



AGENDA

Town of Hooksett Town Council

Wednesday, July 15, 2020 at 6:00 PM

A meeting of the Town Council will be held Wednesday, July 15, 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. Fire-Rescue Department - Swearing-in Ceremony - Firefighter/Paramedic Mitchell Dean
 - 7.2. Hooksett Municipal Employee - New Hire
8. **SCHEDULED APPOINTMENTS**
 - 8.1. Eagle Scout, Evan Perry - Petersbrook Park Project (see item 15.1 for details)
 - 8.2. Town Attorney Matthew Serge - Land Use Boards & Town Council Procedures
9. **CONSENT AGENDA**
 - 9.1. Town Council to accept the donation of cleaning services from Soil-Away, valued at \$715.00 to the Town of Hooksett for the Hooksett Fire Rescue Department's Ambulances under RSA 31:95-e, II. 5 - 7
[Staff Report - SR-20-137 - Pdf](#)
[soilaway-estimate_2020](#)
 - 9.2. Bussiere Development, #209 West River Road, Release of \$45,000 Site Cash Bond 9 - 10
[Staff Report - SR-20-144 - Pdf](#)
10. **TOWN ADMINISTRATOR'S REPORT**
11. **PUBLIC INPUT - 15 MINUTES**
12. **NOMINATIONS AND APPOINTMENTS**
13. **BRIEF RECESS**
14. **OLD BUSINESS**
 - 14.1. Topics for Town Council Workshop - August 12, 2020 11
[TC WORKSHOP 2020](#)

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

- 14.2. NHMA 2021-2022 Legislative Policy Process (last presented to Council 03/11/2020) 13 - 29
[Staff Report - SR-20-035 - Pdf](#)
[2021-2022 NHMA LEGISLATIVE POLICY PROCESS](#)

15. NEW BUSINESS

- 15.1. Eagle Scout Project - Petersbrook Park Shed Re-siding and Roof Re-shingling 31 - 42
[Staff Report - SR-20-143 - Pdf](#)
- 15.2. 2020 Paving 43 - 73
[Staff Report - SR-20-142 - Pdf](#)
- 15.3. Air Purifiers Due to COVID-19 75 - 105
[Staff Report - SR-20-145 - Pdf](#)
[Air Ionizer Dangers 2020](#)
- 15.4. Budget Transfer #2020-03 in the amount of \$10,000.00 for Legal Services. 107 - 112
[Staff Report - SR-20-138 - Pdf](#)
[Transfer 2020-03](#)
- 15.5. Budget Transfer #2020-04 in the amount of \$20,000.00 to cover cost overages in the Assessing Department. 113 - 118
[Staff Report - SR-20-139 - Pdf](#)
[Transfer 2020-04](#)
- 15.6. Budget Transfer #2020-05 in the amount of \$8,000.00 to cover cost overages in the Finance Department. 119 - 124
[Staff Report - SR-20-140 - Pdf](#)
[Transfer 2020-05](#)
- 15.7. Budget Transfer #2020-06 in the amount of \$39,940.00 to cover cost for the LED Streetlight Conversion project. 125 - 130
[Staff Report - SR-20-141 - Pdf](#)
[Transfer 2020-06](#)

16. APPROVAL OF MINUTES

- 16.1. Public: 06/24/2020 131 - 142
[TC Minutes 06242020](#)
- 16.2. Public: 07/01/2020 143 - 150
[TC Minutes 07012020](#)
- 16.3. Non-Public: 06/24/2020
- 16.4. Non-Public: 07/01/2020

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

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

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: Town Council to accept the donation of cleaning services from Soil-Away, valued at \$715.00 to the Town of Hooksett for the Hooksett Fire Rescue Department's Ambulances under RSA 31:95-e, II.
Meeting: Town Council - 15 Jul 2020
Department: Fire and Rescue
Staff Contact: Joseph Stalker, Captain

BACKGROUND INFORMATION:

In late March, Soil Away, located in Hooksett, offered free cleaning services for the ambulances operated by the department. This involved using an ultra-low volume anti-viral fogger device to sanitize all surfaces within the cab, patient care area and compartments. This was performed a total of 7 times between 4/6 and 5/1; 5 times at their shop and 2 times at the headquarters station. These services are no longer needed as the department is now using UV lighting systems to sanitize the ambulances.

FINANCIAL IMPACT:

None to the town.

POLICY IMPLICATIONS:

N/A

RECOMMENDATION:

Accept the donation of cleaning surfaces from Soil-Away for the Fire Rescue Department.

SUGGESTED MOTION:

Town Council to accept the donation of cleaning services from Soil-Away, valued at \$715.00 to the Town of Hooksett for the Hooksett Fire Rescue Department's Ambulances under RSA 31:95-e, II.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[soilaway-estimate_2020](#)



Soil-Away Cleaning & Restoration Services, LLC

5 Eastpoint Drive, Suite 23
Hooksett, NH 03106

603-641-6555

www.soilaway.com

Estimate

Date Ordered	Estimate #
6/23/2020	4225

Name / Address Hooksett Fire Rescue Joseph Stalker 15 Legends Drive Hooksett, NH 03106	Client/Loss Location
-----------------------------------------------------------------------------------------------------------	-------------------------------------

Arrival Time	Departure Time	Crew		Schedule Date	Job Time
				6/23/2020	
Description		Size	Qty	Rate	Total
Application of EPA List N - hospital grade disinfectant - fire trucks & ambulances (at Soil-Away shop)			5	95.00	475.00
- Utilize ULV fogger & PPE - Treat interior cab, cargo areas, misc equipment					
Application of EPA List N - hospital grade disinfectant - fire trucks & ambulances (at Hooksett Fire Rescue)			2	120.00	240.00
- Utilize ULV fogger & PPE - Treat interior cab, cargo areas, misc equipment					
This document is not an invoice. It represents a value of services donated to Hooksett Fire Dept between the dates of April 6 and May 1, 2020.					

Customer approval _____

Total	\$715.00
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Customer approval _____

Total	\$715.00
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Town Council

STAFF REPORT



To: Town Council
Title: Bussiere Development, #209 West River Road, Release of \$45,000 Site Cash Bond
Meeting: Town Council - 15 Jul 2020
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

A site work cash bond is currently being held for Bussiere Development, #209 West River Road in the amount of \$45,000. The work is complete and acceptable, therefore it is recommended that the cash bond be returned to Scott Bussiere.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Release site work cash bond of \$45,000 to Scott Bussiere

SUGGESTED MOTION:

Motion for the Town to release the site work cash bond of \$45,000 to MBIA #200 - Scott Bussiere.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Memo to Release bond #209 West River Road](#)

**Town of Hooksett
Community Development**

Memo

To: Files

From: Bruce A. Thomas, P.E., Town Engineer

BAT

Cc:

Date: July 2, 2020

Re: Bussiere Development, #209 West River Road, Release of \$45,000 Site Cash Bond

Please be advised that the work on the referenced site has been completed, therefore I recommend that the current site Cash bond of \$45,000 be released to the developer.

DRAFT

Town Council Workshop
August 12, 2020

Discussion Items – TO BE DEVELOPED BY TOWN COUNCIL IN PREP FOR WORKSHOP

***THE FINAL COVER SHEET AND SUPPORTING DATA WILL BE PROVIDED TO COUNCILORS
IN PACKETS AUGUST 5, 2020 FOR THE AUGUST 12, 2020 WORKSHOP***

1. **Town Charter**
 - a. TO BE DEVELOPED BY TOWN COUNCIL
2. **Administrative Code**
 - a. Review Current Process of RFPs
3. **Town Council Rules of Procedures (TO BE DEVELOPED BY TOWN COUNCIL)**
 - a. Review Current Process of Town Administrator Evaluation (to include form)
 - b. Add Process for Donation of items to Town
 - c. Review Current Process for Councilor Discussion on Agenda Items
 - d. Review Current Process to Table Items on the Agenda
 - e. Add Process for Town Council to Receive Additional Information on an Item(s) or a New Item after Agenda Packet has been Posted
4. **Town Administrator Goals for July 1, 2020 – June 30, 2021**
 - a. TO BE DEVELOPED BY THE NEW TOWN COUNCIL
5. **Other (TO BE DEVELOPED BY TOWN COUNCIL)**
 - a. Health Insurance for Elected Officials
 - b. Petition Warrant Articles – language in voter guide
 - c. Respective Duties of Boards and Committees
 - d. Commercial properties – how to enforce PB & ZBA approved plans years later (Former Councilor Robert Duhaime)
 - e. Department Head Item(s)
 - a. Council Non-Public Sessions prior to start of public session to be changed to different date to accommodate public session items
 - f. Technology Improvements for Town Councilors (i.e. tablets) & Chambers Meeting Room (i.e. audio)
 - g. Volunteer and Employee Appreciation Budget Development & Event(s)
 - h. Miscellaneous Workshop Items

Note: No motions/votes are made at workshops. Items discussed above that warrant action will be placed on a future regularly scheduled Council agenda.

Workshops are typically scheduled for 2 hours.

AS OF 07/07/2020

Town Council

STAFF REPORT



To: Town Council
Title: NHMA 2021-2022 Legislative Policy Process (last presented to Council 03/11/2020)
Meeting: Town Council - 15 Jul 2020
Department: Administration
Staff Contact: Donna Fitzpatrick, Administrative Services Coordinator

BACKGROUND INFORMATION:

The 2021-2022 Legislative Policy Process is moving forward.

The last time this subject matter was presented to the Council was February 26, 2020 & March 11, 2020. On July 8, 2020 NHMA sent a notice to Administration that the process has been revised with the following dates:

At the Council's meeting of July 15, 2020:

1. Floor Policies (Hooksett Town Council proposal(s)) due by August 21, 2020 (was April 17, 2020); this is the Council's last regularly scheduled meeting before the due date. Majority of Hooksett Councilors need to vote in favor should a policy proposal be developed in order for that policy to move forward. See attached form to develop a policy.
2. Vote on the attached NHMA legislative items (deadline to be determined) - Administration will consolidate Councilor votes into one packet for the Hooksett Council delegate to use for the October 2, 2020 "virtual" Legislative Policy Conference (was September 2020 in-person)
3. Appoint a Hooksett Council delegate to cast the Council's vote on the items in step 2 above at the October conference
4. Hooksett Council delegate will attend the October 2, 2020 "virtual" Legislative Policy Conference

Note: Councilors received the 2019-2020 legislative policy material as an example in their 03/11/2020 packets, however since there are new Council members and this subject matter is being revisited after several months, all Councilors will again receive the 2019-2020 examples.

BELOW IS PRIOR TO COVID-19 -- PRESENTATIONS TO COUNCIL ON FEBRUARY 26, 2020 & MARCH 11, 2020

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 October 2020 NHMA conference.

POLICY IMPLICATIONS:

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

RECOMMENDATION:

1) Review 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 the Council's July 15, 2020 meeting, and 4) vote on each of the 2021-2022 proposals provided 7/8/2020 from NHMA (deadline to be determined), 5) Appoint a Council delegate to attend the October 2, 2020 virtual legislative policy conference

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.**

Donna Fitzpatrick

From: NH Municipal Association <governmentaffairs@nhmunicipal.org>
Sent: Wednesday, July 8, 2020 11:41 AM
To: Donna Fitzpatrick
Subject: NHMA's 2021-2022 Legislative Policy Process - Important Dates!

Follow Up Flag: Follow up
Flag Status: Flagged



2021-2022 Legislative Policy Process

Important Dates!

* **FLOOR POLICIES DUE: August 21**

* **POLICY CONFERENCE: October 2**
Virtual

Quick Links

Government Affairs Contact Information

Margaret M.L. Byrnes
Executive Director

Cordell A. Johnston
Government Affairs Counsel

Becky Benvenuti
Government Finance Advisor

Natch Greyes
Municipal Services Counsel

Timothy W. Fortier
Communications Coordinator

Pam Valley
Administrative Assistant

25 Triangle Park Drive
Concord NH 03301
Tel: 603.224.7447
NH Toll Free: 800.852.3358

The 2021-2022 Legislative Policy Process is moving forward!

Here is a link to the [Legislative Policy Recommendations](#) made by NHMA's three policy committees. This document will also be posted on NHMA's website, www.nhmunicipal.org.

The policy recommendations are listed by committee: (1) General Administration and Governance; (2) Finance and Revenue; and (3) Infrastructure, Development, and Land Use. The committees have also recommended a revised set of [Legislative Principles](#), which will be considered for adoption at the Legislative Policy Conference along with the recommended policies.

We urge each municipality's governing body, prior to the Legislative Policy Conference, to vote a position on the recommendations and floor

EM: governmentaffairs@nhmunicipal.org

Website: www.nhmunicipal.org

proposals (see below) to provide direction to your voting delegate at the conference. Otherwise, your delegate is free to cast your municipality's vote as he or she chooses. For more information about the legislative policy process and the Legislative Policy Conference, please see the [Question and Answers](#) document.

NOTE: Please do not send your governing body's vote results or positions to NHMA. Your governing body's discussions and votes are only for the direction of your voting delegate. The only way a municipality may vote on these policies is to send a voting delegate to the policy conference on **October 2**.

Floor Proposals

The deadline for submitting floor proposals is **Friday, August 21**. A floor proposal will be accepted only if it is *approved by a majority vote of the governing body* (board of selectmen, aldermen, or council) of the town or city submitting the proposal, is submitted in writing, and is **received no later than August 21**. After that date, we will send all floor proposals received to each municipality so there will be an opportunity to take a position on them before the Legislative Policy Conference. Floor proposals should be submitted using the [Floor Policy Proposal](#) form, which is also available on the [NHMA website](#) under "Advocacy/Policy Setting Process." To submit a floor proposal, please e-mail it to governmentaffairs@nhmunicipal.org, or mail it to NHMA, 25 Triangle Park Drive, Concord, NH 03301.

Legislative Policy Conference

The 2021-2022 Legislative Policy Conference is scheduled for **Friday, October 2, 2020, at 9:00 a.m.** Because of the coronavirus, this will be a "virtual" conference; we will send information about how to attend later this summer.

Please call the Government Affairs Department at 224-7447 or 800-852-3358 if you have any questions.

NH Municipal Association, 25 Triangle Park Drive, Concord, NH 03301

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Sent by governmentaffairs@nhmunicipal.org in collaboration with





**New Hampshire Municipal Association
2021-2022 Legislative Policy Process**

**Final Policy Recommendations for Legislative Policy Conference
October 2, 2020**

A General Administration and Governance

A1 Local Authority and Efficiency

NHMA supports maintaining local government authority without infringement by the state, and supports measures that enable municipalities to exercise existing authority more efficiently and with greater discretion.

NHMA supports:

- Legislation granting towns the same authority to adopt ordinances that cities have under RSA 47:17;
- The authority of municipalities to regulate or limit the use of firearms on municipal property, and to regulate the carrying of firearms by municipal employees while on duty;
- Legislation allowing a town, by vote of its legislative body, to authorize appointment of the town clerk or town clerk/tax collector by the governing body, or by the chief executive officer based on a town charter;
- Legislation allowing municipalities to satisfy notice publication requirements through the use of electronic notification rather than newspaper publication, in addition to posting notice in public places.

NHMA opposes legislation that detracts from existing local authority.

A2 Right-to-Know Law

NHMA supports the purposes of the Right-to-Know Law: to ensure the greatest possible public access to the actions, discussions, and records of all public bodies, and to ensure government's accountability to the people. NHMA also supports measures to make the law clearer and make compliance with public access requirements easier and less burdensome for public officials and employees and less costly for taxpayers.

NHMA supports:

- Reasonable requirements to make governmental records available electronically if no additional cost is involved;
- The ability to recover reasonable labor costs for responding to voluminous, excessive, or vexatious record requests;
- Exemptions from disclosure that are easy to administer and that provide appropriate protection for confidential and other sensitive information;
- An expedited and inexpensive process for resolving right-to-know complaints;
- Legislation and funding that provide support for education about the Right-to-Know Law.

(A3) Elections

NHMA believes that state and local elections should be fair and open, that voting should be simple and convenient without risking election integrity or security, and that election processes should be efficient without imposing undue burdens on local officials.

NHMA supports:

- Establishment of an independent redistricting commission to draw election districts fairly and without regard to partisan advantage;
- Local autonomy over town and city elections;
- More frequent state review and approval of electronic ballot-counting devices;
- Registration and voting processes that are not unnecessarily complex or burdensome, either to voters or to election officials;
- The use of secure technology such as electronic poll books to make election processes more efficient;
- Greater flexibility in the processing of absentee ballots;
- State assistance for the cost of accommodations for disabled voters in local elections.

(A4) Labor and Employment

NHMA recognizes the importance of municipal employees, the need for good working conditions, and the right of employees to organize if they choose. NHMA also believes municipal employers should be free to set reasonable terms and conditions of employment or negotiate the same with their employees or employee representatives, without undue state interference.

NHMA supports existing laws governing public employee labor relations, and opposes changes that impose greater burdens or liabilities on employers.

NHMA opposes:

- Legislation creating a mandatory “evergreen clause” for public employee collective bargaining agreements;

- Mandatory binding arbitration as a mechanism to resolve impasses in municipal employee collective bargaining;
- A right to strike for public employees;
- New mandated employee benefits, including any proposal to enhance retirement system benefits that may increase employer costs in future years;
- Unnecessary limits on municipalities' discretion in making hiring decisions;
- Restrictions on municipalities' ability to privatize or use contracted services.

(A5)

Substance Misuse Prevention & Response

NHMA supports programs to address substance use disorder and response to substance use issues, to include treatment and recovery support programs.

NHMA supports:

- State funding to address substance use disorder for the following efforts:
 - Prevention
 - Treatment
 - Recovery
 - Enforcement;
- Legislation that supports prevention, treatment, recovery, and enforcement efforts.

NHMA opposes:

- Reductions in state funding for substance use disorder or recovery support programs;
- Legislation that makes it more difficult to address the substance use disorder problem in our communities.

(B)

Finance and Revenue

(B1)

Property Taxes and Related Revenues

NHMA supports legislation that allows municipalities to manage property tax levies in a manner that stabilizes tax rates and ensures equity, fairness, and efficiency in the assessment and collection of property taxes.

NHMA supports:

- The continuing right of municipalities to use any recognized method of appraisal upheld by the New Hampshire judicial system;
- Legislation to ensure that:

- property taxes are assessed to the proper owner by requiring that all owner name changes be separately filed at the registry of deeds when such an owner change is not created by a transfer of the property, and
- all liens, whether of a private or institutional nature, be filed at the registry of deeds, and that all changes to the name of a recorded lienholder be similarly filed;
- A legislative commission to study assessment and collection of property taxes and/or municipal utility fees on manufactured housing on land of another and on transient-type properties;
- Legislation ensuring fairness and accuracy in property tax exemptions including ensuring that all household income and assets are taken into account;
- Legislation that prohibits the use of the income approach by a taxpayer in any appeal of assessed value if the taxpayer refuses to provide such information as requested by the municipality;
- A legislative commission to study reimbursement through payments in lieu of taxes (PILOTs) for municipal services provided to exempt charitable properties, including charitable non-profit housing projects;
- Legislation amending RSA 80:56 to enable municipalities to charge a fee for any financial remittance issued to the municipality that is returned as uncollectible.

NHMA opposes:

- Legislation that directly or indirectly increases property taxes, including but not limited to new or expanded mandatory exemptions or credits, or changes in the process for valuing, assessing, or taxing specific classes of properties;
- Legislation that undermines the basic goals of the current use program or reduces the 10-acre minimum size requirement for qualification for current use beyond those exceptions now allowed by the rules of the Current Use Board;
- Legislation that expands the definition of "charitable" in RSA 72:231 unless the state reimburses municipalities for the commensurate loss of property tax base;
- An assessment methodology for big box stores that employs comparisons to "dark store" properties abandoned or encumbered with deed restrictions on subsequent use.



State Aid and Non-Property Tax Revenues

NHMA supports funding of state aid to municipalities, supports legislation authorizing local control over non-property tax revenue streams, and opposes legislation that reduces, suspends, or eliminates existing local taxes, fees, or state aid.

NHMA supports:

- Full restoration of revenue sharing under RSA 31-A;
- A state transportation policy that provides adequate and sustainable funding for state and municipal infrastructure and transportation systems and maintains at least the 12 percent share of state highway funds distributed to municipalities;
- Legislation authorizing the establishment of local option fees and providing for periodic adjustments to statutory fees to compensate for factors including, but not limited to, the

effects of inflation, such as an increase in the maximum optional fee for transportation improvements;

- Legislation to ensure the collection of unpaid bills for ambulance and other emergency services;
- Reimbursement from the state for the cost of municipal services provided to state-owned properties;
- Legislation amending motor vehicle registration enforcement laws to ensure collection of all state and local registration fees owed by New Hampshire residents;
- Legislation amending RSA 36-A:5 II to allow trustees of trust funds to invest conservation funds instead of only the town treasurer, if voted by the legislative body;
- Programming that supports reduced cost, cost sharing, or equipment sharing that upgrades or replaces aging or unsafe transportation network(s) for towns.

NHMA opposes:

- Suspension of the statutory catch-up provision of the meals and rooms tax distribution;
- Diversion of state highway funds for non-state transportation network purposes.

B3

New Hampshire Retirement System (NHRS)

NHMA supports the continuing existence of a retirement system for state, municipal, school, and county government employees that is secure, solvent, fiscally healthy, and financially sustainable, and that both employees and employers can rely on to provide retirement benefits for the foreseeable future.

NHMA supports:

- Restoration of the state's 35% share of employer costs for police, teachers, and firefighters in the current defined benefit plan and any successor plan;
- Inclusion of participation by a municipal official designated by NHMA on any legislative study committee or commission formed to research alternative retirement system benefits plans or designs;
- Performance of an actuarial analysis of any legislation proposing benefits changes or other plan changes that may affect employer contribution rates.

NHMA opposes:

- Legislation expanding benefits that increase current or future employer contribution costs;
- Legislation that assesses additional charges on employers beyond NHRS board approved rate changes;
- Legislation that expands the eligibility of NHRS membership to positions not currently covered by the plan;
- Legislation further restricting a municipality's ability to employ NHRS retirees in part-time positions or the imposition of any fees or penalties associated with such employment.

(B4)

Education Funding

NHMA supports a revenue structure for funding an adequate education to meet the state's responsibilities as defined by the constitution, statutes, and the common law with revenue sources that are predictable, stable, and sustainable.

NHMA supports:

- A revenue structure that is not disruptive to the long-term economic health of the state;
- A revenue structure that is efficient in its administration;
- A revenue structure that is fair to citizens with lower to moderate incomes.

NHMA opposes:

- Retroactive changes to the adequate education funding distribution formula after the notice of grant amounts has been provided to local governments.

(C)

Infrastructure, Development, and Land Use

(C1)

Energy, Environment, and Sustainability

NHMA supports preservation and enhancement of municipal energy, climate, and sustainability planning for communities, protection of the natural environment, and implementation of clean and renewable energy, while recognizing the need for municipalities to manage their resources and the natural environment without undue cost.

NHMA supports:

- Legislation that broadens municipalities' ability to install and use renewable energy sources, including higher caps or elimination of caps on net energy metering;
- Legislation that provides financial and other assistance to municipalities for conservation techniques and installation and maintenance of renewable energy sources;
- Legislation that allows municipalities to adopt local environmental regulations that are no less stringent than those implemented by the state;
- Legislation that enables municipalities to enact measures that promote local energy and land use systems that are both economically and environmentally sustainable;
- Legislation that protects and preserves local natural resources and public infrastructure, builds community resilience, and fosters adaptation to climate change and mitigates its risks;
- Policies that support customer and community choice in energy supply and use competitive market based mechanisms to promote innovation, cost effectiveness, and sustainability; and

- Legislation that provides state or federal assistance to municipalities to mitigate environmental inequity impacts faced by their residents, and drive early local engagement in decision processes.

NHMA opposes:

- Legislation that overrides local determinations of appropriate energy sources and regulations.



Water Resources Protection, Control, and Management

NHMA supports measures enabling municipalities to protect, control, and manage efficiently and safely water and its resources, treatment, and movement, with a focus on management and infrastructure. NHMA believes any new mandates that impose additional costs on municipalities must be funded by the state or federal government.

NHMA supports:

- Legislation that provides state or federal investment in maintaining and making improvements to the state's critical water infrastructure, including, but not limited to, public drinking water, wastewater, and stormwater systems, and dams;
- Legislation that encourages regional and innovative solutions to drinking water, wastewater, stormwater, and groundwater issues;
- Regulation of emerging contaminants at feasibly achievable levels when supported by relevant scientific and technical standards that are broadly accepted by peer review and cost-benefit analyses, when coupled with appropriate state or federal funding.

NHMA opposes:

- Enactment of stricter drinking water, wastewater, or stormwater regulations for municipalities unless any costs of compliance are funded by the state or federal government.



Solid Waste Management

NHMA recognizes the need for cost-efficient solid waste disposal mechanisms that allow municipalities to protect, control, and manage efficiently and safely solid waste. NHMA believes any new mandates that impose additional costs on municipalities must be funded by the state or federal government.

NHMA supports:

- Programs that support municipal, regional, and state efforts to handle solid waste disposal through reduction, reuse, recycling, resource recovery, composting, and other measures, while maintaining local control;

- Comprehensive state programs to deal with existing and emerging contaminants at no additional cost to municipalities.

NHMA opposes:

- Increased tipping fees to pay for solid waste programs unless they are fully reimbursed by the state.

C4 Housing

NHMA recognizes the need for diverse and affordable housing in New Hampshire and the responsibility of each municipality to afford reasonable opportunities for the development of diverse and affordable housing. NHMA believes municipalities should have discretion in how to satisfy this responsibility and supports legislation that enables municipalities to find innovative ways to ensure an adequate supply of housing.

NHMA supports:

- Legislation that allows municipalities to require the inclusion of affordable and diverse housing opportunities as part of new housing developments;
- Financial and other incentives to municipalities to encourage development of diverse and affordable housing;
- Statewide efforts to provide housing for those recovering from substance misuse, subject to reasonable municipal regulation;
- Policies that encourage documentation and financial traceability of cash and bartered rental transactions;
- Legislation and policies that encourage creative and flexible approaches to meeting housing needs of current and future demographics in different regions.

