



# **AGENDA**

## **Town of Hooksett Town Council**

### **Wednesday, February 26, 2020 at 6:00 PM**

A meeting of the Town Council will be held Wednesday, February 26, 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 Youth Achiever of the Month
  - 7.2. Hooksett Municipal Employee - New Hire
8. **SCHEDULED APPOINTMENTS**
  - 8.1. Todd Rainier, Town Clerk and Marc Miville, Town Moderator - February 11, 2020 Federal Primary Election Results & March 10, 2020 Town/School/Special General Election Preparations
  - 8.2. Nicholas Williams, Town Planner and David Scarpetti, EDAC Chair: RSA 72:80-83 Commercial and Industrial Construction Exemption (See Item 15.1 for details)  
Staff Report - SR-20-025 - Pdf 3 - 5
  - 8.3. Appointment with Carrie Hyde, Chairwoman of the Hooksett Old Home Day Committee 7  
Staff Report - SR-20-028 - Pdf
9. **CONSENT AGENDA**
  - 9.1. Motion to accept reimbursement not to exceed \$3,150.00 from the State of New Hampshire, Department of Safety, to the Town of Hooksett for the Hooksett Police Department per RSA 31:91-b: III(b) and return said funds to the police departments budget. 9 - 15  
Staff Report - SR-20-022 - Pdf
10. **TOWN ADMINISTRATOR'S REPORT**
11. **PUBLIC INPUT - 15 MINUTES**
12. **NOMINATIONS AND APPOINTMENTS**
13. **BRIEF RECESS**
14. **OLD BUSINESS**

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

**15. NEW BUSINESS**

- 15.1. RSA 72:80-83 Commercial and Industrial Construction Exemption 17 - 19  
Staff Report - SR-20-026 - Pdf
- 15.2. Town of Hooksett Town-wide Property Equalization Ratio 21  
Staff Report - SR-20-027 - Pdf
- 15.3. Approval to utilize Police Impact Fees for the purchase and installation of 6 23 - 35  
Patrol PC Mobile Data Terminals (MDT's) 31-35 are  
Staff Report - SR-20-023 - Pdf duplicates  
Patrol PC
- 15.4. Solid Waste/Recycling & Transfer Ordinance 00-31 Amendment 37 - 85  
Staff Report - SR-20-024 - Pdf 63-85 are  
R&T Policy Original duplicates  
Solid Waste Ordinance 00-31 Original  
R&T Ordinance 00-31 w edits

**16. APPROVAL OF MINUTES**

- 16.1. Public: 02/12/2020 87 - 99  
TC Minutes 02122020

**17. SUB-COMMITTEE REPORTS**

**18. PUBLIC INPUT**

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

**20. ADJOURNMENT**

**PUBLIC INPUT**

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

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

# Town Council STAFF REPORT



**To:** Town Council  
**Title:** Nicholas Williams, Town Planner and David Scarpetti, EDAC Chair: RSA 72:80-83 Commercial and Industrial Construction Exemption  
**Meeting:** Town Council - 26 Feb 2020  
**Department:** Community Development  
**Staff Contact:** Leann Fuller, Community Development Clerk

## BACKGROUND INFORMATION:

Currently, the State of New Hampshire allows municipalities to enact four (4) main statutory economic development tools at the local government level. Under the SB2 form of local government, the local governing body (Town Council) is responsible for adopting these economic development incentives. The Town of Hooksett has previously adopted three (3) of the four (4). These are listed below along with a brief explanation of each:

### 1) RSA 162 – N: Economic Revitalization Zones

This offers short-term business tax credit for development projects which make capital improvements to existing properties, or which create at least one full time job. Targeted areas must be blighted areas; i.e. brownfield sites, underutilized structures, deteriorated or vacant structures, etc... and must be identified by the municipality as an Economic Revitalization Zones. Applicants may receive a business tax credit of up to \$240,000 - \$40,000 annually over the course of six (6) years if all criteria are met. Currently, the Town has established six (6) of these zones, and since the Economic Development Advisory Committee and Community Development have aggressively begun advertising this incentive in 2018, there have been at least seven (7) successful applicants.

### 2) RSA 79-E: Community Revitalization Tax Relief Incentive

This offers property tax relief for substantial rehabilitation of qualifying structures – usually designated by a municipality as being a downtown area or other central area of historic importance – by providing a 5-year exemption on increased property values as a result of a rehabilitation or renovation project. The goal is to incentivize the adaptive reuse of the existing building stock, revitalize blighted downtown areas, and preserve historic structures. Currently, the Town has a designated zone – the Village – in which properties are eligible for this exemption, however the incentive has not been utilized to its full potential.

### 3) RSA 162-K: Tax Increment Finance Districts

This provides a funding mechanism for new infrastructure by capturing property tax increases over and above current property taxes once the infrastructure has incentivized further development within a specified area. The 3A TIF and associated sewer/water infrastructure is currently the Town's most substantial economic development initiative.

The Town has not enacted the fourth available incentive, which is explained below.

**RSA 72:80-83 – Commercial and Industrial Construction Exemption**

This incentives new construction in commercial zones, industrial zones, or both. Under advisement of the Economic Development Advisory Committee, the Town Council may specify certain parcels of land to which this exemption applies. The exemption includes up to 50% of the increased municipal property tax as a result of new construction, or renovations/additions/improvements to existing structures. The exemption may not exceed a period of 10 years from the date the application is granted. The goal is to attract construction and generate jobs in commercial and/or industrial sectors at short term reductions in property tax revenues, while potentially benefiting from new construction

**FINANCIAL IMPACT:**

On approved applications, the proposed action will result in short-term reductions in property tax revenue for the Town. Net gains/increases in property tax revenue are expected to occur beyond the set time limitation of the exemption, which the Town Council will specify upon adoption. Specific financial impact figures will be dependent largely on how much property is designated as eligible, if these properties are able to successfully attract future development, and other variables specific to each proposed construction project.

**POLICY IMPLICATIONS:**

The proposed action, if adopted, is required by state statute to remain in effect for a period of five (5) years. Once adopted, the specific exemption percentage and time limitations must uniformly be granted to all applicants/proposed projects which meet the criteria.

**RECOMMENDATION:**

The proposed action is supported by the Economic Development Advisory Committee, but a recommendation to adopt is not advised at this time. The specifics of adoption need to be vetted through EDAC and the Planning Board, as adoption has various implications for land use. Items to consider include:

- Which properties/zones will benefit from adoption? Is it practical to apply this incentive to commercial and industrial zones across the board, or are there certain parcels which should be targeted? Are there parcels that should be excluded?
- It is not recommended that parcels which are part of the current 3A TIF be included in the proposed action because it is counterproductive to the purpose of the TIF.
- Are there vacant, readily developable parcels which may be targeted?

**SUGGESTED MOTION:**

Motion to request a formal proposal from the Economic Development Advisory Board, after consultation with the Planning Board, which includes the following information:

- 1) Recommended zones/parcels to be targeted in the motion
- 2) Recommended percentage of tax relief for approved projects
- 3) Recommended time limitation of tax relief for approved projects

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur





Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Appointment with Carrie Hyde, Chairwoman of the Hooksett Old Home Day Committee  
**Meeting:** Town Council - 26 Feb 2020  
**Department:** Administration  
**Staff Contact:** Nick Germain, Project Coordinator

**BACKGROUND INFORMATION:**

On February 17th, Ms. Carrie Hyde requested that Old Home Day be added to the February 26th Agenda. Carrie currently stands as the Chairwoman of the Old Home Day Committee and takes a major role in organizing the event's festivities.

At Council's last meeting with the Committee on September 25th, 2019, there was a vote to give an additional \$3000 towards covering event overages that occurred.

**FINANCIAL IMPACT:**

Unknown

**POLICY IMPLICATIONS:**

Unknown

**RECOMMENDATION:**

Hear any of the Old Home Day Committee members present speak.

**SUGGESTED MOTION:**

n/a





Town Council  
**STAFF REPORT**



**To:** Town Council  
**Title:** Motion to accept reimbursement not to exceed \$3,150.00 from the State of New Hampshire, Department of Safety, to the Town of Hooksett for the Hooksett Police Department per RSA 31:91-b: III(b) and return said funds to the police departments budget.  
**Meeting:** Town Council - 26 Feb 2020  
**Department:** Police Department  
**Staff Contact:** Jake Robie, Captain

**BACKGROUND INFORMATION:**

"The State of New Hampshire received funding under the federal 2019 Homeland Security Grant. As part of this investment in public safety we are pursuing the goal of enhancing the ability of public safety agencies to further build interoperable communications capabilities." The Hooksett Police Department successfully completed the proper paperwork for the radio reprogramming grant reimbursement initiative. Our radio maintenance vendor Ossipee Mountain Electronics will complete the reprogramming of the approved radios (see attached list of approved radios). The Hooksett Police Department will be responsible to pay for the services and then we will submit for reimbursement once the reprogramming is complete. The reimbursement paperwork is on a first come, first served basis with a submission deadline of July 1, 2022. We have 63 approved radios and the total estimated cost for the reprogramming is \$3,150.00.

**FINANCIAL IMPACT:**

We will have to pay for the services upfront before submit for reimbursement.

**POLICY IMPLICATIONS:**

None

**SUGGESTED MOTION:**

Motion to accept reimbursement not to exceed \$3,150.00 from the State of New Hampshire, Department of Safety, to the Town of Hooksett for the Hooksett Police Department per RSA 31:91-b: III(b) and return said funds to the police departments budget.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur

**ATTACHMENTS:**

20200205082537053

# State of New Hampshire

ROBERT L. QUINN  
COMMISSIONER OF SAFETY



RICHARD C. BAILEY, JR.  
PERRY E. PLUMMER,  
ASSISTANT COMMISSIONERS

## DEPARTMENT OF SAFETY

James H. Hayes Safety Building, 33 Hazen Drive, Concord, NH 03305

Tel: (603) 223-3889

Speech/Hearing Impaired:

TDD Access Relay NH 1-800-735-2864

December 30, 2019

Rick Belanger  
Hooksett Police Dept  
15 Legends Dr  
Hooksett, NH 03106

Dear Rick Belanger,

We are pleased to inform you, on behalf of the Commissioner of Safety, that you have successfully completed the survey and MOA process for the radio reprogramming grant reimbursement initiative! The State of New Hampshire received funding under the federal 2019 Homeland Security Grant. As part of this investment in public safety we are pursuing the goal of enhancing the ability of public safety agencies to further build interoperable communications capabilities.

- Each primary discipline (Fire, EMS, and Police Department) of each New Hampshire municipality as well as each Sheriff's Office and each of the Fire Mutual Aid Districts can have one template ("one code" plug) in channels 1-48\*\*. Recipients of the approval must supply a list of up to 48 licensed\* local frequencies to the vendor/reprogrammer of their choice in advance. In-house reprogramming or programming that is currently part of a maintenance contract will not be reimbursed under this grant to avoid the supplanting\* of locally funded activities with Federal funds. \*The Definition of Supplanting on the Grants101 page, the US DOJ Office Justice Programs offers this definition of supplanting: "A state or unit of local government reduces state or local funds for an activity specifically because federal funds are available (or expected to be available) to fund that same activity. When supplanting is not permitted, federal funds must be used to **supplement** existing state or local funds for program activities and may not replace state or local funds that have been appropriated or allocated for the same purpose. Additionally, federal funding may not replace state or local funding that is required by law."
- Per the program objectives: One template ("code-plug") per discipline will be included with this project\*\*. Additional locally-directed customization beyond this will be at the **cost of the local agency** ( see price list on page 2 resulting from RFI released by NH Dept. of Safety – DESC)

\*\*if additional templates (code plugs) are needed to be created due to manufacturer or mode variations, please contact GMU in writing at [Homelandgrants@cos.nh.gov](mailto:Homelandgrants@cos.nh.gov) PRIOR to undertaking reprogramming and describe this need with your vendor/reprogrammer and provide back-up for CONSIDERATION of this additional cost

- The radio must be in working condition as of the survey date, P-25 compliant and digital/ analog capable. This grant is for reprogramming, and it is not for repairing, modifying, or replacing your existing radios.

- Reimbursement will be on a first come, first served basis. If allocated funds are spent on reimbursements prior to program termination (grant end noted herein), you may NOT receive reimbursement. Thus it is recommended that you proceed with time horizon in mind.
- As noted in your initial MOA & survey that you signed to participate in this program the frequency matrix approved by the NH SIEC (for info. on the statewide SIEC see <https://www.nh.gov/firstnet/interoperability/index.htm>) MUST be programmed and maintained by your agency to be reimbursed by this program and be potentially eligible for future grants. Now that the matrix has been adopted by the SIEC Radio Frequency Working Group, requests for the frequency matrix must be directed to Chief Jon Goldman, Chairman of the SIEC Radio Frequency Working Group. He can be contacted by email at [jgoldman@rmfa.org](mailto:jgoldman@rmfa.org), or by phone at 603-528-9111. Your service shop/programmers should have access to the SIEC approved matrix at this time.

**Information for the reprogramming of the radios:**

- Your approved list of radio equipment is attached. This list of eligible radios will need to be signed off by your programming vendor when the reprogramming is completed. If you have acquired additional inventory since the initial survey– you MUST notify the Grants Management Unit within 10 days of the date of this letter to insure that these radios can be addressed under this program ([Homelandgrants@dos.nh.gov](mailto:Homelandgrants@dos.nh.gov) or at 271-7663). Inventory changes MUST be communicated and approved in writing, prior to reprogramming.
- As previously stated, if additional templates (code plugs) are needed to be created due to manufacturer or model variations, please contact GMU in writing at: [Homelandgrants@dos.nh.gov](mailto:Homelandgrants@dos.nh.gov) PRIOR to undertaking reprogramming and describe this need with your vendor/reprogrammer and provide back-up for CONSIDERATION of this additional cost. Final approval must be received in writing and this is going to be funded on a first come, first served basis.

NH Department of Safety-Division of Emergency Communications – Office of Interoperability released a request for information (RFI) in May 2019 to frame the potential eligible costs for reprogramming that will be reimbursed. The following outlines costs that will be reimbursed:

**Reimbursements will be as follows**

Item	Description	Price
1	<b>Subscriber Programming -- Includes:</b> <ul style="list-style-type: none"> <li>• Code Plug Development: Channels 1-256 (Ch. 1-48 + State Template + Interoperability Zone H)</li> <li>• Coordinate Service Appointment with Department and verify approved radio listing.</li> <li>• Program Department Radios w/updated code plug at programmer/shop facility. Provide Invoicing for programming performed including a detailed serial number listing of units programmed.</li> </ul>	\$50.00/radio

2	<b>Additional Channels</b> Channel programming above 1-48/State Template/ Interoperability Zone H (256 channels – must indicate reason why, in writing, with reimbursement request that these additional channels are needed to be reimbursed per unit. This request may be denied above 256 if deemed not necessary and directly related to NH SIEC goals to interoperable Statewide communications)	Not to exceed \$1.00/channel (per radio).
3	<b><u>At the COST of the local Department – Not part of a grant reimbursement</u></b> <b>Extra Programming Features:</b> Custom Display Configurations Add/Change/Update MDC ID's Adding Encryption Voice/Channel announcement Code Plug 'Scrub' (research/update frequency list) <b>Additional Templates/Code Plugs</b> Custom Profiles Administrative Code Plugs, etc.	Up to \$85.00/hour or the standard rate that your local provider charges if lower
4	<b><u>At the COST of the local Department – Not part of a grant reimbursement</u></b> <b>Service Call Charge:</b> Travel to Customer's location for programming services	From \$50-\$350 based on Customer location or the rate that your local provider charges if lower
5	<b><u>At the COST of the local Department – Not part of a grant reimbursement</u></b> <b>Repair Service</b> Provide repair services to radios determined to be not operating within Manufacturer's Specifications per approval by Department	Up to \$85.00/hour + parts or the rate that your local provider charges if lower

- A) Departments can have one code plug for channels 1-48. Departments must supply a list of 1-48 licensed frequencies to the service shop/provider of choice prior to programming appointments. Channels above 48 (not including the State Template and Interop Zone H) will be additional (see Item 2). \*\*if additional templates/code plugs are needed to be created due to manufacturer or model variations, please contact GMU in writing at [Homelandgrants@dos.nh.gov](mailto:Homelandgrants@dos.nh.gov) PRIOR to undertaking reprogramming and describe this need with your vendor/reprogrammer and provide back-up for CONSIDERATION of this additional cost.
- B) Any specialized programming (encryption, accessories modifications, specialty signaling, etc.) will be the responsibility of your agency. (see: **Item 3, 4, 5 not grant reimbursable**).
- C) Only the radios identified on your survey sheet(s) (see attached) will be eligible for reprogramming at this time. Radios must be in working condition, must be P-25 compliant,

and must be digital capable. This grant is for **reprogramming only**. It is not for repairing existing radios.

D) **REMEMBER:** you must be licensed and/or have permission to use a frequency! License fees and changes are not grant reimbursable. \*\*\*

Process for the Implementation:

☒ **YOU** must have the attached reimbursement request/verification sheet **and** the enclosed serial number list signed off by your vendor and submitted to GMU, along with copies of invoices and cancelled checks.

☒ The **SHOP** will verify the serial numbers of all radios they reprogrammed. **YOU must** keep a copy of those serial numbers for auditing purposes. Please note: **YOU (your authorized official to handle this programming portion of the transaction) and the Vendor** must both sign off on these serial numbers as having been reprogrammed. This list (with signatures) must be provided to GMU as part of your reimbursement request package.

☒ In order to qualify for funding reimbursement, **all** users of these radios must complete an online communications training and **certification of completion must be submitted with reimbursement requests.**

-The link to where the existing NH DOS Fire Standards and Training and EMS Division's Radio course is located in the FS&T/EMS on line training portal system. It is called, "Fire Service Communications.

<https://ola.nhfa-ems.com/course/index.php?categoryid=14>

-The link to where the NH Police Standards and Training Department's Radio course titled "Interoperability for Law Enforcement "is located is at:

<http://inservice.pstc.nh.gov/Training/login/index.php>

☒ This grant funding is available until August of 2022. Funding is available on a first come first served basis as outlined in this letter. **All reimbursement requests with all required documentation must be submitted to NH Department of Safety, Att: Grants Management Unit, 33 Hazen Drive, Concord, NH 03305 by July 1, 2022 for payment processing timeliness.**

\*\*\*Local Agency is/are legally responsible to insure the licensed frequencies are accurate and up-to-date based on FCC requirements

Sincerely,

Pamela Urban-Morin

Pamela Urban-Morin  
Grant Administrator

*Attachment: Survey summary of approved radios to be reprogrammed (see pages 2-4 for instructions)*

S:\Commissioner\Grants\Shared\Homeland 2019\Radio Local Programming\Award Letter for reprogramming of radios.doc12/27/2019



DEPARTMENT OF SAFETY  
Radio Reprogramming Grant Fund Reimbursement Request

MUNICIPALITY/ENTITY: Hooksett Police Dept Total Amount Requested: \_\_\_\_\_

**Vendor Certification:**

I certify that all radios on the attached approved survey have been reprogrammed according to the most current matrix obtained on \_\_\_\_\_ (insert date). I understand that any future reprogramming for those radios must be completed using the most up to date matrix approved by the NH SIEC.

Vendor Company Name: \_\_\_\_\_

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Municipal/Entity Certification (please initial each requirement below):**

\_\_\_\_ I certify that all reprogramming for all radios being invoiced has been completed as of the date of this certifiat on \_\_\_\_\_

\_\_\_\_ I have attached a copy of the vendor invoice.

\_\_\_\_ I have attached a copy of the GUV approved survey with radio serial numbers

\_\_\_\_ I have attached a copy of the cancelled check showing payment to the vendor.

\_\_\_\_ I certify that only the units on the approved survey for my municipality/entity have been reprogrammed and that no other expenses are included in this request (including additional radios, radio repair, additional programming, etc)

\_\_\_\_ I certify that all employees that will use these radios have completed the online communications training identified on page 4.

\_\_\_\_ # of radios x cost per unit (radio/mobile/base) \$ \_\_\_\_\_ (Max \$50 per radio)= \_\_\_\_\_ Total radio reprogramming cost

I am seeking reimbursement for costs incurred as described above. Documentation will be retained at the Municipal/Agency level and be available for State review and will be retained for three years. I further certify that these costs are an accurate record incurred for radio reprogramming costs under the 2019 Homeland Security grant radio reprogramming initiative. I understand that all funding is subject to the Homeland Security Grant Program Terms and Conditions which are located at:

[https://www.dhs.gov/sites/default/files/publications/fy\\_19\\_dhs\\_standard\\_terms\\_and\\_conditions\\_version\\_02\\_dated\\_04-17-2019\\_0.pdf](https://www.dhs.gov/sites/default/files/publications/fy_19_dhs_standard_terms_and_conditions_version_02_dated_04-17-2019_0.pdf)

Sincerely,

Remittance Name and Address:

\_\_\_\_\_  
Signature Municipal official authorized to sign

\_\_\_\_\_  
Print name and phone number

\_\_\_\_\_  
Email address



DEPARTMENT OF SAFETY  
Radio Reprogramming Grant Fund Reimbursement Request

**Survey of Approved Radios (Serial Numbers)**

\*Prior approval from GMU must be made for any adjustments to this list

Portables Serial #'s	Portables Serial #'s	Mobiles Serial #'s	Consolette Serial #'s	Base Station Serial #'s
655cnm1225	320cel7032	652cpx0043		
655cnz2984	320cfm3279	652cpx0044		
655cnm1217	302cel7029	652cpx0051		
655cnz3030	320cel7021	652cpx0046		
655cnm1223	320cel7036	471csx1143		
655cnm1221	320cel7035	527csm2046		
655cpk0636	320cej2443	527csm2045		
655cnm1218	320cjp0579	527csz0438		
655cnm1214	320cel7033	652cpx0047		
655cnm1215	320cel7031	652cpx0048		
655cnm1220	320cel7023	652cpx0053		
655cnm1219	320cel7018	652cpx0049		
320cej2446	320cel7027	652cpx0052		
320cfc1773	320cjp0578	652cpx0054		
320cfm3280	320cel7030	652cpx0050		
320cej2445	320cel7022	652cpx0055		
320cfm3281	320cel7026	527cpx1362		
320cel7019	320cel7025	412cfm0644		
320cel7020	320cel7024	585cgh3365		
320cel7034		585cgh3368		
320cfm1979		585cgh3367		
320cfh2188		527cum0046		





# Town Council STAFF REPORT



**To:** Town Council  
**Title:** RSA 72:80-83 Commercial and Industrial Construction Exemption  
**Meeting:** Town Council - 26 Feb 2020  
**Department:** Community Development  
**Staff Contact:** Leann Fuller, Community Development Clerk

## BACKGROUND INFORMATION:

Currently, the State of New Hampshire allows municipalities to enact four (4) main statutory economic development tools at the local government level. Under the SB2 form of local government, the local governing body (Town Council) is responsible for adopting these economic development incentives. The Town of Hooksett has previously adopted three (3) of the four (4). These are listed below along with a brief explanation of each:

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This offers short-term business tax credit for development projects which make capital improvements to existing properties, or which create at least one full time job. Targeted areas must be blighted areas; i.e. brownfield sites, underutilized structures, deteriorated or vacant structures, etc... and must be identified by the municipality as an Economic Revitalization Zones. Applicants may receive a business tax credit of up to \$240,000 - \$40,000 annually over the course of six (6) years if all criteria are met. Currently, the Town has established six (6) of these zones, and since the Economic Development Advisory Committee and Community Development have aggressively begun advertising this incentive in 2018, there have been at least seven (7) successful applicants.

