



AGENDA

Town of Hooksett Town Council

Wednesday, September 23, 2020 at 5:00 PM

A meeting of the Town Council will be held Wednesday, September 23, 2020 in the Hooksett Municipal Building commencing at **5:00 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 (TOWN HALL GYMNASIUM)**
 - 7.1. Daniel Silva, Retirement - 18 yrs. Fire-Rescue
 - 7.2. Fire-Rescue Department - Swearing-in Ceremony - Firefighter-EMTA Joseph Inamorati & Stephanie Lazott-Croteau
 - 7.3. Longevity Employees (07/01/2019-06/30/2020) 5yrs., 10yrs., 15yrs., 20yrs.+
8. **SCHEDULED APPOINTMENTS**
 - 8.1. Kiwanis, Sandra Mack & Bob Wiley - "Welcome to Hooksett" sign proposal presentation 5 - 13
[Welcome to Town of Hooksett Sign Program](#)
 - 8.2. TIF District Sewer - Design Amendment 2- Pump Station Land Swap - David Mercier - Underwood Engineering (see item 14.1 for details) 15
[Staff Report - SR-20-184 - Pdf](#)
 - 8.3. TF Moran, Inc., Nicholas Golon, PE Sr. Project Mgr. - Presentation on Project Proposal Map 13, Lot 51 for a 594,700 sf distribution center (grounds of former Ritchie Bros. Auctioneers/Palazzi Corp. site) 17 - 18
[Staff Report - SR-20-186 - Pdf](#)
9. **CONSENT AGENDA**
 - 9.1. Motion to accept the donation of Target gift cards from Allstate Insurance Agent - Philip Kelahan, Hooksett, NH, valued at \$100.00 (2 - \$50.00 Cards), to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-e:II and 31:95-b, III(b). 19
[Staff Report - SR-20-181 - Pdf](#)
10. **TOWN ADMINISTRATOR'S REPORT**
11. **PUBLIC INPUT - 15 MINUTES**
12. **NOMINATIONS AND APPOINTMENTS**

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

13. BRIEF RECESS

14. OLD BUSINESS

- 14.1. TIF District Sewer - Design Amendment 2- Pump Station Land Swap 21 - 36
[Staff Report - SR-20-185 - Pdf](#)
- 14.2. NHMA Legislative Policy Process 2021-2022 37 - 49
[Staff Report - SR-20-177 - Pdf](#)
- 14.3. Administrative Code Update - Cellular Phones in the Workplace 51 - 61
[Staff Report - SR-20-178 - Pdf](#)

15. NEW BUSINESS

- 15.1. Town Administrator Goals 2020-2021
- 15.2. Appoint ADA Coordinator and Adopt ADA Public Notice & ADA Grievance Procedure 63 - 66
[Staff Report - SR-20-155 - Pdf](#)
- 15.3. Autumn Frost Subdivision Street Name Approval 67 - 71
[Staff Report - SR-20-175 - Pdf](#)
- 15.4. University Commons Street Name Approval 73 - 76
[Staff Report - SR-20-174 - Pdf](#)
- 15.5. Street Name Approval for property located near Allentown Line, Owner requires access to new construction of a livestock barn 77 - 83
[Staff Report - SR-20-154 - Pdf](#)
[Thessalonika Drive Staff Report doc](#)
- 15.6. Town Wide Road Line Striping Bid Acceptance 85 - 93
[Staff Report - SR-20-183 - Pdf](#)
- 15.7. Custodial Support Bid Acceptance 95 - 123
[Staff Report - SR-20-176 - Pdf](#)
- 15.8. 2020 MS-535 Financial Report of the Budget 125 - 138
[Staff Report - SR-20-180 - Pdf](#)
- 15.9. FY 2021-22 Budget and Warrant Article Review 139 - 161
[Staff Report - SR-20-182 - Pdf](#)
- 15.10. Administrative Code Update - New Social Media Policy 163 - 171
[Staff Report - SR-20-179 - Pdf](#)

16. APPROVAL OF MINUTES

- 16.1. Public: 07/15/2020 173 - 189
[TC Minutes 07152020](#)
- 16.2. Public: 08/12/2020 Workshop 191 - 199
[TC WORKSHOP MINUTES 08.12.2020\[11371\]](#)
- 16.3. Public: 08/13/2020 Special Meeting 201 - 203
[TC Special Meeting Minutes 08132020](#)

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

- 16.4. Public: 09/02/2020 Council Budget Review 205 - 222
[TC Budget Review Minutes 09022020\[11379\]](#)
- 16.5. Public: 08/26/2020 223 - 238
[TC Minutes 08262020](#)
- 16.6. Public: 09/09/2020 239 - 255
[TC Minutes 09092020](#)
- 16.7. Non-Public: 08/13/2020
- 16.8. Non-Public: 09/09/2020

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

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

Town of Hooksett Welcome Signs Initiative Program 2020 - 2021



Purpose of Welcome Signs for Hooksett Initiative

- **Action Plan**
- Bring more visibility to Hooksett Community and the Service Organizations who provide service to the Community.

Steps for Execution of Initiative

- Hooksett Kiwanis presents Initiative to Town Council for approval
- Coordinate with other Service Organizations in Town to produce overall plan
- Location of Signs
- Overall Cost of Program
- Buy in from all interested parties to financially support initiative.

Public Relations for Initiative

- Promote on Town Website
- Possible Kick-off Event

Examples of Town Signs



Examples of Town Signs







Summary

Having a Community based Initiative such as this during the trying times we have all been going through will help to bring some sense of normalcy back to people's lives here in Hooksett while at the same help to promote all that Hooksett offers.

Town Council

STAFF REPORT



To: Town Council
Title: TIF District Sewer - Design Amendment 2- Pump Station Land Swap - David Mercier - Underwood Engineering
Meeting: Town Council - 23 Sep 2020
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

In the TIF District area, the Town has planned to put the sewer pump station in the Exit 10 area on a piece of Town owned property. The Sewer Commission wants to move the proposed pump station location down the street to a property owned by Arleigh Greene. Mr. Green will grant the Town an easement for the pump station in exchange for the Town giving Mr. Greene the town owned property. The additional design work necessary will be \$40,800 but will be partially offset by savings from not having to extend power, water, and natural gas utilities to the proposed site. See Project under "Old Business" for additional details.

FINANCIAL IMPACT:

\$40,800 from TIF Funds

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

Approve of the Town Administrator signing Amendment No.2 of Underwood Engineering's contract with the Town.

SUGGESTED MOTION:

Motion to approve of the Town Administrator signing Amendment No. 2 of Underwood Engineering's contract with the City to increase the existing contract by \$40,800 for a new contract amount of \$1, 245,400.

TOWN ADMINISTRATOR'S RECOMMENDATION:

See recommendation under 14.1

Town Council

STAFF REPORT



To: Town Council
Title: TF Moran, Inc., Nicholas Golon, PE Sr. Project Mgr. - Presentation on Project Proposal Map 13, Lot 51 for a 594,700 sf distribution center (grounds of former Ritchie Bros. Auctioneers/Palazzi Corp. site)
Meeting: Town Council - 23 Sep 2020
Department: Administration
Staff Contact: Donna Fitzpatrick, Administrative Services Coordinator

BACKGROUND INFORMATION:

Project Information:

Tax Map 13, Lot 51
 39 Hackett Hill Road
 Zoned: Commercial & Groundwater Resource Conservation Overlay District (GRCD)
 Lot Area= 54.0538
 No Wetlands on site

Project Narrative:

The initial phase of the project proposes a 594,700-sf distribution center on the grounds of the former Ritchie Bros. Auctioneers/Palazzi Corp. site. The project will incorporate various site improvements including access, parking, stormwater management and utility infrastructure. The project will require a variance and excavation permit from the Hooksett Zoning Board of Adjustment (heard by the ZBA at their 9/8/2020 meeting). Project will also require approvals with the Hooksett Planning Board, Hooksett Village Water Precinct, Hooksett Sewer Commission, NHDES Alteration of Terrain Bureau and Wastewater Bureau and NHDOT.

The distribution center is anticipated to be a 24-hour (3 shift) facility with 225 parking spaces to accommodate office and warehouse personnel. Approximately 65 truck docks for loading are located on the east side of the building and 30 trailer parking spots are located at the southern side of the building.

The project proposes to extend municipal water and sewer from the existing infrastructure in NH Route 3A in coordination with the existing TIF district at exit 11. The project Team is currently coordinating the layout of these improvements with the Town Engineer, Hooksett Village Water Precinct, Hooksett Sewer Commission and State Agencies.

FINANCIAL IMPACT:

TBD

RECOMMENDATION:

Presentation Only

TOWN ADMINISTRATOR'S RECOMMENDATION:

This scheduled appt. is to update the Council on a potential large scale development within Hooksett's TIF District.

Town Council

STAFF REPORT



To: Town Council
Title: Motion to accept the donation of Target gift cards from Allstate Insurance Agent - Philip Kelahan, Hooksett, NH, valued at \$100.00 (2 - \$50.00 Cards), to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-e:II and 31:95-b, III(b).
Meeting: Town Council - 23 Sep 2020
Department: Police Department
Staff Contact: Jake Robie, Captain

BACKGROUND INFORMATION:

On 8-28-2020, The Hooksett Police Department received a thank you card from Allstate Insurance Agent - Philip Kelahan of Hooksett, NH, thanking HPD for checking on an open door at their business. Inside the thank you card were two target gift cards valued at \$50.00 each for a total of \$100.00. The gift cards will be held until this is brought before the council.

FINANCIAL IMPACT:

None

SUGGESTED MOTION:

Motion to accept the donation of Target gift cards from Allstate Insurance Agent - Philip Kelahan, Hooksett, NH, valued at \$100.00 (2 - \$50.00 Cards), to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-e:II and 31:95-b, III(b).

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

Town Council STAFF REPORT



To: Town Council
Title: TIF District Sewer - Design Amendment 2- Pump Station Land Swap
Meeting: Town Council - 23 Sep 2020
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

Executive Summary:

In the TIF District area, the Town has planned to put the sewer pump station in the Exit 10 area on a piece of Town owned property. The Sewer Commission wants to move the proposed pump station location down the street to a property owned by Arleigh Greene. Mr. Green will grant the Town an easement for the pump station in exchange for the Town giving Mr. Greene the town owned property. The additional design work necessary will be \$40,800 but will be partially offset by savings from not having to extend power, water, and natural gas utilities to the proposed site.

Detailed Information:

The Town of Hooksett (Town) and the Hooksett Sewer Commission (Commission) wish to install a sewer pump station to service the area around the Route 93 Exit 10 Interchange. The service area includes Home Depot, Walmart, Market Basket, Regal Cinemas, and all other properties along the Route 3A corridor from the Manchester Town Line to a point north of the Dunkin Donuts and the Self Storage Facility. The service area is shown as Zones 1 and 2 on the attached plan entitled Route 3A TIF District, September 3, 2020 from the Town of Hooksett, New Hampshire.

The Town owns the property along Kimball Drive known as Tax Map 29, Lot 53. Arleigh Greene owns the property situated between Quality Drive and Kimball Drive known as Tax Map 29, Lot 64-3.

The Town and the Sewer Commission feels that the lot owned by Arleigh Greene would be better suited for the pump station because it is accessible directly from Quality Drive, and it would provide easier and less costly accessibility to 3 phase power, water, and natural gas utilities which already exist along Quality Drive. This location would also be more isolated from residences and provide easier and safer access in severe winter conditions by way of Quality Drive versus Kimball Drive, which is a significant concern to the Commission. In addition to the above, this location would also provide room for expansion of the pump station should it become necessary at some point in the future.

Arleigh Greene has expressed interest in the property along Kimball Drive (Tax Map 29, Lot 53) as it could provide him with access to the river.

The Town and the Commission and Arleigh Greene have agreed to a land swap whereby Mr. Greene would take ownership of Tax Map 29, Lot 53 and in exchange the Town would take ownership of the northernmost 1.33 acres of the land known as Tax Map 29, Lot 64-3, and Mr. Greene would grant a permanent easement back to the Town over Tax Map 29, Lot 53 for the installation, maintenance and future upgrading of a double-barrel sewer force main pipe and below grade valve vault. The two properties and the maximum permanent easement area required is shown on the attached plan entitled TIF District Pump Station Land Swap Plan, dated September 3, 2020.

Mr. Greene has agreed to provide a signed "Statement of Understanding" of the agreement as a commitment to proceed with the land swap once Underwood Engineering completes the design work required. The amount of land shown is likely more than amount that will be required, and will be adjusted once the design has been completed and the exact amount of land required is determined.

Underwood Engineering has submitted a proposal for additional design work required to complete the land swap. The proposal is in the form of Amendment No. 2 to their existing contract. The amendment changes the amount of the contract as follows:

| | |
|--------------------------------|--|
| Initial Contract Amount: | \$ 431,800 (for the Engin. Study and Prelim. Design) |
| Amendment #1: | \$ 772,800 (for the Final Design) |
| Current Contract Amount: | \$1,204,600 |
| Amendment #2: | \$ 40,800 |
| Total Revised Contract Amount: | \$1, 245,400 |

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

Note that much if not all of the \$40,800 cost will be offset by savings from not having to extend power, water, and natural gas utilities to the proposed site.

Also note that there will be incidental costs relating to the proposed land swap. These will be discussed with the Sewer Commission at a later date.

The following is attached.

- Proposed Amendment #2
- Plan entitled Route 3A TIF District, September 3, 2020
- Land Swap Plan
- Memo and plans from Underwood Engineering
- Statement of Understanding signed by Arleigh Greene
- Amendment #2 – Underwood Design Contract

The proposed scope of work will be discussed at the September 23, 2020 Town Council Meeting

FINANCIAL IMPACT:

\$40,800 from TIF Funds

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Approve of the Town Administrator signing Amendment No.2 of Underwood Engineering's contract with the Town.

SUGGESTED MOTION:

Motion to approve of the Town Administrator signing Amendment No. 2 of Underwood Engineering's contract with the City to increase the existing contract by \$40,800 for a new contract amount of \$1,245,400.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur. This land swap presents Hooksett with the opportunity to install the pump station on a site that would include additional land for Hooksett's to meet its current needs and space for future expansion if needed.

ATTACHMENTS:

[1 Amendment #2 to Design Phase Contract 2447](#)

[2 TIF PS Land Swap Plan](#)

[3 Rt 3A TIF District Plan](#)

[4 PS Alternate Site Memo - Underwood Engineering](#)

[5 Statement of Understanding - TIF Land Swap](#)

Amendment No. 2
September 10, 2020

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

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

WHEREAS, the scope of work now requires preliminary design of the proposed Kimball Drive pump station on an alternate site prior to beginning pump station final design, as further defined below:

- Conduct a topographic survey of the entire Tax Map 29 Lot 64-3 parcel
- Perform a wetlands delineation on the entire Tax Map 29 Lot 64-3 parcel
- Perform a boundary survey for the Tax Map 29 Lot 64-3 parcel; install boundaries as needed
- Prepare a subdivision plan for splitting Tax Map 29 Lot 64-3 into two parcels parcel; install boundaries as needed
- Perform a boundary survey for the Tax Map 29 Lot 53 parcel; install boundaries as needed
- Perform two geotechnical borings on Tax Map 29 Lot 64-3 in the proposed vicinity of the new pump station building
- Prepare a 30% preliminary design drawing locating the proposed pump station on Tax Map 29 Lot 64-3 including site layout, grading, and yard piping.
- Prepare a revised 30% preliminary design drawing for Tax Map 29 Lot 53 showing the proposed double barrel force main and valve vault locations not including the pump station.
- Prepare revised 30% plan over profile drawings for the revised gravity sewer and force main alignments between Lots 29-53 and 29-64-3, and

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

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

A. That the dollar amount in Section IV, Paragraph A.2, on Page 3 be amended to read:

“, a fee not to exceed one million, two hundred forty-five thousand, four hundred dollars **(\$1,245,400.00)**”. (Previous fee = \$431,800.00; plus Amendment No. 1 increase = \$772,800.00; **plus Amendment No. 2 increase = \$40,800.00**).

- C. That the dollar amount in Section IV, Paragraph B.1 (Design), on Page 3 be amended to read:
- “, a fee not to exceed nine hundred twenty thousand, two hundred dollars (**\$920,200.00**)”.
(Previous fee = \$303,000.00; plus Amendment No. 1 increase = \$609,700.00; **plus Amendment No. 2 increase = \$7,500.00**).
- D. That the dollar amount in Section IV, Paragraph B.2 (Survey), on Page 3 be amended to read:
- “, a fee not to exceed two hundred eight thousand, six hundred dollars (**\$208,600.00**)”.
(Previous fee = \$77,200.00; plus Amendment No. 1 increase = \$106,100.00; **plus Amendment No. 2 increase = \$25,300.00**).
- E. That the dollar amount in Section IV, Paragraph B.3 (Subsurface), on Page 3 be amended to read:
- “, a fee not to exceed one hundred sixteen thousand, six hundred dollars (**\$116,600.00**)”.
(Previous fee = \$51,600.00; plus Amendment No. 1 increase = \$57,000.00; **plus Amendment No. 2 increase = \$8,000.00**).

The OWNER and the ENGINEER hereby agree to this Amendment.

ENGINEER: Underwood Engineers, Inc.

OWNER: Town of Hooksett, NH

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

By: Andre Garron, Town Administrator
Date: _____

APPROVED: Department of Environmental Services
Water Division

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

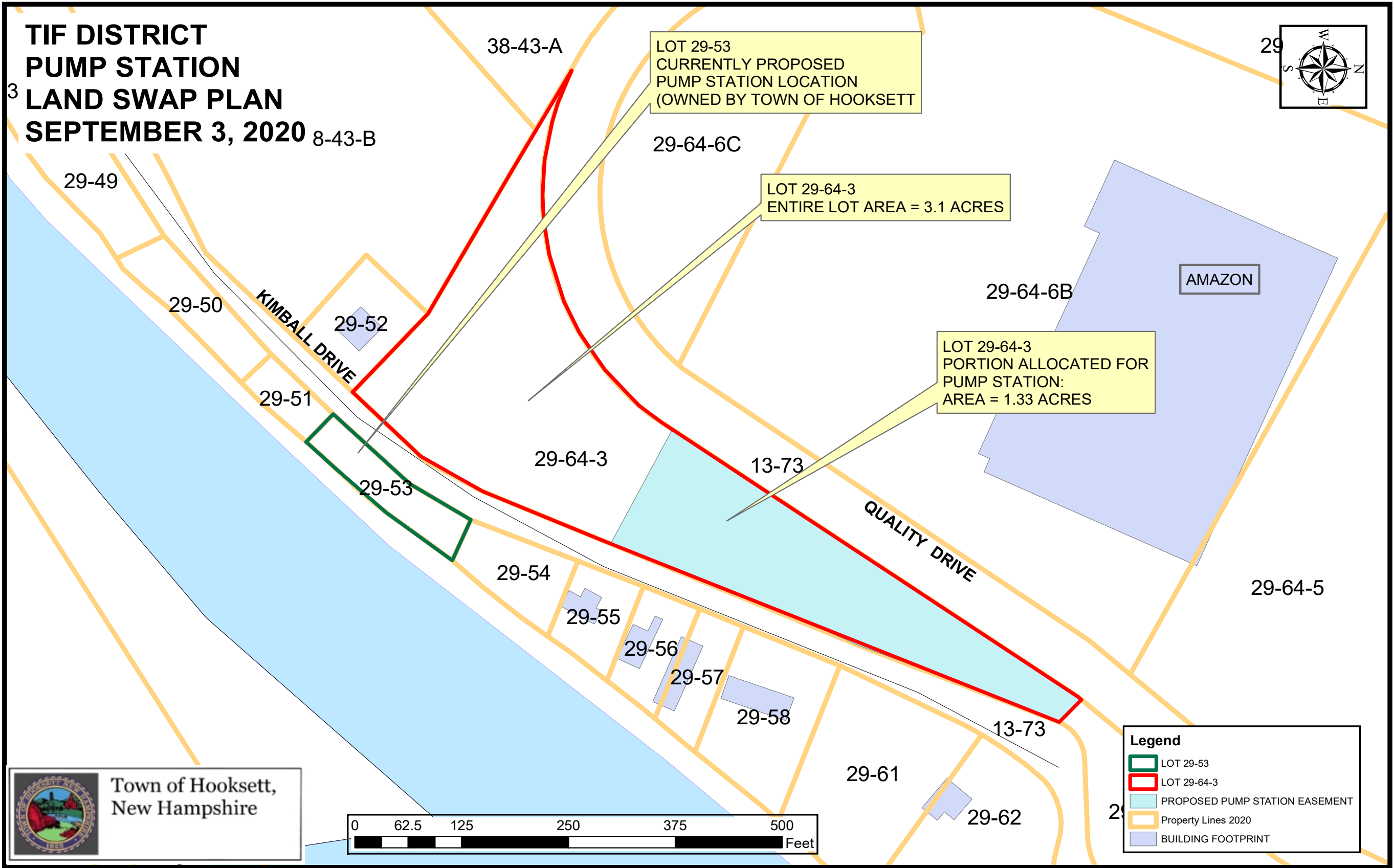
****It is understood that as an act in furtherance of its statutory authority to approve engineering agreements for sewerage facilities, the DIVISION's approval does not impose any contractual obligation or liability on the State of New Hampshire, the Department of Environmental Services or the DIVISION.**

Page 3 of 2

Approved as to form:

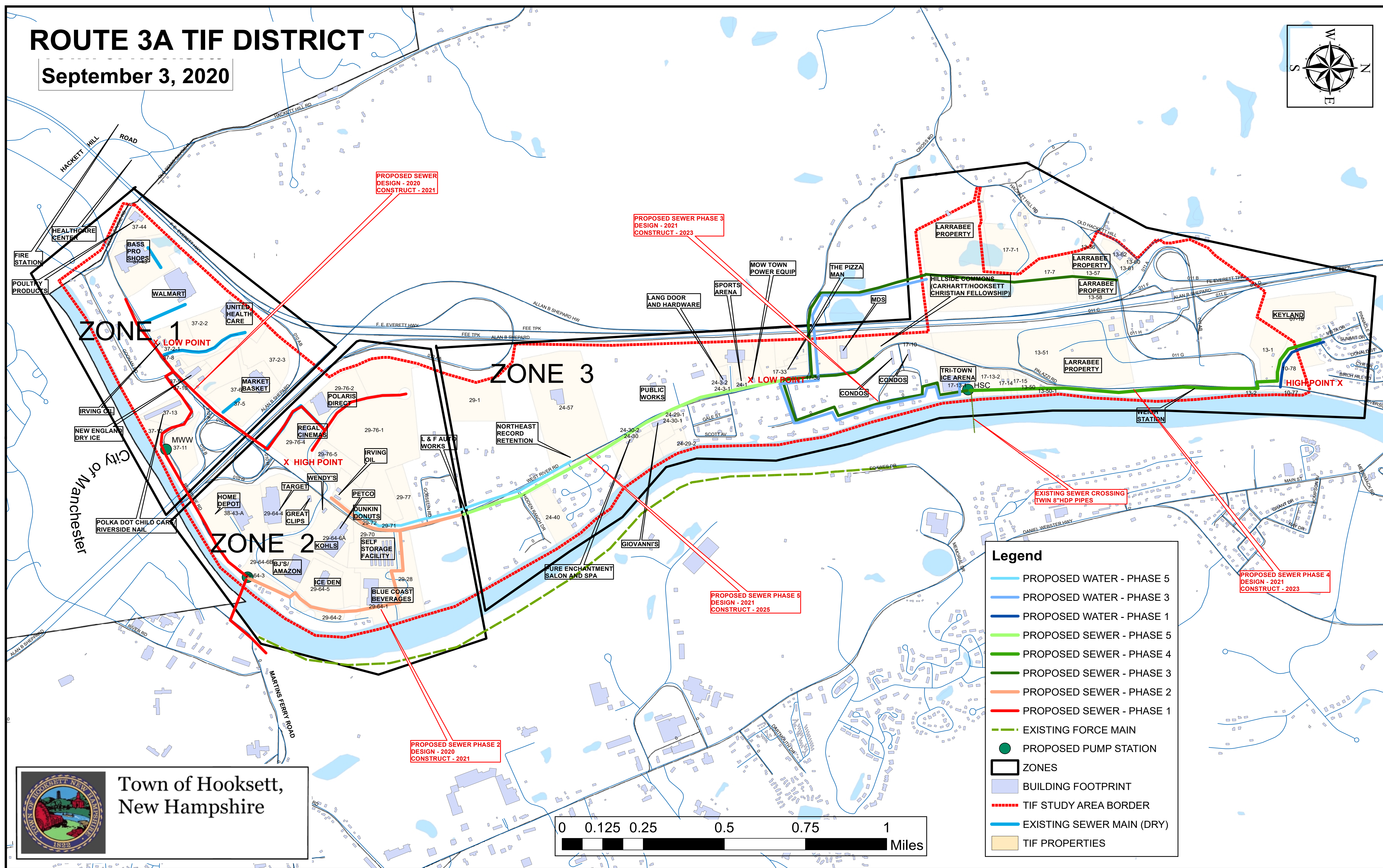
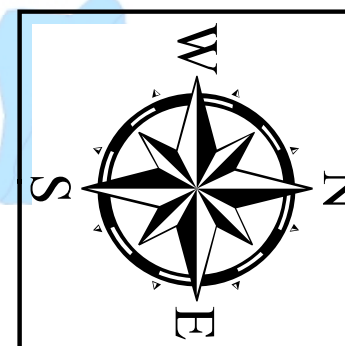
Legal Counsel

*Signatures should be supported by appropriate document.



ROUTE 3A TIF DISTRICT

September 3, 2020





99 North State Street
 Concord, New Hampshire 03301
 Tel: 603-230-9898 Fax: 603-230-9899

Technical Memorandum

To: Bruce Thomas, P.E., Town Engineer
 From: David J. Mercier, P.E., Senior Project Manager
 Date: July 2, 2020
 Subject: Kimball Drive Pump Station Relocation

File: 2447.08



BACKGROUND

The Town of Hooksett is in the process of expanding utilities along the Route 3A corridor. As part of that process a new wastewater pump station is planned along Kimball Drive. That pump station will pump wastewater under the Merrimack River to the existing Martin's Ferry wastewater pump station on the east side of the river.

Design of the new Kimball Drive Pump Station was initiated based on the assumption that it would be located on property on the east side of Kimball Drive currently owned by Hooksett. *(See Lot 53 on Tax Map 29 attached)*

The site is located in the 100 year flood plain of the Merrimack River. The site is large enough to accommodate construction of the type of pump station building envisioned for the project, which would contain a wet-well with pumps, a piping and pump control room, and a standby generator room. The site offers easy access immediately off Kimball Drive, however an extension of 3 phase power, water, and gas to run the standby generator would be required to serve the pump station as part of the project.

At the 30% +/- Design Development point the preliminary site plan and building layout were reviewed by Ken Conaty and the Hooksett Sewer Commission (HSC) as part of the preliminary design review process. *(See Drawing No. C1 attached)*

DISCUSSION

Review comments on the preliminary design led to discussion of the possible relocation of the pump station site further north along Kimball Drive between Kimball Drive and Quality Drive near property owned by the Manchester Water Works to improve accessibility. *(See Drawing No. C8 attached)*

The advantage of that location is that in addition to being more accessible directly from Quality Drive, it would provide easier and less costly accessibility to 3 phase power, water, and natural gas utilities which already exist along Quality Drive. In addition, it would be more isolated from residences and provide easier and safer access in severe winter conditions by way of Quality



Drive versus Kimball Drive, which is a significant concern to the Hooksett Sewer Commission (HSC). That property is currently owned by Arleigh Greene.

Given that the project is still in the Preliminary Design phase it was suggested that discussions with Mr. Greene be initiated to investigate the possible availability of a site for the pump station on the northern end of his lot 64-3 (*See Tax Map 29 attached*) of an adequate size to accommodate the pump station initially intended for lot 53 owned by the Town of Hooksett.

Preliminary discussions with Mr. Greene indicate that he may be interested in negotiating the exchange of a portion of lot 64-3 for lot 53 owned by Hooksett. Although specifics of such an acquisition have not been discussed in detail, preliminary conversations have indicated that an "exchange" for the currently proposed pump station site might be feasible, provided a permanent easement is granted to locate and maintain the directionally drilled forcemain to be installed under lot 53.

The relocation of the pump station to lot 64-3 would require several revisions to the Preliminary Design documents including the redirection of some sewer on Quality Drive, the deepening of gravity sewer from the south to the relocated pump station site, and extension of the forcemain from the relocated pump station to a valve vault connecting to the directionally drilled force main on lot 53.

In terms of the project design status, an extension of the current design completion schedule beyond the end of the year will likely be required to allow the property exchange activities to take place, as well as to allow a site survey and borings to be performed, and modifications of the design documents to be made.

As a result of the extensive pre-design investigation activities required for the design of the directionally drilled forcemain under the Merrimack River, the location of that element of the project would remain under lot 53 currently owned by Hooksett. It would also be necessary to maintain a valve vault as an at-grade structure on lot 53 to accommodate maintenance. This was indicated as acceptable to Mr. Greene.

Although an estimate of the cost of the changes described above have not been made, depending on the negotiation of a possible "exchange" of property, the overall increase is not expected to be significant given the savings in obtaining 3 phase power, gas, and water utilities proximal at the revised pump station relocation.

If an exchange is determined to be feasible it would be necessary to negotiate a transfer of ownership, perform borings and a property survey to establish boundaries of the pump station site for legal purposes, and perform a topographic survey to allow revised construction drawings to be developed. In addition, it would be necessary to design the relocated forcemain from the new site to the valve vault on the originally proposed site and modify approximately 1,000 feet of the gravity sewers to be redirected to the new site.

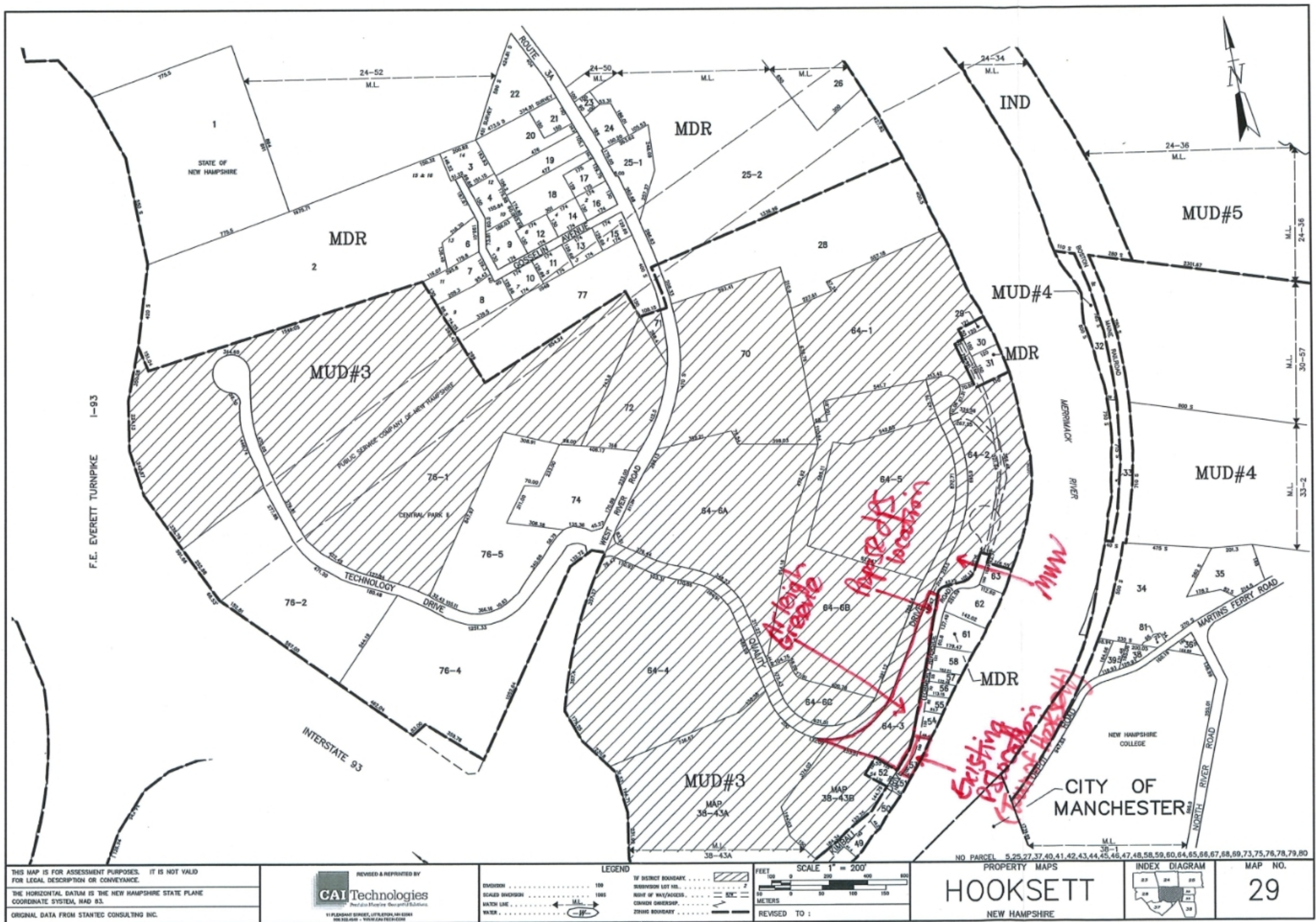


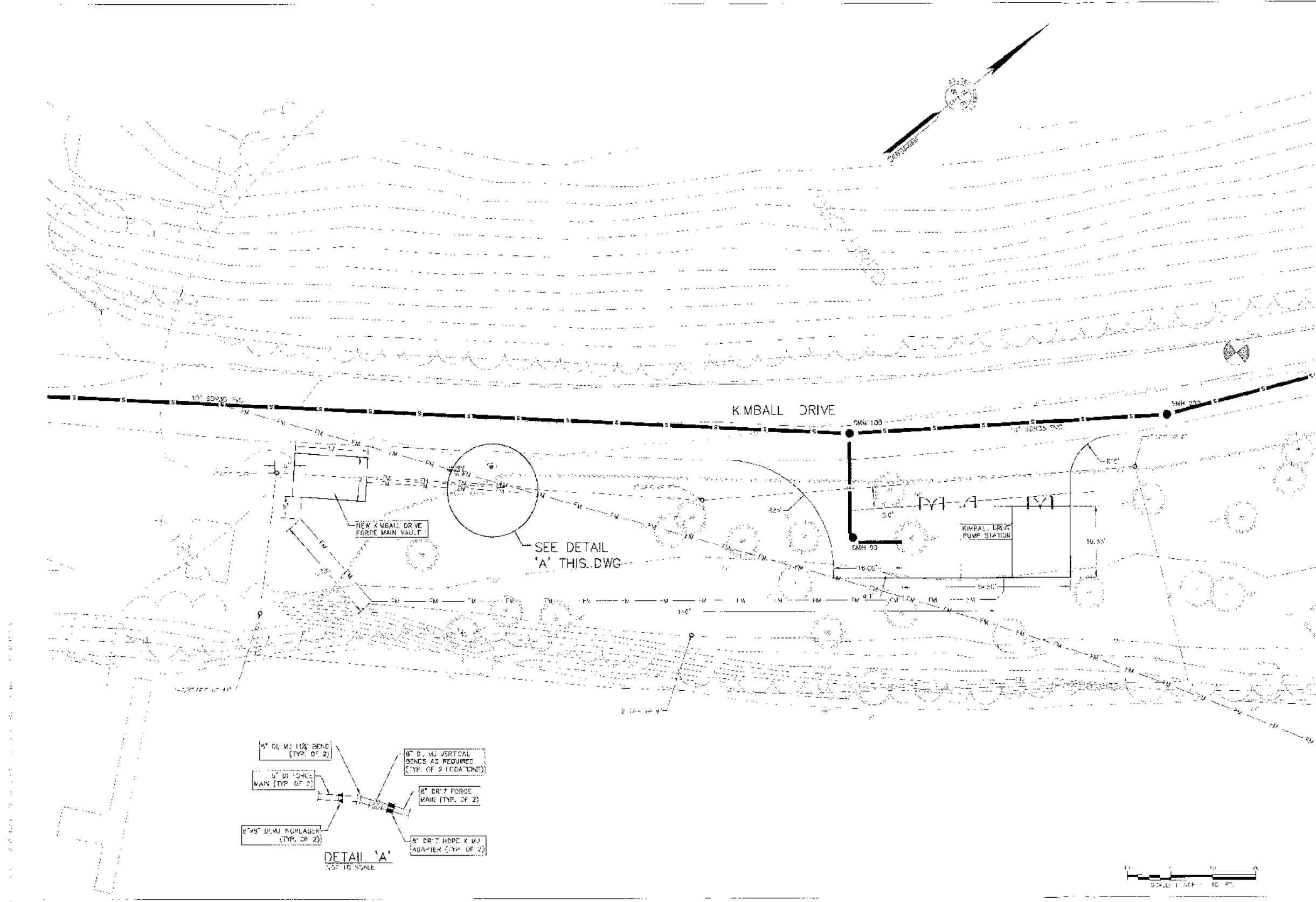
A conceptual layout of the pump station at the revised location is shown in *Drawing No. C1A (attached)*. The ground floor elevation of the pump station would remain at approximately the same elevation originally proposed for flood protection. The wetwell bottom will need to be dropped by approximately two (2) feet to convey wastewater collected from the south further north.

Re-grading of the topography will be required at the south side of the alternate site. A maximum cut of approximately 12' will be required sloped to a ground level of approximately 186.0' at a paved area on the south side of the pump station. Access from Quality Drive to Kimball Drive at the site will be provided through a paved area on the south side of the pump station. Very few changes would be required in the pump station itself with the exception of the possible reorientation of piping.