NHMA opposes:

- Legislation and policies that allow for or encourage housing practices that exclude people from and decrease the availability of quality, affordable housing;
- Legislation that erodes local control over land use decisions.

C5 Land Use

NHMA supports the long-standing authority of municipalities to regulate land use matters with minimal interference from the state.

NHMA supports:

- Legislation authorizing municipalities to regulate short-term rentals of residential properties, including licensing requirements and health and safety protections;
- Legislation enabling municipalities at their discretion to adopt more recent editions of national/international building and fire codes than the current state-adopted editions.

NHMA opposes:

- Legislation that limits municipal control in implementing statewide priorities in zoning and land use regulation;
- New state mandates requiring municipalities to allow specific types of housing;
- All other statewide land use mandates.



Information Technology, Communications, and Cybersecurity

NHMA supports initiatives to make the most current information and communication technology accessible to New Hampshire communities, so long as local authority over land use regulation and safety issues is not compromised.

NHMA supports:

- Legislation that increases the ability of municipalities, especially those in rural and remote areas, to facilitate and advance access to reliable broadband technology to the premises in their communities;
- Legislation that provides flexibility for municipalities in accessing poles and pole attachments, including legislation that directs the New Hampshire Public Utilities Commission to adopt the FCC rule on access to poles called "One-Touch-Make-Ready" in order to facilitate bringing high-speed fiber optic cable to service all New Hampshire communities, homes, and businesses by internet service providers (ISPs) in an expedient and cost-effective manner;
- Legislation that provides state and federal investment, including grants, for installation of high speed fiber optic broadband technology to serve all New Hampshire communities, homes, and businesses;
- Legislation that requires or encourages and incentivizes providers to disclose information to local government relative to access and broadband connections provided in the municipality to help municipalities better understand and address the needs of their community;
- State investment in cybersecurity assistance to municipalities to protect data and infrastructure.

NHMA opposes:

- Legislation that limits municipalities' ability to prevent or regulate deployment of technologies that would impede vehicular or pedestrian passage on roadways or sidewalks;
- Statewide mandates on cybersecurity practices unless any associated costs are funded by the state or federal government.

(C7) Transportation

NHMA supports state policies that ensure access to convenient, efficient, reliable, and safe multi-modal transportation in New Hampshire as cost effectively as possible.

NHMA supports:

- Appropriate funding for state and local modes of transportation, including but not limited to roads, culverts, and bridges;
- Continued state and federal investment in public transit projects designed to reduce traffic on New Hampshire's roads.

NHMA opposes:

- Any action or inaction by the New Hampshire Department of Transportation that results in the downshifting of road, bridge, culvert, or drainage maintenance responsibilities from the state to municipalities.

(C8) Economic Development, Recovery, and Vitality

NHMA supports allowing municipalities to implement measures to foster economic development which allows for the preservation and creation of jobs and vitality within our communities.

NHMA supports:

- Legislation that allows for local adoption of more options and more flexibility to provide incentives for economic recovery and development;
- Expansion and more flexibility of state tax credit and exemption programs to foster economic recovery, development, and vitality.

NHMA opposes:

- Legislation that makes it more burdensome to implement economic recovery, development, and vitality measures.

Town Council
STAFF REPORT



To: Town Council
Title: Eagle Scout Project - Petersbrook Park Shed Re-siding and Roof Re-shingling
Meeting: Town Council - 15 Jul 2020
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

Eagle Scout Candidate Evan Perry wishes to rehabilitate the existing storage shed located at Petersbrook Park as his Scout Eagle Project.

The shed is 12' wide and 8' deep. It is 8.5' tall to the peak. The front eave is 8' tall, the rear eave is 6' tall.

The Project includes:

1. Re-shingle the roof.
2. Re-fasten plywood where loose.
3. Install new siding. Siding to be provided by the Town.
4. Provide and install Trim at corners.
5. Provide and install new door.

All work will be coordinated with the Town Engineer, and the Department of Public Works/Parks and Recreation Committee as appropriate.

Permission will be required at a later date to accept the work once completed.

FINANCIAL IMPACT:

None.

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

To allow Eagle Scout candidate Evan Perry to rehabilitate the existing storage shed located at Petersbrook Park as his Scout Eagle Project.

SUGGESTED MOTION:

Motion to allow Eagle Scout candidate Evan Perry to rehabilitate the existing storage shed located at Petersbrook Park as his Scout Eagle Project.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Petersbrook Park Shed Photos](#)



Petersbrook Park Shed 2 2020/04/10 08:28:24



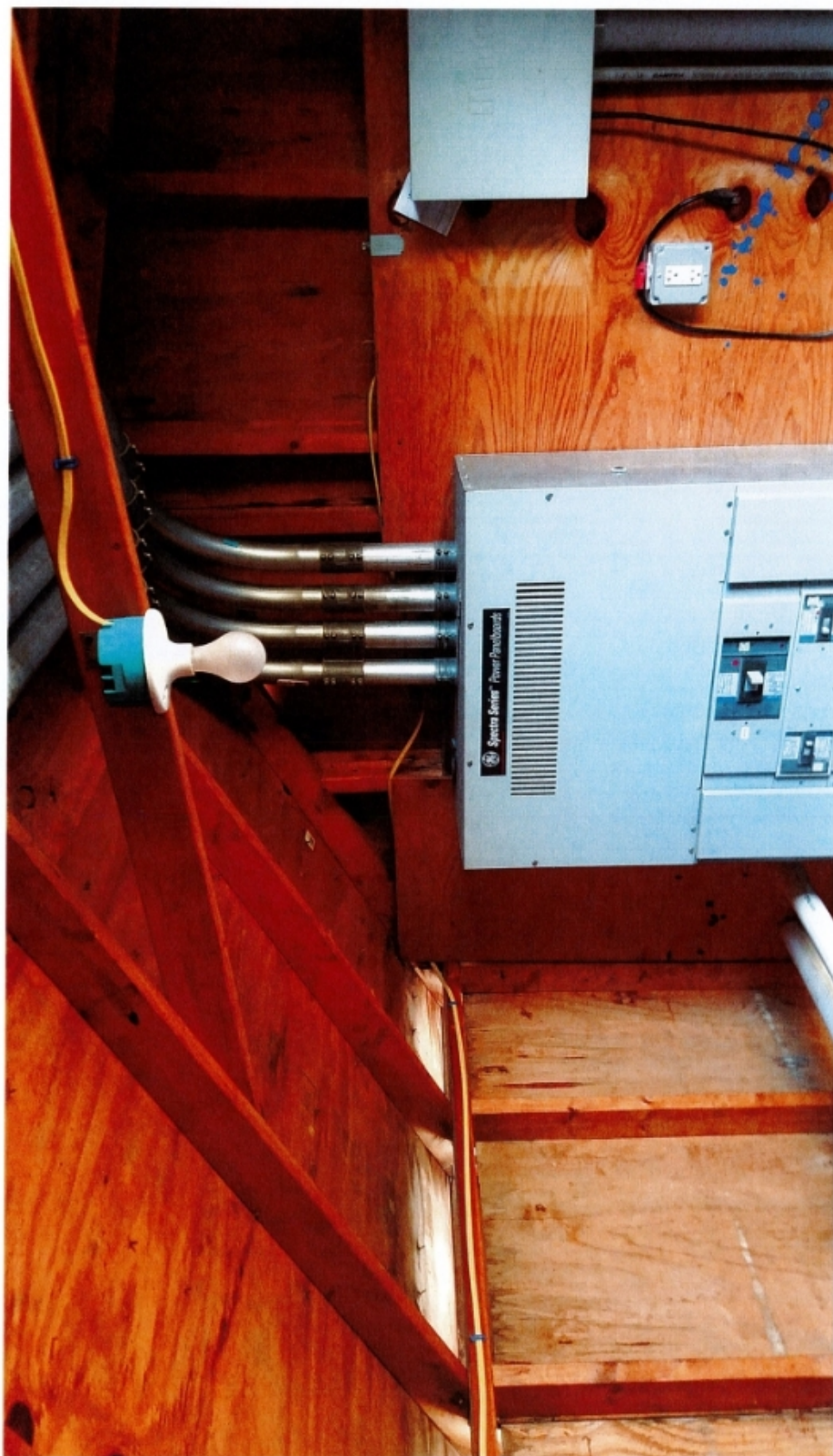
Petersbrook Park Shed 3 2020/04/10 08:28:07



Petersbrook Park Shed 4 2020/04/10 08:28:30



Petersbrook Park Shed 5 2020/04/10 08:28:45



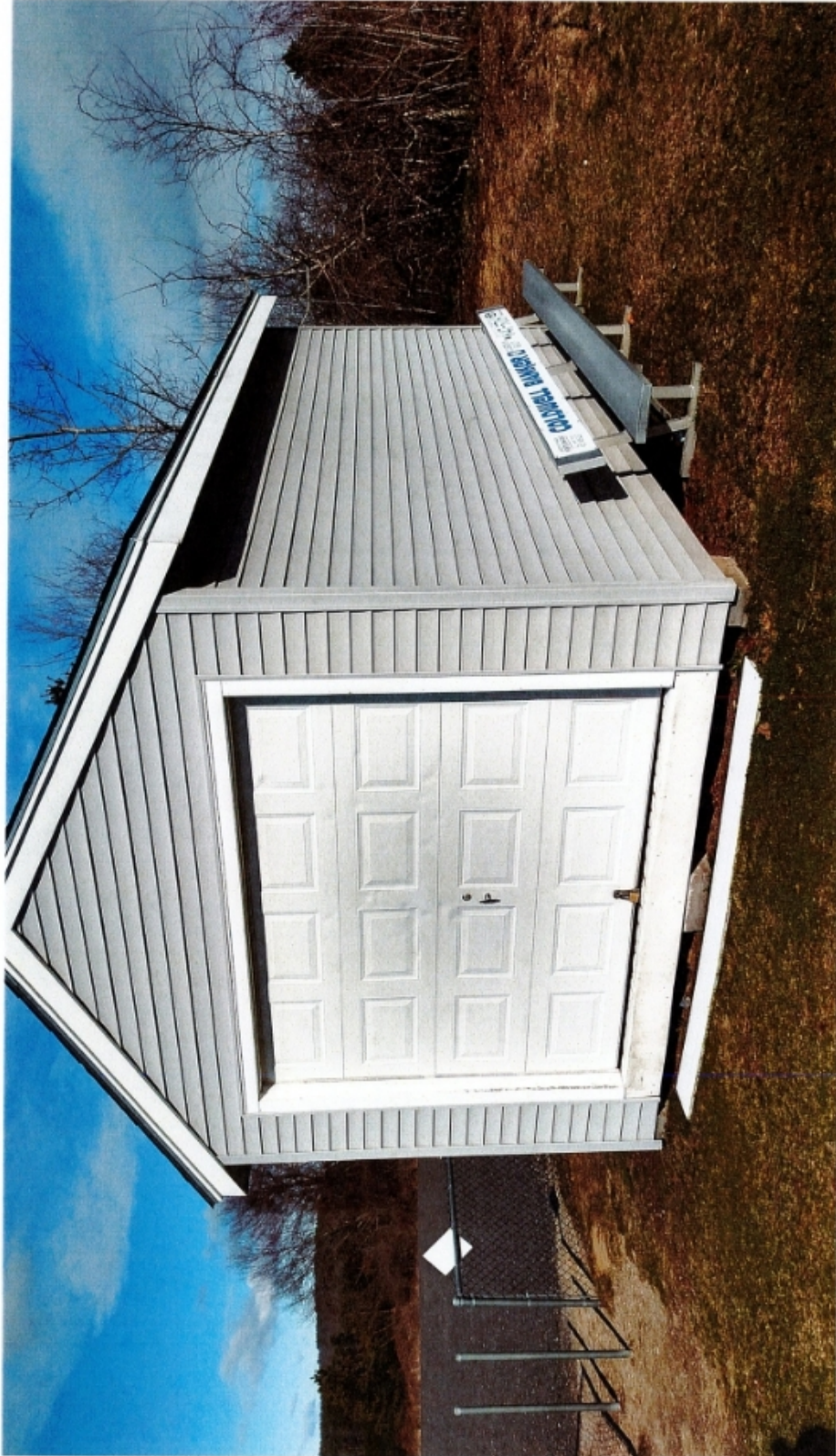
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Petersbrook Park Shed 7 2020/04/10 08:29:08



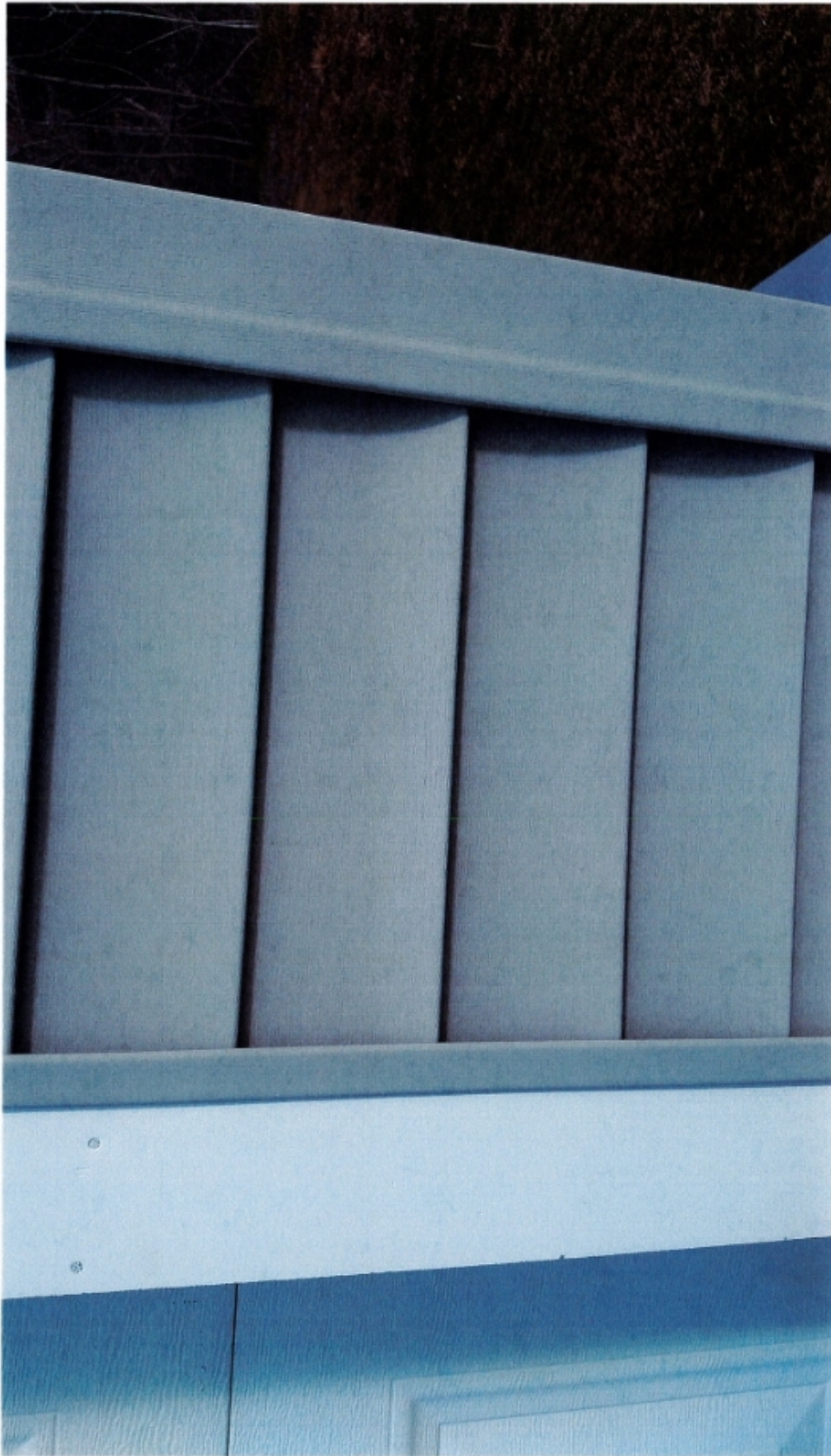
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Petersbrook Park Shed 9 2020/04/10 08:39:52



Petersbrook Park Shed 10 2020/04/10 08:40:30



Petersbrook Park Shed 11 2020/04/10 08:43:41

Town Council **STAFF REPORT**



To: Town Council
Title: 2020 Paving
Meeting: Town Council - 15 Jul 2020
Department: Public Works
Staff Contact: Earl Labonte, Director of Public Works

BACKGROUND INFORMATION:

In May 2020, the Department released a Request for Bids to resurface the roadways which include, Morse Road, Dale Road, Donati Park access road and DPW yard access. Bids were opened on June 9, 2020. Bids were received from Pike Industries, Inc. for \$339,563.50, Advanced Excavating & Paving, LLC for \$344,546.60, Brox Industries, Inc. for \$495,358.30, GMI Asphalt, LLC for \$390,163.35 and Pavex, Inc. for \$386,490.95.

FINANCIAL IMPACT:

Funding to come from current FY 2020-2021 Budget

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

Council approve and consent to award the 2020 Resurfacing bid to Pike Industries, Inc. in the amount of \$339,563.50 to be funded out of current FY 2020-2021 budget.

SUGGESTED MOTION:

Motion to approve and consent to award the 2020 Resurfacing bid to Pike Industries, Inc. in the amount of \$339,563.50 to be funded out of current FY 2020-2021 budget.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[20200701095423449](#)

Town of Hooksett



May 2020

Prepared by:
DEPARTMENT OF PUBLIC WORKS
35 MAIN STREET
HOOKSETT, NH 03106
(603) 485-8471

REQUEST FOR BIDS

HOOKSETT 2020 RESURFACING
Bid #20-07

Acceptance Date: 12:30 PM, Tuesday, June 9, 2020

Sealed bid proposals, plainly marked, "Hooksett 2020 RESURFACING Bid #20-07" on the outside of the mailing envelope as well as the sealed bid envelope, address to Administration Department – Hooksett Town Hall, 35 Main Street, Hooksett, New Hampshire 03106 will be accepted until Tuesday June 9, 2020 at 12:30 pm when all bids will be publicly opened and read aloud.

This bid is for: 2020 Resurfacing to: Morse Road; Silver Avenue; Dale Road; Donati Park Access Road; DPW Yard Access;

Bid packages may be obtained from the town's web site: www.hooksett.org, or by contacting the Administration Department at the above address, or by calling (603) 485-8472.

The Town of Hooksett reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that it may deem to be in the best interest of the Town.

HOOKSETT 2020 RESURFACING
Bid #20-07

Contract Documents – Town of Hooksett 2020 RESURFACING

Introduction

The Town of Hooksett is seeking bids to perform Resurfacing to: 1,675 lf Morse Road; 4,790 lf Dale Road; 850 lf Silver Avenue; 680 lf Donati Park Access Road; 856 SY and 467 SY DPW Access Yard.

Scope of Work

These Resurfacing are described as follows:

1. Bid Part A – Morse Road: Reclaimed Stabilized Base (4,840 SY) and 813 tons of bituminous pavement (base and wearing courses) 1675 lf and 19 sewer manholes/basins, Water valves.
2. Bid Part B – Silver Avenue: Reclaimed Stabilized Base (1,511 SY) and 264 tons of bituminous pavement (base and wearing courses) 850 lf and 6 sewer manholes/basins, Water valves.
3. Bid Part C – Dale Road: Reclaimed Stabilized Base (12,775 SY) and 2,228 tons of bituminous pavement (base and wearing courses) 4,790 lf and 22 sewer manholes/basins, Water valves.
4. Bid Part D – Donati Park Access Road: Reclaimed Stabilized Base (1,511 SY) and 211 tons of bituminous pavement (base and wearing courses) 680lf.
5. Bid Part E DPW Access Road: 750 tons of bituminous pavement (base) 856 SY and 467 SY.

The Town may elect to award any or all of the parts listed depending upon available of funds and whatever is in the best interests of the Town.

Contract Requirements:

A typical Standard Contract is attached to this Request for Bids. The contractor shall provide at the time of the contract signing Performance and Payment Bonds and a Certificate of Insurance with requirements as specified in this RFP naming the Town as additional insured. The Town will retain 10% of the contract amount until after final contract is completed and will retain 2% of the contract amount for the one-year warranty period. The bidder shall provide a construction schedule at the time of the preconstruction meeting.

The Contractor, at the time of the preconstruction meeting, will be responsible to provide a detailed approach to complete the project including the staging area as part of the contract. In addition the Contractor shall complete a Town Excavation Permit prior to the start of construction for each street. The application fee will be waived for the Contractor.

The Town of Hooksett, Department of Public Works will oversee the proposals and construction of the project.

Vendor Qualifications

The Bidder shall list qualifications and financial stability and references on similar projects.

Criteria for Reviewing Proposals

In reviewing proposals, the Town will carefully weigh the following in making a determination which bid to award which will be in the best interests of the TOWN:

1. Vendor's qualifications
2. Municipal experience
3. Pricing
4. Delivery of services

Bids shall be valid for a 60 day period after date of the bid opening. It is expected that a contract approval will be made by June 13, 2020 allowing the contract approval and start of construction date to be effective July 1, 2020 depending upon the availability of funding and whatever is in the best interests of the Town.

Construction Schedule and Completion

The Resurfacing shall start after June 30, 2020 and shall be complete by October 19, 2020.

Construction work shall be limited to Monday to Friday, 7:00 am to 5:00 pm excluding holidays.

Submission

Pricing must be inclusive, clear and concise, including such other information as requested or required. Be sure the proposal envelope is completely and properly identified. The face of the envelope shall indicate the title of the RFP "**Bid 20-07 Hooksett 2020 RESURFACING**".

Proposals must be received by the Town of Hooksett ON or BEFORE THE HOUR SPECIFIED ON THE ACCEPTANCE DATE. Proposals may be either mailed or hand delivered to the Town Hall, 35 Main Street, Hooksett, NH 03106, Attn: Town Administrator.

Inquiries

Inquiries pertaining to the Request for Proposal must cite the RFP title and acceptance date and be directed to Public Works Director Earl LaBonte at elabonte@hooksett.org.

Competition

It is the town's intent that this RFP shall permit competition. It shall be the respondent's responsibility to advise the Town Administrator, in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received not later than ten (10) days prior to the proposal acceptance date.

Reservation of Rights

The Town of Hooksett reserves the right to reject all or any part of any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it deems to be in the best interest of the Town.

Firm Pricing

Proposed fees must be firm for the Town acceptance for 60 days from acceptance date of proposals.

Pricing must be inclusive, clear and concise, including such other information as requested or required.

Insurance

The awarded vendor at their cost will be required to provide certificate of liability insurance before installation can commence naming the Town of Hooksett as additional insured. The following standard insurance shall be required:

Umbrella Insurance Coverage
Per Occurrence \$1,000,000

Commercial General Liability Insurance
Each Occurrence Limit \$1,000,000
General Aggregate Limit \$2,000,000
Products/Completed Operations Aggregate Limit \$2,000,000
Personal and Advertising Limit \$1,000,000

Commercial Automobile Insurance (for Owned, Hired, and Non-owned Autos:
Bodily Injury and Property Damage Liability
Combined Single Limit (Per Occurrence) \$ 1,000,000

Workers Compensation/Employers Liability Insurance
Bodily Injury by Accident Each Accident
(Coverage B – Employer's Liability) \$500,000
Bodily Injury by Disease Aggregate Limit \$500,000
Bodily Injury by Disease- Each Employee
(Coverage A – Statutory) \$500,000

Items Addressed

The bid should address all the points outlined in the request for proposals. The proposal should be prepared simply and economically, providing a straightforward, concise description of the firm's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects and questions must be addressed:

- a) Name, address, telephone number, fax number and e-mail address of the company
- b) Three (3) copies of the proposal must be submitted
- c) Name of contact person and telephone number for purposes of following up on proposal.
- d) Narrative including the qualifications of the company and municipal experience.
- e) Has the company been in bankruptcy, reorganization or receivership in the last five years? If so, please explain under what circumstances this disqualification or termination occurred.

Submission

The proposal container must be completely and properly identified. The face of the container shall be marked "**Hooksett 2020 RESURFACING Bid #20-07**". Prospective bidders must monitor the Town's website for any addendums.

Prospective bidders must monitor the Town's website for any addendums.

Proposals must be received by the Town of Hooksett ON or BEFORE the hour specified on the acceptance date. Proposals may be either mailed to Town Administrator, 35 Main Street, Hooksett, NH 03106, or hand delivered to the Municipal Center, 35 Main Street, Hooksett, NH, Attention: Town Administrator

LATE BIDS WILL NOT BE ACCEPTED

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TOWN OF HOOKSETT and CONTRACTOR AGREEMENT

In Re: Project #20-C7 Hooksett 2020 RESURFACING

THIS CONTRACT AGREEMENT is made and entered into at Hooksett, NH this day of , 2020 by and between the Town of Hooksett, NH hereinafter designated TOWN, and herein after designated CONTRACTOR, as follows:

1. **SCOPE OF WORK** CONSULTANT agrees to furnish professional services to prepare preliminary design services, final design services and bidding services necessary for performance of the following portion of the work described in the Contract titled "Bid #20-07 Hooksett 2020 RESURFACING" between TOWN and the CONTRACTOR.

2. SPECIAL CONDITIONS:

3. **SCHEDULING.** Time is of the essence of this Contract. CONTRACTOR shall start and complete its work under this Contract in accordance with the RFP's proposed Schedule. CONTRACTOR shall reimburse TOWN for any costs accumulated or penalties levied against TOWN due to the negligence or non-performance of the CONTRACTOR, and such costs or penalties may be deducted from the amount due to CONTRACTOR under this Contract.

4. **TAXES, INSURANCE, PERMITS AND LICENSES.** CONTRACTOR shall take out and pay for Workers' Compensation insurance as required by the State of New Hampshire. CONTRACTOR shall pay all sales taxes, excise taxes, old age benefit and unemployment compensation taxes on labor and material furnished under this Contract. CONTRACTOR shall obtain and comply with any permits or licenses necessary for the performance of its work under this Contract.