### 2) RSA 79-E: Community Revitalization Tax Relief Incentive

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### 3) RSA 162-K: Tax Increment Finance Districts

This provides a funding mechanism for new infrastructure by capturing property tax increases over and above current property taxes once the infrastructure has incentivized further development within a specified area. The 3A TIF and associated sewer/water infrastructure is currently the Town's most substantial economic development initiative.

The Town has not enacted the fourth available incentive, which is explained below.

**RSA 72:80-83 – Commercial and Industrial Construction Exemption**

This incentives new construction in commercial zones, industrial zones, or both. Under advisement of the Economic Development Advisory Committee, the Town Council may specify certain parcels of land to which this exemption applies. The exemption includes up to 50% of the increased municipal property tax as a result of new construction, or renovations/additions/improvements to existing structures. The exemption may not exceed a period of 10 years from the date the application is granted. The goal is to attract construction and generate jobs in commercial and/or industrial sectors at short term reductions in property tax revenues, while potentially benefitting from new construction in the long term in terms of net gains/increases in property tax revenue and employment.

**FINANCIAL IMPACT:**

On approved applications, the proposed action will result in short-term reductions in property tax revenue for the Town. Net gains/increases in property tax revenue are expected to occur beyond the set time limitation of the exemption, which the Town Council will specify upon adoption. Specific financial impact figures will be dependent largely on how much property is designated as eligible, if these properties are able to successfully attract future development, and other variables specific to each proposed construction project.

**POLICY IMPLICATIONS:**

The proposed action, if adopted, is required by state statute to remain in effect for a period of five (5) years. Once adopted, the specific exemption percentage and time limitations must uniformly be granted to all applicants/proposed projects which meet the criteria.

**RECOMMENDATION:**

The proposed action is supported by the Economic Development Advisory Committee, but a recommendation to adopt is not advised at this time. The specifics of adoption need to be vetted through EDAC and the Planning Board, as adoption has various implications for land use. Items to consider include:

- Which properties/zones will benefit from adoption? Is it practical to apply this incentive to commercial and industrial zones across the board, or are there certain parcels which should be targeted? Are there parcels that should be excluded?
- It is not recommended that parcels which are part of the current 3A TIF be included in the proposed action because it is counterproductive to the purpose of the TIF.
- Are there vacant, readily developable parcels which may be targeted?

**SUGGESTED MOTION:**

Motion to request a formal proposal from the Economic Development Advisory Board, after consultation with the Planning Board, which includes the following information:

- 1) Recommended zones/parcels to be targeted in the motion
- 2) Recommended percentage of tax relief for approved projects
- 3) Recommended time limitation of tax relief for approved projects

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur





Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Town of Hooksett Town-wide Property Equalization Ratio  
**Meeting:** Town Council - 26 Feb 2020  
**Department:** Administration  
**Staff Contact:** Donna Fitzpatrick, Administrative Services Coordinator

**BACKGROUND INFORMATION:**

The State of NH Department of Revenue Administration (DRA) mandate that the State of NH equalization ratio be 90-110%. Hooksett's current ratio is 90.80%. An equalization ratio is the relationship between an assessed value and the sale price of any type of property in Hooksett.

Hooksett Assessor Jon Duhamel will present past Hooksett trends and a plan of action going forward for compliance with the state mandated ratio.

**FINANCIAL IMPACT:**

To be determined.

**POLICY IMPLICATIONS:**

To be determined.

**RECOMMENDATION:**

Listen to Assessor Duhamel's presentation and have a Q&A session.

**SUGGESTED MOTION:**

No motion needed at this time.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Receive update from the Assessing Director on Equalization matter.



Town Council  
**STAFF REPORT**



**To:** Janet Bouchard - Police Chief  
**Title:** Approval to utilize Police Impact Fees for the purchase and installation of 6 Patrol PC Mobile Data Terminals (MDT's)  
**Meeting:** Town Council - 26 Feb 2020  
**Department:** Police Department  
**Staff Contact:** Janet Bouchard, Police Chief

**BACKGROUND INFORMATION:**

We currently have 8 Patrol PC MDT's. 6 of the units are outdated, failing or in need of repair. Please see the attached memo from Dispatch Supervisor Belanger which outlines the history of the units. We believe that is in appropriate use of impact fees since the new units will use updated technology to accommodate growth in the Town. The units will be Windows 10 based which will carry more memory space, which we are finding necessary due to the inputting and storing new business and resident information. The new units will also have an Icore7 processor. That attached quotes are from Patrol PC for the price of the units, which is \$28,464.00. We will receive a \$1,200.00 trade in credit for the old units. Shipping is \$294.39 bringing the total of the units to \$27,558.39. Patrol PC is a sole source provider for this type of computer. By replacing the units with the same brand we are able to reuse the mounting brackets and cords that are already installed in all of the cruisers. The price to install the units is \$5,396.50 provided by Ossipee Mountain Electronics, Inc. They provide State Bid pricing. I have conferred with the Town's attorney, Matthew Serge and he stated "Because development growth does contribute to the need for the updated MDT's, I think there is a good argument that they could be purchased with impact fees."

**FINANCIAL IMPACT:**

\$32,954.89 to be taken from the Police Impact Fee Special Revenue Fund which currently has a balance of \$59,542.43

**RECOMMENDATION:**

Motion to authorize the purchase of 6 Mobile Data Terminals from Patrol PC in the amount of \$27,558.39 as well as the installation of the units, including parts and labor from Ossipee Mountain Electronics, Inc in the amount of \$5,396.50 for a total amount of \$32,954.89 to be taken from the Police Impact Fee Fund.

**SUGGESTED MOTION:**

Motion to authorize the purchase of 6 Mobile Data Terminals from Patrol PC in the amount of \$27,558.39 as well as the installation of the units, including parts and labor from Ossipee Mountain Electronics, Inc in the amount of \$5,396.50 for a total amount of \$32,954.89 to be taken from the Police Impact Fee Fund.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur

**ATTACHMENTS:**

Patrol PC





Hooksett Police Department  
15 Legends Drive  
Hooksett, NH 03106

## Memo

### M E M O R A N D U M

**TO: Chief J. Bouchard**  
**FROM: Dispatch Supervisor R Belanger**  
**DATE: February 6, 2020**  
**RE: Patrol PC Replacement**

Chief Bouchard,

After doing some research and testing, I am making the following recommendations for the replacement of 6 out of our 8 Patrol PC MDT's.

Currently of the 8 Patrol PC MDT's that we have, 3 of them are in failure and need replacement. 1 of them has already been repaired by Block 5 under our contract with them, and the repair lasted less than 1 week. It was recommended by Block 5 that we don't spend any further time or resources on them due to their age and error code 7 which was determined to be an issue in the mother board. These 3 MDT's were all purchased in 2013.

Two other Patrol PC MDT's that were purchased at the same time in 2013 have issues as well. One of them has a License Scanner that has stopped working and has a USB Port broken on the mother board. The other one has a broken USB Port and is having issues with the display screen.

The remaining Patrol PC MDT was purchased in 2015. This one is having issues with connectivity and speed. The connectivity issue will be corrected with the new modem set up. The speed issue is due to the age of the computer and size of the Intel Core Processor. The new Patrol PC MDT has the faster Intel Core I7 Processor.

The cost for one Patrol PC MDT is \$4,490.00. They are also offering us a trade in for the 6 older Patrol PC MDT of \$200.00 per unit.

The total cost to replace the 6 Patrol PC MDT's before shipping cost is \$28,464.00. Then we would get a \$1,200.00 discount for trading in the old 6 Patrol PC MDT's, which will bring the total cost down to \$27,264.00. The shipping cost is \$294.39.

As part of this project, I would also like to fix our connectivity issues with Verizon Wireless at the same time. Currently Verizon Wireless supplies us with air cards that are

working on the 4G network. Once the new 5G network is complete, Verizon will no longer be supporting the air card system for wireless connectivity. They are going to be pushing the hot spot system from cell phones. Currently the Patrol PC MDT's don't have a wireless set up for this.

Over the last year and a half I have tested several options for the wireless connection. The best solution I have found was to go to a remote modem system that would be installed in the cruisers. Currently we have 2 of the modems in operation. One with an inside antenna system and one with an external antenna system. The one with the external antenna system works flawlessly and has very little issues with coverage. The one with the inside antenna system has quite a few areas in town with coverage issues. I believe if we add an external antenna to this modem, it will have the same results as the other modem with the external antenna.

The cost to purchase and install all of the equipment necessary is \$5,396.50. This installation will take place at the police department. This estimate was provided by Ossipee Mountain Electronics.

The total cost for this project would be \$32,954.89.



Richard A. Belanger  
Dispatch Supervisor



Ossipee Mountain Electronics, Inc.

Quote QTE012104  
Date 10/21/2019  
Page 1 of 1

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

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

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

Item	Quantity	Item Number	Description	Unit Price	Ext Price
1	5.00	1103052	Cellular Gateway, RV50X, Ethernet/Serial/USB/GPS	589.00	2,945.00
2	5.00	TRD855BLK-14	Cable, CAT5 Stranded Black, 14 Foot	8.80	44.00
3	6.00	AP-CCG-Q-S222-BL	Antenna, MIMO LTE/Cell/PCS/GPS Threaded Mt, SMA	181.25	1,087.50
4	1.00	MISC	Wire, wire ties, fuses, fuse holders, loom, etc.	60.00	60.00
5	1.00	LABOR	LABOR	960.00	960.00
6	2.00	SCZ-3	Service Call Zone 3	150.00	300.00
Quoted By: _____ Accepted By: _____ Date: _____				Subtotal	5,396.50
PRICE QUOTE GOOD FOR 30 DAYS				Additional Discount	0.00
DELIVERY: 30 DAYS ARO				Freight	0.00
TERMS: NET 30 DAYS				Total	5,396.50
FOB					

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

EST-3605



Patrol PC  
344 John L. Dietsch Boulevard, Unit 1 & 2  
North Attleboro, MA, US 02763  
(508) 699 0459

Estimate Date: 2020-02-06  
Expiry Date: 2020-04-06  
Sales Agent: Ryan Garofano

## ESTIMATE

# ESI-3605

Bill To  
NH - Hooksett PD  
15 Legends Dr  
Hooksett, NH, US, 03106

Ship To  
NH - Hooksett PD  
15 Legends Dr  
Hooksett, NH, US, 03106

#	Item	Description	Rate	Qty	Amount
1	RH-M1	RhinoTab M1 (12.1" Sunlight Readable Display - 1200 RH5K, Protected Capacitive Touch Screen, Internal Battery, Ambient Light Sensor, WiFi 802.11 2.45GHz B/G/N/A/C, 4K UHD, GPS, Front 2MP Camera, Rear 5MP Camera w/ Fisheye, Dual Digital Microphones, Stereo Speakers)	3,199.00	6	19,194.00
	Motherboard: MB-I7-RH-M1	Motherboard (I7) Intel Core i7-5600U Processor (2.5G-4.0GHz, 4MB Cache, 2 Core, 11.5GB Graphics, 2 USB 3.0 ports, 2 mSATA half card slots, 1FM v2.0)	225.00	6	1,350.00
	RAM: PAM-8GB-D0R3	8GB DDR3-1600 RAM	0.00	6	0.00
	Hard Drive: SSD-240GB-MSATA	240GB 15SA1A 8GB/sec SATA	0.00	6	0.00
	Operating System: OS-W10ENT64-RH-M1	Windows 10 IoT Enterprise 64 Bit Operating System for RH-M1 w/ OES License	209.00	6	1,254.00
	Overlay: OVRH1 AY-S-RH-M1	Standard RhinoTab Datal Overlay Package	0.00	6	0.00
	Scanner: ISCAN RH-M1	Internal 2D Imaging Scanner	353.00	6	2,118.00
	Warranty: WRNT-3YR-RH-M1	3 Year RhinoTab Computer Warranty (Tablet Only)	0.00	6	0.00
2	RD-V-1	RhinoTab Video Dock (1 (10/10/1) G Ethernet, 4 USB 3.0, 4 RF Power Thru, 3 Ports for External Power Control and Ignition Sense)	499.00	6	2,994.00
	Power Cable: CBL-PWR-6FT-NC	6FT Padded Power Cable	0.00	6	0.00
	Warranty: WRNT-3YR-RD-V-1	3 Year RhinoTab Dock Warranty (RD-V-1 Dock Only)	0.00	6	0.00
3	KBD-TG3-BLT-X3818	Rugged Backlit Keyboard - TG3 KBA-SLT-X3818 80% Backlit Red Illuminated Keyboard with Touchpad / Coiled Cord - 3 Year manufacturer's warranty. (KBA-RIT-SH-RUBUS-RK6)	259.00	6	1,554.00

Sub Total 28,464.00  
Shipping Cost 294.98  
Adjustment -1,200.00  
Total 27,558.98

Will a matching purchase order be issued for this order?

YES ☐ NO ☐

When will vehicles be available for installation?

Printed Name:

Rank:

Date of Approval:

Signature of Approval

Notes:

EST-3605

1/2

EST-3805

Discount is for Trade-in tablets:

- 1) ci-1113-0848 Purchased 11/5/2013
- 2) ci-1113-0849 Purchased 11/5/2013
- 3) ci-1113-0850 Purchased 11/5/2013
- 4) ci-1113-0851 Purchased 11/5/2013
- 5) ci-1113-0852 Purchased 11/5/2013
- 6) ci-1113-1339 Purchased 11/18/2015

**Terms & Conditions:**

Unpaid balances accrue 1.5% interest per month.

EST-3805

2/2





Hooksett Police Department  
15 Legends Drive  
Hooksett, NH 03106

## Memo

### M E M O R A N D U M

**TO: Chief J. Bouchard**  
**FROM: Dispatch Supervisor R Belanger**  
**DATE: February 6, 2020**  
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The cost to purchase and install all of the equipment necessary is \$5,396.50. This installation will take place at the police department. This estimate was provided by Ossipee Mountain Electronics.

The total cost for this project would be \$32,954.89.



Richard A. Belanger  
Dispatch Supervisor





Ossipee Mountain Electronics, Inc.

Quote QTE012104  
Date 10/21/2019  
Page 1 of 1

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

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

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

Item	Quantity	Item Number	Description	Unit Price	Ext Price
1	5.00	1103052	Cellular Gateway, RV50X, Ethernet/Serial/USB/GPS	589.00	2,945.00
2	5.00	TRD8558LK-14	Cable, CAT5 Stranded Black, 14 Foot	8.80	44.00
3	6.00	AP-CCG-Q-S222-BL	Antenna, MIMO LTE/Cell/PCS/GPS Threaded Blt, SMA	181.25	1,087.50
4	1.00	MISC	Wire, wire ties, fuses, fuse holders, loom, etc.	60.00	60.00
5	1.00	LABOR	LABOR	960.00	960.00
6	2.00	SCZ-3	Service Call Zone 3	150.00	300.00
Quoted By: _____ Accepted By: _____ Date: _____				Subtotal	5,396.50
PRICE QUOTE GOOD FOR 30 DAYS				Additional Discount	0.00
DELIVERY: 30 DAYS ARO				Freight	0.00
TERMS: NET 30 DAYS				Total	5,396.50
FOB					

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

EST-3605



Patrol PC  
344 John L. Diatch Boulevard, Unit 1 & 2  
North Attleboro, MA, US 02763  
(508) 699 0458

Estimate Date: 2020-02-06  
Expiry Date: 2020-04-06  
Sale Agent: Ryan Carofano

Bill To  
NH - Hooksett PD  
15 Legends Dr  
Hooksett, NH, US, 03106

Ship To  
NH - Hooksett PD  
15 Legends Dr  
Hooksett, NH, US, 03106

## ESTIMATE

# ES1-3605

Item	Description	Rate	Qty	Amount
1 RH-M1	RhinoTab M1 (12.1" Sunlight Resistant Display - 1200x800, Projected Capacitive Touch Screen, Internal Battery, Ambient Light Sensor, WiFi 802.11, 2.45GHz Bluetooth, 2 USB 3.0 ports, Front 2MP Camera, Rear 5MP Camera w/ Flash, Dual Digital Microphones, Stereo Speakers)	3,199.00	6	19,194.00
MotherBoard: MB-I7-RH-M1	Motherboard (I7) Intel Core i7-5600U Processor (2.3G-4.2G 2GHz, 4MB Cache, 2 Core, 11.5Gbps Graphics, 2 USB 3.0 ports, 2 mSATA half card slots, IFM v2.0)	225.00	6	1,350.00
RAM: RAM-8GB-DJR3	8GB DDR3-1600 RAM	0.00	6	0.00
Hard-Drive: SSD-240GB-MSATA	240GB 15A 1A 60Hz/sec SSD	0.00	6	0.00
Operating System: OS-W10ENT64-RH-M1	Windows 10 IoT Enterprise 64 Bit Operating System for RH-M1 w/ OES License	209.00	6	1,254.00
Overlay: OVR-1AY-S-RH-M1	Standard RhinoTab Bazel Overlay Package	0.00	6	0.00
Scanner: ISCAN-RH-M1	Internal 2D Imaging Scanner	353.00	6	2,118.00
Warranty: WRNT-3YR-RH-M1	3 Year RhinoTab Computer Warranty (Tablet Only)	0.00	6	0.00
2 RD-V-1	RhinoTab Video Dock (1 (RJ45) Ethernet, 4 USB 3.0, 4 RF Pass Thru, 2 Ports for External Power Control and Ignition Sense)	499.00	6	2,994.00
Power Cable: CBL-PWR-6FT-NC	6 FT Power Cable	0.00	6	0.00
Warranty: WRNT-3YR-RD-V-1	3 Year RhinoTab Dock Warranty (RD-V-1 Dock Only)	0.00	6	0.00
3 KBD-TG3-BLT-X3818	Rugged Bluetooth Keyboard - TG3 KBD-91 "X3818 R2 Rugged Red Illuminated Keyboard with Touchpad / Coiled Cord - 3 Year manufacturer's warranty. (KBA-R1 T-SH40VS RMC)	253.00	6	1,554.00

Sub Total 28,464.00

Shipping Cost 294.39

Adjustment -1,200.00

Total 27,558.39

Will a matching purchase order be issued for this order?

YES ☐ NO ☐

When will vehicles be available for installation?

Printed Name:

Rank:

Date of Approval:

Signature of Approval

Notes:

EST-3605

1/2

EST-3805

Discount is for Trade-in tablets:

- 1) ci-1113-0848 Purchased 11/5/2013
- 2) ci-1113-0849 Purchased 11/5/2013
- 3) ci-1113-0850 Purchased 11/5/2013
- 4) ci-1113-0851 Purchased 11/5/2013
- 5) ci-1113-0852 Purchased 11/5/2013
- 6) ci-1113-1339 Purchased 11/18/2015

**Terms & Conditions:**

Unpaid balances accrue 1.5% interest per month.

EST-3806

2/2



Town Council  
**STAFF REPORT**



**To:** Town Council  
**Title:** Solid Waste/Recycling & Transfer Ordinance 00-31 Amendment  
**Meeting:** Town Council - 26 Feb 2020  
**Department:** Town Clerk's Office  
**Staff Contact:** Todd Rainier, Town Clerk

**BACKGROUND INFORMATION:**

Currently, the town has 2 separate and outdated documents namely, Solid Waste Ordinance #00-31 and Recycling & Transfer Ordinance/Policy. These documents should be combined and updated to reflect current Recycling & Transfer policies. Per Section 3.6 Ordinance of the Town Charter,

*"A. An ordinance may be introduced by any member at any regular or special meeting of the Council. Upon introduction of any ordinance, the Town Clerk or designee shall distribute a copy to each Councilor and to the Town Administrator, file a reasonable number of copies in the office of the Town Clerk, post a copy in such other public places as the Council may designate, and provide for publication in a local newspaper or newspapers of their choice seven (7) days prior to the public hearing on said ordinance. The full text of the proposed amendment or ordinance need not be included in the notice if an adequate statement describing the proposal and designating the place where the proposal is on file for public inspection is stated in the notice. Final action on said ordinance shall not be taken by the Town Council until at least seven (7) days after said public hearing.*  
*B. Every proposed ordinance of the Council shall be introduced in writing and in the form required for final adoption. No ordinance shall contain more than one subject, which shall be clearly expressed in its title. Each ordinance shall be identified by a number and a short title. The enacting clause shall be "The Town of Hooksett ordains ...". Any ordinance which repeals or amends an existing ordinance shall set out in full the ordinance, sections or subsections to be repealed or amended, and shall indicate matter to be omitted by enclosing it in brackets or by strikeout type, and shall indicate new matter by underscoring or by italics."*

**FINANCIAL IMPACT:**

None.

**POLICY IMPLICATIONS:**

None.

**RECOMMENDATION:**

To schedule a Public Hearing at the next Town Council meeting.

**SUGGESTED MOTION:**

Motion to schedule a Public Hearing at the next Town Council meeting.

**ATTACHMENTS:**

R&T Policy Original

Solid Waste Ordinance 00-31 Original

R&T Ordinance 00-31 w edits



Recycling and Transfer Department Ordinance

This Policy is created to establish control of solid waste in the Town of Hooksett, implementing rules and regulations for the operation of the Transfer and Recycling Center (Center), curbside collection of trash and recycling, and setting of fees for the use of the facility. Control and regulation of solid waste will serve the public interest, protect health and safety of Town residents and conserve our natural resources.