CONCLUSION

In summary, Underwood takes no exception to the relocation of the station from an engineering standpoint. From a cost perspective it is likely a wash when one considers the reduction in cost for available 3 phase power, gas and water utilities against a longer forcemain and deeper wetwell. Our biggest concern would be the effect on design completion and receiving authorization to bid from NHDES as that will be tied to completion of the land transfer.





| | | | |
|--------------|--|--------------|----|
| DESIGNED FOR | | DATE | BY |
| DESIGNED BY | | DATE | BY |
| CHECKED BY | | DATE | BY |
| APPROVED BY | | DATE | BY |
| PROJECT NO. | | PROJECT NAME | |
| SHEET NO. | | SHEET NAME | |
| SCALE | | AS SHOWN | |

30% SUBMITTAL
MAY 2020
NOT FOR CONSTRUCTION

UNDERWOOD
engineers

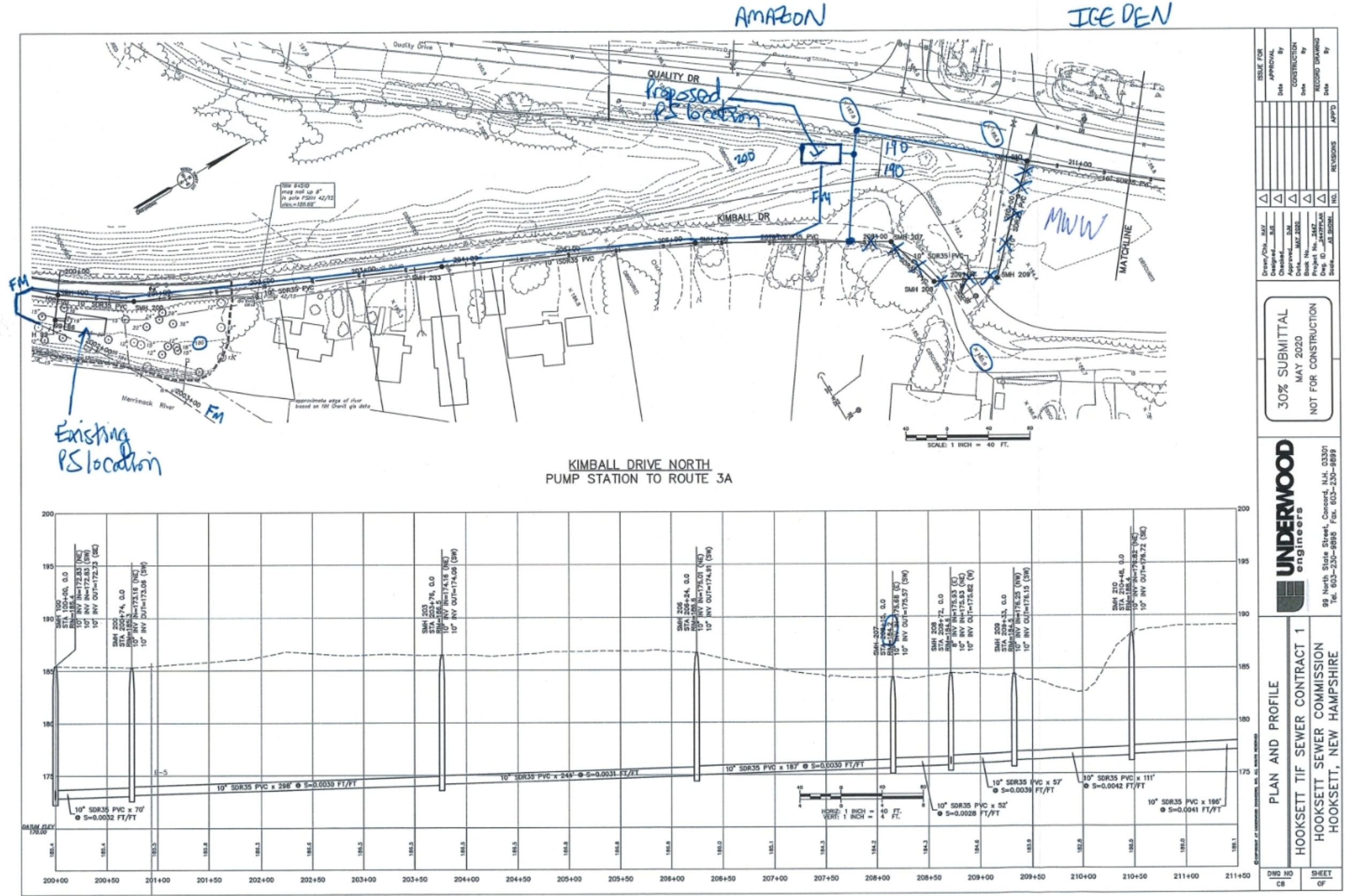
50 North York Street, Corvallis, VA 22431
Tel: 803-230-1000 Fax: 803-230-9889

KIMBALL DRIVE PUMP STATION
PROPOSED SITE PLAN

HOOKSET TIF SEWER CONTRACT

HOOKSET SEWER COMMISSION

HOOKSET, NEW HAMPSHIRE



[illegible]



Town of Hooksett

STATEMENT OF UNDERSTANDING

The Town of Hooksett (Town) and the Hooksett Sewer Commission (Commission) wish to install a sewer pump station to service the area around the Route 93 Exit 10 Interchange. The service area includes Home Depot, Walmart, Market Basket, Regal Cinemas, and all other properties along the Route 3A corridor from the Manchester Town Line to a point north of the Dunkin Donuts and the Self Storage Facility. The service area is shown as Zones 1 and 2 on the attached plan entitled Route 3A TIF District, September 3, 2020 from the Town of Hooksett, New Hampshire.

The Town owns the property along Kimball Drive known as Tax Map 29, Lot 53. Arleigh Greene owns the property situated between Quality Drive and Kimball Drive known as Tax Map 29, Lot 64-3.

The Town feels that the lot owned by Arleigh Greene would be better suited for the pump station because it is accessible directly from Quality Drive, and it would provide easier and less costly accessibility to 3 phase power, water, and natural gas utilities which already exist along Quality Drive. This location would also be more isolated from residences and provide easier and safer access in severe winter conditions by way of Quality Drive versus Kimball Drive, which is a significant concern to the Commission. In addition to the above, this location would also provide room for expansion of the pump station should it become necessary at some point in the future.

Arleigh Greene has expressed interest in the property along Kimball Drive (Tax Map 29, Lot 53) as it could provide him with access to the river.

The Town and the Commission and Arleigh Greene have agreed to a land swap whereby Mr. Greene would take ownership of Tax Map 29, Lot 53 and in exchange the Town would take ownership of the northernmost 1.33 acres of the land known as Tax Map 29, Lot 64-3, and Mr. Greene would grant a permanent easement back to the Town over Tax Map 29, Lot 53 for the installation, maintenance and future upgrading of a double-barrel sewer force main pipe and below grade valve vault. The two properties and the permanent easement area is shown on the attached plan entitled TIF District Pump Station Land Swap Plan, dated September 3, 2020.

I understand the statements above and agree that design of the project should proceed accordingly and that I will sign the appropriate documentation for the land swap when those documents become available.

ARLEIGH GREENE

By:

Arleigh Greene

Date

Town Council

STAFF REPORT



To: Town Council
Title: NHMA Legislative Policy Process 2021-2022
Meeting: Town Council - 23 Sep 2020
Department: Administration
Staff Contact: Donna Fitzpatrick, Administrative Services Coordinator

BACKGROUND INFORMATION:

The New Hampshire Municipal Association (NHMA) biennial legislative policy process 2021-2022 is at its next phase. NHMA urges each municipality's governing body, prior to the Legislative Policy Conference (in-person October 2, 2020), to vote a position on the attached details of final policy recommendations (17) and one floor policy proposal (Hudson) to provide direction to your voting delegate at the conference. Otherwise, your delegate is free to cast your municipality's vote as he chooses.

Attached are the following NHMA final policy recommendations:

A - General Administration and Governance

- A1 - Local Authority and Efficiency
- A2 - Right-to-Know Law
- A3 - Elections
- A4 - Labor and Employment
- A5 - Substance Misuse Prevention & Response

B - Finance and Revenue

- B1 - Property Taxes and Related Revenues
- B2 - State Aid and Non-Property Tax Revenues
- B3 - New Hampshire Retirement System (NHRS)
- B4 - Education Funding

C- Infrastructure, Development, and Land Use

- C1 - Energy, Environment, and Sustainability
- C2 - Water Resources Protection, Control, and Management
- C3 - Solid Waste Management
- C4 - Housing
- C5 - Land Use
- C6 - Information Technology, Communications, and Cybersecurity
- C7 - Transportation
- C8 - Economic Development, Recovery, and Vitality

Attached is the following NHMA floor policy proposal (from Town of Hudson, NH)

D - Abatement Interest Rate

POLICY IMPLICATIONS:

RECOMMENDATION:

1) majority of Councilor's (6+) can cast their vote on (18) items A-D attached OR allow Town Council delegate to cast vote on behalf of Councilors as he chooses.

2) appoint a Town Council delegate to attend the Legislative Policy Conference in-person on Friday, October 2, 2020 9:00am-12:00 noon at the Holiday Inn, 172 North Main St., Concord, NH. Deadline to register for conference is September 25, 2020.

SUGGESTED MOTION:

1) motion to have Council vote on (18) items A-D as attached (or motion to have delegate cast vote on behalf of Councilors as he chooses).

2) motion to appoint Councilor _____ as Town Council delegate to attend the 10/2/2020 Legislative Policy Conference.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Town Council to review and vote on what legislative items they support or do not support.

ATTACHMENTS:

[NHMA POLICIES 2021-2022 09092020](#)



**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.



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.



Finance and Revenue



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 72:23-1 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.

New Hampshire Municipal Association
2021 - 2022 Legislative Policy Process



Floor Policy Proposal

Submitted by (name): Hudson Board of Selectmen

Date: August 20, 2020

City or Town: Hudson

Title of Person Submitting Policy:

Selectmen

Floor Policy Proposal approved by vote of the governing body on *July 10, 2018*

To see if NHMA will SUPPORT/OPPOSE:

To see if NHMA will support legislation to lower the abatement interest rate that municipalities pay from 6% to 4% (RSA 76:17-a) to better align it with the interest rate on delinquent taxes that were recently lowered by the NH Legislature.

Municipal Interest to be accomplished by proposal:

To align abatement interest paid by a municipality with the recent lowering of interest rates on delinquent property taxes.

Explanation:

Currently, after the timely payment deadline has passed on payment of property taxes, usually 30 days or more of grace time, 12% interest is charged, for a period of six (6) months, and then 18% interest is charged after those six (6) months. The NH Legislature and the Governor have passed into law, a significant decrease in the interest rate that is charged on late property tax bills. As of January 1, 2019, after the timely payment deadline has passed on payment on property taxes, 8% interest is charged, for a period of six (6) months and then 14% interest is charged. This proposal seeks to lower the interest rate on abatements paid by a municipality from 6% to 4% to better align with delinquent property tax interest rates.

Town Council **STAFF REPORT**



To: Town Council
Title: Administrative Code Update - Cellular Phones in the Workplace
Meeting: Town Council - 23 Sep 2020
Department: Administration
Staff Contact: Donna Fitzpatrick, Administrative Services Coordinator

BACKGROUND INFORMATION:

Administrative Code Section 6.5 Cellular Phones in the Workplace - Exhibit D - was reviewed with the Town Council back on August 14, 2019 to correct a dollar amount rounding for employee reimbursement allowances for personal cellular phones. Council discussions on 08/14/2019, 08/28/2019 and 09/11/2019 on some employees being issued Town cell phones for business use and some employees using their personal cell phones for business use (with a reimbursement allowance). These discussions included RSA 91-A Right-to-Know compliance. See section of these Town Council minutes attached.

On 09/11/2019, Town Council motioned to direct the administration to review the cell phone policy, eliminate reimbursement for personal phone, and allow only town-owned phones for town business.

Town Administrator Garron will facilitate discussion on this subject matter.

FINANCIAL IMPACT:

To be determined.

POLICY IMPLICATIONS:

To be determined.

RECOMMENDATION:

Discuss Cellular Phones in the Workplace as facilitated by Town Administrator Garron.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Discuss amendments to the Cell Phone Policy which would address the Council's concern about RTK requests

ATTACHMENTS:

[Cell Phone Policy and backup](#)

6. Administrative Operational Policies and Procedures.

- 6.1 Departmental Records and Reports.** Reports of the major activities of each Department shall be made to the Town Administrator each month, and an annual written report shall be filed with the Administrator within ten days of the end of the fiscal year. Such reports shall be in proper form and of sufficient detail for proper control of departmental activities and for publication in the Annual Town Report.
- 6.2 Preservation of Public Records.** Each Department Head shall be responsible for the preservation of all public records under the department's jurisdiction and shall provide a system of filing and indexing of same. No public records, reports, correspondence or other data shall be removed permanently, unless authorized by law or ordinance, or without the knowledge and approval of the Administrator.
- 6.3 New Ordinances.** The Town Council approves new ordinances. The Town Clerk, or designee, codifies each new ordinance and distributes copies of the new ordinance to appropriate departments, boards and commissions.
- 6.4 Record Retention Policy.** In accordance with RSA 33-A:3, the Town will establish and maintain a Municipal Records Committee charged with governing the retention and disposition of municipal records. *See exhibit A for policy details.*


- 
- 6.5 Cellular Phones in the Workplace.** The purpose of this policy is to establish guidelines and administrative procedures for employees who have been identified as needing cellular phones (both Town provided and reimbursed (via allowances) personal phones) during working hours and for other times as needed for the health, safety, welfare, or operational efficiency of the Town. *See exhibit D for policy details.*

Exhibit D
Town of Hooksett

35 Main Street
Hooksett, NH 03106

POLICY:

CELLULAR PHONES IN THE WORKPLACE

SECTION I: PURPOSE

The purpose of this policy is to establish guidelines and administrative procedures for employees who have been identified as needing cellular phones (both Town provided and reimbursed (via allowances) personal phones) during working hours and for other times as needed for the health, safety, welfare, or operational efficiency of the Town.

SECTION II: POLICY

It is the policy of the Town that if an employee's job duties require them to be readily accessible for frequent contact or critical contact with the Town staff or public, and the accessibility extends to time away from work or involves on-call responsibilities, then the eligible employee may have a choice to either use a Town-issued cellular phone, or provide their own cellular phone for which they will be compensated for business use pursuant to this Policy. The Town shall have the discretion to determine who is eligible as well as the service plan and features that will be provided, required, or otherwise reimbursed via allowances.

SECTION III: ELIGIBILITY

Employees whose job duties include the frequent need for a cellular phone may be provided a town issued cellular phone or, in lieu thereof, use their own personal cellular phone and receive a reimbursement allowance for business-related costs. Department heads may identify employees who hold positions that include the need for a cellular phone. The Town Administrator shall have final approval on all such determinations. Generally, an employee is eligible for a town issued cellular phone or a reimbursement allowance for using a personal cellular phone if at least one (1) of the following criteria are met:

- 1) The job function of the employee requires considerable time outside of his/her assigned office or work area and it is important to the Town that she/he is accessible during those times; or
- 2) The job function of the employee requires him/her to be accessible outside of scheduled or normal working hours where time sensitive decisions/ notifications are required.

If an employee is eligible for a town issued cellular phone or a reimbursement allowance for a personal cellular phone based on satisfaction of at least one of the above criteria, then if the employee also needs data access for health, safety, welfare or operational efficiency concerns, their town issued cellular phone or reimbursement allowance shall provide data access or provide for a data plan.

SECTION IV: LIMITATIONS ON TOWN PROVIDED CELLULAR PHONES

A. Personal Use: Occasional brief personal use is allowable; however, employees should always use their own personal cellular phones for personal use, if possible.

B. Text Messaging: Shall be limited whenever possible, unless the cellular phone has a service plan that provides for unlimited messaging or a messaging allowance and in either case, is approved for such use by the employee's department head.

C. Internet Access: Employees should use discretion when using their cellular phone to not access websites that would be in violation of the Town's Computer Use Policy found in the Personnel Plan. D. Directory Assistance: Employees should avoid using cellular directory assistance so as to avoid additional charges.

E. Reimbursement to the Town for Personal Use: If an employee's personal use of the Town's cellular phone results in an unreasonable charge to the Town, the user will be responsible for reimbursing the Town. This includes charges for text messaging, long distance and/or roaming charges, overage charges, multi-media charges, and charges for directory assistance.

F. Data Downloads: Employees should attempt to download data in wi-fi networks so as to minimize costs.

G. Any cellular phone that has data capabilities must be secured based on current security standards including password protection and encryption. If a cellular phone with data capabilities is stolen or missing, it must be reported to the employee's supervisor, the service provider, and to the Administration or IT Contactor as soon as possible.

H. Misuse: Use of the cellular phone in any manner contrary to local, state, or federal laws will constitute misuse, and may result in disciplinary action up to and including immediate termination.

I. No expectation of privacy: Town issued cellular phones shall remain the sole property of the Town and shall be subject to inspection or monitoring at any time. Employees who are issued town cellular phones must understand that there is no expectation of privacy when using such phones. The Town has the right to review all records related to Town issued cellular phones, including but not limited to phone logs, text messages, and internet usage logs. Users should further be aware that such records may be subject to discovery under RSA Chapter 91-A (aka, the "Right to Know" law).

J. Upon resignation or termination of employment, or at any time upon request, the employee will produce the device for return and inspection. Employees unable to present the device in good working condition will be expected to bear the cost of a replacement.

SECTION V: REIMBURSEMENT ALLOWANCES FOR PERSONAL CELLULAR PHONES

A. Allowance Amount: The amount shall be \$11.54 per week for cellular phones utilizing an unlimited data plan, e-mail, texting and internet access features. No further reimbursement for cellular phones is available to employees who receive an allowance.

B. The allowance is neither permanent nor guaranteed. The Town reserves the right to remove a participant from this plan or cancel the allowance for business reasons.

C. To receive the allowance, a "Personal Action Form" must be completed (see Appendix A).

D. Allowance Payment: The approved cellular phone reimbursement allowance will be paid to the employee each week in the employee's paycheck.

F. The employee is responsible for purchasing the cellular phone and establishing and maintaining a service contract with the cellular phone service provider of his/her choice. The cellular phone contract shall be in the name of the employee, who shall be solely responsible for all payments to the service provider. If the employee terminates the cellular phone contract at any point, s/he must notify his/her supervisor within five (5) business days.

F. Because the cellular phone is owned personally by the employee, the reimbursement allowance is not considered taxable income and the employee may use the cellular phone for both business and personal purposes, as needed. The employee may, at his or her own expense, add extra services or equipment features, as desired. If there are problems with service, the employee is expected to work directly with the service provider for resolution.

SECTION VI: LIMITATIONS ON PERSONAL CELLULAR PHONES

A. For a personal cellular phone approved for a reimbursement allowance under this policy, support from the Town's IT Contactor is limited to connecting the cellular phone to Town-provided services, such as e-mail, calendar, and contacts.

B. The Town does not accept any liability for claims, charges or disputes between the service provider and the employee. Use of the cellular phone in any manner contrary to local, state, or federal laws will constitute misuse, and may result in disciplinary action up to and including immediate termination if misused in furtherance of Town business, and then, depending on the nature of the misuse.

C. Any cellular phone that has data capabilities must be secured based on current security standards including password protection and encryption. If a cellular phone with data capabilities is stolen or missing, it must be reported to the employee's supervisor, the service provider, and to the IT Director as soon as possible.

D. Employees are expected to delete all Town data from the cellular phone when their employment with the Town is severed, except when legally required to maintain that data (e.g., litigation).

E. Note: Unlike Town provided cellular phones, users of personal cellular phones have an expectation of privacy and accordingly, if the Town desires to review the employee's cellular phone records, it will first obtain a search warrant or subpoena the relevant records pursuant to RSA Chapter 91-A (aka, the "Right to Know" law).

SECTION VII: EMPLOYEE RESPONSIBILITIES

A. Excessive use of cellular phones during the work day for personal use can interfere with employee productivity and be distracting to others. During paid work time, employees are expected to exercise the same discretion in using cellular phones as is expected for the use of any town telephone or computer. Cellular phones may not be used at any work site where the operation of the phone would create an unreasonable distraction to the public or other employees.

B. Employees are expected to make personal communications on non-work time, when possible. However, it is understood that occasional personal communications of short duration may be accomplished without disrupting others and without having an adverse effect on one's job performance. Personal calls, incoming and outgoing, must be kept to a minimum and must be incidental to business use. Employees should use good judgment when making personal communications and should recognize that the Town incurs costs for each minute of

**Town of Hooksett
Town Council Workshop Meeting Minutes - Official
Wednesday, August 14, 2019**

CALL TO ORDER

Chair Sullivan called to order the Workshop Meeting of the Town of Hooksett Town Council at 7:00 pm.

PROOF OF POSTING

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

ROLL CALL

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

Missed: Councilor Timothy Tsantoulis

PLEDGE OF ALLEGIANCE

Chair Sullivan called for the Pledge of Allegiance.

WORKSHOP ITEMS

Chair Sullivan: During this workshop meeting, the Council will review the Administrative Code, the Rules of Procedure, and other issues which have arisen over the past year. This meeting is for discussion and possible consensus. No motions will be made tonight, but can be made at the next regular Town Council meeting on August 28, 2019.

▪ **Administrative Code**

Chair Sullivan: What is the reason for the changes in Section 2.2 and 2.3?

A. Garron: The Finance Director suggested these changes, and I have not had a chance to discuss them with her.

D. Fitzpatrick: All of the suggested changes in the Administrative Code are from the Finance Director. I suggest inviting her to explain them at the August 28, 2019 meeting.

C. Karolian: Referring to Section 6 in the definition of Lease, the first use of the word "that" should be removed.

Chair Sullivan: Referring to page 36, Section V, REIMBURSEMENT ALLOWANCES FOR PERSONAL CELLULAR PHONES, why is \$11.53 changed to \$11.54?

D. Fitzpatrick: That is due to rounding. The annual cost of \$600 divided by 52 weeks equals \$11.538. Some employees have the choice of using their personal phones for work. If they do, they are subject to RSA 91-A.

Chair Sullivan: I would like to find out how many employees use their personal cell phones.

411 J. Levesque Yes

412 A. Walczyk Yes

413 A. Comai Yes

414 C. Karolian Yes

415 T. Tsantoulis Yes

416 J. Sullivan Yes

417 Voted unanimously in favor (9-0).

418

419 Chair Sullivan: Thank you for providing the details we need. The information in the packet is good. That
420 reduces the number of questions.

421

422 A. Garron: Department heads are listening to what the Councilors want for information. Your packets
423 may be thicker.

424

425 **Administrative Code Updates - Cellular Phones in the Workplace - Reimbursement Allowances**
426 **for Personal Cellular Phones (8/28/19 TC Mtg. motion & vote to revisit)**

427

428 A. Garron: We have two issues. One is about fixing the rounding error. It should be \$11.54, not \$11.53.

429

430 **C. Karolian motioned to correct the Administrative Code figure regarding the stipend for use of**
431 **personal cell phones from \$11.53 to \$11.54. T. Tsantoulis seconded the motion.**

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

433

434 A. Garron: I have my marching orders from the last meeting. Regarding town-issued phones versus
435 those for which the town pays a stipend. We have town-issued cell phones and we offer a stipend to
436 employees wishing to use their personal phones for town work. Of the 16 town-owned phones, four are
437 flip phones used in the Police Department. The rest are Smart Phones. Nine employees are reimbursed
438 for use of personal phones. Concerns were expressed regarding right-to-know requests. According to
439 the town's legal counsel, if a town-owned phone has information relevant, we will provide it. It is
440 possible to tie work email to your personal phone, and I have done that in places I have worked. The
441 advantage is that all town email is in the town database. If an employee does not do that, and uses a
442 personal email account for town business, that phone is subject to right to know if it has information
443 necessary to the request. What if the employee leaves the town? Legal counsel says it can be difficult
444 to get information from a personal phone, especially if the employee has left town. A subpoena is an
445 option. A policy provision could state that town email may be tied to a personal phone, and that texts
446 should only be used to say, "I am on my way." Another option is for every employee needing one to be
447 issued a town phone.

448

449 C. Karolian: We've all seen in the news that people are relying more on texting than emailing. If it is
450 inappropriate, and the employee quits, the town can't access it. There is a serious risk involved.

451

452 R. Duhaime: We should ask our youngest Councilor if this is an issue.

453

454 A. Comai: People are at risk of being subpoenaed. This is what Councilor Karolian wants to prevent.

455

456 Chair Sullivan: It is easiest if everyone has a town phone.

457

458 J. Durand: Yes, the safest bet is for everyone to have a town phone.

459

460 **Chair Sullivan made a motion to direct the administration to review the cell phone policy,**
 461 **eliminate reimbursement for personal phones, and allow only town-owned phones for town**
 462 **business. C. Karolian seconded the motion.**
 463

464 C. Karolian: Just because we can subpoena a phone doesn't mean we can obtain it. It could be lost or
 465 erased.
 466

467 R. Duhaime: There are issues about usage and cost. I would like the Town Administrator to include that
 468 data in his report.
 469

470 A. Walczyk: I don't think we should throw out the possibility of one phone. Perhaps a legal waiver could
 471 be signed. Is this applicable to Town Councilors?
 472

473 Chair Sullivan: We would be subject to right to know.
 474

475 T. Tsantoulis: Regardless of what we do, we are not going to solve all issues with cell phones and
 476 social media in general. We can 'what if' every step we take in life. We have a solution looking for a
 477 problem. The policy is working. Most people don't want multiple phones.
 478

479 C. Karolian: Haven't there been a lot of right to know requests?
 480

481 A. Garron: I have been here 90 days and there have been a couple.
 482

483 C. Karolian: When I was with the Police Commission, we had a separate email. This is coming. It's
 484 going to happen, even if it has not yet happened.
 485

486 Chair Sullivan called for a vote on the motion.
 487

488 **Voted in favor (7-2). A. Walczyk and T. Tsantoulis voted no.**
 489

490 **Town Council Rules of Procedures Updates (Tabled at 8/28/19 TC Mtg)**
 491

492 **R. Duhaime made a motion to remove this item from the table. A. Walczyk seconded the**
 493 **motion.**
 494

495 **Voted unanimously in favor (9-0).**
 496

497 A. Garron: Regarding the first item, you want Roberts not Riggins. There is such a thing as Riggins
 498 Rules, but the Council wants Roberts Rules.
 499

500 C. Karolian: We are supposed to have all read this and made notations regarding what we like and
 501 don't like. In lieu of having Donna Fitzpatrick, the Administrative Assistant, go through each one, I
 502 suggest we approve or deny what we have and make corrections thereafter.
 503

504 **R. Duhaime motioned to amend the Town Council Rules of Procedure as presented. C. Karolian**
 505 **seconded the motion.**
 506

507 D. Fitzpatrick: Before you made your motion, I wanted to let you know that there is some attorney's
 508 information here.

Town Council

STAFF REPORT



To: Town Council
Title: Appoint ADA Coordinator and Adopt ADA Public Notice & ADA Grievance Procedure
Meeting: Town Council - 23 Sep 2020
Department: Administration
Staff Contact: Donna Fitzpatrick, Administrative Services Coordinator

BACKGROUND INFORMATION:

Federal law states that a public entity that employs 50 or more persons shall manage efforts to comply with the Americans with Disabilities Act. For more information refer to [Chapter 28 C.F.R. pt. 35, § 35.107\(a\) \(2005\)](#). Most public entities start by appointing an **ADA Coordinator** who will then coordinate action guide steps (see below) and put together an ADA team.

ADA Title II Action Guide for State and Local Governments

- [Step 1 - Start Implementation](#) (05/20/2020 the State of NH ADA Office of Federal Compliance reached out to the Town of Hooksett Administration to inquire on our Town's appointment of an ADA Coordinator to coordinate the administrative requirements of ADA compliance, to respond to ADA complaints filed by the public and the adoption of a Public Notice and Grievance Procedure.)
- [Step 2 - Appoint an ADA Coordinator](#) (09/23/2020 Town Council Meeting - Council Appoint Donna Fitzpatrick)
- [Step 3 - Adopt and Provide a Public Notice](#) (09/23/2020 Town Council Meeting - Council Adopt attached draft Notice - language provided by State of NH) - see 35.106 below for details
- [Step 4 - Adopt and Provide a Grievance Procedure](#) (09/23/2020 Town Council Meeting - Council Adopt attached draft Grievance Procedure - language provided by State of NH) see 35.107 below for details

ADA Coordinator next steps after appointment by Town Council is to establish ADA team then:

- [Step 5 - Conduct a Self-Evaluation](#) of both facilities, playgrounds, recreational fields, and social media for access by employees, board/committee members and general public as appropriate
- [Step 6 - Develop a Transition Plan](#)
- [Step 7 - Create an Action Plan](#)

*§ 35.106 Notice

A public entity shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of this part and its applicability to the services, programs, or activities of the public entity, and make such information available to them in such manner as the head of the entity finds necessary to apprise such persons of the protections against discrimination assured them by the Act and this part.

§ 35.107 Designation of responsible employee (ADA Coordinator) and adoption of grievance procedures

- (a) *Designation of responsible employee.* A public entity that employs 50 or more persons shall designate at least one employee (ADA Coordinator) to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to it alleging its noncompliance with this part or alleging any actions that would be prohibited by this part. The public entity shall make available to all interested individuals the name, office address, and telephone number of the employee or employees designated pursuant to this paragraph.
- (b) *Complaint procedure.* A public entity that employs 50 or more persons shall adopt and publish grievance procedures providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by this part.

FINANCIAL IMPACT:

To be determined based on ADA improvement needs as identified in step 5 above.

POLICY IMPLICATIONS:

To be determined based on step 5 - step 7 above.

RECOMMENDATION:

1) Appoint Donna Fitzpatrick as the Town of Hooksett, NH ADA Coordinator. Ms. Fitzpatrick currently in position of Human Resources with duties and responsibilities to support the appointment of an ADA Coordinator to include but not limited to:

- coordinating and implementing policy/programs for all Town employees
- employee grievance process
- risk management to minimize Town liability relating to employees, Board/Committee members and general public.

2) Adopt ADA Public Notice & ADA Grievance Procedure as submitted; language provided by State of NH.

SUGGESTED MOTION:

Motion to appoint Donna Fitzpatrick as the Town of Hooksett, NH ADA Coordinator.

Motion to adopt ADA Public Notice & ADA Grievance Procedure as submitted.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[ADA NOTICE 08262020](#)

[ADA GRIEVANCE 08262020](#)

NOTICE

TOWN OF HOOKSETT, NH

AMERICANS WITH DISABILITIES ACT

The Town of Hooksett, NH does not discriminate on the basis of disability in its services, programs or activities.

Employment: The Town of Hooksett, NH does not discriminate on the basis of disability in its hiring or employment practices and complies with the ADA Title I employment regulations.

Effective Communications: The Town of Hooksett, NH will, upon request, provide auxiliary aids and services leading to effective communication for people with disabilities, including qualified sign language interpreters, assistive listening devices, documents in Braille, and other ways of making communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: The Town of Hooksett, NH will make reasonable modifications to policies and procedures to ensure that people with disabilities have an equal opportunity to enjoy programs, services, and activities. For example, people with service animals are welcomed in the Town of Hooksett, NH offices, even where pets and other animals are prohibited.

Requests: To request an auxiliary aid or service for effective communication, or a modification of policies or procedures contact Donna Fitzpatrick, ADA Coordinator, Town of Hooksett, 35 Main Street, Hooksett, NH (603) 268-0060, dfitzpatrick@hooksett.org as soon as possible, preferably at least 5 business days before the activity or event.

Complaints: Send complaints to:

Donna Fitzpatrick
ADA Coordinator
Town of Hooksett
35 Main Street
Hooksett, NH
(603) 268-0060
dfitzpatrick@hooksett.org

PROCEDURE

TOWN OF HOOKSETT, NH

AMERICANS WITH DISABILITIES ACT GRIEVANCE PROCEDURE

This grievance procedure is established to meet the requirements of the ADA. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Town of Hooksett, NH.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number, email address of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted as soon as possible, preferably within 60 calendar days of the alleged violation to:

Donna Fitzpatrick
ADA Coordinator
Town of Hooksett
35 Main Street
Hooksett, NH
(603) 268-0060
dfitzpatrick@hooksett.org

Within 15 calendar days after receipt of the complaint, Donna Fitzpatrick will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Donna Fitzpatrick will respond in writing, and where appropriate, in format that is accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Town of Hooksett, NH and offer options for substantive resolution of the complaint.

If the response by Donna Fitzpatrick does not satisfactorily resolve the issue, the complainant may appeal the decision within 15 calendar days after receipt of the response to the Town Administrator or designee.

Within 15 calendar days after receipt of the appeal, the Town Administrator or designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendars days after the meeting, the Town Administrator or designee will respond in writing and, where appropriate in a format that is accessible to the complainant, with a final resolution of the complaint.

Town Council

STAFF REPORT



To: Town Council
Title: Autumn Frost Subdivision Street Name Approval
Meeting: Town Council - 23 Sep 2020
Department: Community Development
Staff Contact: Leann Fuller, Community Development Clerk

BACKGROUND INFORMATION:

This project was originally approved by the Planning Board in 2014. On April 6, 2020, the Planning Board granted a two-year extension of the active and substantial vesting period under the Town Development Regulations, to allow this 18 lot subdivision off Summerfare Street to move forward with roadway construction, erosion control measures, drainage construction and underground utility conduits. The project was subsequently bonded, a pre-construction conference was held with Town staff, clear-cut permits were obtained, and the developer's contractors have begun work on the roadway. The work has been fully permitted to date and the project is in full compliance with the stipulations of the Town Development Regulations.

The developer has requested the Town Council approve the street name as Marigold Way, or alternatively Acorn Lane or Chestnut Drive.

RECOMMENDATION:

Please see the enclosed correspondence from DPW, Police, Fire and Code Enforcement indicating that Chestnut Drive is not acceptable, as it would be a duplicate. Either Marigold Way or Acorn Lane are acceptable and henceforth it is recommended that Council motion to approve Marigold Way.

SUGGESTED MOTION:

Motion to approve Marigold Way as the street name for the Autumn Frost Subdivision located off Summerfare Street.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Autumn Frost Street Name Approval Forms](#)

STREET NAME

APPROVAL FORM

To: Hooksett Town Council

Date: 6/18/20

Please review the following name(s) being proposed for new residential streets. The name(s) have been reviewed for 9-1-1 compatibility and are within the established guidelines. The applicant previously secured Planning Board entitlements to develop the residential lots and associated streets under review, and the street name(s) must be approved by Town Council prior to permitted work beginning on the site.

NAME OF DEVELOPMENT: Autumn Frost

NAME OF DEVELOPER: Wayne Kenny Builders, LLC

| <u>PROPOSED NAME(S)</u> | <u>LOCATION</u> | <u>DESCRIPTION</u> |
|------------------------------|-----------------|--------------------|
| Marigold Way (primary) | _____ | _____ |
| Acorn Lane (alternative) | _____ | _____ |
| Chestnut Drive (alternative) | _____ | _____ |

Approved by the Hooksett Town Council: _____
Date

Town Council Chair _____
 Police Department ☒ _____
 Fire Department ☒ _____
 Public Works ☒ _____
 Code Enforcement ☒ _____

Leann Fuller

From: Steve Colburn <SColburn@hooksettfire.org>
Sent: Thursday, June 18, 2020 10:52 AM
To: Nicholas Williams; Leann Fuller; Janet Bouchard; Jake Robie; James Burkush; Earl Labonte; Matthew Lavoie
Subject: RE: Street Name Form

#1&2 are acceptable, we already have a Chestnut Lane in town.

Steven Colburn
Assistant Fire Chief
Hooksett Fire-Rescue
 Tel: (603) 623-7272
 Fax: (603) 626-6742
scolburn@hooksettfire.org
www.hooksettfire.org

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From: Nicholas Williams <NWilliams@hooksett.org>
Sent: Thursday, June 18, 2020 9:55 AM
To: Leann Fuller <LFuller@hooksett.org>; Janet Bouchard <jbouchard@hooksettpolice.org>; Jake Robie <JRobie@hooksettpolice.org>; Steve Colburn <SColburn@hooksettfire.org>; James Burkush <JBurkush@hooksettfire.org>; Earl Labonte <ELabonte@hooksett.org>; Matthew Lavoie <MLavoie@hooksett.org>
Subject: RE: Street Name Form

Good morning,

Please also see the attached request for the Autumn Frost subdivision.

From: Leann Fuller
Sent: Thursday, June 18, 2020 9:43 AM
To: Janet Bouchard; Jake Robie; Steve Colburn; James Burkush; Earl Labonte; Matthew Lavoie
Cc: Nicholas Williams
Subject: FW: Street Name Form

All,

Please review the attached street name approval form. Please indicate which name you prefer and sign in the appropriate spot. Please return to me ASAP. I have included the plan for reference. This road name will be for a private shared driveway.

Thank you,

Leann

STREET NAME

APPROVAL FORM

To: Hooksett Town Council

Date: 6/18/20

Please review the following name(s) being proposed for new residential streets. The name(s) have been reviewed for 9-1-1 compatibility and are within the established guidelines. The applicant previously secured Planning Board entitlements to develop the residential lots and associated streets under review, and the street name(s) must be approved by Town Council prior to permitted work beginning on the site.

NAME OF DEVELOPMENT: Autumn Frost

NAME OF DEVELOPER: Wayne Kenny Builders, LLC

| <u>PROPOSED NAME(S)</u> | <u>LOCATION</u> | <u>DESCRIPTION</u> |
|--------------------------------|------------------------|---------------------------|
| Marigold Way (primary) | _____ | _____ |
| Acorn Lane (alternative) | _____ | _____ |
| Chestnut Drive (alternative) | _____ | _____ |

Approved by the Hooksett Town Council: _____
Date

| | |
|--------------------|---|
| Town Council Chair | _____ |
| Police Department | _____ |
| Fire Department | _____ |
| Public Works | First two ok <i>[Signature]</i> no for chestnut |
| Code Enforcement | _____ |

STREET NAME
APPROVAL FORM

To: Hooksett Town Council

Date: 6/18/20

Please review the following name(s) being proposed for new residential streets. The name(s) have been reviewed for 9-1-1 compatibility and are within the established guidelines. The applicant previously secured Planning Board entitlements to develop the residential lots and associated streets under review, and the street name(s) must be approved by Town Council prior to permitted work beginning on the site.

NAME OF DEVELOPMENT: Autumn Frost

NAME OF DEVELOPER: Wayne Kenny Builders, LLC

PROPOSED NAME(S)

LOCATION

DESCRIPTION

Marigold Way (primary)

Acorn Lane (alternative)

Chestnut Drive (alternative)

Approved by the Hooksett Town Council: _____
Date

Town Council Chair

Police Department

Fire Department

Public Works

Code Enforcement

Town Council
STAFF REPORT



To: Town Council
Title: University Commons Street Name Approval
Meeting: Town Council - 23 Sep 2020
Department: Community Development
Staff Contact: Leann Fuller, Community Development Clerk

BACKGROUND INFORMATION:

University Commons is proposed off of University Circle on Map 14, Lot 1-11. This project consists of five buildings with four townhouses in each building. For this development, a new road name is required. Five names have been proposed but only one is suitable due to the others being present in Hooksett already or too close to another road name. The Public Works Director, Code Enforcement Officer, Assistant Fire Chief and Police Captain have signed off on Overlook Drive as the new road name.

RECOMMENDATION:

Approve Overlook Drive as the new street name for the University Commons development.

SUGGESTED MOTION:

Motion to approve Overlook Drive as the street name for the University Commons development proposed on Map 14, Lot 1-11.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[University Commons Street Name Approval Forms](#)

STREET NAME

APPROVAL FORM

To: Hooksett Town Council

Date: 7/20/2020

Please review the following name(s) being proposed for new streets in Hooksett. The name(s) have been reviewed for 9-1-1 compatibility and are with the established guidelines. The applicant is presently preparing a submission for the Planning Board and the street name(s) must be approved, by you, prior to being deemed "complete" by the Planning Board.

NAME OF DEVELOPMENT: University Commons.

NAME OF DEVELOPER: Anley Construction

| <u>PROPOSED NAME(S)</u> | <u>LOCATION</u> | <u>DESCRIPTION</u> |
|-------------------------|--------------------|--------------------|
| 1) Overlook Dr | drive way | Site plan |
| 2) Highland Dr | off University Ct. | 30 townhouses |
| 3) Crestview Lane | | Condo's |
| 4) Fairview Dr. | | |
| 5) Hill Side Lane | | |

Approved by the Hooksett Town Council: _____ Date _____

| | |
|--------------------|--------------|
| Town Council Chair | _____ |
| Police Department | _____ |
| Fire Department | e-mail _____ |
| Public Works | _____ |
| Code Enforcement | _____ |

STREET NAME

APPROVAL FORM

To: Hooksett Town Council

Date: 7/20/2020

Please review the following name(s) being proposed for new streets in Hooksett. The name(s) have been reviewed for 9-1-1 compatibility and are with the established guidelines. The applicant is presently preparing a submission for the Planning Board and the street name(s) must be approved, by you, prior to being deemed "complete" by the Planning Board.

NAME OF DEVELOPMENT: University Commons.

NAME OF DEVELOPER: Anley Construction

| <u>PROPOSED NAME(S)</u> | <u>LOCATION</u> | <u>DESCRIPTION</u> |
|-------------------------|--------------------|--------------------|
| 1) Overlook Dr | clive way | site plan |
| 2) Highland Dr | off University Cr. | 30 townhouses. |
| 3) Crestview Lane. | | Condo's |
| 4) Fairview Dr. | | |
| 5) Hill Side Lane | | |

Approved by the Hooksett Town Council: _____
Date

| | |
|--------------------|---------------|
| Town Council Chair | _____ |
| Police Department | Cpl. Dale #39 |
| Fire Department | _____ |
| Public Works | _____ |
| Code Enforcement | _____ |

Leann Fuller

From: Steve Colburn <SColburn@hooksettfire.org>
Sent: Monday, July 27, 2020 10:27 AM
To: Leann Fuller
Subject: RE: University Commons Street Names

Overlook Drive works for fire.

