



AGENDA

Town of Hooksett Town Council

Wednesday, March 11, 2020 at 5:30 PM

A meeting of the Town Council will be held Wednesday, March 11, 2020 in the Hooksett Municipal Building commencing at **5:30 PM**.

Page

1. **CALL TO ORDER**
2. **PROOF OF POSTING**
3. **ROLL CALL-ATTENDANCE**
4. **NON-PUBLIC SESSION #1 NH RSA 91-A:3 II**
5. **PUBLIC SESSION WILL BEGIN IMMEDIATELY FOLLOWING THE NON-PUBLIC SESSION NOTED ABOVE**
6. **PLEDGE OF ALLEGIANCE**
7. **AGENDA OVERVIEW**
8. **PUBLIC HEARINGS**
 - 8.1. Public Hearing to accept the donation of \$58,178.00 from Lamontagne Builders (Stinson Hills, LLC) to the Town of Hooksett (not in lieu of Impact Fees). 3 - 9
[Staff Report - SR-20-029 - Pdf](#)
9. **SPECIAL RECOGNITION**
 - 9.1. Hooksett Municipal Employee - New Hire
10. **SCHEDULED APPOINTMENTS**
 - 10.1. Todd Rainier, Town Clerk and Marc Miville, Town Moderator - March 10, 2020 Town/School/Special General Election Results
11. **CONSENT AGENDA**
 - 11.1. Osborne's Agway Site Letter of Credit Release of \$346,363.00 to Farm Credit East, ACA 11
[Staff Report - SR-20-032 - Pdf](#)
12. **TOWN ADMINISTRATOR'S REPORT**
13. **PUBLIC INPUT - 15 MINUTES**
14. **NOMINATIONS AND APPOINTMENTS**
15. **BRIEF RECESS**
16. **OLD BUSINESS**
 - 16.1. TIF District Sewer Final Design Amendment 13 - 31
[Staff Report - SR-20-033 - Pdf](#)
17. **NEW BUSINESS**

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

17.1.	Storm Water Management Program / Ordinance # 2020-1 Staff Report - SR-20-031 - Pdf	33 - 36
17.2.	NHMA 2021-2022 Legislative Policy Process Staff Report - SR-20-035 - Pdf 2021-2022 legislative policy form final	37 - 41
18.	APPROVAL OF MINUTES	
18.1.	Public: 02/26/2020 TC Minutes 02262020	43 - 52
18.2.	Non-Public: date	
19.	SUB-COMMITTEE REPORTS	
20.	PUBLIC INPUT	
21.	NON-PUBLIC SESSION #2 NH RSA 91-A:3 II	
22.	ADJOURNMENT	
	PUBLIC INPUT	
1.	Two 15-minute Public Input sessions will be allowed during each Council Meeting. Time will be divided equally among those wishing to speak, however, no person will be allowed to speak for more than 5 minutes.	
2.	No person may address the council more than twice on any issue in any meeting. Comments must be addressed to the Chair and must not be personal or derogatory about any other person.	
3.	Any questions must be directly related to the topic being discussed and must be addressed to the Chair only, who after consultation with Council and Town Administrator, will determine if the question can be answered at that time. Questions cannot be directed to an individual Councilor and must not be personal in nature. Issues raised during Public Input, which cannot be resolved or answered at that time, or which require additional discussion or research, will be noted by the Town Administrator who will be responsible for researching and responding to the comment directly during normal work hours or by bringing to the Council for discussion at a subsequent meeting. The Chair reserves the right to end questioning if the questions depart from clarification to deliberation.	
4.	Council members may request a comment be added to New Business at a subsequent meeting.	
5.	No one may speak during Public Input except the person acknowledged by the Chair. Direct questions or comments from the audience are not permitted during Public Input.	

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

Town Council
STAFF REPORT



To: Town Council
Title: Public Hearing to accept the donation of \$58,178.00 from Lamontagne Builders (Stinson Hills, LLC) to the Town of Hooksett (not in lieu of Impact Fees) per RSA 31:95-b, III (a).
Meeting: Town Council - 11 Mar 2020
Department: Public Works
Staff Contact: Earl Labonte, Director of Public Works

BACKGROUND INFORMATION:

The Hooksett Town Council will be holding a public hearing on Wednesday, March 11, 2020 @ 6:00pm at the Hooksett Town Hall Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to accept a donation for a total amount of \$58,178.00 (\$30,178.00 + \$28,000.00) from Lamontagne Builders (Stinson Hills, LLC) to the Town of Hooksett (not in lieu of Impact Fees) per RSA 31:95-b, III (a). For documentation or questions contact the Hooksett Public Works Department at 603-668-8019.

FINANCIAL IMPACT:

Donation

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Open Public Hearing, listen to public input, close Public Hearing.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Receive public input on the proposed donation

ATTACHMENTS:

[20200221111716116](#)

[Public Hearing Notice for Donation](#)

**Town of Hooksett
Community Development**

Memo

To: Nicholas Williams, Town Planner
From: Bruce A. Thomas, P.E., Town Engineer *BAK*
Cc: Leanne Fuller, Administrative Assistant
Date: November 27, 2019
Re: Brookview Subdivision – Checks for Street Sweeper and Recreation Fees

Attached are two checks that Robert Lamontagne of Lamontagne Builders delivered for the referenced project as required on page 6 of the Brookview Development plans (see attached).

Town of Hooksett Cash Receipts

[illegible]

	Cash	\$ -
checks	Checks	\$ 58,178.00
	Total Deposit	<u>\$ 58,178.00</u>

Remitted By: Evelyn Horn

Remitted To:

Date:

Stinson Hills LLC

H00002

Town of Hooksett

DATE	INVOICE NO	DESCRIPTION	INVOICE AMOUNT	PAID AMOUNT	BALANCE
11-26-19	BVRECCONT	Recreation Dpt Contrib	28000.00	.00	28000.00
CHECK DATE	11-27-19	CHECK NUMBER	1413	TOTAL >	28000.00
					.00
					28000.00

PLEASE DETACH AND RETAIN FOR YOUR RECORDS

Stinson Hills LLC
317 South River Rd.
Bedford NH 03110
603 668-7933

TD Bank
141 South River Rd.
Bedford, NH 03110

54-77114 98

1413

DATE 11/27/2019

Pay:*****Twenty-eight thousand dollars and no cents

\$ ***28,000.00

TO Town of Hooksett
THE 35 Main Street
ORDER Hooksett, NH 03106-1831
OF

Recreation Dpt Contribution

⑈000001413⑈ ⑆01140007⑆ 9241048374⑈

Stinson Hills LLC

H00002

Town of Hooksett

DATE	INVOICE NO	DESCRIPTION	AMOUNT	DEBIT	CREDIT
11-26-19	BVSWEPPER	Roadway Maint Fee/Swee	30178.00	.00	30178.00
CHECK DATE	11-27-19	CHECK NUMBER	1412	TOTAL >	30178.00
					.00
					30178.00

PLEASE DETACH AND RETAIN FOR YOUR RECORDS

Stinson Hills LLC
317 South River Rd.
Bedford NH 03110
603 668-7933

TD Bank
141 South River Rd.
Bedford, NH 03110

54-7/114 98

1412

DATE 11/27/2019

Pay:*****Thirty thousand one hundred seventy-eight dollars and no cents

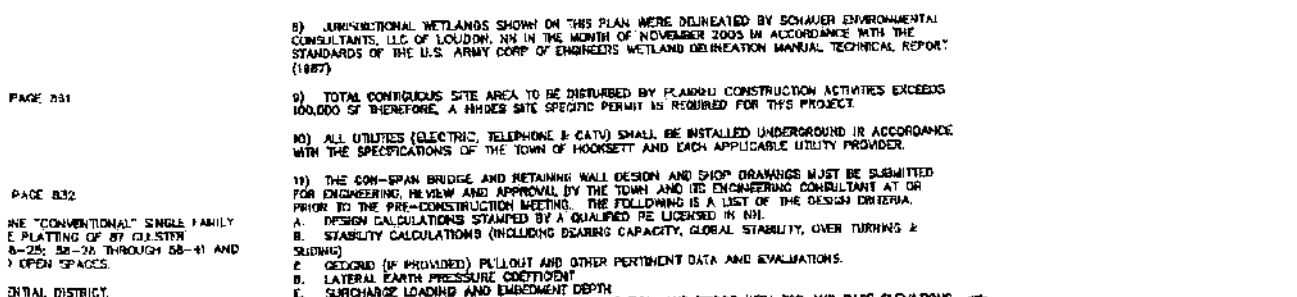
\$ ****30,178.00

TO Town of Hooksett
THE 35 Main Street
ORDER Hooksett, NH 03106-1631
OF

Caroline R. [Signature]

Paid Under Protest - Funds for Roadway Maintenance Fee. Intended for Street Improvements

⑈000001412⑈ ⑆011400071⑆ 9241048374⑈



THE "CONVENTIONAL" SINGLE FAMILY
E PLATTING OF 87 CLUSTER
8-25; 58-28 THROUGH 58-41 AND
3 OPEN SPACES.
CENTRAL DISTRICT.

3-
20 S.F.
2 L.L.

15) PROJECT PERMITS OBTAINED:		
BEAVER BROOK ALTERATION OF TERRAIN	WFS-7978A	8/25/00
JACOB AVENUE ALTERATION OF TERRAIN	ACT-03685	04/06/12
BEAVER BROOK WETLAND PERMIT	2006-01009	10-10-07
JACOB AVENUE WETLAND PERMIT	2012-01005	5/31/13
N.H.D.E.S. SEPTIC SUBDIVISION PERMIT	SACNO7006394	12/12/07
N.H.D.O.T. PERMIT	225-00-02	03/23/08

10) LOTS 50-15 & 50-16 ARE SUBJECT TO ENV.-WS. 30-47(R)(2), IN WHICH LOTS WITHIN 300- FEET OF THE WATERS OF LAKE MASSABESIC OR ANY TRIBUTARY, POND, RESERVOIR, COVERED OR STREAM SHALL NOT EXCEED 10% IMPERVIOUS COVER OR 2,500 S.F., WHICHEVER IS GREATER.

THIS SUBDIVISION PLAT WAS I
OTHERS UNDER MY DIRECT S
FIELD WORK PERFORMED IN T
PLAT HAS A LINEAR ERROR (
THAN ONE FOOT IN TEN THO.

**TOWN OF HOOKSETT
PUBLIC HEARING NOTICE**

The Hooksett Town Council will be holding a public hearing on Wednesday, March 11, 2020 @ 6:00pm at the Hooksett Town Hall Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to accept a donation for a total amount of \$58,178.00 (\$30,178.00 + \$28,000.00) from Lamontagne Builders (Stinson Hills, LLC) to the Town of Hooksett (not in lieu of Impact Fees) per RSA 31:95-b, III (a). For documentation or questions contact the Hooksett Public Works Department at 603-668-8019.