5. **PRICE AND PAYMENT.** TOWN shall pay CONTRACTOR for its performance of this Contract in accordance with the proposed scope of work as outlined for the sum of \$. Progress payments on this Contract will be made once a month, based upon the Contractor's estimate of the percentage of the Contract performed, less 10 % to be retained until the completion of CONTRACTOR's work and approval thereof by the TOWN. Completion shall be defined as completion of the final overlay, paint stripping and establishment of grass in 2020. Retention's shall be paid to CONTRACTOR within 30 days after CONTRACTOR's work has been completed and approved by the TOWN and upon the receipt of a one-year Warranty (see item 8 below). No payments other than on or about the 15th of each month unless expressly provided for here. A 2% retainage shall be held by the Town for the one-year warranty period.

6. **EXTRA WORK.** No claims for extra work beyond the scope of this Contract will be honored unless first authorized in writing by TOWN prior to the performance of any such extra work.

7. GUARANTY. The CONTRACTOR hereby provides a twelve (12) month guaranty to TOWN with respect to CONTRACTOR's work under this Contract after the date of final acceptance by the TOWN.

8. DEFAULTS AND TERMINATION. In the event CONTRACTOR interferes with the general progress of the general contract by negligence or delay, or CONTRACTOR abandons this contract or fails or refuses to complete the project required under the terms of this Contract, the TOWN may at its election terminate the contract. The CONTRACTOR agrees to reimburse the TOWN for any loss sustained thereby.

9. INDEMNITY. To the fullest extent of the law, CONTRACTOR agrees to defend, indemnify, and hold TOWN harmless and, if requested by TOWN, their CONTRACTORS, agents and employees or any of them, from and against any and all claims, suits, losses or liability, including attorney's fees and litigation expenses, for or on account of injury to or death of persons, including CONTRACTOR's employees, CONTRACTOR's Subcontractors or their employees, or damage to or destruction of property, or any bond obtained for same, as a result of contractors operations or completed operations, or by the operations of those acting on behalf of contractor. CONTRACTOR's indemnification and defense obligations hereunder shall extend to Claims occurring after this Agreement is terminated as well as while it is in force, and shall continue until it is finally adjudicated that any and all actions against the Indemnified Parties for such matters which are indemnified hereunder are fully and finally barred by applicable Laws.

10. ASSIGNMENT. CONTRACTOR may not assign this Contract.

11. SAFETY: CONTRACTOR acknowledges and represents that he/she has made an on-site inspection of the Premises and the work area so as to be familiar with all conditions, which may affect the safety and health of its employees as well as those of its subcontractors. CONTRACTOR and all of its employees shall follow all applicable safety and health laws and requirements pertaining to its work and the conduct thereof, but not limited to, compliance and all applicable laws, ordinances, rules, regulations, and orders issued by a public authority, whether federal, state or local, including OSHA and any safety measures required by TOWN. TOWN reserves the right, but not the obligation, to inspect the safety work performance of CONTRACTOR's to ascertain their compliance with these applicable safety provisions. Notwithstanding the foregoing, CONTRACTOR, as an independent contractor, is solely responsible for controlling the manner and means by which it performs the Work pursuant to this Agreement. Unless otherwise agreed to by the parties in writing, CONTRACTOR shall provide all safety equipment, materials, tools and personal protection equipment necessary to perform the work in a safe, healthful and workmanlike manner. CONTRACTOR shall immediately report to the TOWN all accidents, occupational injuries, and illness involving its employees or those of its subcontractors, relating to the Work of which cause any injury to a third party or which cause damage to the property of TOWN or a third party. CONTRACTOR shall promptly furnish to TOWN copies of any worker's compensation report of injury or illness forms filed by any of its employees or those of its subcontractors and when requested, assist TOWN in any investigation it may conduct of any such accident, injury or illness. CONTRACTOR shall give prompt written notice to the TOWN of any accident involving bodily injury requiring a physician's care, any property damage exceeding Five Hundred Dollars (\$500) in value, or any failure that could result in serious bodily injury, whether or not such an injury was sustained.

12. INSURANCE AND LICENSE INFO:

Prior to starting work the CONTRACTOR shall provide a Certificate of Insurance confirming acceptable terms and limits of insurance (see below). This Certificate of Insurance will confirm that the TOWN is named as an Additional Insured on the CONTRACTOR's Comprehensive General Liability Insurance policy. The CONTRACTOR's policies must contain standard contractual liability insurance coverage as respects to contract agreements. The policy shall include "Continued Products and Completed Coverage" to remain in force for 2 years following completion of the construction.

The CONTRACTOR shall sign the Contract Insurance Requirements form with the Town. Insurance coverage and limits required by the CONTRACTOR are as follows:

Umbrella Insurance Coverage \$1,000,000 Per Occurrence

Commercial General Liability Insurance

Each Occurrence Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Products/Completed Operations Aggregate Limit	\$2,000,000
Personal and Advertising Limit	\$1,000,000

Workers Compensation/Employers Liability Insurance

Bodily Injury by Accident	\$500,000	Each Accident
Bodily Injury by Disease	\$500,000	Aggregate Limit
Bodily Injury by Disease	\$500,000	Each Employee

Commercial Automobile Insurance (for Owned, Hired, and Non-owned Autos)

Bodily Injury and Property Damage Liability	
Combined Single Limit	\$1,000,000 Each Accident

The CONTRACTOR shall also provide a copy of its current NEW HAMPSHIRE CONTRACTOR's License; and Federal Id # (if a Corporation or Partnership) or Social Security # (if a sole proprietor).

13. **PAYMENT TERMS:** Application for Payment shall be submitted by the 30th of each month in order to facilitate payment on or about the 10th of the following month. Any payments due under this contract shall be subject to TOWN's receipt of all requirements in Paragraphs #'s 5 and 12. No payment shall be made unless TOWN is in receipt of same, or if TOWN should receive notice of cancellation of any required coverage. **No faxed invoices will be accepted.**

The CONTRACTOR shall provide a Release of Lien stating that payment to all subcontractors/vendors/suppliers have been paid in full prior to the TOWN releasing the final payment.

14. WORK TIME FRAMES: The CONTRACTOR shall provide a detailed schedule of the proposed work. Construction work to be started by _____, 2020 and shall be completed by October 19, 2020. Work shall be performed Monday to Friday, 7 am to 5 pm only, excluding holidays. Weekend work shall not be permitted.

15. BOND: The CONTRACTOR shall provide a Performance Bond and a Payment Bond as part of this contract agreement.

16. ATTORNEY FEES: In the event that any suit or action is commenced by either party to enforce the terms or conditions of the Agreement, or for damages arising from breach of the Agreement, the prevailing party in such a suit or action shall be entitled to its reasonable attorney's fees, including fees incurred in investigating the basis for such an action or the grounds of a defense, prosecuting or defending such an action and enforcing any judgment rendered in such an action. A prevailing party under this provision will also be entitled to recover its costs and disbursements in bringing or defending such an action.

This Contract is accepted:

CONTRACTOR: _____

By _____

Title: _____

Date _____

Address: _____

Telephone: _____

Fax#: _____

Mobile#: _____

Town of Hooksett, NH, 35 Main Street 03106

By: _____

Town Administrator

Date: _____

CONTRACT INSURANCE REQUIREMENTS FOR THE TOWN OF HOOKSETT, NH:

1. The Consultant shall maintain insurance coverage in the following amounts on an ISO Occurrence Form or equivalent during the duration of this contract or any other subcontracts this year.

Umbrella Insurance Coverage

Per Occurrence	\$1,000,000
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Commercial General Liability Insurance

Each Occurrence Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Products/Completed Operations Aggregate Limit	\$2,000,000
Personal and Advertising Limit	\$1,000,000

Commercial Automobile Insurance (for Owned, Hired, and Non-owned Autos:

Bodily Injury and Property Damage Liability Combined Single Limit (Per Occurrence)	\$ 1,000,000
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Workers Compensation/Employers Liability Insurance

Bodily Injury by Accident Each Accident (Coverage B – Employer's Liability)	\$500,000
Bodily Injury by Disease Aggregate Limit	\$500,000
Bodily Injury by Disease- Each Employee (Coverage A – Statutory)	\$500,000

2. Additionally, the Consultant shall carry, at his sole expense, all risk insurance for the full insurable value for damage or loss of personal property of contractor or under the control of or in the possession of contractor, including but not limited to materials, equipment, tools, supplies, scaffolding, and machinery.
3. Certificates of insurance shall be filed with the Consultant prior to the commencement of any work at the project location. The contractor's insurance policies under this provision must name the Town of Hooksett (TOWN) as an additional insured and must provide that such policies cannot be modified, cancelled or not renewed with less than thirty (30) day notice of such action by mail to the TOWN.
4. Failure to maintain adequate insurance coverage shall be deemed to be a material breach of this Contract and the TOWN shall be entitled to withhold any and all further payments claimed to be due or owing pursuant to this contract.
5. Consultant's general liability insurance policy shall provide that it affords primary insurance and that the insurance company's liability shall not be reduced by the existence of other insurance carried by the Consultant applicable to the loss. Certificates for the contractor's general liability coverage shall be written on an "occurrence" basis.
6. To the fullest extent permitted by law, the Consultant hereby acknowledges and agrees that it shall defend, indemnify and hold harmless the TOWN and any of its officers, directors, employees, agents, affiliates, subsidiaries, and partners from and against all claims, damages, judgments liability, losses and expenses.

including attorney's fees arising out of or resulting from, in whole or in part, any act or omission of the Consultant, its employees, agents, and subcontractors, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, provided that any such claim, damage, judgment liability, loss or expense is attributable to bodily injury, sickness, disease or death or to injury to or destruction of tangible property (other than services itself) including loss of use.

7. INCLUDE ON CERTIFICATE OF INSURANCE UNDER "DESCRIPTION OF OPERATIONS":

Town of Hooksett, New Hampshire, 35 Main Street 03106 is included as an additional insured on the General Liability Policy for various work throughout the policy term.

Signed and entered by duly authorized representatives of Town of Hooksett and Contractor as of the date first written.

Signature of Town of Hooksett's
authorized representative

Signature of Contractor's
authorized representative

Name (print or type)

Name (print or type)

Town Administrator/ (603)-485-8472

Title/Telephone number

PART A BID – Morse Road, 1675 Linear feetBid Sheet of Unit Prices – Page 12 of 27

(Prices written in word shall govern. Unit Prices shall govern over extended total when discrepancies occur)

ITEM	UNIT	ESTIMATED QUANTITY	UNIT BID PRICE DESCRIPTION	UNIT BID PRICE	TOTAL
306.108	S.Y.	4840	Reclaimed Stabilized Base Processed In Place 8 inch Deep <u>one</u> Dollars and <u>fifty</u> Cents	1.50	7260.00
403.11	TON	563	Bituminous Pavement Base course Machine Method) 2 inch thickness <u>Sixty Eight</u> Dollars and <u>zero</u> Cents	68.00	38,284.00
403.11	TON	250	Permanent Bituminous Wearing Course 1 inch thickness – Machine Method <u>Sixty Eight</u> Dollars and <u>zero</u> Cents	68.00	17,000.00
604	LS	19	Lower and Raise Sewer Manhole Covers <u>Four hundred</u> Dollars and <u>zero</u> Cents	440.00	8,360.00
619.1	LS	1	Traffic Control Plan and Maintenance of <u>four thousand</u> Dollars and <u>zero</u> Cents	4,300.00	4,300.00
618.7	Hr.	60	Traffic Flaggers - Certified <u>Thirty seven</u> Dollars and <u>zero</u> Cents	37.00	2,200.00
692	LS	1	Mobilization & Clean Up including dust control, and all other Miscellaneous Items <u>two thousand</u> Dollars and <u>zero</u> Cents	2,000.00	2,000.00
1001	LS	1	Contingencies as Ordered and Approved By Town <u>Five Thousand</u> Dollars and <u>00</u> Cents	\$5,000	\$5,000

Part A BID AMOUNT: 79,424.00
(NUMERALS)

Part A BID AMOUNT:
Seventy nine thousand four hundred and twenty four dollars and zero cents
(WRITE OUT IN WORDS)

PART B BID – Silver Avenue - 850 Linear feet

Bid Sheet of Unit Prices Page 13 of 27

(Prices written in word shall govern. Unit Prices shall govern over extended total when discrepancies occur)

ITEM	UNIT	ESTIMATED QUANTITY	UNIT BID PRICE DESCRIPTION	UNIT BID PRICE	TOTAL
396.108	S.Y.	1511	Reclaimed Stabilized Base Processed In Place 8 inch Deep <u>One</u> Dollars and <u>Fifty</u> Cents	<u>1.50</u>	<u>2,266.50</u>
403.11	TON	176	Bituminous Pavement Base course – Machine Method) 2 inch thickness <u>Sixty eight</u> Dollars and <u>zero</u> Cents	<u>68.00</u>	<u>11,986.00</u>
403.11	TON	88	Permanent Bituminous Wearing Course 1 inch thickness – Machine Method <u>Sixty eight</u> Dollars and <u>zero</u> Cents	<u>68.00</u>	<u>5,984.00</u>
604	LS	6	Lower and Raise Sewer Manhole Covers <u>Forty</u> Dollars and <u>zero</u> Cents	<u>440.00</u>	<u>2,640.00</u>
619.1	LS	1	Traffic Control Plan and Maintenance of Traffic <u>Two thousand five hundred</u> Dollars and <u>zero</u> Cents	<u>2,500.00</u>	<u>2,500.00</u>
618.7	Hr.	60	Traffic Flaggers Certified <u>Thirty seven</u> Dollars and <u>zero</u> Cents	<u>37.00</u>	<u>2,220.00</u>
692	LS	1	Mobilization & Clean Up including dust control, and all other Miscellaneous Items <u>Two thousand</u> Dollars and <u>zero</u> Cents	<u>2,000.00</u>	<u>2,000.00</u>
1091	LS	1	Contingencies as Ordered and Approved By Town <u>Five Thousand</u> Dollars and <u>00</u> Cents	<u>\$5,000</u>	<u>\$5,000</u>

Part C BID AMOUNT: \$29,578.50
(NUMERALS)

Part CBID AMOUNT:
Twenty nine thousand five hundred and seventy eight dollars and fifty cents
(WRITE OUT IN WORDS)

PART C BID – Dale Road, 4790 Linear feet**Bid Sheet of Unit Prices – Page 14 of 27**

(Prices written in word shall govern. Unit Prices shall govern over extended total when discrepancies occur)

ITEM	UNIT	ESTIMATED QUANTITY	UNIT BID PRICE DESCRIPTION	UNIT BID PRICE	TOTAL
306.108	S.Y	12775	Reclaimed Stabilized Base Processed In Place 8 inch Deep One Dollars and Fifty Cents	1.50	19,162.50
403.11	TON	1485	Bituminous Pavement Base course Machine Method) 2 inch thickness Sixty eight Dollars and zero Cents	68.00	100,980.00
403.11	TON	743	Permanent Bituminous Wearing Course 1 inch thickness – Machine Method Sixty eight Dollars and zero Cents	68.00	50,524.00
604	I.S	22	Lower and Raise Sewer Manhole Covers Four hundred and sixty Dollars and zero Cents	440.00	9,680.00
619.1	LS	1	Traffic Control Plan and Maintenance of Traffic Six thousand Dollars and zero Cents	6,000.00	6,000.00
618.7	HE	60	Traffic Flaggers - Certified Thirty seven Dollars and zero Cents	37.00	2,220.00
692	I.S	1	Mobilization & Clean Up including dust control, and all other Miscellaneous Items Two Thousand Dollars and zero Cents	2,000.00	2,000.00
1001	I.S	1	Contingencies as Ordered and Approved By Town Five Thousand Dollars and 00 Cents	\$5,000	\$5,000

Part B BID AMOUNT: \$190,566.50
(NUMERALS)

Part B BID AMOUNT:
One hundred thousand five hundred and sixty six dollars and fifty cents
(WRITE OUT IN WORDS)

PART D BID – Donati Park Access Road , 680 Linear feet**Bid Sheet of Unit Prices – Page 16 of 27**

(Prices written in word shall govern. Unit Prices shall govern over extended total when discrepancies occur)

ITEM	UNIT	ESTIMATED QUANTITY	UNIT BID PRICE DESCRIPTION	UNIT BID PRICE	TOTAL
306.108	S.Y.	1511	Reclaimed Stabilized Base Processed In Place 8 inch Deep One Dollars and fifty Cents	1.50	2,266.50
403.11	TON	141	Bituminous Pavement Base course (Machine Method) 2 inch thickness Sixty eight Dollars and zero Cents	68.00	9,588.00
403.11	TON	70	Permanent Bituminous Wearing Course 1 inch thickness – Machine Method Sixty eight Dollars and zero Cents	68.00	4,760.00
604	LS	0	Lower and Raise Sewer Manhole Covers Dollars and Cents	440.00	0
619.1	LS	1	Traffic Control Plan and Maintenance of Traffic Two thousand two hundred Dollars and zero Cents	2,500.00	2,500.00
618.7	Hr.	60	Traffic Flaggers - Certified Thirty seven Dollars and zero Cents	37.00	2,220.00
692	LS	1	Mobilization & Clean Up including dust control, and all other Miscellaneous Items Twelve hundred Dollars and zero Cents	1,200.00	1,200.00
1001	LS	1	Contingencies as Ordered and Approved By Town Five Thousand Dollars and 00 Cents	\$5,000	\$5,000

Part D BID AMOUNT: \$22,534.50
(NUMERALS)

Part D BID AMOUNT:
Twenty two thousand five hundred and thirty four dollars and fifty cents
(WRITE OUT IN WORDS)

PART E BID – DPW Access YARD, 856 SY and 467 SY**Bid Sheet of Unit Prices – Page 16 of 27**

(Prices written in word shall govern. Unit Prices shall govern over extended total when discrepancies occur)

ITEM	UNIT	ESTIMATED QUANTITY	UNIT BID PRICE DESCRIPTION	UNIT BID PRICE	TOTAL
403.11	TON	99	Bituminous Pavement Base course – Machine Method 1 2 inch thickness 856 SY One hundred Dollars and zero Cents	100.00	9,900.00
403.11	TON	54	Bituminous Pavement Base course – Machine Method 1 2 inch thickness 467 SY One hundred and forty Dollars and zero Cents	140.00	7,560.00
1001	LS	1	Contingencies as Ordered and Approved By Town Five Thousand Dollars and 00 Cents	\$1,000	\$1,000

Part E BID AMOUNT: \$17,460.00

(NUMERALS)

Part E BID AMOUNT: Seventeen thousand four hundred and sixty dollars and zero cents

(WRITE OUT IN WORDS)

Bid A Bid Amount "MORSE ROAD":

Seventy nine thousand four hundred twenty four dollars and zero cents

Bid B Bid Amount "DALE ROAD":

Twenty nine thousand five hundred and seventy eight dollars and fifty cents

Bid C Bid Amount "SILVER Avenue":

One hundred ninety thousand five hundred sixty six dollars and fifty cents.

Bid D Bid Amount "DONATI PARK ACCESS ROAD":

Twenty two thousand five hundred and thirty four dollars and fifty cents

Bid E Bid Amount "DPW ACCESS YARD":

Seventeen thousand four hundred sixty dollars and zero cents

TOTAL PART's A, B, C, D, E, G and H – Bid Amount: Three hundred and thirty nine thousand five hundred sixty three Dollars and fifty cents. \$339,563.50

DATE SUBMITTED: 6/9/2020

RESPECTIVELY SUBMITTED: Pike Industries Inc.
(PLEASE PRINT BIDDER / CONTRACTOR'S NAME)

Chris Matheson Sales

Print Representative's Name and Title Signature

48 Hackett Hill Rd Hooksett NH

Address / Street-City-Zip Code

603-312-3695 cmatheson@pikeindustries.com

Telephone Number and E-Mail Address

Person signing proposal must be a person in your company authorized to sign a contract with the Town of Hooksett, NH

Notes to Bidders:

- All work included in this bid is dependent upon the bid amounts and available funding.
- Actual quantities are subject to change and will be based upon actual field measurements taken during construction.
- The Town may elect to award Parts A and/or B and/or C and/or D and/or Part E and/or F depending upon available of funds and whatever is in the best interests of the Town.

**Town of Hooksett
Public Works Department**

MEMO

To: Select Board, Hooksett
From: Brian Bowers, Public Works Director
Date: August 1, 2019
Cc: Dr. Dean Crandall, Town Administrator

Re: Resurfacing Excavation Permits pursuant to Ordinance 17

An excavation in a Town highway right of way requires a permit, if a major relating to the permit is affected:

- A. Civilian 4-110-12 Roadway Excavation (2 pages)
- B. Town of Hooksett Street Opening Application and Permit regulations (3 pages)
- C. Daytime Traffic Control (3 page)
- D. Warning Sign Package (1 page)
- E. Town of Hooksett AN APPROVED METHOD FOR PATCHING & REPAIRING PAVEMENT DEFECTS (available to all) for Town highways, 1 page
- F. Street Opening Application and Permit (4 pages)

In order to grant of a permit, the applicant must:

1. Present proposed location of utility to be installed on the pavement or stake it outside of pavement.
2. Submit completed Application with required dig safe number, drawing with utility company approval, schedule, insurance certificates, minimum \$5,000.00 bond, and \$150.00 check for fee, payable to Town of Hooksett.
3. List all contractors on the project (excavators, pipejacking firms, testing firms, pavers, drillers and operators, scrapers, etc.), with 24 hour emergency contact name and phone number.
4. Furnish insurance certificates listing the Town of Hooksett as additional insured for all contractors to be working in right of way.
5. Furnish a bond, amount to be established by Public Works Director. The bond must mean cash, a \$5000.00 amount is sufficient). Bond to cover 30 month period beyond completion of work.
6. Conduct dig safe, and furnish number with application. (Contact other Town utilities (water and sewer) for the location of these utilities are not members of Dig Safe).
7. Have adequate, trained personnel to handle traffic control or arrange with Police Department for special duty to handle this responsibility.
8. Have adequate paddles, vests, signs, lights, barricades, etc. to properly direct traffic or install detours.
9. Furnish a drawing of the proposed cut showing existing and proposed utilities, extent of cut and patching, placement of traffic control signs, and detour signs, if a detour is required and permitted. Drawing to be approved by the utility company prior to submittal.
10. Furnish a schedule. Work cannot begin until the permit is effective, and permitted patching cannot be installed until subgrade, base and surface are approved.
11. Furnish an escrow for inspection and lab costs. Many permits will require inspection and testing of backfill material and paving. This work will generally be performed by engineers and test labs hired for the project by the Town. The cost of this work is the responsibility of the applicant. The inspector's hourly fee is \$45.00 with a minimum of 4 hours. Unused inspection escrow will be returned when approved final pavement is in place. If inspection is required for most open manholes, an \$800.00 amount is a sufficient deposit. If project is delayed or cancelled and escrow is depleted, it will be required to be increased, prior to release of bond.



Town of Hooksett

PUBLIC WORKS DEPARTMENT

Oliver Boyce, Public
Works Director

ROADWAY EXCAVATION APPLICATION & PERMIT (PER ORDINANCE 80-13)

APPLICATION DATE _____

You are hereby given permission to excavate, per NH RSA 236:9, & Roadway Ordinance 80-13,
for the purpose of _____

_____ on (date) _____ at (time) _____ Work to be
performed in accordance with the street opening Regulations with Special Conditions as noted
below _____

_____ Check here if continued on another sheet

I hereby agree to perform the work in accordance with the Street Opening Regulations and the
above-stated Special Conditions.

My Dig Safe number is _____ Valid after _____ (date & time) I
understand that this permit is not valid until then, and until signed by the Hooksett Public
Works Director

Applicant Signature _____ Date _____

Applicant Address _____ Phone _____

APPROVED: _____
Public Works Director _____ Date _____

The following Departments have been notified of the above Street Opening and have indicated their
approval below.

Police Department _____ Fire Department _____

Water Precinct _____ Sewer Department _____

* There will be construction monitoring and fees assessed for any digging on a town road. This
monitoring will be done by the Town Of Hooksett by the Public Works Department.

• Page 2

Town of Hooksett
Public Works Department
216 W. River Rd.
Hooksett, NH 03106
Phone: (603) 968-8019 Fax: (603) 948-6856

ROADWAY EXCAVATION

APPLICATION AND PERMIT REGULATIONS

Roadway Excavation permits shall be issued by the Public Works Director. Anyone wishing to open or excavate in any street shall make an application for a permit on a form provided by the Highway Department Manager.

Work authorized by a permit shall be performed between the hours of 7:00am and 5:00pm weekdays, unless the Permittee obtains written consent from the Public Works Director to do the work during another time. Such permission shall be granted only in case of an emergency, the Emergency Procedures Section of this regulation shall apply.

The Permittee shall notify "Dig Safe" and receive confirmation of all utility locations. You can either call at 1-888-644-7233 or email your request to digsafe.com.

No opening or excavation in any street shall extend beyond the centerline of the street, beyond being backfilled and the surface of the street made passable to traffic.

No more than three hundred (300) feet measured longitudinally shall be opened in any street at one time, except by special permission of the Public Works Director.

Every Permittee shall be required to plan around openings, irregularities, obstructions or obstructions such as barriers, barricades, lights, warning flags and danger flags as may be required by NH DOT, Town of Hooksett and the Public Works Director, to protect the safety of the general public. During the hours of darkness adequate artificial lighting devices are required to protect the public and call attention to and indicate the actual location of obstructions and hazards.

All barricades, warning signs, lights, temporary signs and other protective devices shall conform with the edition of the "Manual on Uniform Traffic Control Devices for Streets and Highway Administration" as the National Standard for all highways open to public travel.

Traffic control devices shall be set up prior to the start of construction or maintenance operations and shall remain in place only as long as needed as required by the Public Works Director. Advertisements, notices and signs other than for traffic control shall not be displayed on or attached to any barricade or traffic control highway.

Street Opening Regulations:

A minimum of one lane of traffic shall be provided on all streets at all times. The minimum width for temporary traffic lanes is eleven (11) feet. Access shall be provided to all property at night and on weekends, and shall be provided to all places of business at all times.