SECTION 1  
DEFINITIONS AND WORD USAGE

As used in this Policy, the following terms shall have the following meanings:

ACCEPTABLE WASTE – Household garbage, trash, rubbish and refuse originating within the boundaries of the Town, normally collected or disposed of as a result of residential pickups or deliveries.

AUTOMATED COLLECTION – shall mean a method of collecting refuse and recycling through the use of mechanical collection equipment and special carts issued for the storage and collection of rubbish and recyclables.

AUTOMATED COLLECTION CART – shall mean a specially designed cart with wheels, approved by the Town of Hooksett to be used for the storage of acceptable refuse or recyclables in the automated collection operation.

COMMERCIAL – Commercial entities doing business in the Town of Hooksett including but not limited to contractors, multifamily dwellings of more than four (4) units, commercial establishments of any size.

CONSTRUCTION DEBRIS – Non-putrescible waste building materials and rubble

CURB LINE – shall mean the area directly behind or adjacent to the curb; in the absence of a curb, the area adjacent to the edge of pavement or road.

CURBSIDE COLLECTION – shall mean the pickup of acceptable trash and recyclables at certain residences in the Town

CUSTOMER – shall mean any resident who delivers waste to the facility or receives trash and or recycling service from the Town

DEMOLITION WASTE – See Construction Debris

DESIGNATED COLLECTION POINT – shall mean the place where the automated cart shall be placed for service, as determined by the Recycling and Transfer Department.

EXTRA REFUSE – shall mean any refuse placed on, or around automated collection cart in excess capacity of the automated cart.

HAZARDOUS WASTE – shall mean any material which has been identified as hazardous waste by the New Hampshire Department of Environmental Services. Such wastes include, but are not limited to, those which are ignitable, irritants, or strong sensitizers, or which generate pressure through decomposition, heat, or other means. Such term also encompasses any solid, semisolid, liquid or contained gaseous waste, or any combination of these wastes which, because of either quantity, concentration, or physical, chemical or infectious characteristics may: a) cause or contribute to an increase in mortality or an increase in irreversible or incapacitating reversible illness; and/or b) pose a present or potential threat to humans or the environment when improperly treated, stored, transported, disposed of, or otherwise mismanaged.

HOUSEHOLD HAZARDOUS WASTE – hazardous waste generated from non-commercial usage by persons in their living abodes.

INFECTIOUS WASTE - Any waste which, because of its infectious nature, may cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible illness, or pose a substantial

present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

MANDATORY – Officially required.

METAL GOODS (METAL). Metal goods include household appliances, air conditioners, aluminum lawn chairs, aluminum windows, outside grills, hot water tanks, and other metallic items that can be readily recycled and marketed.

MOTOR VEHICLE WASTE – Used motor oil, motor vehicle batteries, antifreeze, and tires from motorized vehicles.

MULTI-FAMILY RESIDENTIAL PROPERTY – shall mean more than one (1) but not more than four (4) dwelling units in a building.

RECYCLABLE – Any item within the town recycling program which can be recycled with the intent of reusing that item.

RECYCLING – The collection, storage processing, and redistribution of separated solid waste as to return material to the marketplace.

REFUSE – Any solid waste product which is composed wholly or partly of such materials as garbage, swill, sweepings, cleanings, trash, rubbish, litter, industrial solid wastes, organic wastes, and domestic solid wastes.

RESIDENT – a person who is domiciled or has a place of abode in the Town of Hooksett and who has, through all of his or her actions, demonstrated a current intent to designate that place of abode as his or her principal place of physical presence for the indefinite future to the exclusion of all others.

RESIDENTIAL PROPERTY – shall mean a single-family or multi-family housing building that consists of four (4) or fewer dwelling units.

SOLID WASTE – Any matter consisting of putrescible material, refuse, and other discarded or abandoned material. It includes solid, liquid, semisolid, or contained gaseous material resulting from industrial, commercial, mining and agricultural operations and from community activities. For the purposes of this Ordinance, it does not include hazardous waste as defined in RSA147A:2 or infectious waste as defined in this Section.

USER FEE – A charge, usually by a municipality, to users of a service.

YARD WASTE – Leaves, grass clippings, weeds, hedge clippings, garden waste, and twigs.

## SECTION II

### CURBSIDE AUTOMATED COLLECTION

It shall be required for curbside collection in the Town of Hooksett that all designated recyclable materials will be separated from the solid waste stream and disposed of in the approved recycling containers, either at the curb-side, in the mobile recycling trailer or at the Recycling and Transfer Center. The reason for separation is to help control the costs associated with the disposal and management of solid waste by diverting as many recyclables from the solid waste stream as possible. The listing of acceptable materials will be available at the Recycling and Transfer Center, or online at [www.hooksett.org](http://www.hooksett.org) under the Recycling and Transfer Department.

- a. The purpose of this section is to establish minimum standards for the storage, collection, transportation and disposal of solid waste and recycling, utilizing an automated collection program to promote the health, safety, and welfare of the Town's residents, employees and environment, and to minimize the amount of trash generated in the Town.
- b. The Superintendent shall have the direct responsibility for the administration of this section subject to the direction and control of the Town Administrator and the Town Council.



- c. The Town will provide curbside collection of residential solid waste from public schools, municipal buildings, single family dwellings, multi-family dwellings (not more than 4 units)
- d. Two automated collection carts, one for trash, one for recycling, and instructions for use will be distributed for residents who receive collection services from the Town. Additional recycling carts may be issued in certain circumstances, upon recommendation of the Superintendent, determination will be made on a case by case situation by the Recycling and Transfer Advisory Committee.
- e. It will be the resident's responsibility to assure that automated collection carts are placed in the appropriate location designated by the Town, by 7:00 am on collection day. The Superintendent or his/her designee shall have the authority to review and approve or disapprove placement of the collection carts. Alternative sites may be necessary to safeguard public safety and minimize risk of damage to public or private property during the collection process.
- f. It is the resident's responsibility to remove the automated cart from the curb line by the end of the collection day.
- g. It is prohibited to overload automated carts in a manner that is likely to cause damage to the collection vehicle, the automated cart or to create a litter condition or to impede collection. It shall be an infraction to place or deposit any refuse whatsoever in or around an automated cart owned or provided for the use of another customer without that customer's approval.
- h. The Town shall not be responsible for collection if there are any infractions of any section of this policy, or if there are any circumstances that are beyond the control of the Town. Infractions or circumstances include, but are not limited to, automated cart overload, unacceptable materials, improperly loaded automated cart, blocked access, automated cart inaccessibility, improper carts or dangerous situations.
- i. Automated Carts:
  - 1. All automated carts are the property of the Town of Hooksett and are not to be removed from the property even in the event of a change in ownership or resident status. All automated carts will be assigned to a street address and have an imprinted number for identification purposes. One cart shall be used for trash and one cart for mixed recyclables.
  - 2. Any repairs to the containers will be performed by the Town. The property owner/customer shall contact the Recycling and Transfer office to report damage and request a repair. Containers damaged beyond repair will be replaced by the Town. If the containers are subject to neglect or other preventable damage as determined by the Superintendent, the Superintendent will require a charge for the replacement. The property owners are the ultimate party responsible for all damages or removed containers by tenants. The owner shall pay the cost of \$50.00 for any replacement containers. The owner should work to educate the household members on the proper use and maintenance of the containers.
  - 3. All trash and recyclables shall be placed into the appropriate containers so that the lid can be securely shut. No trash or recyclables placed on the ground or in any unapproved containers shall be picked-up by the town. The containers shall not be overfilled or arranged in any manner that will prevent the lid from remaining closed at all times to prevent water from filling the container, and access by animals. In the event of overflow, residents may bring the extra material to the facility or must wait till the next scheduled collection day.
- j. Placement of Carts
  - It shall be the duty of each customer to place the carts as follows:

1. Within two (2) feet of the curb line or where directed by the Town.
2. At least five (5) feet away from all objects such as fences, mailboxes, and utility poles, and clear of overhanging vegetation, utility wires, etc. to allow for the unimpeded operation of collection vehicles.
3. So that the automated cart handle is facing the dwelling unit.
4. At least two (2) feet from the other cart.
5. At least ten (10) feet away from parked vehicles.

k. Approved Materials for Automated Curbside Collection

1. All approved recyclables shall be placed in the containers loose. No plastic bags should be recycled or used to contain recyclable material. The complete list of acceptable recyclables will be prepared by the Superintendent and distributed to all residents. The list shall be available on the website at [www.hooksett.org](http://www.hooksett.org) or at the Recycling and Transfer Department. The list may be modified given market conditions or other factors. Recyclable materials, such as cereal boxes, and cardboard boxes should be flattened so that the recycling container does not become overfilled too quickly during a given collection week. All recyclable items shall be empty.
2. All household trash must be bagged before placing into the trash container. All materials must be separated and placed into the appropriate container for the automated curbside program.
3. ONLY recyclables and household trash will be collected at the curb. All other material for disposal must be brought to the Recycling and Transfer Center at 210 West River Rd.

ENFORCEMENT

Section II Collection

It is the intention of the Department to educate residents as to the value of recycling and the appropriate procedures for doing so. If, however, a resident or tenant violates any provision of this section (Section II) it may result in the issuance of notices, warnings and possible loss of services.

First Violation – A courtesy notice will be issued. If the violation is the disposal of any unacceptable material, the cost of disposal (user fee) may be incurred.

Second Violation – A written warning will be issued. If the violation is the disposal of any unacceptable material the cost of the disposal (user fee) will be incurred.

Third Violation – A third violation will result in the loss of collection privileges, for an amount of time determined by the Superintendent, with approval by the Town Administrator. The violator shall have the right to appeal to the Town Council.

SECTION III

CONDOMINIUMS

Condominiums will be required to provide for the collection and disposal of domestic trash within their communities. The Town will reimburse tonnage at a maximum of 21 pounds per unit per week at the Town budgeted rate (for trash disposal), paid semi-annually, upon submission and verification of paid invoices by the condominium association. The Town may rescind or amend this section at any time.

#### SECTION IV

##### RECYCLING AND TRANSFER CENTER

The Center is operated and maintained in accordance with RSA 149-M:17 solely to receive, transport, and dispose of authorized solid waste generated within the geographical boundaries of the Town.

These regulations have been recommended by the Recycling and Transfer Advisory Committee and adopted by the Town Council pursuant to the authority granted the Council by RSA 149-M:17, II and 31:39, I (f). These regulations are intended to:

1. Prevent unauthorized entrance into and/or use of the Center;
2. Prohibit the disposal of illegal and/or unacceptable waste;
3. Control the disposal of authorized solid waste to facilitate compliance with operating standards, improve efficiency and productivity, require recycling and reuse of our resources, and maximize the life of the Center; and
4. Establish permit procedures.

The Superintendent of the Center is authorized to promulgate additional regulations subject to the approval of the Town Council which may include, but are not limited to, the following subjects:

1. Separation of solid wastes and other materials;
2. Inspection procedures;
3. Hours of operation; and
4. Establishing fees.

##### USE OF CENTER

It is mandatory, that residents, who use the facility to drop off material, will separate all designated recyclable materials from the solid waste stream and dispose of them in the approved recycling containers. The reason for separation is to help control the costs associated with the disposal and management of solid waste by diverting as many recyclables from the solid waste stream as possible. The listing of acceptable materials will be available at the Recycling and Transfer Center, or online at [www.hooksett.org](http://www.hooksett.org) under the Recycling and Transfer Department.

##### A. Permit Required.

Permits will be issued for all residents who use the facility if the vehicle is registered in Hooksett. Residents who do not have a registered vehicle must show proof of residency in the way of a tax bill or license with Hooksett address.

##### B. Removal of material

No material shall be removed from the Center without authorization.

##### C. Designated Areas

Solid waste shall be disposed of only in the designated areas.

##### D. Unauthorized Entry

No person shall enter or attempt to enter the Center at times other than during the posted operating hours.

##### E. Acceptable Solid Waste

Solid waste which is allowed to be received at the Center includes refuse, recycling, construction debris and demolition waste, motor vehicle waste, yard waste, residential brush, appliances, and scrap metal. User fees may apply. See website at [www.hooksett.org](http://www.hooksett.org) or call facility 669-5198.

1. Clean demolition, wood, sheetrock(kept separate), asphalt shingles (kept separate)
2. Furniture
3. Metal items and appliances will be accepted. Appliances with freon will be kept separately
4. Yard Waste (grass clippings, garden waste, leaves and branches no larger than 3" in diameter) must be brought to the designated area (compost pile). Yard waste brought in plastic bags must be emptied.

5. Some household hazardous wastes may be brought to the facility. Residents need to contact the facility to determine if it can be accepted.
- F. Unacceptable Solid Waste  
Materials which will not be accepted at the Center shall include, but not be limited to, the following:
  1. Hazardous waste. Hazardous waste or material which the Town considers to be detrimental to the operation of the Center or which require special handling or disposal procedures.
  2. Other. Infectious, pathological and biological waste, radioactive materials, oil sludges, hazardous refuse of any kind, or other substances which are now or are hereafter considered harmful, inflammable, hazardous, or toxic, or which would pose a threat to health or safety, or which may cause damage to or adversely affect the operation of the Center.
  3. Tires on rims.
- G. Stumps and Logs. Also branches greater than three inches in diameter or three feet in length.

**ENFORCEMENT**

**Use of Recycling and Transfer Facility**

It is the intention of the Department to educate residents as to the value of recycling and the appropriate procedures for doing so. If, however, a resident, tenant or Hooksett Commercial Business violates any provision of this section (Section IV) it may result in the issuance of notices, warnings and possible loss of privileges at the facility.

**SOLID WASTE  
ORDINANCE # 00-31**

The Town of Hooksett ordains that, pursuant to the authority granted under Section 3.6 of the Hooksett Town Charter, the following ordinance is hereby enacted in the Town of Hooksett:

**INTRODUCTION**

An Ordinance is hereby created establishing control of solid waste in the Town of Hooksett (Town), implementing rules and regulations for the operation of the Transfer and Recycling Center (Center), and setting fees for the use of the facilities thereof.

Whereas, the control and regulation of solid waste will serve the public interest, protect the health and safety of Town residents, and conserve our natural resources, and,

Whereas the Town has authority pursuant to State law and the Town Charter to establish rules and regulations for the control of solid waste, to establish permit regulations, and to prescribe penalties for the violations thereof, and

Whereas it is necessary to establish the rules and regulations for the acceptance of solid waste, therefore be it ordained by the Town of Hooksett, the County of Merrimack, and the State of New Hampshire, that a solid waste ordinance is hereby established setting forth regulations governing the use of the Center and requiring that permits be obtained and fees paid.

**SECTION 1  
DEFINITIONS AND WORD USAGE**

As used in this Ordinance, the following terms shall have the following meanings:

**CENTER.** The Town of Hooksett Transfer and Recycling Center situated off Route 3A.

**COMMERCIAL.** Any and all nonresidential activities.

**CONSTRUCTION DEBRIS.** Non-putrescible waste building materials and rubble.

**DEMOLITION WASTE.** See Construction Debris.

**DISPOSAL.** The discharge, deposit, injection, dumping, spilling, leaking, or placement of any solid waste into or onto any land or water so that such solid waste or any constituent of it may enter the environment, be emitted into the air, or be discharged into any water, including groundwater.

**HAZARDOUS WASTE.** Any material which has been identified as hazardous waste by the New Hampshire Department of Environmental Services. Such wastes include, but are not limited to, those which are ignitable, irritants, or strong sensitizers, or which generate pressure through decomposition, heat, or other means. Such term also encompasses any solid, semisolid, liquid or contained gaseous waste, or any combination of these wastes which, because of either quantity, concentration, or physical, chemical or infectious characteristics may: a) cause or contribute to an increase in mortality or an increase in irreversible or incapacitating reversible illness; and/or b) pose a present or potential threat to humans or the environment when improperly treated, stored, transported, disposed of, or otherwise mismanaged.

**INFECTIOUS WASTE.** Any waste which, because of its infectious nature, may cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible illness, or pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

HOUSEHOLD HAZARDOUS WASTE. Hazardous waste generated from non-commercial usage by persons in their living abodes.

METAL GOODS (METAL). Metal goods include household appliances, air conditioners, aluminum lawn chairs, aluminum windows, outside grills, hot water tanks, and other metallic items that can be readily recycled and marketed.

MOTOR VEHICLE WASTE. Used motor oil, motor vehicle batteries, antifreeze, and tires from motorized vehicles.

RECYCLABLES. Any item within the Town recycling program which can be recycled with the intent of reusing that item.

RECYCLING. The collection, storage processing, and redistribution of separated solid waste so as to return material to the marketplace.

REFUSE. Any solid waste product which is composed wholly or partly of such materials as garbage, swill, sweepings, cleanings, trash, rubbish, litter, industrial solid wastes, organic wastes, and domestic solid wastes.

RESIDENT. A person who is domiciled or has a place of abode in the Town of Hooksett and who has, through all of his or her actions, demonstrated a current intent to designate that place of abode as his or her principal place of physical presence for the indefinite future to the exclusion of all others.

SOLID WASTE. Any matter consisting of putrescible material, refuse, and other discarded or abandoned material. It includes solid, liquid, semisolid, or contained gaseous material resulting from industrial, commercial, mining, and agricultural operations and from community activities. For the purposes of this Ordinance, it does not include hazardous waste as defined in RSA 147A:2, infectious waste as defined in this Section, solid or dissolved materials and irrigation return flows, or municipal and industrial discharges which are point sources subject to permits under Section 402 of the Federal Water Pollution Control Act, as amended, or source special nuclear or by-product material as defined by the Atomic Energy Act of 1954, as amended. Solid waste includes municipal solid waste (MSW) as defined in State Solid Waste Rule ENV-Wm 103.23.

USER FEE. A charge usually by a municipality to users of a service.

YARD WASTE. Leaves, grass clippings, weeds, hedge clippings, garden waste, and twigs.

## SECTION II STATUTORY AND REGULATORY AUTHORITY

The Center is operated and maintained in accordance with RSA 149-M:17 solely to receive, transport, and dispose of authorized solid waste generated within the geographical boundaries of the Town.

These regulations have been recommended by the Recycling and Transfer Advisory Committee and adopted by the Town Council pursuant to the authority granted the Council by RSA 149-M:17, II and 31:39, I (f). These regulations are intended to:

1. Prevent unauthorized entrance into and/or use of the Center;
2. Prohibit the disposal of illegal and/or unacceptable solid waste;
3. Control the disposal of authorized solid waste to facilitate compliance with operating standards, improve efficiency and productivity, encourage recycling and reuse of our resources, and maximize the life of the Center; and
4. Establish permit procedures.

The Superintendent of the Center is authorized to promulgate additional regulations subject to the approval of the Town Council which may include, but are not limited to, the following subjects:

1. Separation of solid wastes and other materials;
2. Inspection procedures;
3. Hours of operation; and
4. Establishing fees.

#### SECTION III USE OF CENTER

##### A. Permit Required

No resident shall dispose of solid waste at the Center without having obtained a permit for such activity. In the event the vehicle being used is not registered in Hooksett, paperwork disclosing the residential address must be submitted.

##### B. Removal of Material

No material shall be removed from the Center without authorization.

##### C. Designated Areas

Solid waste shall be disposed of only in designated areas.

##### D. Unauthorized Entry

No person shall enter or attempt to enter the Center at times other than during posted operating hours.

#### SECTION IV RECYCLING

The policy of the Center is to promote and encourage recycling within the Town. The recycling program is intended to facilitate the reuse of resources, reduce operating costs through avoidance of tipping fee rates, and provide additional income to the Town (when applicable). Residents, who use the facility, will be required to recycle cardboard. Cardboard is easily accepted in an area clearly marked. The recycling of other materials is strongly encouraged.

#### SECTION V SOLID WASTE POLICIES

##### A. Acceptable Solid Waste

Solid waste which is allowed to be received at the Center includes refuse, construction debris and demolition waste, motor vehicle waste, yard waste, residential brush, appliances, and scrap metal. User fees may apply, see Section VIII.

Clean demolition will be accepted: sheetrock (must be kept separate), wood, asphalt shingles (must be kept separate), and bricks (must be kept separate).

Metal items and appliances will be accepted. Appliances with Freon will be kept separate.

Yard waste (grass clippings, garden waste, and leaves) must be brought to the designated area (compost pile) and must be free from branches. Material brought in plastic bags must be emptied.

Some household hazardous wastes may be brought to the facility. Residents need to contact the facility to determine if it can be accepted.

B. Unacceptable Solid Waste

Materials which will not be accepted at the Center shall include, but not be limited to, the following:

1. Hazardous Waste. Hazardous waste or materials which the Town considers to be detrimental to the operation of the Center or which require special handling or disposal procedures.
2. Other. Infectious, pathological and biological waste, radioactive materials, oil sludges, hazardous refuse of any kind, or other substances which are now or are hereafter considered harmful, inflammable, hazardous, or toxic, or which would otherwise not normally be allowed for burial under New Hampshire Department of Environmental Services or U.S. Environmental Protection Agency regulations, or which would be likely to pose a threat to health or safety, or which may cause damage to or adversely affect the operation of the Center.
3. Tires on Rims. Also see Section VII, Fees.
4. Stumps; Logs. Stumps and logs greater than three inches in diameter or three feet in length.

SECTION VI  
PERMIT PROCEDURES

A. In General.

Permits may be obtained during normal business hours at the Center, 210 West River Road, Hooksett, New Hampshire.

All permits shall be nontransferable.

Each vehicle intended for transport of solid waste to the Center must be permitted.

Permits must be prominently displayed on the window of the passenger side of the vehicle, which is bearing solid waste to be disposed of at the Center.

1. Residential.

- a. Any person applying for a permit must present a vehicle registration showing residence in the Town.
- b. Permits are issued free of charge.

2. Commercial.

- a. Any commercial entity must call the office for permission to enter the premises and have proper identification of legal Hooksett address. Permits will not be issued
- b. Hooksett commercial entities, may use the facility only to bring in solid waste that is generated in Hooksett.

B. Revocation of Permit



The Superintendent may revoke the permit of any holder when a written finding is made that the holder of the permit or the holder's agent has violated any provisions of these regulations or any regulations promulgated hereunder. The Superintendent will provide written notice of the revocation to the holder of the permit by certified mail. Any person with such notice of revocation may request a hearing before the Town Administrator within fifteen (15) days of the receipt of such notice. The Town Administrator will affirm, reverse, or modify the action of the Superintendent. The revocation of the permit will be stayed during the pendency of the appeal.