Steven Colburn
Assistant Fire Chief
Hooksett Fire-Rescue
Tel: (603) 623-7272
Fax: (603) 626-6742
scolburn@hooksettfire.org
www.hooksettfire.org

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On Jul 27, 2020 9:02 AM, Leann Fuller <LFuller@hooksett.org> wrote:

Thank you, Steve. I just need a quick signature or e-mail noting that you still recommend Overlook Drive over all other options.

Thank you,

Leann Fuller
Administrative Assistant
Community Development Department
Town of Hooksett
35 Main Street
(603) 485-4117

From: Steve Colburn <SColburn@hooksettfire.org>
Sent: Monday, July 27, 2020 8:36 AM
To: Leann Fuller <LFuller@hooksett.org>; Matthew Lavoie <MLavoie@hooksett.org>
Subject: RE: University Commons Street Names

I would stay way from anything hill in it, to many of those already.

Steven Colburn
Assistant Fire Chief
Hooksett Fire-Rescue
Tel: (603) 623-7272
Fax: (603) 626-6742
scolburn@hooksettfire.org
www.hooksettfire.org

Town Council

STAFF REPORT



To: Matthew Lavoie
Title: Street Name Approval for property located near Allenstown Line, Owner requires access to new construction of a livestock barn
Meeting: Town Council - 23 Sep 2020
Department: Community Development
Staff Contact: Kathy Lawrence, Community Development Clerk

BACKGROUND INFORMATION:

Street name approval request for Thessalonika Drive Map 1 Lot 14. The name was approved by all required department heads(see signatures on form). Assistant Chief Colburn of Hooksett Fire and Allenstown Chief St. Germain are in agreement that a new road would be best for the property in the event more development occurs in Allenstown it will still follow E9-1-1, and the towns have been in contact and agree with the name Thessalonika Drive (email confirmation provided).

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

Following E9-1-1 recommended standards and town procedure for street name approvals

RECOMMENDATION:

Thessalonika was the first choice of 3 from the property owner

SUGGESTED MOTION:

Motion to approve street name, Thessalonika Drive, Map 1 Lot 14.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Thessalonika Drive Staff Report doc](#)

STREET NAME
APPROVAL FORM

To: Hooksett Town Council

Date:

Please review the following name(s) being proposed for new residential streets. The name(s) have been reviewed for 9-1-1 compatibility and are within the established guidelines. The applicant previously secured Planning Board entitlements to develop the residential lots and associated streets under review, and the street name(s) must be approved by Town Council prior to permitted work beginning on the site.

NAME OF DEVELOPMENT:

NAME OF DEVELOPER:

| <u>PROPOSED NAME(S)</u> | <u>LOCATION</u> | <u>DESCRIPTION</u> |
|------------------------------|-----------------|--------------------|
| Thessalonika Drive (primary) | Map 1 Lot 14 | |
| Latissa Lane (alternative) | Map 1 lot 14 | |
| Spartan Way(alternative) | Map 1 lot 14 | |

Approved by the Hooksett Town Council: _____
Date

Town Council Chair

Police Department

Fire Department

Public Works

Code Enforcement

Matthew Lavoie

From: Chief Paul St. Germain <pst.germain@allenstownnh.gov>
Sent: Tuesday, July 28, 2020 9:56 PM
To: Matthew Lavoie
Cc: Dawna Baxter; Marissa.jones@dos.nh.gov
Subject: Re: Send data from MFP13410935 07/28/2020 12:19

No issues from Allenstown...

Paul St. Germain
Fire Chief
Fire Warden
Allenstown Fire Department
1 Ferry Street
Allenstown, NH 03275
603-485-9202 ext. 200
603-340-8377(cell)

> On Jul 28, 2020, at 3:47 PM, Matthew Lavoie <MLavoie@hooksett.org> wrote:

>

> For your information the applicant has settled on Thessalonika Drive for the driveway on Pleasant Street. Keep in mind there will be an electrical service for this barn as well. Let me know if there are any issues with this. Thanks.

>

>

> Matthew Lavoie

> Town Of Hooksett

> Code Enforcement Officer

> Phone 485-4117

> Email: MLavoie@hooksett.org

> Website Hooksett.org

>

>

>

> <DOC072820-07282020121933.pdf>

Matthew Lavoie

From: Jones, Marissa <Marissa.Jones@dos.nh.gov>
Sent: Wednesday, July 29, 2020 10:29 AM
To: Matthew Lavoie; Dawna Baxter; Paul St. Germain
Subject: RE: Send data from MFP13410935 07/28/2020 12:19

Looks good! I see no issues with it.

Have a great day!

Marissa

Marissa Jones
E9-1-1 Field Representative I
State of NH Department of Safety
Division of Emergency Services and Communications
E9-1-1 Data Operations Unit

50 Communications Dr.
Laconia, NH 03246
Office: (603) 527-2069 ext. 34340
Cell: (603) 856-5384
Marissa.Jones@dos.nh.gov

-----Original Message-----

From: Matthew Lavoie [<mailto:MLavoie@hooksett.org>]
Sent: Tuesday, July 28, 2020 3:47 PM
To: Dawna Baxter <dbaxter@allentownnh.gov>; Paul St. Germain <pst.germain@allentownnh.gov>
Cc: Jones, Marissa <Marissa.Jones@dos.nh.gov>
Subject: FW: Send data from MFP13410935 07/28/2020 12:19

EXTERNAL: Do not open attachments or click on links unless you recognize and trust the sender.

For your information the applicant has settled on Thessalonika Drive for the driveway on Pleasant Street. Keep in mind there will be an electrical service for this barn as well. Let me know if there are any issues with this. Thanks.

Matthew Lavoie
Town Of Hooksett
Code Enforcement Officer
Phone 485-4117
Email: MLavoie@hooksett.org
Website
[https://urldefense.com/v3/http://Hooksett.org;!Oai6dtTQULp8Sw!EJVRRXJB6KW7GNG_yMZJDVIQ10I04PJceWu-Unc6IkX2DJSzmz_djhPFFvh-5wjpF2iviLA\\$](https://urldefense.com/v3/http://Hooksett.org;!Oai6dtTQULp8Sw!EJVRRXJB6KW7GNG_yMZJDVIQ10I04PJceWu-Unc6IkX2DJSzmz_djhPFFvh-5wjpF2iviLA$)

STREET NAME
APPROVAL FORM

To: Hooksett Town Council

Date:

Please review the following name(s) being proposed for new residential streets. The name(s) have been reviewed for 9-1-1 compatibility and are within the established guidelines. The applicant previously secured Planning Board entitlements to develop the residential lots and associated streets under review, and the street name(s) must be approved by Town Council prior to permitted work beginning on the site.

NAME OF DEVELOPMENT:

NAME OF DEVELOPER:

| <u>PROPOSED NAME(S)</u> | <u>LOCATION</u> | <u>DESCRIPTION</u> |
|------------------------------|-----------------|--------------------|
| Thessalonika Drive (primary) | Map 1 Lot 14 | _____ |
| Latissa Lane (alternative) | Map 1 lot 14 | _____ |
| Spartan Way(alternative) | Map 1 lot 14 | _____ |

Approved by the Hooksett Town Council: _____
Date

Town Council Chair

Police Department

Fire Department

Public Works

Code Enforcement

Matthew Lavoie

From: Chief Paul St. Germain <pst.germain@allentownnh.gov>
Sent: Tuesday, July 28, 2020 9:56 PM
To: Matthew Lavoie
Cc: Dawna Baxter; Marissa.jones@dos.nh.gov
Subject: Re: Send data from MFP13410935 07/28/2020 12:19

No issues from Allentown...

Paul St. Germain
Fire Chief
Fire Warden
Allentown Fire Department
1 Ferry Street
Allentown, NH 03275
603-485-9202 ext. 200
603-340-8377(cell)

> On Jul 28, 2020, at 3:47 PM, Matthew Lavoie <MLavoie@hooksett.org> wrote:

>

> For your information the applicant has settled on Thessalonika Drive for the driveway on Pleasant Street. Keep in mind there will be an electrical service for this barn as well. Let me know if there are any issues with this. Thanks.

>

>

> Matthew Lavoie

> Town Of Hooksett

> Code Enforcement Officer

> Phone 485-4117

> Email: MLavoie@hooksett.org

> Website Hooksett.org

>

>

>

> <DOC072820-07282020121933.pdf>

Matthew Lavoie

From: Jones, Marissa <Marissa.Jones@dos.nh.gov>
Sent: Wednesday, July 29, 2020 10:29 AM
To: Matthew Lavoie; Dawna Baxter; Paul St. Germain
Subject: RE: Send data from MFP13410935 07/28/2020 12:19

Looks good! I see no issues with it.

Have a great day!

Marissa

Marissa Jones
 E9-1-1 Field Representative I
 State of NH Department of Safety
 Division of Emergency Services and Communications
 E9-1-1 Data Operations Unit

50 Communications Dr.
 Laconia, NH 03246
 Office: (603) 527-2069 ext. 34340
 Cell: (603) 856-5384
Marissa.Jones@dos.nh.gov

-----Original Message-----

From: Matthew Lavoie [<mailto:MLavoie@hooksett.org>]
 Sent: Tuesday, July 28, 2020 3:47 PM
 To: Dawna Baxter <dbaxter@allentownnh.gov>; Paul St. Germain <pst.germain@allentownnh.gov>
 Cc: Jones, Marissa <Marissa.Jones@dos.nh.gov>
 Subject: FW: Send data from MFP13410935 07/28/2020 12:19

EXTERNAL: Do not open attachments or click on links unless you recognize and trust the sender.

For your information the applicant has settled on Thessalonika Drive for the driveway on Pleasant Street. Keep in mind there will be an electrical service for this barn as well. Let me know if there are any issues with this. Thanks.

Matthew Lavoie
 Town Of Hooksett
 Code Enforcement Officer
 Phone 485-4117
 Email: MLavoie@hooksett.org
 Website
[https://urldefense.com/v3/http://Hooksett.org;!Oai6dtTQULp8Sw!EJVRXJB6KW7GNG_yMZJDVIQ10I04PJceWu-Unc6IkX2DJSzmz_djhPFFvh-5wjpF2iviLA\\$](https://urldefense.com/v3/http://Hooksett.org;!Oai6dtTQULp8Sw!EJVRXJB6KW7GNG_yMZJDVIQ10I04PJceWu-Unc6IkX2DJSzmz_djhPFFvh-5wjpF2iviLA$)

Town Council
STAFF REPORT



To: Town Council
Title: Town Wide Road Line Striping Bid Acceptance
Meeting: Town Council - 23 Sep 2020
Department: Public Works
Staff Contact: Earl Labonte, Director of Public Works

BACKGROUND INFORMATION:

The Department released a Request for Bids for the Town Wide Road Line Striping. Bids were opened on July 28, 2020. Bids were received from Industrial Traffic Lines, Inc. for \$20,524.72, K5 Corporation for \$25,541.60 and On-the-Line, Inc. for \$36,725.19.

FINANCIAL IMPACT:

Funding to come from current FY 2020-2021 Budget.

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

Council approve and consent to award the Town Wide Road Line Striping bid to Industrial Traffic Lines, Inc. for \$20,524.72 to be funded out of current FY 2020-2021 budget.

SUGGESTED MOTION:

Motion to approve and consent to award the Town Wide Road Line Striping bid to Industrial Traffic Lines, Inc. for \$20,524.72 to be funded out of current FY 2020-2021 budget.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Town Wide Road Line Striping bid Results](#)
[Town Wide Road Line Striping bid](#)

Bid #20-09
Town Wide Road Line Striping
July 28, 2020 @ 2:30 pm

Attendees: Andre Garron, Town Administrator; Christine Soucie, Finance Director; Ear Labonte Public Works Director; Tomas Bartula, Highway Crew Chief

| Bidders | Costs Total |
|-------------------------------|----------------|
| Industrial Traffic Lines Inc. | \$ 20,524.72 |
| K5 Corporation | \$ 25,541.60 |
| On-the-Line, Inc. | \$ 36,725.19 |
| | |
| | |
| | |
| | |

Bid opening closed: 2:38 pm

Town of Hooksett



July 2020

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

REQUEST FOR BIDS

Proposal for Town Wide Road Line Striping Bid #20-09

Acceptance Date: Tuesday, July 28, 2020 @ 2:30 PM

Sealed bid proposals, plainly marked, "Proposal for Town Wide Road Line Striping, Bid #20-09" on the outside of the mailing envelope as well as the sealed bid envelope, addressed to the Administration, Town of Hooksett, 35 Main Street, Hooksett, New Hampshire, 03106, will be accepted until Tuesday, July 28, 2020 at 2:30 PM when all bids will be publicly opened and read aloud.

Bid packages may be obtained from the Town's website at 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.

Inquiries

Inquiries pertaining to the request for proposal must cite the RFP title and acceptance date and be directed to the Department of Public Works Director, Earl LaBonte 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 notifications must be received not later than seven (7) days prior to the proposal acceptance date.

Introduction

The Town of Hooksett, Public Works Department, is seeking proposals from qualified vendors to perform line striping services for an estimated 88 miles of Town roads, to include crosswalks and arrows.

Background

The Town of Hooksett is home to an estimated 13,000 residents and is located in south-central New Hampshire.

Scope of Work

The Town of Hooksett is seeking proposals to provide a per foot price for the line striping of approximately 24+/- miles of double yellow centerline and approximately 17+/- miles of single white fog lines, 29 Crosswalks and 49 Arrows. Paint and application must meet provisions of NHDOT Specifications Section 708. All proposals must be submitted with the attached bid form. Awarded contractor will be provided with location map and listings, there will not be a town escort provided.

Vendor Qualifications

Please list all qualifications and financial stability and any references on similar projects.

Submission Requirements

Items Addressed:

The proposal should address all points outlined in 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. Name of contact person and telephone number for purposes of the following up on the proposal.
- c. Narrative including the qualifications of the company and municipal experience.
- d. Has the company been in bankruptcy, reorganization or receivership in the last five years?? If so, please explain current status.
- e. Has the Company been disqualified or terminated by any public agency or Town? If so, explain.
- f. Three (3) copies of the proposal must be submitted.
- g. All tabulations must be and pricing must be submitted on the Line Stripping Bid Form

Firm Pricing

Proposed fees must be firm for the Town acceptance for 90 days from the acceptance date of proposals.

Completion Date

All work performed must be completed by October 1, 2020.

2

Bid # 20-XX Town Wide Line Striping

Insurance

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

| | | |
|----------------------|-------------|--|
| General Liability: | \$1,000,000 | per occurrence |
| | \$2,000,000 | Aggregate |
| Automobile Liability | \$ 100,000 | Bodily Injury per person |
| | \$ 300,000 | per Occurrence |
| Workers Compensation | \$1,000,000 | Per Occurrence (Coverage B-Employer's Liability) |
| | \$1,000,000 | per Employee (Coverage A-Statutory) |

Reservation of Rights

The Town of Hooksett reserves the right to reject all of 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.

Submission

Be sure the proposal envelope is completely and properly identified. The face of the envelope shall indicate the title of the RFP "Proposal for Town Wide Road Line Striping, Bid #20-XX" and the acceptance date and time.

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 or hand delivered to the Town of Hooksett, Town Hall, 35 Main Street, Hooksett, NH 03106, and Attn: Administration.

LATE BIDS WILL NOT BE ACCEPTED

LINE STRIPING FORM

ITEM UNIT PRICE

Double Yellow Centerline 126,720 @ .09 = \$11,404.80

Single white Line 89,760 @ .042 = \$3,769.92

Crosswalks 29 @ \$100.00 = \$2,900.00

Arrows 49 @ \$50.00 = \$2,450.00

BID AMOUNT: \$20,524.72

BID AMOUNT: Twenty thousand, five hundred twenty four dollars and seventy two cents
(NUMERALS)
(WRITE OUT IN WORDS)

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

Name of Firm: Industrial Traffic Lines Inc.

Business Address: 3 Sanborn Rd, Londonderry, NH 03053

Telephone Number: 603-552-3780

E-mail: industrialtrafficlines@gmail.com

Scott Mason - President
Print Representative's Name and Title

[Signature]
Signature

Industrial Traffic Lines, Inc.

3 Sanborn Rd, Londonderry, NH 03053

P. (603) 552-3780 F. (603) 965-4380

e-mail-industrialtrafficlines@gmail.com

Dear Sir/Madam,

I would like to take a moment of your time to introduce you to our company. We are a pavement marking company in southern New Hampshire. We have been in business since 1989, first under the name of Seal-Tec Asphalt Coatings, Inc. and due to the sale of the sealcoating and crack sealing portion of our company, we have changed our name to **Industrial Traffic Lines, Inc.**

Our company is one of the top professionals in the pavement marking field. We can help you with parking lot striping, layout, road striping, line removal and thermoplastic pavement markings. We are very competitive in our prices and will gladly supply references upon request. We are fully insured with full liability and workers' compensation.

The company has never filed bankruptcy or reorganized. We also have never been disqualified or terminated by any public agency or Town.

We are an Equal Opportunity Employer and in compliance with the Americans with Disabilities Act.

Thank you in advance for your consideration.

Sincerely,



Scott Mason

INDUSTRIAL TRAFFIC LINES, INC.

PHONE: 603-552-3780 FAX: 603-965-4382

LIST OF CONTRACTOR'S EQUIPMENT TO BE UTILIZED ON PROJECT:

| State Spec. 2000 GMC LDI w/2 250 gallon Tanks (NH DOT INSPECTED) | |
|--|---------------------------------------|
| 2017 F350 | Chase vehicle w/ 2 way radio dispatch |
| 2005 F350 | Chase vehicle w/ 2 way radio dispatch |
| 2003 F150 | Chase vehicle w/ 2 way radio dispatch |

LIST OF CONTRACTS CONTRACTOR HAS COMPLETED IN OTHER CITIES AND TOWNS:

| City/Town | Contact Person | Telephone Number |
|---------------------|------------------|------------------|
| Town of Seabrook | John Starkey | 474-3311 |
| Town of Northfield | Andy Buteau | 998-3100 |
| Town of Durham | Doug Bullen | 817-9472 |
| Town of Pembroke | Victor Ranfos | 848-0449 |
| Town of Fremont | Leon Holmes | 300-7430 |
| Town of Milford | Chris Anton | 801-0153 |
| Town of Lee | Steve Bullek | 738-5963 |
| Town of New Boston | Richard Perusse | 657-4262 |
| Town of Londonderry | Paul Schacht Jr. | 552-7863 |
| City of Rochester | Ken Henderson | 335-3833 |
| Town of Hudson | Jay Twardosky | 235-4918 |

WWW.INDUSTRIALTRAFFICLINES.COM INDUSTRIALTRAFFICLINES@GMAIL.COM

Industrial Traffic Lines, Inc.

The work shall consist of furnishing and placing white, yellow, red and blue retroreflective paint (or thermoplastic as required) pavement markings at locations as ordered or assigned by the Town's Representative. The assignment may be increased or decreased and the price will be adjusted accordingly. Striping shall be made by the contract unit price per linear foot actually striped. A GPS tracking system is used to provide accurate linear footage of all striping.

Immediately before applying the pavement marking paint to the pavement, Industrial Traffic Lines shall insure the surface is dry and entirely free from dirt, sand, grease, oil or other matter which would prevent effective adhesion of the paint to the pavement.

Traffic paint shall be ready mixed white, yellow, red and blue paint which may be used as a base for reflective glass beads for use as a plain non-reflective traffic paint suitable for either bituminous or concrete surfaces. White or yellow traffic paint shall meet the requirements of the current Department of Transportation specifications. Paint shall be applied to a thickness of 15-20 mil.

Glass beads shall conform to AASHTO M 247 and shall be Type 1 with a minimum moisture resistant coating. Glass beads shall be evenly applied through the entire paint thickness at a rate of 6-8 pounds to each gallon of water base or alkyd paint. Glass beads shall be applied simultaneously with paint, by pressurized or mechanized drop methods.

Newly applied pavement markings shall be protected from traffic until the material has cured. The method of protection shall not constitute a hazard to the traveling public.

All equipment used in striping operations shall be equipped in accordance with existing state law and shall be equipped with a flashing light with the following characteristics:

- *Visible for a minimum of one (1) mile.
- *Flash sixty (60) to ninety (90) times per minute.
- *Mounted for three hundred sixty (360) degree visibility.
- *Equipped with amber lens.

The safety of the public and the convenience of traffic shall be of prime importance. Unless otherwise specified, all portions of the streets shall be kept open to traffic at all times throughout striping operations. Equipment and personnel shall move in the same direction as traffic at all times during all striping operations. The Municipality will have a Representative lead with a vehicle accompanied by one of our radios for quality control, as well as to familiarize us with the streets that need striping. A safety meeting will be conducted with the DPW prior to the day's work, as to the operations to be performed.

Attached is a list of jobs that we have successfully completed with other Municipalities.

Town Council

STAFF REPORT



To: Town Council
Title: Custodial Support Bid Acceptance
Meeting: Town Council - 23 Sep 2020
Department: Public Works
Staff Contact: Earl Labonte, Director of Public Works

BACKGROUND INFORMATION:

The Courthouse Custodial position has been posted for more than a year but not a single application has been received. The Safety Center Custodian just recently retired after 11 years of service. The Public Works Department has never had a custodian. Request for Bids was released for Custodial Support for the Safety Center, Courthouse and Public Works Department. Bids were opened on August 6, 2020. Bids were received from Pro City Facilities for \$1,690 per month per building (\$5,070 per month/\$60,840 per year), Concord Compassionate Cleaners, LLC for \$1,697 per month for Safety Center, \$1,785 per month for Courthouse and \$1,375 per month for DPW (\$58,284 per year) and New England Cleaning Solutions for \$825 per month per building (\$29,700 per year).

FINANCIAL IMPACT:

Funding to come from current FY 2020-2021 Budget.

POLICY IMPLICATIONS:

Part-time personnel will be replaced with a contracted vendor.

RECOMMENDATION:

Council approve and consent to award the Custodial Support bid for the Safety Center, Courthouse and Public Works Department to New England Cleaning Solutions for \$825 per month per building (\$29,700 per year) to be funded out of current FY 2020-2021 budget.

SUGGESTED MOTION:

Motion to approve and consent to award the Custodial Support bid for the Safety Center, Courthouse and Public Works Department to New England Cleaning Solutions for \$825 per month per building (\$29,700 per year) to be funded out of current FY 2020-2021 budget.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Custodial Expenses for SC, DC & DPW](#)
[Custodial Supplies for SC, DC & DPW](#)
[Custodial Support Bid Opening](#)
[Custodial Support RFP](#)

[New England Cleaning Solutions Bid](#)

| | Safety Center | Courthouse | DPW | Total |
|-----------------------------|----------------------|---------------------|------------------|---------------------|
| Custodial Staff* | \$ 19,019.00 | \$ 16,793.00 | | \$ 35,812.00 |
| Custodial Supplies** | \$ 3,700.00 | \$ 1,400.00 | \$ 650.00 | \$ 5,750.00 |
| Total | \$ 22,719.00 | \$ 18,193.00 | \$ 650.00 | \$ 41,562.00 |

| | | | | Total |
|--|---------------------|---------------------|---------------------|---------------------|
| New England Cleaning Solutions Proposal | | | | |
| Total Proposal | \$ 9,900.00 | \$ 9,900.00 | \$ 9,900.00 | \$ 29,700.00 |
| Add'l Custodial Supplies** | \$ 3,200.00 | \$ 1,200.00 | \$ 600.00 | \$ 5,000.00 |
| | \$ 13,100.00 | \$ 11,100.00 | \$ 10,500.00 | \$ 34,700.00 |

***2020-2021 Budget**

****Based on 2019-2020 Expenses**

| Based on 2019-2020 Expenses | | | |
|---|------------------|-----------------|------------------|
| Supplies included in Custodial Contract | | | |
| Custodial Supplies | District Court | Public Works | Safety Center |
| Bleach | | | \$ 5.39 |
| Floor cleaner | | | \$ 69.56 |
| Gloves (latex) | \$ 63.70 | \$ 25.48 | |
| Mop | \$ 81.99 | | |
| Simple Green cleaner | | | \$ 355.95 |
| Sponges | | | \$ 65.77 |
| Toilet bowl brush | | | \$ 19.87 |
| Total | \$ 145.69 | \$ 25.48 | \$ 516.54 |

| Supplies NOT included in Custodial Contract | | | |
|---|--------------------|------------------|--------------------|
| Custodial Supplies | District Court | Public Works | Safety Center |
| Air freshener (bath) | \$ 16.16 | \$ 15.69 | \$ 16.16 |
| Disinfectant wipes | \$ 121.05 | \$ 40.35 | \$ 121.05 |
| Hand soap | \$ 93.10 | \$ 45.84 | \$ 329.40 |
| Paper Towels | \$ 192.75 | \$ 84.29 | \$ 677.43 |
| Paper Towels (dispensers) | \$ 396.51 | \$ 210.54 | \$ 1,210.57 |
| Toilet Paper | \$ 130.08 | \$ 74.27 | \$ 226.14 |
| 7/10 Gal Trash Bags | \$ 113.78 | | |
| 12-16 Gal Trash Bags | \$ 36.49 | \$ 49.69 | \$ 238.55 |
| 30-33 Gal Trash Bags | \$ 31.96 | \$ 31.96 | \$ 93.01 |
| 55-60 Gal Trash Bags | \$ 51.46 | | \$ 148.51 |
| Urinal screens | \$ 28.39 | \$ 28.39 | \$ 56.78 |
| Total | \$ 1,211.73 | \$ 581.02 | \$ 3,117.60 |

Bid #20-10
Custodial Support for Town of Hooksett
August 6, 2020 @ 2:00

Attendees: Andre Garron, Town Administrator; Christine Soucie, Finance Director; Earl Labonte Public Works Director; Tomas Bartula, Highway Crew Chief

| Bidders | Monthly Total |
|-------------------------------------|------------------|
| Concord Compassionate Cleaners, LLC | \$ 4,857.00 |
| New England Cleaning Solutions | \$ 2,475.00 |
| Pro City Facilities Services Inc. | \$ 5,070.00 |
| | |
| | |
| | |
| | |

Bid opening closed: 2:07 pm

FINANCE\RFPS\20-10 RFP Opening

| | Safety Center | | Courthouse | | DPW | | Total per month | | Total per year | |
|------------------------------------|---------------|----------------|-------------|----------------|-------------|----------------|-----------------|----------------|----------------|----------------|
| | w/ supplies | w/out supplies | w/ supplies | w/out supplies | w/ supplies | w/out supplies | w/ supplies | w/out supplies | w/ supplies | w/out supplies |
| Concord Compassionate Cleaners | \$ 1,697.00 | \$ 1,330.00 | \$ 1,785.00 | \$ 1,232.00 | \$ 1,375.00 | \$ 1,060.00 | \$ 4,857.00 | \$ 3,622.00 | \$ 58,284.00 | \$ 43,464.00 |
| Pro City Facilities Services, Inc. | \$ 1,690.00 | \$ 1,690.00 | \$ 1,690.00 | \$ 1,690.00 | \$ 1,690.00 | \$ 5,370.00 | \$ 5,370.00 | \$ 60,840.00 | | |
| New England Cleaning Solutions | \$ 825.00 | | \$ 825.00 | | \$ 825.00 | | \$ 2,475.00 | | \$ 29,700.00 | |

Town of Hooksett



February 2020

Prepared by:
Department of Public Works
35 Main Street
Hooksett, NH 03106
(603) 485-8471
REQUEST FOR PROPOSAL

RFP 20-10 – Custodial Support for Town of Hooksett

Acceptance Date: 2:00 PM, Thursday, August 6, 2020

Sealed bid proposals, plainly marked, “**RFP 20-10 – Custodial Services for Town of Hooksett**” on the outside of the mailing envelope as well as the sealed bid envelope, addressed to the Administration Department, Town Hall, 35 Main Street, Hooksett, New Hampshire, 03106, will be accepted until **2:00 PM, Thursday, August 6, 2020** when all bids will be publicly opened and read aloud.

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.

Background

The Town of Hooksett is home to an estimated 13,000 residents and is located in south-central New Hampshire.

Inquiries

All questions regarding the scope of the work for this job should be directed to the Town of Hooksett Public Works Director Earl LaBonte at elabonte@hooksett.org. Questions received less than seven (7) days prior to the bid opening date may not be answered. Only answers
Page 1 of 13 **RFP 20-10 – Custodial Services for Town of Hooksett**

issued by Addenda will be binding. All addendums will be posted on The Hooksett Town website, www.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 notifications must be received not later than seven (7) days prior to the proposal acceptance date.

Introduction

Guidelines to Perspective Firms

1. A **mandatory** Pre-Bid Meeting will be held at **The Hooksett Town Hall, Room 204, 35 Main Street, Hooksett, NH 03106 on July 23,2020 at 1:30 p.m.**
2. INTERPRETATIONS AND ADDENDA- All questions about the meaning or intent of the Bidding Documents and the Contract Documents shall be submitted in writing to Earl LaBonte, Director Hooksett Public Works via email elabonte@hooksett.org. Interpretations, questions, or clarifications will be considered by the Town and if necessary be responded to by issuance of an Addendum. **All questions are to be received no later than Monday, August 3, 2020 at 3:30 p.m.** Questions received less than seven (7) days prior to the bid opening date may not be answered. Only answers issued by Addenda will be binding. All addendums will be posted on The Hooksett Town website, Hooksett.org.
3. **Sealed bids**, addressed to Town Administrator, 35 Main Street, The Hooksett, New Hampshire 03106, **must be received at the above address no later than August 6, 2020, 2 p.m.** for furnishing all labor, materials, supplies, equipment, licensing, supervision and performing all work necessary to provide custodial services based on the bid documents for Hooksett, New Hampshire. Bids shall be submitted in sealed envelopes using the blank Proposal forms furnished with this bid package. Sealed envelopes shall be marked in the upper left hand corner as follows: **RFP 20-10– Custodial Services for Town of Hooksett**. No electronic bids or emailed bids will be accepted.
4. All companies bidding on this project must include the information outlined in the **ITEMS TO BE INCLUDED IN BID SUBMITTAL** such as bid bond, statement of qualifications, list of subcontractors, list of equipment, references, list of proposed equipment, licenses, financial statements and other items requested in this bid document.
5. Proposal must include 3 copies of the proposal one for the Finance Department.

6. ANY ALTERATIONS, ADDITIONS OR DELETIONS, TO EITHER THE INSTRUCTIONS TO BIDDERS, OR THE PROPOSAL FORM SHALL CONSTITUTE THE BID(S) AS UNACCEPTABLE.

7. Bidder is required to submit three (3) references of current or previous work and projects of similar or like nature.

8. Bid prices shall be firm for 60 days from bid opening.

9. Unit prices shall remain in effect for the Initial Term of the Custodial Services Agreement.

10. If deemed advantageous, The Town reserves the right to make multiple awards. In the event that multiple awards are made, the lowest responsive bidder will be awarded a primary contract. "Secondary" contracts may be awarded based on the pricing order of responsive bids. Multiple awards may be made in order to insure timeliness of response to The Town's needs. Secondary contracts will be used only when the primary contractor cannot respond in a timely manner.

11. It is understood, that in addition to the items outlined in this bid package, The Hooksett Town's facilities are continually growing and the successful contractor must be capable of handling contract additions throughout the term of the contract to the same standards, frequencies and expectations outlined herein.

12. No bid bond is required.

13. Within ninety (90) days before the expiration of the Initial Term (June 30, 2021), The Town of Hooksett may give written notice to Contractor of its desire to extend the Agreement (the "Renewal Notice") for an additional period of time. (the "Renewal Term"). If The Hooksett Town delivers the Renewal Notice, the Parties shall within thirty (30) days from the date of receipt of the Renewal Notice, use good faith efforts to negotiate the terms and conditions of the Renewal Term. Any agreed upon Renewal Terms shall be in writing and executed as a Modification of the Agreement. In the event the Parties are unable to agree upon the terms and conditions for the Renewal Term, then the Agreement shall expire upon the expiration of the current Term or otherwise terminate pursuant to the terms of the Agreement. Renewal Terms will be limited to a maximum of two (2), three (3) year renewal periods.

Services are to include the following:

1. Custodial services for the Hooksett District Court, the Safety Center and the Department of Public Works Admin.
2. Coverage is five days a week, coverage excludes all federal holidays.
3. Facility cleaning for the Hooksett Court House and the Safety Center will take place outside their normal operating hours, Monday – Friday (mornings completed not later than 7 AM, evenings would be after 5 PM. For the Department of Public Works, a time would need to be scheduled.
4. A weekly report is to be provided listing any facility deficiencies.
5. Contractor will supply their own cleaning supplies and equipment to maintain the facility.
6. Contractor will supply any and all materials needed for the bathrooms, breakroom areas, and offices in the facility.

A detailed Scope of Services is set forth as Attachment A. A list of consumables and expenses is attached. The list of cleaning frequency is attached.

INSURANCE REQUIREMENTS

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

| | |
|--|--------------|
| Umbrella Insurance C 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 |
|---|-----------|

Contractor shall, before the Contract is signed, and at any time following execution thereof at the request of the Town, furnish Town with a certificate and proof of such additional endorsements or other documentary evidence that the aforementioned insurance policies have been procured with such additional endorsements, that premiums have been paid and that such policies remain in place. Such certificate or other evidence shall bear an agreement that the Town will be given thirty (30) days prior written notice by the Insurance Company furnishing the certificate before the insurance is cancelled or changed in any manner or for any reason during the period of coverage as stated on the certificate.

CRIMINAL BACKGROUND CHECKS: All custodial staffing that will be assigned to the The Hooksett Court House and The Hooksett Safety Center shall be properly screened for criminal background information.

LENGTH OF CONTRACT: Contract – this service contract will commence upon the date of contract execution. The service contract will remain in effect until June 30, 2021. Upon the mutual agreement of both parties, the Service Contract may be renewed in one-year increments for a total not to exceed five (5) years. Each additional year is contingent up funding by the Town Council for the next fiscal year. Upon mutual agreement of both parties, the renewable contract rates may be adjusted to account for inflation in accordance with the Consumer Price Index.

SUBMITAL REQUIREMENTS: Proposals shall include the following:

1. Cover Letter describing the history and experience of Firm.
2. Resume of the Service Manager/Supervisor assigned to manage custodial services contracted with the Town or summary of work history and position
3. At least (3) references, including current contact name and phone number for similar contracts; the Town may elect to visit the sites that are named as references.
4. Completed Proposal Form, included in this document.
5. Describe approach to providing custodial service.

EVALUATION CRITERIA: The Town shall select a firm based on the following: Qualifications of Firm/Key Staff, Satisfactory References, and Service Approach (professionalism)

SELECTION: Upon receipt of all Proposals, the Town, at its discretion, may select a contractor outright or select all firms, or a finalist(s) for in-person and/or telephone interviews. The Town intends to enter into an agreement with the top rated firm in substantially the form as attached. If the Town cannot reach agreement with that firm, the Town will entertain a

proposal from the second rated firm, and so on, until an agreement is reached. Selection shall be subject to a thorough check of references.

The Town also reserves the right to make such inquiries regarding the firm's qualifications and reputation as it deems necessary to evaluate the firm. The firm may be requested to execute releases to obtain information from third parties. Failure to execute a release upon request may result in disqualification.

The Town of Hooksett reserves the right to reject any or all proposals, to waive technical or legal deficiencies, to accept any proposal and to negotiate such terms and conditions of any final agreement as may be in the best interest of the Town.

EVALUATION CRITERIA: The Town shall select a firm based on the following:

- Qualifications of Firm/Key Staff
- Satisfactory References
- Service Approach (professionalism)

SELECTION: Upon receipt of all Proposals, the Town, at its discretion, may select a contractor outright or select all firms, or a finalist(s) for in-person and/or telephone interviews. The Town intends to enter into an agreement with the top rated firm in substantially the form as attached. If the Town cannot reach agreement with that firm, the Town will entertain a proposal from the second rated firm, and so on, until an agreement is reached. Selection shall be subject to a thorough check of references.

The Town also reserves the right to make such inquiries regarding the firm's qualifications and reputation as it deems necessary to evaluate the firm. The firm may be requested to execute releases to obtain information from third parties. Failure to execute a release upon request may result in disqualification.

The Town of Hooksett reserves the right to reject any or all proposals, to waive technical or legal deficiencies, to accept any proposal and to negotiate such terms and conditions of any final agreement as may be in the best interest of the Town.

The Town of Hooksett reserves the right to reject any or all proposals, to waive technical or legal deficiencies, to accept any proposal and to negotiate such terms and conditions of any final agreement as may be in the best interest of the Town.

LATE BIDS WILL NOT BE ACCEPTED

**TOWN OF HOOKSETT, NEW HAMPSHIRE
Department of Public Works Custodial Service
PROPOSAL FORM**

Date: _____

Monthly Cleaning Cost per facility.

\$ _____
Price in Words

\$ _____
Price in Figures

Available Start Date:

Signature

Name (Print)

Title

Company

Address

Town, State, Zip Code

Email Address

Telephone Number

Fax Number

ATTACHMENT A

SCOPE OF SERVICES

FRONT ENTRANCE, LOBBY AND OFFICE

- Clean entry door glass. Wipe all sills and ledges.
- Dust all horizontal surfaces including heater vents.
- Empty trash, replace liner, and remove to designated area.
- Vacuum all carpets and move scatter rugs when used.
- Spot clean glass doors as needed.

RESTROOMS

- Clean and sanitize all glass mirrors.
- Clean and sanitize all fixtures to a shine.
- Clean and sanitize sink and counter area.
- Wash and sanitize walls, partitions, and doors.
- Clean thoroughly and disinfect bathroom stalls, toilets and urinals.
- Clean and disinfect all showers.
- Replenish all paper supplies as needed.
- Replenish all soap dispensers as needed.
- Empty all trash containers, replace liners, and remove to designated area.
- Sweep, Wet mop and disinfect all ceramic flooring

LOCKER ROOMS

- Vacuum carpeted areas.
- Spot clean glass.
- Dry mop and wet mop ceramic flooring.
- Dust lockers.
- Fill all dispensers as needed.
- Empty trash containers daily replace liners.

EXERCISE ROOMS

- Clean glass/ mirrors as needed.
- Vacuum carpet areas
- Dust window ledges
- Fill dispensers when needed
- Dry mop wood floor daily And wash weekly

STAIRS

- Vacuum daily and wash when needed

MIRRORS

- Spot clean daily.

Report any deficiencies in our facility to the Facilities foremen by using the Work Request Form provided by the Public Works Department.

SUPPLIES

- Contractor will supply their own cleaning supplies and equipment to maintain the facility.
- Contractor will supply any and all materials needed for the locker rooms and bath room dispensers in the facility.