• Page 3

For an entire street closure, necessary, at least seven (7) working days' notice is required to the Public Works Department, Police, and Fire Departments with confirmation of the proposed closure three (3) working days in advance of the actual street closure. The Public Works Director shall review and approve any detours required. If an emergency necessitates the complete closing of a street, the closing shall be governed by the "Emergency Closure" section of this regulation.

When the work and attendant equipment, materials, machinery or construction are in progress, together with appropriate warning and guidance devices and signs, must be arranged so that the passageway for pedestrians is safe and well defined.

The location of all utility facilities shall be determined sufficiently ahead of trench excavation work and appropriately marked on the road or other location clearly visible to equipment operators, inspectors and traffic.

Property or street line monuments, survey reference points and permanent survey bench marks shall not be moved or disturbed, unless specifically permitted in writing by the Public Works Director. In the event that a survey bound pin, bench mark or other such permanent reference is disturbed, it shall be replaced by a M-1 registered licensed surveyor and at cost paid by the applicant.

Permittees shall be made to provide for proper drainage during construction, and the Permittee shall be responsible for all claims for damage or injury, whatsoever, that may arise from the obstruction or use of any public sewer or drain in connection with the work contemplated under the permit.

Trees shall not be cut or trimmed without the approval of the property owner or the Town. Where excavations may affect the tree, provisions and care shall be taken to protect the tree. Permanently damaged and/or destroyed trees shall be replaced "in kind", size and type of tree, or as agreed by the property owner the Town.

Excavated material shall be replaced or backfilled in layers or courses not to exceed twelve (12) inches in compacted thickness, and shall be compacted at or near optimum moisture content using pneumatic tampers, vibratory compactors or other approved means. The material shall be compacted to at least 98% maximum dry density as determined by the Standard Proctor Method in accordance with Standard Specifications.

Street Opening Regulations:

If unsuitable for backfill, excavated material shall be replaced granular backfill as specified in the "Standard Specifications for Road and Bridge Construction", State of New Hampshire Department of Public Works and Highways, hereinafter referred to as "The New Hampshire Standard Specifications". Water shall be uniformly applied during compaction in the amount necessary for proper consolidation, but puddling will not be allowed.

The minimum depth to any substance except manholes, vault entrance tubes, water piping, and catch basins, shall be twenty four inches below the surface of the nearest edge of the traveled portion of the street, and no excavation shall be less than 24 inches in length or width.

Within the asphalt paved areas, crushed gravel (as described in New Hampshire Standard Specifications) equal to the existing gravel course shall be placed in layers not exceeding six (6) inches loose depth and thoroughly compacted. In no case shall the compacted depth of crushed gravel be less than twelve (12) inches.

In other areas, the present surface type shall be restored by placing similar materials on top of the trench to a depth equal to that existing before excavation. Any existing grassland, additionally, shall be fertilized and reseeded. Any asphalt or concrete sidewalk shall be replaced with equal width, depth, kind and quality material and as specified by the Public Works Director.

As the work progresses, all streets shall be thoroughly maintained and cleaned as necessary with the daily use of all rubbish, excess earth, rock and other debris resulting from such work.

As the work progresses, all streets shall be thoroughly maintained and cleaned as necessary with the daily use of all rubbish, excess earth, rock and other debris resulting from such work.

After an excavation is commenced, the work shall be prosecuted with diligence and expedition, and the road shall be maintained in a safe well-lighted well-graded condition to permit public travel and not obstruct public places or private places. The surface of the street shall be permanently restored to original or improved condition within a period of time not to exceed five (5) days from the date of completion of the project to the satisfaction of the Public Works Director.

The Public Works Director as a condition of the permit, reserves the right to restore the highway or cause the same to be restored under conditions, and the Permittee shall reimburse the Town for any or all liability and expense suffered by reason of such work. In the event that a third party or other community held by the Town for the work shall be taken as a portion of the reimbursement.

Street Opening Regulations:

The Permittee further agrees to indemnify and save harmless the Town of Hooksett, New Hampshire from all claims for damage or injury whatsoever that may arise from the construction, construction or use of the aforesaid highway the Town of Hooksett in no case, assuming any responsibility or liability by reason of granting this permit.

The person, partnership, firm, corporation, etc. who obtains the permit to excavate a town highway shall be responsible for said excavation for thirty (30) months after all work contemplated under the permit has been completed and the Public Works Department so notified, and may be ordered by the Public Works Director at any time during the thirty (30) month period to keep open or replace the work.

Each applicant for a permit shall be accompanied by a plan drawn to an approved scale, sufficient in detail to provide for every field location of the work, and upon the completion of the pavement restoration, the Public Works Department shall be immediately notified as to the location and time of completion.

As a condition of this permit the Permittee agrees that the excavation after being properly backfilled, shall have a permanent patch placed on the excavation under the patching guideline.

Patching Guideline:

Cuts shall be parallel or perpendicular to the line of the trench. In the case of transverse or diagonal trenching, the pavement shall be built to a minimum thickness overlap on undisturbed material that will permit only one wheel of a vehicle at a time to strike the patch area. Within the boundaries of the front patch, the existing pavement and any temporary patch material shall be removed and replaced with an equal depth of Type 1-1 asphaltic concrete base and compacted to meet the existing pavement edge exactly. The face of all joints shall be painted with asphalt cement before the asphaltic concrete is placed.

In cases where multiple excavations are made in a street which would result in the edge patches being closer than 20 feet, the Public Works Director may require a continuous patch and/or complete overlay. The entire width of the road and a minimum of 20 feet each end beyond the outer limits of the trenches.

On surface treated grave highways, feathering the edges of patchwork will be allowed. Where areas of cement concrete or stone base overlaid with asphalt, the Department will require the placement of the cement concrete or stone base with Class "A" Portland Cement Concrete, reinforced or non-reinforced, as specified in the New Hampshire Revised Town Statutes, to a depth equal to that removed and then covered with Type "A" Asphaltic concrete as specified above.

The permittee agrees to furnish a continuing Safety Bond or cash in the amount of five thousand (\$5,000.00) (except that the Public Works Director may require up to ten (10) times the amount depending on the volume of the work being performed by the permittee) guaranteeing the faithful performance of the provisions, instructions and regulations prescribed above and later instruction issued by the Department during the performance of the work and satisfactory maintenance of the disturbed areas for a period of thirty (30) months following the completion of the work. The permit shall be kept with the formation of the applicant at the place where the work is being performed and shall be produced for examination upon request by Town officials.

The permittee, as a condition of the permit, shall agree to indemnify and protect the Town of Hooksett and its Departments, Commissions, and Agencies against all liability, claims, or demands for injuries or damage, including claims for loss or interruption of business, in cases where the commencement or construction impedes the flow of traffic, injures persons or property arising out of activities of the permittee, its servants, employees, agents, representatives, or subcontractors.

The permittee, as a condition of the permit, shall agree to carry the following insurance:

- A. Comprehensive General Liability Insurance with limits not less than \$1,000,000 per occurrence for bodily injury and \$500,000.00 per occurrence for property damage and automobile liability insurance with limits not less than \$500,000.00 per person and \$1,000,000.00 per occurrence for bodily injury and \$500,000.00 per occurrence for property damage covering all activities of the permittee for the full period of the permit. Such insurance shall include the Town of Hooksett and the Public Works Department, including its officials and employees thereof. Such insurance shall include:
 - a) All activities including use of all vehicles;
 - b) Contractual liability covering this permit;
 - c) Coverage for the so-called "equal" hazards (i.e. collapse of building, blasting, and damage to underground property);
 - d) Complete operations hazard for a period of at least two years following the acceptance by the Highway Department of the completed permit;
 - e) "Personal" injury coverage (in addition to "Bodily Injury")
- B. The PERMITTEE shall carry Workers' Compensation insurance including Employer's Liability Insurance with limits of \$1000,000.00 whether or not required by the New Hampshire Revised Statutes. Annotated, 1955, as amended, for all activities of the PERMITTEE during the period of the permit.
- C. Insurance similar to that required of the permittee shall be provided by, or on behalf of, all independent contractors used by the PERMITTEE during the period of this permit. The PERMITTEE shall be held responsible for any modifications in these insurance requirements as they apply to independent contractors.

- G. Insurance certificates evidencing the above coverage are to be furnished to the Public Works Department prior to issuance of the permit, and shall provide for not less than thirty (30) days' notice to the Public Works Department of any cancellation or major change in the policies.
- H. The purchase of the insurance required by the foregoing conditions shall not constitute substitution of permissive liability to the owner as it would satisfy the Permittee's legal obligation in accordance with the terms of the contract.

The Public Works Department may require any permit issued under the regulations in any form.

Emergency Provisions:

Emergency requirements to excavate in or close to Town highways shall be done by emergency permit issued by the Public Works Director or his representatives.

If such an emergency exists, the Police, Fire, Water, Sewer and Public Works Departments, as a minimum, shall be notified immediately by telephone. At the earliest opportunity available, a representative of the Permittee shall obtain an emergency permit from the Director. The next business day, a regular permit form shall be applied for at the office of the Public Works Department.

The Public Works Director reserves the right to waive any of the provisions of the regulations in case of an emergency, and to impose such conditions as he may require, as part of an emergency permit.

Penalty:

Any person who violates any provisions of the regulations made under the authority thereof shall be guilty of a violation if a natural person, or guilty of a misdemeanor if any other person, and subject to a fine not to exceed \$100.00 per day for each offense.

Town of Hooksett, New Hampshire
Public Works Department

WINTER CONSTRUCTION PROCEDURES FOR PAVEMENT RESTORATION

EFFECTIVE FROM NOVEMBER 15 THROUGH APRIL 1

1. If hot bituminous concrete surf is ~~is~~ is available, 3 to 4 (3) inches of ~~temporary~~ hot bituminous pavement (1/2" aggregate) shall be used.
2. When hot bituminous pavement is ~~not available~~ not available and when deemed necessary by the Highway Department, the following procedures to be adhered to:
 - A. A three (3) inch pavement of Class 754" (3000 psi.) concrete shall be placed.
 - B. The concrete shall be placed over a prepared crushed gravel base.
 - C. The concrete shall have a one percent (1% - calcium chloride added in order to accelerate curing.
 - D. The concrete placed shall be brought up even with the elevation of the existing asphalt pavement.
 - E. The surface of the pavement will have a rough broom type finish placed perpendicular to the flow of traffic.
 - F. The concrete pavement shall be protected from freezing for a minimum of two days by covering it with polyethylene plastic or hay and polyethylene plastic. The length of protection and curing may be increased or decreased by the Public Works Department depending on the daily temperature.
3. The following spring, when hot bituminous pavement becomes available, the temporary concrete pavement shall be removed and replaced with pavements as required in the Public Works Department Street Opening Regulations.
4. The permittee shall maintain the temporary patch until permanent restoration can be performed.

DAYTIME TRAFFIC CONTROLLING

Received 15 July 2004; accepted 15 July 2004

Exclusion of Fishing

- [illegible]

«Судья не был предупрежден»

- World's best actress in a role of a lifetime, the actress was
 named "Angela" (Simpson) as
 actual "I" was with "I" actress
 from "I" actress "I"
 "I" actress with "I" actress her right actress.

Figures used on this must be referenced.
Figures should be identified.



DOES	DON'TS
• Be clear.	• Don't be open to advice.
• Be a "wonder boy" or "wonder girl".	• Don't brag about your abilities.
• Guard your knowledge.	• Don't be too competitive.
• Be a go-to person.	• Don't be a know-it-all.
• Don't gossip about a classmate who is in the back.	

STATION OR POSITION

[illegible]

1. The first step is to identify the problem. This involves understanding the situation, gathering information, and defining the problem clearly.

As the "big boys" of the industry, the two companies have been able to establish a reputation for themselves in the market. The two companies have been able to establish a reputation for themselves in the market. The two companies have been able to establish a reputation for themselves in the market.

Dietary control of growth in a semi-arid zone

- [illegible]

- To aim and slow rolls:
Forward the seat saddle center, use the
STRAIGHT SADDLE to drive
Roller wheels center to a complete
roll position then "back" them.
For complete first half roll, it takes
10 complete rolls of the roller.

- [illegible]

Traffic Control With 172:3

- The main cause
• The main cause
• The main cause

1. The above information is being furnished to you for your information only. It is not intended to be used for any other purpose.

- * T 1 972626 15.4r

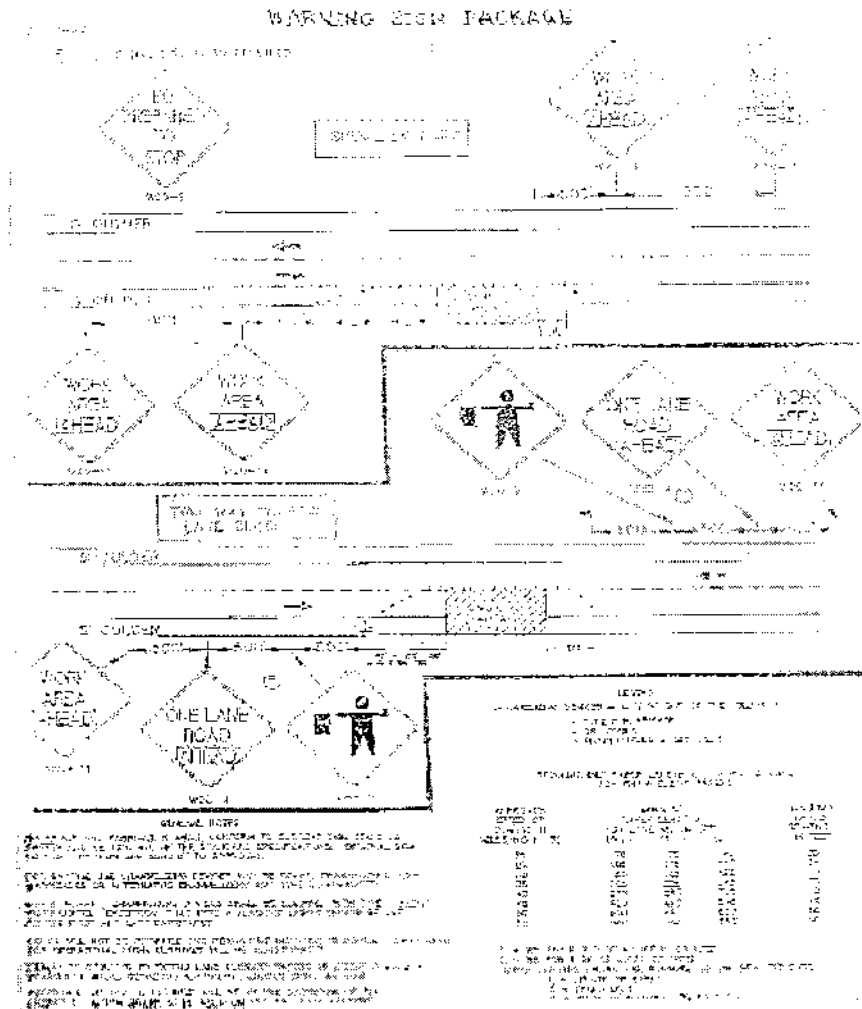
TABLE 10 SPECIFIED

1240 Harpashite Tapering (in) Vignette, 1900

REMEMBER

THESE LAWS SHOULD BE VISIBLE AT ALL TIMES
NEVER STAND IN AN OPEN THIEF'S WAY
WALK AROUND AND SOCIETY THIEVES SHOULD
BE KEPT AROUND YOU
DO NOT STARE HEAD ON AT ANYONE
DO NOT WATCH THE OFFICIALS
NEVER LETS YOUR EYES TO THE OFFICIALS

[illegible]



End of Request for Proposal

2020 RESURFACING BID #20-07						
	Total	(1) Part A	(2) Part B	(3) Part C	(4) Part D	(5) Part E
		Morse Rd	Silver Ave	Dale Rd	Donati Park	DPW Access Yard
Advanced Exc. & Paving, LLC	\$ 344,546.60	\$ 82,226.50	\$ 33,240.30	\$ 190,689.50	\$ 27,225.80	\$ 11,174.50
Brox Ind., Inc.	\$ 495,358.30	\$ 121,199.00	\$ 64,194.00	\$ 234,639.30	\$ 54,742.00	\$ 20,584.00
GMI Asphalt, LLC	\$ 390,163.35	\$ 92,700.80	\$ 45,548.80	\$ 197,707.60	\$ 38,447.15	\$ 16,759.00
Pavex, Inc.	\$ 386,490.95	\$ 89,822.75	\$ 34,703.20	\$ 218,834.75	\$ 28,558.35	\$ 14,572.00
Pike Ind., Inc.	\$ 339,563.50	\$ 79,424.00	\$ 29,578.50	\$ 190,566.50	\$ 22,534.50	\$ 17,460.00

- (1) Part A - Morse Road, 1675 linear feet
- (2) Part B - Silver Avenue, 850 linear feet
- (3) Part C - Dale Road, 4790 linear feet
- (4) Part D - Donati Park Access Road - 680 linear feet
- (5) Part E - DPW Access yard, 856 square yard and 467 square yard

Town Council STAFF REPORT



To: Town Council
Title: Air Purifiers Due to COVID-19
Meeting: Town Council - 15 Jul 2020
Department: Public Works
Staff Contact: Earl Labonte, Director of Public Works

BACKGROUND INFORMATION:

This requirement was first identified by the Fire Department. Meetings were held between the Facilities Assistant Crew Chief, the Fire Chief and the Police Chief, separately. There was a discussion concerning the UV and Ionizer systems. G&O Heating & Air Conditioning, a contractor we have used for our HVAC systems indicated a preference for the ionizer systems. Mainly due to the fact that they are maintenance free, easy to install, readily available and the documentation from the manufacturers supported efficiency. The Ionizers have a 3-year warranty. The UVDI information shows a need to install multiple lights. This system is impacted by space constraints, airflow volume, speed, temperature, and the device itself. They also have a maintenance requirement.

FINANCIAL IMPACT:

\$19,298.00

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

Staff is recommending the installation of iWave Air Purifiers for a total amount of \$19,298.00. iWave Air Purifiers have no harmful byproducts and most models require no ongoing maintenance and have no replacement part. It has a patent pending self-cleaning design for years of maintenance-free performance. Roof top units will be installed at the Courthouse (3 units), Safety Center (5 units), Station 1 (1 unit) and Library (1 unit). Standard split system (A/C and heat) will be installed at Parks & Parks office and the Library. Mini-split system will be installed at the Town Hall (17 units) and the Safety Center (2 units).

SUGGESTED MOTION:

1. Motion to waive the 3 competitive bids rule due to health issues.
2. Motion to approve the purchase and installation of iWave Air Purifiers for a total amount of \$19,298.00.

TOWN ADMINISTRATOR'S RECOMMENDATION:

The proposal is to provide an additional measure of health and safety at the various town facilities. The iWave Air Purifiers indicate an ability to significantly reduce polluted air, including the COVID 19 virus, between 90-99.4%. In reviewing the GOFERR, this type of item would fall under the

"allowable" uses category for reimbursement because is would be a "Municipal building modification, cleaning/disinfecting need for social distancing and public safety."

ATTACHMENTS:

[Ionizers Total](#)

[IWave Air Purifiers](#)

IONIZERS

Roof Top Units @ \$985.00 each

Location	No. of Units	Total
Courthouse	3	\$2,955.00
Safety Center	5	\$4,925.00
Station 1	1	\$ 985.00
Library	1	\$ 985.00
		<u>\$ 9,850.00</u>

Standard Split System (A/C Heat) @ \$620.00 each

Parks & Rec	1	\$ 620.00
Library	1	\$ 620.00
		<u>\$ 1,240.00</u>

Mini-Split System @ \$432.00 Each

Town Hall	17	\$7,344.00
Safety Center	2	\$ 864.00
		<u>\$ 8,208.00</u>

Total		<u><u>\$ 19,298.00</u></u>
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All tests were run using proprietary NPBI™ technology.

SARS-CoV-2 (Covid-19)

**TIME IN
CHAMBER**

30 MINUTES

**RATE OF
REDUCTION**

99.4%

**INNOVATIVE
BIOANALYSIS**

This test was run using the iWave-C (GPS-DM48-AC) in a test designed to mimic ionization conditions like that of a commercial aircraft's fuselage.

Based on viral titrations, it was determined that at 10 minutes, 84.2% of the virus was inactivated. At 15 minutes, 92.6% of the virus was inactivated, and at 30 minutes, 99.4% of the virus was inactivated.

Human Coronavirus 229E

**TIME IN
CHAMBER**

60 MINUTES

**RATE OF
REDUCTION**

90%

ALG
ANALYTICAL
LAB GROUP

This test was run in a test chamber in a lab setting with the Nu-Calgon iWave-R Air Purifier P/N 4900-20.

A petri dish containing a pathogen is placed underneath a laboratory hood, then monitored to assess the pathogen's reactivity to Needle Point Bi-polar Ionization (NPBI) over time. This controlled environment allows for comparison across different types of pathogens.

iWave's Needle Point Bi-polar Ionization (NPBI) technology is used in a wide range of applications across diverse environmental conditions. Since locations will vary, clients should evaluate their individual application and environmental conditions when making an assessment regarding the technology's potential benefits.

Nu-Calgon

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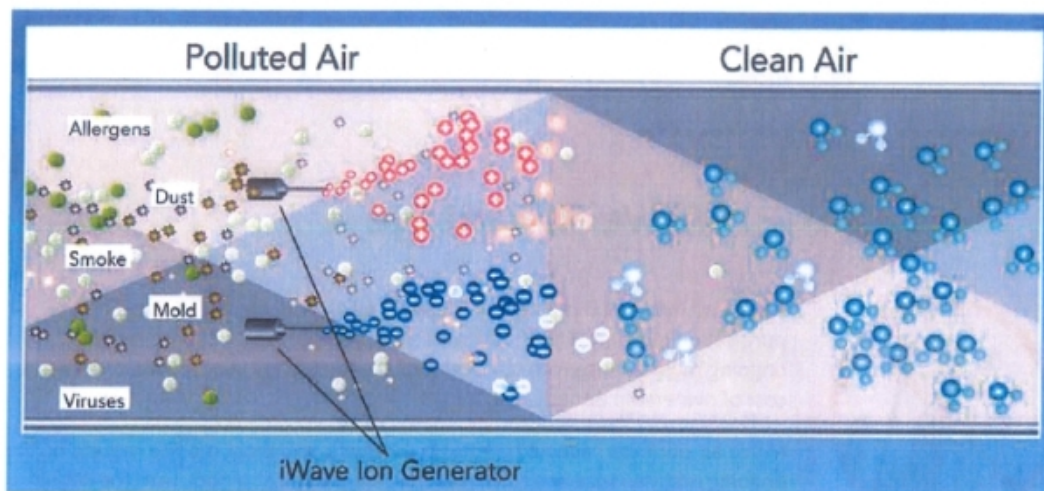
6/25/2020

iWave Air

How iWave Works

iWave is an air purifying device that installs in any duct air conditioning system. When air passes over the iWave, ions produced by the device reduce pathogens, allergens, particles, smoke and odors in the air, creating a healthy environment without producing any harmful byproducts.

iWave uses patented technology, called needle-point bi-polar ionization, to create equal amounts of positive and negative ions. When these ions are injected into the air stream, they break down passing pollutants and gases into harmless compounds like oxygen, carbon dioxide, nitrogen and water vapor (see illustration below).



When the ions come in contact with viruses, bacteria or mold, they remove the hydrogen molecules – without them, the pathogens have no source of energy and will die. The ions also attach to allergens like pollen and other particles, causing them to band together until they are large enough to be caught by your ventilation system's air filter.

iWave's technology generates the same ions that nature creates with lightening, waterfalls, ocean waves, etc. Nature uses energy and shear to break apart molecules, naturally cleaning the air and producing a healthy environment. The only difference between the iWave's technology and nature is that the iWave does it without developing harmful ozone.

WATCH MOLD & SMOKE DEMOS (VEF/LOAD/BFAE7D9ED53AB8CF1100A0F4526E8FDF7?WIDTH=640&HEIGHT=365)

<https://www.iwaveair.com/#how>

2-1

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iWave Air

Click here to see what pathogens are reduced by iWave air purifiers.

[LEARN MORE \(/SITES/DEFAULT/FILES/17-526-PATHOGENSFLYER.PDF\)](/SITES/DEFAULT/FILES/17-526-PATHOGENSFLYER.PDF)

iWave Advantage



You'll find iWave's advanced technology provides the most effective air purification method. Other common air purification technologies require ongoing maintenance with bulb/cell replacement every year or two, making the cost of ownership undesirable.

iWave air purifiers have no harmful byproducts, and most models require no ongoing maintenance and have no replacement parts. In fact, with the iWave-R's patent-pending self-cleaning design, you can enjoy years of maintenance-free performance.

Nu-Calgon offers a **three-year limited warranty** on iWave products. For a valid warranty claim within three years, proof of purchase and proof of installation by a licensed HVAC or electrical contractor must be provided. See full warranty for complete details.

[LEARN MORE \(/IWAVE-ADVANTAGE\)](#)

Models Available

<https://www.iwaveair.com/#how>

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6/25/2020

Wave Air



(/products/iwave-r)

iWave-R

No maintenance air purifier for residential systems

[LEARN MORE \(/PRODUCTS/IWAVE-R\)](/products/iwave-r)



(/products/iwave-v)

iWave-V

Low maintenance air purifier for residential systems

[LEARN MORE \(/PRODUCTS/IWAVE-V\)](/products/iwave-v)

<https://www.iwaveair.com/#how>

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6/25/2020

iWave Air



(/products/iwave-m)

iWave-M

Mini flexible air purifier for ductless and other HVAC systems

[LEARN MORE \(/PRODUCTS/IWAVE-M\)](/products/iwave-m)



(/products/iwave-c)

iWave-C

No maintenance air purifier for commercial and residential systems

[LEARN MORE \(/PRODUCTS/IWAVE-C\)](/products/iwave-c)

<https://www.iwaveair.com/#how>

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6/25/2020

iWave Air

Models Feature:

- Proven technology – over 200,000 installations
- Actively purify the whole house!
- Kill mold, bacteria and viruses
- Reduce allergens, odors, smoke and particles
- Maintenance free (iWave-R, iWave-C)
- No replacement parts – total cost of ownership is less than other options
- Self-cleaning design (iWave-R, iWave-C)
- Can be wired so you know it is always working (iWave-R, iWave-C)
- Installs in any air conditioning or heating system
- UL and cUL approved
- Three-year warranty*

*Nu-Calgon offers a three-year limited warranty on iWave products. For a valid warranty claim within three years, proof of purchase and proof of installation by a licensed HVAC or electrical contractor must be provided. See full warranty for complete details.