#### SECTION VII VIOLATIONS AND PENALTIES

Any person or commercial entity violating any provision of this ordinance or any regulation adopted pursuant to this Ordinance shall:

- a. be subject to a civil penalty not to exceed \$3,000 for each act constituting a violation of this Ordinance or the regulations adopted pursuant hereto;
- b. be subject to revocation of permission to use the Center;
- c. be liable for all costs incurred by the Town resulting from the violation and enforcement of this Ordinance, including attorney's fees; and,
- d. be liable for all costs of removal of solid waste improperly disposed of and all costs incurred by the Town resulting from the improper disposal of waste at the Center.

#### SECTION VIII FEES

The following disposal fees (user fees) are designed to defray some of the expense incurred by the Town in administering and operating the Center. This list is not meant to be all inclusive and additional information can be obtained by calling the office at 669-5198 or checking the website at [www.hooksett.org](http://www.hooksett.org) and checking under the Recycling and Transfer Department.

Demolition \$100.00 per ton

Furniture \$100.00 per ton.

Carpet \$100.00 per ton (must be cut into 4' lengths)

Electronics \$.11 per pound

Fee assessed per unit.

Metal with refrigerants	Resident \$11.00	Commercial \$20
Appliances (per unit)	\$5.00	

Recycling  
No fee

Solid Waste Resident \$0 Commercial \$100 per ton

Tires (not on rims)

Resident- No charge for the first four tires(passenger tires) per year per registered Hooksett vehicle, thereafter a charge of \$2 for each tire. Not accepted from commercial entities.

Yard Waste. Fee assessed per load, one-ton truck.  
Resident \$0 Commercial, \$15

Adopted: 6/11/97  
Amended: 3/10/10  
Amended: 10/8/2014

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James Sullivan  
Town Council Chair

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Todd Rainier  
Town Clerk

**SOLID WASTE- RECYCLING & TRANSFER  
ORDINANCE # 00-31**

The Town of Hooksett ordains that, pursuant to the authority granted under Section 3.6 of the Hooksett Town Charter, the following ordinance is hereby enacted in the Town of Hooksett:

**INTRODUCTION**

An Ordinance is hereby created establishing control of solid waste in the Town of Hooksett (Town), implementing rules and regulations for the operation of the ~~Transfer and Recycling and Transfer Center~~ (Center), *curbside collection of trash* and setting fees for the use of the facilities thereof.

Whereas, the control and regulation of solid waste will serve the public interest, protect the health and safety of Town residents, and conserve our natural resources, and,

Whereas the Town has authority pursuant to State law and the Town Charter to establish rules and regulations for the control of solid waste, to establish permit regulations, and to prescribe penalties for the violations thereof, and

Whereas it is necessary to establish the rules and regulations for the acceptance of solid waste, therefore be it ordained by the Town of Hooksett, the County of Merrimack, and the State of New Hampshire, that a solid waste ordinance is hereby established setting forth regulations governing the use of the Center and requiring that permits be obtained and fees paid.

**SECTION 1**  
**DEFINITIONS AND WORD USAGE**

As used in this Ordinance, the following terms shall have the following meanings:

*ACCEPTABLE WASTE – Household garbage, trash, rubbish and refuse originating within the boundaries of the Town, normally collected or disposed of as a result of residential pickups or deliveries.*

*AUTOMATED COLLECTION – shall mean a method of collecting refuse and recycling through the use of mechanical collection equipment and special carts issued for the storage and collection of rubbish and recyclables.*

*AUTOMATED COLLECTION CART – shall mean a specially designed cart with wheels, approved by the Town of Hooksett to be used for the storage of acceptable refuse or recyclables in the automated collection operation.*

**CENTER.** The Town of Hooksett ~~Transfer and Recycling and Transfer Center~~ situated off Route 3A.

**COMMERCIAL.** Any and all nonresidential activities.

**CONSTRUCTION DEBRIS.** Non-putrescible waste building materials and rubble.

*CURB LINE – shall mean the area directly behind or adjacent to the curb, in the absence of a curb, the area adjacent to the edge of pavement or road.*

*CURBSIDE COLLECTION – shall mean the pickup of acceptable trash and recyclables at certain residences in the Town*

*CUSTOMER – shall mean any resident who delivers waste to the facility or receives trash and or recycling service from the Town*

*DEMOLITION WASTE. See Construction Debris.*

*DESIGNATED COLLECTION POINT – shall mean the place where the automated cart shall be placed for service, as determined by the Recycling and Transfer Department.*

*DISPOSAL. The discharge, deposit, injection, dumping, spilling, leaking, or placement of any solid waste into or onto any land or water so that such solid waste or any constituent of it may enter the environment, be emitted into the air, or be discharged into any water, including groundwater.*

*EXTRA REFUSE – shall mean any refuse placed on, or around automated collection cart in excess capacity of the automated cart.*

*HAZARDOUS WASTE. Any material which has been identified as hazardous waste by the New Hampshire Department of Environmental Services. Such wastes include, but are not limited to, those which are ignitable, irritants, or strong sensitizers, or which generate pressure through decomposition, heat, or other means. Such term also encompasses any solid, semisolid, liquid or contained gaseous waste, or any combination of these wastes which, because of either quantity, concentration, or physical, chemical or infectious characteristics may: a) cause or contribute to an increase in mortality or an increase in irreversible or incapacitating reversible illness; and/or b) pose a present or potential threat to humans or the environment when improperly treated, stored, transported, disposed of, or otherwise mismanaged.*

*HOUSEHOLD HAZARDOUS WASTE – hazardous waste generated from non-commercial usage by persons in their living abodes.*

*INFECTIOUS WASTE. Any waste which, because of its infectious nature, may cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible illness, or pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.*

~~*HOUSEHOLD HAZARDOUS WASTE. Hazardous waste generated from non-commercial usage by persons in their living abodes.*~~

*MANDATORY – Officially required.*

*METAL GOODS (METAL). Metal goods include household appliances, air conditioners, aluminum lawn chairs, aluminum windows, outside grills, hot water tanks, and other metallic items that can be readily recycled and marketed.*

*MOTOR VEHICLE WASTE. Used motor oil, motor vehicle batteries, antifreeze, and tires from motorized vehicles.*

*MULTI-FAMILY RESIDENTIAL PROPERTY – shall mean more than one (1) but not more than three (3) dwelling units in a building.*

*RECYCLABLES. Any item within the Town recycling program which can be recycled with the intent of reusing that item.*

*RECYCLING. The collection, storage processing, and redistribution of separated solid waste so as to return material to the marketplace.*

*REFUSE. Any solid waste product which is composed wholly or partly of such materials as garbage, swill, sweepings, cleanings, trash, rubbish, litter, industrial solid wastes, organic wastes, and domestic*

solid wastes.

**RESIDENT.** A person who is domiciled or has a place of abode in the Town of Hooksett and who has, through all of his or her actions, demonstrated a current intent to designate that place of abode as his or her principal place of physical presence for the indefinite future to the exclusion of all others.

**RESIDENTIAL PROPERTY** – shall mean a single-family or multi-family housing building that consists of three (3) or fewer dwelling units.

**SOLID WASTE.** Any matter consisting of putrescible material, refuse, and other discarded or abandoned material. It includes solid, liquid, semisolid, or contained gaseous material resulting from industrial, commercial, mining, and agricultural operations and from community activities. For the purposes of this Ordinance, it does not include hazardous waste as defined in RSA 147A:2, infectious waste as defined in this Section, solid or dissolved materials and irrigation return flows, or municipal and industrial discharges which are point sources subject to permits under Section 402 of the Federal Water Pollution Control Act, as amended, or source special nuclear or by-product material as defined by the Atomic Energy Act of 1954, as amended. Solid waste includes municipal solid waste (MSW) as defined in State Solid Waste Rule ENV-Wm 103.23.

**USER FEE.** A charge usually by a municipality to users of a service.

**YARD WASTE.** Leaves, grass clippings, weeds, hedge clippings, garden waste, and twigs.

## **SECTION II CURBSIDE AUTOMATED COLLECTION**

*It shall be required for curbside collection in the Town of Hooksett that all designated recyclable materials will be separated from the solid waste stream and disposed of in the approved recycling containers, either at the curb-side or at the Recycling and Transfer Center. The reason for separation is to help control the costs associated with the disposal and management of solid waste by diverting as many recyclables from the solid waste stream as possible. The listing of acceptable materials will be available at the Recycling and Transfer Center, or online at [www.hooksett.org](http://www.hooksett.org) under the Recycling and Transfer Department.*

- 1. The purpose of this section is to establish minimum standards for the storage, collection, transportation and disposal of solid waste and recycling, utilizing an automated collection program to promote the health, safety, and welfare of the Town's residents, employees and environment, and to minimize the amount of trash generated in the Town.*
- 2. The Crew Chief shall have the direct responsibility for the administration of this section subject to the direction and control of the Town Administrator and the Town Council.*
- 3. The Town will provide curbside collection of residential solid waste from municipal buildings, single family dwellings, multi-family dwellings (not more than 3 units)*
- 4. Two automated collection carts, one for trash, one for recycling, and instructions for use will be distributed for residents who receive collection services from the Town. Additional recycling carts may be issued in certain circumstances, upon recommendation of the Crew Chief, determination will be made on a case by case situation by the Recycling and Transfer Advisory Committee.*
- 5. It will be the resident's responsibility to assure that automated collection carts are placed in the appropriate location designated by the Town, by 7:00 am on collection day. The Crew Chief or his/her designee shall have the authority to review and approve or disapprove placement of the collection carts. Alternative sites may be necessary to safeguard public safety and minimize risk of damage to public or private property during the collection process.*

6. It is the resident's responsibility to remove the automated cart from the curb line by the end of the collection day.
7. It is prohibited to overload automated carts in a manner that is likely to cause damage to the collection vehicle, the automated cart or to create a litter condition or to impede collection. It shall be an infraction to place or deposit any refuse whatsoever in or around an automated cart owned or provided for the use of another customer without that customer's approval.
8. The Town shall not be responsible for collection if there are any infractions of any section of this policy, or if there are any circumstances that are beyond the control of the Town. Infractions or circumstances include, but are not limited to, automated cart overload, unacceptable materials, improperly loaded automated cart, blocked access, automated cart inaccessibility, improper carts or dangerous situations.
9. Automated Carts:
  - 1-a) All automated carts are the property of the Town of Hooksett and are not to be removed from the property even in the event of a change in ownership or resident status. All automated carts will be assigned to a street address and have an imprinted number for identification purposes. One cart shall be used for trash and one cart for mixed recyclables.
  - 2-b) Any repairs to the containers will be performed by the Town. The property owner/customer shall contact the Recycling and Transfer office to report damage and request a repair. Containers damaged beyond repair will be replaced by the Town. If the containers are subject to neglect or other preventable damage as determined by the Crew Chief, the Crew Chief will require a charge for the replacement. The property owners are the ultimate party responsible for all damages or removed containers by tenants. The owner shall pay the cost of \$50.00 for any replacement containers. The owner should work to educate the household members on the proper use and maintenance of the containers.
  - c) All trash and recyclables shall be placed into the appropriate containers so that the lid can be securely shut. No trash or recyclables placed on the ground or in any unapproved containers shall be picked-up by the town. The containers shall not be overfilled or arranged in any manner that will prevent the lid from remaining closed at all times to prevent water from filling the container, and access by animals. In the event of overflow, residents may bring the extra material to the facility or must wait till the next scheduled collection day.
10. Placement of Carts - It shall be the duty of each customer to place the carts as follows:
  - 1-a) Within two (2) feet of the curb line or where directed by the Town.
  - 2-b) At least five (5) feet away from all objects such as fences, mailboxes, and utility poles, and clear of overhanging vegetation, utility wires, etc. to allow for the unimpeded operation of collection vehicles.
  - 3-c) So that the automated cart handle is facing the dwelling unit.
  - 4-d) At least two (2) feet from the other cart.
  - e) At least ten (10) feet away from parked vehicles.
11. Approved Materials for Automated Curbside Collection
  - 1-a) All approved recyclables shall be placed in the containers loose. No plastic bags should be recycled or used to contain recyclable material. The complete list of acceptable recyclables will be prepared by the Crew Chief and distributed to all residents. The list shall be available

on the website at [www.hooksett.org](http://www.hooksett.org) or at the Recycling and Transfer Department. The list may be modified given market conditions or other factors. Recyclable materials, such as cereal boxes, and cardboard boxes should be flattened so that the recycling container does not become overfilled too quickly during a given collection week. All recyclable items shall be empty

- 2.b) All household trash must be bagged before placing into the trash container. All materials must be separated and placed into the appropriate container for the automated curbside program.
- c) ONLY recyclables and household trash will be collected at the curb. All other material for disposal must be brought to the Recycling and Transfer Center at 210 West River Rd.

#### **ENFORCEMENT COLLECTION**

It is the intention of the Department to educate residents as to the value of recycling and the appropriate procedures for doing so. If, however, a resident or tenant violates any provision of this section (Section II) it may result in the issuance of notices, warnings and possible loss of services.

**First Violation** – A courtesy notice will be issued. If the violation is the disposal of any unacceptable material, the cost of disposal (user fee) may be incurred.

**Second Violation** – A written warning will be issued. If the violation is the disposal of any unacceptable material the cost of the disposal (user fee) will be incurred.

**Third Violation** – A third violation will result in the loss of collection privileges, for an amount of time determined by the Crew Chief, with approval by the Town Administrator. The violator shall have the right to appeal to the Town Council.

#### **SECTION III CONDOMINIUMS**

Condominiums will be required to provide for the collection and disposal of domestic trash within their communities. The Town will reimburse tonnage at a maximum of 21 pounds per unit per week at the Town budgeted rate (for trash disposal), paid semi-annually, upon submission and verification of paid invoices by the condominium association. The Town may rescind or amend this section at any time.

#### **SECTION IV RECYCLING AND TRANSFER CENTER**

The Center is operated and maintained in accordance with RSA 149-M:17 solely to receive, transport, and dispose of authorized solid waste generated within the geographical boundaries of the Town.

These regulations have been recommended by the Recycling and Transfer Advisory Committee and adopted by the Town Council pursuant to the authority granted the Council by RSA 149-M:17, II and 31:39, I (f). These regulations are intended to:

1. Prevent unauthorized entrance into and/or use of the Center;
2. Prohibit the disposal of illegal and/or unacceptable waste;
3. Control the disposal of authorized solid waste to facilitate compliance with operating standards, improve efficiency and productivity, require recycling and reuse of our resources, and maximize the life of the Center; and
4. Establish permit procedures.

The Crew Chief of the Center is authorized to promulgate additional regulations subject to the approval of the Town Council which may include, but are not limited to, the following subjects:

1. Separation of solid wastes and other materials;
2. Inspection procedures;
3. Hours of operation; and
4. Establishing fees.

#### **USE OF CENTER**

It is mandatory, that residents, who use the facility to drop off material, will separate all designated recyclable materials from the solid waste stream and dispose of them in the approved recycling containers. The reason for separation is to help control the costs associated with the disposal and management of solid waste by diverting as many recyclables from the solid waste stream as possible. The listing of acceptable materials will be available at the Recycling and Transfer Center, or online at [www.hooksett.org](http://www.hooksett.org) under the Recycling and Transfer Department.

1. **Permit Required.**  
Permits will be issued for all residents who use the facility if the vehicle is registered in Hooksett. Residents who do not have a registered vehicle must show proof of residency in the way of a tax bill or license with Hooksett address.
2. **Removal of material**  
No material shall be removed from the Center without authorization.
3. **Designated Areas**  
Solid waste shall be disposed of only in the designated areas.
4. **Unauthorized Entry**  
No person shall enter or attempt to enter the Center at times other than during the posted operating hours.
5. **Acceptable Solid Waste**  
Solid waste which is allowed to be received at the Center includes refuse, recycling, construction debris and demolition waste, motor vehicle waste, yard waste, residential brush, appliances, and scrap metal. Not all Commercial solid waste is acceptable, please call ahead for approval. User fees may apply. See website at [www.hooksett.org](http://www.hooksett.org) or call facility at 603-669-5198.
  - 1-a) Clean demolition, wood, sheetrock(kept separate), asphalt shingles (kept separate)
  - 2-b) Furniture
  - 3-c) Metal items and appliances will be accepted. Appliances with freon will be kept separately
  - 4-d) Yard Waste (grass clippings, garden waste, leaves and branches no larger than 3" in diameter) must be brought to the designated area (compost pile). Yard waste brought in plastic bags must be emptied. No brush clearing will be accepted.
  - 5-e) Some household hazardous wastes may be brought to the facility. Residents need to contact the facility to determine if it can be accepted.
6. **Unacceptable Solid Waste**  
Materials which will not be accepted at the Center shall include, but not be limited to, the following:



4-a) *Hazardous waste. Hazardous waste or material which the Town considers to be detrimental to the operation of the Center or which require special handling or disposal procedures.*

2-b) *Other. Infectious, pathological and biological waste, radioactive materials, oil sludges, hazardous refuse of any kind, or other substances which are now or are hereafter considered harmful, inflammable, hazardous, or toxic, or which would pose a threat to health or safety, or which may cause damage to or adversely affect the operation of the Center.*

3-c) *Tires on rims.*

7. *Stumps and Logs. Also branches greater than three inches in diameter or three feet in length.*

# **ENFORCEMENT**

## **Use of Recycling and Transfer Facility**

*It is the intention of the Department to educate residents as to the value of recycling and the appropriate procedures for doing so. If, however, a resident, tenant or Hooksett Commercial Business violates any provision of this section it may result in the issuance of notices, warnings and possible loss of privileges at the facility.*

# **SECTION II**

## **STATUTORY AND REGULATORY AUTHORITY**

~~The Center is operated and maintained in accordance with RSA 149-M:17 solely to receive, transport, and dispose of authorized solid waste generated within the geographical boundaries of the Town. These regulations have been recommended by the Recycling and Transfer Advisory Committee and adopted by the Town Council pursuant to the authority granted the Council by RSA 149-M:17, II and 31:39, I (f). These regulations are intended to:~~

- ~~1. Prevent unauthorized entrance into and/or use of the Center;~~
- ~~2. Prohibit the disposal of illegal and/or unacceptable solid waste;~~
- ~~3. Control the disposal of authorized solid waste to facilitate compliance with operating standards, improve efficiency and productivity, encourage recycling and reuse of our resources, and maximize the life of the Center; and~~
- ~~4. Establish permit procedures.~~

~~The SuperintendentCrew ChiefCrew ChiefCrew Chief of the Center is authorized to promulgate additional regulations subject to the approval of the Town Council which may include, but are not limited to, the following subjects:~~

- ~~1. Separation of solid wastes and other materials;~~
- ~~2. Inspection procedures;~~
- ~~3. Hours of operation; and~~
- ~~4. Establishing fees.~~

# **SECTION III**

## **USE OF CENTER**

- ~~A. Permit Required~~

~~No resident shall dispose of solid waste at the Center without having obtained a permit for such activity. In the event the vehicle being used is not registered in Hooksett, paperwork disclosing the residential address must be submitted.~~

~~B. Removal of Material~~

~~No material shall be removed from the Center without authorization. C. Designated Areas~~

~~Solid waste shall be disposed of only in designated areas. D. Unauthorized Entry~~

~~No person shall enter or attempt to enter the Center at times other than during posted operating hours.~~

**SECTION IV**  
**RECYCLING**

The policy of the Center is to promote and encourage recycling within the Town. The recycling program is intended to facilitate the reuse of resources, reduce operating costs through avoidance of tipping fee rates, and provide additional income to the Town (when applicable). Residents, who use the facility, will be required to recycle cardboard. Cardboard is easily accepted in an area clearly marked. The recycling of other materials is strongly encouraged.

**SECTION V**  
**SOLID WASTE POLICIES**

~~A. Acceptable Solid Waste~~

~~Solid waste which is allowed to be received at the Center includes refuse, construction debris and demolition waste, motor vehicle waste, yard waste residential brush, appliances, and scrap metal. User fees may apply, see Section VIII.~~

~~Clean demolition will be accepted: sheetrock (must be kept separate) wood, asphalt shingles (must be kept separate), and bricks (must be kept separate).~~

~~Metal items and appliances will be accepted. Appliances with Freon will be kept separate.~~

~~Yard waste (grass clippings, garden waste, and leaves) must be brought to the designated area (compost pile) and must be free from branches. Material brought in plastic bags must be emptied.~~

~~Some household hazardous wastes may be brought to the facility. Residents need to contact the facility to determine if it can be accepted.~~

~~B. Unacceptable Solid Waste~~

~~Materials which will not be accepted at the Center shall include, but not be limited to, the following:~~

~~1. Hazardous Waste. Hazardous waste or materials which the Town considers to be detrimental to the operation of the Center or which require special handling or disposal procedures.~~

~~2. Other. Infectious, pathological and biological waste, radioactive materials, oil sludges, hazardous refuse of any kind, or other substances which are now or are hereafter considered harmful, inflammable, hazardous, or toxic, or which would otherwise not normally be allowed for burial under New Hampshire Department of Environmental Services or U.S. Environmental Protection Agency regulations, or which would be likely to pose a threat to health or safety, or which may cause damage to or adversely affect the operation of the Center.~~

3. ~~Tires on Rims. Also see Section VII, Fees.~~

4. ~~Stumps; Logs. Stumps and logs greater than three inches in diameter or three feet in length.~~

## **SECTION VI**

### **PERMIT PROCEDURES**

#### **1. A.—In General.**

Permits may be obtained during normal business hours at the Center, 210 West River Road, Hooksett, New Hampshire. All permits shall be nontransferable. Each vehicle intended for transport of solid waste to the Center must be permitted.

Permits must be prominently displayed on the window of the passenger side of the vehicle, which is bearing solid waste to be disposed of at the Center.

##### **a) Residential.**

i. Any person applying for a permit must present a vehicle registration showing residence in the Town.

ii. Permits are issued free of charge.

##### **b) Commercial.**

i. Any commercial entity must call the office for permission to enter the premises and have proper identification of legal Hooksett address.

ii. Permits will not be issued

iii. Hooksett commercial entities, may use the facility only to bring in solid waste that is generated in Hooksett.