CLEANING FREQUENCY (All daily unless indicated otherwise.)

| | Daily | Weekly | Bi-Annually |
|--|-------|--------|-------------|
| Men's Locker Room - Main Building | | | |
| Toilets cleaned | | | |
| Sinks cleaned | | | |
| Mirrors cleaned | | | |
| Trash emptied | | | |
| Toilet paper dispensers cleaned and refilled | | | |
| Hand towel dispenser cleaned and refilled | | | |
| Hand soap dispensers cleaned and refilled | | | |
| Shower soap dispensers cleaned and refilled | | | |
| Facial tissue dispenser cleaned and refilled | | | |
| Carpet floors vacuumed | | | |
| Sanitize benches | | | |
| Women's Locker Room- Main Building | | | |
| Toilets cleaned | | | |
| Sinks cleaned | | | |
| Mirrors cleaned | | | |
| Trash emptied | | | |
| Sanitary napkin containers emptied and sanitized | | | |
| Toilet paper dispensers cleaned and refilled | | | |
| Hand towel dispenser cleaned and refilled | | | |
| Hand soap dispensers cleaned and refilled | | | |
| Shower soap dispensers cleaned and refilled | | | |
| Facial tissue dispenser cleaned and refilled | | | |
| Sanitize benches | | | |

| | Daily | Weekly | Bi-Annually |
|--|-------|--------|-------------|
| Men's Bathroom | | | |
| Toilets cleaned | | | |
| Sinks cleaned | | | |
| Mirrors cleaned | | | |
| Trash emptied | | | |
| Toilet paper dispensers cleaned and refilled | | | |
| Hand towel dispenser cleaned and refilled | | | |
| Hand soap dispensers cleaned and refilled | | | |
| Floor washed | | | |
| Women's Bathroom | | | |
| Toilets cleaned | | | |
| Sinks cleaned | | | |
| Mirrors cleaned | | | |
| Trash emptied | | | |
| Toilet paper dispensers cleaned and refilled | | | |
| Hand towel dispenser cleaned and refilled | | | |
| Hand soap dispensers cleaned and refilled | | | |
| Floor washed | | | |
| Stairwell & Hall | | | |
| Vacuum carpet runners | | | |
| Wash floors and stairwell | | | |
| Lobby Bathroom | | | |
| Toilets cleaned | | | |
| Sinks cleaned | | | |
| Mirrors cleaned | | | |
| Trash emptied | | | |
| Toilet paper dispensers cleaned and refilled | | | |
| Hand towel dispenser cleaned and refilled | | | |
| Hand soap dispensers cleaned and refilled | | | |
| Facial tissue dispenser cleaned and refilled | | | |
| Floor washed | | | |
| Vacuum cob webs | | | X |
| Office, Lobby & Entrance | | | |
| Carpets vacuumed | | | |
| Entrance windows and doors cleaned | | | |
| Trash emptied | | | |
| Clean Hand railings on stairs | | | |
| Vacuum cob webs | | | X |

CUSTODIAL SERVICES AGREEMENT

THIS AGREEMENT IS MADE THIS _____ **day of** _____ **between**
 _____ **and the TOWN OF HOOKSETT (the "Town"),** 35 Main
 Street, Hooksett, NH 03106.

- A. DESCRIPTION OF SERVICES.** Contractor shall provide all necessary labor, equipment, materials and supplies to complete those custodial services outlined in RFP 20-10 issued by the Town and attached to this Agreement. The Town's Representative for purposes of coordinating the custodial services and responding to questions is Paul Devarenne, Assistant Crew Chief Facilities. In the event that the Town's Representative is not available then the Director of Public Works.
- B. TERM.** The term of this Agreement shall be from the date of contract execution to June 30, 2022. The parties may, by mutual agreement, extend the term of this agreement for an additional one year term for a total period not to exceed five years. Each additional year is contingent upon funding by the Town Council for the next fiscal year. Upon mutual agreement of both parties, the renewable contract rates may be adjusted to account for inflation in accordance with the Consumer Price Index.
- C. PERSONNEL.** Contractor has advised that _____ shall serve as Service Manager/Supervisor for the services described in this Agreement. Contractor shall notify the Town in writing if there is any change in Supervisor. Should the Town have concerns with regard to the performance of any member of the team, the Town reserves the right to request a change in Contractor personnel. Contractor's personnel are expected to be courteous, professional and respectful and follow such policies and practices as made known to them by the Town Representative.
- D. PAYMENT.** Town shall, upon Contractor's submission of a monthly invoice, Pay Contractor monthly for services performed. Town shall pay such invoice within 30 days of receipt.
- E. INSURANCE REQUIREMENTS.** Contractor shall maintain commercial general liability coverage in the amount of at least one million dollars per occurrence. The Town shall be named as an additional insured. Contractor shall also maintain workers compensation for all its employees in accordance with the statutory requirements. Contractor shall provide proof of insurance satisfactory to the Town.
- F. INDEMNIFICATION.** Contractor will indemnify and hold harmless the Town from any and all losses, claims, costs, expenses, actions, causes of action, damages and obligations caused by negligent acts or omissions and/or any violations of applicable law or regulations by Contractor, its officers, employees or agents.

G. INDEPENDENT CONTRACTOR: For purposes of this Agreement, any officers, employees, or agents for Contractor act in an independent contractor and are not officers, employees or agents of the Town.

H. TERMINATION OF AGREEMENT: If through any cause, Contractor or the Town shall fail to fulfill in a timely and proper manner its obligations under this Agreement, each party shall have the right to terminate this Agreement by giving written notice to the other of the causes of such termination and specify the effective date of such termination. The parties shall have all remedies available by law.

Written notice to the Town shall be provided to the Director of Public Works at 35 Main Street, Hooksett NH.

I. AMENDMENTS. The scope of the services described in paragraph A of this Agreement may be amended by a written communication from the Town's Director of Public Works provided the price adjustment does not increase by more than 10% of the monthly price. All other terms of this Agreement may be amended only by written communication executed by both parties.

J. SEVERABILITY. If any provision of this Agreement is held to be invalid, illegal, or unenforceable, the remaining provisions shall remain in force.

K. CONFLICT OF INTEREST. No officer, employee or agent of the Town, or any other person who exercises any functions or responsibilities in connection with the Town, shall have any personal or financial interest, direct or indirect, in this Agreement.

L. GOVERNING LAW. The terms of this Agreement shall be governed by the laws of the State of New Hampshire. Jurisdiction and venue shall lie in Rockingham County Superior Court.

IN WITNESS WHEREOF, the Town and Contractor have executed this Agreement as of the date first above written.

TOWN OF HOOKSETT

By: _____
André Garron
Town Administrator, Town of Hooksett

CONTRACTOR

By: _____

Print Name: _____

Title:

TOWN OF HOOKSETT, NEW HAMPSHIRE
Department of Public Works Custodial Service
PROPOSAL FORM

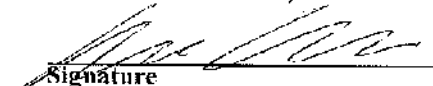
Date: 7/29/2020

Monthly Cleaning Cost per facility.

\$ Eight hundred twenty five
 Price in Words

\$ 825.00
 Price in Figures

Available Start Date: ASAP


 Signature

Hilario Kiendo
 Name (Print)

owner

Title
NEW England Cleaning Solutions
 Company

11 Vine St
 Address

Lawrence, MA 01841
 Town, State, Zip Code

617-708-6501
 Telephone Number

Cabindiano@ouHook.com
 Email Address

 Fax Number

CUSTODIAL SERVICES AGREEMENT

THIS AGREEMENT IS MADE THIS 29 day of July between NEW England C. Solutions and the TOWN OF HOOKSETT (the "Town"), 35 Main Street, Hooksett, NH 03106.

- A. **DESCRIPTION OF SERVICES.** Contractor shall provide all necessary labor, equipment, materials and supplies to complete those custodial services outlined in RFP 20-10 issued by the Town and attached to this Agreement. The Town's Representative for purposes of coordinating the custodial services and responding to questions is Paul Devarenne, Assistant Crew Chief Facilities. In the event that the Town's Representative is not available then the Director of Public Works.
- B. **TERM.** The term of this Agreement shall be from the date of contract execution to June 30, 2022. The parties may, by mutual agreement, extend the term of this agreement for an additional one year term for a total period not to exceed five years. Each additional year is contingent upon funding by the Town Council for the next fiscal year. Upon mutual agreement of both parties, the renewable contract rates may be adjusted to account for inflation in accordance with the Consumer Price Index.
- C. **PERSONNEL.** Contractor has advised that NEW England C. Solutions shall serve as Service Manager/Supervisor for the services described in this Agreement. Contractor shall notify the Town in writing if there is any change in Supervisor. Should the Town have concerns with regard to the performance of any member of the team, the Town reserves the right to request a change in Contractor personnel. Contractor's personnel are expected to be courteous, professional and respectful and follow such policies and practices as made known to them by the Town Representative.
- D. **PAYMENT.** Town shall, upon Contractor's submission of a monthly invoice, Pay Contractor monthly for services performed. Town shall pay such invoice within 30 days of receipt.
- E. **INSURANCE REQUIREMENTS.** Contractor shall maintain commercial general liability coverage in the amount of at least one million dollars per occurrence. The Town shall be named as an additional insured. Contractor shall also maintain workers compensation for all its employees in accordance with the statutory requirements. Contractor shall provide proof of insurance satisfactory to the Town.
- F. **INDEMNIFICATION.** Contractor will indemnify and hold harmless the Town from any and all losses, claims, costs, expenses, actions, causes of action, damages and obligations caused by negligent acts or omissions and/or any violations of applicable law or regulations by Contractor, its officers, employees or agents.

G. INDEPENDENT CONTRACTOR: For purposes of this Agreement, any officers, employees, or agents for Contractor act in an independent contractor and are not officers, employees or agents of the Town.

H. TERMINATION OF AGREEMENT: If through any cause, Contractor or the Town shall fail to fulfill in a timely and proper manner its obligations under this Agreement, each party shall have the right to terminate this Agreement by giving written notice to the other of the causes of such termination and specify the effective date of such termination. The parties shall have all remedies available by law.

Written notice to the Town shall be provided to the Director of Public Works at 35 Main Street, Hooksett NH.

I. AMENDMENTS. The scope of the services described in paragraph A of this Agreement may be amended by a written communication from the Town's Director of Public Works provided the price adjustment does not increase by more than 10% of the monthly price. All other terms of this Agreement may be amended only by written communication executed by both parties.

J. SEVERABILITY. If any provision of this Agreement is held to be invalid, illegal, or unenforceable, the remaining provisions shall remain in force.

K. CONFLICT OF INTEREST. No officer, employee or agent of the Town, or any other person who exercises any functions or responsibilities in connection with the Town, shall have any personal or financial interest, direct or indirect, in this Agreement.

L. GOVERNING LAW. The terms of this Agreement shall be governed by the laws of the State of New Hampshire. Jurisdiction and venue shall lie in Rockingham County Superior Court.

IN WITNESS WHEREOF, the Town and Contractor have executed this Agreement as of the date first above written.

TOWN OF HOOKSETT

By: _____
André Garron
Town Administrator, Town of Hooksett

CONTRACTOR

By: NEW England Cleaning Solutions
Print Name: Hikeio Kiendo
Title: owner

Professional Janitorial Service Proposal

Prepared for:

Department of Public Works "Hooksett, NH"

Submitted by:

New England Cleaning Solutions

11 Vine St, Lawrence, MA 01841

617-708-6501

cabindiano@outlook.com



Dear Department of Public Works,

Thank you for allowing New England Cleaning Solutions to prepare a professional cleaning service proposal for your consideration. We know it takes considerate time and effort to show any potential contractor your facility, and to provide them with the necessary information. So again, thank you!

Here are a few important highlights:

Before we start... All of our cleaners are thoroughly trained on how to perform each cleaning task, as well as on important safety issues. Our goal is to clean each customer's facility professionally and safely.

During the start... We know a seamless, no-hassle start-up is important to every customer. So at New England Cleaning Solutions, we combine up-front preparation and training with strong management and direction to ensure a smooth, successful startup.

After the start... A systematic approach to keep your building looking good! At New England Cleaning Solutions, we offer strong management and quality control to plan for, and not lose track of the many necessary cleaning details.

We look forward to the opportunity of becoming a trusted and valued partner in improving and maintaining the appearance of your building. Please call if you have any questions, or need additional information as you review our proposal.

General

New England Cleaning Solutions, agrees to provide all labor, supervision, and equipment necessary to assure performance of specified cleaning service for the customer. This shall include all services described in the written specifications attached. New England Cleaning Solutions agrees to furnish such cleaning service for a period of one year, the dates yet to be agreed upon.

Special Services

Carpet cleaning available – Price quoted upon request.

Waxable hard surface floors can be stripped and refinished or scrubbed re-waxed – Price quoted upon request

Exterior windows can be cleaned – price quoted upon request

Service Schedule

Cleaning service operations described in this comprehensive program will be performed 5 days per week.

The cleaning crew will observe holidays observed by the customer. New England Cleaning Solutions is prepared to adapt this work schedule to coincide with the needs and requests of the customer provided that such requests do not alter the cost of operations.

Invoicing

All invoicing will be itemized according to monthly work or for special tasks. Invoicing will be on the 1st of each month. Payment policy is net 30 days.

Supervision

Adequate personnel and supervision will be furnished to ensure quality service.

Equipment

New England Cleaning Solutions will furnish and maintain all necessary cleaning equipment inclusive of but not limited to: floor machine, buffers, carpet extractor, vacuums, maid carts, mop buckets, wringers, mops and brooms. The customer agrees to provide a secure space for storage of this equipment, as may be necessary.

New England Cleaning Solutions will comply with current OSHA regulation and proven procedures pertaining to all work performed at the customer's location.

Insurance

New England Cleaning Solutions will furnish all forms of insurance required by law and shall maintain the same in force.

- Comprehensive General Liability
- Property Damage
- Workers Compensation

Employee Status

Personnel supplied by New England Cleaning Solutions are deemed employees of New England Cleaning Solutions and will not for any purpose be considered employees or agents of the customer.

Equal Opportunity Employer

New England Cleaning Solutions is an equal opportunity employer. All necessary employment forms will be maintained by our office as required by law.

Our Philosophy

New England Cleaning Solutions is committed to providing quality janitorial services that deliver the highest levels of customer satisfaction.

Term

The term of this agreement shall be for a period of one (1) year and shall automatically renew for additional one (1) year periods on the anniversary date of this agreement.

Cancellation

This agreement may be terminated or canceled at any time with a minimum of thirty (30) days written notice from either party.

Agreement

This agreement is made entered into as of.....,20...., by and between New England Cleaning Solutions with is principal place of business located at 11 Vine St, Lawrence, MA 01841

NOW, THEREFORE, in consideration of the mutual promises and benefits to be derived by the parties they mutual agree to the terms and conditions and outlined above in this agreement.

IN WITNESS WEREOF, the parties have executed this agreement effective as of the date and year first written above.

New England Cleaning Solutions

Customer

By:

By:

Name:

Name:

Date:

Date

Title

Title:

References

Town of Barnstable Mona Solmonte 508-862-4613
Mona.Solmonte@town.barnstable.ma.us

East Coast Lot & Pavement Theresa Summerly 401-722-8111 theresa@econsite.com
20Dunnell Lane, Pawtucket, RI

— Barnes and Nobles Kathleen Manager 781-231-4711 crm2798@bn.com
444A, Broadway, Saugus, MA

Express Fitness Josh Benton 603-314-8900 jbenton@ehsc.com
1328 Hooksett Rd, Hooksett, NH

NH SportsPlex Justin Benton 603-682-0765 justin@ehsc.com

Town Council

STAFF REPORT



To: Town Council
Title: 2020 MS-535 Financial Report of the Budget
Meeting: Town Council - 23 Sep 2020
Department: Finance
Staff Contact: Christine Soucie, Finance Director

BACKGROUND INFORMATION:

The Town is required to complete the State form *MS-535 Financial Report of the Town Budget* prior to setting the tax rate. This report is prepared following the NH Department of Revenue Administration Rev 1700 Rules, Financial Accounting for Cities and Towns.

The Finance Director using the unaudited trial balance for the period ending June 30, 2020 completed this form and believes it to be in accordance with the NH Department of Revenue Administration Rev 1700 Rules.

Attached is a reconciliation of the MS-535 to the June 30, 2020 Budget Summary.

FINANCIAL IMPACT:

Bottom of page 8 on the MS-535 - Unassigned Fund Balance has an ending balance of **\$4,459,368**.

This is a decrease of \$697,984 from the prior year and is the sum of the following transitions:

| | |
|--|----------------|
| Fund Balance use to reduce taxes in 2019 | -\$1,385,094 |
| Unspent budget FY 2019-20 | 971,991 |
| Shortfall in non-tax revenues FY 2019-20 | -9,900 |
| FY 2019-20 Encumbrances | -227,521 |
| Net changes in other assets | <u>-47,460</u> |
| Total | \$ 697,984 |

SUGGESTED MOTION:

Motion to authorize the Town Council to sign the 2020 MS-535 Financial Report of the Budget for period ending June 30, 2020 as presented.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[2020 MS-535](#)

[Reconciliation of MS-535 to Budget Summary](#)



New Hampshire
Department of
Revenue Administration

2020
MS-535

DRAFT
MS-535 NOT SUBMITTED
THIS COPY FOR REVIEW PURPOSES
ONLY

Financial Report of the Budget

Hooksett

For the period ending June 30, 2020

DRAFT

THIS IS A DRAFT REPORT FOR REVIEW PURPOSES ONLY
THE PROPOSED BUDGET PROCESS MUST BE COMPLETED IN
THE TAX RATE SETTING PORTAL BEFORE A FINAL REPORT CAN
BE GENERATED FOR THE PURPOSES OF CERTIFICATION AND
PUBLIC POSTING

This form must be signed, scanned, and uploaded to the Municipal Tax Rate Setting Portal:
<https://www.proptax.org/>

For assistance please contact:
NH DRA Municipal and Property Division
(603) 230-5090
<http://www.revenue.nh.gov/mun-prop/>



New Hampshire
Department of
Revenue Administration

2020
MS-535

DRAFT
MS-535 NOT SUBMITTED
THIS COPY FOR REVIEW PURPOSES
ONLY

Expenditures

| Account | Purpose | Voted Appropriations | Actual Expenditures |
|---|--|----------------------|---------------------|
| General Government | | | |
| 4130-4139 | Executive | \$407,234 | \$422,236 |
| | <i>Explanation: GOFFER Grant \$680</i> | | |
| 4140-4149 | Election, Registration, and Vital Statistics | \$37,248 | \$32,909 |
| 4150-4151 | Financial Administration | \$665,551 | \$750,986 |
| | <i>Explanation: Budget Transfer \$58,000; GOFFER Grant \$27,025</i> | | |
| 4152 | Revaluation of Property | \$175,874 | \$192,005 |
| | <i>Explanation: Budget Transfer \$20,000</i> | | |
| 4153 | Legal Expense | \$95,000 | \$103,986 |
| | <i>Explanation: Budget Transfer \$10,000; GOFFER Grant \$569</i> | | |
| 4155-4159 | Personnel Administration | \$199,964 | \$181,205 |
| | <i>Explanation: DOJ Grant \$1,303</i> | | |
| 4191-4193 | Planning and Zoning | \$369,616 | \$363,009 |
| 4194 | General Government Buildings | \$512,580 | \$504,462 |
| | <i>Explanation: GOFFER Grant \$11,621</i> | | |
| 4195 | Cemeteries | \$25,141 | \$14,994 |
| 4196 | Insurance | \$220,810 | \$220,810 |
| 4197 | Advertising and Regional Association | \$14,000 | \$14,198 |
| 4199 | Other General Government | \$1 | \$100 |
| General Government Subtotal | | \$2,723,019 | \$2,800,900 |
| Public Safety | | | |
| 4210-4214 | Police | \$4,703,596 | \$4,431,466 |
| | <i>Explanation: Budget Transfer (\$94,940); Step Grant \$2,753; First Responder Stipend \$67,758; GOFERR Grant \$5,018.</i> | | |
| 4215-4219 | Ambulance | \$0 | \$0 |
| 4220-4229 | Fire | \$4,291,154 | \$4,735,792 |
| | <i>Explanation: Budget Transfer (\$53,000); DOJ Grant \$30,600, First Responder Stipend \$65,701; GOFERR Grant \$24,332;</i> | | |
| 4240-4249 | Building Inspection | \$95,714 | \$93,176 |
| 4290-4298 | Emergency Management | \$4,251 | \$3,115 |
| | <i>Explanation: GOFERR Grant \$195</i> | | |
| 4299 | Other (Including Communications) | \$0 | \$0 |
| Public Safety Subtotal | | \$9,094,715 | \$9,263,549 |
| Airport/Aviation Center | | | |
| 4301-4309 | Airport Operations | \$0 | \$0 |
| Airport/Aviation Center Subtotal | | \$0 | \$0 |



New Hampshire
Department of
Revenue Administration

2020
MS-535

DRAFT
MS-535 NOT SUBMITTED
THIS COPY FOR REVIEW PURPOSES
ONLY

Expenditures

| Account | Purpose | Voted Appropriations | Actual Expenditures |
|--|--|----------------------|---------------------|
| Highways and Streets | | | |
| 4311 | Administration | \$251,357 | \$242,100 |
| | <i>Explanation: Budget Transfer (\$10,000)</i> | | |
| 4312 | Highways and Streets | \$2,110,112 | \$2,189,124 |
| | <i>Explanation: Budget Transfer (\$20,000); Donation \$6,326, GOFFER Grant \$1,692</i> | | |
| 4313 | Bridges | \$1 | \$0 |
| | <i>Explanation: Budget Transfer \$85,000</i> | | |
| 4316 | Street Lighting | \$62,000 | \$124,163 |
| | <i>Explanation: Budget Transfer \$39,940</i> | | |
| 4319 | Other | \$222,969 | \$200,409 |
| Highways and Streets Subtotal | | \$2,646,439 | \$2,755,796 |
| Sanitation | | | |
| 4321 | Administration | \$122,080 | \$113,973 |
| 4323 | Solid Waste Collection | \$322,824 | \$219,775 |
| 4324 | Solid Waste Disposal | \$842,254 | \$804,998 |
| | <i>Explanation: Budget Transfer (\$15,000)</i> | | |
| 4325 | Solid Waste Cleanup | \$0 | \$0 |
| 4326-4328 | Sewage Collection and Disposal | \$0 | \$0 |
| 4329 | Other Sanitation | \$0 | \$0 |
| Sanitation Subtotal | | \$1,287,158 | \$1,138,746 |
| Water Distribution and Treatment | | | |
| 4331 | Administration | \$0 | \$0 |
| 4332 | Water Services | \$0 | \$0 |
| 4335-4339 | Water Treatment, Conservation and Other | \$0 | \$0 |
| Water Distribution and Treatment Subtotal | | \$0 | \$0 |
| Electric | | | |
| 4351-4352 | Administration and Generation | \$0 | \$0 |
| 4353 | Purchase Costs | \$0 | \$0 |
| 4354 | Electric Equipment Maintenance | \$0 | \$0 |
| 4359 | Other Electric Costs | \$0 | \$0 |
| Electric Subtotal | | \$0 | \$0 |
| Health | | | |
| 4411 | Administration | \$1 | \$0 |
| 4414 | Pest Control | \$0 | \$0 |
| 4415-4419 | Health Agencies, Hospitals, and Other | \$0 | \$0 |
| Health Subtotal | | \$1 | \$0 |



New Hampshire
Department of
Revenue Administration

2020
MS-535

DRAFT
MS-535 NOT SUBMITTED
THIS COPY FOR REVIEW PURPOSES
ONLY

Expenditures

| Account | Purpose | Voted Appropriations | Actual Expenditures |
|-------------------------------------|--|----------------------|---------------------|
| Welfare | | | |
| 4441-4442 | Administration and Direct Assistance | \$132,024 | \$87,893 |
| | <i>Explanation: GOFERR Grant \$5,550</i> | | |
| 4444 | Intergovernmental Welfare Payments | \$31,303 | \$35,944 |
| 4445-4449 | Vendor Payments and Other | \$0 | \$0 |
| | Welfare Subtotal | \$163,327 | \$123,837 |
| Culture and Recreation | | | |
| 4520-4529 | Parks and Recreation | \$628,752 | \$565,692 |
| | <i>Explanation: Budget Transfer (\$20,000); GOFERR Grant \$4,752</i> | | |
| 4550-4559 | Library | \$865,289 | \$868,065 |
| | <i>Explanation: GOFERR Grant \$10,928</i> | | |
| 4583 | Patriotic Purposes | \$2,945 | \$0 |
| 4589 | Other Culture and Recreation | \$11,750 | \$15,600 |
| | Culture and Recreation Subtotal | \$1,508,736 | \$1,449,357 |
| Conservation and Development | | | |
| 4611-4612 | Administration and Purchasing of Natural Resources | \$1,277 | \$1,277 |
| 4619 | Other Conservation | \$0 | \$0 |
| 4631-4632 | Redevelopment and Housing | \$0 | \$0 |
| 4651-4659 | Economic Development | \$700 | \$700 |
| | Conservation and Development Subtotal | \$1,977 | \$1,977 |
| Debt Service | | | |
| 4711 | Long Term Bonds and Notes - Principal | \$101,750 | \$101,750 |
| 4721 | Long Term Bonds and Notes - Interest | \$111,220 | \$49,745 |
| 4723 | Tax Anticipation Notes - Interest | \$1 | \$0 |
| 4790-4799 | Other Debt Service | \$0 | \$0 |
| | Debt Service Subtotal | \$212,971 | \$151,495 |
| Capital Outlay | | | |
| 4901 | Land | \$1 | \$0 |
| 4902 | Machinery, Vehicles, and Equipment | \$0 | \$0 |
| 4903 | Buildings | \$0 | \$284,699 |
| 4909 | Improvements Other than Buildings | \$2,500,000 | \$2,500,000 |
| | Capital Outlay Subtotal | \$2,500,001 | \$2,784,699 |



New Hampshire
Department of
Revenue Administration

2020
MS-535

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Expenditures

| Account | Purpose | Voted Appropriations | Actual Expenditures |
|--|--------------------------------------|----------------------|---------------------|
| Operating Transfers Out | | | |
| 4912 | To Special Revenue Fund | \$5,040 | \$0 |
| 4913 | To Capital Projects Fund | \$0 | \$0 |
| 4914A | To Proprietary Fund - Airport | \$0 | \$0 |
| 4914E | To Proprietary Fund - Electric | \$0 | \$0 |
| 4914O | To Proprietary Fund - Other | \$0 | \$0 |
| 4914S | To Proprietary Fund - Sewer | \$2,075,153 | \$2,075,153 |
| <i>Explanation: GOFFER Grant \$1,700</i> | | | |
| 4914W | To Proprietary Fund - Water | \$0 | \$0 |
| 4915 | To Capital Reserve Fund | \$705,000 | \$705,000 |
| 4916 | To Expendable Trusts/Fiduciary Funds | \$0 | \$0 |
| 4917 | To Health Maintenance Trust Funds | \$0 | \$0 |
| 4918 | To Non-Expendable Trust Funds | \$0 | \$0 |
| 4919 | To Fiduciary Funds | \$0 | \$0 |
| Operating Transfers Out Subtotal | | \$2,785,193 | \$2,780,153 |
| Payments to Other Governments | | | |
| 4931 | Taxes Assessed for County | \$0 | \$5,456,880 |
| 4932 | Taxes Assessed for Village District | \$0 | \$0 |
| 4933 | Taxes Assessed for Local Education | \$0 | \$22,713,535 |
| 4934 | Taxes Assessed for State Education | \$0 | \$4,189,791 |
| 4939 | Payments to Other Governments | \$0 | \$0 |
| Payments to Other Governments Subtotal | | | \$32,360,206 |
| Total Before Payments to Other Governments | | \$22,923,537 | \$23,250,509 |
| Plus Payments to Other Governments | | | \$32,360,206 |
| Plus Commitments to Other Governments from Tax Rate | | \$32,360,206 | |
| Less Proprietary/Special Funds | | \$0 | \$0 |
| Total General Fund Expenditures | | \$55,283,743 | \$55,610,715 |



New Hampshire
Department of
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Revenues

| Account | Source of Revenues | Estimated Revenues | Actual Revenues |
|---|---|---|---------------------|
| Taxes | | | |
| 3110 | Property Taxes | \$0 | \$42,827,188 |
| 3120 | Land Use Change Tax - General Fund | \$0 | \$0 |
| 3121 | Land Use Change Taxes (Conservation) | \$0 | \$0 |
| 3180 | Resident Tax | \$0 | \$0 |
| 3185 | Yield Tax | \$8,500 | \$2,666 |
| 3186 | Payment in Lieu of Taxes | \$0 | \$0 |
| 3187 | Excavation Tax | \$9,000 | \$18,492 |
| 3189 | Other Taxes | \$0 | \$0 |
| 3190 | Interest and Penalties on Delinquent Taxes | \$280,000 | \$188,144 |
| 9991 | Inventory Penalties | \$0 | \$0 |
| Taxes Subtotal | | \$297,500 | \$43,036,490 |
| Licenses, Permits, and Fees | | | |
| 3210 | Business Licenses and Permits | \$250 | \$250 |
| 3220 | Motor Vehicle Permit Fees | \$4,042,000 | \$4,129,582 |
| 3230 | Building Permits | \$200,000 | \$222,545 |
| 3290 | Other Licenses, Permits, and Fees | \$20,000 | \$23,436 |
| 3311-3319 | From Federal Government | \$0 | \$268,169 |
| | | <i>Explanation: GRANTS - \$31,903 DOJ; \$94,062 GOFERR; \$2,753 STEP; First Responder Stipend \$133,459; BPV \$1,951; War</i> | |
| Licenses, Permits, and Fees Subtotal | | \$4,262,250 | \$4,643,982 |
| State Sources | | | |
| 3351 | Shared Revenues | \$152,393 | \$152,393 |
| 3352 | Meals and Rooms Tax Distribution | \$744,020 | \$744,020 |
| 3353 | Highway Block Grant | \$316,662 | \$316,628 |
| 3354 | Water Pollution Grant | \$0 | \$0 |
| 3355 | Housing and Community Development | \$0 | \$0 |
| 3356 | State and Federal Forest Land Reimbursement | \$597 | \$574 |
| 3357 | Flood Control Reimbursement | \$0 | \$0 |
| 3359 | Other (Including Railroad Tax) | \$1,278 | \$1,278 |
| 3379 | From Other Governments | \$0 | \$0 |
| State Sources Subtotal | | \$1,214,950 | \$1,214,893 |
| Charges for Services | | | |
| 3401-3406 | Income from Departments | \$88,520 | \$67,812 |
| 3409 | Other Charges | \$0 | \$0 |
| Charges for Services Subtotal | | \$88,520 | \$67,812 |



New Hampshire
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Revenue Administration

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Revenues

| Account | Source of Revenues | Estimated Revenues | Actual Revenues |
|---|--|---------------------|---------------------|
| Miscellaneous Revenues | | | |
| 3501 | Sale of Municipal Property | \$20,000 | \$40,480 |
| 3502 | Interest on Investments | \$250,000 | \$196,697 |
| 3503-3509 | Other | \$144,950 | \$409,065 |
| <i>Explanation: Donation \$226,949</i> | | | |
| Miscellaneous Revenues Subtotal | | \$414,950 | \$646,242 |
| Interfund Operating Transfers In | | | |
| 3912 | From Special Revenue Funds | \$85,040 | \$111,508 |
| 3913 | From Capital Projects Funds | \$0 | \$0 |
| 3914A | From Enterprise Funds: Airport (Offset) | \$0 | \$0 |
| 3914E | From Enterprise Funds: Electric (Offset) | \$0 | \$0 |
| 3914O | From Enterprise Funds: Other (Offset) | \$64,000 | \$0 |
| 3914S | From Enterprise Funds: Sewer (Offset) | \$2,075,153 | \$2,075,153 |
| 3914W | From Enterprise Funds: Water (Offset) | \$0 | \$0 |
| 3915 | From Capital Reserve Funds | \$0 | \$249,346 |
| 3916 | From Trust and Fiduciary Funds | \$4,500 | \$17,195 |
| 3917 | From Conservation Funds | \$0 | \$0 |
| Interfund Operating Transfers In Subtotal | | \$2,228,693 | \$2,453,202 |
| Other Financing Sources | | | |
| 3934 | Proceeds from Long Term Bonds and Notes | \$2,500,000 | \$2,500,000 |
| Other Financing Sources Subtotal | | \$2,500,000 | \$2,500,000 |
| Less Proprietary/Special Funds | | \$0 | \$0 |
| Plus Property Tax Commitment from Tax Rate | | \$43,501,809 | |
| Total General Fund Revenues | | \$54,508,672 | \$54,562,621 |



New Hampshire
Department of
Revenue Administration

2020
MS-535

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Balance Sheet

| Account | Description | Starting Balance | Ending Balance |
|-------------------------------------|--|---------------------|---------------------|
| Current Assets | | | |
| 1010 | Cash and Equivalents | \$5,947,562 | \$3,039,493 |
| | <i>Explanation: Town uses pooled Cash</i> | | |
| 1030 | Investments | \$16,080,443 | \$3,714,935 |
| 1080 | Tax Receivable | \$5,003,918 | \$18,821,874 |
| 1110 | Tax Liens Receivable | \$1,783,078 | \$1,930,039 |
| 1150 | Accounts Receivable | \$32,808 | \$1,228 |
| | <i>Explanation: BB Change due to Audit ADJ</i> | | |
| 1260 | Due from Other Governments | \$351,836 | \$468,478 |
| 1310 | Due from Other Funds | \$329,104 | \$293,319 |
| 1400 | Other Current Assets | \$90,600 | \$59,445 |
| 1670 | Tax Deeded Property (Subject to Resale) | \$584,785 | \$584,785 |
| Current Assets Subtotal | | \$30,204,134 | \$28,913,596 |
| Current Liabilities | | | |
| 2020 | Warrants and Accounts Payable | \$690,576 | \$911,991 |
| 2030 | Compensated Absences Payable | \$0 | \$0 |
| | <i>Explanation: BB Change due to Audit ADJ</i> | | |
| 2050 | Contracts Payable | \$0 | \$0 |
| 2070 | Due to Other Governments | \$1,370 | \$1,494 |
| 2075 | Due to School Districts | \$0 | \$0 |
| 2080 | Due to Other Funds | \$4,000 | \$0 |
| 2220 | Deferred Revenue | \$22,431,009 | \$22,007,554 |
| | <i>Explanation: BB Change due to Audit ADJ</i> | | |
| 2230 | Notes Payable - Current | \$0 | \$0 |
| 2270 | Other Payable | \$151,101 | \$114,573 |
| Current Liabilities Subtotal | | \$23,278,056 | \$23,035,612 |
| Fund Equity | | | |
| 2440 | Non-spendable Fund Balance | \$675,385 | \$643,649 |
| 2450 | Restricted Fund Balance | \$0 | \$0 |
| 2460 | Committed Fund Balance | \$0 | \$86,606 |
| 2490 | Assigned Fund Balance | \$1,093,341 | \$688,361 |
| 2530 | Unassigned Fund Balance | \$5,157,352 | \$4,459,368 |
| | <i>Explanation: BB Change due to Audit ADJ</i> | | |
| Fund Equity Subtotal | | \$6,926,078 | \$5,877,984 |



New Hampshire
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MS-535

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Tax Commitment

| Source | County | Village | Local Education | State Education | Other | Property Tax |
|-------------------|-------------|------------|-----------------|-----------------|-------|--------------------|
| MS-535 | \$5,456,880 | \$0 | \$22,713,535 | \$4,189,791 | \$0 | \$42,827,188 |
| Commitment | \$5,456,880 | \$0 | \$22,713,535 | \$4,189,791 | | \$43,501,809 |
| Difference | \$0 | \$0 | \$0 | \$0 | | (\$674,621) |

General Fund Balance Sheet Reconciliation

| | |
|------------------------------|----------------------|
| Total Revenues | \$54,562,621 |
| Total Expenditures | \$55,610,715 |
| Change | (\$1,048,094) |
| Ending Fund Equity | \$5,877,984 |
| Beginning Fund Equity | \$6,926,078 |
| Change | (\$1,048,094) |



New Hampshire
Department of
Revenue Administration

2020
MS-535

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Long Term Debt

| Description (Purpose) | Original Obligation | Annual Installment | Rate | Final Payment | Start of Year | Issued | Retired | End of Year |
|--|------------------------|-----------------------|-------|------------------|--------------------|--------------------|------------------|--------------------|
| 2018 NHMBB (Safety Center Renovations & Fire Pumper) | \$976,750 | \$0 | 2.56 | 2028 | \$976,750 | \$0 | \$101,750 | \$875,000 |
| 2019 TD Note (Route 3A TIF) | \$2,500,000 | \$0 | 2.55 | 2029 | \$0 | \$2,500,000 | \$0 | \$2,500,000 |
| SRF Loan (Upgrade Wastewater Plant) | \$3,500,000 | \$0 | 2.728 | 2030 | \$2,288,384 | \$0 | \$166,061 | \$2,122,323 |
| SRF Loan (Upgrade Wastewater Plant) | \$927,284 | \$0 | 2.00 | 2023 | \$924,284 | \$0 | \$252,621 | \$671,663 |
| SRF Loan (ARRA) (Upgrade Wastewater Plant) | \$6,212,940 | \$0 | 1.104 | 2013 | \$1,863,883 | \$0 | \$155,323 | \$1,708,560 |
| | \$14,116,974 | | | | \$6,053,301 | \$2,500,000 | \$675,755 | \$7,877,546 |

Reconciliation of form MS 535 to June 30, 2020 Budget Summary

| | Adjusted Budget | Actual Expenditures |
|--|----------------------|------------------------|
| Total General Fund Expenditures (from page 5 of the MS 535) | \$ 55,283,743 | \$ 55,610,715 |
| Due to other Governments (County & School) | (32,360,206) | (32,360,206) |
| Unspent TIF Bond | - | (2,189,064) |
| Unspent Wastewater budget | - | (5,507) |
| Fire Union contract fund by Ambulance Fund | (5,040) | - |
| Encumbrance from 2018-19 | 1,093,342 | - |
| Grants and Donations | 489,126 | 1,700 |
| 2019-20 Grand Total from Budget Summary | \$ 24,500,965 | \$ 21,057,638 |

| | Approved Revenues | Actual Revenues |
|--|----------------------|----------------------|
| Total General Fund Revenues (from page 7 of the MS 535) | \$ 54,508,672 | \$ 54,562,621 |
| Property Taxes (from page 9 of the MS 535) | (43,501,809) | (42,827,188) |
| Grants and Donations | 489,126 | |
| 2019-20 Total Adjusted Revenues from Budget Summary | \$ 11,495,989 | \$ 11,735,433 |

| | |
|--|----------------------|
| Note: FY 2019-20 reported Year to Date Collected | 11,486,088 |
| Audit adjustment for Fire Tanker Capital Reserve | 249,345 |
| 2019-20 Adjusted Revenues | \$ 11,735,433 |