Town Council
STAFF REPORT



To: Town Council
Title: Osborne's Agway Site Letter of Credit Release of \$346,363.00 to Farm Credit East, ACA
Meeting: Town Council - 11 Mar 2020
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

A site work surety bond is currently being held for Osborne's Agway in the amount of \$346,363.00. The work is complete and acceptable, therefore it is recommended that the bond be returned to Osbornes Agway.

Please note that there is some erosion along Cinemagic Drive and a very small amount of loam that needs to be added around a hydrant along the north parking lot. However, the areas are small, and the owner has promised that he will take care of these items early in the spring. This owner has done a good job on this property and has a landscape bond in place, so I am very comfortable allowing the bond release.

FINANCIAL IMPACT:

None.

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

Release site work letter of credit.

SUGGESTED MOTION:

Motion for the Town to release the site work letter of credit of \$346,363.00 to Farm Credit East,ACA.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

Town Council

STAFF REPORT



To: Town Council
Title: TIF District Sewer Final Design Amendment
Meeting: Town Council - 11 Mar 2020
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

Underwood Engineering has submitted a proposal for the final design of the sewer and water in the TIF District. The proposal is in the form of an amendment to their existing contract. The amendment changes the amount of the contract as follows:

Current Contract Amount: \$431,800 (for the Engineering Study and Preliminary Design)
 Proposed Amendment: \$807,200 (for the Final Design)
 Revised Contract Amount: \$1,239,000

Remaining engineering costs will include construction monitoring costs to be determined at a later date.

The following is attached.

- Proposed Amendment
- Financial Summary
- Overview Plan
- Project Schedule

The proposed scope of work is as discussed at the January 22, 2020 Town Council Meeting where the Town Council approved of the Design Scope summarized as follows:

Phase 1 and 2:

- Phases 1 and 2 will take place in the Exit 10 area. These phases include:
 - A new pump station in the Kimball Drive area and a second river crossing to connect the proposed sewer to the Martins Ferry Road pump station.
 - Upgrades to the Martins Ferry Road pump station.
 - Phase 1 will require gravity sewer from the new pump station on Kimball Drive to Route 3A at the intersection of Goonan Road.
 - Phase 2 will require gravity sewer from the new pump station on Kimball Drive to Route 3A just north of the self-storage facility.

Phase 3

- Phase 3 takes place in the Tri-Town Arena area and services the Supreme Industries development, the Bayview Terrace neighborhood and ultimately Cross Street.
- Included under Phase 3,
 - The Tri-Town Pump Station (TTPS) would be constructed.
 - A new Gravity Sewer and water main would be installed from TTPS south to Cross Road.
 - Supreme Industries would install the sewer and water from Rt 3A westerly on Cross Road and then north through two State owned properties and across their property to a designated point on Hackett Hill Road. Easements will be required from the State to cross their properties.

Phase 4

- Phase 4 includes the Palazzi property, and other properties in the area of Exit 11.

Phase 5

- Included under Phase 5 is a new Gravity Sewer along Rte 3A from Meadowbrook Lane to 124 West River Road (Rte 3A), and;
- Also included is a new water main to connect the Manchester Water Works system near Dunkin Donuts to the Hooksett Village Precinct's water system near Sunrise Boulevard.

FINANCIAL IMPACT:

None.

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

Approve of the Town Administrator signing Amendment No. 1 of Underwood Engineering's contract with the Town.

SUGGESTED MOTION:

Motion to approve of the Town Administrator signing Amendment No. 1 of Underwood Engineering's contract with the City to increase the existing contract by \$807,200 for a new contract amount of \$1,239,000.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[01a TIF Contract Amendment](#)

[01b TIF Contract Amendment](#)

[02 TIF Funding Summary](#)

[03 TIF Plan](#)

Amendment No. 1

**Engineering Contract Phase II – Final Design
Contract for Professional Services
for
Treatment Works
Town of Hooksett, New Hampshire**

WHEREAS, an AGREEMENT made and entered into at Hooksett, New Hampshire, on the 17th day of June, 2019, by and between the Town of Hooksett, NH, hereinafter called the OWNER, and Underwood Engineers, Inc. hereinafter called the ENGINEER for engineering work required for the Design of the Route 3A Sewer Extension Project, and

WHEREAS, the scope of work now requires Final Design of the Project, as further defined in "Attachment A" – **Final Design Phase Engineering Assistance**, and

WHEREAS, an amendment is needed to modify the scope of work and fee.

NOW, THEREFORE, in consideration of the agreement an amendment is hereby agreed to by the OWNER and the ENGINEER as follows:

- A. Change Section III Time of Completion, Paragraph A., on Page 2 from 210 consecutive calendar days to **930 consecutive calendar days**.
- B. That the dollar amount in Section IV, Paragraph A.2, on Page 3 be amended to read:
 " , a fee not to exceed one million, two hundred thirty-nine thousand dollars (\$1,239,000.00)". (Previous fee = \$431,800.00; **plus Amendment No. 1 increase = \$807,200.00**).
- C. That the dollar amount in Section IV, Paragraph B.1 (Design), on Page 3 be amended to read:
 " , a fee not to exceed nine hundred thirty-three thousand, six hundred dollars (\$933,600.00)". (Previous fee = \$303,000.00; **plus Amendment No. 1 increase = \$630,600.00**).
- D. That the dollar amount in Section IV, Paragraph B.2 (Survey), on Page 3 be amended to read:
 " , a fee not to exceed one hundred ninety-one thousand, eight hundred dollars (\$191,800.00)". (Previous fee = \$77,200.00; **plus Amendment No. 1 increase = \$114,600.00**).

Page 2 of 2

E. That the dollar amount in Section IV, Paragraph B.3 (Subsurface), on Page 3 be amended to read:

“, a fee not to exceed one hundred thirteen thousand, six hundred dollars (**\$113,600.00**)”.
(Previous fee = \$51,600.00; **plus Amendment No. 1 increase = \$62,000.00**).

The OWNER and the ENGINEER hereby agree to this Amendment.

ENGINEER: Underwood Engineers, Inc.

OWNER: Town of Hooksett, NH

By: Keith A. Pratt, P.E., President
Date: _____

By: Andre Garron, Town Administrator
Date: _____

APPROVED: Department of Environmental Services
Water Division

By: Dennis J. Greene, P.E.
Date: _____

**It is understood that as an act in furtherance of its statutory authority to approve engineering agreements for sewerage facilities, the DIVISION's approval does not impose any contractual obligation or liability on the State of New Hampshire, the Department of Environmental Services or the DIVISION.

Approved as to form:

Legal Counsel

*Signatures should be supported by appropriate document.

N2803

ATTACHMENT 'A'
Town of Hooksett, NH
RFP 19-06 Sewer Expansion
Engineering Contract Phase II – Final Design Phase – Engineering Assistance

Scope of Services
February 26, 2020

Background:

This proposal represents Phase II of the original contract for Professional Services dated June 17th, 2019 between the Town of Hooksett, NH, the New Hampshire Department of Environmental Services, and Underwood Engineers of Portsmouth, New Hampshire. The Town wishes to construct water and sewer utilities along the Route 3A corridor from the Manchester/Hooksett town line to the Route 3A/Hackett Hill intersection near the Rte. 93 Exit 11 exchange. No sewer currently exists along Route 3A through this section. Manchester Water Works supplies water on the southern end and the Hooksett Village Water Precinct supplies water on the northern end with a gap in service in between.

Underwood Engineers recently completed a Final Planning Stage Technical Memorandum dated January 22, 2020 which contained recommendations for the new water and sewer utilities to be constructed in this area which were unanimously accepted by the TIF Advisory Board (TAB) and the Town Council.

Underwood Engineers is currently preparing 30% Preliminary Design Drawings for the proposed Rte. 3A corridor water and sewer utilities under Part 1 of the contract.

The purpose of this scope is to establish a final design scope and fee now that the project has been fully defined.

It should be noted that the Town has requested that all areas recommended for new municipally owned sewer and water expansion (per 1/22/20 Final Planning Stage Technical Memorandum) be designed under this portion of the contract with the understanding that construction of the new utilities will be phased over time as available funding allows. This portion of the contract assumes that four (4) separate sets of bid documents will be created: (1) Phase 1 and Phase 2 together; (2) Phase 3; (3) Phase 4; and (4) Phase 5 (refer to attached Workplans for Phases). Future design updates may be necessary under separate contracts if phasing is beyond a year or two out.

Scope of Services:

Underwood Engineers proposes to perform the following Final Design Phase Scope of Services (per 1/22/20 Final Planning Stage Technical Memorandum) based on approx. 32,600 linear feet of new gravity sewer main (solid pink, purple and green lines) and 10,850 linear feet of new

water main (dashed blue and pink lines) as shown on the attached workplan drawings 1-3, one new submersible pumping station on Kimball Drive including new double barrel force main directionally drilled under the Merrimack River, and wet well/pump/electrical/instrumentation upgrades to the existing Martins Ferry Pumping Station.

Task 1 – Additional Survey

Under the previously authorized 30% Preliminary Design Phase, topographic maps have been created for all of the proposed work areas utilizing aerial photography, with the exception of the pump station sites and the river crossing which were ground surveyed. The goal of this scope will be to conduct ground survey through the aerial photography areas to pick up key details and add them to the existing plans, as well as pick up topography in areas that were obstructed by tree cover. Further, easement documents and recordable easement plans for sewer/water main crossings on up to twenty (20) individual lots will be created, including two on NHDOT owned lots.

Deliverables

- Updated topographical base plans for up to 32,600 linear feet of project
- Up to twenty (20) sets of easement documents including recordable easement plans for Town Council review and Town execution and recording

Task 2 – Additional Subsurface Exploration

Under the 30% Preliminary Design Phase, soil borings to 30 feet deep or refusal were performed along the entire route of all proposed utility work areas. Because the work area expanded from 26,750 linear feet to 32,600 linear feet, the pumping station borings and the 25 ledge probes could not be completed within the available budget. Under this scope, two soil borings will be performed at the proposed Kimball Drive Pumping Station site, three soil borings will be performed along the proposed Kimball Drive Pumping Station force main route under the Merrimack River (via barge), 1 soil boring will be performed on the Martins Ferry Pumping Station side of the river crossing, and up to 40 ledge probes will be performed along Rte. 3A and Technology Drive. Note: An observation well will be installed in one of the two borings at the Kimball Drive Pumping Station site.