#### **2. Revocation of Permit**

The ~~Superintendent~~Crew Chief may revoke the permit of any holder when a written finding is made that the holder of the permit or the holder's agent has violated any provisions of these regulations or any regulations promulgated hereunder. The ~~Superintendent~~Crew Chief will provide written notice of the revocation to the holder of the permit by certified mail. Any person with such notice of revocation may request a hearing before the Town Administrator within fifteen (15) days of the receipt of such notice. The Town Administrator will affirm, reverse, or modify the action of the ~~Superintendent~~Crew Chief. The revocation of the permit will be stayed during the pendency of the appeal.

## **SECTION VII**

### **VIOLATIONS AND PENALTIES**

Any person or commercial entity violating any provision of this ordinance or any regulation adopted pursuant to this Ordinance shall:

1. a.—be subject to a civil penalty not to exceed \$3,000 for each act constituting a violation of this Ordinance or the regulations adopted pursuant hereto;

2. b.—be subject to revocation of permission to use the Center;

3. e. \_\_\_\_\_ be liable for all costs incurred by the Town resulting from the violation and enforcement of this Ordinance, including attorney's fees; and,
4. d. \_\_\_\_\_ be liable for all costs of removal of solid waste improperly disposed of and all costs incurred by the Town resulting from the improper disposal of waste at the Center.

### **SECTION VIII** **FEES**

The following disposal fees (user fees) are designed to defray some of the expense incurred by the Town in administering and operating the Center. ~~This list is not meant to be all inclusive and additional information.~~ *The Town reserves the right to update these fees. Current Disposal Fees can be obtained by calling the office at 603-669-5198 or checking the website at [www.hooksett.org](http://www.hooksett.org) and checking under the Recycling and Transfer Department Division page.*

~~Demolition - \$100.00 per ton Furniture - \$100.00 per ton~~

~~Carpet - \$100.00 per ton (must be cut into 4' lengths)~~

~~Electronics - \$11 per pound~~

~~Metal - Fee assessed per unit~~

~~Metal with refrigerants (Resident \$11.00 / Commercial \$20.00)~~

~~Appliances (per unit) - \$5.00~~

~~Recycling - No fee~~

~~Solid Waste - Resident \$0 / Commercial \$100 per ton~~

~~Tires (not on rims)~~

~~Resident - No charge for the first four tires (passenger tires) per year per registered Hooksett vehicle, thereafter a charge of \$2 for each tire. Not accepted from commercial entities.~~

~~Yard Waste - Fee assessed per load, one-ton truck~~

~~Resident \$0 / Commercial \$15~~

*The following charges and restrictions are in effect as of 10/25/2019. For current disposal fees, please check the Town's website at [www.hooksett.org](http://www.hooksett.org) or call 603-669-5198.*

**Construction / Demolition Debris** - \$0.05 per pound. \$2.00 minimum load. (wood, insulation, bathroom fixtures, cabinets, siding, flooring, roofing, etc.) No asbestos or hazardous material will be accepted. **VINYL SIDING must be kept separate under 4' in length. ASPHALT SHINGLES must be kept separate. SHEETROCK must be kept separate. Large plastic and fiberglass items must be cut up to be less than 4' x 4'.**

**Fill** - \$10 per load      Concrete - Bricks - Asphalt - etc.

**Furniture** - \$0.05 per pound

All solid wood furniture - \$0.05 per pound

Twin/full mattresses	\$3.00 a piece	Recliner	\$5.00
Queen mattresses	\$4.00 a piece	Stuffed Chair	\$4.00
King mattresses	\$5.00 a piece	Office Chair	\$2.00
Sleep sofa	\$7.00	Sofa	\$6.00
Love seat	\$5.00		

**Carpet** - \$0.05 per pound. (Must be cut into 3-4' square sections)

**Metal** - Units with FREON (refrigerators, freezers, A/C's, dehumidifiers) \$11.00 per unit  
White goods (washers, dryers, dishwashers, stoves, hot water heaters) \$5.00 per unit  
No charge other metal

**Electronics** - \$0.15 per pound (Electronics to include: copy machines, fax machines.)

Small computer drive	\$2.00	Personal printer	\$2.00
13"computer monitor	\$5.00	Laptop	\$2.00
17"computer monitor	\$7.00	19"TV	\$9.00
13"TV	\$4.00	All flat monitors under 20"	\$4.00

Call facility for other electronic fees.

**Propane Tanks** – 20 lb., \$4.00 each; 30 lb., \$8.00; 100 lb, \$20.00; 1 lb., no charge

**Recycling** - No charge.

**Tires** - No charge for the first four tires per year per Hooksett registered vehicle, thereafter, a charge of \$2.00 for each tire. Must be off rims.

**Yard Waste** - No charge leaves, grass, small amounts of brush – a limb fell. Please call ahead for availability. Branches must be no larger than 3" in diameter and 3' long. No land clearing, no tree cutting. See attendant for list of place to go with larger loads; stumps, logs. **INVASIVE PLANTS** must be kept separate. **SEE ATTENDANT**. No stumps will be accepted.

**Paint** - \$1.00 per can; \$5.00 per 5 gallon bucket.

**Any resident bringing material from outside Hooksett will have their permit revoked.**

Adopted: 6/11/97  
Amended: 3/10/10  
Amended: 10/8/2014  
Amended: Town Council Meeting Date

James Sullivan  
Town Council Chair

Todd Rainier  
Town Clerk



Recycling and Transfer Department Ordinance

This Policy is created to establish control of solid waste in the Town of Hooksett, implementing rules and regulations for the operation of the Transfer and Recycling Center (Center), curbside collection of trash and recycling, and setting of fees for the use of the facility. Control and regulation of solid waste will serve the public interest, protect health and safety of Town residents and conserve our natural resources.

SECTION 1  
DEFINITIONS AND WORD USAGE

As used in this Policy, the following terms shall have the following meanings:

ACCEPTABLE WASTE – Household garbage, trash, rubbish and refuse originating within the boundaries of the Town, normally collected or disposed of as a result of residential pickups or deliveries.

AUTOMATED COLLECTION – shall mean a method of collecting refuse and recycling through the use of mechanical collection equipment and special carts issued for the storage and collection of rubbish and recyclables.

AUTOMATED COLLECTION CART – shall mean a specially designed cart with wheels, approved by the Town of Hooksett to be used for the storage of acceptable refuse or recyclables in the automated collection operation.

COMMERCIAL – Commercial entities doing business in the Town of Hooksett including but not limited to contractors, multifamily dwellings of more than four (4) units, commercial establishments of any size.

CONSTRUCTION DEBRIS – Non-putrescible waste building materials and rubble

CURB LINE – shall mean the area directly behind or adjacent to the curb; in the absence of a curb, the area adjacent to the edge of pavement or road.

CURBSIDE COLLECTION – shall mean the pickup of acceptable trash and recyclables at certain residences in the Town

CUSTOMER – shall mean any resident who delivers waste to the facility or receives trash and or recycling service from the Town

DEMOLITION WASTE – See Construction Debris

DESIGNATED COLLECTION POINT – shall mean the place where the automated cart shall be placed for service, as determined by the Recycling and Transfer Department.

EXTRA REFUSE – shall mean any refuse placed on, or around automated collection cart in excess capacity of the automated cart.

HAZARDOUS WASTE – shall mean any material which has been identified as hazardous waste by the New Hampshire Department of Environmental Services. Such wastes include, but are not limited to, those which are ignitable, irritants, or strong sensitizers, or which generate pressure through decomposition, heat, or other means. Such term also encompasses any solid, semisolid, liquid or contained gaseous waste, or any combination of these wastes which, because of either quantity, concentration, or physical, chemical or infectious characteristics may: a) cause or contribute to an increase in mortality or an increase in irreversible or incapacitating reversible illness; and/or b) pose a present or potential threat to humans or the environment when improperly treated, stored, transported, disposed of, or otherwise mismanaged.

HOUSEHOLD HAZARDOUS WASTE – hazardous waste generated from non-commercial usage by persons in their living abodes.

INFECTIOUS WASTE - Any waste which, because of its infectious nature, may cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible illness, or pose a substantial

present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

MANDATORY – Officially required.

METAL GOODS (METAL). Metal goods include household appliances, air conditioners, aluminum lawn chairs, aluminum windows, outside grills, hot water tanks, and other metallic items that can be readily recycled and marketed.

MOTOR VEHICLE WASTE – Used motor oil, motor vehicle batteries, antifreeze, and tires from motorized vehicles.

MULTI-FAMILY RESIDENTIAL PROPERTY – shall mean more than one (1) but not more than four (4) dwelling units in a building.

RECYCLABLE – Any item within the town recycling program which can be recycled with the intent of reusing that item.

RECYCLING – The collection, storage processing, and redistribution of separated solid waste as to return material to the marketplace.

REFUSE – Any solid waste product which is composed wholly or partly of such materials as garbage, swill, sweepings, cleanings, trash, rubbish, litter, industrial solid wastes, organic wastes, and domestic solid wastes.

RESIDENT – a person who is domiciled or has a place of abode in the Town of Hooksett and who has, through all of his or her actions, demonstrated a current intent to designate that place of abode as his or her principal place of physical presence for the indefinite future to the exclusion of all others.

RESIDENTIAL PROPERTY – shall mean a single-family or multi-family housing building that consists of four (4) or fewer dwelling units.

SOLID WASTE – Any matter consisting of putrescible material, refuse, and other discarded or abandoned material. It includes solid, liquid, semisolid, or contained gaseous material resulting from industrial, commercial, mining and agricultural operations and from community activities. For the purposes of this Ordinance, it does not include hazardous waste as defined in RSA147A:2 or infectious waste as defined in this Section.

USER FEE – A charge, usually by a municipality, to users of a service.

YARD WASTE – Leaves, grass clippings, weeds, hedge clippings, garden waste, and twigs.

## SECTION II

### CURBSIDE AUTOMATED COLLECTION

It shall be required for curbside collection in the Town of Hooksett that all designated recyclable materials will be separated from the solid waste stream and disposed of in the approved recycling containers, either at the curb-side, in the mobile recycling trailer or at the Recycling and Transfer Center. The reason for separation is to help control the costs associated with the disposal and management of solid waste by diverting as many recyclables from the solid waste stream as possible. The listing of acceptable materials will be available at the Recycling and Transfer Center, or online at [www.hooksett.org](http://www.hooksett.org) under the Recycling and Transfer Department.

- a. The purpose of this section is to establish minimum standards for the storage, collection, transportation and disposal of solid waste and recycling, utilizing an automated collection program to promote the health, safety, and welfare of the Town's residents, employees and environment, and to minimize the amount of trash generated in the Town.
- b. The Superintendent shall have the direct responsibility for the administration of this section subject to the direction and control of the Town Administrator and the Town Council.



- c. The Town will provide curbside collection of residential solid waste from public schools, municipal buildings, single family dwellings, multi-family dwellings (not more than 4 units)
- d. Two automated collection carts, one for trash, one for recycling, and instructions for use will be distributed for residents who receive collection services from the Town. Additional recycling carts may be issued in certain circumstances, upon recommendation of the Superintendent, determination will be made on a case by case situation by the Recycling and Transfer Advisory Committee.
- e. It will be the resident's responsibility to assure that automated collection carts are placed in the appropriate location designated by the Town, by 7:00 am on collection day. The Superintendent or his/her designee shall have the authority to review and approve or disapprove placement of the collection carts. Alternative sites may be necessary to safeguard public safety and minimize risk of damage to public or private property during the collection process.
- f. It is the resident's responsibility to remove the automated cart from the curb line by the end of the collection day.
- g. It is prohibited to overload automated carts in a manner that is likely to cause damage to the collection vehicle, the automated cart or to create a litter condition or to impede collection. It shall be an infraction to place or deposit any refuse whatsoever in or around an automated cart owned or provided for the use of another customer without that customer's approval.
- h. The Town shall not be responsible for collection if there are any infractions of any section of this policy, or if there are any circumstances that are beyond the control of the Town. Infractions or circumstances include, but are not limited to, automated cart overload, unacceptable materials, improperly loaded automated cart, blocked access, automated cart inaccessibility, improper carts or dangerous situations.
- i. Automated Carts:
  - 1. All automated carts are the property of the Town of Hooksett and are not to be removed from the property even in the event of a change in ownership or resident status. All automated carts will be assigned to a street address and have an imprinted number for identification purposes. One cart shall be used for trash and one cart for mixed recyclables.
  - 2. Any repairs to the containers will be performed by the Town. The property owner/customer shall contact the Recycling and Transfer office to report damage and request a repair. Containers damaged beyond repair will be replaced by the Town. If the containers are subject to neglect or other preventable damage as determined by the Superintendent, the Superintendent will require a charge for the replacement. The property owners are the ultimate party responsible for all damages or removed containers by tenants. The owner shall pay the cost of \$50.00 for any replacement containers. The owner should work to educate the household members on the proper use and maintenance of the containers.
  - 3. All trash and recyclables shall be placed into the appropriate containers so that the lid can be securely shut. No trash or recyclables placed on the ground or in any unapproved containers shall be picked-up by the town. The containers shall not be overfilled or arranged in any manner that will prevent the lid from remaining closed at all times to prevent water from filling the container, and access by animals. In the event of overflow, residents may bring the extra material to the facility or must wait till the next scheduled collection day.
- j. Placement of Carts
  - It shall be the duty of each customer to place the carts as follows:

1. Within two (2) feet of the curb line or where directed by the Town.
2. At least five (5) feet away from all objects such as fences, mailboxes, and utility poles, and clear of overhanging vegetation, utility wires, etc. to allow for the unimpeded operation of collection vehicles.
3. So that the automated cart handle is facing the dwelling unit.
4. At least two (2) feet from the other cart.
5. At least ten (10) feet away from parked vehicles.

k. Approved Materials for Automated Curbside Collection

1. All approved recyclables shall be placed in the containers loose. No plastic bags should be recycled or used to contain recyclable material. The complete list of acceptable recyclables will be prepared by the Superintendent and distributed to all residents. The list shall be available on the website at [www.hooksett.org](http://www.hooksett.org) or at the Recycling and Transfer Department. The list may be modified given market conditions or other factors. Recyclable materials, such as cereal boxes, and cardboard boxes should be flattened so that the recycling container does not become overfilled too quickly during a given collection week. All recyclable items shall be empty.
2. All household trash must be bagged before placing into the trash container. All materials must be separated and placed into the appropriate container for the automated curbside program.
3. ONLY recyclables and household trash will be collected at the curb. All other material for disposal must be brought to the Recycling and Transfer Center at 210 West River Rd.

ENFORCEMENT  
Section II Collection

It is the intention of the Department to educate residents as to the value of recycling and the appropriate procedures for doing so. If, however, a resident or tenant violates any provision of this section (Section II) it may result in the issuance of notices, warnings and possible loss of services.

First Violation – A courtesy notice will be issued. If the violation is the disposal of any unacceptable material, the cost of disposal (user fee) may be incurred.

Second Violation – A written warning will be issued. If the violation is the disposal of any unacceptable material the cost of the disposal (user fee) will be incurred.

Third Violation – A third violation will result in the loss of collection privileges, for an amount of time determined by the Superintendent, with approval by the Town Administrator. The violator shall have the right to appeal to the Town Council.

SECTION III

CONDOMINIUMS

Condominiums will be required to provide for the collection and disposal of domestic trash within their communities. The Town will reimburse tonnage at a maximum of 21 pounds per unit per week at the Town budgeted rate (for trash disposal), paid semi-annually, upon submission and verification of paid invoices by the condominium association. The Town may rescind or amend this section at any time.

#### SECTION IV

##### RECYCLING AND TRANSFER CENTER

The Center is operated and maintained in accordance with RSA 149-M:17 solely to receive, transport, and dispose of authorized solid waste generated within the geographical boundaries of the Town.

These regulations have been recommended by the Recycling and Transfer Advisory Committee and adopted by the Town Council pursuant to the authority granted the Council by RSA 149-M:17, II and 31:39, I (f). These regulations are intended to:

1. Prevent unauthorized entrance into and/or use of the Center;
2. Prohibit the disposal of illegal and/or unacceptable waste;
3. Control the disposal of authorized solid waste to facilitate compliance with operating standards, improve efficiency and productivity, require recycling and reuse of our resources, and maximize the life of the Center; and
4. Establish permit procedures.

The Superintendent of the Center is authorized to promulgate additional regulations subject to the approval of the Town Council which may include, but are not limited to, the following subjects:

1. Separation of solid wastes and other materials;
2. Inspection procedures;
3. Hours of operation; and
4. Establishing fees.

##### USE OF CENTER

It is mandatory, that residents, who use the facility to drop off material, will separate all designated recyclable materials from the solid waste stream and dispose of them in the approved recycling containers. The reason for separation is to help control the costs associated with the disposal and management of solid waste by diverting as many recyclables from the solid waste stream as possible. The listing of acceptable materials will be available at the Recycling and Transfer Center, or online at [www.hooksett.org](http://www.hooksett.org) under the Recycling and Transfer Department.

A. Permit Required.

Permits will be issued for all residents who use the facility if the vehicle is registered in Hooksett. Residents who do not have a registered vehicle must show proof of residency in the way of a tax bill or license with Hooksett address.

B. Removal of material

No material shall be removed from the Center without authorization.

C. Designated Areas

Solid waste shall be disposed of only in the designated areas.

D. Unauthorized Entry

No person shall enter or attempt to enter the Center at times other than during the posted operating hours.

E. Acceptable Solid Waste

Solid waste which is allowed to be received at the Center includes refuse, recycling, construction debris and demolition waste, motor vehicle waste, yard waste, residential brush, appliances, and scrap metal. User fees may apply. See website at [www.hooksett.org](http://www.hooksett.org) or call facility 669-5198.

1. Clean demolition, wood, sheetrock (kept separate), asphalt shingles (kept separate)
2. Furniture
3. Metal items and appliances will be accepted. Appliances with freon will be kept separately
4. Yard Waste (grass clippings, garden waste, leaves and branches no larger than 3" in diameter) must be brought to the designated area (compost pile). Yard waste brought in plastic bags must be emptied.

5. Some household hazardous wastes may be brought to the facility. Residents need to contact the facility to determine if it can be accepted.
- F. Unacceptable Solid Waste
- Materials which will not be accepted at the Center shall include, but not be limited to, the following:
1. Hazardous waste. Hazardous waste or material which the Town considers to be detrimental to the operation of the Center or which require special handling or disposal procedures.
  2. Other. Infectious, pathological and biological waste, radioactive materials, oil sludges, hazardous refuse of any kind, or other substances which are now or are hereafter considered harmful, inflammable, hazardous, or toxic, or which would pose a threat to health or safety, or which may cause damage to or adversely affect the operation of the Center.
  3. Tires on rims.
- G. Stumps and Logs. Also branches greater than three inches in diameter or three feet in length.

**ENFORCEMENT**

**Use of Recycling and Transfer Facility**

It is the intention of the Department to educate residents as to the value of recycling and the appropriate procedures for doing so. If, however, a resident, tenant or Hooksett Commercial Business violates any provision of this section (Section IV) it may result in the issuance of notices, warnings and possible loss of privileges at the facility.

**SOLID WASTE  
ORDINANCE # 00-31**

The Town of Hooksett ordains that, pursuant to the authority granted under Section 3.6 of the Hooksett Town Charter, the following ordinance is hereby enacted in the Town of Hooksett:

**INTRODUCTION**

An Ordinance is hereby created establishing control of solid waste in the Town of Hooksett (Town), implementing rules and regulations for the operation of the Transfer and Recycling Center (Center), and setting fees for the use of the facilities thereof.

Whereas, the control and regulation of solid waste will serve the public interest, protect the health and safety of Town residents, and conserve our natural resources, and,

Whereas the Town has authority pursuant to State law and the Town Charter to establish rules and regulations for the control of solid waste, to establish permit regulations, and to prescribe penalties for the violations thereof, and

Whereas it is necessary to establish the rules and regulations for the acceptance of solid waste, therefore be it ordained by the Town of Hooksett, the County of Merrimack, and the State of New Hampshire, that a solid waste ordinance is hereby established setting forth regulations governing the use of the Center and requiring that permits be obtained and fees paid.

**SECTION 1  
DEFINITIONS AND WORD USAGE**

As used in this Ordinance, the following terms shall have the following meanings:

**CENTER.** The Town of Hooksett Transfer and Recycling Center situated off Route 3A.

**COMMERCIAL.** Any and all nonresidential activities.

**CONSTRUCTION DEBRIS.** Non-putrescible waste building materials and rubble.

**DEMOLITION WASTE.** See Construction Debris.

**DISPOSAL.** The discharge, deposit, injection, dumping, spilling, leaking, or placement of any solid waste into or onto any land or water so that such solid waste or any constituent of it may enter the environment, be emitted into the air, or be discharged into any water, including groundwater.

**HAZARDOUS WASTE.** Any material which has been identified as hazardous waste by the New Hampshire Department of Environmental Services. Such wastes include, but are not limited to, those which are ignitable, irritants, or strong sensitizers, or which generate pressure through decomposition, heat, or other means. Such term also encompasses any solid, semisolid, liquid or contained gaseous waste, or any combination of these wastes which, because of either quantity, concentration, or physical, chemical or infectious characteristics may: a) cause or contribute to an increase in mortality or an increase in irreversible or incapacitating reversible illness; and/or b) pose a present or potential threat to humans or the environment when improperly treated, stored, transported, disposed of, or otherwise mismanaged.

**INFECTIOUS WASTE.** Any waste which, because of its infectious nature, may cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible illness, or pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

HOUSEHOLD HAZARDOUS WASTE. Hazardous waste generated from non-commercial usage by persons in their living abodes.

METAL GOODS (METAL). Metal goods include household appliances, air conditioners, aluminum lawn chairs, aluminum windows, outside grills, hot water tanks, and other metallic items that can be readily recycled and marketed.

MOTOR VEHICLE WASTE. Used motor oil, motor vehicle batteries, antifreeze, and tires from motorized vehicles.

RECYCLABLES. Any item within the Town recycling program which can be recycled with the intent of reusing that item.

RECYCLING. The collection, storage processing, and redistribution of separated solid waste so as to return material to the marketplace.

REFUSE. Any solid waste product which is composed wholly or partly of such materials as garbage, swill, sweepings, cleanings, trash, rubbish, litter, industrial solid wastes, organic wastes, and domestic solid wastes.

RESIDENT. A person who is domiciled or has a place of abode in the Town of Hooksett and who has, through all of his or her actions, demonstrated a current intent to designate that place of abode as his or her principal place of physical presence for the indefinite future to the exclusion of all others.