TOWN OF HOOKSET - BUDGET SUMMARY FY 2019-20
June 30, 2020
Unaudited as of 7/30/2020

| Department | 2019-20 Approved Budget | Budget Transfers | * Budget Increases | 2019-20 Adjusted Budget | Encumbered into FY 2020-21 | 2019-20 Actual YTD | (Over) Under Expended YTD | Percent Expended |
|---|-------------------------------|---------------------|-----------------------|-------------------------------|-------------------------------|-----------------------|------------------------------|---------------------|
| Administration | 1,122,777 | 60,000 | 41,728 | 1,224,505 | 0 | 1,212,950 | 11,555 | 99.06% |
| Assessing | 175,874 | 20,000 | 0 | 195,874 | 0 | 192,005 | 3,869 | 98.02% |
| Community Development | 465,331 | 0 | 0 | 465,331 | 0 | 453,225 | 12,106 | 97.42% |
| Family Services | 163,327 | 0 | 5,550 | 168,877 | 0 | 123,837 | 45,040 | 73.33% |
| Finance | 227,827 | 8,000 | 1,000 | 236,827 | 4,000 | 234,672 | (2,155) | 100.79% |
| Fire/Rescue | 4,240,405 | (52,000) | 355,277 | 4,543,782 | 15,430 | 4,434,698 | 93,654 | 97.93% |
| Police | 4,703,596 | (94,940) | 79,130 | 4,687,786 | 0 | 4,431,466 | 256,320 | 94.54% |
| **Public Works | 4,802,372 | 55,940 | 404,531 | 5,267,843 | 168,193 | 4,639,499 | 460,151 | 90.98% |
| Tax Collection | 158,799 | 0 | 11,895 | 270,694 | 0 | 256,154 | 14,540 | 94.63% |
| Town Clerk & Elections | 37,248 | 0 | 0 | 37,248 | 0 | 32,909 | 4,339 | 88.35% |
| Administration's Budget | 16,198,156 | 0 | 900,611 | 17,098,767 | 187,623 | 16,011,413 | 899,730 | 94.68% |
| Budget Committee | 8,554 | 0 | 0 | 8,554 | 0 | 6,045 | 2,509 | 70.67% |
| Capital Leases | 36,456 | 0 | 0 | 36,456 | 0 | 36,455 | 1 | 100.00% |
| Cemetery Commission | 641 | 0 | 0 | 641 | 0 | 518 | 123 | 80.80% |
| Conservation Commission | 1,277 | 0 | 0 | 1,277 | 0 | 1,277 | 0 | 100.00% |
| Debt Principal | 101,750 | 0 | 0 | 101,750 | 0 | 101,750 | 0 | 100.00% |
| Debt Interest | 111,220 | 0 | 0 | 111,220 | 0 | 49,745 | 61,475 | 44.73% |
| Debt Tax Anticipation Note (TAN) | 1 | 0 | 0 | 1 | 0 | 0 | 1 | 0.00% |
| Library | 865,289 | 0 | 10,928 | 876,217 | 0 | 868,055 | 8,152 | 99.07% |
| Total General Fund Operating Budget | 17,323,344 | 0 | 911,539 | 18,234,883 | 187,623 | 17,075,259 | 971,991 | 94.61% |
| Wastewater Department | 2,075,153 | 0 | 1,700 | 2,076,853 | 0 | 2,071,375 | 5,477 | 99.74% |
| TIF Bond Sewer and other Infrastructure | 2,500,000 | 0 | 0 | 2,500,000 | 0 | 310,935 | 2,189,064 | 12.44% |
| Sewer and/or other Infrastructure (in Westboro) | 0 | 0 | 89,555 | 89,556 | 86,606 | 2,950 | 0 | 100.00% |
| Safety Center Reconstruction | 0 | 0 | 286,908 | 286,908 | 0 | 284,699 | 2,209 | 99.23% |
| Fire Pump(s) | 0 | 0 | 249,346 | 249,346 | 0 | 249,346 | 0 | 100.00% |
| Grain System Recycling & Transfer | 0 | 0 | 31,508 | 31,508 | 0 | 31,508 | 0 | 100.00% |
| Stormwater Asset Management | 0 | 0 | 11,901 | 11,901 | 0 | 11,756 | 145 | 98.79% |
| DPW Plow Truck | 180,000 | 0 | 0 | 180,000 | 0 | 175,955 | 4,045 | 97.75% |
| 100 Yard Live Bottom Trailer | 80,000 | 0 | 0 | 80,000 | 0 | 80,000 | 0 | 100.00% |
| Fire Command Vehicle | 55,000 | 0 | 0 | 55,000 | 0 | 54,863 | 137 | 99.75% |
| Fire Apparatus CR | 250,000 | 0 | 0 | 250,000 | 0 | 250,000 | 0 | 100.00% |
| Public Works Vehicles CR | 100,000 | 0 | 0 | 100,000 | 0 | 100,000 | 0 | 100.00% |
| Town Building Maintenance CR | 100,000 | 0 | 0 | 100,000 | 0 | 100,000 | 0 | 100.00% |
| Air Pack and Bottles CR | 25,000 | 0 | 0 | 25,000 | 0 | 25,000 | 0 | 100.00% |
| Emergency Radio Communications CR | 50,000 | 0 | 0 | 50,000 | 0 | 50,000 | 0 | 100.00% |
| Fire Equipment CR | 35,000 | 0 | 0 | 35,000 | 0 | 35,000 | 0 | 100.00% |
| Fire Cistern CR | 20,000 | 0 | 0 | 20,000 | 0 | 20,000 | 0 | 100.00% |
| Drainage Upgrades CR | 50,000 | 0 | 0 | 50,000 | 0 | 50,000 | 0 | 100.00% |
| Automated Collection Equipment CR | 30,000 | 0 | 0 | 30,000 | 0 | 30,000 | 0 | 100.00% |
| Revaluation CR | 30,000 | 0 | 0 | 30,000 | 0 | 30,000 | 0 | 100.00% |
| Parks & Recreation Facilities Development CR | 15,000 | 0 | 0 | 15,000 | 0 | 15,000 | 0 | 100.00% |
| 2019-20 Grand Totals | 22,918,197 | 0 | 1,582,468 | 24,500,665 | 274,229 | 21,057,668 | 3,169,067 | 86.92% |
| * Budget Increases includes prior year encumbrances of \$1,093,342 and grants \$262,177 and \$226,949 in donations. | | | | | | | | |
| ** Public Works | | | | | | | | |
| Highway | 2,942,563 | 54,940 | 394,179 | 3,431,682 | 208,091 | 2,737,092 | 191,499 | 94.35% |
| Parks, Recreation & Cemeteries | 653,251 | (20,000) | 4,752 | 638,003 | 0 | 530,168 | 57,835 | 90.94% |
| Recycling & Transfer | 1,207,158 | (15,000) | 5,000 | 1,198,158 | 0 | 1,027,239 | 170,919 | 85.73% |
| Total Public Works | 4,802,972 | 59,940 | 404,531 | 5,267,843 | 208,091 | 4,639,499 | 420,753 | 91.59% |

Revenue to Offset Taxes FY 2019-20

| Type | Source | Budget | | Year to Date Collected | Over (Under) Collected | Percent Collected |
|--------------------------|--|---------------|---------------|---------------------------|---------------------------|----------------------|
| | | Approved | Unanticipated | | | |
| Taxes | | | | | | |
| | Yield Tax | \$ 8,500 | \$0 | \$ 2,666 | \$ (5,834) | 31% |
| | Excavation Tax | 9,000 | 0 | 18,492 | 9,492 | 205% |
| | Interest and Penalties on Taxes | 280,000 | 0 | 188,144 | (91,856) | 67% |
| Licenses, Permits & Fees | | | | | | |
| | Business Licenses and Permits | 250 | 0 | 250 | 0 | 100% |
| | Motor Vehicles Permits | 4,042,000 | 0 | 4,129,582 | 87,582 | 102% |
| | Building Permits | 200,000 | 0 | 222,545 | 22,545 | 111% |
| | Other Licenses, Permits & Fees | 20,000 | 0 | 23,436 | 3,436 | 117% |
| From Federal | | | | | | |
| | CARES, STEP, RVP, DOJ | 0 | 262,177 | 268,169 | 5,992 | 102% |
| From State | | | | | | |
| | Shared Revenues | 152,393 | 0 | 152,393 | 0 | 100% |
| | Meals & Rooms Tax | 744,020 | 0 | 744,020 | 0 | 100% |
| | Highway Block Grant | 316,662 | 0 | 316,628 | (34) | 100% |
| | State & Federal Forest Land | 597 | 0 | 574 | (23) | 96% |
| | Other - Railroad, Grants | 1,278 | 0 | 1,278 | 0 | 100% |
| Charges For Services | | | | | | |
| | Assessing | 20 | 0 | 12 | (8) | 60% |
| | Community Development | 59,500 | 0 | 33,588 | (25,912) | 56% |
| | Fire | 13,425 | 0 | 9,479 | (3,946) | 71% |
| | Police | 11,000 | 0 | 10,230 | (770) | 93% |
| | Public Works | 4,500 | 0 | 14,200 | 9,700 | 316% |
| | Town Clerk | 75 | 0 | 303 | 228 | 404% |
| Miscellaneous | | | | | | |
| | Sale of Town Property | 20,000 | 0 | 40,480 | 20,480 | 202% |
| | Interest on Investments | 250,000 | 0 | 196,697 | (53,303) | 79% |
| | Rental of Town Property | 76,421 | 0 | 76,608 | 187 | 100% |
| | Court Fines | 11,750 | 0 | 12,690 | 940 | 108% |
| | Insurance Dividends and Reimbursements | 21,353 | 0 | 37,393 | 16,040 | 0% |
| | Gifts and Grants | 3,000 | 226,949 | 235,137 | 5,188 | 102% |
| | Elderly Lien Payoff | 1 | 0 | 0 | (1) | 0% |
| | Welfare Reimbursement | 12,000 | 0 | 3,524 | (8,476) | 29% |
| | Other | 20,425 | 0 | 43,713 | 23,288 | 214% |
| Other Funds | | | | | | |
| | Deb: Proceeds - Town | 2,500,000 | 0 | 2,500,000 | 0 | 100% |
| | Special Revenue Funds | 149,040 | 0 | 111,508 | (37,532) | 75% |
| | Enterprise Fund - Wastewater | 2,075,153 | 0 | 2,075,153 | 0 | 100% |
| | Trust Funds | 4,500 | 0 | 17,195 | 12,695 | 382% |
| Totals Revenues | | \$ 11,006,863 | \$ 489,126 | \$ 11,486,088 | \$ (9,900) | 100% |

Submitted by:

Christina Ponce, Finance Director (603) 485-2712

All revenues are preliminary and unaudited.

Town Council

STAFF REPORT



To: Town Council
Title: FY 2021-22 Budget and Warrant Article Review
Meeting: Town Council - 23 Sep 2020
Department: Finance
Staff Contact: Christine Soucie, Finance Director

BACKGROUND INFORMATION:

Update and review budget and warrant articles.
Address employer share of NH Retirement.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Listen to review of the budget and proposed warrant articles. TA recommendations are included less non-union and DPW Union wage increases

ATTACHMENTS:

[Warrant Articles](#)

[faq---employer-contribution-rates-for-fy-22-23](#)

Warrant Articles for 2021-22

| Warrant | Department Request | Recomm. By Town Admin |
|--|---------------------------|------------------------------|
| Merrimack Riverfront Trail System Phase III (\$20,950 CR \$80K Grant & \$220K Taxes) | 320,950 | 320,950 |
| R&T Auto Truck (125K from Solid Waste Disposal Fund & \$175 from Automated CR) | 300,000 | 300,000 |
| CR Fund - Fire Apparatus | 250,000 | 250,000 |
| CR Fund - Public Works' Vehicles | 200,000 | 200,000 |
| Non-Union Wages | | |
| DPW Union | | |
| R&T Front end Loader (from Solid Waste Disposal Fund) | 150,000 | 150,000 |
| Retirement Expendable Trust Fund (assigned fund balance) | 150,000 | 150,000 |
| CR Fund - Town Building Maintenance | 100,000 | 100,000 |
| CR Funds - Fire (\$20K Air Packs; \$35K Tools & Equipment, \$20K Cistern) | 80,000 | 75,000 |
| Air Packs & Bottles \$25,000, TA lowered request to \$20,000 | | |
| Tool & Equipment \$35,000 | | |
| Cistern \$20,000 | | |
| Fire Command Vehicle (\$50,000 from FB and \$15,000 for Taxes) | 65,000 | 65,000 |
| CR Fund- Emergency Radio Communications | 50,000 | 50,000 |
| CR Fund - Drainage Upgrades | 50,000 | 50,000 |
| CR Fund - Automated Collection Equipment | 30,000 | 30,000 |
| CR Fund - Revaluation | 20,000 | 20,000 |
| CR Fund - Parks & Recreation Facilities Development | 25,000 | 25,000 |
| CR Fund - Improvements of Conservation Land | 10,000 | 10,000 |
| Totals | \$ 1,800,950 | \$ 1,795,950 |



Town of Hooksett

WARRANT ARTICLE REQUEST FORM

Revised 8/27/20

Date of Request: 06/10/2020

Date of Town Meeting: March 9, 2021

Name of Department Submitting Request: Conservation Commission

1. Please provide the wording of the proposed article.

To see if the town will vote to raise and appropriate the sum of **\$320,950.00** for the purpose of constructing Phase III of the Merrimack Riverfront Trail with \$20,950.00 to come from Conservation Land Improvements Capital Reserve Fund, \$80,000.00 from NH Parks and Recreational Trail Program Grant and \$220,000.00 from general taxation. This special warrant article will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the Phase III of the Merrimack Riverfront Trail is completed or by June 30, 2026, whichever is sooner. Estimated tax rate impact is \$_____.

2. What is the intent and purpose of article? The purpose of this request is to continue trail work on the Merrimack Riverwalk Trail. The 126 acres of land was acquired in 2015 and two phases of the trail system have been completed. The intent is to complete Phase III in 2021.

The estimated total project cost is \$1,027,093.25. Phase III is estimated to cost \$320,949.51. As of July 31, 2020 there is \$40,886.89 in the Conservation Land Improvements Capital Reserve fund. Phase III will consist of 1,945 feet of 8' wide gravel trail, an 8'x16' rest area and two 8' wide boardwalks. This will complete a trail loop. Additional sources of funding are being applied for.

3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs? The Conservation goals are to provide public access to the riverfront for people of all ages and abilities, essential connections for pedestrian and bike transportation, a foundation for future regional trail development, education opportunities for students and teachers and the preservation of valuable wildlife habitats on the riverfront. Without the funding, the Conservation Commission will have difficulty meeting its obligations to develop new access and trails.

4. Estimated cost? Phase III \$320,949.51.

5. Is any further information necessary for the deliberation? The Conservation Commission has been awarded a Recreational Trails Program grant in the amount of \$80,000 for Phase III of the Merrimack Riverwalk Trail.

INSTRUCTIONS

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.



Town of Hooksett

WARRANT ARTICLE REQUEST FORM

Date of Request: July 30, 2020

Date of Town Meeting: March 2021

Name of Department Submitting Request: Department of Public Works

1. Please provide the wording of the proposed article.

To see if the town will vote raise and appropriate the sum of **\$300,000.00** to purchase an Auto Collection Truck to haul trash to the Recycling and Transfer Division of Public Works with \$125,000.00 to come from the Solid Waste Disposal Special Revenue Fund and \$175,000.00 to come from the Automated Collection Equipment Capital Reserve. No amount to be raised from general taxation.

2. What is the intent and purpose of article? To purchase an Auto Collection Truck to haul trash generated in the Town of Hooksett from residences to the transfer station. This Truck Tractor will replace a 2012 Auto Collection Truck that is rapidly becoming undependable. The 2012 Auto Collection Truck will be traded in.

As of July 31, 2020 there is \$413,395 available to spend in the Solid Waste Disposal Fund. This account earns on average about \$112,000 a year. The Automated Collection Equipment Capital Reserve has \$199,461 in the account as of July 31, 2020.

3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs? We will experience high maintenance cost, major repairs to keep this truck running. We could also experience delays in collecting solid waste from the residents in the Town of Hooksett.

4. Estimated cost? \$300,000.00

5. Is any further information necessary for the deliberation?

INSTRUCTIONS

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.



Town of Hooksett

WARRANT ARTICLE REQUEST FORM

Revised

Date of Request: July 15, 2020

Date of Town Meeting: 2021

Name of Department Submitting Request: Fire-Rescue

Please provide the wording of the proposed article.

Capital Reserve Funding - Fire

To see if the town will vote to raise and appropriate the sum of **\$250,000.00** to be added to the Fire Apparatus Capital Reserve Fund previously established. Estimated tax rate impact is \$_____.

2. Voters' Guide Explanation:

Fire Apparatus Reserve: There is \$469,069 available in the account as of July 31, 2020. The purpose of this article is to provide funding for the replacement of fire apparatus, such as engines, tankers, ladders, and forestry. These vehicles range between \$600,000 for pumpers and nearly \$1,300,000 for a ladder truck. Due to the high vehicle cost, the Department is requesting the current capital reserve funding level of \$250,000 be maintained to allow the Town to incrementally save for those large expenditures. Estimated year of purchase is as needed and guided by the vehicle replacement schedule. Apparatus breakdown is as follows:

| Piece | Purchase Date | Age (yrs) | Miles (apx) | Replacement Cost | Industry Average Replacement |
|-------------------|----------------------|------------------|--------------------|-------------------------|-------------------------------------|
| Engine 1 | 2019 | 1 | new | \$700,000 | 15 years |
| Engine 4 | 2005 | 16 | 125,000 | \$700,000 | 15 years |
| Engine 5 | 2006 | 15 | 100,000 | \$700,000 | 15 years |
| Ladder 2 | 2019 (2007) | 12 | 85,000 | \$1,300,000 | 20 years |
| Tanker 1 | 2013 | 6 | 11,000 | \$450,000 | 20 years |
| Forestry 3 | 2017 | 1 | 19,000 | \$75,000 | 20 years |
| Forestry 2 | 2002 | 17 | 31,000 | \$75,000 | 20 years |
| Forestry 4 | 2006 | 13 | 16,000 | \$80,000 | 20 years |

Engine 4 will be due for replacement in 2021. Cost estimated at \$700,000.00. Engine 5 will be due for replacement in 2022 or 2023.

3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?

Lack of funding in this reserve can have a serious impact on the ability of the department to maintain adequate and appropriate response apparatus for certain fire conditions and locations. This, in turn, can have a safety impact for personnel when responding to a fire situation with inappropriate apparatus and can also result in less effective fire suppression for the community we serve.

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4. Is any further information necessary for the deliberation?

March 2020 Ballot: Passed 1,335 to 554 or 71% approval.

March 2019 Ballot: Passed 636 to 361 or 64% approval.

INSTRUCTIONS

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.



Town of Hooksett

WARRANT ARTICLE REQUEST FORM

Revised

Date of Request: 7/17/2020

Date of Town Meeting: 2021

Name of Department Submitting Request: DPW- Highway Division

1. Please provide the wording of the proposed article.

Capital Reserve Funding – DPW Vehicles

To see if the town will vote to raise and appropriate the sum of **\$200,000.00** to be added to the Public Works' Vehicles Capital Reserve Fund previously established. Estimated tax rate impact is \$

2. Voters' Guide Explanation: To purchase vehicles for plowing and road maintenance, including equipment to replace an aging fleet and to reduce the cost of vehicle maintenance. There is \$118,762 available as of July 31, 2020 in this reserve. The reserve fund allows for the Town to replace and add vehicles when needed. This fund eases the burden on tax payers by planning for the purchase. The town is continuing to grow and we will need to address that growth. The DPW currently has a fleet valued at \$15 Million dollars and has developed a projected replacement plan for this fleet. To allow this plan to become operational would require this capital reserve fund to carry out this plan; \$200,000 would need to be added annually.

3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs? If this article is not passed at Town Meeting, the aging fleet will cost more for vehicles maintenance, for a temporary fix. It may, if vehicles are deemed not inspectable, this would result in delays in plowing of Town roads, and reduce the level of services provided.

4. Estimated cost? \$200,000.00

5. Is any further information necessary for the deliberation?

The following purchases have been made from this reserve.

| | |
|--------------------|-------------------------|
| 2015 Bobcat S570 | 2015 Ford F550 |
| 2016 Mack Truck | 2016 Bobcat 18" Planer |
| 2016 Ford F550 | 2017 International 7400 |
| 2017 Ford F350 | 2018 International 7400 |
| 2019 International | 2020 International |
| 2020 Ford F350 | 2020 Ford F350 |
| 2021 Volvo Loader | |

March 2020 Ballot: Passed 1,097 to 757 or 59% approval.

March 2019 Ballot: Passed 614 to 375 or 62% approval.

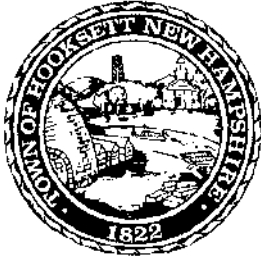
March 2018 Ballot: Passed 429 to 423 or 50% approval.

March 2017 Ballot: Passed 309 to 178 or 63% approval.

May 2016 Ballot: Passed 207 to 135 or 60% approval.

INSTRUCTIONS

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.



Town of Hooksett WARRANT ARTICLE REQUEST FORM

Date of Request: July 30, 2020

Date of Town Meeting: 2021

Name of Department Submitting Request: Department of Public Works

1. Please provide the wording of the proposed article.

To see if the town will vote to raise and appropriate the sum of **\$150,000.00** to purchase a Front End Loader to process, load and haul trash for the Recycling and Transfer Division of Public Works with said funds to come from the Solid Waste Disposal Special Revenue Fund. No amount to be raised from general taxation.

2. What is the intent and purpose of article? To purchase a Front End Loader to process and haul trash at the Transfer and Recycling Center. This Front End Loader will replace a 2000 Cat Front End Loader that has exceeded life and is undependable. The 2000 Cat Front End Loader will be traded in.

As of July 2020 there is \$413,395 available to spend in the Solid Waste Disposal Fund. This account earns on average about \$112,000 a year.

3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs? We will experience high maintenance cost, major repairs to keep the existing front end loader running. We could also experience delays in processing and removing collect solid waste for the transfer station.

4. Estimated cost? \$150,000.00

5. Is any further information necessary for the deliberation?

INSTRUCTIONS

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary



Town of Hooksett WARRANT ARTICLE REQUEST FORM

Date of Request: August 12, 2020

Date of Town Meeting: 2021

Name of Department Submitting Request: Finance

1. Please provide the wording of the proposed article.

To see if the town will vote to establish a Retirement Expendable Trust Fund per RSA 31:19-a, for payments paid out to retiring employees and to raise and appropriate **\$150,000.00** to put in the fund, with the amount to come from assigned fund balance; further to name the Town Administrator as agent to expend from said fund. No amount to be raised from general taxation.

2. What is the intent and purpose of article? The purpose of the article is to set up a trust that will be available when an employee retires and not have to budget for anticipated retirements in advance. Each year the larger departments budget some funds for retirement and they may not actually have employees retire. This trust eliminates the need to budget for anticipated retirement.

The funds are already assigned (earmarked) on the Town's financial statements, so this article will not raise taxes or lower "unassigned" fund balance.

The trust will be held by the Trustees of the Trust Fund and will only be withdrawn with the approval of the Town Administrator once a retirement occurs. In the future, funds may be replenished with approved by the voters.

Retirement payout for most employees include their vacation and personal banks and for fire union employees would also include sick banks. Also included would be the employer benefits related to these payments.

3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?

4. Estimated cost? \$150,000.00

5. Is any further information necessary for the deliberation?

INSTRUCTIONS

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.



Town of Hooksett

WARRANT ARTICLE REQUEST FORM

Revised

Date of Request: 7/18/2020

Date of Town Meeting: 2021

Name of Department Submitting Request: DPW – Highway Division

1. Please provide the wording of the proposed article.

Capital Reserve Funding - DPW

To see if the town will vote to raise and appropriate the sum of **\$100,000.00** to be added to the Town Building Maintenance Capital Reserve Fund previously established. Estimated tax rate impact is \$_____.

2. Voters' Guide Explanation:

Town Building Maintenance Reserve: Total project cost is ongoing. There is \$510,350 in the account as of July 31, 2020. This fund addresses the needs of town buildings. Over the past years we utilized this fund for lighting and ventilation upgrades to the highway buildings; partial roof at the town hall and the elevator repairs at the Library. It is imperative that the town keep a minimum of \$250,000 in this fund so that there are funds for any major repairs that will need to be addressed in the future. We have \$26 million worth of buildings to maintain within the town.

An estimated \$250,000 will be spent in FY 2021-22 for Building Upgrades to the Highway building. Upgrades include installing of a sprinkler system, changing non-complaint fire doors, improving the alarm system, CO2 detectors and a better venation system.

In FY 2022-23 the plan is to replace the flat roof at the Safety Center for an estimate cost of \$200,000. This roof is approximately 20 years old and has leaking issues. Also to spend \$30,000 to improve both concession stands at Danait Park to be ADA compliant.

3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs? If this article is not passed at Town Meeting, the aging facilities will cost more for facility maintenance, for a temporary fix. As the HVAC or roofs fail the offices may not have adequate heating or air conditioning or internal roof leaks. This may result in reduced the levels of services and unhealthy work environments.

4. Estimated Cost? \$100,000.00

5. Is any further information necessary for the deliberation?

March 2020 Ballot: Passed 1,164 to 664 or 64% approval.

March 2019 Ballot: Passed 650 to 375 or 63% approval.

March 2018 Ballot: Passed 436 to 368 or 54% approval

March 2017 Ballot: Passed 307 to 206 or 59% approval (grouped with P&R Facilities Development)



Town of Hooksett

WARRANT ARTICLE REQUEST FORM

Revised 9/10/2020

Date of Request: July 15, 2020

Date of Town Meeting: 2021

Name of Department Submitting Request: Fire-Rescue

1. Please provide the wording of the proposed article.

Capital Reserve Funding - Fire

To see if the town will vote to raise and appropriate the sum of **\$75,000.00** to be added to the previously established Capital Reserve Funds and to apportion the sum among several funds as listed below:

| | |
|-------------------------------|------------------|
| Air Packs & Bottles | \$ 20,000.00 |
| Fire Rescue Tools & Equipment | 35,000.00 |
| Fire Cistern | <u>20,000.00</u> |
| Total | \$ 70,000.00 |

Estimated tax rate impact is \$_____.

2. Voters' Guide Explanation:

Air Packs & Bottles Replacement Reserve: Total project cost is estimated \$375,000. There is \$35,147.95 as of 7/31/2020 in the account. Estimated year of purchase is 2035. The project was established to replace all the Self-Contained Breathing Apparatus (SCBA) when they reach 15 years of service. The existing air packs were purchased in 2020. SCBA are critical equipment for firefighters. A single purchase date allows for only one model choice which enhances familiarity by all members, equipment exchange department wide anywhere, anytime, station or scene, reduced parts inventory, linear inspection and service needs, all which improve our safety.

Fire Rescue Tools & Equipment Reserve: This reserve is ongoing and designed to replace rescue tools and other necessary equipment, such as Jaws of Life, jacking and lifting struts, air bags, high angle and low angle rope rescues and ice rescue equipment. There is \$36,179.00 in the account as of 7/31/2020. This account will be used to purchase new equipment. \$35,000 ensures adequate funding for a 10 year replacement program.

Fire Cistern Reserve: There is \$57,626.79 in the cistern account as of 7/31/2020. These funds are for repairs to the fire cisterns that provide water in remote areas of the Town. Water supply for fire protection may be compromised if these cisterns are not repaired or maintained. Currently there are 2 cisterns that are in need of repair. This appropriation (if approved) would allow for repair of one cistern in spring of 2021.

3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?

Air Packs & Bottles (SCBA) – SCBA are considered critical equipment for firefighters. A single purchase date for replacement allows for only one model choice which enhances

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familiarity by all members, equipment exchange department-wide anywhere, anytime, station or scene, allows for reduced parts inventory, linear inspections and service needs, all which improve employee safety.

Fire Rescue Tools & Equipment - As these items become unreliable the rescue operations and efficiency of the Fire-Rescue Department may become compromised. This can impact the safety of our members and those we serve in the community.

Fire Cistern - Water supply for fire protection may be compromised if these cisterns are not repaired or maintained. Again, this can negatively impact the safety of our members and the fulfillment of our mission for the community – Life Safety, Emergency Stabilization, Property Conservation.

4. Is any further information necessary for the deliberation?

March 2020 Ballot: Passed 1,385 to 514 or 73% approval.

March 2019 Ballot: Passed 731 to 263 or 74% approval.

March 2018 Ballot: Passed Article 10 581 to 227 or 72% approval and Article 16 for Fire Equipment passed 595 to 219 or 73% approval.

March 2017 Ballot: Passed 342 to 172 or 66% approval.

May 2016 Ballot: Passed 249 to 103 or 70% approval.

INSTRUCTIONS

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.



Town of Hooksett WARRANT ARTICLE REQUEST FORM

Date of Request: July 20, 2020

Date of Town Meeting: March 2021

Name of Department Submitting Request: Fire-Rescue

1. Please provide the wording of the proposed article.

To see if the town will vote to raise and appropriate the Sum of **\$65,000.00** to purchase a Fire Command vehicle for the Fire-Rescue Department with \$50,000.00 to come from Fund Balance and \$15,000.00 to be raised for taxation.

2. What is the intent and purpose of article? With the passing of the Article, the Town will replace a 2007 Chevy Tahoe with over 120,000 miles on the vehicle. This vehicle has extensive rust and mechanical issues. The Department suggests using \$50,000.00 from the Town Fund Balance received as a settlement from KME Fire Apparatus. \$15,000.00 to be raised from Taxation.

3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs? This vehicle is essential to accomplish the mission of the Fire-Rescue Department. This includes Fire, Recue and Emergency Medical Service. This vehicle is used for daily operations and emergency response to meet the needs of the Fire-Rescue department mission. The replacement vehicle is essential to safe operation at emergency incidents for on-scene personnel and involved bystanders.

4. Estimated cost? \$65,000.00 (vehicle conversion and radios)

5. Is any further information necessary for the deliberation?

INSTRUCTIONS

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.



Town of Hooksett

WARRANT ARTICLE REQUEST FORM

Revised

Date of Request: 7/17/2020

Date of Town Meeting: 2021

Name of Department Submitting Request: Police

1. Please provide the wording of the proposed article.

Capital Reserve Funding - Police

To see if the town will vote to raise and appropriate the sum of **\$50,000.00** to be added to the Emergency Radio Communications Capital Reserve Fund previously established. Estimated tax rate impact is \$_____.

2. Voters' Guide Explanation:

Emergency Radio Communication: There is \$139,475 available as of July 31, 2020. Previously this fund was set up to be used in the year 2024 for a complete replacement of the existing radio communication system. Due to ever changing technology it is now recommended by the manufacturers that the radio system components are replaced and/or upgraded on a continuous basis. End of life for all components is 10 years. This is intended to fund the maintenance of the entire radio infrastructure to include vehicle radios, portable radios, consoles, radio towers and radio tower antennas. A portion of the fund was used in 2020 to purchase new portable radios. Building this fund at \$50,000 a year will help to ensure the town does not have bear the burden of a major expense all at once.

3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs? The Department's goal is to build this fund so the high cost of replacing radio communication equipment is spread out over time and not have a direct tax impact during one or more years. This fund is also built to ensure emergency equipment can be replaced due to natural disasters that may not be covered completely by insurance. None of this would be possible IF this article is not passed and/or approved. Our goal of keeping our communications equipment current and working at peak performance, while having a minimal yearly tax impact, would not be possible without this article passing.

4. Estimated cost? \$50,000.00

5. Is any further information necessary for the deliberation?

March 2020 Ballot: Passed 1,283 to 601 or 68% approval.

March 2019 Ballot: Passed 680 to 299 or 69% approval.

INSTRUCTIONS

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.



Town of Hooksett

WARRANT ARTICLE REQUEST FORM

Revised

Date of Request: 7/17/2020

Date of Town Meeting: 2021

Name of Department Submitting Request: DPW – Highway Division

1. Please provide the wording of the proposed article.

Capital Reserve Funding - DPW

To see if the town will vote to raise and appropriate the sum of **\$50,000.00** to be added to the Drainage Upgrades Capital Reserve Fund previously established. Estimated tax rate impact is \$ ____.

2. Voters' Guide Explanation:

Total project cost is ongoing. There is \$217,904 available as of July 31, 2020. Estimated year of purchase is as needed. Various areas throughout town have drainage that has begun to deteriorate and fail. These failures are due to aging pipes, pipes that have outlived their expected lifespan, increased storm runoff due to growth in town, and more storms with a higher volume of water. These pipes were not installed to handle the amount of water that they are taking on. This fund is for updating the drainage to larger pipes, which will handle both the increased volume of water and anticipated growth. Currently the town is addressing drainage failures on Winter Street.

The plan is to address drainage on Lehoux Drive for approximately \$122,500 in FY 2022-23 and then Scott Avenue and Sherwood Drive in FY 2023-24. Estimated total cost of \$89,500 for Scott Avenue and Sherwood Drive.

3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs? If this article is not passed at Town Meeting, there will not be sufficient funds to repair the failing drainage systems in the town, this could result in Notice of Violations under the Municipal Separate Storm Sewer Systems (MS- 4) program.

4. Estimated Cost? \$50,000.00

5. Is any further information necessary for the deliberation? Drainage projects that these funds have been used for are as follows:

| | |
|----------------------------|-------------------------------|
| 2015 Sherwood Drive | 2019 Grant Drive |
| 2016 Grant Drive | 2020 Winter Drive \$64,538.26 |
| 2018 Morgan Drive | |
| 2018 Smyth Road & Route 28 | |

March 2020 Ballot: Passed 1328 to 530 or 71% approval.

March 2019 Ballot: Passed 667 to 313 or 68% approval.

March 2018 Ballot: **Failed** 349 to 448 or 56% disapproved.

March 2017 Ballot: Passed 301 to 218 or 57% approval.

May 2016 Ballot: Passed 211 to 138 or 60% approval.



Town of Hooksett

WARRANT ARTICLE REQUEST FORM

Revised

Date of Request: 7/11/2020

Date of Town Meeting: 2021

Name of Department Submitting Request: DPW – Recycling & Transfer Division

1. Please provide the wording of the proposed article.

Capital Reserve Funding – Automated Collection Equipment

To see if the town will vote to raise and appropriate the sum of **\$30,000.00** to be added to the Automated Collection Equipment Capital Reserve previously established. Estimated tax rate impact is \$_____.

2. Voters' Guide Explanation:

Automated Collection Equipment Reserve Original project cost was \$940,000. There is \$199,461 in the account as of July 31, 2020. The plan is to replace all two Auto Trucks over the next two years and the third truck in FY 2025-26. Funds will be used to offset future costs of replacement for trucks and barrels.

Replacement of one auto truck cost an estimated \$300,000. In the current year there is a request to replace one using \$125,000 from the Solid Waste Disposal Fund and \$175,000 from this Automated Collection Equipment Capital Reserve Fund. That would leave an estimated \$25,000 in this fund for barrels.

Next year the second auto truck will be paid for from the Solid Waste Disposal Fund.

3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs? If the request is not approved, then there would in insufficient capital reserve funds to replace the collection equipment thereby either delaying the procurement of the replacements or the shortage would need to be made up out of operating funds.

4. Estimated cost? \$30,000.00

5. Is any further information necessary for the deliberation?

In April of 2019 the Town purchased 250 barrels at a cost of \$15,000.

March 2020 Ballot: Passed 1,187 to 678 or 64% approval.

March 2019 Ballot: Passed 566 to 407 or 58% approval.

March 2018 Ballot: Passed 446 to 336 or 58% approval.

March 2017 Ballot: Passed 331 to 187 or 63% approval.

May 2016 Ballot: Passed 211 to 138 or 60% approval.



Town of Hooksett WARRANT ARTICLE REQUEST FORM

Date of Request: July 2020

Date of Town Meeting: March 2021

Name of Department Submitting Request: Assessing

1. Please provide the wording of the proposed article.

Capital Reserve Funding – Revaluation

To see if the town will vote to raise and appropriate the sum of **\$20,000.00** to be added to the Revaluation Capital Reserve Fund previously established. Estimated tax rate impact is \$__.

2. Voters' Guide Explanation:

Revaluation Reserve: There is \$99,506 in account as of July 31, 2020. This project is to set aside funds for the next revaluation anticipated in 2023. The 2009 revaluation cost was \$161,231, the cost for 2013 was \$137,300, and in 2018 the cost town spent \$114,000.

Every five years the Town is required to reappraise all property values for assessment equity property tax purposes per NH State Constitution Article 6.

3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs? Not passing would result in a spike in the operating budget in the year of the Revaluation, which would mean a higher tax rate. Worst case scenario, not funding the mandatory project would result in the DRA stepping in and contracting a company to complete the update and sending us the bill, which would be much more expensive for the town.

4. Estimated cost? \$20,000 for the next two FY, which would provide \$140,000 for the revaluation in 2023.

5. Is any further information necessary for the deliberation?

March 2020 Ballot: Passed 1,085 to 774 or 58% approval.

March 2019 Ballot: Passed 494 to 472 or 51% approval.

INSTRUCTIONS

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.



Town of Hooksett

WARRANT ARTICLE REQUEST FORM

Revised

Date of Request: 7/17/2020

Date of Town Meeting: 2021

Name of Department Submitting Request: DPW – Parks and Recreation

1. Please provide the wording of the proposed article.

Capital Reserve Funding - DPW

To see if the town will vote to raise and appropriate the sum of **\$25,000.00** to be added to the Parks & Recreation Facilities Development Capital Reserve Fund previously established. Estimated tax rate impact is \$ ____.

2. Voters' Guide Explanation:

Parks and Recreation Facilities Development Reserve: Total project cost is ongoing. There is \$148,355 in the account as of July 31, 2020. The town continues to grow and we are forced to deal with aging structures, building updates, and additional recreation areas that will need to be addressed. Since addressing the Donati concession stand pump station, our next project will be building updates on the Parks & Rec building. The Parks & Rec Division has outgrown the building and needs more space to work out of and store the equipment they use daily. This building has not been updated in over 16 years while the division has grown. The project includes additional garage space and a new employee breakroom and bathroom. Also redesigning the existing office areas and bathroom to be public restrooms that are ADA complaint and can be used year round.

3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs? If this article is not passed at Town Meeting, the upgrade of the parks and recreation facilities would be delayed and reduce the level of services provided.

4. Estimated Cost? \$25,000.00

5. Is any further information necessary for the deliberation?

This reserve has paid for the following projects:

2004/05 Lights at Petersbrook \$50,000

2010/11 Tennis Courts \$62,957

2019/20 Donati Park Concession Stand pump station \$26,800

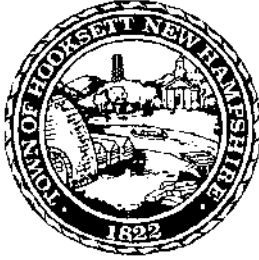
March 2020 Ballot: Passed 1,171 to 704 or 62% approval.

March 2019 Ballot: Passed 543 to 444 or 55% approval.

March 2018 Ballot: Passed 540 to 272 or 67% approval.

March 2017 Ballot: Passed 307 to 206 or 59% approval (grouped with Town Building Maintenance)

INSTRUCTIONS



Town of Hooksett

WARRANT ARTICLE REQUEST FORM

Date of Request: 06/10/2020

Date of Town Meeting: March 9, 2021

Name of Department Submitting Request: Conservation Commission

1. Please provide the wording of the proposed article.

To see if the town will vote to raise and appropriate the sum of **\$10,000.00** to be added to the Conservation Land Improvements Capital Reserve Fund previously established. Estimate tax rate impact is \$ _____

2. What is the intent and purpose of article? There is \$40,886 in the account as of July 31, 2020. Roughly \$23,950 is allocated from this fund to go to scheduled trail improvements. Estimate year of purchase is as needed. The fund is to plan for and support improvements and developments that may be needed for all the conservation lands and easements currently held by the Town. Over the past few years, the Conservation Commission has continued its pursuit of acquiring land to conserve for residents to enjoy, consistent with the mandate of the Master Plan. Over the last 3 years alone, the Conservation Commission has acquired over 1,294 acres of land to be used for passive recreational purposes. The conservation easements, pertaining to such property, require the Town to maintain the property and make repairs or improvements, as necessary. Additionally, the stewardship of the Town's conservation properties requires the maintenance of existing trails and development of new trails. In order to meet this legal obligation, it is necessary for us to create a capital reserve fund to ensure not only that the Town will be prepared for any planned or unexpected maintenance issues, but to continue developing trails so the public may enjoy the conserved lands.

3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs? Without the funding, the Conservation Commission will have difficulty meeting its legal obligations to maintain current conserved property, including existing trails, as well as continuing to develop new access and trails.

4. Estimated cost? Project is On-going.

5. Is any further information necessary for the deliberation?

March 2020 Ballot: Passed 1,050 to 830 or 56% approval.

March 2019 Bailot: Failed 473 to 511 or 52% disapproved.

March 2018 Ballot: Passed 464 to 315 or 60% approval.

March 2017 Ballot: Passed 392 to 122 or 76% approval.

INSTRUCTIONS

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.



FAQ: Employer Contribution Rates for FY 22-23

The fiscal year (FY) 2022-23 rates for the State of New Hampshire and for political subdivision employers are expected to be certified by the New Hampshire Retirement System (NHRS) Board of Trustees on September 8, 2020.

Here are answers to some common questions that participating employers may have concerning those rates.

How are employer contribution rates determined?

Employer contribution rates are developed as part of a biennial actuarial valuation, which is required by statute. The NH Constitution (Part, I, Article 36-a) requires that the rates be based on “sound actuarial valuation and practice” as required to maintain the retirement system trust fund at the level needed to meet its future obligations.