Deliverables

- Updated geotechnical report for up to 32,600 linear feet of project with foundation and pipe installation recommendations
- Geotechnical report section specific to Merrimack River crossing

Task 3 – Final Design and Bid Document Preparation

Final Design tasks are proposed as follows:

- Final civil drawings depicting the proposed sewer and water alignment plan and profile, as well as roadway reconstruction or repair, will be developed for each of the four sets of bid documents to be produced. Note: The water main on the Tri-Town Ice Arena lot will be brought to the north side of the building as a full-sized main to be extended out to Rte 3A under the pumping station project which is a separate contract.
- For both wastewater pumping stations, final site layout/site grading/site yard piping plan(s) will be developed.
- Final drawings will be developed for the construction of the new wastewater pumping station building. These will include architectural, structural, process, mechanical (HVAC), electrical and instrumentation plans.
- Final drawings will be developed for the construction of the upgrades to the Martins Ferry wastewater pumping station building. These will include process, electrical and instrumentation plans.
- Final drawings will be developed for a below grade pressure reducing/meter vault at the interconnection point between the MWW and HVWP water systems to include structural, process, mechanical (HVAC), electrical and instrumentation plans.
- Detail sheets will be prepared for process details, water details, sewer details, stormwater details, roadway details, and erosion control details for each of the four sets of bid documents to be produced.
- Traffic control plans will be developed and included in the Appendix of each of the four sets of bid documents to be produced.
- Project specifications will be prepared to include the contractual front-end documents as well as the pertinent technical specifications. Specifications will be prepared utilizing CSI document format and will include documents appropriate for funding eligibility with the funding agencies that are pursued. One set will be produced for each of the four sets of bid documents.
- Two copies of all plans and specifications will be submitted to the Town at the 60% completion point for review and comment.
- Attend and facilitate a 60% design review meeting with the Town.
- Two copies each of all 90% complete documents will be provided to the Town and NHDES (wastewater and water) and one copy to NHDOT, HSC, HVWP, and MWW for review and comment. A copy will also be provided to each additional funding partner at this stage (up to two assumed).
- Attend and facilitate a 90% design review meeting with all stakeholders.
- Review comment edits will be made and two sets each of the final P.E.-stamped documents shall be submitted to the Town and NHDES (wastewater and water) and one copy to NHDOT, HSC, HVWP and MWW. A copy will also be provided to each additional funding partner (up to two assumed).
- A final design engineer's opinion of probable construction cost for the new facilities will be provided based on the bid tabulations prepared for each of the four sets of bid documents.

- The proposed location of all new proposed utilities will be exported from AutoCAD to ArcGIS and provided to the Town.

Deliverables

- Draft 60% bid documents
- Draft 90% bid documents
- Final 100% bid documents
- Final Engineer's Opinion of Probable Project Cost
- GIS layers for all proposed new utilities

Task 4 – Permitting Assistance

For this portion of the contract, it has been assumed that the only permits that will be necessary will be a Minor Wetlands Permit, a Shoreland Protection Permit, a NHDOT Long Form Trench Permit, and a NHDOT Use and Occupancy Agreement. Work includes completing an archeological Phase 1B assessment in accordance with the findings of the Preliminary Engineering Phase 1A report.

NOTE: Additional permits may be required. If so, additional scope and fee will be required for those permits.

Deliverables

- Minor Wetlands Permit Application
- Shoreland Protection Permit Application
- NHDOT Long Form Trench Permit Application
- NHDOT submission to support a Use and Occupancy Agreement along Rte. 3A
- Archeological Phase 1B Report

Task 5 – Funding Assistance

For this portion of the contract, it has been assumed that funding will be obtained from the NHDES CWSRF, NHDES DWSRF, and the NHDES DWGTF. NOTE: Additional funding may be available. If so, additional scope and fee will be required for assistance with those programs.

Deliverables

- Two CWSRF Loan Pre-applications
- Two full CWSRF Loan Applications
- One DWSRF Loan Pre-application
- One full DWSRF Loan Application
- One full DWGTF Funding Application

Task 6 – Meetings and Coordination

For this portion of the contract, it has been assumed that multiple coordination meetings will be required to provide design updates and coordinate the progression of the four sets of bid documents with the multiple parties involved as well as with potential service connection customers. It is also assumed that attendance and presentations will be needed at multiple Warrant Article meetings as follows:

- Up to twenty (20) meetings with entities such as Town Council, Economic Development Committee, TIF Advisory Board, Hookset Sewer Commission, Hooksett Village Water Precinct, Manchester Water Works, NH Department of Transportation, and Liberty Utilities
- Conduct site visits to up to 100 homes/buildings to determine the location of existing water and septic services both outside and within the basement to coordinate the location and depth of new municipal water and sewer services
- Set up and facilitate one (1) public meeting to present the final design and traffic control plans for all four sets of bid documents to the public and solicit feedback.
- Develop a tri-fold flyer for the 2021 Phase 1 and Phase 2 Warrant Article project for duplication and mailing by the Town.
- Attend and present on the 2021 Phase 1 and Phase 2 Warrant Article at a Town Council Meeting
- Attend and present on the 2021 Phase 1 and Phase 2 Warrant Article at a Budget Committee Meeting
- Attend and present on the Phase 1 and Phase 2 Warrant Article at the February 2021 Deliberative Session

Deliverables

- Meeting Agendas and Minutes
- Up to 100 building lot sketches showing existing water and sewer utilities general location
- Tri-fold brochure for 2021 Phase 1 and Phase 2 Warrant Article project
- PowerPoint presentations for Public Information Meeting and for 2021 Phase 1 and Phase 2 Warrant Article Meetings

Task 7 – Technical Assistance

Under this portion of the contract, the Town of Hooksett is requesting a \$25,000.00 allowance for on-call assistance for engineering services to support the Rte. 3A project that are not included in the above Tasks 1-6. These services are undefined at this point and will vary in size and scope. The assistance may include a phone call discussion, meeting attendance, and/or the development of a technical memo or letter report. The assistance is intended to rely on the Engineer's expertise and skills to assist with decisions as the Town of Hooksett navigates design completion of this project. Work will only be performed under this task after receipt of a written request from the Town authorizing the new scope item and an acceptable amount to be billed for that item.

COST OR PRICE SUMMARY FORMAT FOR SUBAGREEMENTS UNDER NH SAG & SRF				Form Approved DES 11/00
PART I - GENERAL				
1. GRANTEE / LOANEE Town of Hooksett, Hooksett, NH			2. GRANT/LOAN NO.	
3. NAME OF CONTRACTOR OR SUBCONTRACTOR Underwood Engineers, Inc.			4. DATE OF PROPOSAL February 26, 2020	
5. ADDRESS OF CONTRACTOR OR SUBCONTRACTOR (Include ZIP) 99 North State Street, Concord, New Hampshire 03301			6. TYPE OF SERVICE TO BE FURNISHED Engineering Services - Fnl Design Phase	
PART II - COST SUMMARY				
7. DIRECT LABOR (Specify labor categories)	HOURS	HOURLY RATE	ESTIMATED COST	TOTALS
Principal	46	\$64.52	\$2,967.92	
Senior Project Manager	338	\$54.50	\$18,421.00	
Project Manager	368	\$47.00	\$17,296.00	
Senior Project Engineer	871	\$43.00	\$37,453.00	
Project Engineer	1119	\$33.00	\$36,927.00	
Technician	1084	\$33.00	\$35,772.00	
Resident Engineer	0	\$35.00	\$0.00	
Clerical	521	\$24.50	\$12,764.50	
DIRECT LABOR TOTAL:				\$161,601.42
8. INDIRECT COSTS (Specify indirect cost pools)	RATE	x BASE =	ESTIMATED COST	
	1.76	\$161,601.42	\$284,418.50	
INDIRECT COST TOTAL:			\$284,418.50	
9. OTHER DIRECT COSTS				
a. TRAVEL			ESTIMATED COST	
(1) TRANSPORTATION			\$920.00	
(2) PER DIEM			\$0.00	
TRAVEL COSTS TOTAL:			\$920.00	
b. EQUIPMENT, MATERIALS, SUPPLIES (Specify categories)			ESTIMATED COST	
phone, postage, fax, misc. (allowance)			\$1,655.46	
EQUIPMENT SUBTOTAL:			\$1,655.46	
c. SUBCONTRACTS			ESTIMATED COST	
Survey, Subsurface, Architectural, Structural, Mechanical			\$185,000.00	
Elect/Instru, Archaeological, Bldg Inspect, Outside Duplication			\$102,500.00	
			\$0.00	
SUBCONTRACTS SUBTOTAL:			\$287,500.00	
d. OTHER (Specify categories)			ESTIMATED COST	
copies, prints			\$0.00	
			\$0.00	
OTHER SUBTOTAL:			\$0.00	
e. OTHER DIRECT COSTS TOTAL:			\$290,075.46	
10. TOTAL ESTIMATED COST				\$736,095.38
11. PROFIT				\$71,104.62
12. TOTAL PRICE				\$807,200.00

Page 1 of 2

PART III - PRICE SUMMARY													
13. COMPETITOR'S CATALOG LISTINGS, IN-HOUSE ESTIMATES, PRIOR QUOTES (Indicate basis for price comparison)										MARKET PRICE(S)		PROPOSED PRICE	
PART IV - DIRECT LABOR BY CATEGORY													
14. INSERT THE APPROPRIATE WORK CATEGORY IN THE TABLE BELOW. WORK CATEGORIES WOULD INCLUDE BUT NOT BE LIMITED TO THOSE CATEGORIES SHOWN IN THE CONTRACT DOCUMENTS SUCH AS DESIGN, SURVEY, SUBSURFACE, CADASTRAL, O&M MANUAL, ADMINISTRATION, INSPECTION, RECORD DWGS , START-UP, SPECIAL SERVICES, ETC.													
TASK ➔										Total Hours	Rate	Cost	
	Surv	Subs	FD	Per	Fund	Meet	Tech						
Principal	2	1	27	0	2	6	8			46	\$64.52	\$2,967.92	
Sr. Project Manager	18	8	176	18	22	64	32			338	\$54.50	\$18,421.00	
Project Manager	0	0	332	0	2	10	24			368	\$47.00	\$17,296.00	
Sr Project Engineer	62	34	572	64	19	80	40			871	\$43.00	\$37,453.00	
Project Engineer	84	34	756	90	77	38	40			1119	\$33.00	\$36,927.00	
Technician	58	16	916	50	4	16	24			1084	\$33.00	\$35,772.00	
Resident Engineer										0	\$35.00	\$0.00	
Clerical	28	4	356	28	25	60	20			521	\$24.50	\$12,764.50	
TOTAL										4347			
												\$161,601.42	