SOLID WASTE. Any matter consisting of putrescible material, refuse, and other discarded or abandoned material. It includes solid, liquid, semisolid, or contained gaseous material resulting from industrial, commercial, mining, and agricultural operations and from community activities. For the purposes of this Ordinance, it does not include hazardous waste as defined in RSA 147A:2, infectious waste as defined in this Section, solid or dissolved materials and irrigation return flows, or municipal and industrial discharges which are point sources subject to permits under Section 402 of the Federal Water Pollution Control Act, as amended, or source special nuclear or by-product material as defined by the Atomic Energy Act of 1954, as amended. Solid waste includes municipal solid waste (MSW) as defined in State Solid Waste Rule ENV-Wm 103.23.

USER FEE. A charge usually by a municipality to users of a service.

YARD WASTE. Leaves, grass clippings, weeds, hedge clippings, garden waste, and twigs.

## SECTION II STATUTORY AND REGULATORY AUTHORITY

The Center is operated and maintained in accordance with RSA 149-M:17 solely to receive, transport, and dispose of authorized solid waste generated within the geographical boundaries of the Town.

These regulations have been recommended by the Recycling and Transfer Advisory Committee and adopted by the Town Council pursuant to the authority granted the Council by RSA 149-M:17, II and 31:39, I (f). These regulations are intended to:

1. Prevent unauthorized entrance into and/or use of the Center;
2. Prohibit the disposal of illegal and/or unacceptable solid waste;
3. Control the disposal of authorized solid waste to facilitate compliance with operating standards, improve efficiency and productivity, encourage recycling and reuse of our resources, and maximize the life of the Center; and
4. Establish permit procedures.

The Superintendent of the Center is authorized to promulgate additional regulations subject to the approval of the Town Council which may include, but are not limited to, the following subjects:

1. Separation of solid wastes and other materials;
2. Inspection procedures;
3. Hours of operation; and
4. Establishing fees.

#### SECTION III USE OF CENTER

##### A. Permit Required

No resident shall dispose of solid waste at the Center without having obtained a permit for such activity. In the event the vehicle being used is not registered in Hooksett, paperwork disclosing the residential address must be submitted.

##### B. Removal of Material

No material shall be removed from the Center without authorization.

##### C. Designated Areas

Solid waste shall be disposed of only in designated areas.

##### D. Unauthorized Entry

No person shall enter or attempt to enter the Center at times other than during posted operating hours.

#### SECTION IV RECYCLING

The policy of the Center is to promote and encourage recycling within the Town. The recycling program is intended to facilitate the reuse of resources, reduce operating costs through avoidance of tipping fee rates, and provide additional income to the Town (when applicable). Residents, who use the facility, will be required to recycle cardboard. Cardboard is easily accepted in an area clearly marked. The recycling of other materials is strongly encouraged.

#### SECTION V SOLID WASTE POLICIES

##### A. Acceptable Solid Waste

Solid waste which is allowed to be received at the Center includes refuse, construction debris and demolition waste, motor vehicle waste, yard waste residential brush, appliances, and scrap metal. User fees may apply, see Section VIII.

Clean demolition will be accepted: sheetrock (must be kept separate) wood, asphalt shingles (must be kept separate), and bricks (must be kept separate).

Metal items and appliances will be accepted. Appliances with Freon will be kept separate.

Yard waste (grass clippings, garden waste, and leaves) must be brought to the designated area (compost pile) and must be free from branches. Material brought in plastic bags must be emptied.

Some household hazardous wastes may be brought to the facility. Residents need to contact the facility to determine if it can be accepted.

B. Unacceptable Solid Waste

Materials which will not be accepted at the Center shall include, but not be limited to, the following:

1. Hazardous Waste. Hazardous waste or materials which the Town considers to be detrimental to the operation of the Center or which require special handling or disposal procedures.
2. Other. Infectious, pathological and biological waste, radioactive materials, oil sludges, hazardous refuse of any kind, or other substances which are now or are hereafter considered harmful, inflammable, hazardous, or toxic, or which would otherwise not normally be allowed for burial under New Hampshire Department of Environmental Services or U.S. Environmental Protection Agency regulations, or which would be likely to pose a threat to health or safety, or which may cause damage to or adversely affect the operation of the Center.
3. Tires on Rims. Also see Section VII, Fees.
4. Stumps; Logs. Stumps and logs greater than three inches in diameter or three feet in length.

SECTION VI  
PERMIT PROCEDURES

A. In General.

Permits may be obtained during normal business hours at the Center, 210 West River Road, Hooksett, New Hampshire.

All permits shall be nontransferable.

Each vehicle intended for transport of solid waste to the Center must be permitted.

Permits must be prominently displayed on the window of the passenger side of the vehicle, which is bearing solid waste to be disposed of at the Center.

1. Residential.

- a. Any person applying for a permit must present a vehicle registration showing residence in the Town.
- b. Permits are issued free of charge.

2. Commercial.

- a. Any commercial entity must call the office for permission to enter the premises and have proper identification of legal Hooksett address. Permits will not be issued
- b. Hooksett commercial entities, may use the facility only to bring in solid waste that is generated in Hooksett.

B. Revocation of Permit



The Superintendent may revoke the permit of any holder when a written finding is made that the holder of the permit or the holder's agent has violated any provisions of these regulations or any regulations promulgated hereunder. The Superintendent will provide written notice of the revocation to the holder of the permit by certified mail. Any person with such notice of revocation may request a hearing before the Town Administrator within fifteen (15) days of the receipt of such notice. The Town Administrator will affirm, reverse, or modify the action of the Superintendent. The revocation of the permit will be stayed during the pendency of the appeal.

#### SECTION VII VIOLATIONS AND PENALTIES

Any person or commercial entity violating any provision of this ordinance or any regulation adopted pursuant to this Ordinance shall:

- a. be subject to a civil penalty not to exceed \$3,000 for each act constituting a violation of this Ordinance or the regulations adopted pursuant hereto;
- b. be subject to revocation of permission to use the Center;
- c. be liable for all costs incurred by the Town resulting from the violation and enforcement of this Ordinance, including attorney's fees; and,
- d. be liable for all costs of removal of solid waste improperly disposed of and all costs incurred by the Town resulting from the improper disposal of waste at the Center.

#### SECTION VIII FEES

The following disposal fees (user fees) are designed to defray some of the expense incurred by the Town in administering and operating the Center. This list is not meant to be all inclusive and additional information can be obtained by calling the office at 669-5198 or checking the website at [www.hooksett.org](http://www.hooksett.org) and checking under the Recycling and Transfer Department.

Demolition \$100.00 per ton

Furniture \$100.00 per ton.

Carpet \$100.00 per ton (must be cut into 4' lengths)

Electronics \$.11 per pound

Fee assessed per unit.

Metal with refrigerants Resident \$11.00 Commercial \$20

Appliances (per unit) \$5.00

Recycling

No fee

Solid Waste Resident \$0

Commercial \$100 per ton

Tires (not on rims)

Resident- No charge for the first four tires(passenger tires) per year per registered Hooksett vehicle, thereafter a charge of \$2 for each tire. Not accepted from commercial entities.

Yard Waste: Fee assessed per load, one-ton truck.  
Resident \$0 Commercial, \$15

Adopted: 6/11/97  
Amended: 3/10/10  
Amended: 10/8/2014

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James Sullivan  
Town Council Chair

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Todd Rainier  
Town Clerk

**SOLID WASTE RECYCLING & TRANSFER**  
**ORDINANCE # 00-31**

The Town of Hooksett ordains that, pursuant to the authority granted under Section 3.6 of the Hooksett Town Charter, the following ordinance is hereby enacted in the Town of Hooksett:

**INTRODUCTION**

An Ordinance is hereby created establishing control of solid waste in the Town of Hooksett (Town), implementing rules and regulations for the operation of the ~~Transfer and Recycling and Transfer~~ Center (Center), *curbside collection of trash* and setting fees for the use of the facilities thereof.

Whereas, the control and regulation of solid waste will serve the public interest, protect the health and safety of Town residents, and conserve our natural resources, and,

Whereas the Town has authority pursuant to State law and the Town Charter to establish rules and regulations for the control of solid waste, to establish permit regulations, and to prescribe penalties for the violations thereof, and

Whereas it is necessary to establish the rules and regulations for the acceptance of solid waste, therefore be it ordained by the Town of Hooksett, the County of Merrimack, and the State of New Hampshire, that a solid waste ordinance is hereby established setting forth regulations governing the use of the Center and requiring that permits be obtained and fees paid.

**SECTION 1**  
**DEFINITIONS AND WORD USAGE**

As used in this Ordinance, the following terms shall have the following meanings:

*ACCEPTABLE WASTE – Household garbage, trash, rubbish and refuse originating within the boundaries of the Town, normally collected or disposed of as a result of residential pickups or deliveries.*

*AUTOMATED COLLECTION – shall mean a method of collecting refuse and recycling through the use of mechanical collection equipment and special carts issued for the storage and collection of rubbish and recyclables.*

*AUTOMATED COLLECTION CART – shall mean a specially designed cart with wheels, approved by the Town of Hooksett to be used for the storage of acceptable refuse or recyclables in the automated collection operation.*

**CENTER.** The Town of Hooksett ~~Transfer and Recycling and Transfer~~ Center situated off Route 3A.

**COMMERCIAL.** Any and all nonresidential activities.

**CONSTRUCTION DEBRIS.** Non-putrescible waste building materials and rubble.

*CURB LINE – shall mean the area directly behind or adjacent to the curb; in the absence of a curb, the area adjacent to the edge of pavement or road.*

*CURBSIDE COLLECTION – shall mean the pickup of acceptable trash and recyclables at certain residences in the Town*

*CUSTOMER – shall mean any resident who delivers waste to the facility or receives trash and or recycling service from the Town*

**DEMOLITION WASTE.** See Construction Debris.

*DESIGNATED COLLECTION POINT – shall mean the place where the automated cart shall be placed for service, as determined by the Recycling and Transfer Department.*

**DISPOSAL.** The discharge, deposit, injection, dumping, spilling, leaking, or placement of any solid waste into or onto any land or water so that such solid waste or any constituent of it may enter the environment, be emitted into the air, or be discharged into any water, including groundwater.

*EXTRA REFUSE – shall mean any refuse placed on, or around automated collection cart in excess capacity of the automated cart.*

**HAZARDOUS WASTE.** Any material which has been identified as hazardous waste by the New Hampshire Department of Environmental Services. Such wastes include, but are not limited to, those which are ignitable, irritants, or strong sensitizers, or which generate pressure through decomposition, heat, or other means. Such term also encompasses any solid, semisolid, liquid or contained gaseous waste, or any combination of these wastes which, because of either quantity, concentration, or physical, chemical or infectious characteristics may: a) cause or contribute to an increase in mortality or an increase in irreversible or incapacitating reversible illness; and/or b) pose a present or potential threat to humans or the environment when improperly treated, stored, transported, disposed of, or otherwise mismanaged.

*HOUSEHOLD HAZARDOUS WASTE – hazardous waste generated from non-commercial usage by persons in their living abodes.*

**INFECTIOUS WASTE.** Any waste which, because of its infectious nature, may cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible illness, or pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

~~HOUSEHOLD HAZARDOUS WASTE. Hazardous waste generated from non-commercial usage by persons in their living abodes.~~

*MANDATORY – Officially required.*

**METAL GOODS (METAL).** Metal goods include household appliances, air conditioners, aluminum lawn chairs, aluminum windows, outside grills, hot water tanks, and other metallic items that can be readily recycled and marketed.

**MOTOR VEHICLE WASTE.** Used motor oil, motor vehicle batteries, antifreeze, and tires from motorized vehicles.

*MULTI-FAMILY RESIDENTIAL PROPERTY – shall mean more than one (1) but not more than three (3) dwelling units in a building.*

**RECYCLABLES.** Any item within the Town recycling program which can be recycled with the intent of reusing that item.

**RECYCLING.** The collection, storage processing, and redistribution of separated solid waste so as to return material to the marketplace.

**REFUSE.** Any solid waste product which is composed wholly or partly of such materials as garbage, swill, sweepings, cleanings, trash, rubbish, litter, industrial solid wastes, organic wastes, and domestic

solid wastes.

**RESIDENT.** A person who is domiciled or has a place of abode in the Town of Hooksett and who has, through all of his or her actions, demonstrated a current intent to designate that place of abode as his or her principal place of physical presence for the indefinite future to the exclusion of all others.

**RESIDENTIAL PROPERTY** – shall mean a single-family or multi-family housing building that consists of three (3) or fewer dwelling units.

**SOLID WASTE.** Any matter consisting of putrescible material, refuse, and other discarded or abandoned material. It includes solid, liquid, semisolid, or contained gaseous material resulting from industrial, commercial, mining, and agricultural operations and from community activities. For the purposes of this Ordinance, it does not include hazardous waste as defined in RSA 147A:2, infectious waste as defined in this Section, solid or dissolved materials and irrigation return flows, or municipal and industrial discharges which are point sources subject to permits under Section 402 of the Federal Water Pollution Control Act, as amended, or source special nuclear or by-product material as defined by the Atomic Energy Act of 1954, as amended. Solid waste includes municipal solid waste (MSW) as defined in State Solid Waste Rule ENV-Wm 103.23.

**USER FEE.** A charge usually by a municipality to users of a service.

**YARD WASTE.** Leaves, grass clippings, weeds, hedge clippings, garden waste, and twigs.

## **SECTION II CURBSIDE AUTOMATED COLLECTION**

*It shall be required for curbside collection in the Town of Hooksett that all designated recyclable materials will be separated from the solid waste stream and disposed of in the approved recycling containers, either at the curb-side or at the Recycling and Transfer Center. The reason for separation is to help control the costs associated with the disposal and management of solid waste by diverting as many recyclables from the solid waste stream as possible. The listing of acceptable materials will be available at the Recycling and Transfer Center, or online at [www.hooksett.org](http://www.hooksett.org) under the Recycling and Transfer Department.*

- 1. The purpose of this section is to establish minimum standards for the storage, collection, transportation and disposal of solid waste and recycling, utilizing an automated collection program to promote the health, safety, and welfare of the Town's residents, employees and environment, and to minimize the amount of trash generated in the Town.*
- 2. The Crew Chief shall have the direct responsibility for the administration of this section subject to the direction and control of the Town Administrator and the Town Council.*
- 3. The Town will provide curbside collection of residential solid waste from municipal buildings, single family dwellings, multi-family dwellings (not more than 3 units)*
- 4. Two automated collection carts, one for trash, one for recycling, and instructions for use will be distributed for residents who receive collection services from the Town. Additional recycling carts may be issued in certain circumstances, upon recommendation of the Crew Chief, determination will be made on a case by case situation by the Recycling and Transfer Advisory Committee.*
- 5. It will be the resident's responsibility to assure that automated collection carts are placed in the appropriate location designated by the Town, by 7:00 am on collection day. The Crew Chief or his/her designee shall have the authority to review and approve or disapprove placement of the collection carts. Alternative sites may be necessary to safeguard public safety and minimize risk of damage to public or private property during the collection process.*

6. *It is the resident's responsibility to remove the automated cart from the curb line by the end of the collection day.*
7. *It is prohibited to overload automated carts in a manner that is likely to cause damage to the collection vehicle, the automated cart or to create a litter condition or to impede collection. It shall be an infraction to place or deposit any refuse whatsoever in or around an automated cart owned or provided for the use of another customer without that customer's approval.*
8. *The Town shall not be responsible for collection if there are any infractions of any section of this policy, or if there are any circumstances that are beyond the control of the Town. Infractions or circumstances include, but are not limited to, automated cart overload, unacceptable materials, improperly loaded automated cart, blocked access, automated cart inaccessibility, improper carts or dangerous situations.*
9. *Automated Carts:*
  - 1-a) *All automated carts are the property of the Town of Hooksett and are not to be removed from the property even in the event of a change in ownership or resident status. All automated carts will be assigned to a street address and have an imprinted number for identification purposes. One cart shall be used for trash and one cart for mixed recyclables.*
  - 2-b) *Any repairs to the containers will be performed by the Town. The property owner/customer shall contact the Recycling and Transfer office to report damage and request a repair. Containers damaged beyond repair will be replaced by the Town. If the containers are subject to neglect or other preventable damage as determined by the Crew Chief, the Crew Chief will require a charge for the replacement. The property owners are the ultimate party responsible for all damages or removed containers by tenants. The owner shall pay the cost of \$50.00 for any replacement containers. The owner should work to educate the household members on the proper use and maintenance of the containers.*
  - c) *All trash and recyclables shall be placed into the appropriate containers so that the lid can be securely shut. No trash or recyclables placed on the ground or in any unapproved containers shall be picked-up by the town. The containers shall not be overfilled or arranged in any manner that will prevent the lid from remaining closed at all times to prevent water from filling the container, and access by animals. In the event of overflow, residents may bring the extra material to the facility or must wait till the next scheduled collection day.*
10. *Placement of Carts - It shall be the duty of each customer to place the carts as follows:*
  - 1-a) *Within two (2) feet of the curb line or where directed by the Town.*
  - 2-b) *At least five (5) feet away from all objects such as fences, mailboxes, and utility poles, and clear of overhanging vegetation, utility wires, etc. to allow for the unimpeded operation of collection vehicles.*
  - 3-c) *So that the automated cart handle is facing the dwelling unit.*
  - 4-d) *At least two (2) feet from the other cart.*
  - e) *At least ten (10) feet away from parked vehicles.*
11. *Approved Materials for Automated Curbside Collection*
  - 1-a) *All approved recyclables shall be placed in the containers loose. No plastic bags should be recycled or used to contain recyclable material. The complete list of acceptable recyclables will be prepared by the Crew Chief and distributed to all residents. The list shall be available*

on the website at [www.hooksett.org](http://www.hooksett.org) or at the Recycling and Transfer Department. The list may be modified given market conditions or other factors. Recyclable materials, such as cereal boxes, and cardboard boxes should be flattened so that the recycling container does not become overfilled too quickly during a given collection week. All recyclable items shall be empty

- 2.b) All household trash must be bagged before placing into the trash container. All materials must be separated and placed into the appropriate container for the automated curbside program.
- c) ONLY recyclables and household trash will be collected at the curb. All other material for disposal must be brought to the Recycling and Transfer Center at 210 West River Rd.

#### **ENFORCEMENT COLLECTION**

It is the intention of the Department to educate residents as to the value of recycling and the appropriate procedures for doing so. If, however, a resident or tenant violates any provision of this section (Section II) it may result in the issuance of notices, warnings and possible loss of services.

**First Violation** – A courtesy notice will be issued. If the violation is the disposal of any unacceptable material, the cost of disposal (user fee) may be incurred.

**Second Violation** – A written warning will be issued. If the violation is the disposal of any unacceptable material the cost of the disposal (user fee) will be incurred.

**Third Violation** – A third violation will result in the loss of collection privileges, for an amount of time determined by the Crew Chief, with approval by the Town Administrator. The violator shall have the right to appeal to the Town Council.

#### **SECTION III CONDOMINIUMS**

Condominiums will be required to provide for the collection and disposal of domestic trash within their communities. The Town will reimburse tonnage at a maximum of 21 pounds per unit per week at the Town budgeted rate (for trash disposal), paid semi-annually, upon submission and verification of paid invoices by the condominium association. The Town may rescind or amend this section at any time.

#### **SECTION IV RECYCLING AND TRANSFER CENTER**

The Center is operated and maintained in accordance with RSA 149-M:17 solely to receive, transport, and dispose of authorized solid waste generated within the geographical boundaries of the Town.

These regulations have been recommended by the Recycling and Transfer Advisory Committee and adopted by the Town Council pursuant to the authority granted the Council by RSA 149-M:17, II and 31:39, I (f). These regulations are intended to:

1. Prevent unauthorized entrance into and/or use of the Center;
2. Prohibit the disposal of illegal and/or unacceptable waste;
3. Control the disposal of authorized solid waste to facilitate compliance with operating standards, improve efficiency and productivity, require recycling and reuse of our resources, and maximize the life of the Center; and
4. Establish permit procedures.

The Crew Chief of the Center is authorized to promulgate additional regulations subject to the approval of the Town Council which may include, but are not limited to, the following subjects:

1. Separation of solid wastes and other materials;
2. Inspection procedures;
3. Hours of operation; and
4. Establishing fees.

#### **USE OF CENTER**

It is mandatory, that residents, who use the facility to drop off material, will separate all designated recyclable materials from the solid waste stream and dispose of them in the approved recycling containers. The reason for separation is to help control the costs associated with the disposal and management of solid waste by diverting as many recyclables from the solid waste stream as possible. The listing of acceptable materials will be available at the Recycling and Transfer Center, or online at [www.hooksett.org](http://www.hooksett.org) under the Recycling and Transfer Department.