GRS, the retirement system’s consulting actuary, determines the cost of future benefits, the unfunded actuarial accrued liability (UAAL), and employer contribution rates based on assumptions about many future events, such as the age when members will retire, their rate of salary growth, how long they will live after retirement, and how much the plan’s investments will earn. These assumptions are based on detailed statistical models and adhere to national Actuarial Standards of Practice. However, they are not facts; no one can predict future events. When the actual experience doesn’t match the assumptions, there can be an actuarial gain or loss. Put simply, gains reduce employer contribution rates, losses increase employer contribution rates.

When are employer contribution rates set?

Employer contribution rates are set every two years pursuant to RSA 100-A:16, III.

The contribution rates for FY 2022 and 2023 are based on the actuarial valuation as of June 30, 2019. The draft rates shown below are the rates the Board will vote to certify in September.

In the aggregate, employer contributions are increasing for all four member groups from the FY 20-21 rates.

DRAFT FY 22-23 EMPLOYER CONTRIBUTION RATES

| | Pension | Medical Subsidy | Total |
|------------------------|---------|-----------------|--------|
| Employee-State | 13.75% | 0.78% | 14.53% |
| Employee-Political Sub | 13.75% | 0.31% | 14.06% |
| Teacher | 19.48% | 1.54% | 21.02% |
| Police | 30.67% | 3.21% | 33.88% |
| Fire | 29.78% | 3.21% | 32.99% |

Why are employer contribution rates increasing in FY 22-23?

The rate increase is largely the result of recommended changes to the actuarial assumptions used to value the pension plan that were adopted by the Board of Trustees in June. The most significant drivers of the rate increase, in order, were: 1) the reduction of the assumed rate of investment return from 7.25% to 6.75%; 2) the adoption of updated post-retirement mortality assumptions; and 3) a reduction in the payroll growth factor.

For additional details on the experience study, see: “[FAQ: 2019 Actuarial Experience Study](#)”

Of all the assumptions used to estimate the cost of a public pension plan, none has a larger effect on employer contribution rates than the investment return assumption. This is because, over time, earnings from investments account for a majority of the retirement system’s funding.

In reviewing the assumed rate of return over a period of months, NHRS Trustees heard capital market presentations from several independent, expert sources, including NEPC, the retirement system’s investment consultant. GRS, in its role as consulting actuary, advised the Board that an assumed rate of return within the range of 6.25% to 7.0% would be actuarially reasonable, but recommended adopting a rate of no more than 6.75%.

The 6.75% rate represents what NHRS Trustees believe the plan can realistically earn from its investments on an annual basis, when averaged over the long-term. In any given year, investment returns are likely to be higher or lower than the long-term assumed rate, depending on current economic and market conditions. The employer contribution rate for Group I Teachers was additionally impacted by the adoption of a payroll growth assumption lower than other member groups.

Why is the payroll growth assumption different for the Teacher group?

This was a decision driven by the demographic experience of teachers. Since 2016, the teacher payroll growth assumption has been set lower than the other three member groups (Employee, Police, and Fire) to compensate for an anticipated annual decrease in the number of active teachers due to an ongoing decline in New Hampshire's school-age population. From 2009 to 2019, the number of active teachers has declined from 18,709 to 17,730. The most recent state population projections from the New Hampshire Office of Strategic Initiatives show a declining school age population through at least 2025.

How does the NHRS 6.75% assumed rate of return compare to other state pension plans?

The National Association of State Retirement Administrators (NASRA) regularly analyzes data from more than 100 of the largest public pension plans in the country. Out of 127 public pension plans surveyed in February 2016, 114 have reduced their assumed rate of return since then.

When NHRS reduced its assumed rate of return from 7.75% to 7.25% in 2016, the average among all plans was 7.62%; the average rate, as of February 2020, was 7.22%, and more plans have reduced their assumed rate of return since then.

How does the change in rates from FY 20-21 to FY 22-23 compare to previous cycles?

The aggregate employer contribution rate increased by 6.3% over the six-year period beginning with FY 2016, which is slightly below the rate of inflation. The aggregate 20% increase from FY 20-21 to FY 22-23, while significant, is less than the 23% increase in FY 14-15 over the prior biennium.

How do NHRS employer contribution costs compare to other states?

In FY 19, the most recent year national data is available from the Public Plan Database, NHRS employer pension contributions were below the national average of more than 200 state pension plans as a percentage of payroll (15.4% to 18.2%).

In FY 17, the most recent year national data was compiled by NASRA, NHRS employer pension contributions were also below the national average as a percentage of state and local government direct general spending (3.98% to 4.70%).

Does the NHRS Board of Trustees have any leeway when certifying employer rates?

There is very limited discretion in setting the employer rates. The state Constitution and state law require that the NHRS Board of Trustees certify actuarially sound employer contribution rates necessary to keep the retirement system on track to meet its long-term obligations and that employers pay those rates in full.

The relevant section of Part I, Article 36-a of the Constitution reads, in part:

"The employer contributions certified as payable to the New Hampshire retirement system ... as shall be determined by sound actuarial valuation and practice ... shall be appropriated each fiscal year to the same extent as is certified."

In addition to the constitutional mandate, Trustees are also bound by their fiduciary duty to the pension plan, which is the highest standard of conduct under the law. When NHRS fiduciaries make decisions about benefit administration, investments, or any other subject that falls within their statutory responsibilities, they are required to act solely in the best interest of the collective membership, not on behalf of individual members or member groups, employers, lawmakers, taxpayers, or anyone else who might have an interest in the outcome of the decision.

Even if permitted by law, reducing contribution rates without consideration of the impact on NHRS' long-term ability to fund benefits would run counter to the Board's fiduciary duty, and would result in creating additional unfunded liabilities to the detriment of the plan and its participants.

Why are there different rates for each of the member classifications?

Employer contribution rates for Employee, Teacher, Police, and Fire members are determined separately based on benefit structure, demographics, and other information unique to each member classification, so rates vary among the different groups. Group II rates are higher because the retirement age for Police and Fire members is lower and the Group II benefit formula produces a larger pension than the Group I benefit

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formula. (Note: Group II members are not eligible for Social Security benefits for their NHRS-covered employment; neither they nor their employers pay Social Security taxes.)

In addition to the pension costs, the employer rates also contain a Medical Subsidy rate that ranges from 0.31% to 3.21% of covered payroll, depending on the member classification. (See below for more information on the Medical Subsidy.)

How does the unfunded pension liability affect employer contribution rates?

There are three components to employer contribution rates: the normal cost, unfunded actuarial accrued liability (UAAL), and the medical subsidy.

The normal cost reflects the estimated actuarial cost of pension benefits as those benefits are earned each year by members. This cost is shared by the employer and the member, with members paying the majority of the normal cost. The normal cost will continue to decline over time due to 2011 legislative changes that reduced benefit provisions for new members hired on or after July 1, 2011, as well as any member hired prior to that date but not vested prior to January 1, 2012.

The UAAL is the estimated value of NHRS benefits that have been earned in the past, but have not yet been funded. The current unfunded liability is borne solely by the employers. Overall, the unfunded liability accounts for more than 70% of the total employer contribution rate.

There have been several contributing factors to the current NHRS unfunded liability:

- A flawed statutory funding methodology in effect from 1991-2007 that led to the long-term under-calculation of employer contributions;
- The diversion of approximately \$900 million in investment earnings from the pension trust into a “Special Account” over roughly the same period. (The Special Account, which was created by legislation in the 1980s and repealed in 2012, funded other post-retirement benefits such as cost-of-living adjustments);
- Global economic dips (the 2001-02 dot-com bubble and the Great Financial Crisis of 2008-09) negatively impacting investment performance;
- Adoption of more conservative actuarial assumptions in 2011, 2016, and 2020 by the NHRS Board of Trustees, based on the results of actuarial experience studies required by statute and the Board’s Actuarial Funding Policy. (Note: While the changes to the assumptions for investment returns, payroll growth and mortality increased the UAAL, they also financially strengthened the retirement system trust fund by generating additional revenue through increases to employer contributions.)

Despite the unfunded liability, retirement benefits for NHRS members are secure. Changes made in recent years have put NHRS on a solid path to financial health, however, the unfunded liability took many years to create, and it will take many years to eliminate it.

In 2007, the Legislature created a closed, 30-year amortization period to pay off the UAAL, which commenced on July 1, 2009. In 2018, legislation was enacted to recognize actuarial gains and losses incurred after July 1, 2017, over closed periods of no more than 20 years. This is referred to as “layered amortization.” The approximate \$5 billion UAAL as of June 30, 2017 – referred to as the “initial UAAL” – will continue to be paid down through 2039.

Future actuarial gains and losses will be layered and spread more evenly over time, avoiding some of the potential employer contribution rate volatility as 2039 approaches and also providing a basis for managing gains and losses incurred beyond 2039.

Because it was only enacted recently, layered amortization has only a minor impact on the FY 22-23 contribution rates, although it did, in fact, reduce the impact of the assumption changes slightly.

What impact did the recent retiree cost-of-living adjustment (COLA) have on the rates?

The COLA enacted by the Legislature in 2019 – which phases in a permanent increase to the monthly benefit for eligible retirees and beneficiaries – increased the employer contribution rates within a range of 0.11% to 0.34% as a percent of payroll, depending on the member classification, and decreased the funded ratio of the pension plan by 0.2%.

Why is the Medical Subsidy included in the employer rate?

The Medical Subsidy is a statutorily-required payment made by NHRS directly to an eligible retiree’s former employer or the employer’s health insurance administrator that goes toward the cost of health insurance for a qualified retired member, spouse, or dependent child(ren). The Medical Subsidy is not a health insurance plan.

Medical Subsidy benefits are funded from a 401(h) trust for political subdivision Employees, state Employees, Teachers, and Police and Fire members. Because these benefits are pay-as-you-go, employers

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are required by statute to pay the minimum rate necessary to maintain the benefits provided for each of the above groups.

Because this benefit is a closed plan except with respect to certain Group II members, the Medical Subsidy rates are expected to decrease in future years. Medical Subsidy rates will decline in FY 22-23 for state Employees, Teachers, Police, and Fire.

Does the State of New Hampshire pay any portion of the political subdivision employer rates?

No. In 2012, the New Hampshire Supreme Court upheld statutory changes to RSA 100-A:16 enacted in 2009 that reduced the percentage the State of New Hampshire paid toward employer retirement contributions for Teacher, Police, and Fire members employed by political subdivisions. Those contributions were subsequently eliminated entirely with the enactment of House Bill 2 in 2011.

The Supreme Court decision did not change the total amount of employer contributions that must be paid to the retirement system – it only upheld the State’s authority to reduce, and eventually eliminate, its contribution toward employer retirement contributions for Teacher, Police, and Fire members employed by political subdivisions. The net result of the decision was to shift pension costs from the State to political subdivisions.

When RSA 100-A:16 was enacted in 1967, the State was responsible for 40% of the employer contribution for Teacher members employed by political subdivisions. The statute was amended in 1977, requiring the State to pay 35% of the employer contributions for Teacher, Police, and Fire members employed by political subdivisions.

RSA 100-A:16 was amended in 2009 to reduce the State’s share to 30% in FY 2010 and 25% in FY 2011. The 2009 amendment also restored the State contribution to 35% in FY 2012. However, the statute was amended again in 2011 to eliminate the State’s percentage share of employer contributions altogether. The 2011 amendment also included a one-time transitional appropriation of \$3.5 million in an effort to offset political subdivision employer contributions in FY 2012.

Town Council

STAFF REPORT



To: Town Council
Title: Administrative Code Update - New Social Media Policy
Meeting: Town Council - 23 Sep 2020
Department: Administration
Staff Contact: Donna Fitzpatrick, Administrative Services Coordinator

BACKGROUND INFORMATION:

Towns and cities are using social media more often to communicate with citizens, both to provide up-to-the-minute information and to allow citizens to ask questions and give feedback. Just as often, municipal employees and officials have their own social media accounts which they might use to post their own thoughts about municipal government, other citizens, and issues of the day. Social media creates a variety of issues regarding 1st Amendment free speech rights of the public, employees, and officials; protected union activity by employees; legally protected speech of New Hampshire's public employees; electioneering; and RSA 91-A (the Right to Know Law).

May 29, 2019 the Town's legal firm, Drummond Woodsum, hosted a social media workshop for practical advice for local officials. A few employees attended this event. The workshop provided a Social Media Policy template, which the Town of Hooksett has amended in ***draft*** format to better meet the needs of our community - see attached.

Town Administrator Garron will facilitate discussion on this subject matter.

FINANCIAL IMPACT:

To be determined.

POLICY IMPLICATIONS:

To be determined.

RECOMMENDATION:

Discuss this subject matter as facilitated by Town Administrator Garron.

SUGGESTED MOTION:

Motion to approve the Town of Hooksett, NH social media policy as drafted and presented by Town Administrator Garron.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Social Media Draft](#)

Town of Hooksett

SOCIAL MEDIA POLICY

Adopted by the Hooksett Town Council

Chair

Vice Chair

Town Administrator

Purpose: The Town of Hooksett has established social media sites primarily in order to inform residents about Hooksett programs and events, to encourage dialogue between residents about these programs and events, and to exchange information and knowledge between residents and municipal authorities about these programs and events. The town's official social media sites are not intended to be traditional public forums for the general exchange of ideas and viewpoints, but rather a limited public forum for discussion of specific programs and events. Courts have recognized that governmental entities, such as the Town of Hooksett, may create limited public forums for **specific purposes** and limit discussion on the forum to those specific purposes. The Town of Hooksett shall remove content and postings not consistent with the specific purpose of the social media sites and these Guidelines.

Summary: New and emerging online platforms are fundamentally changing the way the world works, offering us new ways to collaborate and to engage with the public. The Town of Hooksett encourages the use of social media to further the outcomes of the Town and to assist us in our mission to better engage with our Community. The Town Administrator has an overriding interest and expectation in deciding who may "speak," and what is "spoken," on behalf of the Town of Hooksett to our respective residents. To ensure that communication through Town social media networks is consistent and in the best interest of the Town, this policy provides uniform guidelines for the use of social media.

Scope: Applies to all Town employees, volunteers, Town officers, and members of municipal boards, committees or commissions, when acting in their capacity as a member of such entities or as a representative of the City/Town, that create or contribute to blogs, wikis, social networks, virtual worlds, or any other kind of social media on behalf of or as a representative of the Town.

General Definitions

Social Media - Online presences that enable users to create and share content or to participate in social networking. The Town of Hooksett considers any website, blog, or networked application where publishing information to a public audience is possible to fall under its definitions and policy controls related to social media.

Social Media Network – Specific collectives of online communications channels, websites, or applications dedicated to community-based input, interaction, content-sharing and/or collaboration.

Social Media Account – A specific, identifiable interface on a social media network that enables users to post information and interact with audiences using the same network via posts,

Public Forum - a place that has a long-standing tradition of being used for, is historically associated with, or has been dedicated by government act to the free exercise of the right to speech and public debate and assembly

Limited Public Forum – A public forum created by the government voluntarily for expressive activity that may be restricted as to subject matter or class of speaker

1. General Details

- a. Wherever possible, the use of Social media by Town of Hooksett employees and elected or appointed officers will comply with all appropriate municipal policies, regulation, and forms of governance, including but not limited to:
 - i. This policy
 - ii. Town of Hooksett's Media Relations Policy
 - iii. Town Charter
 - iv. Administrative Code
 - v. Computer Use Policy
 - vi. Personnel Plan
- b. The Town of Hooksett's main websites (www.hooksett.org, www.hooksettfire.org, www.hooksettpolice.org) will be the Town's primary and predominant internet presence. All other officially recognized internet presences such as those represented by other websites, detached blogs, social media networks, and through designated accounts as applicable, are considered purely supplementary, and will strive to not exceed the purposes delimited within this policy.
- c. When using personal or other third party social media accounts, town employees and elected or appointed officers will strive to never represent personal opinion as officially representing the interests of the town.

- d. Official social media accounts for individual departments, boards, commissions or committees may be created with approval of both the relevant administrating department head (where applicable) and the Town Administrator according to the process described in the **Administrative Procedures** section of this policy.
- e. Maintenance of approved social media accounts shall be the responsibility of the relevant administrating department head or their designees. Websites and social media accounts for individual departments or boards, commissions or committees that are not appropriately monitored or maintained shall be discontinued by order of the Town Administrator. The Town Administrator or their designee shall hold an active password and/or administrator access to all officially approved social media accounts in use.
- f. The use of social media networks shall serve the following purposes:
 - i. To push information to the public, not to directly communicate with them (i.e. no response to posts, no answers to questions, comments, or concerns) and;
 - ii. To increase the Town government's ability to broadcast its messages to the widest possible audience;
 - iii. To disseminate time-sensitive information as quickly as possible; no response to posts, no answers to questions, comments, or concerns) and;
 - iv. To funnel actionable municipal inquiries to appropriate municipal resources for possible solutions (should discuss)
- g. Quasi-judicial public bodies of the Town of Hooksett including, but not limited to, the Zoning Board of Adjustment and the Planning Board, shall not have social media sites

2. Administrative Procedures

- a. No social media network or account will be deemed official without express written authorization by the Town Administrator and the consent of an administrating Department Head. Approval for creation and utilization of the new social media networks, accounts, or presences will be considered upon submission of a written request to the Town Administrator that includes the following details:
 - i. Name of the applicable social media network or platform
 - ii. Name of any intended account names or other essential details through which content could be published
 - iii. Statement describing intended purpose of the new social media presence
 - iv. Brief plan on how content would be administered, including a content review plan and which employees would be performing initial day-to-day administration of the social media presence
 - v. Acknowledgement that administration of the social media will follow this policy and any other applicable town policies or procedures.
- b. All official social media shall have a clear statement of the purpose of the site and include a clear statement that "This social media site is not intended to be a traditional public

forum for the general exchange of ideas and viewpoints, but rather a limited forum for discussing...*[insert the purpose of the social media site]*. Courts have recognized that governmental entities, such as the Town of Hooksett, may create limited public forums for specific purposes and limit discussion on the forum to those specific purposes. The Town shall remove content and postings not consistent with the specific purposes of the social media sites and these Guidelines.”

- c. The Town of Hooksett currently limits the use of official social media networks and accounts to the list located in Appendix B. (probably a good idea to discuss how this is logged/tracked to be specific)

Any social network not found in Appendix B should be considered not approved and may not be used for official Town purposes without first obtaining written approval by the Town

- d. Wherever possible, content posted to Town of Hooksett social media networks should contain links directing users back to official town websites for more in-depth information, forms, documents or online services necessary to conduct business with the Town of Hooksett
- e. Administration of the Town of Hooksett social media networks shall be as follows:
 - i. The Administration Department will maintain a list of specific social media networks and accounts that are approved for official use. The most current listing will be published in Appendix B of this policy document.
 - ii. The Administration Department will maintain a second, non-public list of login and password information to access each account or network and a second list of town employees with current access to each account. Departmental communication liaisons will inform Administration of any desired changes to existing usage prior to implementation.
 - iii. Daily application of all regular administrative functions related to specific social official media accounts will be the responsibility of an appropriate department head and their designees.
 - iv. The Town Administrator or their designee must be able to immediately edit or remove content from all officially approved social media networks.
 - v. The Town Administrator retains the authority to remove pages or close sites if necessary
- f. Users and visitors to the Town’s social media networks shall be notified that the intended purpose of the network is to serve as a mechanism for receiving information from the Town and that it is a limited public forum. Users must also be notified that Town of Hooksett social media postings may be subject to removal if they are not related to the specific purpose of the social media site. The Town’s social media networks shall also contain the disclaimer that “any comments or information linked or posted shall not be

deemed information created, accepted, or obtained by, or on behalf of, the municipality under RSA 91-A:1-a.”

The General Test: If a post’s subject matter is not related to the purpose of the social media site, it is subject to removal.

Examples of posts that may be subject to removal:

- Comments, materials, or links not related to the specific purpose of the social media site.
- Comments in support of or opposition to political campaigns or ballot measures.
- Profane language. The Town intends for all members of the public, including minors and others sensitive to such language, to access and use its social media sites. To that end, any containing such language will require increased scrutiny as to its ability to remain on the site. A post containing profane language shall be subject to removal if the subject matter of the post is not related to the purpose of the social media site.
- Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation shall be subject to removal if the subject matter of the post is not related to the purpose of the social media site.
- Sexual content or links to sexual content. The City/Town intends for all members of the public, including minors and others sensitive to such content, to access and use its social media sites. Examples of sexual content are:
 1. Graphic descriptions or depictions of sexual activity;
 2. Graphic descriptions or depictions of sexual intercourse; and
 3. Graphic descriptions or depictions of nudity.
- Solicitations of commerce. No advertisements for commercial services, products, or businesses shall be permitted on the social media sites.
- Conduct or encouragement of illegal activity.
- Information that compromises the safety or security of the public or public systems. Examples of information that compromises the safety or security of the public or public systems is:
 - i. Threats of violence against Town officials and employees;
 - ii. Personal identifying information of Town officials and employees; and
 - iii. Login information for Town systems, such as usernames, passwords, and PIN numbers.
- Content that violates an intellectual property right of any third party. The Town shall remove content infringing on the intellectual property rights of a third party upon receiving notice from said third party describing the alleged infringement and establishing the legal right of the third party to the alleged infringed material.
- Any other content that violates local, State, or Federal laws, ordinance, or regulations.

- g. The Town shall maintain records of its social media sites for a minimum of one year pursuant to NH RSA 33-A:3-a (XXV). The Department maintaining a given official social media account or entity is responsible for responding completely and accurately to any public records request for public records on social media. Wherever possible, social media networks shall clearly indicate that any articles and any other content posted or submitted, by the municipality, for posting are subject to public disclosure.
- h. Posts shall only be removed from the Town's social media sites by the Department Head or their Town Administrator or his/her specific designee.
- i. The Administration Department will maintain a file containing all records related to the removal of social media posts.
- j. If a particular post is directed at a particular individual, that individual shall not have the authority to remove that post.
- k. The Town's social media sites shall be reviewed for compliance with the Guidelines no less frequently than once a month, with more frequent review encouraged.
- l. The Town shall remove any content or posts that violate this social media policy or any applicable law.
- m. Prior to the removal of any content or posts, the removing party shall create a removal record using the uniform cover sheet in **Appendix A**. The removal record shall always include:
 - i. A statement explaining why the content or post was removed, including which provision of the Guidelines was violated;
 - ii. Who removed the content or post;
 - iii. When the content or post was removed; and
 - iv. Any other information relevant to the removal.
- n. Any content or posts removed based on these guidelines *must be retained*, including the time and date of its creation and identity of the author when available.
- o. Any removed content shall be printed out in hard copy as it appears on the social media site before it is removed.
- p. All content related to the social media removal shall be filed together in hardcopy with the Administration Department
- q. If there is any doubt whether content or a post is removable, the Town Administrator or an so empowered Administering Department head or designee should contact the City/Town's legal counsel prior to taking any action.

- r. Enforcement and discipline with regards to any of the provisions of this policy by town employees will follow the procedures contained in the town Personnel Plan and Collective Bargaining agreements as applicable.
- s. Enforcement and discipline with regards to any of the provisions of this policy by elected or appointed officials will follow procedures contained in the Town Charter or applicable state law.

APPENDIX A. SOCIAL MEDIA REMOVAL RECORD COVER SHEET

Why was this content or post removed? (circle applicable choices)

- a. Comments, materials, or links not related to the specific purpose of the social media site.
- b. Comments in support of or opposition to political campaigns or ballot measures.
- c. Profane language. The Town intends for all members of the public, including minors and others sensitive to such language, to access and use its social media sites. To that end, any containing such language will require increased scrutiny as to its ability to remain on the site. A post containing profane language shall be subject to removal if the subject matter of the post is not related to the purpose of the social media site.
- c. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation shall be subject to removal if the subject matter of the post is not related to the purpose of the social media site.
- e. Sexual content or links to sexual content. The City/Town intends for all members of the public, including minors and others sensitive to such content, to access and use its social media sites.
- f. Solicitations of commerce.
- g. Conduct or encouragement of illegal activity.
- h. Information that compromises the safety or security of the public or public systems.
 - i. Threats of violence against Town officials and employees;
 - ii. Personal identifying information of Town officials and employees; and
 - iii. Login information for Town systems, such as usernames, passwords, and PIN numbers.
- i. Content that violates an intellectual property right of any third party.

Detailed Explanation of Incident and reasoning:

Removed by:

Drummond Woodsum Draft and Template

Date Removed:

Additional Information:

(Attach this sheet to a screen capture of the deleted content).
Appendix B.

Table of Approved Social Media

- **Facebook**

<https://www.facebook.com/HooksettCommunityDevelopment>

<https://www.facebook.com/Hooksett-Fire-Rescue-Department-188287394944931/>

<https://www.facebook.com/HooksettPD/>

- **Instagram**

Hooksettpd

- **Twitter**

<https://twitter.com/HooksettPD>

<https://twitter.com/HooksettFire>

<https://twitter.com/HooksettAdmin>

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, July 15, 2020**

The Hooksett Town Council met on Wednesday, July 15, 2020 at 6:00 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of 15 Jul 2020 to order at 6:00 pm. The meeting convened in the gymnasium for the swearing-in ceremony for Firefighter/Paramedic Mitchell Dean.

PROOF OF POSTING

Administrative Services Coordinator Donna Fitzpatrick provided proof of posting.

ROLL CALL

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

PLEDGE OF ALLEGIANCE

Chair Sullivan called for the Pledge of Allegiance.

SPECIAL RECOGNITION

Fire-Rescue Department - Swearing-in Ceremony - Firefighter/Paramedic Mitchell Dean

Chair Sullivan: We are in the gymnasium to accommodate the number of people wishing to be observe this ceremony. This will allow us to maintain social distancing guidelines during the pandemic.

Fire Chief James Burkush: It is good to see Mitchell's fellow firefighters here to support him. Mitchell comes to us from Hopkinton with three years of experience. I will ask him to come forward so that I can administer the oath.

Chair Sullivan: Welcome to the Hooksett family and congratulations.

The meeting reconvened in the Council Chambers.

Hooksett Municipal Employee - New Hire

A. Garron: The only new hire for July is Sean Dumont. This is actually a promotion from Driver/Laborer to Heavy Equipment Truck Driver. I want to congratulate Sean on this promotion.

SCHEDULED APPOINTMENTS

Eagle Scout, Evan Perry - Petersbrook Park Project (see item 15.1 for details)

Evan Michael Perry: I am a member of Troop 135 in Manchester. My Eagle Scout project is to re-side (re-shingle) the shed at Petersbrook Park. I will also repair loose boards and replace the two doors.

Chair Sullivan: How did you decide on this project?

51 Evan Perry: The Town Engineer saw me at popcorn stand. He contacted me and asked me if I needed
 52 a project.
 53
 54 T. Tsantoulis: I read your proposal and see that you have a lot of tasks to perform for this project. I
 55 assume you have had some experience.
 56
 57 Evan Perry: Yes, I re-sided a house.
 58
 59 D. Boutin: This is a fantastic opportunity for young gentlemen to learn leadership and to accomplish
 60 something important in life
 61
 62
 63
 64 Chair Sullivan: What is the cost for this project?
 65
 66 Evan Perry: I am not sure. I think it will be about \$500.00.
 67
 68 Chair Sullivan: When will you begin work on the shed?
 69
 70 Evan Perry: I will start when I have enough money. I will begin fundraising soon and might use some of
 71 my own money.
 72
 73 D. Boutin: Can we get Evan's address so that we can send him a donation if we want to?
 74
 75 Chair Sullivan: I believe it would be best to send donations in care of Bruce Thomas, the Town
 76 Engineer.
 77
 78 B. Thomas: I will help with publicity for his fundraising.
 79
 80 R. Lapierre: I was not on the Council when you discussed your volunteer policy. We will want Evan to
 81 comply with that policy. Did you have a resolution on that?
 82
 83 Chair Sullivan: We will be discussing this during the August 12th workshop.
 84
 85 Mrs. Perry (Evan's mother): The Daniel Webster Council will provide liability insurance.
 86
 87 ***D. Boutin motioned to allow Eagle Scout candidate Evan Perry to rehabilitate the existing***
 88 ***storage shed located at Petersbrook Park as his Scout Eagle project. R. Lapierre seconded the***
 89 ***motion.***
 90 ***Voted unanimously in favor (9-0).***
 91
 92 **Town Attorney Matthew Serge - Land Use Boards & Town Council Procedures**
 93
 94 Chair Sullivan: Mr. Serge will not be able to join us this evening because of a coronavirus issue at his
 95 office. We hope he is well, and we plan to have him join us at our August 12th workshop meeting.
 96
 97
 98 **CONSENT AGENDA**
 99
 100 **Town Council to accept the donation of cleaning services from Soil-Away, valued at \$715.00 to**
 101 **the Town of Hooksett for the Hooksett Fire Rescue Department's Ambulances under RSA 31:95-**
 102 **e, II.**
 103
 104
 105 **Bussiere Development, #209 West River Road, Release of \$45,000 Site Cash Bond**

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T. Tsantoulis motioned to approve the two (2) Consent Agenda items. J. Durand seconded the motion.

T. Tsantoulis: I read the report of the Town Engineer and it is apparent that he is ready to sign off on this.

Chair Sullivan called for a vote on the motion.

Voted in favor (8-1), with C. Karolian voting nay.

TOWN ADMINISTRATOR'S REPORT

A. Garron: I submitted the second round of expenses for GOEFFR funds today. The first submission was in the amount of \$16,755.00. For this reimbursement, the amount is \$81,000.00 and includes PPE supplies, the new door for exiting the Town Clerk's office and separation supplies. Laptops were ordered so that we don't have to borrow them from the Library if we are shut down again. We do appreciate the Library's lending of their laptops.

D. Boutin: Does the submission include ionizers for the AC units?

A. Garron: No, that has not yet been decided by the Council. In fact, it is on tonight's agenda.

A. Garron: I received a thank you note for the Council from Trisha Korosz for allowing the placement of signs congratulating the graduating seniors.

A. Garron: We had a CIP meeting last week to review the plan with the Planning Board. Hopefully, they will approve it. There were questions about the vehicle inventory, so Councilor Boutin and Matt Reed were tasked with interviewing department heads on the subject.

A. Garron: I had a problem with returning calls while on vacation last week. The system was inoperable, for some reason. I want to apologize to anyone who left me a message for my delayed response.

R. Duhaime: How are we looking for the budget at this point?

A. Garron: We had a budget update prior to July 1st when you joined the Council. We are on target. Revenue is behind but not too far. Highway Block grants and Rooms & Meals revenue are of concern because there are fewer cars on the road and fewer people traveling to our state. There is some talk of GOEFFR funds or CARES Act funds being allocated to help with revenue.

R. Duhaime: I have had calls from people who are still waiting for their vehicle registrations. The Town Clerk's office must be behind on registrations.

A. Garron: Yes, but they are catching up. The office is now fully staffed.

C. Karolian: Do you have any idea of how many requests for abatements have been received?

A. Garron: We have two members of the Board of Assessors on the Council. I will ask one of them to answer that question.

157 T. Tsantoulis: We are at or a little above average in terms of abatement requests. A good portion of
158 these are not found worthy. The volume is not out of the ordinary. We have 30-plus requests before us.
159 Less than 10% of these are considered. Also, there is a new State law saying that 100% disabled
160 military veterans pay no property taxes. There is a process to verify the disability status; this is certainly
161 something they deserve.

162

163 C. Karolian: Do you have a dollar figure for the amount of the abatements? It is lack of revenue that I
164 am worried about.

165

166 T. Tsantoulis: No, I do not.

167

168 C. Karolian: I am just looking for a ballpark figure.

169

170 T. Tsantoulis: Off the top of my head, I can't say. The Assessor Jon Duhamel or Elayne Pierson could
171 provide that figure.

172

173 Chair Sullivan: Property owners struggling to pay their property taxes, can see the Tax Collector about
174 a payment plan. I am sure that the Town Administrator can get the information you are requesting for
175 next meeting, Mr. Karolian.

176

177 **PUBLIC INPUT**

178 None.

179

180 **NOMINATIONS AND APPOINTMENTS**

181 Chair Sullivan: The nomination and appointment of Council representative for the Budget Committee
182 and the Sewer Commission remains to be done.

183

184 R. Duhaime: My brother suggested that Councilor Tsantoulis would be a good Council representative to
185 the Budget Committee.

186

187 T. Tsantoulis: I struggle with budgetary items. I would not be an asset to the Budget Committee.

188

189 N. Germain: The Budget Committee will be meeting next Thursday at 6:30 pm to confirm their
190 schedule. A representative of the Council could steer that conversation.

191

192 C. Karolian: When does the Sewer Commission meet?

193

194 R. Lapierre: It is the first and third Monday of each month at noon.

195

196 A. Walczyk: The Budget Committee meets from September until the end of October for the Town
197 budget and from November until the end of December for the School budget. They continue meeting
198 until the end of January, and they meet every Thursday at 6:30 pm.

199

200 Chair Sullivan: I will ask Nick Germain to post the available positions on the website. The two ZBA
201 positions are especially important. I will also ask Councilor Duhaime to check with the ZBA Chair about
202 the status of these open positions.

203

204 C. Karolian: I am willing to serve as the liaison to the Sewer Commission.

205

206 Chair Sullivan: Thank you very much.

207

OLD BUSINESS

Topics for Town Council Workshop - August 12, 2020

Chair Sullivan: We have discussed this item two times already, and since Mr. Serge will be with us on August 12th, I suggest not adding any more topics to the list.

NHMA 2021-2022 Legislative Policy Process (last presented to Council 03/11/2020)

Chair Sullivan: We have old examples only of the items discussed. These are in blue.

D. Fitzpatrick: We discussed the Legislative Policy Process at a couple of meetings – one in February and another in March. Then, COVID-19 hit and the process was put on hold. Just after the Council packets went out last week, we got an email notice that the legislative policy process is back on. The next regular Council meeting will be on August 26th, which means that your deadline to create a new policy and vote on it is tonight. However, you do not have to do anything. There is ample time until October 2nd when all delegates from the cities and towns in the State meet to establish floor policies. The Council can assign a delegate who will take your votes on the proposed policies to the meeting and cast votes on your behalf. The October 2nd meeting will be a virtual one. We don't have these items yet. A. Walczyk was your delegate last time for the 2019-2020 session. The first page behind the cover in your handout is for new policy proposals. In the blue packet, the second page has examples of items presented, comments and how this Town Council voted.

A. Walczyk: It works the same as a committee or Town Council meeting; it is just a lot more people, with one or more delegates from each community in the State. People speak, offer amendments, and then vote. These votes are tallied and they move to the next item. It is pretty interesting. Items may be presented to the legislature as possible bills, and the NHMA lobbies on our behalf.

Chair Sullivan: Mr. Garron, do you have any new items you would like to have addressed?

A. Garron: No, I have thought about it and have come up with nothing pertinent or germane.

NEW BUSINESS

2020 Paving

E. Labonte: We went through the list of streets from the pavement survey done by BETA Group, our Roadway Management company. We made a worst-case list to put out to bid. We received five (5) bids, and Pike Industries was the lowest. We still have to go through the program and complete other minor maintenance repairs.

R. Lapierre: Have you ever done business with Pike?

E. Labonte: Yes. Hooksett has used four of the five bidders for paving.

R. Lapierre: Has Pike done acceptable work?

E. Labonte: Yes, they have.

C. Karolian: I want to bring this to the attention of the other Councilors. I can't read pages 43-52.

260 E. Labonte: Those are copies of the bids. They are available on line. The iCompass software which
261 creates the packets caused the problem with those copies.
262

263 C. Karolian: I drove up Morse Road and saw where the work is to be done on the upper part. There
264 was no crack sealing on Morse or Dale. I am worried about the tax base for next year. Could you do
265 part of the project now instead of the entire amount? This is \$340,000.00.
266

267 E. Labonte: Morse Road met all of the requirements to be on this list, per the pavement survey, and
268 you can't crack seal a road that is more than five years old. Also, piecemeal doesn't work.
269

270 D. Boutin: Does the work at the DPW yard include the driveway?
271

272 E. Labonte: No, it does not.
273

274 T. Tsantoulis: Is any part of that cul-de-sac private property?
275

276 E. Labonte: No. It was done as a private development and then taken over by the Town.
277

278 R. Duhaime: Do you have a paving plan to implement over time?
279

280 E. Labonte: Yes. We are working on a five-year plan, based on the road survey completed by BETA
281 Group. They completed the survey and created a Pavement Index Code (PCI) for every public road in
282 Hooksett. We are working to maintain an overall rating of 78.64% at least. From the first four streets
283 already done, the index has gone up one-half of one percent.
284

285 R. Lapierre: Why was the bid done in five (5) parts?
286

287 E. Labonte: That was so that we could drop a section if needed; we didn't need to.
288

289 R. Duhaime: Is the roundabout Town property?
290

291 E. Labonte: Yes, it is.
292

293 T. Tsantoulis: I share the concern that others have about the Town's financial well-being. However,
294 road maintenance takes a back seat when money is tight. That is why we are where we are with the
295 condition of our roads. We decided to go with a management program.
296

297 Chair Sullivan: If we do only one-half of the project, where does the rest of the money go?
298

299 C. Soucie: The tax rate for this fall was set in March, so there is no way to affect that now. The money
300 could be spent on another project or added to the Fund Balance.
301

302 Chair Sullivan: So, it could help the tax rate a year from now.
303

304 C. Karolian: Thank you, Ms. Soucie. What I am talking about is that we could feel the effects of COVID-
305 19 next year. I urge the Council to table this and take a ride to see for yourselves the condition of these
306 roads.
307

308 **C. Karolian motioned to table this item.** (No second was offered.)
309

310 T. Tsantoulis: How would a change or a delay affect the bid process?

311

312 E. Labonte: The vendors would have the option to withdraw.

313

314 C. Jones: From my experience with Santec, a postponement might double the cost of the project. The
315 price of oil and other products could go up.

316

317 J. Durand: We have no idea where oil prices could be. We could forgo doing Donati Park Road.

318

319 E. Labonte: Actually, that is the worst one on the list.

320

321 A. Walczyk: I want to remind everyone that we asked Mr. Labonte to come up with a plan to maintain
322 the roads in a cost-effective way so that taxes don't spike year after year. He did that, and it is a good
323 plan. It would be silly not to execute it. This is a data-driven decision. COVID put a wrench into the
324 process.

325

326 R. Duhaime: The roads will be easier to maintain if they are paved, especially in the winter. We will
327 save on salt, plowing and plow repairs.

328

329 ***D. Boutin moved the question.***

330

331 **Roll Call Vote #2**

332 ***D. Boutin Aye***

333 ***J Durand Nay***

334 ***C. Jones Aye***

335 ***R. Duhaime Aye***

336 ***A. Walczyk Aye***

337 ***R. Lapierre Aye***

338 ***C. Karolian Abstained***

339 ***T. Tsantoulis Aye***

340 ***J. Sullivan Aye***

341 ***Voted in favor (8-0) C. Karolian abstained because information was not provided.***

342

343

344 **Air Purifiers Due to COVID-19**

345

346 ***D. Boutin motioned to remove this item from the table. C. Karolian seconded the motion.***

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

348

349 A. Garron: This is a precaution we can take to knock down the virus. We have provided more
350 information on the subject. It was in the news that St. Anselm College is installing this same system in
351 all of their buildings, including the dormitories.

352

353 E. Labonte: Some of you asked questions about ionization and we have included that in your packets.
354 There was a pricing adjustment to correct an addition error, but the price of \$1,298.00 is still lower than
355 the original price we were given.