PROPOSED FEE FOR STUDY AND PRELIMINARY DESIGN SERVICES

**Final Design Services
RFP 19-06 Sewer Expansion
Hooksett, New Hampshire**

2/26/2020

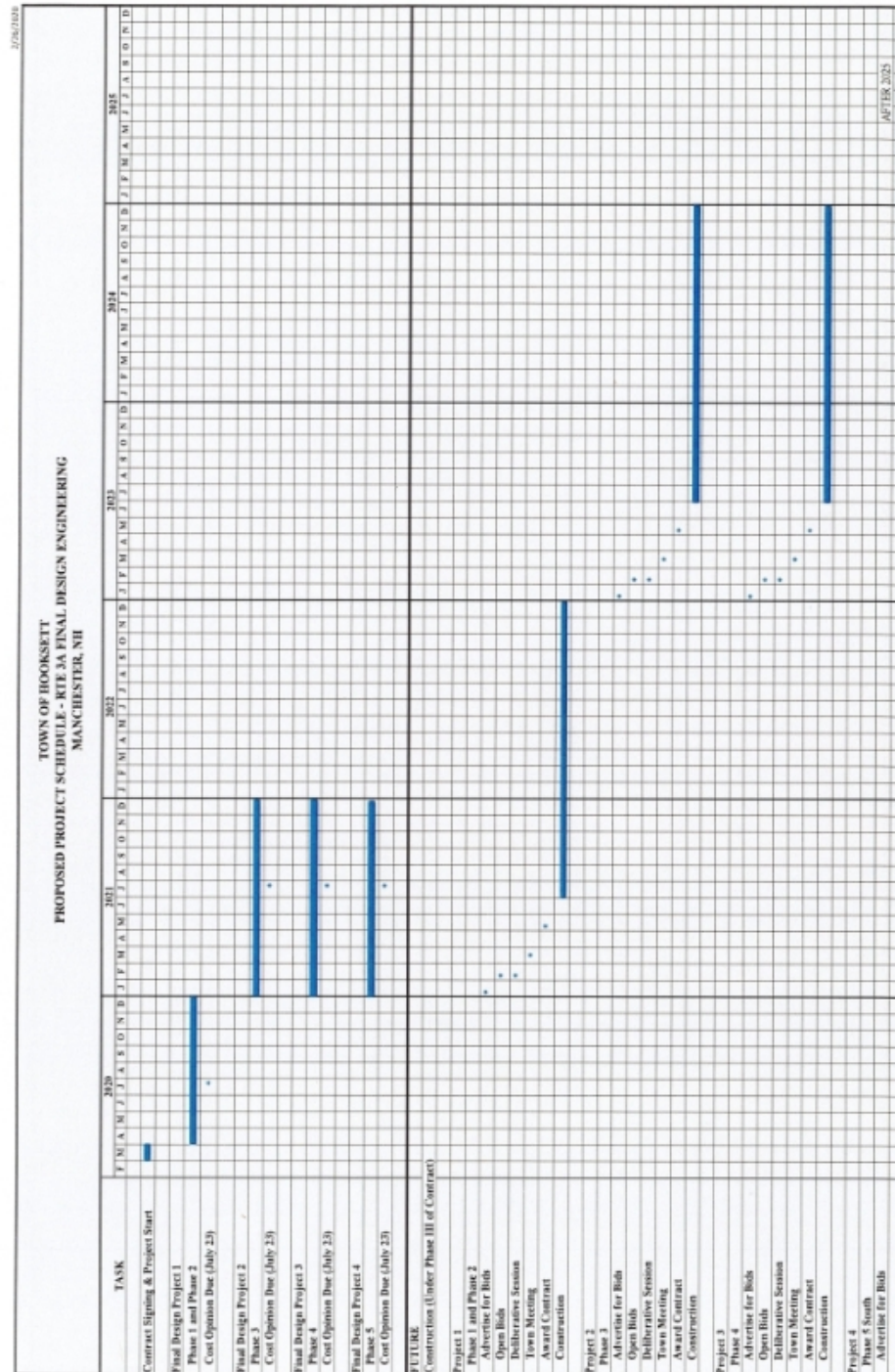
4/28/2020

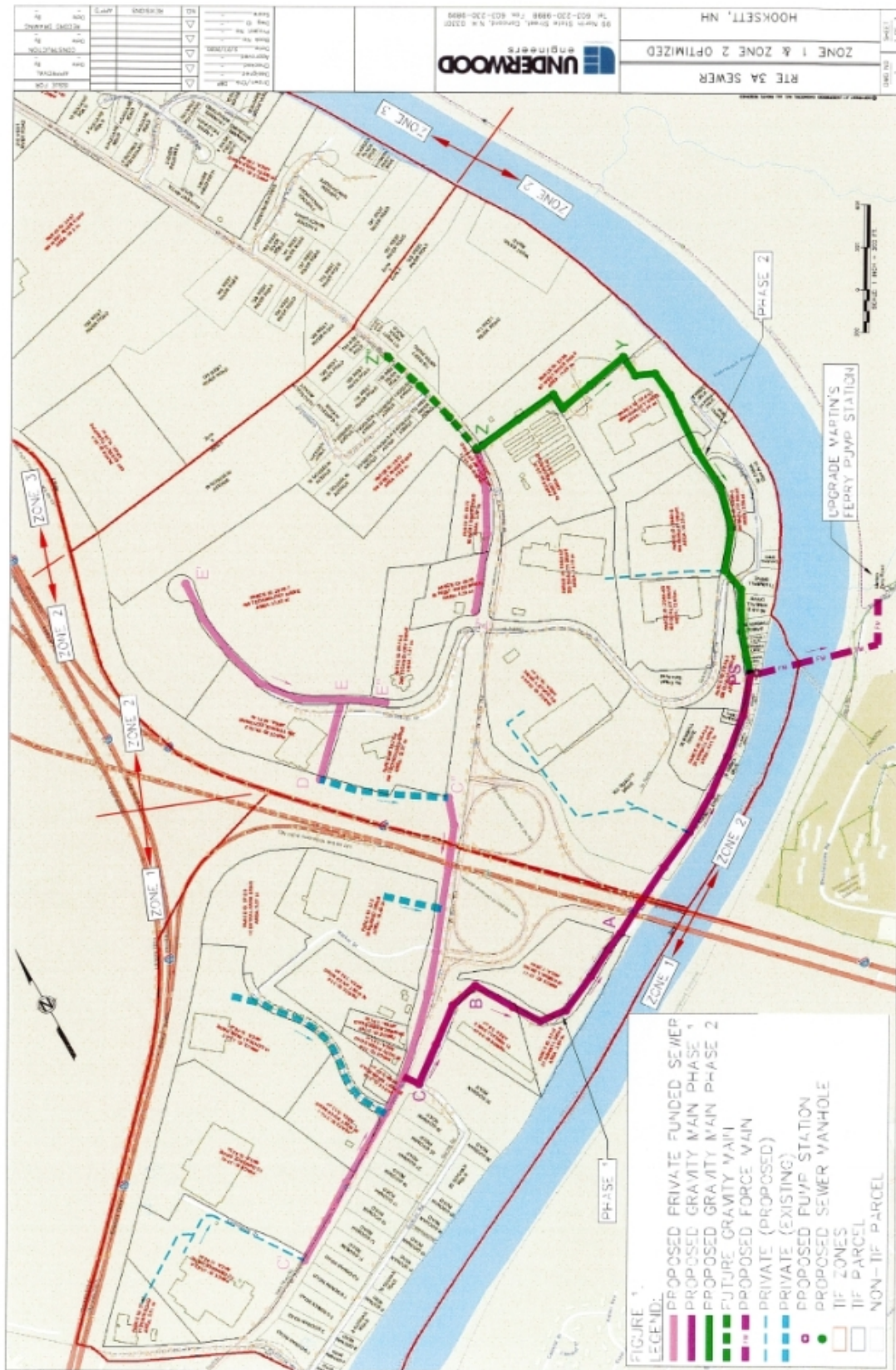
LABOR BUDGET		Budgeted Hour per Employee Classification							TOTAL HOURS
Task	Activity	Principal	Sen. Proj. Manager	Project Manager	Sen. Proj. Engineer	Project Engineer	CADD Technician	Office Admin.	
1	Additional Survey								
1.1	Coordinate with Doucet		8		8	8		8	32
1.2	Receive Doucet drawings		2		4	4	12		22
1.3	Field check drawings		1		16	16	4		37
1.4	Provide feedback to Doucet		1		2	4	2		9
1.5	Review NHDOT/Power/Gas dwrgs	1	1		8	8			18
1.6	Review Water dwrgs	1	1		4	4			10
1.7	Create 20 easement docs/dwrgs		4		20	40	40	20	124
	TASK SUB-TOTAL	2	18	0	62	84	58	28	252
2	Additional Subsurface Exploration								
2.1	Coordinate with RWG		4		4	4		4	16
2.2	Field point explor		1		8	8	2		19
2.3	Receive Doucet explor locations		1		2	2	8		13
2.4	Field locate explor w/ GPS		1		16	16	2		35
2.5	Review rpt and provide feedback	1	1		4	4	4		14
	TASK SUB-TOTAL	1	8	0	34	34	16	4	97
3	Final Design								
3.1	title/index/general notes (3x4)		4	4	8	8	24		48
3.2	Site layout/grading/yard piping plans (4)		2	8	8	8	24		50
3.3	Coord/review archit		2	2	16	24	24	2	70
3.4	Coord/review struc		2	2	16	24	24	2	70
3.5	Coord/review mech		2	2	8	24	24	2	62
3.6	Coord/review elec		2	2	8	24	24	2	62
3.7	Coord/review instr		2	2	8	24	24	2	62
3.8	Process plans & details (6)		8		40	60	100		208
3.9	Road plan/profile (33)		4	100	200	50	350		704
3.10	Traffic Control Plans (4)		4	16	16	32	48		116
3.11	Wtr/Sewer/Drain/Road details (4x4)		8	32	48	48	64		200
3.12	Specs (4)	4	8	16	48	120		120	316
3.13	Front end (4)	4	8	16	48	120		120	316
3.14	60% Submittal and Meeting		12	16	16	16	16	16	92
3.15	Revisions		8		16	24	80	16	144
3.16	90% Submittal and Meeting		12	16	16	16	16	16	92
3.17	Revisions		4		8	24	40	4	80
3.18	100% Submittal		2	4	4	8	8	8	34
3.19	Final cost opinions (4)	6	12	16	16	30			80
3.20	Monthly In-house Meetings		24	24	24	24	24		120
3.21	Monthly Progress Rpts		6			12		12	30
3.22	QA/QC and Design Review	8		40					48
3.23	Draft 20 ease for Legal Review	4		10		20		20	54
3.24	Apply for 2 NHDOT easements	1		4		16	2	2	25
3.25	ProMan/QA/QC		40					12	52
	TASK SUB-TOTAL	27	176	332	572	756	916	356	3135
4	Permitting Assistance								
4.1	Prepare Wet App		2		8	24	32	8	74
4.2	Respond to Comments on Wet App		2		2	8	4	4	20
4.3	Prepare Shoreland App		1		16	8	4	2	31
4.4	Respond to Comments on Shore App		1		2	4	2	2	11
4.5	NHDOT Use and Occupancy		2		8	12	4	2	28
4.6	Meeting		2		8	12		2	24
4.7	NHDOT Long Form Trench Permit		4		8	16	4	4	36
4.8	DHR Meeting		2		8	2			12
4.9	Arch coord		2		4	4		4	14
	TASK SUB-TOTAL	0	18	0	64	90	50	28	250
5	Funding Assistance								
5.1	CWSRF Pre-Applications (2)		4		2	6		2	14
5.2	CWSRF Applications (2)		4		8	24		8	44
5.3	DWSRF Pre-Application (1)		2		1	3		1	7
5.4	DWSRF Application (1)		2		4	12		4	22
5.5	DWIGTF Application (1)	2	4		4	24	4	8	46
5.6	Consult meeting with DWIGTF		4			8			12
5.7	Assist with refinancing of \$2.5M loan		2	2				2	6
	TASK SUB-TOTAL	2	22	2	19	77	4	25	151