Testimonials

iWave has proven to be the best air purifier on the market. But don't take our word for it. See what real users are saying:

“ I am thrilled with the change in our air quality after installing the Ion generator in our residential furnace. As someone who suffers with allergies and asthma, I have seen vast improvement in my health after installation. When we moved recently, I had not re-installed the device right away and immediately noticed I had issues. However, within days of installing the device in the new furnace, most of my asthma attacks and allergy symptoms had gone away. As a licensed engineer designing all types of commercial HVAC, I can say that the energy savings in commercial applications and the health benefits of the device appear to be well worth the cost. ”

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Thomas
M&H Engineering LLC

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<https://www.iwaveair.com/#how>

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6/25/2020

iWave Limited Warranty - iWave Air

[Contact Us](#)

iWave Limited Warranty

Nu-Calgon offers a three year limited warranty on all iWave products that covers any defects in material during normal use. If a warranty claim is made within the three year period, proof of purchase and proof of installation by a licensed HVAC or electrical contractor must be provided for a valid claim. This warranty does not cover labor, return shipping charges, or damage from improper installation or improper voltage usage. The iWave warranty begins on the date that the unit was installed. Installation of an iWave unit by any person other than a licensed HVAC or electrical contractor will void the warranty. For additional warranty questions, contact Nu-Calgon at info@nucalgon.com (<mailto:info@nucalgon.com>).

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<https://www.iwaveair.com/warranty>

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News Release • March 2020

Effectiveness of UVC Light to Mitigate Coronavirus (COVID-19)

What are Coronaviruses?

Coronaviruses (CoV) are a family of enveloped viruses that were first discovered in the 1960s. Coronaviruses are most commonly found in animals, including camels and bats, and are not typically transmitted between animals and humans. However, six strains of coronavirus were previously known to be capable of transmission from animals to humans, the most well-known being SARS-CoV (Severe Acute Respiratory Syndrome Coronavirus), responsible for a large outbreak in 2003, and MERS-CoV (Middle East Respiratory Syndrome Coronavirus), responsible for an outbreak in 2012. COVID-19 is caused by a coronavirus, which was initially named 2019-novel Coronavirus, or 2019-nCoV. On February 12, 2020, International Committee on Taxonomy of Viruses named the virus SARS-CoV-2, or Severe Acute Respiratory Syndrome Coronavirus-2. The Committee determined that this coronavirus was the same species as SARS-CoV, the virus that caused a global outbreak of a respiratory illness in 2003, but a different strain, hence the designation "2".

Source: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html>

Government / Industry Recommendations for Airborne Infection Control

CDC

Interim Infection Prevention and Control Recommendations for Patients with Confirmed Coronavirus Disease 2019 (COVID-19) or Persons Under Investigation for COVID-19 in Healthcare Settings.

https://www.cdc.gov/coronavirus/2019-ncov/infection-control/control-recommendations.html?CDC_AA_revid=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Finfection-control.html

CDC recommends the use of Ultraviolet Germicidal Irradiation (UVGI) as one of the effective technologies to minimize the spread of airborne microorganisms.

7. Implement Environmental Infection Control

- Detailed information on environmental infection control in healthcare settings can be found in CDC's **Guidelines for Environmental Infection Control in Health-Care Facilities** (<https://www.cdc.gov/mmwr/preview/mmwrhtml/rr5210a1.htm>) and **Guideline for Isolation Precautions: Preventing Transmission of Infectious Agents in Healthcare Settings** [section IV.F. Care of the environment, <https://www.cdc.gov/infectioncontrol/guidelines/isolation/index.html>].

- <https://www.cdc.gov/infectioncontrol/pdf/guidelines/environmental-guidelines-P.pdf>

c. Ultraviolet Germicidal Irradiation (UVGI)

As a supplemental air-cleaning measure, UVGI is effective in reducing the transmission of airborne bacterial and viral infections in hospitals, military housing, and classrooms, but it has only a minimal inactivating effect on fungal spores.²²³⁻²²⁸ UVGI is also used in air handling units to prevent or limit the growth of vegetative bacteria and fungi. Most commercially available UV lamps used for germicidal purposes are low-pressure mercury vapor lamps that emit radiant energy predominantly at a wave-length of 253.7 nm.^{229, 230} Two systems of UVGI have been used in health-care settings – duct irradiation and upper-room air irradiation. In duct irradiation systems, UV lamps are placed inside ducts that remove air from rooms to disinfect the air before it is recirculated. When properly designed, installed, and maintained, high levels of UVGI can be attained in the ducts with little or no exposure of persons in the rooms.^{231, 232} In upper-room air irradiation, UV lamps are either suspended from the ceiling or mounted on the wall.⁴ Upper

Last update: July 2019

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ASHRAE Guidance

ASHRAE has developed proactive guidance [ashrae.org/COVID19](https://www.ashrae.org/COVID19) to help address coronavirus concerns with respect to the operation and maintenance of HVAC systems. These include ASHRAE's recently approved position document on airborne infectious diseases and links to the latest practical standards and guidelines.

ASHRAE recommends the following strategies of interest to address disease transmission: dilution ventilation, laminar and other in-room flow regimes, differential room pressurization, personalized ventilation, source capture ventilation, filtration (central or unitary), and UVGI (upper room, in-room, and in the airstream).

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News Release • March 2020

How Does UV Air Disinfection Help Combat Coronaviruses?

Coronavirus is highly susceptible to germicidal UV irradiation. The table below shows that the susceptibility of coronavirus to UV is greater than 3 times compared to the influenza (common cold) virus.

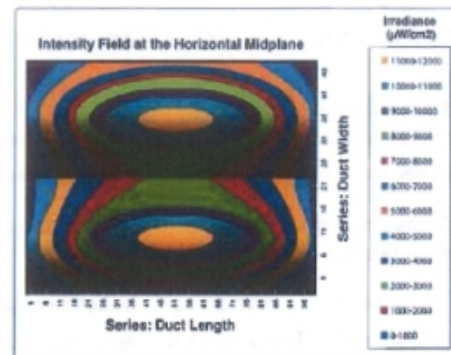
Airstream Disinfection			
Microbe	Type	Diameter	UV Dose for 90% Reduction
		μm	$\mu\text{J}/\text{cm}^2$
Coronavirus (incl. SARS)	ssRNA	0.11	611
Influenza A virus	ssRNA	0.098	1935

Ref: Walker, Chris & Ko, Gwangpyo. (2007). Effect of Ultraviolet Germicidal Irradiation on Viral Aerosols. Environmental science & technology. 41, 5460-5

Delivering the Correct UV Dose for Coronavirus

The application challenge is to ensure the targeted organism is exposed to sufficient UV dose in the available space and time of UV exposure.

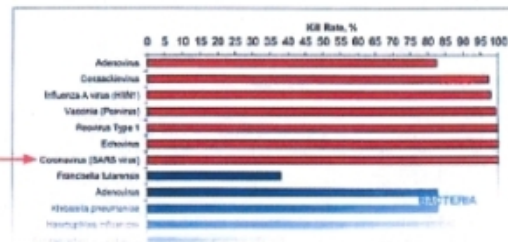
To ensure the proper dose is applied, our proprietary software is used to model the lamp quantity and system arrangement needed for the specific application. The output of this modeling produces a very detailed report showing intensity distribution and kill rates. Factors impacting dose include: spatial constraints, airflow volume, speed, temperature, and UV device geometry and intensity.



Output Example of Engineering Modeling Software

An example of the model output for a typical air handler is incorporated as reference within the "References-1.PDF" file titled "UVDI Airstream Model for Coronavirus.PDF".

Coronavirus (SARS virus)
> 99% Kill Rate!



Third-Party Validation of UVC Effectiveness

UVDI has also conducted independent third party validation of UV efficacy against airborne bacteria and viruses, where MS2 macrophage was used as a surrogate for all viruses.

	Test Organism		
	Spore bacteria (<i>Bacillus atrophaeus</i>)	Vegetative bacteria (<i>Serratia marcescens</i>)	Virus (MS2 phage)
Inactivation Efficiency	71%	> 99.98%	98%

Ref: Foadde, Karin & Koglin, Eric (2006). Biological Inactivation Efficiency by HVAC In-Duct Ultraviolet Light Systems, National Homeland Security Research Center.

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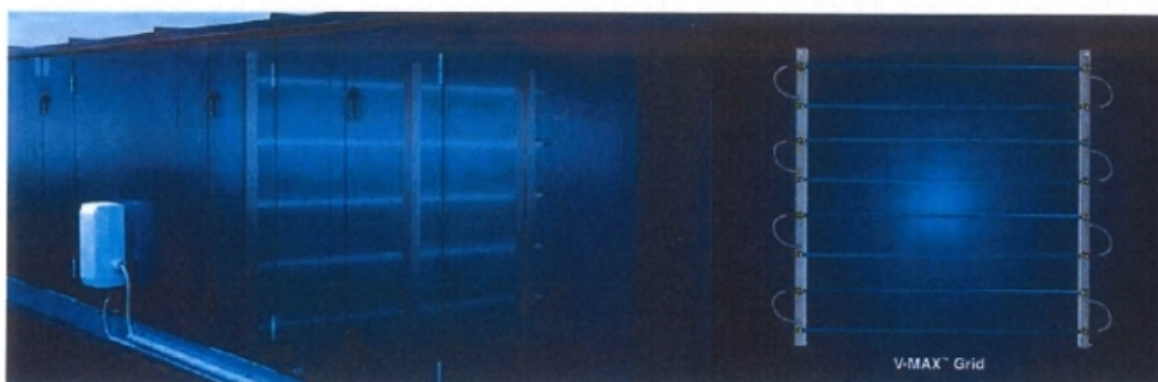
News Release • March 2020

UVDI V-MAX™ Air Disinfection for HVAC Systems



In-Duct Air Disinfection System

- Designed for duct-mounting parallel to the airstream providing optimum UV exposure
- Fixtures can be mounted internally or externally on the duct
- Configurable to meet airstream kill rates up to 99% - backed by computational models to ensure performance
- Prewired lamp connection reduces installation time
- Low power consumption with universal voltage input
- Available in 21", 33", 48" and 61" lamp lengths



AHU Air Disinfection System

- Easy to install in both existing and new equipment
- Scalable design to fit any plenum size
- Lamps can be easily mounted on vertical supports
- Configurable to meet airstream kill rates up to 99% - backed by computational models to ensure performance
- Minimal space required for installation
- Negligible pressure drop
- Low power consumption with universal voltage input
- Available in 21", 33", 48" and 61" lamp lengths

[Download Brochure](#)

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V-MOD® System vs. V-MAX™ System

How to Select the
Correct UVDI Product

UV-C Airstream Disinfection Application Guide for the COVID-19 Virus

The novel COVID-19 (SARS-CoV-2) belongs to the same family of the coronaviruses such as SARS and MERS-CoV. It is well documented that coronaviruses are highly susceptible to germicidal UV irradiation. The table below shows that the susceptibility of coronavirus is greater than 3 times compared to the influenza virus.

Airstream Disinfection					
Microbe	Type	Type	RH	Diameter	UV Dose for 99% Inactivation
			%	µm	µwatts-s/cm²
Coronavirus (incl. SARS)	ssRNA	Air	Lo Rh	0.11	1200
Influenza A virus	ssRNA	Air	Lo Rh	0.098	4000

Ref: Walker, Chris & Ko, Gwangpyo. (2007). Effect of Ultraviolet Germicidal Irradiation on Viral Aerosols. Environmental science & technology. 41. 5460-5

Correct Application of UV dose

It is very important to ensure that the targeted microorganism is exposed to a sufficient dose in the available space and time of UV exposure. Factors impacting the dose are airflow speed, lamp output, lamp arrangement, spatial constraints, temperature and humidity.

UV systems for air disinfection are typically designed to deliver significantly higher UV doses compared to those designed for coil disinfection. Coil disinfection is a surface application and therefore a large dose can be delivered with a low UV irradiance because of the essentially infinite exposure time. In contrast, the exposure time for a moving airstream in the duct is less than 1 sec (for a 8 ft duct length @ 500 fpm air velocity). Typical UV intensity values for coil disinfection are 50-200 µwatts/cm², whereas intensity values for airstream disinfection are typically 1000 µwatts/cm² or higher.

Selecting the Correct UVDI Product

UVDI utilizes a sophisticated modeling software to determine the optimal UV configuration required to inactivate different microorganisms for specific duct configurations. UVDI products have been carefully designed to provide the optimum balance of performance, energy consumption and cost.

V-MOD® systems utilize low output UV-C lamps and are designed to deliver appropriate UV doses for Coil disinfection only.

V-MAX™/V-MAX™ GRID systems utilize high output UV-C lamps and are designed to deliver UV dose for Airstream disinfection. Correct system design is modeled for specific AHU configuration, target microorganism and desired "kill" rate. These systems can also be used for Coil disinfection.

**UVDI Recommends the Use of the V-MAX™ Product Family for
Airstream Disinfection to Help Inactivate the COVID-19 Virus**

Please consult with your UVDI representative for more information regarding selecting the correct product for your application.



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V-PAC System – Top Manufacturer of Advanced UV Disinfection Products – UltraViolet Devices, Inc. U.S.



UltraViolet Devices, Inc. (<https://www.uvdi.com>)

V-PAC® Air Disinfection

The Next Generation of Air Purification



Back to Air Purification

(<https://www.uvdi.com/hvac-products/air-purification>)

Tech Specs

Literature Downloads (<https://www.uvdi.com/literature-downloads>)

FAQs (<https://www.uvdi.com/faqs/#hvac>)

Find a Distributor (<https://www.uvdi.com/find-distributor/>)

V-PAC® Air Purification System Purifies & Disinfects Your Air

- Easy to install in both existing and new
- Scalable design to fit any plenum size



Welcome to UltraViolet Devices, Inc!

<https://www.uvdi.com/hvac/air-purification/v-pac-system/>

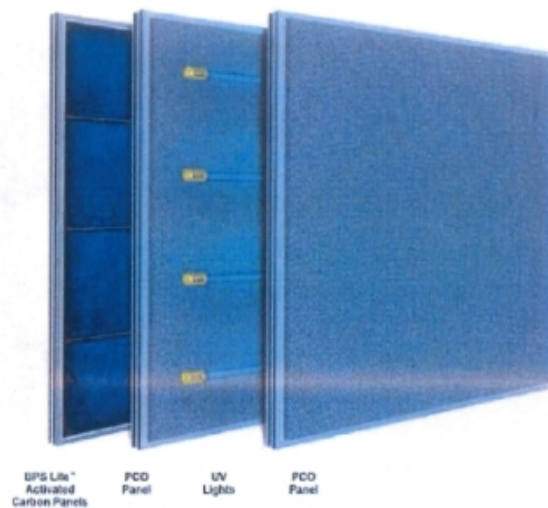
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6/25/2020

V-PAC System – Top Manufacturer of Advanced UV Disinfection Products – UltraViolet Devices, Inc. U.S.

- Photocatalytic Panels (PCO) and BPS Lite™ Activated Carbon panels are designed for installation in standard filter tracks
- Utilizes V-MAX™ high output lamp systems
- Negligible pressure drop
- Complete system fits in a section as small as 500 mm wide
- Cost-effective
- Chemical-free
- Ozone-free
- Sustainable
- Reduces energy costs



Download Brochure (https://www.uvdi.com/wp-content/uploads/2018/10/V-PAC-for-Air-Purification_MKTFM-254_web-1.pdf)

Our 3-part Technology is Perfect for Solving the Toughest Smoke
and Odor Challenges that Enter through the AHU or HVAC
Ductwork

6/25/2020

V-PAC System – Top Manufacturer of Advanced UV Disinfection Products – UltraViolet Devices, Inc. U.S.



Applications

- Cooking odors
 - Cleaning solvents
 - Cigarette smoke
 - Sewage odors
-
- Welding fumes
 - Formaldehyde removal
 - Vehicle exhaust

<https://www.uvdi.com/hvac/air-purification/v-pac-system/>

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• Fertilizer
• Waste processing
• Fuel odors
• Ozone

- Animal odors
- Pesticides
- Perfumes
- Confectionary

Tech Specs

UV SYSTEM:

Input Voltage	Lamp Configuration					
	21"	Dual 21"	33"	Dual 33"	48"	61"
120	0.45	0.90	0.75	1.45	1.24	1.3
208	0.35	0.70	0.45	0.90	0.75	0.80
240	0.30	0.60	0.40	0.80	0.60	0.70

Designed for use with 120, 208 and 240 VAC input.

Approximate current draw (in Amps):

- Rated for temperature 30°F to 150°F (1°C to 65°C)
- RH: Up to 95% non-condensing

Regulatory Approvals - ETL listed to UL/Canadian Standards

- UL 1598/CSA 22.2 250UL
- 1995/CSA 22.2 236UL
- 155/CSA 22.2 12 for category ABQK (Air
Duct Mounted Accessories)

PCO Filter Panels

The PCO filter panels are made of durable aluminum honeycomb construction impregnated with a proprietary coating of titanium dioxide catalyst.

Activated Carbon Filter

Utilizes a 1" thick RFS Lite™ filter which is housed in its same filter mounting frame as the PCO.

Classification

UL 900 classified filters available

Healthcare Products

Online Medical Freight (<https://www.uvdi.com/onlinehealthcare/>)

UV Index Verify (<https://www.uvdi.com/healthcare/uv-index-verify/>)

HVAC Products

Coil Cleaning (<https://www.uvdi.com/healthcare/maintenance/>)

Air Disinfection (<https://www.uvdi.com/healthcare/air-disinfection/>)

Air Purification (<https://www.uvdi.com/healthcare/purification/>)

UVGI University

UV Basics (<https://www.uvdi.com/uvgi-university/uv-basics/>)

UV Light Application Basics (<https://www.uvdi.com/uvgi-university/uv-light-application-basics/>)

UVGI Fundamentals

Air Purification Basics (<https://www.uvdi.com/uvgi-university/air-purification-basics/>)

FAQs (<https://www.uvdi.com/faq/>)

Take a Quiz (<https://www.uvdi.com/quiz/>)

Distributor Login (<https://www.uvdi/smart.com/>)

Find a Distributor - HVAC (<https://www.uvdi.com/find-a-distributor/>)

Contact Us (<https://www.uvdi.com/contact/>)



UVGI International (<https://www.uvdi.com/international/>)

6/25/2020

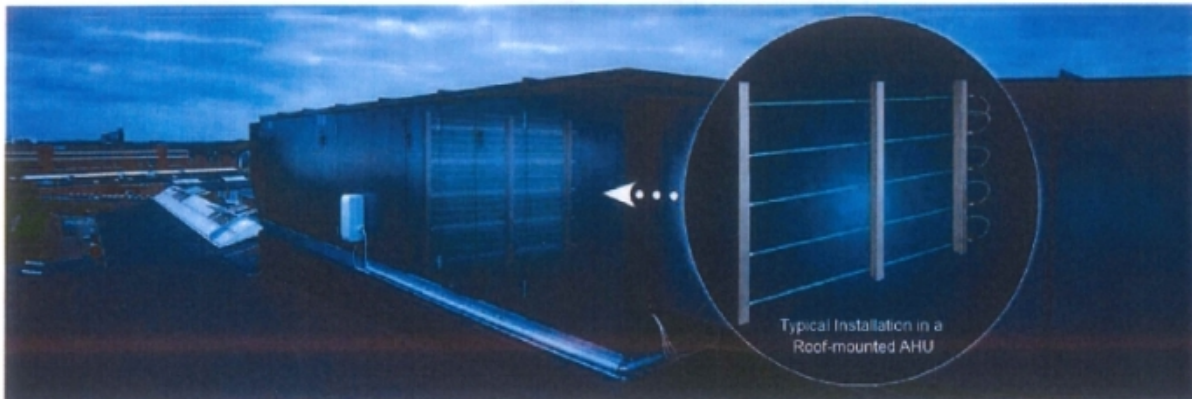
V-MAX GRID – Top Manufacturer of Advanced UV Disinfection Products – UltraViolet Devices, Inc. U.S.



UltraViolet Devices, Inc. (<https://www.uvdi.com>)

V-MAX™ Air Disinfection

Reduces Airborne Infectious Microorganisms



< Back to Air Disinfection

(<https://www.uvdi.com/hvac-products/airstream-disinfection/>)

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Literature Downloads (<https://www.uvdi.com/literature-downloads>)

FAQs (<https://www.uvdi.com/faqs/#hvac>)

Find a Distributor (<https://www.uvdi.com/find-distributor/>)

V-MAX™ Air Disinfection System

- Easy to install in both existing and new equipment
- Scalable design to fit any plenum size

<https://www.uvdi.com/hvac/airstream-disinfection/v-max-grid/>

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6/25/2020

V-MAX GRID – Top Manufacturer of Advanced UV Disinfection Products – UltraViolet Devices, Inc. U.S.

- Fixtures can be mounted internally or externally
 - Lamps can be easily mounted on vertical supports
 - Negligible pressure drop
-
- Minimal space required for installation
 - Low power consumption with universal voltage input
 - Ballast is designed to easily mount in vertical support strut, reducing installation cost
 - Learn the difference between the V-MAX™ Air Disinfection system and the V-MOD® Coil Cleaning system (https://www.uvdi.com/wp-content/uploads/2020/03/UVC-Airstream-Flyer_MKTFM-455-Rev-A.pdf)



V-MAX™ for Air Disinfection



<https://www.uvdi.com/hvac/airstream-disinfection/v-max-grid/>

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6/25/2020

V-MAX GRID – Top Manufacturer of Advanced UV Disinfection Products – UltraViolet Devices, Inc. U.S.

V-MAX™ Grid for Air Disinfection

Accessories



Lamps

Rated for 9,000 hrs. of lamp life and provide maximum UV-C irradiance



V-MAX™ Magnetic Mounting Clips

Easily attach onto either lamp ends

<https://www.uvdi.com/fnac/airstream-disinfection/v-max-grid/>

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6/25/2020

V-MAX GRID – Top Manufacturer of Advanced UV Disinfection Products – UltraViolet Devices, Inc. U.S.



V-MAX™ Grid Mounting Clips

Easily snap into support strut and attach onto either lamp ends or bulbs

Download Brochure (https://www.uvdi.com/wp-content/uploads/2019/10/V-MAX-Air-Disinfection_MKTfM-257-Rev-B-WEB.pdf)

Tech Specs

Input Voltage	Lamp Configuration					
	21"	Dual 21"	33"	Dual 33"	48"	61"
120	0.45	0.90	0.75	1.45	1.24	1.3
208	0.30	0.60	0.45	0.90	0.75	0.80
240	0.25	0.50	0.40	0.80	0.65	0.70

Designed for use with 120, 208 and 240 VAC input.

Approximate current draw (in Amps).

- Rated for temperature 30°F — 135°F (-1°C — 57°C)
- RH: up to 95% non condensing

Regulatory Approvals

<https://www.uvdi.com/hvac/airstream-disinfection/v-max-grid/>

7-4 4/5

6/25/2020

V-MAX GRID – Top Manufacturer of Advanced UV Disinfection Products – UltraViolet Devices, Inc. U.S.

ETL listed to UL/Canadian standards:

- UL 1598/CSA 22.2 250
- UL 1995/CSA 22.2 236
- UL 153/CSA 22.2 12

Healthcare Products

Optimum-UV Enlight (<https://www.uvdi.com/healthcare/>)

UV Dose Verify (<https://www.uvdi.com/healthcare/uv-dose-verify/>)

HVAC Products

Coil Cleaning (<https://www.uvdi.com/hvac/coil-maintenance/>)

Air Disinfection (<https://www.uvdi.com/hvac/airstream-disinfection/>)

Air Purification (<https://www.uvdi.com/hvac/air-purification/>)

UVDI University

UV Basics (<https://www.uvdi.com/uvdi-university/uv-basics/>)

Medical Application Basics (<https://www.uvdi.com/uvdi-university/medical-application-basics/>)

Air Purification Basics (<https://www.uvdi.com/uvdi-university/air-purification-basics/>)

FAQs (<https://www.uvdi.com/faqs/>)

Take a Quiz (<https://www.uvdi.com/quiz/>)

Distributor Login (<https://www.uvdivsmart.com>)

Find a Distributor - HVAC (<https://www.uvdi.com/find-distributor/>)

Contact Us (<https://www.uvdi.com/contact/>)



International

(<https://www.uvdi.com/international>) (<https://www.uvdi.com/international>)



Let's Connect

(<https://twitter.com/UVDI>) (<https://twitter.com/UVDI>)



(<https://www.linkedin.com/company/ultraviolet-devices-inc.>)

Air Ionizer Dangers: Are Ionic Air Purifiers Safe?

February 28, 2019 by Derek Hales

Air ionizers are designed to help provide cleaner air and they do this by utilizing [ionized particles](#). But a lot of questions tend to come with the use of air ionizers, one of the most common being...**Are air ionizers dangerous?**

The Short Answer: It depends on who you ask. Some critics believe that air ionizers give off dangerous levels of ozone which is not only harmful to the environment, but can be equally as hazardous to your health.

Ozone exists in 2 levels of the atmosphere: in the stratosphere (good – protects us from the sun's rays) and at the ground level (bad – toxic when breathed in)

*When inhaled in high enough doses, **ozone can have harmful effects**– including damage to your lungs, chest pain, coughing, or shortness of breath.*

Because of this concern, federally-mandated standards restrict the amount of ozone any air purifier can give off. These restrictions help to ensure that any potential ozone exposure remains at a safe level.