1. **Permit Required.**  
Permits will be issued for all residents who use the facility if the vehicle is registered in Hooksett. Residents who do not have a registered vehicle must show proof of residency in the way of a tax bill or license with Hooksett address.
2. **Removal of material**  
No material shall be removed from the Center without authorization.
3. **Designated Areas**  
Solid waste shall be disposed of only in the designated areas.
4. **Unauthorized Entry**  
No person shall enter or attempt to enter the Center at times other than during the posted operating hours.
5. **Acceptable Solid Waste**  
Solid waste which is allowed to be received at the Center includes refuse, recycling, construction debris and demolition waste, motor vehicle waste, yard waste, residential brush, appliances, and scrap metal. Not all Commercial solid waste is acceptable, please call ahead for approval. User fees may apply. See website at [www.hooksett.org](http://www.hooksett.org) or call facility at 603-669-5198.
  - 1-a) Clean demolition, wood, sheetrock(kept separate), asphalt shingles (kept separate)
  - 2-b) Furniture
  - 3-c) Metal items and appliances will be accepted. Appliances with freon will be kept separately
  - 4-d) Yard Waste (grass clippings, garden waste, leaves and branches no larger than 3" in diameter) must be brought to the designated area (compost pile). Yard waste brought in plastic bags must be emptied. No brush clearing will be accepted.
  - 5-e) Some household hazardous wastes may be brought to the facility. Residents need to contact the facility to determine if it can be accepted.
6. **Unacceptable Solid Waste**  
Materials which will not be accepted at the Center shall include, but not be limited to, the following:



4-a) *Hazardous waste. Hazardous waste or material which the Town considers to be detrimental to the operation of the Center or which require special handling or disposal procedures.*

2-b) *Other. Infectious, pathological and biological waste, radioactive materials, oil sludges, hazardous refuse of any kind, or other substances which are now or are hereafter considered harmful, inflammable, hazardous, or toxic, or which would pose a threat to health or safety, or which may cause damage to or adversely affect the operation of the Center.*

3-c) *Tires on rims.*

7. *Stumps and Logs. Also branches greater than three inches in diameter or three feet in length.*

## **ENFORCEMENT**

### **Use of Recycling and Transfer Facility**

*It is the intention of the Department to educate residents as to the value of recycling and the appropriate procedures for doing so. If, however, a resident, tenant or Hooksett Commercial Business violates any provision of this section it may result in the issuance of notices, warnings and possible loss of privileges at the facility.*

## **SECTION II**

### **STATUTORY AND REGULATORY AUTHORITY**

~~The Center is operated and maintained in accordance with RSA 149-M:17 solely to receive, transport, and dispose of authorized solid waste generated within the geographical boundaries of the Town. These regulations have been recommended by the Recycling and Transfer Advisory Committee and adopted by the Town Council pursuant to the authority granted the Council by RSA 149-M:17, II and 31:39, I (f). These regulations are intended to:~~

- ~~1. \_\_\_\_\_ Prevent unauthorized entrance into and/or use of the Center;~~
- ~~2. \_\_\_\_\_ Prohibit the disposal of illegal and/or unacceptable solid waste;~~
- ~~3. \_\_\_\_\_ Control the disposal of authorized solid waste to facilitate compliance with operating standards, improve efficiency and productivity, encourage recycling and reuse of our resources, and maximize the life of the Center; and~~
- ~~4. \_\_\_\_\_ Establish permit procedures.~~

~~The SuperintendentCrew ChiefCrew ChiefCrew Chief of the Center is authorized to promulgate additional regulations subject to the approval of the Town Council which may include, but are not limited to, the following subjects:~~

- ~~1. \_\_\_\_\_ Separation of solid wastes and other materials;~~
- ~~2. \_\_\_\_\_ Inspection procedures;~~
- ~~3. \_\_\_\_\_ Hours of operation; and~~
- ~~4. \_\_\_\_\_ Establishing fees.~~

## **SECTION III**

### **USE OF CENTER**

- ~~A. \_\_\_\_\_ Permit Required~~

No resident shall dispose of solid waste at the Center without having obtained a permit for such activity. In the event the vehicle being used is not registered in Hooksett, paperwork disclosing the residential address must be submitted.

B. ~~Removal of Material~~

No material shall be removed from the Center without authorization. C. ~~Designated Areas~~

Solid waste shall be disposed of only in designated areas. D. ~~Unauthorized Entry~~

No person shall enter or attempt to enter the Center at times other than during posted operating hours.

**SECTION IV**  
**RECYCLING**

The policy of the Center is to promote and encourage recycling within the Town. The recycling program is intended to facilitate the reuse of resources, reduce operating costs through avoidance of tipping fee rates, and provide additional income to the Town (when applicable). Residents, who use the facility, will be required to recycle cardboard. Cardboard is easily accepted in an area clearly marked. The recycling of other materials is strongly encouraged.

**SECTION V**  
**SOLID WASTE POLICIES**

A. ~~Acceptable Solid Waste~~

Solid waste which is allowed to be received at the Center includes refuse, construction debris and demolition waste, motor vehicle waste, yard waste residential brush, appliances, and scrap metal. User fees may apply, see Section VIII.

Clean demolition will be accepted: sheetrock (must be kept separate), wood, asphalt shingles (must be kept separate), and bricks (must be kept separate).

Metal items and appliances will be accepted. Appliances with Freon will be kept separate.

Yard waste (grass clippings, garden waste, and leaves) must be brought to the designated area (compost pile) and must be free from branches. Material brought in plastic bags must be emptied.

Some household hazardous wastes may be brought to the facility. Residents need to contact the facility to determine if it can be accepted.

B. ~~Unacceptable Solid Waste~~

Materials which will not be accepted at the Center shall include, but not be limited to, the following:

1. ~~Hazardous Waste.~~ Hazardous waste or materials which the Town considers to be detrimental to the operation of the Center or which require special handling or disposal procedures.

2. ~~Other.~~ Infectious, pathological and biological waste, radioactive materials, oil sludges, hazardous refuse of any kind, or other substances which are now or are hereafter considered harmful, inflammable, hazardous, or toxic, or which would otherwise not normally be allowed for burial under New Hampshire Department of Environmental Services or U.S. Environmental Protection Agency regulations, or which would be likely to pose a threat to health or safety, or which may cause damage to or adversely affect the operation of the Center.

3. ~~Tires on Rims. Also see Section VII, Fees.~~

4. ~~Stumps; Logs. Stumps and logs greater than three inches in diameter or three feet in length.~~

## **SECTION VI**

### **PERMIT PROCEDURES**

#### **1. A.—In General.**

Permits may be obtained during normal business hours at the Center, 210 West River Road, Hooksett, New Hampshire. All permits shall be nontransferable. Each vehicle intended for transport of solid waste to the Center must be permitted.

Permits must be prominently displayed on the window of the passenger side of the vehicle, which is bearing solid waste to be disposed of at the Center.

##### **a) Residential.**

i. Any person applying for a permit must present a vehicle registration showing residence in the Town.

ii. Permits are issued free of charge.

##### **b) Commercial.**

i. Any commercial entity must call the office for permission to enter the premises and have proper identification of legal Hooksett address.

ii. Permits will not be issued

iii. Hooksett commercial entities, may use the facility only to bring in solid waste that is generated in Hooksett.

#### **2. Revocation of Permit**

The ~~Superintendent~~*Crew Chief* may revoke the permit of any holder when a written finding is made that the holder of the permit or the holder's agent has violated any provisions of these regulations or any regulations promulgated hereunder. The ~~Superintendent~~*Crew Chief* will provide written notice of the revocation to the holder of the permit by certified mail. Any person with such notice of revocation may request a hearing before the Town Administrator within fifteen (15) days of the receipt of such notice. The Town Administrator will affirm, reverse, or modify the action of the ~~Superintendent~~*Crew Chief*. The revocation of the permit will be stayed during the pendency of the appeal.

## **SECTION VII**

### **VIOLATIONS AND PENALTIES**

Any person or commercial entity violating any provision of this ordinance or any regulation adopted pursuant to this Ordinance shall:

1. a.—be subject to a civil penalty not to exceed \$3,000 for each act constituting a violation of this Ordinance or the regulations adopted pursuant hereto;

2. b.—be subject to revocation of permission to use the Center;

3. c. — be liable for all costs incurred by the Town resulting from the violation and enforcement of this Ordinance, including attorney's fees; and,
4. d. — be liable for all costs of removal of solid waste improperly disposed of and all costs incurred by the Town resulting from the improper disposal of waste at the Center.

### **SECTION VIII** **FEES**

The following disposal fees (user fees) are designed to defray some of the expense incurred by the Town in administering and operating the Center. ~~This list is not meant to be all inclusive and additional information.~~ *The Town reserves the right to update these fees. Current Disposal Fees can be obtained by calling the office at 603-669-5198 or checking the website at [www.hooksett.org](http://www.hooksett.org) and checking under the Recycling and Transfer Department Division page.*

~~Demolition - \$100.00 per ton. Furniture - \$100.00 per ton.~~

~~Carpet - \$100.00 per ton (must be cut into 4' lengths).~~

~~Electronics - \$11 per pound~~

~~Metal - Fee assessed per unit.~~

~~Metal with refrigerants (Resident \$11.00 / Commercial \$20.00)~~

~~Appliances (per unit) - \$5.00~~

~~Recycling - No fee~~

~~Solid Waste - Resident \$0 / Commercial \$100 per ton~~

~~Tires (not on rims)~~

~~Resident - No charge for the first four tires (passenger tires) per year per registered Hooksett vehicle, thereafter a charge of \$2 for each tire. Not accepted from commercial entities.~~

~~Yard Waste - Fee assessed per load, one-ton truck.~~

~~Resident \$0 / Commercial \$15~~

*The following charges and restrictions are in effect as of 10/25/2019. For current disposal fees, please check the Town's website at [www.hooksett.org](http://www.hooksett.org) or call 603-669-5198.*

**Construction / Demolition Debris** - \$0.05 per pound. \$2.00 minimum load. (wood, insulation, bathroom fixtures, cabinets, siding, flooring, roofing, etc.) No asbestos or hazardous material will be accepted. **VINYL SIDING must be kept separate under 4' in length. ASPHALT SHINGLES must be kept separate. SHEETROCK must be kept separate. Large plastic and fiberglass items must be cut up to be less than 4' x 4'.**

**Fill** - \$10 per load      Concrete - Bricks - Asphalt - etc.

**Furniture** - \$0.05 per pound

All solid wood furniture - \$0.05 per pound

Twin/full mattresses	\$3.00 a piece	Recliner	\$5.00
Queen mattresses	\$4.00 a piece	Stuffed Chair	\$4.00
King mattresses	\$5.00 a piece	Office Chair	\$2.00
Sleep sofa	\$7.00	Sofa	\$6.00
Loveseat	\$5.00		

**Carpet** - \$0.05 per pound. (Must be cut into 3-4' square sections)

**Metal** - Units with FREON (refrigerators, freezers, A/C's, dehumidifiers) \$11.00 per unit  
White goods (washers, dryers, dishwashers, stoves, hot water heaters) \$5.00 per unit  
No charge other metal

**Electronics** - \$0.15 per pound (Electronics to include: copy machines, fax machines.)

Small computer drive	\$2.00	Personal printer	\$2.00
13" computer monitor	\$5.00	Laptop	\$2.00
17" computer monitor	\$7.00	19" TV	\$9.00
13" TV	\$4.00	All flat monitors under 20"	\$4.00

Call facility for other electronic fees.

**Propane Tanks** – 20 lb., \$4.00 each; 30 lb., \$8.00; 100 lb, \$20.00; 1 lb., no charge

**Recycling** - No charge.

**Tires** - No charge for the first four tires per year per Hooksett registered vehicle, thereafter, a charge of \$2.00 for each tire. Must be off rims.

**Yard Waste** - No charge leaves, grass, small amounts of brush – a limb fell. Please call ahead for availability. Branches must be no larger than 3" in diameter and 3' long. No land clearing, no tree cutting. See attendant for list of place to go with larger loads, stumps, logs. **INVASIVE PLANTS** must be kept separate. **SEE ATTENDANT.** No stumps will be accepted.

**Paint** - \$1.00 per can; \$5.00 per 5 gallon bucket.

**Any resident bringing material from outside Hooksett will have their permit revoked.**

Adopted: 6/11/97  
Amended: 3/10/10  
Amended: 10/8/2014  
Amended: Town Council Meeting Date

\_\_\_\_\_  
James Sullivan  
Town Council Chair

\_\_\_\_\_  
Todd Rainier  
Town Clerk

X		Y	
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97	98	99	100

**Town of Hooksett  
Town Council Meeting Minutes  
Wednesday, February 12, 2020**

The Hooksett Town Council met on Wednesday, February 12, 2020 at 6:00 in the Hooksett Municipal Building.

**CALL TO ORDER**

Chair Sullivan called the meeting of 12 Feb 2020 to order at 6:05 pm.

**PROOF OF POSTING**

Administrative Services Coordinator Donna Fitzpatrick provided proof of posting.

**ROLL CALL**

**In Attendance:** Councilor James Sullivan, Councilor Robert Duhaime, Councilor John Durand, Councilor James Levesque, Councilor Timothy Tsantoulis, Councilor Clark Karolian, and Councilor Alex Walczyk

**Missing:** Councilor Avery Comai and Councilor Clifford Jones

**PLEDGE OF ALLEGIANCE**

Chair Sullivan called for the Pledge of Allegiance.

**AGENDA OVERVIEW**

Chair Sullivan: If there is no objection, I would like to move New Business items 15.1 and 15.2 up for consideration after the Scheduled Appointments for presentation of Eagle Scout projects. The Town Engineer would like to present more information on Consent Agenda item 9.7, so I would ask that items 9.1 through 9.6 of the Consent Agenda be taken up first and that item 9.7 be handled separately. Regarding Approval of Minutes, I want to present some clarification of the rules. Finally, the Town Administrator will introduce guests during his report.

**SCHEDULED APPOINTMENTS**

**Charles Nelson, Eagle Scout Project – Lambert Park Picnic Tables (see item 15.1 for details)**

C. Nelson: My Eagle Scout project is to build three picnic tables for Lambert Park by the boat launch. I will use pressure treated lumber and galvanized steel hardware. The estimated cost is \$500.

Mr. Jeff Scott, Scout Master: The placement of the tables is up in the air at this time, pending a final decision by Parks & Rec.

Chair Sullivan: If the Pavilion passes, they may consider that location.

A. Walczyk: A question about the materials came up at the Parks & Rec meeting. Have you had an opportunity to consider the use of TREX (vinyl board) instead of pressure treated wood?

Charles Nelson: It would increase the price significantly.

J. Scott: It could triple the cost.

47 T. Tsantoulis: TREX isn't as strong and doesn't last as long. I am not a huge fan of pressure treated  
48 wood either.

49  
50 Chair Sullivan: The tables would be protected under the Pavilion. There is more information in your  
51 packets about this project.

52  
53 R. Duhaime: I know that TREX sags in the heat.

54  
55 J. Levesque: I assume you will be using bolts and screws, not nails.

56  
57 C. Nelson: That is correct.

58  
59 J. Levesque: Will you use stainless or galvanized steel?

60  
61 C. Nelson: I will use galvanized steel.

62  
63 Chair Sullivan: As the information in your packets indicates, the Parks & Recs Committee approved this  
64 project on January 21, 2020.

65  
66 A. Garron: Regarding Eagle Scout projects in general, we assume they won't necessarily be replaced.  
67 The Town accepts these gifts for the life of the items.

68  
69 J. Scott: That is correct. The Town accepts the gifts and we have no claim.

70  
71 ***R. Duhaime motioned for the town to approve of Scout Charles Nelson proceeding with the***  
72 ***project of constructing picnic tables to be placed at Lambert Park or other areas in town at the***  
73 ***discretion of the Parks and Recreation Department. C. Karolian seconded the motion.***  
74 ***Voted unanimously in favor (7-0).***

75  
76 **Bennett Nelson, Eagle Scout Project – Trail Bridge Crossing (see item 15.2 for details)**

77  
78 B. Nelson: Thank you for having me tonight. My Eagle Scout project is a bridge on the Riverfront Trail.  
79 There is a section of rotting planks. The Conservation Commission asked if a Scout might be willing to  
80 undertake this project. A Scout is helpful, so I decided to do this. I have been working with Mr. Bruce  
81 Thomas, the Town Engineer, and another engineer in the troop.

82  
83 Chair Sullivan: Bennett presented his project to the Conservation Commission at its December 9, 2019  
84 meeting and received the Commission's approval at its February 10, 2020 meeting.

85  
86 T. Tsantoulis: Thank you for your project and for making yourself a better person by being a Scout.

87  
88 R. Duhaime: This is a great trail. I am glad to see this park getting finished so that the residents can  
89 enjoy it. Will you have a plaque?

90  
91 J. Scott: Yes, we put small plaques on all Eagle Scout projects.

92  
93 A. Garron: There was a question regarding wetlands. Was that resolved?

94  
95 B. Nelson: I believe so. The Conservation Commission said they would take care of it.

96



97 B. Thomas: It is being taken care of. There is no concern.

98

99 J. Scott: These two Scouts are very competent.

100

101 ***T. Tsantoulis motioned for the Town to approve of Scout Bennet Nelson proceeding with the***  
102 ***construction of a temporary bridge for the Town trail system. A. Walczyk seconded the motion.***  
103 ***Voted unanimously in favor (7-0).***

104

105 **CONSENT AGENDA**

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

108

109 **Donation of a check in the amount of \$250.00 from Thomas and Nancy Barrett to the Town of**  
110 **Hooksett for the Family Services Department to benefit children and families in need through**  
111 **the Hooksett Family Services Department per RSA 31:95-b, III (b).**

112

113 **Donation of \$100 from Hooksett Kiwanis to the Town of Hooksett for the Family Services**  
114 **Department to create information cards pertaining to the Hooksett Community Food Pantry and**  
115 **Kids Kloset for distribution by the Hooksett Police, Fire, and Rescue team per RSA 31:95-b, III**  
116 **(b).**

117

118 **Monadnock Hall Landscaping Bond - SNHU**

119

120 **SNHU Parking Lot "F" Site Work Bond Release**

121

122 **Shooters Outpost Site Bond Release**

123

124 **Owen Marine Site Bond Reduction**

125

126 ***R. Duhaime motioned to approve Consent Agenda items 9.1 through 9.6 as presented, setting***  
127 ***aside item 9.7 for further discussion. T. Tsantoulis seconded the motion.***  
128 ***Voted unanimously in favor (7-0).***

129

130 R. Duhaime: Can I assume that the landscaping work at Monadnock Hall has been inspected and is  
131 satisfactory?

132

133 B. Thomas: Yes, that is correct.

134

135 ***R. Duhaime motioned to approve the final Consent Agenda item, the Owen Marine site bond***  
136 ***reduction. T. Tsantoulis seconded the motion.***

137

138 B. Thomas: I don't have a lot more information. I haven't been happy with this construction site, but I do  
139 recommend that you reduce the bond. The contractor has had zoning violations for encroaching on the  
140 wetlands buffer. There is lots of fill right up against Londonderry Turnpike. It is a mess. He paved on  
141 Dec 12<sup>th</sup> when there were ice chunks on the road. He said he added an extra inch of pavement. I have  
142 asked that paving be done by November 15<sup>th</sup>. We will use his escrow money to test the pavement for  
143 density. If repairs are needed, it will all be at his cost. He is unorganized.

144

145 Chair Sullivan: Are you still holding \$25,000?

146

147 B. Thomas: Yes.

148  
 149 T. Tsantoulis: I agree with what Mr. Thomas just said, but I disagree about giving back any money. I  
 150 don't like what he did at the site and the way that he disregarded the requests of Mr. Thomas.  
 151  
 152 B. Thomas: He didn't disregard me. He cleaned up the wetland buffer immediately. He is trying to work  
 153 with me, but he is unorganized and doesn't know proper construction techniques.  
 154  
 155 J. Levesque: Did he pave the base coat over the gravel?  
 156  
 157 B. Thomas: Yes, he did.  
 158  
 159 J. Levesque: What about a finish coat?  
 160  
 161 B. Thomas: That has not been done yet.  
 162  
 163 C. Karolian: Regarding the two zoning issues of encroachment on wetlands, is there possible Code  
 164 Enforcement Officer action regarding the zoning violations?  
 165  
 166 B. Thomas: I don't know what the enforcement would be. He did remove it immediately on the buffer. In  
 167 another year it will probably grow back. Also, there is another site plan in the works, another project,  
 168 and the wetlands could be developed.  
 169  
 170 C. Karolian: So, part of the wetlands could be filled in? I assume they would need State permits.  
 171  
 172 B. Thomas: Yes. The developers are working on that.  
 173  
 174 R. Duhaime: I am glad that you came in because I have some concerns about this project. The State  
 175 doesn't allow paving below 45 degrees. You are right to test it. I assume you are willing to work with  
 176 him to make sure it is done correctly.  
 177  
 178 B. Thomas: Yes, I will be working closely with him. I will tell him about this big conversation with the  
 179 Town Council.  
 180  
 181 C. Karolian: Are the contractor and owner one and the same?  
 182  
 183 B. Thomas: Yes, Randy Owen is doing it himself. He should have hired a contractor a year ago. I do  
 184 not believe he is a bona fide contractor.  
 185  
 186 Chair Sullivan: Are we ready to vote on the motion which is on the floor?  
 187  
 188 D. Fitzpatrick: Do you want to amend the motion so that it is more specific, including the original  
 189 amount of the bond and the balance being retained?  
 190  
 191 R. Duhaime: I would like to amend my motion to say that the Town is reducing the bond requirement for  
 192 the Owen Marine Site from \$41,367 to \$25,000.  
 193  
 194 Chair Sullivan called for a vote on the motion.  
 195  
 196 ***J. Durand, R. Duhaime and Chair Sullivan voted yea; J. Levesque, C. Karolian, A. Walczyk and T.***  
 197 ***Tsantoulis voted nay.***

198 **The motion failed (3-4).**

199

200 J. Levesque: A priority is to clarify the asphalt test.

201

202 B. Thomas: Yes, it is and I will do that.

203

204 **TOWN ADMINISTRATOR'S REPORT**

205 A. Garron: I have invited Brandon Kernen of the Hydrology and Conservation Division of NHDES to  
206 provide the Council with an update on the well water sampling project. He was here in October of 2019  
207 when the project was starting. With him is Thomas O'Donovan, the Director of the Water Division of  
208 NHDES.

209

210 B. Kernen: I was last here at your October 9, 2019 meeting regarding additional analysis of private well  
211 water because of very high levels of uranium in samples taken prior to a rock blasting project. This is in  
212 southern Hooksett, and the uranium is probably naturally occurring. We have pulled together resources  
213 and are testing 150 wells, double the number for the original plan. In addition to uranium, the testing is  
214 for metals, radon in water, and PFAS compounds. I have provided a map of the study area, a sample  
215 one-page report and the supporting lab sheets. These tests, which typically cost \$500 each, are being  
216 done for free. In 64% of the 55 completed tests, uranium exceeds the health limit, many by a lot. This is  
217 a unique cluster. Radon, which is also naturally occurring, is also high. In 17% of the wells tested,  
218 PFAS, which is manmade, exceeded recommended safe levels for one of the four PFAS compounds.  
219 There is lots of work to be done on PFAS compounds. Per State law, we must notify homeowners  
220 within 500 feet of where exceedances of manmade contaminants are discovered, and we have done  
221 that. There are 100 deaths per year in New Hampshire because of radon in the air. Because we have  
222 doubled the size of the study, from 75 to 150 wells, we will not have the testing done until April, later  
223 than the original plan of January. It is taking the EPA longer to do the free analysis, given that they  
224 must work this into their regular workload. Some IT challenges have slowed us down as well. We are  
225 not including radon in the air in this study, but there is an inexpensive test that homeowners can do for  
226 radon in the air. I am hoping that Hooksett can schedule a workshop for April. We would make a brief  
227 general presentation and then have stations for specific questions. If the DES has the resources, they  
228 might expand the sampling efforts, as more work is needed in other areas. This might start in late  
229 spring or early summer, after this project is complete. In my one-page Town Council update, I have  
230 suggested options for follow-up work in Section 7c. One suggestion is to provide direct outreach to  
231 homeowners outside the current study area, strongly suggesting that they test their drinking water.  
232 Another option is for town personnel and volunteers to complete testing in partnership with NHDES,  
233 perhaps using paid contractors to complete the sampling or partnering with a private lab to obtain  
234 discount pricing. These are just suggestions.