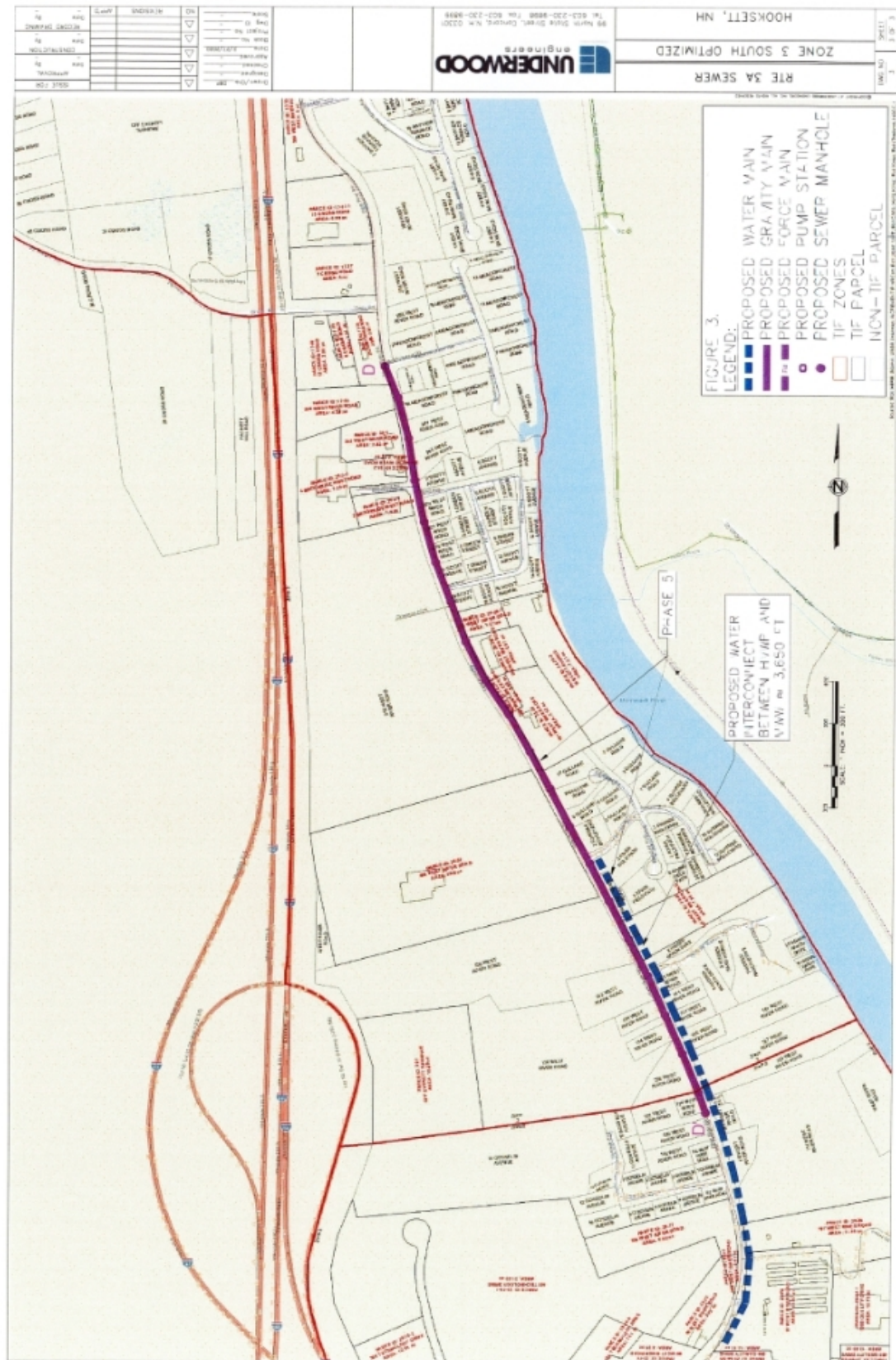
7	Technical Assistance								
7.1	On Call Tech Assist	0	32	24	40	40	24	20	188
	TASK SUB-TOTAL	0	12	74	40	40	24	20	188

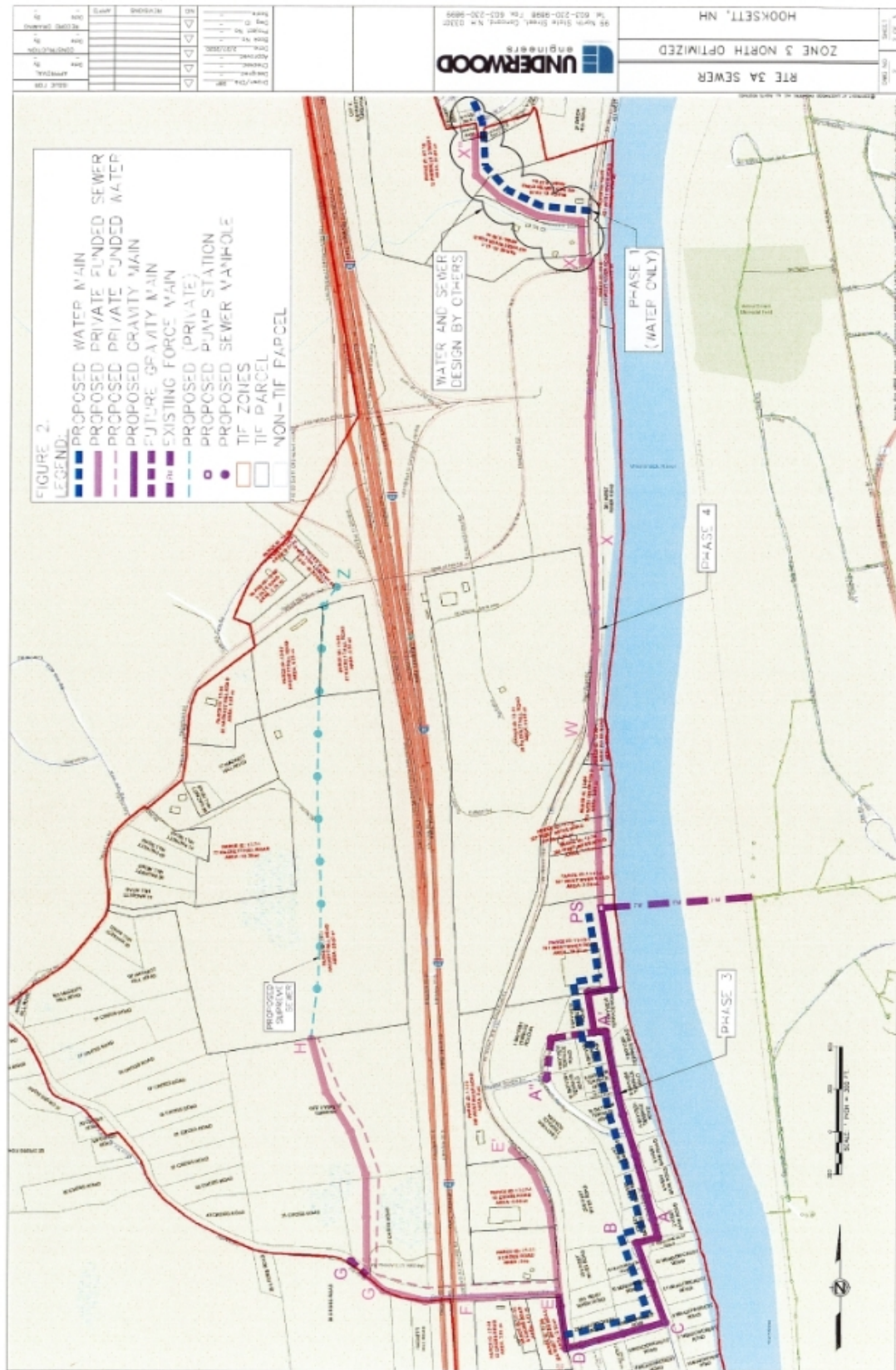
EXPENSE BUDGET					
Description	Unit	Cost	Unit	Quantity	Cost
Mileage		\$0.75	each	1,000	\$750.00
Postage		\$450.00	Unit	1	\$450.00
Phone		\$1.45	Unit	4 Unit	\$795.00
Photocopying (b/w)		\$0.25	each	0	\$0.00
Photocopying (color)		\$0.35	each	0	\$0.00
Drawing		\$1.50	each	0	\$0.00
Miscellaneous		\$168.96	each	1	\$168.96
Sub Consultants					
Survey		\$85,000	Unit	1	\$85,000.00
Subsurface		\$50,000	Unit	1	\$50,000.00
Air Technical		\$15,000	Unit	1	\$15,000.00
Struc		\$25,000	Unit	1	\$25,000.00
Asst		\$10,000	Unit	1	\$10,000.00
Elect/Instru		\$40,000	Unit	1	\$40,000.00
Archaeological		\$40,000	Unit	1	\$40,000.00
Building Inspectors		\$12,500	Unit	1	\$12,500.00
Out of Duplication		\$4,000	Unit	1	\$4,000.00
EXPENSE SUBTOTAL					\$290,075.46

4. PUBLISHED ONLINE 27 APRIL 2014 IN THE NATURE JOURNAL *SCIENCE* DOI:10.1038/501041a









TIF District Funding Summary

Total Estimated Costs:

Phase 1:	\$6,710,000
Phase 2:	\$1,770,000
Phase 3 & 4:	\$6,740,000
Phase 5:	\$5,850,000
 Total Costs:	 \$21,070,000

Existing Estimated Funding:

- \$1,200,000 from Hooksett Sewer Commission
- \$2,250,000 from TIF - \$450K per year for 5 years (2018-2022)
- \$2,500,000 CWSRF Loan (2.0 % anticipated) = \$153,000 per year. This can be paid with annual TIF income with first payment in 2023.

Proposed Estimated Funding:

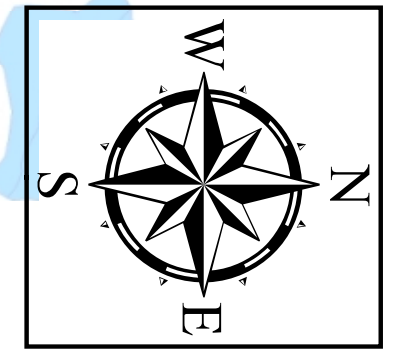
- \$4,850,000 CWSRF Loan (2.0% interest for 20 years.
- \$10,270,000 from tax base

Total Funding: \$21,070,000

In addition to the above, we are working with the Sewer Commission to investigate the increase of sewer connection fees that could yield over \$3,000,000.