Air ionizers vs. Ionic air purifiers

First things first, let's get our names straight. In the air purifier market, there are air ionizers and there are ionic air purifiers.



The Rabbit Air MinusA2 uses 5 different filters and an ionizer as the last purification stage

What's the difference?

Basically nothing.

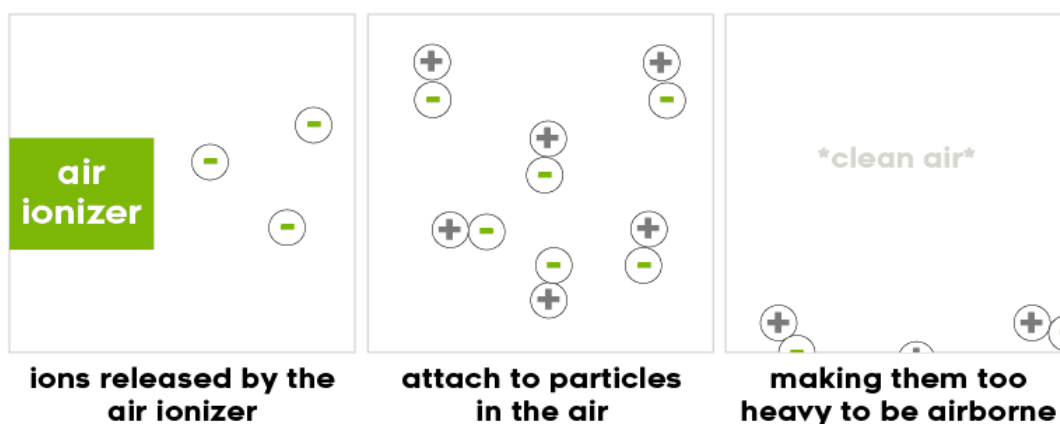
These are two different ways to talk about the same technology, electrically charged molecules being used to help purify the air. In this guide, we'll be calling them air ionizers— so let's continue.

How do air ionizers work?

A typical air purifier would use fans or filters to help remove contaminants and purify the air. In the case of air ionizers, they rely on the use of electrically charged air molecules, or ions, to do the same job.

Every room is filled with positively charged particles, which could be made up of dust, microbes, odors, airborne bacteria or illnesses, smoke or other allergens.

*The **job of an air ionizer is to release negatively charged particles** that are then attracted and bond to the positively charged particles in the room.*



When the ionized particles bond to the airborne particles, the joint union is then too heavy to float in the air and they fall to the ground. Once they're no longer airborne, these particles can be vacuumed up, or dusted off of furniture and raised surfaces.

What are the benefits of air ionizers?

Negative ions produce a number of benefits in our natural environment.

Think of some of your favorite places. Maybe it's the ocean, a serene waterfall or out in nature's greenery.

This short list here includes some of the natural environments with the highest levels of detected negative ions present

Air ionizers and their connection to negative ions can mean big benefits to your respiratory system and overall health. The use of negative ions in the air can have the following results:

- **Improved air quality** through the removal of dust, allergens, pollen, pet dander, mold spores and other airborne bacteria.
- **Decreased exposure to airborne respiratory bacteria** like colds, flu, and asthmatic triggers
- **Improved sleep and overall mood**, according to a [2012 Italian study](#) that looked at the evidence base for the benefits of negative ions in improving mood and treating mood disorders
- **Relief from seasonal or chronic depression**— according to [a study from Columbia University](#), negative ions can have as much of an effect as prescribed antidepressants

All this sound too good to be true?

Some people would say yes. Let's talk about the potential negative side of negative ions.

What are the dangers of air ionizers?

So naturally occurring negative ions are highly beneficial and share all of the benefits listed above. In the case of air ionizers, these negative ions aren't naturally occurring, but instead **are created through a method called "electric-discharge"**.



During the process of electric discharge, the negative ions that are produced may give off ozone, which can be a very harmful and toxic gas.

What is ozone?

[Ozone](#) is a colorless gas that exists in two levels of our atmosphere— one is good and one can be not so good.

Oxygen has 2 oxygen atoms while ozone is made up of 3 oxygen atoms, making it toxic for humans to breathe.

On one level, it exists in the stratosphere (which is approximately 6-30 miles high) and helps to protect Earth from the sun's harmful radiation.

On another level, it also exists at the ground level, which is the air we breathe. Ozone in this part of the atmosphere is not good.

Ever see those ozone alerts as you drive down the highway or on the nightly news?

These are generated to let you know that ozone levels at the ground level may be reaching unsafe levels.

*High ozone levels in the air you're breathing can have really nasty side effects including **damage to your lungs, chest pain, coughing, or shortness of breath.***

Do air ionizers emit ozone?

So the million dollar question- do air ionizers emit ozone?

In short, yes they do.

Any man-made high-energy particle, like a negatively charged ion can generate ozone as a by-product of the molecular reaction.

Anyone remember the [Ionic Breeze from Sharper Image](#)? This product was one of the first air ionizers that came out. Initially it was widely popular, but trouble came when third-party review sites began to question not only the validity of the air purification system, but also the dangerous levels of ozone that it was emitting.

What resulted from this product was a class action lawsuit, [bankruptcy for Sharper Image in 2008](#), and revised federally-mandated standards (under the Clean Air Act) that put limits on the amount of ozone that a machine like this could generate. Under these new regulations, the [US Food & Drug Administration \(FDA\)](#) required that indoor medical devices can only **produce a maximum of 50 ppb (parts per billion) of ozone.**

For comparison, the [National Institute of Occupational Safety and Health \(NIOSH\)](#) advises that indoor ozone levels be **no greater than 100 ppb.**

Air ionizers today are often fitted with ozone sensors that help to monitor, suppress, and prevent high levels of ozone from sneaking out into the air you breath.

The Bottom Line

Deciding whether or not an air ionizer is right for you is a personal decision. There are certainly benefits to air ionization that be difficult to achieve with a standard air purifier, but with those benefits also come potential risks.

Ozone is a real threat to our health, when consumed in high levels, but **today's air ionizers are federally-restricted in the amount of ozone that can be produced** as a by-product of these machines.

At the end of the day, you have to decide for yourself and your family if the benefit of ionized air outweighs the potential risk of increased ozone levels.

Do your research, understand the technology, and move forward into a home with cleaner air.

Town Council

STAFF REPORT



To: Town Council
Title: Budget Transfer #2020-03 in the amount of \$10,000.00 for Legal Services.
Meeting: Town Council - 15 Jul 2020
Department: Finance
Staff Contact: Christine Soucie, Finance Director

BACKGROUND INFORMATION:

Transfer \$10,000 to the legal services line in Administration from the Fire Department's NH Retirement account.

Savings in the retirement line was from vacant positions.

FINANCIAL IMPACT:

None

SUGGESTED MOTION:

Motion to have the Council Chair sign Budget Transfer Request #2020-03 for \$10,000.00 transferring funds to the Admin Legal Services line from Fire's NH Retirement lines.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Transfer 2020-03](#)

**TOWN OF HOOKSETT
BUDGET TRANSFER REQUEST FORM**

TRANSFER # 2020-03

Please explain the purpose of this transfer request: Transfer needed to cover cost for legal services. The Town spent \$92,843.31 for legal services through May 2020. 49% was spent on general matters, 8% on personnel matters, 23% on abatement issues, 13% on injunctions, 7% on planning and code enforcement issues. Funds to come for the savings in the Fire Department's NH Retirement lines due to vacant positions.

**NEED OF FUNDS
WHERE WILL THE MONEY GO?**

Account #	Description	Current Budget	Amount Added	New Budget
001-100.4153-320.000	ADMIN Legal Services	95,082.00	10,000.00	105,082.00
Total			10,000.00	

**SOURCES OF FUNDS
WHERE WILL YOU GET THE MONEY FROM?**

Account #	Description	Current Budget	Amount Reduced	New Budget
001-350.4220-230.000	FD NH Retirement	647,943.00	(10,000.00)	637,943.00
Total			(10,000.00)	

Recommended by:


Town Administrator


Finance Director

Approved by:

Town Council

Council Meeting Date

06/25/2020 01:06 PM
User: ccoocle
DB: Hooksett

EXPENDITURE REPORT FOR TOWN OF HOOKSETT

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PERIOD ENDING 06/30/2020

GL NUMBER	DESCRIPTION	2013-20 ORIGINAL BUDGET	2019-20		ACTIVITY FOR		YTD BALANCE 06/30/2020 NORM (AERFORM)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BUDGET USED
			AMENDED BUDGET	MONTH 05/30/20 INCR (DECR)	MONTH 05/30/20 INCR (DECR)					
Fund 001 - General Fund										
001 100.4155 320.000	ADMIN Legal Services	35,000.00	95,082.00	10,696.92	10,696.92	92,843.31	0.00	2,238.69	97.65	
Fund 001 - General Fund:										
TOTAL EXPENDITURES										
		95,000.00	95,082.00	10,696.92	10,696.92	92,843.31	0.00	2,238.69	97.65	
TOTAL EXPENDITURES - ALL FUNDS										
		95,000.00	95,082.00	10,696.92	10,696.92	92,843.31	0.00	2,238.69	97.65	

**TOWN OF HOOKSETT
BUDGET TRANSFER REQUEST FORM**

TRANSFER # 2020-03

Please explain the purpose of this transfer request: Transfer needed to cover cost for legal services. The Town spent \$92,843.31 for legal services through May 2020. 49% was spent on general matters, 8% on personnel matters, 23% on abatement issues, 13% on injunctions, 7% on planning and code enforcement issues. Funds to come for the savings in the Fire Department's NH Retirement lines due to vacant positions.

**NEED OF FUNDS
WHERE WILL THE MONEY GO?**

Account #	Description	Current Budget	Amount Added	New Budget
001-100.4153-320.000	ADMIN Legal Services	95,082.00	10,000.00	105,082.00
Total			10,000.00	

**SOURCES OF FUNDS
WHERE WILL YOU GET THE MONEY FROM?**

Account #	Description	Current Budget	Amount Reduced	New Budget
001-350.4220-230.000	FD NH Retirement	647,943.00	(10,000.00)	637,943.00
Total			(10,000.00)	

Recommended by:


Town Administrator


Finance Director

Approved by:

Town Council

Council Meeting Date

06/25/2020 01:06 PM
User: ccoocle
DB: Hooksett

EXPENDITURE REPORT FOR TOWN OF HOOKSETT

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PERIOD ENDING 06/30/2020

GL NUMBER	DESCRIPTION	2019-20		ACTIVITY FOR		YTD BALANCE 06/30/2020 NORM (ABNORM)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BUDGET USED
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 05/30/20 INCR (DECR)	MONTH 05/30/20 INCR (DECR)				
Fund 001 - General Fund									
001 100.4155 320.000 ADMIN Legal Services		95,000.00	95,082.00	10,696.92	10,696.92	92,843.31	0.00	2,238.69	97.65

Fund 001 - General Fund:

TOTAL EXPENDITURES		95,000.00	95,082.00	10,696.92	10,696.92	92,843.31	0.00	2,238.69	97.65
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TOTAL EXPENDITURES - ALL FUNDS

		95,000.00	95,082.00	10,696.92	10,696.92	92,843.31	0.00	2,238.69	97.65
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Town Council

STAFF REPORT



To: Town Council
Title: Budget Transfer #2020-04 in the amount of \$20,000.00 to cover cost overages in the Assessing Department.
Meeting: Town Council - 15 Jul 2020
Department: Finance
Staff Contact: Christine Soucie, Finance Director

BACKGROUND INFORMATION:

Transfer \$20,000 to cover cost in the Assessing Department. Change in staffing has lead the health insurance line to be underfunded and the Town hired an appraiser to research and defend the assessed value of the hydro plant.

Savings in the Fire Department's retirement line was from vacant positions.

FINANCIAL IMPACT:

None

SUGGESTED MOTION:

Motion to have the Council Chair sign Budget Transfer Request #2020-04 for \$20,000.00 transferring funds to the Assessing Department from Fire's NH Retirement lines.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Transfer 2020-04](#)

**TOWN OF HOOKSETT
BUDGET TRANSFER REQUEST FORM**

TRANSFER # 2020-04

Please explain the purpose of this transfer request: Transfer needed to cover shortfalls in Assessing. Change in staffing has lead the health insurance line to be underfunded and the Town hired an appraiser to research and defend the assessed value of the hydro plant. Funds to come for the savings in the Fire Department's NH Retirement lines due to vacant positions.

**NEED OF FUNDS
WHERE WILL THE MONEY GO?**

Account #	Description	Current Budget	Amount Added	New Budget
001-150.4152-210.000	ASSG Health Insurance	18,254.00	5,000.00	23,254.00
001-150.4152-330.000	ASSG Professional Service	12,000.00	15,000.00	27,000.00
Total			20,000.00	

**SOURCES OF FUNDS
WHERE WILL YOU GET THE MONEY FROM?**

Account #	Description	Current Budget	Amount Reduced	New Budget
001-350.4220-230.000	FD NH Retirement	637,943.00	(20,000.00)	617,943.00
Total			(20,000.00)	

Recommended by:


Town Administrator


Finance Director

Approved by:

Town Council

Council Meeting Date

ORIGINAL – Finance

COPY – Departments

Revision date 5/15/2012

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User: csoucic
DB: Hooksett

EXPENDITURE REPORT FOR TOWN OF HOOKSETT
PERIOD ENDING 06/30/2020

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GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE		ACTIVITY FOR		ENCUMBERED	UNENCUMBERED	% BDTG
		AMENDED BUDGET	NORM (ABNORM)	06/30/2020	06/30/2020	INCR (DECR)	MONTH 06/30/20			
								YEAR-TO-DATE	BALANCE	USED
Dept 150.4152 - Assg Expense										
001-150.4152-111.000	ASSG Full-Time Employees	116,072.00	114,245.25			8,922.72		0.00	1,826.75	98.43
001-150.4152-113.000	ASSG Part-Time Employees	1.00	0.00			0.00		0.00	1.00	0.00
001-150.4152-130.000	ASSG Overtime	400.00	355.45			0.00		0.00	44.55	88.86
001-150.4152-210.000	ASSG Health Insurance	18,254.00	23,351.97			2,194.48		0.00	(5,097.97)	127.93
001-150.4152-212.000	ASSG Dental Insurance	398.00	592.61			50.51		0.00	(194.61)	148.90
001-150.4152-214.000	ASSG Life & Disability Ins	1,566.00	1,200.51			131.64		0.00	365.49	76.66
001-150.4152-220.000	ASSG FICA Taxes	8,910.00	8,584.25			660.30		0.00	325.75	96.34
001-150.4152-230.000	ASSG NH Retirement	13,010.00	12,053.94			996.84		0.00	956.06	92.65
001-150.4152-290.000	ASSG Uniforms	1.00	0.00			0.00		0.00	1.00	0.00
001-150.4152-294.000	ASSG Training & Dues	2,376.00	1,419.00			0.00		0.00	957.00	59.72
001-150.4152-330.000	ASSG Professional Services	12,000.00	22,888.07			7,548.75		0.00	(10,888.07)	190.73
001-150.4152-344.000	ASSG Property Record Maintenance	100.00	38.10			0.00		0.00	61.90	38.10
001-150.4152-530.000	ASSG Telephone	1,680.00	1,145.12			90.12		0.00	534.88	68.16
001-150.4152-550.000	ASSG Printing	39.00	38.15			0.00		0.00	0.85	97.82
001-150.4152-560.000	ASSG Postage	566.00	452.75			0.00		0.00	113.25	79.99
001-150.4152-600.000	ASSG Office Supplies	500.00	674.86			220.99		0.00	(174.86)	134.97
001-150.4152-751.000	ASSG New Equipment	1.00	223.99			0.00		0.00	(222.99)	22,399.0
Total Dept 150.4152 - Assg Expense		175,874.00	187,264.02			20,816.15		0.00	(11,390.02)	106.48

TOTAL EXPENDITURES - FUND 001

175,874.00 187,264.02 20,816.15 0.00 (11,390.02) 106.48

**TOWN OF HOOKSETT
BUDGET TRANSFER REQUEST FORM**

TRANSFER # 2020-04

Please explain the purpose of this transfer request: Transfer needed to cover shortfalls in Assessing. Change in staffing has lead the health insurance line to be underfunded and the Town hired an appraiser to research and defend the assessed value of the hydro plant. Funds to come for the savings in the Fire Department's NH Retirement lines due to vacant positions.

**NEED OF FUNDS
WHERE WILL THE MONEY GO?**

Account #	Description	Current Budget	Amount Added	New Budget
001-150.4152-210.000	ASSG Health Insurance	18,254.00	5,000.00	23,254.00
001-150.4152-330.000	ASSG Professional Service	12,000.00	15,000.00	27,000.00
Total			20,000.00	

**SOURCES OF FUNDS
WHERE WILL YOU GET THE MONEY FROM?**

Account #	Description	Current Budget	Amount Reduced	New Budget
001-350.4220-230.000	FD NH Retirement	637,943.00	(20,000.00)	617,943.00
Total			(20,000.00)	

Recommended by:


Town Administrator


Finance Director

Approved by:

Town Council

Council Meeting Date

ORIGINAL – Finance

COPY – Departments

Revision date 5/15/2012

06/25/2020 01:07 PM
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EXPENDITURE REPORT FOR TOWN OF HOOKSETT
PERIOD ENDING 06/30/2020

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GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE		ACTIVITY FOR		ENCUMBERED	UNENCUMBERED	% BDTG
		AMENDED BUDGET	NORM (ABNORM)	06/30/2020	06/30/2020	INCR (DECR)	MONTH 06/30/20			
								YEAR-TO-DATE	BALANCE	USED
Dept 150.4152 - Assg Expense										
001-150.4152-111.000	ASSG Full-Time Employees	116,072.00		114,245.25		8,922.72		0.00	1,826.75	98.43
001-150.4152-113.000	ASSG Part-Time Employees	1.00		0.00		0.00		0.00	1.00	0.00
001-150.4152-130.000	ASSG Overtime	400.00		355.45		0.00		0.00	44.55	88.86
001-150.4152-210.000	ASSG Health Insurance	18,254.00		23,351.97		2,194.48		0.00	(5,097.97)	127.93
001-150.4152-212.000	ASSG Dental Insurance	398.00		592.61		50.51		0.00	(194.61)	148.90
001-150.4152-214.000	ASSG Life & Disability Ins	1,566.00		1,200.51		131.64		0.00	365.49	76.66
001-150.4152-220.000	ASSG FICA Taxes	8,910.00		8,584.25		660.30		0.00	325.75	96.34
001-150.4152-230.000	ASSG NH Retirement	13,010.00		12,053.94		996.84		0.00	956.06	92.65
001-150.4152-290.000	ASSG Uniforms	1.00		0.00		0.00		0.00	1.00	0.00
001-150.4152-294.000	ASSG Training & Dues	2,376.00		1,419.00		0.00		0.00	957.00	59.72
001-150.4152-330.000	ASSG Professional Services	12,000.00		22,888.07		7,548.75		0.00	(10,888.07)	190.73
001-150.4152-344.000	ASSG Property Record Maintenance	100.00		38.10		0.00		0.00	61.90	38.10
001-150.4152-530.000	ASSG Telephone	1,680.00		1,145.12		90.12		0.00	534.88	68.16
001-150.4152-550.000	ASSG Printing	39.00		38.15		0.00		0.00	0.85	97.82
001-150.4152-560.000	ASSG Postage	566.00		452.75		0.00		0.00	113.25	79.99
001-150.4152-600.000	ASSG Office Supplies	500.00		674.86		220.99		0.00	(174.86)	134.97
001-150.4152-751.000	ASSG New Equipment	1.00		223.99		0.00		0.00	(222.99)	22,399.0

Total Dept 150.4152 - Assg Expense 175,874.00 187,264.02 20,816.15 0.00 (11,390.02) 106.48

TOTAL EXPENDITURES - FUND 001 175,874.00 187,264.02 20,816.15 0.00 (11,390.02) 106.48

Town Council

STAFF REPORT



To: Town Council
Title: Budget Transfer #2020-05 in the amount of \$8,000.00 to cover cost overages in the Finance Department.
Meeting: Town Council - 15 Jul 2020
Department: Finance
Staff Contact: Christine Soucie, Finance Director

BACKGROUND INFORMATION:

Transfer \$8,000 to cover cost in the Finance Department. Unanticipated change in auditing firms lead to a shortfall in the auditing services line and change in post-retirement benefit analysis required the Town to perform a GASB update a year earlier than anticipated.

Savings in the Fire Department's retirement line was from vacant positions.

FINANCIAL IMPACT:

None

SUGGESTED MOTION:

Motion to have the Council Chair sign Budget Transfer Request #2020-05 for \$8,000.00 transferring funds to the Finance Department from Fire's NH Retirement lines.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Transfer 2020-05](#)

**TOWN OF HOOKSETT
BUDGET TRANSFER REQUEST FORM**

TRANSFER # 2020-05

Please explain the purpose of this transfer request: Transfer needed to cover cost of the financial audit and GASB compliance in the Finance Department. Unanticipated change in auditing firms lead to a shortfall in the auditing services line and change in post-retirement benefit analysis required the Town to perform a GASB update a year earlier than anticipated. Funds to come for the savings in the Fire Department's NH Retirement lines due to vacant positions.

**NEED OF FUNDS
WHERE WILL THE MONEY GO?**

Account #	Description	Current Budget	Amount Added	New Budget
001-300.4150-321.000	FIN GASB Compliance	1,001.00	3,500.00	4,501.00
001-300.4150-322.000	FIN Audit Services	10,700.00	4,500.00	15,200.00
Total			8,000.00	

**SOURCES OF FUNDS
WHERE WILL YOU GET THE MONEY FROM?**

Account #	Description	Current Budget	Amount Reduced	New Budget
001-350.4220-230.000	FD NH Retirement	617,943.00	(8,000.00)	609,943.00
Total			(8,000.00)	

Recommended by:

 Town Administrator


 Finance Director

Approved by:

 Town Council

 Council Meeting Date

ORIGINAL – Finance

COPY – Departments

Revision date 5/15/2012

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User: csoucic
DB: Hooksett

EXPENDITURE REPORT FOR TOWN OF HOOKSETT
PERIOD ENDING 06/30/2020

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GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	ACTIVITY FOR MONTH 06/30/20		YTD BALANCE 06/30/2020 NORM (ABNORM)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BGD USED
				INCR (DECR)					
Fund 001 - General Fund									
Dept 300.4150 - Finance Expense									
001-300.4150-110.000	FIN Public Officials	900.00	900.00	225.00		900.00	0.00	0.00	100.00
001-300.4150-111.000	FIN Full-Time Employees	124,698.00	124,698.00	9,513.24		121,294.00	0.00	3,404.00	97.27
001-300.4150-113.000	FIN Part-Time Employees	19,425.00	19,425.00	1,665.89		19,216.78	0.00	208.22	98.93
001-300.4150-130.000	FIN Overtime	200.00	200.00			134.52	0.00	65.48	67.26
001-300.4150-210.000	FIN Health Insurance	29,643.00	29,643.00	2,359.63		28,192.23	0.00	1,450.77	95.11
001-300.4150-212.000	FIN Dental Insurance	1,158.00	1,158.00	131.67		1,366.74	0.00	(208.74)	118.03
001-300.4150-214.000	FIN Life & Disability Ins	1,737.00	1,737.00	143.42		1,721.04	0.00	15.96	99.08
001-300.4150-220.000	FIN FICA Taxes	11,179.00	11,179.00	894.70		11,125.39	0.00	53.61	99.52
001-300.4150-230.000	FIN NH Retirement	13,840.00	13,840.00	1,062.64		13,563.70	0.00	276.30	98.00
001-300.4150-294.000	FIN Training & Dues	615.00	615.00	0.00		195.00	0.00	420.00	31.71
001-300.4150-314.000	FIN Banking Services	8,500.00	8,500.00	454.27		6,647.71	0.00	1,852.29	78.21
001-300.4150-321.000	FIN GASB Compliance	1.00	1,001.00	0.00		500.00	4,000.00	(3,499.00)	449.55
001-300.4150-322.000	FIN Audit Services	10,700.00	10,700.00	1,766.64		16,510.00	0.00	(5,810.00)	154.30
001-300.4150-430.000	FIN Equipment Maintenance	100.00	100.00	0.00		81.95	0.00	18.05	81.95
001-300.4150-530.000	FIN Telephone	1,080.00	1,080.00	98.08		1,146.04	0.00	(66.04)	106.11
001-300.4150-550.000	FIN Printing	1,000.00	1,000.00	493.65		1,480.81	0.00	(480.81)	148.08
001-300.4150-560.000	FIN Postage	1,900.00	1,900.00	0.00		1,655.95	0.00	244.05	87.16
001-300.4150-600.000	FIN Office Supplies	1,150.00	1,150.00	0.00		1,053.89	0.00	96.11	91.64
001-300.4150-751.000	FIN New Equipment	1.00	1.00	0.00		0.00	0.00	1.00	0.00
Total Dept 300.4150 - Finance Expense		227,827.00	228,827.00	18,808.83		226,785.75	4,000.00	(1,958.75)	100.86

Fund 001 - General Fund:

TOTAL EXPENDITURES	227,827.00	228,827.00	18,808.83	226,785.75	4,000.00	(1,958.75)	100.86
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**TOWN OF HOOKSETT
BUDGET TRANSFER REQUEST FORM**

TRANSFER # 2020-05

Please explain the purpose of this transfer request: Transfer needed to cover cost of the financial audit and GASB compliance in the Finance Department. Unanticipated change in auditing firms lead to a shortfall in the auditing services line and change in post-retirement benefit analysis required the Town to perform a GASB update a year earlier than anticipated. Funds to come for the savings in the Fire Department's NH Retirement lines due to vacant positions.