356

357

358 **A. Walczyk motioned to waive the three (3) competitive bids rule due to health issues and to**
 359 **approve the purchase and installation of iWave Air Purifiers for a total amount of \$19,298.00. C.**
 360 **Jones seconded the motion.**

361

362 A. Walczyk: Thank you for information you provided tonight.

363

364 C. Karolian: Did G & O Heating & Air Conditioning and others offer proposals?

365

366 E. Labonte: G & O gave us a quote when they were working on our air conditioning system.

367

368 C. Karolian: Did we ask them to give a proposal without going into the bid process?

369

370 E. Labonte: They gave us a quote, not a bid.

371

372 C. Karolian: They are the same thing.

373

374 E. Labonte: No, they are not. We asked others to offer a quote, but none did. They don't need the work.

375

376 C. Karolian: I am quoting from the packet. I want to make everyone aware. From page 83: "Are air
 377 ionizers dangerous? The Short Answer: It depends on who you ask. Some critics believe that air
 378 ionizers give off dangerous levels of ozone which is not only harmful to the environment but can be
 379 equally hazardous to your health." ***"When inhaled in high enough doses, ozone can have harmful***
 380 ***effects – including damage to your lungs, chest pain, coughing, or shortness of breath."*** From page
 381 86: ***"High ozone levels in the air you're breathing can have really nasty side effects including damage***
 382 ***to your lungs, chest pain, coughing, or shortness of breath."*** From page 87: "So, the million-dollar
 383 question – do air ionizers emit ozone? ***In short, yes, they do.*** Any man-made, high-energy particle,
 384 like a negatively charged ion can generate ozone as a by-product of the molecular reaction. Deciding
 385 whether or not an air ionizer is right for you is a personal decision. Do your research, understand the
 386 technology, and move forward into a home with cleaner air." I don't like the process of not giving out
 387 information.

388

389 **Roll Call Vote #3**

390 **R. Lapierre Nay**

391 **C. Jones Aye**

392 **A. Walczyk Aye**

393 **J. Durand Nay**

394 **D. Boutin Aye**

395 **T. Tsantoulis Nay**

396 **R. Duhaime Aye**

397 **C. Karolian Nay**

398 **J. Sullivan Aye**

399 **Voted in favor (5-4).**

400

401 C. Karolian left the meeting.

402

403 **Budget Transfer #2020-03 in the amount of \$10,000.00 for Legal Services.**

404

405 **D. Boutin motioned to have the Council Chair sign Budget Transfer Request #2020-03 for**
 406 **\$10,000, transferring funds to the Admin Legal line from Fire's Retirement lines. J. Durand**
 407 **seconded the motion.**

408

409 Chair Sullivan: What prompted legal fees to be over by \$10,000? You answered this question in an
410 email to me, but I would like you to explain it to the Council.

411
412 C. Soucie: We have tried unsuccessfully to increase this line, so we have had to make budget
413 adjustments instead. We had \$20,000 in legal fees related to abatements and \$11,000 in breach of
414 contract issues. Generally, 50% of this budget is for general questions.

415
416 A. Garron: All boards, committees, and departments use these services. I would like to encourage
417 everyone to use the NHMA legal line whenever possible. There is no cost for this beyond our
418 membership fees.

419
420 R. Duhaime: What was the budgeted amount:

421
422 C. Soucie: \$95,000.00.

423
424 R. Duhaime: Do you go out to bid every year for legal services?

425
426 C. Soucie: Not every year. We did go out to bid two or three years ago. We changed firms and then
427 went back to the previous services.

428
429 J. Durand: Where did the \$10,000.00 come from?

430
431 C. Soucie: It is from a vacant position in the Fire Department.

432
433 **Roll Call Vote #4**

434 **A. Walczyk Aye**

435 **R. Duhaime Aye**

436 **C. Jones Aye**

437 **D. Boutin Aye**

438 **J. Durand Aye**

439 **C. Karolian Not present**

440 **T. Tsantoulis Aye**

441 **R. Lapierre Aye**

442 **J. Sullivan Aye**

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

444

445

446 **Budget Transfer #2020-04 in the amount of \$20,000.00 to cover cost overages in the Assessing**
447 **Department.**

448

449 ***T. Tsantoulis motioned to have the Council Chair sign Budget Transfer Request #2020-04 for***
450 ***\$20,000, transferring funds to the Assessing Department from Fire's NH Retirement lines. A.***
451 ***Walczyk seconded the motion.***

452

453 **Roll Call Vote #5**

454 **T. Tsantoulis Aye**

455 **C. Jones Aye**

456 **D. Boutin Aye**

457 **A. Walczyk Aye**

458 **R. Duhaime Aye**

459 **C. Karolian** *Not present*
 460 **J. Durand** *Aye*
 461 **R. Lapierre** *Aye*
 462 **J. Sullivan** *Aye*
 463 **Voted unanimously in favor (8-0).**

~~464~~
~~465~~

467 **Budget Transfer #2020-05 in the amount of \$8,000.00 to cover cost overages in the Finance Department.**

469
 470 ***D. Boutin motioned to have the Council Chair sign Budget Transfer Request #2020-05 for \$8,000, transferring funds to the Finance Department from Fire's NH Retirement lines. A. Walczyk seconded the motion.***

473

474 **Roll Call Vote #6**

475 **J. Durand** *Aye*
 476 **R. Duhaime** *Aye*
 477 **C. Karolian** *Not present*
 478 **R. Lapierre** *Aye*
 479 **C. Jones** *Aye*
 480 **T. Tsantoulis** *Aye*
 481 **A. Walczyk** *Aye*
 482 **D. Boutin** *Aye*
 483 **J. Sullivan** *Aye*
 484 **Voted unanimously in favor (8-0).**

485

486 **Budget Transfer #2020-06 in the amount of \$39,940.00 to cover cost for the LED Streetlight Conversion project.**

488

489 ***D. Boutin motioned to have the Council Chair sign Budget Transfer Request #2020-06 for \$39,940, transferring funds to the DPW's Streetlight budget from Police's NH Retirement lines. A. Walczyk seconded the motion.***

492

493 R. Labonte: Was this approved by the voters? Was it a budget initiative?

494

495 Chair Sullivan: It was not a warrant article. It was a Town Council initiative.

496

497 J. Durand: Are we adding new lights or just changing the ones we have?

498

499 A. Garron: We are not adding new ones yet. We have 408 lights.

500

501 T. Tsantoulis: From my experience with PSNH and Eversource, the new lights will be viewed favorably by most, but there will also be complaints. Also, increased awareness will prompt some to say they need lights on their streets. We will want to have a vigorous request and review process, and it needs to be user-friendly. It is a good idea to have information on the Town website during the transition.

505

506 J. Durand: When will the program start?

507

508 A. Garron: We will kick off the program in about one week; the installations will take about four months total.

509

510

511 J. Durand: Will those whose lights have been taken away have a higher priority?

512

513 A. Garron: That could be part of the policy.

514

515 T. Tsantoulis: Placement with PSNH was haphazard. Eversource has performed audits and has taken
516 down those not paid for, which is a loss for the utility.

517

518 Chair Sullivan: Are there any streetlight requirements?

519

520 A. Garron: No, there are no regulations.

521

522 **Roll Call Vote #7**

523 **C. Jones Aye**

524 **C. Karolian Not present**

525 **R. Duhaime Aye**

526 **D. Boutin Aye**

527 **A. Walczyk Aye**

528 **J. Durand Aye**

529 **T. Tsantoulis Aye**

530 **R. Lapierre Aye**

531 **J. Sullivan Aye**

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

533

534 **Budget Update**

535

536 C. Soucie: June is still open. At this time, the expense budget has a balance of \$898,000.00. Revenue
537 is higher than budgeted. Vehicle registrations, the largest contributor to revenue, are over by
538 \$82,000.00. We expect to add \$6,558.00 to the Fund Balance. Revenue was down for interest income
539 and engineering services.

540

541 **APPROVAL OF MINUTES**

542

543 **Public: 06/24/2020**

544

545 ***T. Tsantoulis motioned to approve the minutes of the June 24, 2020 public session. A. Walczyk***

546

547 ***seconded the motion.***

548

549 D. Fitzpatrick offered the following amendments to the June 24, 2020 meeting.

550

551 **Beginning at Line 16:**

552

553 Chair Sullivan: Six out of nine Councilors completed Town Administrator Garron's performance
554 evaluation.

555

556 R. Duhaime: I did not fill one out.

557

558 Chair Sullivan: Councilors Comai and Levesque did not fill one out (not present for tonight's meeting).
559 Should a Councilor who did not complete the performance evaluation participate in the evaluation and
560 vote on the evaluation?

C. Karolian motioned that Councilor Duhaime not participate in the non-public discussion to include voting and grading of the town Administrator evaluation. Seconded by R. Duhaime.

C. Karolian: This is not personal. It is unfair for the person being evaluated that he didn't get all Councilors to evaluation him. Six out of nine Councilors could lower the score.

R. Duhaime: For Police negotiations, I didn't stop you from participating in negotiations when you missed several meetings. Yes, I failed to complete the Town Administrator evaluation, but I would still like to participate.

A. Walczyk: I would still like all Councilors to participate in the evaluation. It is worth having some discussions with all Councilors. I have had a lot of work directly with the Town Administrator, but other councilors have worked with him too.

T. Tsantoulis: Both individuals raise valid points. I am not a huge fan of the appraisal process. There is not a lot of weight behind it. We are voluntary Council members and are evaluated at the ballot box. Our interactions with André Garron are at different times. The Chair makes the decisions.

Chair Sullivan: At our workshop (August 12, 2020) we have listed to discuss the evaluation process. Tonight, we are already behind in our process. At our last meeting of June 10, 2020, we should have been making the edits to the evaluation. To be fair to Mr. Garron, we will make those edits tonight (June 24, 2020) and provide his performance appraisal review to him on July 1st. Six Councilors on July 1st should review to determine a wage increase for Mr. Garron not to exceed 5%, per his contract. Councilor can participate in tonight's discussion. However, on July 1st he is not longer a Councilor and cannot participate in determining a wage increase.

C. Karolian: This is not a personal attack. I am not talking about attending meetings. This has nothing to do with negotiations. It has to do with the evaluation process. Councilors were to fill out the evaluation form based on process. Six submitted evaluations versus nine, and this could alter the score up or down. I disagree how we are doing the evaluation process and that is for the workshop.

A. Walczyk: New Councilors shouldn't participate in the evaluation on July 1st; however, they should end it.

R. Duhaime: I have been very patient. About relationships, a few years ago this Council was divided. Clark, I hope you spend that much time solving all the problems at the workshop.

C. Karolian withdrew his motion.

Beginning at line 18:

Chair Sullivan motioned to enter non-public session #1 at 6:30 pm in accordance with the provisions of RSA 91-A:3, II (a) (c). A. Walczyk seconded the motion.

NH RSA 91-A:3 II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her.

NH RSA 91-A:3 II (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself.

Roll Call Vote #2

612 R. Duhaime Aye
 613 J. Durand Not present
 614 C. Jones Aye
 615 J. Levesque Not present
 616 A. Walczyk Aye
 617 A. Comai Not present
 618 C. Karolian Aye
 619 T. Tsantoulis Aye
 620 J. Sullivan Aye
 621 *Voted unanimously in favor 6-0.*

622
 623 *Chair Sullivan motioned to leave non-public session #1 at 6:28 pm. T. Tsantoulis seconded the*
 624 *motion.*

625
 626 **Roll Call Vote #3**

627 A. Comai Not present
 628 C. Jones Aye
 629 A. Walczyk Aye
 630 J. Durand Not present
 631 R. Duhaime Aye
 632 T. Tsantoulis Aye
 633 J. Levesque Not present
 634 C. Karolian Aye
 635 J. Sullivan Aye
 636 *Voted unanimously in favor 6-0.*

637
 638 Chair Sullivan: We are back in public session at 6:30 pm.
 639

640 **Beginning at line 21:**

641
 642 *C. Jones motioned to seal the minutes of the non-public session #1, because it is determined*
 643 *that it would likely render a proposed action ineffective. A. Walczyk seconded the motion.*

644
 645 **Roll Call Vote #4**

646 A. Walczyk Aye
 647 J. Levesque Not present
 648 C. Jones Aye
 649 R. Duhaime Aye
 650 J. Durand Not present
 651 C. Karolian Aye
 652 T. Tsantoulis Aye
 653 A. Comai Not present
 654 J. Sullivan Aye
 655 *Voted unanimously in favor 6-0.*

656
 657 **Beginning at line 577:**

658
 659 (a) The dismissal, promotion, or compensation of any public employee or the disciplining of
 660 such employee, or the investigation of any charges against him or her.
 661

- 662 (b) The hiring of any person as a public employee.
 663
 664 (c) Matters which, if discussed in public, would likely affect adversely the reputation of any
 665 person, other than a member of the public body itself.
 666
 667 (d) Consideration of the acquisition, sale, or lease of real or personal property which, if
 668 discussed in public, would likely benefit a party or parties whose interests are adverse to those
 669 of the general community.
 670
 671 (e) Consideration or negotiation of pending claims or litigation which has been threatened in
 672 writing or filed by or against the public body or any subdivision thereof, or by or against any
 673 member thereof because of his or her membership in such public body, until the claim or
 674 litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement,
 675 pursuant to law, with any body or board shall not constitute a threatened or filed litigation
 against any public body for the purposes of this subparagraph.
 676
 677 (f) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or
 more members of the public body, even where legal counsel is not present.

678 **Beginning at line 590**

679 ***Chair Sullivan motioned to leave non-public session #2 at 9:33 pm. T. Tsantoulis seconded the***
 680 ***motion.***

681 **Roll Call Vote #9**

682 **J. Durand Not present**
 683 **A. Comai Not present**
 684 **C. Jones Aye**
 685 **R. Duhaime Aye**
 686 **C. Karolian Aye**
 687 **A. Walczyk Aye**
 688 **T. Tsantoulis Aye**
 689 **J. Levesque Not present**
 690 **J. Sullivan Aye**
 691 ***Voted unanimously in favor 6-0.***

692
 693 Chair Sullivan: We are back in public session at 9:33 pm.
 694

695 ***Chair Sullivan motioned to seal the minutes of the non-public session #2 with the exception of***
 696 ***the motion of items to unseal as noted below, because it is determined that it would likely affect***
 697 ***the reputation of any person other than a member of this board and render a proposed action***
 698 ***ineffective. A. Walczyk seconded the motion.***
 699

700 **Roll Call Vote #10**

701 **C. Karolian Nay**
 702 **T. Tsantoulis Aye**
 703 **J. Levesque Not present**
 704 **C. Jones Aye**
 705 **A. Comai Not present**
 706 **J. Durand Not present**
 707 **A. Walczyk Aye**
 708 **R. Duhaime Aye**
 709 **J. Sullivan Aye**

Vote: 5 in favor; 1 opposed (C. Karolian)

A. Walczyk motioned to unseal the following Town Council Non-Public Minutes:

July 10, 2019

DISCUSSION #2 – KRT (Assessing Contractor) Recommendations to Board of Assessors

Town Administrator Garron: At the directive of the Council, he provided an overview of the process of how KRT (Assessing Contractor) makes recommendations to the Board of Assessors. He gathered the information on the inquiry of one assessing document with KRT's return address being used, but someone else appearing to be making the recommendation. The inquiry was unfounded for any wrongdoing based on:

The content of the letter, to include any financial data, was data confirmed from KRT. The letter was amended for format by the Town's Appraiser. These findings were verified through the Town Administrator interviews with: 1) Former Board of Assessor Chair David Ross, 2) Richard Dorsett, KRT, and 3) Lee Ann Moynihan, Appraiser.

Discussion on the Assessing Department database and accuracy of records initiated by Councilor Karolian.

August 14, 2019

DISCUSSION #1 – Councilor Inquiry on Attendance at Town Council Non-Public Sessions

Councilor Karolian: Inquired as to why other individuals than Council members were present for Town Council non-public sessions.

Chair Sullivan: The Council yields to the discretion of the Town Administrator to bring in other individuals.

Town Council rules of Procedures section 4c *"The Town Administrator may have the head of any department or division or other employee of the Town in attendance at any meeting when items within their responsibility or knowledge are being discussed."*

Town Administrator Garron: Intends to have Donna Fitzpatrick, Administrative Services Coordinator (HR), present for all meetings at this time. She has the oversight of human resources, the institutional knowledge and takes the non-public meeting notes.

DISCUSSION #4 – Amazon Distribution Site

Councilor Duhaime: Questioned Atty. Tanguay on if the Town is not satisfied with the decision of the Planning Board on a land use decision as an abutter what recourse does the Town have?

Atty. Shawn Tanguay: If the Town's governing body as abutter did not receive notice of the application and therefore was not provided representation at the meeting when this application was discussed, this would be a land use enforcement issue.

Councilor Jones: When I worked in Laconia, the Mayor would get the city owned land abutter notice and the comments from the City's governing body and then their legal counsel would represent the Mayor at the Planning Board meeting.

Town Administrator Garron: I would need to know the town Council's opinions on Town owned land and those that abut certain areas. For EDAC an Amazon project is positive.

Atty. Shawn Tanguay: If Amazon is interested in Town owned land to purchase, the Town can contact them.

September 25, 2019 (new format as of 09/11/2019)

Councilor Karolian inquiring why information being presented to Council by department heads and others once question by Council is found inaccurate and may be misleading; not sure what their intent is.

Seconded by T. Tsantoulis. Vote 4 in favor; 2 opposed (Councilors Karolian & Sullivan). 4-2

A. Walczyk offered an amendment to the amendment. On line 44, the word 'end' should be 'attend.'

Chair Sullivan called for a vote on the amended motion to approve the minutes of the June 24, 2020 public session.

Voted unanimously in favor (5-0). Councilors Boutin, Duhaime and Lapierre abstained because they were not present for the meeting. Councilor Karolian was not present for the vote.

Public: 07/01/2020

T. Tsantoulis motioned to approve the minutes of the July 1, 2020 public session. D. Boutin seconded the motion.

Voted unanimously in favor (8-0). Councilor Karolian was not present for the vote.

Non-Public: 06/24/2020

A. Walczyk motioned to approve the minutes of non-public sessions I & II of June 24, 2020. J. Durand seconded the motion.

Voted unanimously in favor (5-0). Councilors Boutin, Duhaime and Lapierre abstained because they were not present for the meeting. Councilor Karolian was not present for the vote.

Non-Public: 07/01/2020

T. Tsantoulis motioned to approve the minutes of the non-public session of July 1, 2020. D. Boutin seconded the motion.

Voted unanimously in favor (8-0). Councilor Karolian was not present for the vote.

SUB-COMMITTEE REPORTS

R. Duhaime: At the ZBA meeting last night, application approval was granted to Continental Paving. An application related to the old animal cracker building was tabled. This has been an issue for 16 years. The applicant wants to build six (6) townhouses. We sent it to the Planning Board for comments. The applicant wants to put a sewer line up to Mammoth Road, which would be beneficial to people in the area. This was a duplex on one side and a commercial enterprise on the other. It is now in the performance zone. However, we must give relief because of this change. The lot is steep and narrow. They already have a driveway permit from DOT.

R. Lapierre: How do I find out if neighbors have concerns?

R. Duhaime: It would be in the minutes.

816 T. Tsantoulis: We are looking for Hooksett Youth Achiever applicants. We have one pending. The form
817 is available on line and here at Town Hall. If you know a worthy young person, please nominate him or
818 her.

819
820 Chair Sullivan: The Heritage Commission will hold a public hearing here at Town Hall tomorrow evening
821 beginning at 6:30 pm. The purpose is to review a demolition permit for the Old Stone House. The
822 process explores the historical, architectural and cultural value of buildings more than 15 years old for
823 which a demo permit has been requested.

824
825 N. Germain: Over 7,000 signatures have been gathered from around the State.
826

827 D. Boutin: This building is eligible for the State and Federal Registries of Historic Places.
828

829 Chair Sullivan: Recently, the Fred Underhill house was saved from demolition via the purchase of the
830 property after a public hearing was held.

831
832 D. Boutin: The Planning Board reviewed the CIP plan. Matt Reed and I were assigned to visit the
833 Police, Fire and Highway Departments to inquire about the large number of vehicles in the plan. The
834 Planning Board proposed a plan and all of the departments concurred with it.

835
836 D. Fitzpatrick: Ian Tewksbury, President of the Fire Union #2364, asked me to thank you for having the
837 swearing in ceremony tonight in the gymnasium. He said it was much appreciated.

838

839 **ADJOURNMENT**

840 ***Chair Sullivan motioned to adjourn at 8:25 pm. D. Boutin seconded the motion.***

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

842

843

844 Respectfully submitted,

845

846 Kathleen Donnelly

847 Recording Clerk

848

849

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

851

852

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**Town of Hooksett
Town Council Workshop Meeting Minutes
Wednesday, August 12, 2020**

CALL TO ORDER

Chair Sullivan called to order the August 12, 2020 Workshop Meeting of the Town of Hooksett Town Council at 7:30 pm, following the Council's non-meeting with legal counsel.

Chair Sullivan: The purpose of this annual workshop is to have the Town Council discuss various topics, including but not limited to, Council Rules of Procedure, Administrative Code, and Town Administrator goals for FY 2021/2022. Regularly scheduled Town Council meetings provide for public input. Since this is a workshop, there will be no public input; however, the public is welcome to attend as audience members. No votes will be taken.

PROOF OF POSTING

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

ROLL CALL

In Attendance: Councilor James Sullivan, Councilor Clark Karolian (remotely), Councilor Roger Duhaime, Councilor Roland Lapierre, Councilor Cliff Jones, Councilor John Durand, Councilor David Boutin and Councilor Alex Walczyk.

Missed: Councilor Timothy Tsantoulis

PLEDGE OF ALLEGIANCE

Chair Sullivan called for the Pledge of Allegiance.

WORKSHOP ITEMS

Town Charter: Review Process for Article 10 General Provisions – Section 10.2 B Term Commencement; Notice of Election or Appointment

Chair Sullivan: It was my suggestion to put this on the agenda for discussion. Prior to three years ago, Town Councilors were elected in May and took their seats on July 1st. Three years ago, the Charter was changed and Town Councilors are now elected at the Town Election in March, not at a separate election in May. I am wondering if anyone has a concern about the lame duck status lasting three and a half months. I am not saying that I am particularly concerned. The evaluation of the Town Administrator is also an issue, given that some Councilors may have served only a few months before participating in the evaluation.

D. Boutin: I am concerned about going that far out. The new Councilors should start serving at the beginning of April.

Chair Sullivan: Any change would involve changing the Charter.

R. Lapierre: I did feel out of place at the review of the Town Administrator. Is it possible to have a different schedule for the review of the Town Administrator?

46 C. Karolian: Regarding the evaluation, don't we have to coincide it with when we hire the Town
47 Administrator? If a new Town Administrator starts in April, he/she would have only one month
48 before the evaluation.

49
50 Chair Sullivan: June has been the month for evaluating the Town Administrator, but the contract
51 could be changed. That would not involve a Charter change.

52
53 C. Karolian: Have we ever had a problem with a Town Councilor not running for reelection or
54 losing reelection and then causing difficulties for the Council because of lame duck status?

55
56 Chair Sullivan: No, not that I am aware of. Perhaps Mr. Lapierre, Mr. Duhaime and Mr. Boutin
57 were chomping at the bit to get started.

58
59 R. Lapierre: I began attending the Town Council meetings after I was elected. How many are
60 elected every year?

61
62 Chair Sullivan: According to the rotation, two district councilors and one at-large councilor are
63 elected every year. There may be more if one or more other councilors resign or decide not to
64 run again.

65
66 R. Lapierre: In a normal year, it is three. That is not a concern for me.

67
68 A. Garron: This year was different. Because of COVID-19, my review was delayed into July. It is
69 important that the Councilors have worked with me for one year.

70
71 D. Boutin: 'If it ain't broke, don't fix it,' but three and a half months is too long.

72
73 C. Jones: Those three months between election and being seated helped me. I watched the
74 meeting on television.

75
76 R. Lapierre: I agree.

77
78 A. Walczyk: I agree with Mr. Boutin. Let them start sooner. The president is elected in
79 November and starts in January. This issue and the one regarding the Town Administrator's
80 evaluation are separate matters. One doesn't necessarily have to do with the other. You don't
81 have to wait until you are elected to watch the meetings.

82
83 Chair Sullivan: I would note that a Charter change would involve a public hearing.

84
85 R. Lapierre: Is the June evaluation of the Town Administrator in his/her contract?

86
87 Chair Sullivan: Yes, it is.

88
89 D. Boutin: I agree with Mr. Walczyk; most who run have been following the Council. In order to
90 talk with constituents about the issues, you would have to be following the Council meetings.
91 That should not influence the start date.

92
93 D. Fitzpatrick: I want to point out that, if the new Councilors are seated before July 1st, any
94 already serving on a board such as the ZBA or Planning Board would have to resign from that

95 position. For example, Mr. Duhaime would have been required to resign from the ZBA if he had
96 been seated on the Council in April.

97
98 C. Karolian: Do we have a consensus about putting this on an agenda?
99

100 Chair Sullivan: Seeing that five members wish to put it on an agenda, we will do that.

101
102 **Administrative Code: Review Process for Section 5 Administrative Financial Policies and**
103 **Procedures – Sections 5.3.1, 5.3.2, 5.3.3, 5.3.4 & 5.3.5 for Request for Proposals AND**
104 **Develop a Process 5.3.6 Professional Services**
105

106 A. Garron: This is to address the RFQ and RFP processes regarding Professional Services,
107 given that we are not just looking at the lowest bidder in these cases. Bruce Thomas is bringing
108 this forward.

109
110 Chair Sullivan: You are not only looking at price but also at qualifications. Do you want to
111 preclude a consideration of cost?
112

113 B. Thomas: No, but there is a gap in the procurement code regarding consultants.
114 Qualifications-based selection should be used, and is even required when state and federal
115 funds are involved. I have used this process for 20 years. What I have drafted is taken largely
116 from the City of Manchester procurement code. From those submitting RFQs, three to five are
117 asked to provide RFP's. We interview some or all of them. Price is a separate consideration.
118 When a choice of consultants has been made, the envelope containing the price is opened and
119 negotiations begin.

120
121 Chair Sullivan: The Town Council can waive the requirement for three bids.

122
123 B. Thomas: This just solidifies the process and eliminates the need to ask the Council for a
124 waiver.
125

126 A. Garron: The goal is to match the skills with the project. Those qualified are narrowed down to
127 the top three – or maybe more. These we interview and then select the best. If we are unable to
128 negotiate an agreeable price, we move to the second choice, in terms of qualifications.

129
130 D. Boutin: Section (A) on page 14, under 5.3.6, refers to contracts for \$15,000 or less.

131
132 B. Thomas: That portion, I don't think, comes from the Manchester document. It conforms with
133 the Town policy.

134
135 D. Boutin: Section (B) refers to professional services over \$15,000 separately.

136
137 B. Thomas: That is because it is not worth the time and effort to go through a long process for
138 small projects which are under \$15,000.

139
140 R. Duhaime: It says you can use a weighted process that is not based on price. How many do
141 you qualify? Is it at least three?
142

143 B. Thomas: All candidates can be qualified if they have the qualifications. We can pick three or
 144 four or five to interview. We have a team of five for this process, including myself, the Town
 145 Administrator, the Town Planner, the Code Enforcement Officer, and other individuals as
 146 appropriate. We ask for the RFP and the cost in separate envelopes. When we are down to the
 147 top candidate, we open the cost envelope and negotiate.
 148
 149 R. Duhaime: It says 'weighted', but is this based only on qualifications, not price?
 150
 151 A. Garron: We use a weighted process, using elements from the RFQ, not cost.
 152
 153 C. Karolian: When I'm looking at it, from \$3,001 to \$15,000, the department head currently has
 154 to get three bids, written or oral, but the proposed section in red, Section (A), I believe no longer
 155 requires three bids. It disappears. The other point I want to get clarification on is this: When you
 156 put out a bid request, I believe qualifications are listed. On page 15 (2), A-L, that should be done
 157 in the RFP under the current procedure. The RFP should already have these specific
 158 requirements. Am I correct in believing that three bids are no longer required for professional
 159 services under \$15,000? Can the department head just get one and move forward?
 160
 161 Chair Sullivan: Section 5.31 remains. This is adding professional services versus a piece of
 162 equipment, for example.
 163
 164 C. Karolian: That is not what I am reading on page 14, Section (A). What is in red is in conflict
 165 with the current procedure on page 12.
 166
 167 Chair Sullivan: It is the same.
 168
 169 C. Karolian: What is the difference between the current procedure and what is proposed? Isn't
 170 the section in red in conflict with the current procedure?
 171
 172 B. Thomas: It says the department head, in consultation with the Town Administrator, must get
 173 one or more bids.
 174
 175 C. Karolian: What is new under Section (A) is that the Town Administrator and the department
 176 head can solicit only one versus three bids. Isn't it the job of department heads to take care of
 177 all of this, as opposed to just making it easier? They all would love to go through Sourcwell or
 178 the State. Is anyone else reading this as I am?
 179
 180 B. Thomas: Those under \$15,000 are small jobs. For example, on the Winter Street project we
 181 needed a consultant for a drainage analysis. The cost was under \$10,000 so we chose a
 182 consultant who knew the area. I am willing to strike that paragraph.
 183
 184 A. Garron: It currently says 'one or more.' I understand where Mr. Karolian is coming from. I
 185 have the authority to look at these offers for bids under \$15,000. We could strike 'one or more'
 186 and say 'three.'
 187
 188 R. Lapierre: To answer Mr. Karolian's question, this is clearly a special exception from the RFP
 189 rule for professional services. These could be added to Section 5.3.3 regarding special
 190 exceptions, with a reference to the section being added.
 191

192 D. Boutin: Sometimes we bottle ourselves up with additional language. I am comfortable with
 193 'one or more' because it allows flexibility and gets the job done.
 194
 195 A. Walczyk: Referring to what Mr. Lapierre said, the bottom of page 12, Section 5.3.3, is
 196 specifically for purchase orders.
 197
 198 Chair Sullivan: Would adding professional services to the list of special exceptions take care of
 199 the issue?
 200
 201 B. Thomas: I like Mr. Lapierre's suggestion of adding 'professional services' to the special
 202 exceptions for professional services over \$15,000 as outlined in 5.3.6. Then, we can get rid of
 203 the whole section in red under (A) at the top of page 12 and go back to the existing language of
 204 5.3.2 for professional services under \$15,000.
 205
 206 Chair Sullivan: So, we would add a bullet for professional services to 5.3.3 under special
 207 exceptions and eliminate (A) in red, reverting to 5.3.2.
 208
 209 D. Boutin: This doesn't specify what is going to be up for competitive bid. The list is for single
 210 source vendors. It doesn't make sense just to add 'professional services.' This has been
 211 addressed, so why change it?
 212
 213 Chair Sullivan: Maybe we should not add professional services to the list of special exceptions
 214 in 5.3.3.
 215
 216 D. Boutin: Where are you putting 5.3.6? It doesn't talk about the process for professional
 217 services. If we take that paragraph out, we are leaving ourselves naked, not covered. Maybe it
 218 should say 'up to \$15,000 or more.'
 219
 220 Chair Sullivan: Section B would become Section A now.
 221
 222 A. Walczyk: I am confused. If we change (B) at the top of page 15 to 'professional services up to
 223 \$15,000 or more,' that's everything.
 224
 225 Chair Sullivan: Under \$15,000 reverts to the existing process. The new language is only for
 226 projects over \$15,000.
 227
 228 D. Boutin: We should add 'professional services \$15,000 or less' to page 12.
 229
 230 B. Thomas: It could say: 'refer to section 5.3.2'.
 231
 232 C. Karolian: I wonder if we are trying to reinventing the wheel. We should add 'professional
 233 services' to page 12 and page 15, 2. A – L, and disregard everything in red.
 234
 235 Chair Sullivan: The verbiage in red doesn't exist in any written process. We want to add it.
 236
 237 C. Karolian: It is in the RFP.
 238
 239 Chair Sullivan: I suggest that Mr. Thomas draft the changes suggested. Others with input should
 240 contact Mr. Garron.

241
242 A. Garron: For the most part, Mr. Karolian is correct. We want to hire the right firm. This
243 establishes the qualifications that go along with the bid. Using just the lowest bidder is not going
244 to get us there.

245
246 A. Walczyk: I agree that this should be an agenda item. The purpose is to address item C on
247 page 14; it doesn't have to go to the lowest bidder. Section 5.3.6 says what the professional
248 services are. We don't have to get rid of 5.3.6. I do have some suggested edits. A – L needs to
249 be more flexible. It shouldn't be a list because it is not comprehensive. Some items on the list
250 don't always apply and some items which should be on the list aren't there. We should not
251 eliminate Section (A).

252
253 Chair Sullivan: Mr. Thomas, you should but together a draft based on all suggestions.

254
255 D. Boutin: It would be fatal to remove Section (A). Just add the requirement of three bids. Then
256 we have a comprehensive process for reviewing professional services under \$15,000. I don't
257 have a problem with the list. It is pretty comprehensive.

258
259 B. Thomas: This is a suggested list. It says, 'such as...' It is pretty comprehensive.

260
261 C. Karolian left the meeting at 8:41 pm.

262
263 Chair Sullivan: The other agenda items can be on the agendas of future meetings. I suggest we
264 move on to technology improvements.

265
266 **OTHER ITEMS**

267
268 **Technology Improvements for Town Councilors (i.e. tablets) & Chambers Meeting Room**
269 **(i.e. audio)**

270
271 A. Garron: We should look at this in two sections: the layout of this room and the audio system. I
272 know that you tried tablets and that did not work out. I would suggest that paper copies of the
273 agenda packet could be replaced by using an iPad or a laptop, along with a program such as
274 Dropbox. You can decide whether you want to use a touch screen or a keyboard.

275
276 J. Durand: The devices would pay for themselves with what would be saved in paper, ink and
277 postage.

278
279 Chair Sullivan: I am concerned because I need to have the agenda at hand, not all of the
280 backup. I want it right there without having to boot up.

281
282 R. Lapierre: I use a PC-based laptop. I favor the One Note program because it allows me to put
283 documents in the program and add my own notes. If you write neatly, it will even convert your
284 notes to type.

285
286 D. Fitzpatrick: The packet averages 200 pages, and we make 14 sets.

287
288 R. Duhaime: I have a ZBA packet and a BOS one; I sometimes get them mixed up. Also, we
289 might get more volunteers if we make this easier.

290
 291 A. Garron: Mr. Germain and I have talked a lot about these issues.
 292
 293 N. Germain: It is important that we go in the direction you want to go in. For example, do you
 294 want your devices to stay here or do you want to take them home? To provide devices for every
 295 board and committee could get expensive very fast. We might get them for the Council and
 296 have a library of other devices to be borrowed by other board and committee members.
 297
 298 C. Jones: Maybe we could phase them in. The Council should have them first, and if that works
 299 well, try to get them for the others.
 300
 301 D. Boutin: I prefer a laptop.
 302
 303 N. Germain: My plan is to send you a questionnaire so that you can express your preference.
 304
 305 A. Garron: Regarding the Chambers, we need portable desks so that you are not boxed in. This
 306 is important for social distancing.
 307
 308 C. Jones: There is a system which makes it possible to talk through a microphone on your
 309 laptop.
 310
 311 Chair Sullivan: I want to get rid of the wires. We need portable microphones.
 312
 313 N. Germain: Your packets present some options. One suggestion is bubble mics like those used
 314 on conference calls. Bonnie Smith has been doing some research for us. The lapel mics are
 315 popular, but some are not completely wireless. They can be fragile and finicky. Batteries need to
 316 be replaced often, and they can die in the middle of a meeting. Some people take them home
 317 by mistake.
 318
 319 Chair Sullivan: We need them to be portable in case we change the layout and so that we can
 320 bring a microphone to someone in the audience, if necessary.
 321
 322 D. Boutin: I favor the third solution, the ceiling tile inserted array. Everything is picked up.
 323
 324 N. Germain: We can check into that. The disadvantage is that if you say something off mic, it
 325 will be picked up. This room was set up before streaming. The mixer is old and we will need a
 326 new one. We need to re-wire the room.
 327
 328 D. Boutin: The first and second solutions are not very practical.
 329
 330 R. Lapierre: We have a ceiling array where I work, and you don't even hear papers rustling.
 331
 332 R. Duhaime: The screens are a big improvement. It is great for the ZBA when we need to view
 333 maps of sites and plans,
 334
 335 Chair Sullivan: We might want to move a meeting to the gym when we have a big crowd – for
 336 social distancing. The portable furniture will be good for that. This room has limited capacity.
 337

338 A. Garron: Mr. Germain and I have talked a lot about having the gym as a secondary meeting
339 place.
340

341 N. Germain: It is relatively inexpensive to wire the gym. I was surprised at how little it would
342 cost. We might use television screens or magic screens.
343

344 D. Boutin: Are we planning to move to the gym permanently? That is an expensive second
345 option. It would cost several thousand dollars.
346

347 Chair Sullivan: We expect to be able to use COVID-19 funds.
348

349 J. Durand: Are these improvements eligible for COVID-19 funds?
350

351 A. Garron: We have been allocated \$346,080. These modifications would be for social
352 distancing.
353

354 D. Boutin: Do we have these funds in our account?
355

356 A. Garron: No, they are available for COVID-19 expenses. We used them for the iWave
357 systems we installed to purify the air.
358

359 Chair Sullivan: I would ask Mr. Germain to take a survey regarding devices – video and audio –
360 including wireless mics, chairs and tables we can easily move. We are 99% sure these would
361 be eligible for COVID-19 funds.
362

363 D. Boutin: Can you send us examples of laptops and tablets?
364

365 N. Germain: Yes. I will send the questionnaire first.
366

367 **OTHER BUSINESS** 368

369 Chair Sullivan: We have a legislative conference survey from NHMI looking for a response to
370 the question of whether someone would want to represent us remotely or in person.
371

372 D. Boutin: I would participate in person.
373

374 Chair Sullivan: I have a proclamation for William H. Danford of Boy Scout Troop 603. He earned
375 his Eagle Scout award in April.
376

377 A. Garron: I would like to have a straw vote to see if we will have a quorum for a non-public
378 Zoom meeting tomorrow at 5:30 pm. We will schedule the meeting and hope for a quorum. The
379 meeting may be cancelled.
380

381 D. Boutin motioned to adjourn at 9:38 pm. A. Walczyk seconded the motion.
382
383

384 Respectfully submitted,
385

386 *Kathleen Donnelly*

387 Kathleen Donnelly
388 Recording Clerk
389
390

391 **Please see subsequent meeting minutes for any amendments to these minutes.**
392
393
394
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405

SPECIAL MEETING MINUTES

Town of Hooksett Town Council

Thursday, August 13, 2020 5:30 PM

Zoom

1. THIS MEETING IS A VIRTUAL MEETING

2. CALL TO ORDER

Chair Sullivan called to order the Special Meeting of the Town of Hooksett Town Council at 5:37 pm.

3. PROOF OF POSTING

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

4. ROLL CALL

Roll Call #1

Clark Karolian – present and alone (Zoom)

David Boutin – not present

Tim Tsantoulis – present and alone (Zoom)

Randall Lapierre – present in Chambers with minor son & Chair Sullivan in room

Alex Walczyk – present and alone (Zoom)

Roger Duhaime – present and alone (Zoom)

John Durand – present and alone (Zoom)

Cliff Jones – not present

James Sullivan – present in Chambers with Councilor Lapierre and his minor son in room

7-0

5. PLEDGE OF ALLEGIANCE

Chair Sullivan called for the Pledge of Allegiance.

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

Note: Regularly scheduled Town Council meetings provide for public input. Since this is a special meeting, there will be no public input; and the public does not participate in non-public sessions.

(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting.

Chair Sullivan motioned to enter non-public session of 08/13/2020 in accordance with RSA 91-A:3 II (c) at 5:39pm. R. Lapierre seconded the motion.