235

236 C. Karolian: Thank you for your presentation. There are two major blasting areas – one in my district  
237 and another in district 5. Were any wells tested prior to blasting? I am referring to the area of Smyth  
238 Road and Londonderry Turnpike and also Londonderry Turnpike and Auburn Road, across from JP  
239 Noonan Trucking.

240

241 B. Kernen: The results are based on pre-blasting testing.

242

243 C. Karolian: Did they show elevated levels at that pre-blasting point?

244

245 B. Kernen: Yes, they did.

246

247 C. Karolian: Did the levels increase post-blasting?

248 B. Kernan: We haven't done the post-blasting testing of uranium, just of nitrates. I could send you the  
249 reports. There is no reason to believe that uranium levels would change because of blasting.  
250  
251 C. Karolian: I am getting feedback from people. They say that there was no problem prior to the  
252 blasting, but problems with nitrate, radon and uranium now. Nitrates could be from septic systems,  
253 right?  
254  
255 B. Kernan: Yes, and from lawn fertilizer.  
256  
257 C. Karolian: And explosives?  
258  
259 B. Kernan: Yes. In the Prescott Heights Road area, there were two increases that didn't make sense.  
260 They were isolated, and there was no way to connect them to the blasting site. Additional investigation  
261 pointed to pool chemicals.  
262  
263 C. Karolian: What about Auburn Road?  
264  
265 B. Kernan: There was nothing significant.  
266  
267 C. Karolian: Can you rule out uranium and radon from blasting?  
268  
269 B. Kernan: Yes, and PFAS shouldn't be associated with blasting. We are trying to find an ideal field  
270 test.  
271  
272 R. Duhaime: Thank you for coming in tonight. The residents will want this information. Can they control  
273 this and re-use their wells? There is an old house where the well is under the center of the house, so  
274 the radon is coming up through the floorboards.  
275  
276 B. Kernan: They don't need a new water source. Inexpensive testing kits are available, as well as more  
277 elaborate ones. It is not unusual to find radon in private wells in New Hampshire. We need to educate  
278 the residents.  
279  
280 T. Tsantoulis: Thank you for returning. How concerned should homeowners be at this point? Are there  
281 any red flags?  
282  
283 B. Kernan: It is about being informed more so than being concerned. All contamination is treatable at  
284 the homeowner level. It is not an emergency. They should educate themselves and take appropriate  
285 action.  
286  
287 J. Durand: If homeowners are testing high on uranium and radon, should they look at treatment on their  
288 own?  
289  
290 B. Kernan: Yes. The State doesn't have a program for private wells.  
291  
292 Chair Sullivan: The NHDES has provided a letter to all homeowners in the area with a lot of information.  
293  
294 B. Kernan: There is a long list of tools and links. They can email us.  
295  
296 **R. Duhaime motioned to direct the Town Administrator to set a date in April for a workshop with**  
297 **NHDES regarding well water safety. C. Karolian seconded the motion.**  
298 **Voted unanimously in favor.**

TC MINUTES 02-12-2020

299  
300 J. Durand: Will you have available the types of treatments and the companies providing these products  
301 and services?  
302  
303 B. Kernen: We will give an overview and then residents can visit tables to address specifics. We will  
304 send letters to the 150 homeowners in the study area. Anyone else is also welcome to attend.  
305  
306 Chair Sullivan: We can use the town website for a general invitation.  
307  
308 C. Karolian: Just to clarify, letters have been sent to those being tested, correct?  
309  
310 B. Kernen: Yes.  
311  
312 C. Karolian: Is the water safe to drink now?  
313  
314 B. Kernen: On the report of test results which we distributed, anything highlighted in yellow represents a  
315 health risk.  
316  
317 T. O'Donovan: To offer a deeper answer, there is an important exception: Pregnant women should  
318 avoid arsenic while pregnant and in the first years of a child's life.  
319  
320 C. Karolian: I get phone calls from people. What do I tell them about the long term versus short term  
321 risk? Is it five, ten, fifteen or twenty years? Common sense would tell me to put in a system. Bottled  
322 water costs an arm and a leg. I need to ask this on behalf of the people I represent.  
323  
324 B. Kernen: If there are exceedances, they should drink bottled water and put a reverse osmosis system  
325 in their kitchen sink to cut off exposure.  
326  
327 T. O'Donovan: Existing health risks multiply the problems. This is poison. As an analogy, if your gas  
328 tank is on E, how long do you wait to fill your tank? We do these workshops regularly, and one-on-one  
329 counseling is available.  
330  
331 B. Kernen: Anyone can call me directly at 271-0660. Don't wonder; just call.  
332  
333 A. Walczyk: Thanks. It is good to get this information. Will the workshop offer general information but  
334 also specific data? Should individuals bring printouts or electronic versions of their reports? The  
335 workshop is a great idea.  
336  
337 B. Kernen: We will have general information and then opportunities for one-on-one discussions about  
338 specific situations. People who are already informed and taking action could skip the workshop.  
339  
340 T. Tsantoulis: I appreciate Mr. O'Donovan's comment regarding the red service light in your car. There  
341 is personal responsibility involved.  
342  
343 T. O'Donovan: As the Water Director, I am responsible for all water sources and uses in the State. I  
344 appreciate the concerns of your Town Engineer about protecting the wetlands and its buffer.  
345  
346 J. Levesque: Do you have data for the west side of Route 93?  
347  
348 B. Kernen: Yes. I can get that to you.  
349

350 C. Karolian: The reason I am asking these questions is that people are saying that prior to blasting  
351 there were no issues, and now there are lots of issues and they are terrified.

352  
353 B. Kernen: We need to get the sheets of paper on the table. Uranium was not tested before, so the old  
354 data does not show uranium levels.

355  
356 C. Karolian: Why I have asked about pre and post blasting is because this is information that the  
357 homeowners did not have before.

358  
359 A. Garron: Thank you for your time and for cobbling together the funds for this testing. I know it is a big  
360 project, and I certainly understand budget constraints. I appreciate this update for the Town Council.

361  
362 T. O'Donovan: I worked on the water committee in my town prior to taking this position. I know that  
363 others have sent thank you letters to the EPA lab for the free testing. Federal employees are often  
364 underappreciated.

365  
366 A. Garron: I would be happy to do that.

367  
368 R. Duhaime: We have had our share of quarries – granite and sand. I remember the long-gone  
369 hillsides. People used to have dug wells and they would lower a child into the well to claim a seam  
370 during summer droughts. Things have changed. Water flow is a puzzle. Now the City of Manchester  
371 has a large well in the Merrimack River, and they claim it has high quality water. We need to stick to  
372 this and resolve it.

373  
374 A. Garron: There was a question from the last meeting when we heard a TIF presentation. Mr. Karolian  
375 asked whether or not water is included as an infrastructure item. I posed the question to the Town's  
376 legal counsel and sent him the information from our last meeting. Article 2 was passed last year, and it  
377 mentioned 'sewer and other infrastructure improvements.' Our legal counsel says that water can be  
378 included as infrastructure. He said that warrant articles must be liberally construed, since the drafters  
379 often don't express their intentions with precision. He said Article 2 seems to include water.

380  
381 A. Garron: Also at the last meeting, there was a question about how a road is accepted in Hooksett.  
382 This referenced Bernice Drive. The answer is that the Town Council would accept a road after the  
383 Planning Board has reviewed and approved the road.

384  
385 Chair Sullivan: So, it is still a paper street?

386  
387 A. Garron: It is not so much about a paper street. The town owns the right of way.

388  
389 A. Garron: Heating issues at the Court House were brought to my attention by the DPW. As it was a  
390 dire situation, we ordered the replacement unit needed.

391  
392 R. Duhaime: We don't want frozen pipes.

393  
394 A. Garron: I met last week with HYAA as part of a continuing dialogue on the use of fields and sharing  
395 the electric bills for lights. I have been meeting with Mark Chagnon since I first came to Hooksett last  
396 May. We are working on a Memorandum of Intent on the issues of maintenance, scheduling and  
397 security, as well as the donations and warranties. Chair Sullivan was there, which was very helpful. We  
398 have donations such as picnic tables and lacrosse walls, and we need to clarify responsibility for  
399 maintenance and define their useful lives. The HYAA has been very professional during the discussions  
400 on these matters.

401  
402 Chair Sullivan: It was a very productive meeting.  
403  
404 R. Duhaime: Thank you for doing this. I understand that the DPW was there, along with the Finance  
405 Director and Brian Soucy.  
406

407 **PUBLIC INPUT - 15 MINUTES**

408 Marc Miville, 42 Main Street: The primary went extremely well; 4,731 votes were cast. At the  
409 Deliberative Session, I had a fainting spell, and it was just a fainting spell because I was overheated. It  
410 was not a seizure. I spent several days in hospital and I am fine now. It was a pleasant surprise and a  
411 joy to receive flowers from the town employees. Thank you. I was overwhelmed by the support and  
412 concern with which I was bombarded.

413

414 **OLD BUSINESS**

415 **Deliberative Session 02/01/2020**

416 Chair Sullivan: I am not sure why this item is on the agenda.

417 D. Fitzpatrick: It is placed on the agenda every year in case further discussion is needed on anything.

418 C. Soucie: At the Deliberative Session, the citizens increased Article #5, the operating budget, by \$900  
419 for the Trustees of the Trust Funds stipend. There was also a question about adding information in the  
420 Voters' Guide about Article #25, the citizen petition item. Do you want to start that precedent?

421

422 T. Tsantoulis: It is the responsibility of the voters to educate themselves. There are several sources of  
423 information.

424

425 C. Karolian: I would add to that, we had the Deliberative Session. This article was supposed to be  
426 drafted by the petitioner. We can't change that. The rest of the people should not be paying the Town  
427 Attorney to help with the drafting of a warrant article. We should only be making a recommendation –  
428 for or against.

429

430 Chair Sullivan: This is for the Voters' Guide, not the ballot. It would only provide the number of private  
431 hydrants.

432

433 R. Duhaime: I disagree about not providing additional information. We should provide anything we can  
434 to inform and educate the voters. You should ask the petitioners. Maybe they are not aware that they  
435 can put information in the guide.

436

437 A. Garron: Has the Council done this in the past?

438

439 R. Duhaime: It has been a long time since we have had a petition warrant article.

440

441 Chair Sullivan: I don't think it has been done in the past.

442

443 A. Garron: What you say in the Voters' Guide might be misconstrued.

444

445 ***R. Duhaime motioned to indicate in the Voters' Guide that Article #25 would cover the rental***  
446 ***fees of 111 private residential fire hydrants. J. Durand seconded the motion.***

447  
 448 C. Karolian: How do we know the number of hydrants? Who did the research?  
 449  
 450 C. Soucie: I did the research because the voters approved \$48,000 last year, and I reached out to all  
 451 three of the water companies to determine the number of private residential hydrants.  
 452  
 453 C. Karolian: Does the number include future growth?  
 454  
 455 C. Soucie: No, it does not. It is the number as of the beginning of this fiscal year.  
 456  
 457 C. Karolian: This is a slippery slope. Why are we doing this now?  
 458  
 459 Chair Sullivan: We are doing this because there was a request at the Deliberative Session about  
 460 whether or not we could include information about a petition warrant article in the Voters' Guide.  
 461  
 462 T. Tsantoulis: As far as I am aware, the petitioners appear satisfied with the Deliberative Session. I call  
 463 the question.  
 464  
 465 Chair Sullivan: I will allow one last question because Mr. Karolian had his hand up.  
 466  
 467 C. Karolian: What is the purpose of adding the exact number of hydrants if not to circumvent the  
 468 recommendation?  
 469  
 470 Chair Sullivan: We can discuss this issue in a future workshop.  
 471  
 472 Chair Sullivan called for a roll call vote on the motion to include the number of private residential fire  
 473 hydrants in the Voters' Guide.  
 474  
 475 **Roll Call Vote #2**  
 476 ***R. Duhaime Aye***  
 477 ***J Durand Nay***  
 478 ***C. Jones Not present***  
 479 ***J. Levesque Nay***  
 480 ***A. Walczyk Nay***  
 481 ***A. Comai Not present***  
 482 ***C. Karolian Nay***  
 483 ***T. Tsantoulis Nay***  
 484 ***J. Sullivan Aye***  
 485 ***The motion failed (2-5).***

## NEW BUSINESS

### Quarterly Financial Report for December 31, 2019

491 C. Soucie: In your agenda, beginning on page 39, is my unaudited financial report through the first half  
 492 of this fiscal year. Overall, the budget is looking good, both for revenue and operating expenses. As of  
 493 the end of December 2019, spending is at 49%. The Administration budget is 52% spent. The budget  
 494 includes encumbrances of about \$60,000 for IT projects. I am watching the legal line, but I believe it will  
 495 be okay. Lower health insurance costs have helped. The Fire Department is down one firefighter and is  
 496 47% spent. This department has high vehicle maintenance and overtime costs. The Police Department



is at 46% and will probably come in under budget. It takes a long time to fill vacant positions in this department. The Highway Department is 48% spent, with \$265,000 left for roadwork. They have one open position. Overtime for road maintenance includes a 46-hour storm in December resulting in \$22,000 for overtime and a 37-hour storm in January resulting in \$15,000 in overtime expenses. The use of salt increased because of these storms as well. The Recycling budget is always one month behind because of tipping fees. This budget is doing well, considering the elimination of single-stream, curbside pickup. Turning to revenue, overall revenue as of the end of December was at 58%, even though that budget was increased. A lot of the items relate to the economy. Motor Vehicle revenue is at 49% collected, in spite of the fact that the revenue budget for motor vehicles was increased by \$600,000. Interest and penalties on property taxes are at 27% because most of this revenue is collected in the Spring when liens are placed. Building permits are at 61%, even though this budget was increased by \$50,000. State revenue is 92%, and most of what Hooksett gets has already been collected.

Chair Sullivan: What would happen if total expenses exceeded revenue in a year?

C. Soucie: That would reduce the fund balance by the amount of the exceedance.

C. Soucie: I report once a year on the Ambulance budget because it is on a calendar year budget. Calls have been steady, increasing from 1,595 per year to 1,636 over three years. For Medicare patients, Medicare only pays a fixed, allowed amount. In 2019, rates were adjusted to the Medicare allowed amount plus a percentage. Therefore, the Ambulance Service accumulates a large uncollected amount which the Town Council writes off periodically. For this budget, expenses were high in 2017 because of the purchase of a third ambulance. In 2018, a third fire fighter was added and in 2019, Ambulance 2 was replaced. The balance at the end of 2019 was negative, but it returned to a positive balance in January 2020.

#### 1822-2022 Town of Hooksett, NH 200 Year Bicentennial Celebration

A. Garron: At our last meeting, it was determined that a committee should be established in anticipation of the bicentennial. Two years go by quickly.

Chair Sullivan: This should be a citizens' committee, with representation from the Town Council.

**Chair Sullivan motioned to establish a Bicentennial Committee to prepare for the 200<sup>th</sup> anniversary of the town, including preparing a list of activities and a budget to which the Town should consider making a contribution. R. Duhaime seconded the motion.**

D. Fitzpatrick: Per RSA 91-A, if one or more Councilors sits on the committee, procedures for posting meeting notices, agendas and minutes must be followed.

R. Duhaime: I want a big celebration, with a parade and a big picture of all residents participating. Even if I am not on the committee, I want to be involved.

A. Garron: Do you want to limit the size of the committee?

A. Walczyk: I don't think we need to limit it at this point.

T. Tsantoulis: Social media has made a big change over the last 25 years. There are lots of ways to be involved, even for those who don't wish to sit through lots of meetings.

547 Chair Sullivan called for a vote on the motion to establish a Bicentennial Committee.

548

549 ***Voted unanimously in favor.***

550

551 **APPROVAL OF MINUTES**

552 Chair Sullivan: I first want to refer to the rules of procedure regarding the approval of minutes which we  
553 adopted on September 11, 2019. According to Section 17 of those rules, corrections to the minutes  
554 must be presented to the Council Secretary on or before the start of the meeting, with a copy for the  
555 Town Administrator. We should be following that procedure. Mr. Karolian has submitted two corrections  
556 for the January 8, 2020 meeting, as he had stepped out during the approval of minutes.

557

558 ***C. Karolian motioned to strike "and that's all" from line 573 and to add the following: "J.***  
559 ***Levesque: We should stick to the rules. Talk twice then shut up!" Line 612 should read as***  
560 ***follows: "C. Karolian: In response to an earlier comment by another Councilor, if that Councilor***  
561 ***got involved instead of coming to meetings and taking up space...everyone here has the right to***  
562 ***get engaged and involved."*** Chair Sullivan seconded the motion.

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

564

565 **Public: 01/22/2020**

566 ***T. Tsantoulis made a motion to approve the public minutes of January 22, 2020 as written. A.***  
567 ***Walczyk seconded the motion.***

568

569 C. Karolian: Why is it that some of the roll call votes indicate at the end which Councilors voted nay and  
570 sometimes not.

571

572 Chair Sullivan: There were two different transcribers involved. The minutes don't need to say who voted  
573 nay when that is already recorded in the roll call.

574

575 Chair Sullivan called for a vote on the motion to approve the minutes of January 22, 2020.

576

577 ***Voted unanimously in favor (6-0). J. Levesque abstained because he was not present at the***  
578 ***meeting.***

579

580 **Public: Special Meeting 02/01/2020 12:10 pm**

581

582 ***T. Tsantoulis motioned to approve the minutes of the February 1, 2020 Special Meeting as***  
583 ***written. J. Levesque seconded the motion.***

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

585

586 **Non-Public: 01/22/2020**

587

588 ***T. Tsantoulis motioned to approve the non-public minutes of the January 22, 2020 meeting as***  
589 ***written. J. Durand seconded the motion.***

590 ***Voted unanimously in favor (6-0). J. Levesque abstained because he was not present at the***  
591 ***meeting.***

592

593 **SUB-COMMITTEE REPORTS**

594

595 J. Durand: The HYA met just prior to this meeting and selected Youth Achievers for March and April.  
596 The February Youth Achiever will be joining the Town Council's February 26, 2020 meeting for  
597 recognition via FaceTime.

598  
599 R. Duhaime: The Planning Board had to continue lots of items at their meeting, for various reasons, so  
600 the next meeting will have a full agenda.

601  
602 J. Levesque: I will present my report at the next meeting.

603  
604 Chair Sullivan: The Heritage Commission will hold a public hearing on Wednesday, February 19, 2020,  
605 beginning at 6:30 pm on the demolition of the former home of Fred C. Underhill at 53 Martin's Ferry  
606 Road. The building is circa 1900 and the Commission found at its last meeting that the building might  
607 be of historical or architectural significance, meeting three of the criteria for potential preservation. The  
608 Heritage Commission also is reviewing a demolition permit for the old farmhouse on Whitehall Road  
609 and Whitehall Terrace. The barn in the back is being saved. There are lots of old building in town which  
610 the Heritage Commission looks at for preservation because we are losing a lot of old buildings. Also, a  
611 committee will be established on the memorial portion of the Lilac Bridge. On Friday, March 6, 2020, an  
612 Eagle Scout Court of Honor will be held at the Library at 5:00 pm for Alex Gannon. I hope that a  
613 Councilor is able to attend that event.

614  
615 T. Tsantoulis: I may be able to attend. I will let Ms. Fitzpatrick know.

616  
617 Chair Sullivan: On the EDC agenda for next Wednesday will be RSA 79-E, a property tax relief program  
618 which encourages investment in town centers and rehabilitation of under-utilized buildings.

619  
620 **ADJOURNMENT**

621 ***J. Levesque motioned to adjourn at 8:27 pm. C. Karolian seconded the motion.***  
622 ***Voted unanimously in favor (7-0).***

623  
624  
625 Respectfully submitted,

626  
627  
628 Kathleen Donnelly  
629 Recording Clerk

630  
631 **Please see subsequent meeting minutes for any amendments to these minutes.**

632  
633  
634  
635

1. 關於本會之組織及職權，業經本會第一次會員大會通過，並經內政部核准在案。茲為適應業務需要，特將本會組織及職權，重新修訂，並經第二次會員大會通過，呈請內政部核准在案。

2. 本會之組織，除原有之秘書處、財務部、庶務部、文書部、調查部、研究部、宣傳部、社會服務部、及社會工作部等九個部門外，另增設社會工作部，以加強社會福利工作。

3. 本會之職權，除原有之辦理社會福利事業、辦理社會服務事業、辦理社會工作事業、辦理社會福利事業、辦理社會服務事業、辦理社會工作事業、辦理社會福利事業、辦理社會服務事業、辦理社會工作事業等九項外，另增設辦理社會福利事業、辦理社會服務事業、辦理社會工作事業等三項。

4. 本會之組織及職權，業經呈請內政部核准在案。茲為適應業務需要，特將本會組織及職權，重新修訂，並經第二次會員大會通過，呈請內政部核准在案。

5. 本會之組織及職權，業經呈請內政部核准在案。茲為適應業務需要，特將本會組織及職權，重新修訂，並經第二次會員大會通過，呈請內政部核准在案。

6. 本會之組織及職權，業經呈請內政部核准在案。茲為適應業務需要，特將本會組織及職權，重新修訂，並經第二次會員大會通過，呈請內政部核准在案。

7. 本會之組織及職權，業經呈請內政部核准在案。茲為適應業務需要，特將本會組織及職權，重新修訂，並經第二次會員大會通過，呈請內政部核准在案。

8. 本會之組織及職權，業經呈請內政部核准在案。茲為適應業務需要，特將本會組織及職權，重新修訂，並經第二次會員大會通過，呈請內政部核准在案。

9. 本會之組織及職權，業經呈請內政部核准在案。茲為適應業務需要，特將本會組織及職權，重新修訂，並經第二次會員大會通過，呈請內政部核准在案。

10. 本會之組織及職權，業經呈請內政部核准在案。茲為適應業務需要，特將本會組織及職權，重新修訂，並經第二次會員大會通過，呈請內政部核准在案。