**NEED OF FUNDS
WHERE WILL THE MONEY GO?**

Account #	Description	Current Budget	Amount Added	New Budget
001-300.4150-321.000	FIN GASB Compliance	1,001.00	3,500.00	4,501.00
001-300.4150-322.000	FIN Audit Services	10,700.00	4,500.00	15,200.00
Total			8,000.00	

**SOURCES OF FUNDS
WHERE WILL YOU GET THE MONEY FROM?**

Account #	Description	Current Budget	Amount Reduced	New Budget
001-350.4220-230.000	FD NH Retirement	617,943.00	(8,000.00)	609,943.00
Total			(8,000.00)	

Recommended by: 

Town Administrator



Finance Director

Approved by:

Town Council

Council Meeting Date

ORIGINAL – Finance

COPY – Departments

Revision date 5/15/2012

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EXPENDITURE REPORT FOR TOWN OF HOOKSETT
PERIOD ENDING 06/30/2020

Page: 1/1

GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	ACTIVITY FOR MONTH 06/30/20		YTD BALANCE 06/30/2020 NORM (ABNORM)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BGD USED
				INCR (DECR)					
Fund 001 - General Fund									
Dept 300.4150 - Finance Expense									
001-300.4150-110.000	FIN Public Officials	900.00	900.00	225.00		900.00	0.00	0.00	100.00
001-300.4150-111.000	FIN Full-Time Employees	124,698.00	124,698.00	9,513.24		121,294.00	0.00	3,404.00	97.27
001-300.4150-113.000	FIN Part-Time Employees	19,425.00	19,425.00	1,665.89		19,216.78	0.00	208.22	98.93
001-300.4150-130.000	FIN Overtime	200.00	200.00			134.52	0.00	65.48	67.26
001-300.4150-210.000	FIN Health Insurance	29,643.00	29,643.00	2,359.63		28,192.23	0.00	1,450.77	95.11
001-300.4150-212.000	FIN Dental Insurance	1,158.00	1,158.00	131.67		1,366.74	0.00	(208.74)	118.03
001-300.4150-214.000	FIN Life & Disability Ins	1,737.00	1,737.00	143.42		1,721.04	0.00	15.96	99.08
001-300.4150-220.000	FIN FICA Taxes	11,179.00	11,179.00	894.70		11,125.39	0.00	53.61	99.52
001-300.4150-230.000	FIN NH Retirement	13,840.00	13,840.00	1,062.64		13,563.70	0.00	276.30	98.00
001-300.4150-294.000	FIN Training & Dues	615.00	615.00	0.00		195.00	0.00	420.00	31.71
001-300.4150-314.000	FIN Banking Services	8,500.00	8,500.00	454.27		6,647.71	0.00	1,852.29	78.21
001-300.4150-321.000	FIN GASB Compliance	1.00	1,001.00	0.00		500.00	4,000.00	(3,499.00)	449.55
001-300.4150-322.000	FIN Audit Services	10,700.00	10,700.00	1,766.64		16,510.00	0.00	(5,810.00)	154.30
001-300.4150-430.000	FIN Equipment Maintenance	100.00	100.00	0.00		81.95	0.00	18.05	81.95
001-300.4150-530.000	FIN Telephone	1,080.00	1,080.00	98.08		1,146.04	0.00	(66.04)	106.11
001-300.4150-550.000	FIN Printing	1,000.00	1,000.00	493.65		1,480.81	0.00	(480.81)	148.08
001-300.4150-560.000	FIN Postage	1,900.00	1,900.00	0.00		1,655.95	0.00	244.05	87.16
001-300.4150-600.000	FIN Office Supplies	1,150.00	1,150.00	0.00		1,053.89	0.00	96.11	91.64
001-300.4150-751.000	FIN New Equipment	1.00	1.00	0.00		0.00	0.00	1.00	0.00
Total Dept 300.4150 - Finance Expense		227,827.00	228,827.00	18,808.83		226,785.75	4,000.00	(1,958.75)	100.86

Fund 001 - General Fund:

TOTAL EXPENDITURES	227,827.00	228,827.00	18,808.83	226,785.75	4,000.00	(1,958.75)	100.86
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Town Council

STAFF REPORT



To: Town Council
Title: Budget Transfer #2020-06 in the amount of \$39,940.00 to cover cost for the LED Streetlight Conversion project.
Meeting: Town Council - 15 Jul 2020
Department: Finance
Staff Contact: Christine Soucie, Finance Director

BACKGROUND INFORMATION:

Transfer \$39,940.00 to cover cost for the LED Streetlight Conversion project. The Town has contracted with Affinity LED Lighting to replace the Town's current street lights with LED lights.

Funds to come for the savings in the Police Department's NH Retirement lines due to vacant positions.

FINANCIAL IMPACT:

None

SUGGESTED MOTION:

Motion to have the Council Chair sign Budget Transfer Request #2020-06 for \$39,940.00 transferring funds to the DPW's Streetlight from Police's NH Retirement lines.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Transfer 2020-06](#)

**TOWN OF HOOKSETT
BUDGET TRANSFER REQUEST FORM**

TRANSFER # 2020-06

Please explain the purpose of this transfer request: Transfer needed to cover cost LED Streetlight Conversion project. The Town has contracted with Affinity LED Lighting to replace the Town's current street lights with LED lights. Funds to come for the savings in the Police Department's NH Retirement lines due to vacant positions.

**NEED OF FUNDS
WHERE WILL THE MONEY GO?**

Account #	Description	Current Budget	Amount Added	New Budget
001-450.4316-330.000	DPW ST Light Professional	0.00	39,940.00	39,940.00
Total			39,940.00	

**SOURCES OF FUNDS
WHERE WILL YOU GET THE MONEY FROM?**

Account #	Description	Current Budget	Amount Reduced	New Budget
001-400.4210-230.000	PD NH Retirement	694,375.00	(39,940.00)	654,435.00
Total			(39,940.00)	

Recommended by:


Town Administrator


Finance Director

Approved by:

Town Council

Council Meeting Date

ORIGINAL – Finance

COPY – Departments

Revision date 5/15/2012

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EXPENDITURE REPORT FOR TOWN OF HOUSSETT

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PERIOD ENDING 06/30/2020

CL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	YTD BALANCE 06/30/2020 NTRY. JARNEY	INCURRED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BGT USED
Fund 001 - General Fund							
Dept 450.4316 - DPW Street Lighting Expense							
001-450.4316-530.000 DPW ST LIGHTS Professional Services		0.00	0.00	0.00	0.00	0.00	0.00
001-450.4316-622.000 DPW ST LIGHTS Electric		62,000.00	62,000.00	62,834.39	0.00	(834.39)	101.35
Total Dept 450.4316 - DPW Street Lighting Expense		62,000.00	62,000.00	62,834.39	0.00	(834.39)	101.35
Fund 001 - General Fund:							
TOTAL EXPENDITURES		62,000.00	62,000.00	62,834.39	0.00	(834.39)	101.35
TOTAL EXPENDITURES - ALL FUNDS		62,000.00	62,000.00	62,834.39	0.00	(834.39)	101.35

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**TOWN OF HOOKSETT
BUDGET TRANSFER REQUEST FORM**

TRANSFER # 2020-06

Please explain the purpose of this transfer request: Transfer needed to cover cost LED Streetlight Conversion project. The Town has contracted with Affinity LED Lighting to replace the Town's current street lights with LED lights. Funds to come for the savings in the Police Department's NH Retirement lines due to vacant positions.

**NEED OF FUNDS
WHERE WILL THE MONEY GO?**

Account #	Description	Current Budget	Amount Added	New Budget
001-450.4316-330.000	DPW ST Light Professional	0.00	39,940.00	39,940.00
Total			39,940.00	

**SOURCES OF FUNDS
WHERE WILL YOU GET THE MONEY FROM?**

Account #	Description	Current Budget	Amount Reduced	New Budget
001-400.4210-230.000	PD NH Retirement	694,375.00	(39,940.00)	654,435.00
Total			(39,940.00)	

Recommended by:


Town Administrator


Finance Director

Approved by:

Town Council

Council Meeting Date

ORIGINAL – Finance

COPY – Departments

Revision date 5/15/2012

EXPENDITURE REPORT FOR TOWN OF HOOSSETC

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PERIOD ENDING 06/30/2020

CL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	YTD BALANCE 06/30/2020 NTRY. JUNE 30	INCURRED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BGT USED
Fund 001 - General Fund							
001-450.4316	DPW Street Lighting Expense	0.00	0.00	0.00	0.00	0.00	0.00
001-450.4316-530.000	DPW ST LIGHTS Professional Services	0.00	0.00	0.00	0.00	0.00	0.00
001-450.4316-622.000	DPW ST LIGHTS Electric	62,000.00	62,000.00	62,834.39	0.00	(834.39)	101.35
Total Dept 450.4316 - DPW Street Lighting Expense		62,000.00	62,000.00	62,834.39	0.00	(834.39)	101.35
Fund 001 - General Fund:							
TOTAL EXPENDITURES		62,000.00	62,000.00	62,834.39	0.00	(834.39)	101.35
TOTAL EXPENDITURES - ALL FUNDS		62,000.00	62,000.00	62,834.39	0.00	(834.39)	101.35

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**Town of Hooksett
Town Council Meeting Minutes
Wednesday, June 24, 2020**

The Hooksett Town Council met on Wednesday, June 24, 2020 at 5:30 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of 24 Jun 2020 to order at 5:30 pm.

PROOF OF POSTING

Administrative Services Coordinator Donna Fitzpatrick provided proof of posting.

ROLL CALL - ATTENDANCE

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

Missing: Councilor John Durand, Councilor Avery Comal, Councilor James Levesque

NON-PUBLIC SESSION #1 NH RSA 91-A:3 II (a) & (c)

(6:00 pm: Non-public minutes to be amended at July 15, 2020 Town Council meeting)

Chair Sullivan: We are back in Public Session at 6:30 pm.

PLEDGE OF ALLEGIANCE

Chair Sullivan called for the Pledge of Allegiance.

Chair Sullivan: We are live tonight after three virtual meetings. Thank you for your patience over the last few months.

SPECIAL RECOGNITION

Hooksett Youth Achiever(s) of the Month - Parker Boulanger and Mackenzie Conner.

T. Tsantoulis: I would like to introduce Parker Boulanger, the Hooksett Youth Achiever for April 2020. Parker, I apologize for the delay in recognizing you. This impressive 11-year-old is an inventor, and it's hard to believe what he has accomplished at such a young age. His proud mother, Ashley Boulanger, nominated him for this award and this is what she wrote:

Parker Boulanger is a hard-working young inventor and a fifth-grade student at Hooksett Memorial. He dreams of being a famous inventor and scientist. His heroes are Nikola Tesla, Benjamin Franklin, Leonardo da Vinci, the Wright Brothers, Henry Ford and Albert Einstein. Parker's love for inventing began in second grade, when he was introduced to the Young Inventor Program at Fred C. Underhill School. He has continued inventing throughout elementary school and has created four inventions, each of which has been successful in its own way. Every year, Parker works harder than the last to solve everyday problems that impact the lives of so many. He invented the Glove Dryer 2000 in 2017. This was a piece that went inside gloves to hold them open for adequate air flow while drying. It was heat-safe and able to go in the dryer. Parker won third place at the school level and participated at the regional level. In 2018, he invented Sherly Accessible, a one-handed food cutting tool for people with disabilities or injuries to the hand or arm. He won first place at the school level and the special needs award at the regional convention. This invention took Parker all the way to the Henry Ford Museum in Dearborn, Michigan to participate in the National Invention Convention. He

invented the Brace Case in 2019, a customizable case to safely carry orthotic braces, for which he won second place at the school level and the special needs award at the regional convention. This took him back to the Henry Ford Museum to participate again in the National Invention Convention. In 2020, he invented Calm Critters, a customizable stress relieving stuffed animal for children with anxiety and special needs. He won first place at the school level and two awards at the regional level: The Adaptive/Assistive Technology Award and Best in Grade. He will return to the national convention this year and will also enter Calm Critters Into Innovation World's Global Invention Convention. Parker hopes to inspire other inventors to always do their best and never give up.

T. Tsantoulis: This is impressive, Parker, and I know your mother is proud of you. We have this award for you and wish you luck with your future inventions.

T. Tsantoulis: Next, we honor Mackenzie Conner as the March recipient of the Hooksett Youth Achiever Award. Mackenzie attends Roger Williams University and has an impressive resume. She created a virtual tour of Head Cemetery for her Girl Scout Gold Award project, which is the highest-level project for Girl Scouts. She approached the Heritage Commission and the Cemetery Commission with her idea. Kathleen Northrup, Heritage Commission Chair, served as her project advisor, and Michael Horne, Cemetery Commission Chair, assisted as an informal project advisor. Mackenzie researched six historically significant families and related events for this project, overcoming many obstacles. She then created nine stations at the Cemetery where people can use their smart phones at QR-coded signs and view an in-depth account of people and events. The sites can also be viewed through a website from any location.

K. Northrup: I want to present Mackenzie with a copy of Hooksett Historical Sketches and a copy of the Hooksett Town Report from the year of her birth. Mackenzie's work is a great addition to historic resources for the Town, and is the first of its kind. The tour was opened to the public last fall and has been well received.

Bruce Kudrick, Wastewater Treatment Plant Superintendent - 47 years+ dedicated service (01/08/1973-05/31/2020)

Chair Sullivan: Mr. Kudrick retired on May 31, 2020 after 47 years of employment at the Hooksett Wastewater Treatment Plant. He holds the record in New Hampshire for the greatest number of years holding a Wastewater Treatment Operator Certificate. He graduated from Southern Maine Vocational-Technical School in 1973, and after eight years at the Wastewater Treatment Plant, became the Superintendent, a position he held for the next 39 years. He tells us the Plant was only three years old when he began working there. In 2018 he received the Outstanding Public Outreach Award from the DES Wastewater Engineering Bureau. He has provided tours for fourth graders every year and says it is "all about the kids."

R. Duhaime: We would like to present you with this key chain, noting your 47 years of service and this photograph. Thank you for your service. Hooksett has been lucky to have you, and you have left the Plant in good shape.

B. Kudrick: Thank you. We have the Solar Farm project now that I am proud of.

Town Councilors Ending Terms – Robert Duhaime (District #2), James Levesque (District #3) and Avery Comai (District #6)

Chair Sullivan: Tonight, we recognize three Councilors whose terms are ending. Two of them are not present tonight: James Levesque, who served District #3 for ten years, and Avery Comai, who served

District #6 for one year. We thank them for their service and dedication. Robert Duhaime is with us tonight, and Councilor Walczyk has a presentation for him.

A. Walczyk: We have a plaque for you, recognizing your dedicated service to the Town and the Council. Thank you and best of luck.

Hooksett Municipal Employee – New Hire

A. Garron: We have one new employee to recognize. We welcome Mitchell Dean as a firefighter. He is an EMT and a paramedic, and he will begin on June 29th.

CONSENT AGENDA

Motion to accept the donation of services/disinfectant fogger to sanitize 13 police vehicles with a hospital grade disinfectant fogger valued at \$715.00 (\$55 per vehicle) from Soil-Away Cleaning & Restoration Services, LLC, of Hooksett, NH, to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-e:II.

Accept the donation of \$500.00 from the Rice Family Charitable Fund to the Town of Hooksett Conservation Commission fund per RSA 31:95-b: III(b).

Fasadex Designs, #36 Londonderry Turnpike, Release of \$15,240 to the North American Specialty Insurance Company.

Blue Sky Tower, #14 Mammoth Road, Release of \$8,500 Site Bond to the Hanover Insurance Company

T. Tsantoulis motioned to approve the four items on the Consent Agenda. A. Walczyk seconded the motion.

C. Karolian: If this free sanitizing of vehicles was done between March 26th and April 16th, why was it not on the agenda sooner than this?

Chief Bouchard: The delay is due to the amount of work we have had over the past few months.

C. Karolian: The total on the invoice in our packets is incorrect. Is this a typo?

Chair Sullivan: That is a sample invoice, showing the cost of \$95.00 for each Fire Department vehicle and \$55.00 for each Police Department vehicle. The Fire Department will present its Consent Agenda item at the next meeting.

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

Voted unanimously in favor (6-0).

TOWN ADMINISTRATOR'S REPORT

A. Garron: We have updated our webpage regarding the reopening of Town Hall, which was set for June 22nd but delayed until June 23rd in order to complete the second doorway for the Town Clerk/Tax Collector's office. We appreciate the patience of the residents. The lines were long, but people were cordial. A yeoman's job was done by the employees of the Town Clerk/Tax Collector's office, many of whom stayed past closing to complete necessary work. The Parks, including the Dog Park, are open.

161 Residents using the playground do so at their own risk because it is impossible to sanitize that
 162 equipment constantly. I received an email from a resident inquiring about the bathrooms. The
 163 bathrooms were opened June 15th for amateur and youth sports. They are open from 7:30 am until 3:30
 164 pm. The Police and Fire departments have been open throughout the pandemic, meeting people by
 165 appointment in their lobbies, as necessary. The Library is not open but has Porch Pickup, which is
 166 explained on their website. The Wastewater Treatment Plant is open. We have set up shielding for the
 167 Town Clerk/Tax Collector's office and for Community Development (Family Services). Floor markers for
 168 social distancing have been purchased and placed. We are sanitizing regularly, per the guidelines.

169
 170 A. Garron: We received a GOEFRR check in the amount of \$16,755.96. We have two more
 171 opportunities to submit COVID-19 expenses: July 15th and September 15th. Regarding revenue
 172 shortfalls, according to NHMA updates, it is possible that the State will provide funding to make up for
 173 lost revenue from Meals & Rooms and Highway Block Grants. There are some budget items we will not
 174 be going forward with, and we are on track with the budget, as approved. Revenue is behind, but not as
 175 much as we thought it might be. There is some talk, according to NHMA, that the State may re-allocate
 176 some CARES Act funds to make up for revenue shortfalls.

177
 178 A. Garron: I met with Mr. Labonte and Councilor Durand about the crosswalk situation near Donati
 179 Park. We will place a sign indicating that vehicles must stop for pedestrians in the crosswalk. This is the
 180 least costly remedy. If this doesn't work, there are more expensive steps we can take.

181
 182 A. Garron: Next, I have a question for the Council. We are looking for ways to improve the health safety
 183 in Town buildings. Mr. Labonte and I have looked into adding ionizing units to the air conditioning. We
 184 have one quote of \$22,000.00, which includes 32 units for all Town buildings. I am reasonably sure that
 185 this would be covered by GOEFFR funds. There is a time issue involved with getting three quotes.

186
 187 A. Walczyk: What is the likelihood that you will be able to get three bids?

188
 189 A. Garron: We have not put this out to bid.

190
 191 E. Labonte: It is likely we will not get more. There is some urgency in this situation.

192
 193 C. Jones: Are other towns using this process? How will you pay for this?

194
 195 A. Garron: The Fire Department has acknowledged that they exist. We haven't researched other towns.

196
 197 E. Labonte: Funds will come from the Building Maintenance Account.

198
 199 C. Jones: Are you required to go out to bid in order to get reimbursed?

200
 201 A. Garron: No, not for GOEFRR funds.

202
 203 T. Tsantoulis: I don't know enough about this to make a decision. I would like you to try to determine if
 204 this will be reimbursed.

205
 206 Chair Sullivan: We will have this on the July 1st agenda.

207
 208 C. Jones: I would like to see information from other towns as well.

209

210 A. Garron: Continuing with my report, we have been allowed use of the school for the YMCA program.
211 It will start next Monday and end one week early so that the school can be prepared for the fall. Mr.
212 McKenney is relieved about this.

213
214 R. Duhaime: Do you have an update about American Asphalt on DW Highway & the 28 Bypass?

215
216 A. Garron: Matt Lavoie, Code Enforcement Officer, issued a Cease & Desist Order. This may go to
217 court.

218
219 R. Duhaime: Can we get an update on the Fire Department overtime line and the part-time lines?
220

221 C. Soucie: Both lines are over budget due to COVID-19. A seventh person has been added to each
222 shift. We do expect reimbursement for this, so I anticipate this will not be over budget at the end of the
223 fiscal year. Sources for reimbursement include the DOJ grant, GOFERR funds and FEMA
224 reimbursements.

225
226 R. Duhaime: Why is the budget over in May but not in March and April?
227

228 Chief Burkush: That is because of vacancies and injuries.
229

230 Chair Sullivan: Do you expect to fill the vacancies?
231

232 Chief Burkush: We have lots of candidates, but the State has stopped its portion of the testing, so only
233 lateral moves are possible.

234
235 C. Karolian: Regarding the Bypass 28 construction which is encroaching on wetlands – Randy Owen's
236 business – there may be a business running out of there. I don't know that for a fact.
237

238 Chief Burkush: Their permits expired and they now have all six of them. We will do our inspection on
239 July 6th. Code Enforcement Officer Matt Lavoie had issued a Cease & Desist Order.
240
241

242 **NOMINATIONS AND APPOINTMENTS**

243 **Nominations and (Re)appointments - June 24th**

244
245
246 ***T. Tsantoulis motioned to nominate and (re)appoint the following members:***

247 ***Richard Marshall – Southern NH Reg. Planning Commission, term ending June 30, 2024***

248 ***Tom Walsh – Planning Board, term ending June 30, 2023***

249 ***Jo Carol Woodburn – Conservation Commission, term ending June 30, 2023***

250 ***Rudy Makara – Parks & Rec Advisory Board, term ending June 30, 2023***

251 ***Timothy Stewart – ZBA alternate appointment, term ending June 30, 2023***

252 ***A. Walczyk seconded the motion. Voted unanimously in favor (6-0).***

253
254 ***R. Duhaime motioned to nominate and appoint Brett Scott as a full member of the Planning***
255 ***Board. A. Walczyk seconded the motion. Voted unanimously in favor (6-0).***
256

257 ***Chair Sullivan nominated Michael Summers as a member of the Planning Board.***
258

259 ***R. Duhaime motioned to nominate and appoint Anne Stelmach as a full member of the ZBA,***
260 ***term ending June 30, 2022. T. Tsantoulis seconded the motion.***

Voted unanimously in favor (6-0).

N. Germain: David Ross has informed me that he wishes to be reappointed to the Conservation Commission.

R. Duhaime motioned to nominate and appoint David Ross to the Conservation Commission, term expiring June 30, 2023. C. Karolian seconded the motion. Voted unanimously in favor (6-0).

N. Germain: The Cemetery Commission is an elected position but was inadvertently left off of the March ballot. The Town Attorney advises that the Town Council appoint a member for a one-year term.

Chair Sullivan: We will have that on the next agenda. Thank you to everyone who serves on these boards and committees. There are still several open positions.

NEW BUSINESS (Item 7.3 moved up for consideration prior to Encumbrances)
Awarding RFP #20-05 (LED Streetlight Conversion Project) Winner

A. Garron: One of my goals set last August was to work on LED Streetlight Conversion. I have been working with Nick Germain on this and we created an RFP for the project. Tonight, Nick has a PowerPoint presentation for the Council. We want to thank Councilor Tsantoulis, who provided a great deal of assistance, having worked for Eversource for many years.

N. Germain: You will remember that in 2018 a proposal for LED conversion was rejected by the Town Council because of concerns that the Town didn't provide enough depth in its technical specifications for bidders to have a level playing field. We have now done extensive research on the technology of LED lighting and on the lighting conditions in Town. LED stands for Light-emitting Diodes. A solid-state device converts electricity into light, a very simple process. It was developed in the 1950's, but the technology has improved dramatically in the last 20 years. The standard now is LED for streetlights. It enables people to see more clearly and the efficiency is high, with savings ranging from 20% to 50%. It is more durable than traditional street lighting, with a longer life span and light that doesn't dim over time. In addition, there are rebate programs to incentivize conversions. NH Saves offers a rebate of \$150 per light, and Hooksett has 408 streetlights. Even better, they recently offered an additional \$25 per light rebate. We selected a mid-range light – bright enough but not too bright - for our RFP. We posted this in April, with a May deadline, and received seven proposals.

N. Germain: The review team included Town Administrator Andre Garron, Public Works Director Earl Labonte, Town Engineer Bruce Thomas, Councilor Tim Tsantoulis and myself. Our RFP had broad variations with a goal of getting more proposals. The ability to provide GIS and auditing services was important, as well as being able to assist with lighting design. Our light ledger is not accurate most of the time. We were looking for quality, clarity and professionalism in the proposals. After a systematic review of the proposals, we selected three. One was \$400,000 higher than the others. We conducted interviews and believe we have chosen the best – Affinity LED Lighting. They have lots of experience, and they offer GIS services and assistance with design. The NH DOT uses them on the State highways and reports having a positive experience with them.

R. Duhaime: Can the lights be controlled electronically?

T. Tsantoulis: Not in their current state, but they can be adapted.

N. Germain: There are lots of future possibilities for on/off control and for dimming.

312 R. Duhaime: Where is the company located?

313

314 N. Germain: They are in Dover, NH, and the lights are made by veterans.

315

316 T. Tsantoulis: This is not like changing a light bulb at home. Nick put an awful lot of effort into this and
317 did a lot of research. I commend him. This saves money for the Town and is good for the environment.
318 It is cleaner, clearer and more consistent than traditional streetlights. In five years, they will have the
319 same light quality as when they were first installed. And, the payback is impressive. This is a win-win
320 for Hooksett

321

322 Chair Sullivan: Thank you, Nick. That was an excellent presentation.

323

324 C. Karolian: I commend Mr. Germain as the project manager. The report was articulated very well. I
325 have my concerns about revenue, but I want to see more streetlights. This is a no-brainer.

326

327 Mr. Germain: If we do this project soon, a conservative estimate of rebates is \$50,000.

328

329 ***A. Walczyk motioned to accept the proposal put forward by Affinity LED Lighting in the amount***
330 ***of \$112,054.97. T. Tsantoulis seconded the motion.***

331

332 **Roll Call Vote #5**

333 ***T. Tsantoulis Aye***

334 ***C. Jones Aye***

335 ***R. Duhaime Aye***

336 ***A. Walczyk Aye***

337 ***J. Levesque Not present***

338 ***C. Karolian Aye***

339 ***J. Durand Not present***

340 ***A. Comai Not present***

341 ***J. Sullivan Aye***

342 ***Voted unanimously in favor (6-0).***

343

344

345 **OLD BUSINESS**

346 **FY 2019-20 Budget Encumbrances (pending item 17.3 RFP#20-05 LED)**

347

348

349 A. Garron: At the last meeting, we had a conversation about the water heater at Donati Park. Mr.
350 Labonte is prepared with answers to your questions.

