety Equipment for \$18,035.00 for the Fire-Rescue Department using**  
721 **donated funds. A. Comai seconded the motion.**

722  
723 **Roll Call Vote #8**

724 **J. Levesque Not present**

725 **R. Duhaime Yea**

726 **T. Tsantoulis Yea**

727 **A. Walczyk Nay**

728 **J. Durand Aye**

729 **C. Jones Aye**

730 **A. Comai Aye**

731 **C. Karolian** *Nay*  
 732 **J. Sullivan** *Aye*  
 733 **Voted in favor (6-2).**  
 734

735 **Cash Receipt Policy and Delegation of Deposit Authority Updates**  
 736

737 ***R. Duhaime motioned to amend the Cash Receipt Policy and sign the Delegation of Deposit***  
 738 ***Authority for Carolina B. Andersen, Town Treasurer and to include both documents in the***  
 739 ***Administrative Code. A. Walczyk seconded the motion.***  
 740

741 C. Soucie: One major change allows the Town to accept electronic payments under RSA 80:52-c.  
 742 Another major change is that departments must be deposited to the finance office weekly or daily  
 743 whenever such funds are \$500.00 or more. The current practice is \$1,500.00, which does not follow the  
 744 current RSAs.  
 745

746 Chair Sullivan called for a vote on the motion.  
 747

748 ***Voted unanimously in favor (7-0). C. Karolian was out of the Chambers for the vote.)***  
 749

750 **APPROVAL OF MINUTES**  
 751

752 **Public: 01/08/2020**  
 753

754 ***Chair Sullivan motioned to approve the minutes of the January 08, 2020 meeting. C. Jones***  
 755 ***seconded the motion.***  
 756

757 ***Voted unanimously in favor (7-0). C. Karolian was out of the Chambers for the vote.)***  
 758

759 **Non-Public: 01/08/2020**  
 760

761 ***R. Duhaime motioned to approve the minutes of the January 08, 2020 non-public session. A.***  
 762 ***Walczyk seconded the motion.***  
 763

764 ***Voted unanimously in favor (7-0). C. Karolian was out of the Chambers for the vote.)***  
 765

766 **SUB-COMMITTEE REPORTS**  
 767

768 J. Durand: We cleaned up a lot of issues at the Assessing Committee meeting. We are all caught up for  
 769 now.  
 770

771 T. Tsantoulis: Thanks to the help of Bonnie Smith, we have located the individual who was chosen for  
 772 the Hooksett Youth Achiever Award.  
 773

774 D. Fitzpatrick: I have an update. At the February 26<sup>th</sup> meeting, the mother will be here and will  
 775 FaceTime with the recipient.  
 776

777 A. Walczyk: The Parks & Recreation Committee has been having conversations regarding notification  
 778 of abutters around the Lambert Park area about the proposed pavilion. Anyone interested in learning  
 779 more should attend the Deliberative Session on February 1st  
 780

781 Chair Sullivan: The Economic Development Committee met and approved the TIF report which the  
 782 Council approved this evening.  
 783

784 R. Duhaime: The Sewer Commission met and approved the TIF report which the Council approved this  
785 evening.

786

787 **ADJOURNMENT**

788 ***R. Duhaime motioned to adjourn at 9:48 pm. T. Tsantoulis seconded the motion.***

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

790

791 Respectfully submitted,

792

793

794 Recording Clerk

795 Kathleen Donnelly

796

797

798 **Please see subsequent meeting minutes for any amendments to these minutes.**

799

800

801

**TOWN COUNCIL MINUTES**  
**Special Public Meeting**  
**Saturday,**  
**February 1, 2020 12:10pm**

**CALL TO ORDER:**

Chair Sullivan called the Special Meeting to order at 12:10pm.

**PROOF OF POSTING**

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

**ROLL CALL ATTENDANCE:**

Chair James Sullivan, Councilor Robert Duhaime, Councilor James Levesque, Councilor Clifford Jones, Councilor Timothy Tsantoulis, Councilor Clark Karolian, Councilor Alex Walczyk, Councilor John Durand and Town Administrator André Garron.  
 Missed: Councilor Avery Comai.

**PLEDGE OF ALLEGIANCE**

Chair Sullivan recognized the pledge of allegiance was completed at the deliberative session earlier the same day of this meeting.

**OLD BUSINESS**

Warrant amendment(s) from the 2/1/2020 deliberative session – recommendations by Town Council

**Article 5 – Operating Budget**

*T. Tsantoulis motioned to recommend Article 5 on the ballot as amended for an operating budget of \$19,938,594.00. Seconded by A. Walczyk.*

**Roll Call #2**

**R. Duhaime – yes**

**J. Durand – yes**

**C. Jones – yes**

**J. Levesque – yes**

**A. Walczyk – yes**

**A. Comai – not present**

**C. Karolian – no**

**T. Tsantoulis - yes**

**J. Sullivan – yes**

***Vote 7 in favor, 1 opposed (Councilor Karolian) = (7-1).***

**Town Council  
Special Meeting  
Minutes 02/01/2020  
Page 2**

**Article 25 – Reimburse for Private Residential Water Hydrants**

***J. Levesque motioned to reconsider the Town Council vote of Article 25 to reimburse for private residential water hydrants. Seconded by R. Duhaime.***

**Roll Call #3**

**A.Comai – not present**

**C. Jones – yes**

**A. Walczyk – yes**

**J. Durand – yes**

**R. Duhaime – yes**

**T. Tsantoulis – yes**

**J. Levesque – yes**

**C. Karolian - no**

**J. Sullivan – yes**

***Vote 7 in favor, 1 opposed (Councilor Karolian) = (7-1).***

***R. Duhaime motioned to recommend Article 25 on the ballot as amended “To see if the Town will vote to raise and appropriate \$52,000.00 to reimburse for private residential water hydrants.” Seconded by J. Levesque.***

**Roll Call #4**

**A. Walczyk - no**

**J. Levesque – yes**

**C. Jones – no**

**R. Duhaime – yes**

**J. Durand – no**

**C. Karolian – no**

**T. Tsantoulis – yes**

**A. Comai – not present**

**J. Sullivan – yes**

***Vote 4 in favor, 4 opposed (Councilors Walczyk, Jones, Durand & Karolian) = (4-4) – motion tied = not recommended.***

**OTHER**

**None.**

***J. Sullivan motioned to adjourn the special meeting of 02/01/2020 at 12:14pm.  
Seconded by C. Jones.  
Vote unanimously in favor (8-0).***

Respectfully submitted by,

Donna Fitzpatrick  
Recording Clerk

**Please see subsequent meeting minutes for any amendments to these minutes.**