ROUTE 3A TIF DISTRICT

Town of Hooksett



PROPOSED SEWER PHASE 1
DESIGN - 2020
CONSTRUCT - 2021

PROPOSED WATER PHASE 5
DESIGN - 2021
CONSTRUCT - 2025

PROPOSED SEWER & WATER PHASE 3
DESIGN - 2021
CONSTRUCT - 2023

PROPOSED SEWER & WATER FUTURE PHASE
SEWER DESIGN - TO BE COMPLETED BY OTHERS
WATER DESIGN - COMPLETE
CONSTRUCT - 2024

ZONE 1

ZONE 3

ZONE 2

PROPOSED SEWER PHASE 5
DESIGN - 2021
CONSTRUCT - 2025

PROPOSED SEWER PHASE 4
DESIGN - 2021
CONSTRUCT - 2023

PROPOSED SEWER PHASE 2
DESIGN - 2020
CONSTRUCT - 2021

Legend

- PROPOSED WATER - PHASE 5
- PROPOSED WATER - PHASE 3
- PROPOSED WATER - PHASE 1
- PROPOSED SEWER - PHASE 5
- PROPOSED SEWER - PHASE 4
- PROPOSED SEWER - PHASE 3
- PROPOSED SEWER - PHASE 2
- PROPOSED SEWER - PHASE 1
- EXISTING FORCE MAIN
- PROPOSED PUMP STATION
- ZONES
- BUILDING FOOTPRINT
- TIF STUDY AREA BORDER
- EXISTING SEWER MAIN (DRY)
- TIF PROPERTIES

0 0.125 0.25 0.5 0.75 1 Miles



Town of Hooksett,
New Hampshire

Town Council
STAFF REPORT



To: Town Council
Title: Storm Water Management Program / Ordinance # 2020-1
Meeting: Town Council - 11 Mar 2020
Department: Public Works
Staff Contact: Earl Labonte, Director of Public Works

BACKGROUND INFORMATION:

Currently, the Town does not have a Storm Water Management Program Ordinance. The Ordinance will establish the Town's legal and administrative authority to regulate, respond and enforce illicit discharges in the community.

FINANCIAL IMPACT:

None.

POLICY IMPLICATIONS:

The establishment of the Town's legal and administrative authority to regulate, respond and enforce illicit discharges in the community.

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.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Proposed Storm Water Management Program Ordinance](#)

**STORM WATER MANAGEMENT PROGRAM
ORDINANCE # 2020-1**

SECTION I: PURPOSE

The purpose of this Ordinance is to mandate a storm water management program to reduce the discharge of pollutants from municipal storm water collection systems within the urbanized area of the Town of Hooksett, NH as mandated by the U.S. EPA Phase II National Pollutant Discharge Elimination System (NPDES) Storm Water Program.

SECTION II: AUTHORITY

This Ordinance has been enacted pursuant to the statutory authority granted to the Town of Hooksett by provisions of the Clean Water Act, 33 USC 1251, under 40 CFR part 122 EPA Administered Permit Programs: The National Pollutant Discharge Elimination System.

SECTION III: DEFINITIONS

Regulated Storm Water - Water from rain and /or melting snow or ice, which flows over paved or unpaved surfaces to a Town of Hooksett storm water collection system and migrates to a State of New Hampshire water resource.

Storm Water Conveyance System - A storm water collection mechanism and discharge point for storm water runoff.

Impaired Waters - Waters of the State of New Hampshire that are adversely affected by non-natural impacts of contamination and have been designated as such by the State.

Illicit Discharge - Non-storm water discharge or contaminated storm water, which is not authorized for discharge to a Hooksett storm water collection system.

Ms4 Plan - Municipal separate storm water sewer systems plan to control storm water pollution.

Control Measures - Required elements within the MS4 Plan.

SECTION IV: PROGRAM CONTROL MEASURES:

Each of the six mandated Control Measures, listed below have associated goals or "Best Management Practices (BMPs)", which shall be implemented during the term of the NPDES Permit and presented in detail in the Town's mandated MS4 Plan.

- A. Public Education and Outreach.
- B. Public Participation/Involvement.
- C. Illicit Discharge Detection and Elimination.
- D. Construction Site Runoff Control.
- E. Post-Construction Runoff Control.
- F. Pollution Prevention/Good Housekeeping.

SECTION V: RECORD KEEPING

Records will be kept public for period of 5 years. Records will be only submitted when requested by the permitting authority.

SECTION VI: ENFORCEMENT

The Town Council is hereby charged to carry out the enforcement of the provisions within this Ordinance and the provisions within the MS4 Plan this Ordinance represents by statute. The Town Council may delegate such powers to one or more designees with authority to bring actions to force compliance with this Ordinance and the MS4 Plan.

SECTION VII: PENALTIES

Any person(s) (including individuals, corporations, associations, etc.) who knowingly violate(s) the provisions of this Ordinance and its referenced MS4 Plan shall be subject to imposition of the following:

- A. Hooksett procedural rules regulating planning & development, construction, post-construction, and road maintenance are used in conjunction with the MS4 Plan. These rules include, but not limited to, Site Plan Regulations, Subdivision Regulations, and Zoning & Land Use Ordinance. Violations and penalties of the above regulations are levied through designated Town authorities.
- B. Penalties relating to illicit discharges or improper run-off controls as referenced in the Storm Water Plan and not under the jurisdiction of Hooksett Community Development Department or other regulating authority shall be levied by an agent of the Town Council. Penalties are as follows:
 - 1. Aforesaid persons shall receive a written notification to cease and desist discharging into Hooksett's storm water conveyance system and shall be required to take corrective measures to permanently eliminate the illicit discharge from entering Hooksett's storm water conveyance system and for correct the run-off controls within 10 days of the notification.
 - 2. Upon non-compliance of the cease and desist notification aforesaid persons shall be fined \$1000/day until illicit discharge is eliminated from the Hooksett storm water conveyance system.
 - 3. Upon 30 days of non-compliance, the New Hampshire Department of Environmental Services (NH DES) and the US EPA shall be notified for further enforcement actions.
 - 4. In addition to the monetary fines established by this policy, the Town further reserves the right to require with the assistance of NH DES and US EPA, aforesaid persons to remediate any infrastructure and/or environmental damages caused by the illicit discharge.

SECTION VIII: WAIVERS

The Hooksett Town Council reserves the right, for good cause shown, to make special exceptions and/or waive any portion of the regulations.

SECTION IX: SEVERABILITY

If any provision of these Regulations is held to be invalid, other provisions and sections shall not be affected, and to this end, the provisions and sections hereof are declared to be severable.

SECTION X - AMENDMENTS

These Regulations shall be adopted, and subsequent amendments shall be adopted from time to time by the Town Council, following a public hearing. notice of which shall be posted

pursuant to State and local laws in two (2) or more public places, or published in a newspaper of general circulation not less than ten (10) days prior to the public hearing.

SECTION XII -ADOPTION:

These Regulations shall take effect immediately upon adoption of the Town Council.

Adopted: Town Council Meeting Date

James Sullivan, Town Council Chair

Todd Rainier, Town Clerk

Town Council

STAFF REPORT



To: Town Council
Title: NHMA 2021-2022 Legislative Policy Process
Meeting: Town Council - 11 Mar 2020
Department: Administration
Staff Contact: Donna Fitzpatrick, Administrative Services Coordinator

BACKGROUND INFORMATION:

At the Town Council's February 26, 2020 meeting, Town Administrator Garron and I gave a brief overview of the upcoming NHMA (NH Municipal Association) 2021-2022 biennial legislative policy process.

An "orange" packet of information was distributed on February 26th to each Councilor including:

1. NHMA request for a Town Council volunteer(s) **now** to serve on three (3) legislative policy committees early April-end of May (first organizational meeting on Friday, April 3rd)
 - a. Finance and Revenue
 - b. General Administration and Governance
 - c. Infrastructure, Development, and Land Use
2. NHMA request for Town Officials to submit policy suggestions no later than **Friday, April 17th** (to be reviewed by the committees in #1 above)
 - a. Legislative Policy Proposal Form (see attached)
 - b. Proposals are approved by a majority vote of the governing body
3. Past 2019-2020 List of Action Policies and the Hooksett Town Council vote on each policy to use as a guideline should the Town Council submit a policy(ies) via step #2 above

There are three (3) Town Council meetings scheduled through the deadline of April 17th:

- March 11th
- March 25th
- April 8th

Note: Future actions . . . in July 2020 NHMA will notify municipalities of the next step in this legislative policy process, which will be providing a list of policies to the Town Council: 1) Vote on all NHMA policies in packet, 2) identify who will be the Council delegate to the September 2020 NHMA conference, and 3) provide Council delegate direction on voting at the conference.

FINANCIAL IMPACT:

To be determined based on final outcome of September 2020 NHMA conference.

POLICY IMPLICATIONS:

To be determined based on final outcome of September 2020 NHMA conference.

RECOMMENDATION:

1) Review #3 above for the past 2019-2020 legislative policy proposals to use as a guideline, 2) determine if the Hooksett Town Council wishes to create a 2021-2022 legislative policy proposal(s), and if yes 3) as approved by majority Council vote submit during one of the scheduled Town Council meetings prior to April 17th.

SUGGESTED MOTION:

Motion to submit 2021-2022 legislative policy proposal XXXXX to NHMA; see completed Legislative Policy Proposal Form for details.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[2021-2022 legislative policy form final](#)



New Hampshire Municipal Association 2021-2022 Legislative Policy Process

Explanation of Proposed Policy

Submitted by (Name): _____ Date: _____

Title of Person Submitting Policy: _____

City or Town: _____ Phone: _____

To see if NHMA will SUPPORT/OPPOSE:

Municipal interest to be accomplished by proposal:

Explanation:

A sheet like this should accompany each proposed legislative policy. It should include a brief (one or two sentence) policy statement, a statement about the municipal interest served by the proposal and an explanation that describes the nature of the problem or concern from a municipal perspective and discusses the proposed action that is being advocated to address the problem. Mail to NHMA, 25 Triangle Park Drive, Concord, NH 03301; or e-mail to governmentaffairs@nhmunicipal.org **no later than the close of business on April 17, 2020.**



New Hampshire Municipal Association 2021-2022 Legislative Policy Process

Explanation of Proposed Policy

Submitted by (Name): _____ Date: _____

Title of Person Submitting Policy: _____

City or Town: _____ Phone: _____

To see if NHMA will SUPPORT/OPPOSE:

Municipal interest to be accomplished by proposal:

Explanation:

A sheet like this should accompany each proposed legislative policy. It should include a brief (one or two sentence) policy statement, a statement about the municipal interest served by the proposal and an explanation that describes the nature of the problem or concern from a municipal perspective and discusses the proposed action that is being advocated to address the problem. Mail to NHMA, 25 Triangle Park Drive, Concord, NH 03301; or e-mail to governmentaffairs@nhmunicipal.org **no later than the close of business on April 17, 2020.**

1

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, February 26, 2020**

2

3

The Hooksett Town Council met on Wednesday, February 26, 2020 at 6:00 in the Hooksett Municipal Building.