351

352 E. Labonte: First, this is no longer on the encumbrances list because the job is done. We had accepted
353 the lowest bid, at \$3,801.00. The closest to that was \$4,800 and the third bid was for \$5,500. We did
354 have a building permit and the Building Inspector approved the installation. The tank is not in the attic; it
355 is on the second floor. The project included plumbing, an electrical upgrade, mixing valves and an
356 expansion tank, so the amount of \$3,801.00 was not just for a water heater. It is a 40-gallon tank.

357

358 C. Karolian: Does the Town Council need to authorize this?

359

360 E. Labonte: No. We needed only the approval of the Town Administrator.

361

362 C. Karolian: Does the money have to be encumbered?

E. Labonte: It does not require an encumbrance because the project is done.

C. Soucie: There are no new items on the list of encumbrances, and the total amount is \$430,130.94.

Chair Sullivan: This document was provided to us before the meeting, but was not included in your packets, as is sometimes the case with updates.

C. Soucie: Four items have been completed and have been removed – Crack Sealing, Air Conditioning at the Transfer Station, the Water Heater at Donati Park and the Police Tasers. The amount encumbered for the LED Streetlight conversion is \$39,940.00. The original amount of \$105,555.00 is reduced by a conservative estimation of rebates in the amount of \$40,450.00 and \$25,165.00 of savings in electricity costs over eight months. The contingency amount is not included. The paving should be done by Friday of this week, so probably will not be encumbered. As of now, we have about \$1.3 million left in the budget. Other bills will be paid, so I am estimating that we will return about \$800,000 to the Fund Balance. This can be used to reduce the tax rate or to offset revenue losses.

A. Walczyk motioned to approve the encumbrances as listed totaling \$430,130.94. T. Tsantoulis seconded the motion.

Roll Call Vote #6

J. Durand Not present

J. Levesque Not present

C. Karolian Nay

A. Comai Not present

C. Jones Aye

T. Tsantoulis Aye

A. Walczyk Aye

R. Duhaime Aye

J. Sullivan Aye

Voted in favor (5-1).

NEW BUSINESS

Purchase and Install a Salt Storage Facility for DPW/Highway Division

TT motioned to approve and consent the purchase of a salt storage facility for the Highway Division of Public Works in the amount of \$107,192.00 from ClearSpan. A. Walczyk seconded the motion.

A. Walczyk: Thank you for repurposing the old salt shed.

T. Tsantoulis: It is important to store salt properly. The Town could be liable if there are water quality issues.

C. Karolian: Does this price include the Sourcewell discount?

E. Labonte: Yes, it does.

C. Karolian: What is the amount of the discount?

414 E. Labonte: I don't know.

415

416 C. Karolian: How do you know you are getting a discount if you don't know the amount? Do you have
417 the MSRP?

418

419 E. Labonte: The Sourcewell discount is automatic and always included.

420

421 C. Karolian: Is the Town responsible for putting in the blocks?

422

423 E. Labonte: Yes. We are responsible for paying for them and putting them in.

424

425 C. Karolian: Did you purchase the blocks from ClearSpan?

426

427 E. Labonte: No.

428

429 C. Karolian: The quote includes a cost for hardware. What is that?

430

431 E. Labonte: That is not the blocks; it is the hardware to secure the foundation.

432

433 C. Karolian: What is your source of funding for these expenses?

434

435 E. Labonte: It is the Construction Materials line in the amount of \$1,000.00.

436

437 R. Duhaime: Does the shed include a warranty?

438

439 E. Labonte: It does. I believe it is a 20-year warranty.

440

441 C. Karolian: I am concerned about the freight charge of \$5,200.00, coming from Connecticut.

442

443 E. Labonte: The shed comes disassembled.

444

445 C. Jones: Based on the length of the trailer, a special permit may be needed from each state they pass
446 through. Some require a State Police escort.

447

448 C. Karolian: Being oversized is a function of width, not length.

449

450 E. Labonte: This is more than one truck.

451

452 C. Karolian: So, you are okay with the freight cost?

453

454 E. Labonte: Yes, I am.

455

456 T. Tsantoulis: In these days of free shipping from Amazon, we are used to that. However, this is not a
457 package being left at your front door. A fair amount of materials is involved.

458

459 A. Walczyk: Do you have a timeline for the project?

460

461 E. Labonte: Not yet.

462

463 Chair Sullivan called for a roll call vote on the motion to approve the purchase of a salt storage facility
464 for the Highway Division.

465

466 **Roll Call Vote #7**

467 **C. Jones Aye**

468 **C. Karolian Nay**

469 **J. Levesque Not present**

470 **R. Duhaime Aye**

471 **A. Walczyk Aye**

472 **J. Durand Not present**

473 **T. Tsantoulis Aye**

474 **A. Comai Not present**

475 **J. Sullivan Aye**

476 **Voted in favor (5-1).**

477

478 **OLD BUSINESS (continued)**

479 **Topics for Town Council Workshop - August 12, 2020**

480

481
482 Chair Sullivan: We listed several topics for the August workshop at our last meeting. Councilor Walczyk
483 emailed me four additional suggested topics.

484

485 D. Fitzpatrick: The list has been updated for your July 1st packets. You have two more meetings to
486 develop topics, and a complete package – including backup information – will be ready for August 5th.

487

488 **NEW BUSINESS (continued)**

489 **Motion to accept funding in the amount of \$142,928.34 from the CARES Act Coronavirus Relief**
490 **Fund for the First Responder COVID-19 Stipend Program under RSA 21-P:43.**

491

492 A. Garron: You voted to participate in this program at a previous meeting. Now you are accepting the
493 funds.

494

495 **R. Duhaime motioned to accept funding in the amount of \$142,928.34 from the CARES Act**
496 **Coronavirus Relief Fund for the First Responder COVID-19 Stipend Program under RSA 21-P:43.**

497 **A. Walczyk seconded the motion.**

498 **Voted unanimously in favor (6-0).**

499

500 R. Duhaime: This ends June 30th, correct?

501

502 A. Garron: Yes, it does.

503

504 C. Karolian: Has this money been received?

505

506 C. Soucie: Yes, it has.

507

510 **Town of Hooksett, NH - Municipal Volunteers (tabled at 04/22/2020 Town Council Meeting)**

511

512 D. Fitzpatrick: We are looking at Hooksett's use of volunteers in terms of recruiting, retaining and
513 evaluating them, but also in terms of liability. We need volunteers. In the past we had barrels at the
514 gateway to town. A Town policy for volunteers - individuals and groups - is needed, and it should
515 prioritize minimizing liability. The question is how far we want to go. Do we want a by-the-book policy?
516 In your packet is material from NHMA, Primex, the FLSA, and the Department of Labor. My review of

517 these materials indicates that a policy on volunteers should include, for each project, the scope of
 518 duties, a roster, supervision and waivers. Supervision is not well-defined, and waivers do not provide
 519 100% protection for the Town. Anyone can choose to sue. Volunteers are not covered under workers'
 520 compensation. Our property-liability insurance with Primex covers up to \$10,000 in out of pocket
 521 expenses, which likely would not cover all of these expenses for a back injury, for example. Defining
 522 the scope of work would provide some protection if a volunteer were to perform a task outside of the
 523 defined scope. Maybe we should try for risk management. When we have celebrations, we have a lot of
 524 volunteers. Recently, the Garden Club, working with Parks & Rec, planted flowers at the bridge.

525
 526 Chair Sullivan: What is the coverage for members of committees and boards and the Town Council?
 527

528 D. Fitzpatrick said that these people are paid a stipend and therefore are covered.
 529

530 R. Duhaime: I want to do an audit on this to demonstrate that we are working on a policy. Volunteering
 531 is down, and it is the same people all of the time.
 532

533 A. Walczyk: The waiver is important. Per the NHMA guidelines, chaperoning or supervising depends
 534 upon the activity. The staff has to exercise judgement. Do we want to pay employees to watch
 535 volunteers? Waivers are highest on my list. Insurance is important, too.
 536

537 C. Karolian: What are the consequences and what is the liability if we don't go by the book?
 538

539 D. Fitzpatrick: Primex won't cover an injury performed outside the defined scope of work, but the Town
 540 is still liable.
 541

542 ***A. Walczyk motioned to have the Town Administrator put together a policy for Council review. T.***
 543 ***Tsantoulis seconded the motion.***
 544 ***Voted unanimously in favor (6-0).***
 545

546 Chair Sullivan: Does the Council want a deadline for this report from the Town Administrator?
 547

548 A. Garron: I would suggest September.
 549

550 **Unsealing of Council Non-Public session minutes (June 2019 - May 2020), if in the opinion of a**
 551 **majority of members, the circumstances that sealed the minutes no longer apply in accordance**
 552 **with RSA 91A:3 III.**
 553

554 Chair Sullivan: We will take up this item in non-public session.
 555

556 **APPROVAL OF MINUTES**

557 **Public: 06/10/2020**
 558

559 ***T. Tsantoulis motioned to accept the minutes of the June 10, 2020 public session. R. Duhaime***
 560 ***seconded the motion***
 561 ***Voted unanimously in favor (6-0).***
 562

563

564 **Non-Public: 06/10/2020**
 565

566 ***T. Tsantoulis motioned to accept the minutes of the June 10, 2020 non-public session. A.***
 567 ***Walczyk seconded the motion***
 568 ***Voted unanimously in favor (6-0).***

TC MINUTES 06-24-2020

569
570

SUB-COMMITTEE REPORTS

572 T. Tsantoulis: We have one more Hooksett Youth Achiever Award to present. Assessing has a lot of
573 business to take care of.

574

575 *Chair Sullivan motioned to enter non-public session in accordance with NH RSA-A:3 II (a, b, c,*
576 *d, e, & l) at 9:15 pm. A. Walczyk seconded the motion.*

577

Roll Call Vote #8

579 *J. Levesque Not present*

580 *R. Duhaime Aye*

581 *T. Tsantoulis Aye*

582 *A. Walczyk Aye*

583 *J. Durand Not present*

584 *C. Jones Aye*

585 *A. Comai Not present*

586 *C. Karolian Aye*

587 *J. Sullivan Aye*

588 *Voted unanimously in favor (6-0).*

589

NON-PUBLIC SESSION #2 NH RSA 91-A:3 II

591 (Non-public minutes to be amended at July 15, 2020 Town Council meeting)

592

ADJOURNMENT

594 *Chair Sullivan motioned to adjourn at 9:45 pm. A. Walczyk seconded the motion.*

595 *Voted unanimously in favor (6-0).*

596

597 Respectfully submitted,

598 *Kathleen Donnelly*

599

600 Kathleen Donnelly

601 Recording Clerk

602

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, July 1, 2020**

The Hooksett Town Council met on Wednesday, July 01, 2020 at 6:00 pm in the Hooksett Municipal Building.

CALL TO ORDER

Town Administrator André Garron called the meeting of 01 July 2020 to order at 6:00 pm.

PROOF OF POSTING

Administrative Services Coordinator Donna Fitzpatrick provided proof of posting.

ROLL CALL - ATTENDANCE

In Attendance: Councilor James Sullivan, Councilor Roger Duhaime, Councilor Clifford Jones, Councilor Timothy Tsantoulis, Councilor Clark Karolian, Councilor Alex Walczyk, Councilor John Durand, Councilor David Boutin and Councilor Randall Lapierre

PLEDGE OF ALLEGIANCE

Town Administrator André Garron called for the Pledge of Allegiance.

TOWN COUNCIL REORGANIZATION – PART I

Town Clerk Swearing in of All New Councilors

Town Clerk Todd Rainier administered the Oath of Office to Robert Duhaime, Randall Lapierre, James Sullivan, David Boutin and Clark Karolian. He asked them to sign the document he distributed.

Election of Council Chair, Vice Chair and Secretary

A. Garron: According to procedure, the Town Administrator conducts the first meeting in July until a new Chair is elected. As Town Administrator, I congratulate and welcome the new members, and I open the floor to nominations for Chair.

T. Tsantoulis nominated James Sullivan for Council Chair. D. Boutin seconded the motion.

Roll Call Vote #2

D. Boutin Aye

J Durand Aye

C. Jones Aye

R. Duhaime Aye

A. Walczyk Aye

R. Lapierre Aye

C. Karolian Aye

T. Tsantoulis Aye

J. Sullivan Aye

Voted unanimously in favor (9-0).

Chair Sullivan: Thank you, fellow Councilors. This Council is the nine of us working together. Congratulations to the new members and welcome back, returning members.

C. Jones nominated T. Tsantoulis for Vice Chair. A. Walczyk seconded the motion.

Roll Call Vote #3

R. Lapierre Aye

C. Jones Aye

A. Walczyk Aye

J. Durand Aye

D. Boutin Aye

T. Tsantoulis Aye

R. Duhaime Aye

C. Karolian Aye

J. Sullivan Aye

Voted unanimously in favor (9-0).

T. Tsantoulis: Thank you.

A. Walczyk nominated J. Durand for Secretary. C. Karolian seconded the nomination.

Roll Call Vote #4

A. Walczyk Aye

R. Duhaime Aye

C. Jones Aye

D. Boutin Aye

J. Durand Aye

C. Karolian Aye

T. Tsantoulis Aye

R. Lapierre Aye

J. Sullivan Aye

Voted unanimously in favor (9-0).

SPECIAL RECOGNITION

Hooksett Municipal Employees

A. Garron: We have a new employee in Family Services. Donna DelRusso will be filling in for Abby Reed while she is on leave anticipating the birth of her third child. Ms. DelRusso comes to us well-versed in this area, having worked in Candia and Concord in this capacity. Denise Cummings of the Highway Department will be moving from part-time to full-time. As I said last week, Mitchell Dean is a new Fire & Rescue employee. He is an EMT and a paramedic. Three employees are leaving us as well. Denise is leaving her part-time position to take the new full-time one. Jamie King, Highway Department, went out a few years ago with an injury, and we have now reached a separation agreement. Lastly, Amanda Nagel is leaving her position with the Parks & Rec. Division of Public Works.

TOWN COUNCIL REORGANIZATION – PART II

First meeting of the New Town Council, motion for section 2a (3-12) of Town Council Rules of Procedure

C. Karolian motioned to approve items 3-12 of section 2a of the Town Council Rules of Procedure. T. Tsantoulis seconded the motion.

Voted unanimously in favor (9-0).

98 Chair Sullivan: These items may be changed at our August 12, 2020 workshop.
 99
 100 T. Tsantoulis: Do we have documents for the new members to read?
 101
 102 Chair Sullivan: Town Administrator Garron will provide that and will meet with each of the new
 103 members.
 104
 105 A. Garron: I would be happy to do that.
 106
 107 **Town Council Assignments to Boards, Committees and Roles 2020-2021**

Board of Assessors (One Year Terms)	<u>Member</u> 1 John Durand	<u>Member</u> 2 Randall Lapierre
	<u>Member</u> 3 Timothy Tsantoulis	<u>Alternate</u> 1 Alex Walczyk Dave Boutin
Budget Committee	<u>Council Representative</u> OPEN	<u>Alternate</u> OPEN
Conservation Commission	<u>Council Representative</u> Alex Walczyk	<u>Alternate</u> OPEN
Economic Development Advisory Committee	<u>Council Representative</u> James Sullivan	<u>Alternate</u> OPEN
Heritage Commission	<u>Council Representative</u> James Sullivan	<u>Alternate</u> OPEN
Hooksett Youth Achiever of the Month	<u>Member</u> 1 Timothy Tsantoulis	<u>Member</u> 2 John Durand
	<u>Member</u> 3 Randall Lapierre	<u>Alternate</u> OPEN
Parks and Recreation Advisory Board	<u>Council Representative</u> Alex Walczyk	<u>Alternate</u> Randall Lapierre
Planning Board	<u>Council Representative</u> David Boutin	<u>Alternate</u> Clifford Jones
Recycling and Transfer Advisory Board	<u>Council Representative</u> <u>Clark Karolian</u>	<u>Alternate</u> Alex Walczyk
Sewer Commission	<u>Council Representative</u> OPEN	<u>Alternate</u> OPEN
Route 3A TIF District Advisory Board (currently non-voting)	<u>Council Representative</u> Roger Duhaime	<u>Alternate</u> OPEN
	<u>Council Representative</u> James Sullivan	<u>Alternate</u> Timothy Tsantoulis
Zoning Board of Adjustment	<u>Council Representative</u> Roger Duhaime	<u>Alternate</u> Clifford Jones

108

Fire	1	3
Police	1	3
Public Works	1 Durand	3 Duhaime
SNHU Subcommittee (Two Council Members previously)		Representative Durand
Solar Power Sub-committee		N/A
Perambulation		N/A

TOWN ADMINISTRATOR'S REPORT

A. Garron: We are in the second round of the GOFRR reimbursement program. Hooksett received \$16,755.00 for the first round. July 15, 2020 is the deadline for the second round, covering expenses from May 1, 2020 through June 30, 2020. At the last meeting, Earl Labonte and I presented information on ionizers which can be installed in air conditioning units to cleanse the air and add a layer of sanitization. This, we believe, will reduce the risk of spreading the coronavirus and thus will be an acceptable expense for GOFRR reimbursement. Because of the time constraint, we asked the Council to consider waiving the three-bid rule for proposals. The vendor originally quoted us a price of \$23,291.00 for all 32 AC units in Town buildings. He has since lowered the price to \$17,464.00.

J. Durand: Why did he lower the price?

E. Labonte: He went back to his supplier and negotiated a lower price. Also, we have already installed ionizers in two AC units – one at the Highway Department main building and one at the Recycling & Transfer facility. These two units are not part of the price we are presenting tonight. The ionizers kill bacteria and viruses. We have provided you with a packet of information. Another option is ultra violet light. Our review of the materials tells us that this doesn't always work, due to the force of air pressure. Also, this process requires maintenance.

R. Duhaime: Does this company provide maintenance?

E. Labonte: Yes, they do. They maintain our AC units now.

T. Tsantoulis: Is this a COVID-19 eligible expense?

E. Labonte: We believe it is, but we are not sure.

A. Garron: We would like to avoid the time it would take to put this out to bid. This company is already working on our units and we don't want to lose this window of opportunity.

T. Tsantoulis: Are multiple bids required by the State for COVID-19 reimbursement?

A. Garron: Not so far.

144 C. Jones: What are the maintenance requirements?
145

146 E. Labonte: Virtually none, especially as compared with the ultra violet ones.
147

148 R. Lapierre: This process has been shown to have no efficacy in the office environment, and there are
149 other health concerns such as ozone creation.
150

151 E. Labonte: We are presenting what they have in their materials.
152

153 R. Lapierre: Those are sales brochures.
154

155 J. Durand: Are these on the roof?
156

157 E. Labonte: They will be wherever the AC units are now.
158

159 A. Garron: There are three (3) at the Courthouse, five (5) at the Safety Center, and one (1) at Station 1
160 which are on the roof. Those which are not on the roof include two (2) at the Library, one (1) at Parks &
161 Rec, 17 split units at Town Hall and two (2) at the Safety Center.
162

163 C. Karolian: Are you recommending the ionizer versus the ultra violet?
164

165 E. Labonte: Yes, because the efficiency of the ultra violet system is affected by air flow.
166

167 C. Karolian: In the literature, I see that ultra violet system is effective against the coronavirus, but not
168 the ionizer.
169

170 E. Labonte: On page one, it states that the ionizer is effective against COVID-19.
171

172 C. Karolian: You prefer this over ultra violet?
173

174 E. Labonte: Yes.
175

176 A. Garron: There is a lot of information here. We can put this on the July 15th agenda to give you time to
177 research this.
178

179 ***J. Durand made a motion to table this item. C. Karolian seconded the motion.***
180 ***Voted unanimously in favor (9-0).***
181

182 C. Karolian: Under the list of model features, it claims to kill mold, bacteria and viruses. Does this
183 include the coronavirus?
184

185 E. Labonte: Yes, it does.
186

187 C. Karolian: Would you check on the State reimbursement?
188

189 A. Garron: Yes.
190

191 T. Tsantoulis: This is a sales pitch. I would like to see other viewpoints.
192

193 A. Garron: Continuing with my report, the Building Inspector still has a bond in place for Owens Marine.
194 There was an issue with encroachment in the wetland buffer, but that has been moved out. They are
195 moving in the right direction.

196
197 T. Tsantoulis: I would differ with you on that. The landscaping is awful and the parking lot is a mess.
198 That is the biggest eyesore in Hooksett right now.

199
200 A. Garron: As I said, they are working on it.
201

202 **NOMINATIONS AND APPOINTMENTS**
203

204 N. Germain: The Council has three appointments to consider tonight.

205
206 ***D. Boutin motioned to nominate and appoint Michael Somers as an alternate on the Planning***
207 ***Board, term ending June 30, 2022. T. Tsantoulis seconded the motion.***
208 ***Voted unanimously in favor (9-0).***
209

210 ***R. Lapierre motioned to nominate and appoint Sean McDonald to the Recycling & Transfer***
211 ***Advisory Committee, term ending June 30, 2023. T. Tsantoulis seconded the motion.***
212 ***Voted unanimously in favor (9-0).***
213

214 N. Germain: The Cemetery Commission members are elected, but this one was omitted from the ballot
215 in March. The Town Attorney advises that the Town Council make a one-year appointment to the
216 vacant position.

217
218 ***D. Boutin motioned to nominate and appoint Laura Megargee to the Cemetery Commission,***
219 ***term ending June 30, 2021. C. Karolian seconded the motion.***
220 ***Voted unanimously in favor (9-0).***
221

222 C. Karolian: Is there only one candidate for this position?
223

224 N. Germain: That is correct.
225

226 **OLD BUSINESS**
227

228 **Topics for Town Council Workshop – August 12, 2020**

229 A. Garron: I'm not sure where this goes on the list of items, but I would like to have a discussion about
230 enhancing technology and the use thereof in the Chambers. I would like to look at 'postage versus
231 technology.'

232
233 J. Durand: We should compare iPad prices to the cost of preparing the packets – paper, ink and
234 postage. That has to be expensive.

235
236 T. Tsantoulis: The audio in here is poor. The people in the audience sometimes can't hear us and those
237 watching/listening at home often have difficulty hearing the speakers.

238
239 C. Jones: A problem is that the speakers are not getting close enough to the microphones. Maybe we
240 should look at clip-on mics.

241
242 Chair Sullivan: Wireless is a good idea, too.
243

244 R. Duhaime: I would like us to use student volunteers to do research for us. As an example, they could
245 investigate these ionizing units for the AC's.

246

247 **NEW BUSINESS**

248 **Removal of two (2) "Caution: Blind Person" signs on South Bow Road**

249

250 ***T. Tsantoulis motioned to remove the signs placed at the home on South Bow Road in 2010. D.***
251 ***Boutin seconded the motion.***

252

253 C. Karolian: Have we independently verified that the person has left?

254

255 E. Labonte: Yes. The house has been sold and renovated.

256

257 Chair Sullivan called for a vote on the motion.

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

259

260 **SUB-COMMITTEE REPORTS**

261 J. Durand: The Assessors are finally caught up.

262

263 T. Tsantoulis: Ditto to that. There has been a lot of activity, especially with hardship abatement
264 requests. Because of COVID-19, it has been challenging to get caught up.

265

266 R. Duhaime: The ZBA increased the bond for Supreme Industries. They have not done a lot of
267 improvement. Now they have one year to do something.

268

269 D. Boutin: A new Starbucks will be opening soon across from Merchant Motors.

270

271 Chair Sullivan: A demolition permit has been requested for the Stone House next to the Knights of
272 Columbus. The building met the seven (7) criteria of the Heritage Commission for a hearing to be held
273 for public input. The hearing will be on July 16, 2020 at 6:00 pm here at Town Hall. Recently, after a
274 public hearing, SNHU decided not to demolish the Fred C. Underhill home. It has now been sold.

275

276 **NON-PUBLIC SESSION NH RSA 91-A:3, II**

277 ***Chair Sullivan motioned to enter non-public session at 7:15 pm in accordance with the***
278 ***provisions of RSA 91-A:3, II (a). C. Karolian seconded the motion.***

279

280 RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the disciplining
281 of such employee, or the investigation of any charges against him or her, **unless** the employee affected
282 (1) has a right to a public meeting, and (2) requests that he meeting be open, in which case the request
283 shall be granted.

284

285 **Roll Call Vote #5**

286 ***T. Tsantoulis Aye***

287 ***C. Jones Aye***

288 ***D. Boutin Aye***

289 ***A. Walczyk Aye***

290 ***R. Duhaime Aye***

291 ***C. Karolian Aye***

292 ***J. Durand Aye***

293 ***R. Lapierre Aye***

294 **J. Sullivan Aye**
 295 **Voted unanimously in favor (9-0)**

296
 297 **Chair Sullivan motioned to leave non-public session at 8:45 pm. A. Walczyk seconded the**
 298 **motion.**
 299 **Voted unanimously in favor (9-0).**

300
 301 **D. Boutin motioned to seal the minutes of the non-public session because it is determined that**
 302 **it would likely render a proposed action ineffective. C. Karolian seconded the motion.**

303
 304 **Roll Call Vote #6**

305 **J. Durand Aye**
 306 **R. Duhaime Aye**
 307 **C. Karolian Aye**
 308 **R. Lapierre Aye**
 309 **C. Jones Aye**
 310 **T. Tsantoulis Aye**
 311 **A. Walczyk Aye**
 312 **D. Boutin Aye**
 313 **J. Sullivan Aye**

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

315
 316 **T. Tsantoulis motioned to award a five percent (5%) salary increase to the Town Administrator,**
 317 **according to his contract with the Town of Hooksett. D. Boutin seconded the motion.**
 318 **Voted unanimously in favor (9-0).**

319
 320 **ADJOURNMENT**

321 **T. Tsantoulis motioned to adjourn at 8:47 pm. R. Lapierre seconded the motion.**
 322 **Voted unanimously in favor (9-0).**

323
 324 Respectfully submitted,
 325 *Kathleen Donnelly*
 326 Kathleen Donnelly
 327 Recording Clerk

328
 329
 330 **Please see subsequent meeting minutes for any amendments to these minutes.**
 331