4

5

6

CALL TO ORDER

7

Chair Sullivan called the meeting of 26 Feb 2020 to order at 6:01 pm.

8

9

PROOF OF POSTING

10

Administrative Services Coordinator Donna Fitzpatrick provided proof of posting.

11

12

ROLL CALL

13

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

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17

PLEDGE OF ALLEGIANCE

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Chair Sullivan called for the Pledge of Allegiance.

19

20

AGENDA OVERVIEW

21

Chair Sullivan: We have scheduled appointments with Mr. Rainier and Mr. Miville to discuss elections, and with Mr. Williams and Mr. Scarpetti to discuss Commercial and Industrial Construction Tax Exemptions.

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24

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SPECIAL RECOGNITION

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27

Hooksett Youth Achiever of the Month

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Chair Sullivan: We are pleased to recognize Alex Gannon as the Hooksett Youth Achiever for February. We know him from his Eagle Scout project presentation. Councilor Tsantoulis will present the award.

30

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33

T. Tsantoulis: We are talking with Alex Gannon via Facetime because he is at the Naval Academy and cannot be here in person. Alex was nominated as a Youth Achiever in July 2019. He has a background with the Boy Scouts and will have his Court of Honor next Friday, March 6th. We know that he spoke before a large crowd at a Scout fundraiser and is now at the Naval Academy. I expect we will be hearing more about Alex Gannon in the years to come. His mother and sister are here with us tonight. I am proud of him, and I know that his mother is also. We have recognized many outstanding young individuals as Youth Achievers, and Alex deserves a place among them.

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Chair Sullivan: Where are you now, Alex?

41

42

43

A. Gannon: I am in Newport, Rhode Island right now in the barracks.

44

45

Chair Sullivan: What is your rank?

46

47 A. Gannon: I am a midshipman candidate.

48

49 Chair Sullivan: How many are in your barracks?

50

51 A Gannon: There are 250 here.

52

53 T. Tsantoulis: We have an award for you and expect you will look back at this in future years. I am
54 proud of you and I know that your mother is also. This award goes to the parents also, because their
55 determination and support are important to the success of their children.

56

57 A. Gannon: Thank you very much for this award.

58

59 Chair Sullivan: Thank you for your service. Stay safe and good luck.

60

61

62 **Hooksett Municipal Employee - New Hire**

63

64 A. Garron: Jordan Fanny is a new hire as a truck driver/laborer in the Public Works department.

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SCHEDULED APPOINTMENTS

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

T. Rainier: I have a schedule for you to pass around to sign up to work at the polls at the Town Election. If you are on the ballot, you can't touch ballots, but there are other things you can do. Regarding the February 11th election, we began the day with 10,381 registered voters, and we registered 481 new voters that day. The turnout was not as big as we were expecting. A total of 4,735 ballots were cast, of which 230 were absentees. We instituted a new traffic pattern which worked well. We try to improve the process from what we learn. We had many positive comments after the election. We want to thank the Public Works employees who were out in the cold all day, as well as the Police and the School custodial staff. We must count the ballots before and after each election to be sure the numbers balance. A total of 100 people worked at the election to ensure that all went smoothly, and 20 people worked with us at the end of the night. The State Primary will be on September 6th, the day after Labor Day.

M. Miville: We opened a second door in the back so that people parking in the back don't have to walk around the school to get into the building. It was successful, and we want people to be more aware of this option.

Chair Sullivan: Hooksett was one town not reporting when the Union Leader was giving the results of the election. Can you explain why?

T. Rainier: When the Moderator is comfortable, he lets those who are there at the election know the results. He reads from the tape, so these are not official results. If a reporter is not there, they don't get those unofficial results. Later, I return to Town Hall, scan the results, and respond to email requests. This happened after midnight at this election. A lot of ballots were kicked out and had to be hand counted, mainly because Michael Bloomberg had a lot of write-ins – about 40 - and many of these could not be read by the optical scanner.

98 M. Miville: I have to be comfortable with the numbers before reading them.

99

100 T. Rainier: For the March 10th Town Election, we will be here Friday beginning at 1:00 pm to test the
101 tabulators. The Supervisors of the Checklist will hold a session here this Saturday, March 29th at 9:00
102 am to register voters and prepare the checklist. After that session, people cannot vote in Town Clerk's
103 office. Three elections will take place on March 10th - the Town, the School, and the Special Election for
104 a State Representative. The Town's ballot is two, double sided pages, 14 inches long. The School ballot
105 is one regular-size, double-sided page, and the Special Election ballot is one, one-sided regular-size
106 page. Thus far, we have 82 absentee requests. The wrap-up for last election will be at 10:00 tomorrow
107 here in the Council Chambers. It is a noticed, public session. We will need three Councilors at the end
108 of the night, which is a challenge since a lot of you are on the ballot.

109

110 **Nicholas Williams, Town Planner and David Scarpetti, EDAC Chair: RSA 72:80-83 Commercial**
111 **and Industrial Construction Exemption**

112

113 N. Williams: The State offers four statutory items which encourage commercial and industrial expansion
114 via tax relief incentives. Hooksett has adopted three of these. The fourth one, RSA 72-80, allows a town
115 to target specific properties which it would like to see developed by offering commercial & industrial
116 construction property tax exemption. EDAC is proposing that Hooksett adopt this exemption, which is
117 only for new construction or renovation, and would not be used in the TIF district. No motion is needed
118 tonight. This is just a proposal, and the Planning Board will be involved as well.

119

120 D. Scarpetti: We have the Economic Revitalization Zones (ERZ), but that is only six zones and is
121 funded by the State.

122

123 N. Williams: This is a local property tax exemption. The Town Council would set the parameters,
124 allowing up to a 50% tax exemption for up to ten years.

125

126 R. Duhaime: It's great to move this forward because we can get growth where we want it.

127

128 D. Scarpetti: This provides an incentive for businesses to come to Hooksett or to expand an existing
129 business here.

130

131 Chair Sullivan: If a business takes down a building and rebuilds on the site, only the new value is
132 exempted, correct? The Town doesn't lose the current valuation in the tax base.

133

134 N. Williams: That is correct.

135

136 T. Tsantoulis: Thank you for presenting this. Is it correct that the proposal will come back to the
137 Council?

138

139 N. Williams: Yes, it will.

140

141 T. Tsantoulis: Is there a timetable for this?

142

143 N. Williams: No, there is no timetable. There will be a formal recommendation with parameters
144 established.

145

146

148 A. Garron: I heard the presentation for this at the EDAC meeting. It is another tool in the toolbox, and a
149 good one to have. The number of years has to be determined, and the amount of the exemption. The
150 proposal goes to the taxpayers as well.

151
152 D. Scarpetti: We will bring this back to the Town Council sometime in the next 30 to 60 days.

153
154 N. Williams: It will probably be in late April

155
156 **A. Walczyk motioned to request a formal proposal from the Economic Development Advisory**
157 **Committee, after consultation with the Planning Board, which includes the following**
158 **information:**

- 159 **1. Recommended zones/parcels to be targeted in the motion**
160 **2. Recommended percentage of tax relief for approved projects**
161 **3. Recommended time limitation of tax relief for approved projects**

162 **T. Tsantoulis seconded the motion.**

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

164
165 **Appointment with Carrie Hyde, Chairwoman of the Hooksett Old Home Day Committee**

166
167 A. Garron: Carrie Hyde cannot be here tonight, but she provided me with a map of the parade route and
168 the permit request.

169
170 Chief Bouchard: The request comes to me and I sign the permit.

171
172
173 **CONSENT AGENDA**

174
175 Motion to accept reimbursement not to exceed \$3,150.00 from the State of New Hampshire,
176 Department of Safety, to the Town of Hooksett for the Hooksett Police Department per RSA 31:91-b:
177 III(b) and return said funds to the police department's budget.

178
179 **R. Duhaime motioned to approve the Consent Agenda item. J. Levesque seconded the motion.**
180 **Voted unanimously in favor.**

181
182
183 **TOWN ADMINISTRATOR'S REPORT**

184 A. Garron: I have received information from the NHMA about their annual policy review process. They
185 have set an April 17th deadline for receiving submittals of policy suggestions from cities and towns.
186 They are also looking for town councilors to volunteer to work on the process.

187
188 D. Fitzpatrick: We participated for the first time in 2018, but only joined in for the last part of the
189 process, with Councilor Walczyk volunteering to represent Hooksett. Now NHMA is asking about the
190 first part – the gathering of policy ideas. We are looking for your ideas and input by the March 11th
191 Town Council meeting. You may want to talk with your fellow Councilors about policies Hooksett might
192 want to propose. The orange handout in your packet includes a form for submitting ideas and a sample
193 to guide you. The NHMA submits to the NH legislature those policies voted upon favorably by the
194 group.

195
196 A. Garron: There will be three meetings between now and the deadline.

197

198 A. Garron: The Village Water Precinct is presenting *Get to Know Your Water System* on March 3rd at
 199 the Hooksett Library, beginning at 6:00 pm.
 200
 201 A. Garron: I would like to commend Nick Germain for his work updating the Wi-Fi for Town Hall. He has
 202 also been updating the building codes, and the mailroom is next to be done.
 203
 204 A. Garron: Earl Labonte's Public Works Department has prepared a snow event presentation, which will
 205 go onto the website. It can be sent electronically to Town Councilors. It outlines procedures during
 206 snowstorms for plowing, trash containers, and mailboxes.
 207
 208 J. Levesque: For the closing of Trail Bridge during the winter, could we have a set policy?
 209
 210 A. Garron: The intent was for it to be used during three seasons – or to be a 'use at your own risk'
 211 venue.
 212
 213 C. Jones: There is a big safety issue in the winter.
 214
 215 R. Duhaime: Maybe this should go back to the Conservation Commission.
 216
 217 J. Levesque: It is best to have it open only three seasons and leave it closed in the winter. You can't
 218 keep opening and closing it.
 219
 220 R. Duhaime: Because state and federal funds were used, do we have an obligation to keep it open
 221 year-round?
 222
 223 A. Garron: It is a town decision regarding closing for the winter.
 224
 225 Chair Sullivan: At our last meeting, DES employees were here discussing the testing of well water and
 226 they said they would be planning a workshop. Have you had any notice yet?
 227
 228 A. Garron: They are targeting April. The details have to be worked out.
 229
 230 C. Karolian: I have been called by numerous constituents. I have told them what the DES said: If their
 231 well has been or will be tested, they will be notified by letter of the workshop.
 232
 233 Chair Sullivan: There will be a general invitation as well for anyone wishing to attend.
 234
 235 **OLD BUSINESS**
 236 None.
 237
 238 **NEW BUSINESS**
 239
 240 **Town of Hooksett Town-wide Property Equalization Ratio**
 241
 242 Jon Duhamel, Town Assessor: The equalization ratio is also known as the assessment ratio. When a
 243 property is sold, the information is sent to the State. Based on all of the sales in a year, the State sets
 244 the ratio. The equalization year begins on April 1st of each year. It is based on data from the sales six
 245 months prior to April 1st and six months after. For the data from October 1, 2018 through September 30,
 246
 247

248 2019, a ratio of 90.8% was set, meaning that properties in Hooksett are assessed at 90.8% of their
 249 market value. The ratio now is at 88%. The State prefers that ratios fall between 90% and 100%. The
 250 question is this: Do we want the percentage to keep dropping, or should we bite the apple and do
 251 another revaluation earlier than 2023?

252
 253 C. Karolian: What is the cost of a revaluation?

254
 255 J. Duhamel: The last one cost \$114,000. It was done by KRT. However, I could do the residential
 256 properties and we would only pay for the commercial properties.

257
 258 A. Garron: It is a hot market right now.

259
 260 C. Karolian: This does not mean necessarily that the tax rate will go up, does it?

261
 262 J. Duhamel: No, it does not. It could go down.

263
 264 R. Duhaime: Do the new home sales help?

265
 266 J. Duhamel: The only development I know of is Berry Hill Estates. If we do a revaluation now, we don't
 267 have to do one for five more years.

268
 269 T. Tsantoulis: Is it safe to assume that many communities are in a similar situation?

270
 271 J. Duhamel: Yes, that is a safe assumption.

272
 273 C. Karolian: What are the pros and cons of doing the revaluation sooner than required by the State?

274
 275 J. Duhamel: One pro is the mitigation of sticker shock. On the flip side, market values could go down.

276
 277 Chair Sullivan: This would require some PR work to explain the benefits and the rationale.

278
 279 J. Duhamel: The more PR, the better.

280
 281
 282
 283 **Approval to utilize Police Impact Fees for the purchase and installation of 6 Patrol PC Mobile**
 284 **Data Terminals (MDT's)**

285
 286 ***C. Karolian motioned to authorize the purchase of six (6) Mobile Data Terminals from Patrol PC***
 287 ***in the amount of \$27,558.39, as well as the installation of the units, including parts and labor***
 288 ***from Ossipee Mountain Electronics, Inc. in the amount of \$5,396.50 for a total amount of***
 289 ***\$32,954.89 to be taken from the Police Impact Fee Fund. J. Durand seconded the motion.***

290
 291 Chief Bouchard: First I want to congratulate Alex Gannon, who is my son's best friend. They were in
 292 ROTC together. These Mobile Data Terminals are used every day for every shift. We have been
 293 looking at this issue for two years because of the issues we have with connectivity. Rick Belanger, who
 294 is with me tonight, is the Communications Supervisor. The units being replaced are from 2013, which
 295 means in the world of technology, they are out of date. We have checked with the Town Administrator
 296 and the Town Attorney, and both confirm that this is an acceptable use of impact fees.

297
 298 T. Tsantoulis: I see that it will cost \$295 to ship six units. There is no way that we should pay that for
 299 shipping.
 300
 301 R. Belanger: I tried to get free shipping, but there was no way around it. Parts come from three different
 302 locations.
 303
 304 Chief Bouchard: We did get a discount for buying six units and also were allowed to trade in the old
 305 units. I have a lot of confidence in Rick; I know he got the best deal possible.
 306
 307 C. Jones: Are they going to be compatible?
 308
 309 R. Belanger: To stay compliant, we have to use Windows 10. Windows 7 is obsolete, so we can't
 310 upgrade three of them.
 311
 312 R. Duhaime: Why not have one outside antenna?
 313
 314 R. Belanger: Going from 3g to 4g and then to 5g when it comes out, there will be no more card. I
 315 researched several external modems and the cheapest one was the best. We will have 99.9%
 316 connectivity. There is only one location in town where they don't work.
 317
 318 R. Duhaime: Why are you buying only six? What about the other two?
 319
 320 R. Belanger: One is almost up to date because it was replaced after a traffic accident, and the newest
 321 one was purchased a year after that.
 322
 323 Chief Bouchard: Going forward, we plan to not buy six at once.
 324
 325 Chair Sullivan called for a vote on the motion to purchase six Mobile Data Units for the Police
 326 Department.
 327
 328 **Roll Call Vote #2**
 329 ***R. Duhaime Aye***
 330 ***J Durand Aye***
 331 ***C. Jones Aye***
 332 ***J. Levesque Aye***
 333 ***A. Walczyk Aye***
 334 ***A. Comai Aye***
 335 ***C. Karolian Aye***
 336 ***T. Tsantoulis Aye***
 337 ***J. Sullivan Aye***
 338 ***Voted unanimously in favor (9-0).***
 339
 340 **Solid Waste/Recycling & Transfer Ordinance 00-31 Amendment**
 341
 342 E. Labonte: Ordinance amendments are done through the Town Clerk's office, so Mr. Rainier is with
 343 me to present this.

344
345 T. Rainier: This is basically a housekeeping issue. Two ordinances are being combined.
346
347 D. Fitzpatrick: Pages 37-50 in your packets are the two old ordinances. Pages 51-62 is the new
348 combined one. Pages 63-85 are duplicate pages and should be ignored. There was a problem with the
349 software which prepares these packets.
350
351 Chair Sullivan: If the Council wishes to proceed after the discussion, we will need a motion for a public
352 hearing.
353
354 A. Walczyk: I have several questions. Do we do air conditioners without Freon?
355
356 E. Labonte: No, they all have Freon.
357
358 A. Walczyk: How do you price televisions over 19 inches?
359
360 Richard Blake, Crew Chief of Recycling and Transfer: We weigh them and take an average.
361
362 A. Walczyk: Is 'crew chief' removed on page 57?
363
364 R. Blake: Yes, it is. The line didn't go through as it should have.
365
366 A. Walczyk: On page 57 under Enforcement, are the statutory and regulatory items removed?
367
368 E. Labonte: Yes, they are.
369
370 A. Walczyk: The word 'for' needs to be inserted on page 61 as follows: "No charge **for** leaves...
371
372 A. Walczyk: What is the pricing for yard waste?
373
374 R. Blake: Residential yard waste is free; commercial is \$15 per load.
375
376 Chair Sullivan: You need an 8A or 9 for Commercial fees. They are not included.
377
378 A. Walczyk: Multi-family homes up to three families are residential; four family units and up are
379 classified as commercial. Is that correct?
380
381 R. Blake: Yes, it is.
382
383 C. Karolian: I don't see an explanation for why a building with more than three families is commercial.
384 What about condominiums?
385
386 R. Blake: The difference is that condos are owned, not rented.
387
388 J. Levesque: For asphalt shingles, it says they must be kept clean. Shouldn't they also be separate?
389 People tend to bring them combined with wrappers and coffee cups.
390

391 C. Jones: Is what you have here the same as what you have on your website?

392

393 R. Blake: The website will be updated once this is approved, so they will match at that time.

394

395 T. Rainier: The public notice for the hearing will direct people to the Town Clerk's office to view the
396 amendment.

397

398 D. Fitzpatrick: If this is not time-sensitive, since a lot of changes have been suggested here, I strongly
399 recommend that you come back to the next meeting with updated language. It would save the cost of a
400 second public hearing notice. In the past, if changes are made, another public hearing must be held.

401

402 Chair Sullivan: We will see these edits at our next meeting, then.

403

404 T. Rainier: Would it be possible to produce the proposed ordinance amendment in color?

405

406 D. Fitzpatrick: It will be in color on the website. It can be done in color, but the whole packet would have
407 to be done in color, which is costly.

408

409 A. Garron: Perhaps we can do just this section separately in color.

410

411 R. Duhaime: If we could have a bullet list of the changes, that would make it easy to find them.

412

413 **APPROVAL OF MINUTES**

414 **Public: 02/12/2020**

415

416 ***T. Tsantoulis motioned to approve the minutes of the February 12, 2020 public session. J.***
417 ***Levesque seconded the motion.***

418

419 Chair Sullivan: I want to remind Council members that corrections must be emailed prior to the meeting
420 when then will be approved or given to the Council Secretary prior to the beginning of the meeting.

421

422 C. Karolian: What is the best way to email corrections?

423

424 Chair Sullivan: You can email Bonnie Smith, bsmith@hooksett.org or you can email the Council
425 Secretary, acomai@hooksett.org.

426

427 Chair Sullivan called for a vote on the motion to approve the minutes of the February 12, 2020 meeting.

428

429 ***Voted in favor (8-1). C. Karolian voted nay.***

430

431 **SUB-COMMITTEE REPORTS**

432

433 A. Comai: The Conservation Commission was excited about the Council's favorable decision regarding
434 the Merrimack Valley Trail Riders event.

435

436 T. Tsantoulis: Next Friday, March 6th, is the Court of Honor for Alex Gannon. I have a schedule conflict
437 and wonder if anyone else could attend. It is at 5:00 pm at the Hooksett Library.

438

439 TC MINUTES 02-26-2020

442 Chair Sullivan: I will attend.

443

444 T. Tsantoulis: The Hooksett Youth Achievers Committee has selected recipients for March and April.

445

446 D. Fitzpatrick: I received another nomination tonight.

447

448 A. Walczyk: Parks & Recreation met on February 18th and learned that the trail on Quimby Mountain
449 will be marked for the boundary of park. It has been learned that the deed for Dalton Brook Pond, which
450 is behind Walgreens, says that it will be a skating rink. If the Pavilion is passed at the Town Election,
451 Parks & Rec may decide to issue permits. These may be at a cost or not.

452

453 Chair Sullivan: The Heritage Commission deemed that the Underhill home could be saved. They held a
454 public hearing with at least 20 people in attendance. All who spoke made comments in favor of trying to
455 save the building. Others to be reviewed include the house at Whitehall Road and Whitehall Terrace,
456 and the barn on the Duford homestead.

457

458 J. Levesque: What about the Roy barn, which was moved to the Larrabee pit and then torn down? They
459 had no demo permit, and there should be a fine.

460

461 Chair Sullivan: They did not go through the proper demolition procedure.

462

463 A. Garron: Letters have gone out.

464

465 Chair Sullivan: Remember that the demolition permit process only delays the demolition.

466

467 Chair Sullivan: Mr. Germain will schedule something for the Bicentennial Committee after the March
468 10th Town Election.

469

470 **C. Karolian motioned to adjourn at 8:00 pm. T. Tsantoulis seconded the motion.**

471

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

472

473 Respectfully submitted,

474 *Kathleen Donnelly*

475

476 Kathleen Donnelly

477

477 Recording Clerk

478

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

480

481