53 **Roll Call #2**

54 R. Duhaime – yes
 55 J. Durand – yes
 56 C. Jones – not present
 57 R. Lapierre – yes
 58 A. Walczyk – yes
 59 D. Boutin – not present
 60 C. Karolian – yes
 61 T. Tsantoulis – yes
 62 J. Sullivan – yes

63 **Vote 7 in favor 7-0.**

64

65 ***J. Sullivan motioned to exit non-public session of 08/13/2020 at 6:09pm. Seconded by T.***
 66 ***Tsantoulis.***

67

68 **Roll Call #3**

69 D. Boutin – not present
 70 C. Jones – not present
 71 A. Walczyk – not present
 72 J. Durand – yes
 73 R. Duhaime – yes
 74 T. Tsantoulis – yes
 75 R. Lapierre – yes
 76 C. Karolian – yes
 77 J. Sullivan – yes

78 **Vote 6 in favor 6-0.**

79

80 **PUBLIC SESSION 6:12PM**

81 ***J. Sullivan motioned to seal the non-public session minutes of 08/13/2020. Seconded by T.***
 82 ***Tsantoulis.***

83

84 **Roll Call #4**

85 A. Walczyk – not present
 86 R. Lapierre – yes
 87 C. Jones – not present
 88 R. Duhaime – yes
 89 J. Durand – yes
 90 C. Karolian – yes
 91 T. Tsantoulis – yes
 92 D. Boutin – not present
 93 J. Sullivan – yes

94 **Vote 6 in favor 6-0.**

95

96 **7. ADJOURNMENT**

97

98 ***T. Tsantoulis motioned to adjourn the public session of 08/13/2020 at 6:12pm. Seconded***
 99 ***by R. Lapierre.***

100

101 **Roll Call #5**

102 T. Tsantoulis – yes
 103 C. Jones – not present
 104 R. Duhaime – yes
 105 A. Walczyk – not present
 106 R. Lapierre – yes
 107 C. Karolian – yes

108 J. Durand – yes
109 D. Boutin – not present
110 J. Sullivan – yes
111 **Vote 6 in favor 6-0.**
112
113 Respectfully submitted,
114
115
116
117 Donna Fitzpatrick
118 Recording Clerk
119
120
121
122
123
124

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

**Town of Hooksett
Town Council Budget Review Meeting Minutes
Wednesday, September 2, 2020**

The Hooksett Town Council met on Wednesday, September 2, 2020 at 6:00 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting to order at 6:02 pm.

PROOF OF POSTING

Town Administrator André Garron provided proof of posting.

ROLL CALL

In Attendance: Councilor James Sullivan, Councilor Roger Duhaime, Councilor John Durand, Councilor Roland Lapierre, Councilor David Boutin, Councilor Timothy Tsantoulis,

Virtual Attendance: Councilor Clark Karolian, Councilor Alex Walczyk

Missing: Councilor Clifford Jones

PLEDGE OF ALLEGIANCE

Chair Sullivan called for the Pledge of Allegiance.

OTHER

A. Garron: I ask for the Council's indulgence for one item. The Department of Justice grant you accepted last week in the amount of \$92,556.00 requires another authorization for the Town Administrator to sign the contract. This was done in May and needs to be done again.

Chair Sullivan: The staff report on this was sent to all Councilors at 11:29 this morning.

D. Boutin motioned to accept the US Department of Justice, Office of Justice Program, Bureau of Justice Assistance FY2020 coronavirus Emergency Supplemental Funding Program CFDA 16-034 to the Town of Hooksett for the Hooksett Fire & Rescue, for overtime staffing, including fringe benefits, to maintain shift strength of seven (7) firefighters/EMS personnel in the approximate amount of \$92,556.00 to respond to the COVID-19 pandemic crisis until December 31, 2020, and to have the Town Council Chair sign the certificate of authority for the Town Administrator to sign the contract. T. Tsantoulis seconded the motion.

C. Karolian: If this money wasn't there, would be staffing people on overtime to cover this without reimbursement? Would we be staffing this anyway or are we staffing it because of the reimbursement? I don't know. I don't know what the answer is. When I read the email attachment, it sounds that they want to put a minimum staffing of seven (7) firefighters on overtime for EMS to cover for COVID. I'm not sure what that means, other than we want to get reimbursement or we want the funds to be able to provide the seven (7) staffers on overtime. If we don't have overtime, are we staffing with straight time or is it going empty?

Chair Sullivan: In previous discussion with Fire Chief Burkush, I believe he indicated that he is still maintaining the tradition of seven (7) straight time employees and these funds will be used to offset overtime hours due to the pandemic.

A. Garron: This covers overtime for COVID-19 related calls. We would be funding this anyway, whether or not COVID-19 was the purpose of these calls. These funds are specifically for COVID-related calls. In the event of a non-COVID emergency, if overtime were involved, we would cover that.

C. Karolian: That is not my question. Would we have these firefighters on overtime to fill shifts if we did not have COVID, or is this overtime being added because of COVID? Has there been an increase in calls?

A. Garron: The Fire Chief has said that people are hesitant to call 911 because they don't want to go to the hospital because of COVID. He reported 22 COVID-related calls in April, with Hooksett having the highest rate in the state. They have averaged two (2) transports per day for COVID. The crisis hasn't gone away, and Chief Burkush said we are one of nine communities to receive this grant.

R. Lapierre: This is the same motion which carried unanimously on August 26th.

Chair Sullivan: The Fire Department is maintaining a staff of seven (7).

T. Tsantoulis: The process is longer when dealing with a COVID patient. They spent money at the beginning to house two (2) COVID patients. The ambulance and everything in it must be sanitized after each transport of a possible COVID case. This is a duplication of what we talked about on August 26th.

Chair Sullivan called for a roll call vote on the motion regarding acceptance of the DOJ grant.

Roll Call Vote #2

R. Duhaime Aye

J Durand Aye

C. Jones Not present

R. Lapierre Aye

A. Walczyk Aye

D. Boutin Aye

C. Karolian Aye

T. Tsantoulis Aye

J. Sullivan Aye

Voted unanimously in favor (8-0).

BUDGET OVERVIEW OF FISCAL YEAR 2021-2022

A Garron: I will present my budget overview and then the department budgets will be reviewed one by one. Beginning with general information, the Town Administrator's recommended operating budget of \$17,291,635.00 (excluding Wastewater, Library, committees, commissions and debt) is an increase of \$618,074.00 or 3.71%. This recommended budget supports: 1) a reclassification of a part-time Secretary to a full-time Administrative Assistant in Administration 2) funds for the Bicentennial celebration coming up in a couple of years 3) a reorganization in the Fire-Rescue Department and 4) addition funds for road maintenance. The Administrator's recommendation includes level funding of the employee health and dental insurance and NH Retirement. We anticipate receiving the new rates in October or November. It is anticipated that the NH Retirement rates will increase approximately 25%, adding \$285,000 to the Administrator's recommendation. This is information which we just received. Had we known sooner, we would have adjusted the budget recommendation, and we will suggest reductions during this process and throughout the budget year to offset this unexpected increase. The rate will be set on September 8th, and additional information will be provided at the September 16th

TC MINUTES BUDGET REVIEW 09-02-2020 2

100 meeting. The budget includes 117 full-time employees, including one additional full-time employee, and
101 27 part-time employees, which is the same as the current year.

102
103 Chair Sullivan: Is the increase of \$285,000 for NH Retirement part of the \$618,074 increase or is it in
104 addition to that?

105
106 A. Garron: It is in addition.

107
108 D. Boutin: When I was on the Town Council a few years ago, it was policy that the budget was never
109 increased more than two percent (2%). We shouldn't be increasing taxes.

110
111 Chair Sullivan: In recent years, we have not had such a policy. We could consider that.

112
113 T. Tsantoulis: I am concerned about where we will be headed six months from now. I see difficulties. I
114 share the concern of Councilor Boutin. And now there is an increase of \$285,000 on top of the
115 \$618,074. We will have to tweak this to make it more palatable.

116
117 A. Garron: We can work on that tonight and in future months.

118
119 A. Garron: The next chart shows the budget increase over the last few years, broken down by Salaries
120 & Benefits, General Operations, and Equipment. The next slide begins a comparison between the
121 Administrator's Recommendations for each department as compared with the current year's budget.
122 The Administration budget increased in total approximately \$100,000. The increases are primarily from:
123 1) reclassifying the part-time employee to full-time, 2) computer software and programs and new
124 equipment and 3) Bicentennial celebrations.

125
126 D. Boutin: Can you explain the full-time Administrative Assistant. You already have one, Mr. Germain.

127
128 A. Garron: Mr. Germain is a project coordinator for Hooksett.

129
130 D. Boutin: He acts like an Administrative Assistant. You should consider dropping that.

131
132 Chair Sullivan: When we get to that part of the budget review, we can discuss that.

133
134 D. Boutin: Can you explain the Fire & Rescue reorganization?

135
136 A. Garron: They will use the same personnel, but there may be pay increases.

137
138 R. Duhaime: Why did the NH Retirement go up 25%?

139
140 C. Soucie: Every two years they do an actuary study and adjust their rates.

141
142 Chair Sullivan: Can you reach out for more information?

143
144 C. Soucie: Yes, I will do that.

145
146 D. Boutin: I thought you said you were not going to increase the budget by \$285,000.

147
148 Chair Sullivan: Mr. Garron will try to absorb that increase.

149

150 A. Garron: If we had had the information in July, we would have worked with it. Now we have to find
151 ways to offset that increase during this process and in the months to come.
152

153 A. Garron: Continuing, the Assessing budget reflects an increase of approximately \$11,000, mainly due
154 to increased professional services. The Community Development budget reflects a decrease of \$1,700
155 from this year, and the Family Services budget reflects a decrease of approximately \$6,000 from the
156 current year, due to a reduction in the welfare line, offset by the added cost of running the bus service
157 five days a week. The Finance budget reflects an increase of approximately \$5,000. This is directly
158 related to the cost of the GASB 45/75 actuary study of post-employment benefits other than pensions.
159 The Fire-Rescue budget has increased by approximately \$300,000. Changes include an additional
160 \$100,000 for union raises approved by the voters and increases due to the reorganization of the
161 department. There are funds budgeted for new hydrants in Brookview, Autumn Frost, University and
162 Crawford developments, and the remaining increases are in various line throughout the operating
163 budget. The Police budget has increased by approximately \$45,000. Changes to the budget include an
164 additional \$95,000 for union raises approved by the voters, offset by reductions in part-time employees
165 and in overtime lines. The Public Works budget increased approximately \$170,000 over the current
166 year's budget. The Highway Division includes an additional \$300,000 for road construction, bringing
167 that line up to \$900,000 as recommended by the Roadway Management Plan to keep the roads from
168 further deterioration. The NPDES Stormwater line (aka Municipal Separate Storm Sewer Systems, aka
169 MS-4) has been reduced by \$75,000. There are also savings in the electrical costs for streetlights due
170 to the new LED lights. The Parks, Recreation & Cemeteries division has an increase in cost for new
171 equipment to replace a riding mower. The Recycling and Transfer Division reflects approximately
172 \$8,000 in increases. Tipping fees are currently level funded. The Tax Collector budget reflects an
173 increase of \$3,500. The largest increase is for a new lockbox service for processing property tax
174 payments. The Town Clerk and Elections overall budget reflects an estimated decrease of \$16,000 for
175 the upcoming year, due to the fact that there are no scheduled State or Federal elections.
176

177 A. Garron: Looking at the Default budget, the recommended operating budget is \$434,915 or 2.5%
178 higher than the working default budget. The main changes in the default are increases for the Fire and
179 Police union contracts, the repayment of the TIF Sewer & Other Infrastructure bond approved by the
180 voters, and a decrease for the excavator lease. Note that in 2018, House Bill 1307 revised Chapter 241
181 by changing the definition of "Contract" for default budget calculation. The new law limits "contract" to
182 only those contracts "previously approved, and in the amount so approved, by the legislative body in
183 either the operating budget authorize for the previous year or...a separate warrant article for the
184 previous year."
185

186 A. Garron: Estimated revenues, which will impact the tax rate, show a slight downturn in the FY 2021-
187 22 budget. The proposed budget reflects level funding for motor vehicle registrations and building
188 permits. The impact on State Revenues of COVID-19 is still unknown. I would recommend using the
189 Unreserved Fund Balance to make any shortfalls in State Revenues whole for the next two budget
190 years. Revenues which have been reduced include 1) Interest and Penalties due to the change in the
191 interest rates, 2) Interest on Investments due to low interest rates and 3) State Highway Block Grants.
192 For increases, the TIF district will pay for the bonds related to the district in the amount of \$307,375.

193 A. Garron: The next slide lists possible warrant articles.

194

| Warrant | Department Request | Recommended By Town Administrator |
|--|--------------------|-----------------------------------|
| Merrimack Riverfront Trail System Phase III (\$20,950 CR, \$80K Grant & \$220K Taxes) | 320,950 | 320,950 |
| R & T Auto Truck (125K Solid Waste Disposal Fund & 175 from automated CR | 300,000 | 300,000 |
| CR Fund – Fire Apparatus | 250,000 | 250,000 |
| CR Fund – Public Works' Vehicles | 200,000 | 200,000 |
| Non-Union Wages | unknown | |
| DPW Union | unknown | |
| R&T Front-end Loader (Solid Waste Disposal Fund) | 150,000 | 150,000 |
| Retirement Expendable Trust Fund (assigned fund balance) | 150,000 | 150,000 |
| CR Fund – Town Building Maintenance | 100,000 | 100,000 |
| CR Funds – Fire (\$20K Air Packs; \$35K Tools & Equipment; \$20K Cistern) TA reduced Air Packs & Bottles from \$25K to \$20K | 80,000 | 75,000 |
| Fire Command Vehicle (\$50K from Fund Balance; \$15K from taxes) | 65,000 | 65,000 |
| CR Fund – Emergency Radio Communications | 50,000 | 50,000 |
| CR Fund - Drainage Upgrades | 50,000 | 50,000 |
| CR Fund – Automated Collection Equipment | 30,000 | 30,000 |
| CR Fund – Revaluation | 20,000 | 20,000 |
| CR Fund – Parks & Recreation Facilities Development | 25,000 | 25,000 |
| CR Fund – Improvements on Conservation Land | 10,000 | 10,000 |
| Totals | 1,800,950 | 1,795,950 |

195

196

197 D. Boutin: Are these in the 3.71% increase?

198

199 A. Garron: No, they are not.

200

201 D. Boutin: Are they from the CIP?

202

203 A. Garron: Some are projects from CIP, those for the capital budget next year.

204

205 D. Boutin: This circumvents the Planning Board and Town Council votes.

206

207 Chair Sullivan: We will be looking at the CIP as part of our budget review. The Council has prevue over which warrant articles go on the ballot.

208

209 T. Tsantoulis: We have to bear in mind that we decide if an item is placed on the ballot, and the voters have the final say.

210

211 A. Garron: This does not circumvent the Planning Board. We removed the replacement pool car and moved \$200,000 from year five to next year for the Historical Town Hall.

212

213 D. Boutin: Could we go over the TIMELINE?

214

215 C. Soucie: The Town Council reviews the budget between tonight, September 2nd and September 23rd. The Council submits the budget to the Budget Committee on September 25th, and they will review the TC MINUTES BUDGET REVIEW 09-02-2020 5

216

220 budget from October 4th through January 14th. You have until January 19, 2021 to decide about the
 221 warrant articles, although sooner is better than later. The Budget Committee will hold its first public
 222 hearing on January 14, 2021 and will recommend warrant articles on January 21st. The Warrant must
 223 be posted by January 25th, and the Deliberative Session will be held on February 6th. Finally, March 9th
 224 is the Town Election.

225
 226 Chair Sullivan: We do not have representatives present from the Budget Committee or the Cemetery
 227 Commission, so we will begin with the Conservation Commission.

228
 229 **CONSERVATION COMMISSION (TAB 15)**
 230

231 C. Robinson: We have no changes from this year's budget, so our request is \$1,817.00.
 232

233 ***D. Boutin motioned to approve the Conservation Commission 2021-22 budget in the amount of***
 234 ***\$1,817.00. C. Karolian seconded the motion.***
 235

236 **Roll Call Vote #3**

237 ***D. Boutin Aye***
 238 ***C. Jones Not present***
 239 ***A. Walczyk Aye***
 240 ***J. Durand Aye***
 241 ***R. Duhaime Aye***
 242 ***T. Tsantoulis Aye***
 243 ***R. Lapierre Aye***
 244 ***C. Karolian Aye***
 245 ***J. Sullivan Aye***

246 ***Voted unanimously in favor (8-0).***
 247

248 **ASSESSING (TAB 3)**
 249

250 J. Duhamel: We expect a lot of appeals on commercial abatement decisions and will need professional
 251 appraiser services, adding about \$11,000 to our budget.

252
 253 T. Tsantoulis: Are you sure about these appeals?
 254

255 J. Duhamel: We are anticipating them. Walmart has already filed an appeal.
 256

257 D. Boutin: Can't you handle these with your staff? It seems to me you should be able to do abatements.
 258

259 J. Duhamel: Yes, we can do abatements, but these are appeals of abatements, and we are not
 260 appraisers. We can't go to court to defend our abatement decisions.
 261

262 A. Walczyk: I am curious about the one dollar (\$1) in your New Equipment line.
 263

264 J. Duhamel: We purchased the two new printers we needed last year.
 265

266 C. Karolian: Is your Clerk hourly?
 267

268 J. Duhamel: Yes, and full time.
 269

270 R. Duhaime: Do you have any savings in case of a shortfall due to COVID?

271

272 A. Garron: I would suggest that all department shortfalls be covered by the Unreserved Fund Balance.

273

274 D. Boutin: Going to court for abatement appeals is expensive, isn't it?

275

276 J. Duhamel: It's more expensive if we don't.

277

278 Chair Sullivan: I assume you decide if a case is worth pursuing.

279

280 J. Duhamel: Yes, we do.

281

282 ***D. Boutin motioned to approve the Assessing Department 2021-22 budget in the amount of***
 283 ***\$220,901. T Tsantoulis seconded the motion.***

284

285 **Roll Call Vote #4**

286 ***A. Walczyk Aye***

287 ***R. Lapierre Aye***

288 ***C. Jones Not present***

289 ***R. Duhaime Aye***

290 ***J. Durand Aye***

291 ***C. Karolian Aye***

292 ***T. Tsantoulis Aye***

293 ***D. Boutin Aye***

294 ***J. Sullivan Aye***

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

296

297 **TAX COLLECTOR (TAB 10)**

298

299 K. Blichmann: Our budget increase is \$3,517. We are adding a lockbox system for processing property
 300 tax bills. In that system, the return envelopes go to a PO box. Century Bank will process them and send
 301 us a file, including the scanned checks. This will speed up revenue collection and help those who are
 302 unable to visit the office. We are adding CLASSIFAX to our telephone service at a cost of \$120.00.
 303 Community Development and Finance already have this service. We need our existing FAX line in case
 304 we need to send something to the State. We are also replacing the last of the State printers, which are
 305 over ten (10) years old. This is the third year of a three-year replacement program.

306

307 T. Tsantoulis: What is the cost of the lockbox system?

308

309 K. Blichmann: It is about \$2,500, which is \$0.21 per bill. This is on page 4 of the backup material.

310

311 D. Boutin: What is the percentage of your budget increase?

312

313 K. Blichmann: It is about one percent (1%).

314

315 C. Karolian: Referring to the first page of your backup, you have a Tax Collector and a Clerk/Deputy
 316 Tax Collector. Can you explain that?

317

318 K. Blichmann: I am the Tax Collector. Todd Rainier is the Clerk/Deputy Tax Collector. 90% of his time is
 319 allotted to the Tax Collector function and 10% to the Town Clerk function. We are a hybrid office.

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320

C. Karolian: Can you explain the stipend for opting out?

322

K. Blichmann: That is done through the Town.

324

C. Soucie: There is an opt out stipend of \$5,000.00 for employees who do not take health insurance benefits because they have spouses who provide their health insurance. The amount is \$2,400.00 if the spouse works for the Town.

328

K. Blichmann: And again, this is split 90/10 for the Town Clerk/Deputy Tax Collector.

330

A. Walczyk: You have postage at \$0.50; shouldn't that be \$0.55?

332

K. Blichmann: Yes, I have not changed that, but will correct it for the Budget Committee.

334

C. Soucie: I wish we had time to redo the backup material before presenting out budget to the Budget Committee, but we do not.

337

A. Walczyk: What about the time clock on page 9 of your backup material?

339

K. Blichmann: That has been moved to the Administration budget.

340

D. Boutin motioned to approve the Tax Collector 2021-22 budget in the amount of \$270,555.00.

342

T. Tsantoulis seconded the motion.

343

344

Roll Call Vote #5

345

T. Tsantoulis Aye

346

C. Jones Not present

347

R. Duhaime Aye

348

A. Walczyk Aye

349

R. Lapierre Aye

350

C. Karolian Aye

351

J. Durand Aye

352

D. Boutin Aye

353

J. Sullivan Aye

354

Voted unanimously in favor (8-0).

355

356

Chair Sullivan: We want to deal with as many of these questions about changes as we can, or they will prompt the same questions from the Budget Committee.

357

D. Boutin: I am still waiting to hear from the Town Administrator about the budget cuts he suggests to make up for the NH Retirement increase.

360

361

Chair Sullivan: Mr. Garron will let us know as we go through each budget.

362

J. Durand: Will he try to make up just the \$285,000 or will he also be trying to reduce the \$618,074 overall budget increase?

365

A. Garron: The answer is both.

366

367

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370 T. Tsantoulis: We have three (3) big budgets coming up – Fire, Police and DPW. There is not much
 371 extra in these smaller budgets.
 372
 373 C. Karolian: If the Tax Collector is still here, I would like to know the percentage of unpaid tax bills from
 374 July.
 375
 376 K. Blichmann: I haven't run those numbers, but I can have them for your next meeting.
 377
 378 C. Karolian: I am wondering about residents defaulting or asking for extensions. If they can't pay the
 379 July bill, how will they pay in December?
 380
 381 R. Duhaime: Do the NH Retirement amounts in the individual department budgets include the 25%
 382 increase?
 383
 384 A. Garron: No, they do not.
 385
 386 R. Lapierre: So, they will all have different numbers. Will we have to vote on all of these again?
 387
 388 C. Soucie: No. At your next meeting, you will make one motion to increase the budget by \$285,000, or
 389 whatever the actual amount is.
 390
 391 **TOWN CLERK (TAB 11)**
 392
 393 T. Rainier: The Town Clerk budget shows an overall decrease, due to the fact that there are no
 394 scheduled State or Federal elections in the 2021-22 budget year. There could be special elections.
 395
 396 R. Lapierre: What about return postage for absentee ballots?
 397
 398 T. Rainier: The voter pays that. The increase overall in absentee voting will affect the cost of postage
 399 for the Town Election because that ballot is several pages long. However, that is a smaller election.
 400
 401 D. Boutin: Do you expect that absentee voting will level off in a year or so when we are past the
 402 pandemic?
 403
 404 T. Rainier: I have seen an overall upward trend in absentee voting since I have been the Town Clerk.
 405 Voters tend to stick with it, having done it once.
 406
 407 ***D. Boutin motioned to approve the Town Clerk 2021-22 budget in the amount of \$29,639. T.***
 408 ***Tsantoulis seconded the motion.***
 409
 410 C. Karolian: The Town Clerk is an elected position with a stipend, correct?
 411
 412 T. Rainier: Yes.
 413
 414 C. Karolian: I am seeing overtime expenses in your budget.
 415
 416 T. Rainier: That is for the Deputy Town Clerk.
 417
 418 Chair Sullivan called for a roll call vote on the motion to approve the Town Clerk budget.
 419

420 **Roll Call Vote #6**

421 **J. Durand Aye**

422 **R. Lapierre Aye**

423 **C. Karolian Aye**

424 **D. Boutin Aye**

425 **C. Jones Not present**

426 **T. Tsantoulis Aye**

427 **A. Walczyk Aye**

428 **R. Duhaime Aye**

429 **J. Sullivan Aye**

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

431

432 **PUBLIC WORKS (TAB 9)**

433

434 E. Labonte: The Public Works budget has an increase of 4.1%, due mainly to the increase in the
435 Paving line from \$600,000 to \$900,000, which was recommended by the study that was done. The rest
436 of the budget is basically flat. We strive to make corrections that will accurately reflect where the costs
437 are. For example, we had pagers under an old fee and are now paying \$2.00 per month instead of
438 \$57.00 per month.

439

440 C. Karolian: You have only two full-time people in your office, yet you are showing an expense of
441 \$3,000 for food and meals. Can you explain that?

442

443 E. Labonte: That is for the entire department and is mostly to provide meals when employees are
444 plowing overtime during long winter storms. They sometimes work for two or three days without going
445 home. If they have been plowing all night, we provide breakfast for them. We also provide water for
446 those working outside in the heat, per OSHA.

447

448 Chair Sullivan: I see that Fuel is down about \$6,000 and that the Salt line has been reduced as well.

449

450 A. Garron: The Salt budget was reduced, based on historical trends.

451

452 R. Duhaime: Even though you have a lot of new vehicles, your vehicle maintenance costs are not
453 down. Can you explain that?

454

455 E. Labonte: We still have a lot of older vehicles, which require a lot of maintenance. The newer vehicles
456 have different maintenance requirements, due to new technologies. Some of our vehicles are 20 years
457 old.

458

459 A. Garron: As a general note, I have reduced unleaded fuel from \$2.75 per gallon to \$2.50 per gallon.
460 Diesel remains at \$2.75.

461

462 A. Garron: I am recommending a reduction of the Resurfacing budget from \$900,000 to \$750,000,
463 reducing the increase by \$150,000. This is still higher than the \$600,000 of last year and will allow for
464 some of the paving to be done. I considered spreading this reduction over two years.

465

466 **J. Durand motioned to reduce the Resurfacing line in the Public Works 2021-22 budget to**
467 **\$750,000. T. Tsantoulis seconded the motion.**

468

469 A. Walczyk: Page 8 of 19 in your backup information says you change the plow edges and chains
470 twice a year. Is this sufficient?

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471
472 E. Labonte: Yes, this is adequate. We are trying a new blade that is supposed to be more efficient.
473

474 A roll call vote was taken on the motion to reduce the Resurfacing line.
475

476 **Roll Call Vote #7**

477 **C. Jones Not present**

478 **C. Karolian Nay**

479 **R. Lapierre Aye**

480 **R. Duhaime Aye**

481 **A. Walczyk Nay**

482 **J. Durand Aye**

483 **T. Tsantoulis Aye**

484 **D. Boutin Aye**

485 **J. Sullivan Aye**

486 **Voted in favor (6-2).**
487

488 **C. Karolian motioned to reduce the Resurfacing line to one dollar (\$1.00).**
489

490 C. Karolian: We don't know the future. I keep beating that same drum.
491

492 Chair Sullivan: There is no second to your motion, so we cannot discuss it.
493

494 R. Lapierre: On page 17 of 19, you have Building Maintenance twice.
495

496 Chair Sullivan: One line is TB and one is CH is for the Courthouse, which is a lease so it is broken out.
497

498 A. Walczyk: Referring to the Electric line item #622, that has been reduced from \$98,700 to \$92,000.
499 Can you explain that reduction?
500

501 E. Labonte: That is based on history.
502

503 R. Duhaime: Are Custodial Supplies for the Fire Station in your budget?
504

505 E. Labonte: Yes, that comes out of our budget.
506

507 R. Duhaime: What about the van that is in the Building Maintenance Account?
508

509 E. Labonte: That is not in the fleet. We maintain it.
510

511 R. Duhaime: Do you have a total for all vehicle maintenance costs?
512

513 E. Labonte: No. They have to be added separately.
514

515 D. Boutin: Where are your new vehicles in this budget?
516

517 E. Labonte: You saw them in the Vehicle Capital Reserve Fund.
518

519 C. Karolian: There is money budgeted for Parks & Recreation overtime. Are the fields being used even
520 with COVID-19?

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521

522 E. Labonte: The fields are being used for athletics, but not as much as usual. They also maintain flower
523 beds at Memorial Field and do digging for burials. Some of this requires overtime.

524

525 C. Karolian: I don't see flower beds and burials in the explanation.

526

527 E. Labonte: I can add those next year.

528

529 D. Boutin: The amount of \$673,000 seems excessive.

530

531 E. Labonte: Payroll is \$300,000 of that.

532

533 Chair Sullivan: Benefits and insurance add about \$75,000 to that.

534

535 E. Labonte: This is seven (7) full-time employees and two (2) unfilled seasonal positions. They maintain
536 all of the school fields and do the mowing at Routes 3 and 3A.

537

538 D. Boutin: What about the \$15,000 in overtime?

539

540 E. Labonte: Since we don't have the seasonal workers, the full-time employees must maintain all of the
541 fields and the flower beds, and prepare for burials.

542

543 D. Boutin: I would like a better explanation.

544

545 C. Karolian: Don't the funeral homes pay for the burials?

546

547 C. Soucie: Individuals purchase cemetery plots for \$300; that money goes to the Cemetery Trust Fund.
548 The purchasers of the plots pay \$150 for the digging, which goes to the Grave Services revenue
549 account.

550

551 C. Karolian: Why do your employees have GPS devices? Can't they find their way around the town?

552

553 E. Labonte: The GPS devices are in all Public Works vehicles. We get complaints about speeding and
554 other things, and we want to verify these complaints. It is for the safety of our employees. People call to
555 say that someone threw something out the window of a town vehicle, and since we know where our
556 employees are, we can determine if the complaint is valid.

557

558 ***R. Lapierre motioned to approve the Public Works 2021-22 budget in the amount of \$4,859,799.***

559 ***T. Tsantoulis seconded the motion.***

560

561 **Roll Call Vote #8**

562 ***R. Lapierre Aye***

563 ***R. Duhaime Aye***

564 ***T. Tsantoulis Aye***

565 ***A. Walczyk Aye***

566 ***J. Durand Aye***

567 ***C. Jones Not present***

568 ***D. Boutin Aye***

569 ***C. Karolian Nay***

570 ***J. Sullivan Aye***

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571 ***Voted in favor (7-1).***

572

573 **FAMILY SERVICES (TAB 5)**

574

575 A. Garron: This budget has a reduction of \$6,000, due to a reduction in the Welfare line, offset by the
576 added cost of running the bus service five days a week.

577

578 Chair Sullivan: Could this be reduced more?

579

580 C. Soucie: If the moratorium on evictions is lifted, this situation would change. Also, the \$600 increase
581 in monthly unemployment has reduced the demand for assistance, and that could change as well.

582

583 ***D. Boutin motioned to approve the Family Services 2021-22 budget in the amount of \$157,026. T.***
584 ***Tsantoulis seconded the motion.***

585

586 **Roll Call Vote #9**

587 ***J. Durand Aye***

588 ***D. Boutin Aye***

589 ***C. Jones Not present***

590 ***R. Duhaime Aye***

591 ***C. Karolian Nay***

592 ***A. Walczyk Aye***

593 ***T. Tsantoulis Aye***

594 ***R. Lapierre Aye***

595 ***J. Sullivan Aye***

596 ***Voted in favor (7-1)***

597

598 C. Karolian: This department is going to need more.

599

600 **BUDGET COMMITTEE (TAB 12)**

601

602 ***T. Tsantoulis motioned to approve the Budget Committee 2021-22 budget in the amount of***
603 ***\$7,780.00. D. Boutin seconded the motion.***

604

605 C. Karolian: Is the Secretary earning \$5,000 for 18 meetings an appointed position? There is another
606 secretary as well.

607

608 Chair Sullivan: The first is a person hired to take minutes. The second probably has the role which
609 Councilor Durand has for the Council.

610

611 R. Duhaime: This is \$278.00 per meeting. Is that standard?

612

613 A. Garron: Yes, it is.

614

615 Chair Sullivan called for a roll call vote on the motion.

616

617 **Roll Call Vote #10**

618 ***C. Karolian Nay***

619 ***T. Tsantoulis Aye***

620 ***R. Lapierre Aye***

621 **C. Jones** *Not present*
 622 **D. Boutin** *Aye*
 623 **J. Durand** *Aye*
 624 **A. Walczyk** *Aye*
 625 **R. Duhaime** *Aye*
 626 **J. Sullivan** *Aye*
 627 **Voted in favor (7-1).**

628
 629 **CEMETERY COMMISSION (TAB 14)**
 630

631 **J. Durand motioned to approve the Cemetery Commission 2021-22 budget in the amount of**
 632 **\$1,660.00. D. Boutin seconded the motion.**
 633

634 A. Walczyk: The backup information lists \$5,000.
 635

636 C. Soucie: That is in the DPW budget under Parks, Recreation & Cemeteries. It is for expansion.
 637

638 **Roll Call #11**

639 **T. Tsantoulis** *Aye*
 640 **R. Lapierre** *Aye*
 641 **J. Durand** *Aye*
 642 **C. Jones** *Not present*
 643 **C. Karolian** *Aye*
 644 **A. Walczyk** *Aye*
 645 **R. Duhaime** *Aye*
 646 **D. Boutin** *Aye*
 647 **J. Sullivan** *Aye*
 648 **Voted unanimously in favor (8-0).**
 649

650 **ADMINISTRATION (TAB 2)**
 651

652 A. Garron: I had planned in this budget to make the part-time Administrative Assistant full-time, but I am
 653 going to remove that and leave the position part-time for this year. We do need the extra help, but I
 654 want to offset the NH Retirement increase. I will calculate the increase in salary and benefits for the full-
 655 time position and deduct that. I will have those numbers for the next meeting.
 656

657 D. Boutin: Is the Administrative Services Coordinator position staying?
 658

659 A. Garron: Yes. That is Donna Fitzpatrick and she is staying.
 660

661 C. Karolian: What is the situation with the Amoskeag Rowing Club? I thought we dealt with this last
 662 year. I am looking at \$5,000 for this.
 663

664 A. Garron: The Club gives us \$5,000 per year and we can offer a town employee a scholarship. We
 665 have to budget \$5,000 for it, which is offset by the revenue from the Club.
 666

667 C. Karolian: I have the contract here with me, and I beg to differ with you. The information I have is
 668 contrary to the explanation you just gave.
 669

670 A. Garron: The contract states, on page 3, that the Club will pay the Town \$5,000 per year which may
671 be used for various purposes, including membership for a town employee wishing to join but lacking the
672 financial ability.

673
674 Chair Sullivan: It is similar to the arrangements for cemetery plots and burials.
675

676 A. Garron: This agreement goes back many years and was formalized in 2007.
677

678 ***Chair Sullivan motioned to reduce the 2021-22 budget amount for the Amoskeag Rowing Club to***
679 ***one dollar (\$1.00). T. Tsantoulis seconded the motion.***
680

681 **Roll Call Vote #12**

682 ***D. Boutin Nay***

683 ***A. Walczyk Aye***

684 ***J. Durand Aye***

685 ***C. Karolian Aye***

686 ***R. Lapierre Nay***

687 ***T. Tsantoulis Aye***

688 ***R. Duhaime Nay***

689 ***C. Jones Not present***

690 ***J. Sullivan Aye***

691 ***Voted in favor (5-3).***
692

693 A. Garron: We have budgeted \$25,000 for the Bicentennial Celebration. It is our best estimate of what
694 will be needed for planning the event. The Council may have a different view about how much to
695 budget.
696

697 Chair Sullivan: We had our first committee meeting today. This amount makes sense. We can add to it
698 as we go along with the planning, and we may get donations.
699

700 R. Duhaime: Would you explain the \$1,000 for Drug & Alcohol Testing per quarter?
701

702 A. Garron: This covers all departments when there is an incident and an employee needs to be sent to
703 a clinic for a test. We have pre-employment testing as well. If there are funds left over in this account,
704 they go to the Undesignated Fund Balance.
705

706 R. Duhaime: How many new employees have you hired this year?
707

708 A. Garron: Approximately ten.
709

710 A. Walczyk: I would like to add a line item in the amount of \$5,000 for longevity gifts, which are given
711 out at our Employee Appreciation Picnic. Every year, we scrounge for donations. We give \$50.00 gift
712 cards to those with five (5) years of service; \$100.00 gift cards for ten (10) years of service; \$150.00
713 cards for 15 years of service and \$200.00 for 20 years of service or more.
714

715 ***A. Walczyk motioned to add a line item in the amount of \$5,000.00 for longevity gift cards to be***
716 ***given out at the Employee Appreciation Picnic.***
717

718 No second was offered.
719

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720 **A. Walczyk motioned to increase the amount budgeted for the Employee Appreciation Picnic in**
 721 **the 2021-22 budget from \$1,000 to \$1,500. R. Duhaime seconded the motion.**
 722

723 J. Durand: It seems odd that when he doesn't get his way, he rewords it. This is ridiculous and a waste
 724 of time.

725

726 A. Walczyk: For the last few years, we have relied on donations of food and drinks. This is separate
 727 from the longevity awards.

728

729 R. Duhaime: If we are going to do this right, we need more money to fund it.

730

731 **Roll Call Vote #13**

732 **C. Karolian Nay**

733 **D. Boutin Nay**

734 **T. Tsantoulis Nay**

735 **R. Lapierre Aye**

736 **A. Walczyk Aye**

737 **R. Duhaime Aye**

738 **J. Durand Nay**

739 **C. Jones Not present**

740 **J. Sullivan Not present**

741 **Motion failed (3-4).**

742

743 R. Lapierre: Could we put a time limit on the extension of the meeting?

744

745 **D. Boutin motioned to extend the meeting at 9:30 pm until 10:00 pm. R. Lapierre seconded the**
 746 **motion.**

747

748 **Roll Call Vote #14**

749 **R. Duhaime Aye**

750 **J Durand Aye**

751 **C. Jones Not present**

752 **R. Lapierre Aye**

753 **A. Walczyk Aye**

754 **D. Boutin Aye**

755 **C. Karolian Nay**

756 **T. Tsantoulis Aye**

757 **J. Sullivan Aye**

758 **Voted in favor (7-1).**

759

760 C. Karolian left the meeting at 9:30 pm.

761

762 R. Duhaime: The amount for Workers' Compensation is \$202,000. That is one third of your budget. Can
 763 you explain?

764

765 A. Garron: That is for all town employees. Many items in the Administration budget are for all town
 766 employees.

767

768 **COMMUNITY DEVELOPMENT (TAB 4)**

769

770 D. Boutin: The Code Enforcement Division has \$98,630. What does that cover?

771

772 A. Garron: That is for the COE's salary, insurance, and other benefits, and also part-time vacation
773 coverage.

774

775 ***T. Tsantoulis motioned to approve the 2021-22 Community Development budget in the amount***
776 ***of \$482,192. D. Boutin seconded the motion.***

777

778 **Roll Call Vote #15**

779 ***D. Boutin Aye***

780 ***C. Jones Not present***

781 ***A. Walczyk Aye***

782 ***J. Durand Aye***

783 ***R. Duhaime Nay***

784 ***T. Tsantoulis Aye***

785 ***R. Lapierre Aye***

786 ***C. Karolian Not present***

787 ***J. Sullivan Aye***

788 ***Voted in favor (6-1).***

789

790 **FINANCE (TAB 6)**

791

792 C. Soucie: The Finance Department increase of \$4,262 is due to the GASB 45/75 compliance done
793 every two years at a cost of \$4,500.

794

795 ***D. Boutin motioned to approve the Finance 2021-22 budget in the amount of \$250,800. T.***
796 ***Tsantoulis seconded the motion.***

797

798 **Roll Call Vote #16**

799 ***A. Walczyk Aye***

800 ***R. Lapierre Aye***

801 ***C. Jones Not present***

802 ***R. Duhaime Aye***

803 ***J. Durand Aye***

804 ***C. Karolian Not present***

805 ***T. Tsantoulis Aye***

806 ***D. Boutin Aye***

807 ***J. Sullivan Aye***

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

809

810 **DEBT (PRINCIPAL, INTEREST & TANS) (TAB 13)**

811

812 Chair Sullivan: There are no more leases.

813

814 C. Soucie: The increase in principal is because of the TIF. The total amount of \$307,375 for principal
815 and interest will be offset, and this amount will expand with more improvements.

816

817 ***Chair Sullivan motioned to approve the Debt (Principal, Interest & Tans) 2021-22 budget in the***
818 ***amount of \$307,375. D. Boutin seconded the motion.***

819

820 **Roll Call Vote #17**

821 **T. Tsantoulis Aye**

822 **C. Jones Not present**

823 **R. Duhaime Aye**

824 **A. Walczyk Aye**

825 **R. Lapierre Aye**

826 **C. Karolian Not present**

827 **J. Durand Aye**

828 **D. Boutin Aye**

829 **J. Sullivan Aye**

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

831

832 T. Tsantoulis: The Fire Department increase of 15% should be a call to action.

833

834 **Chair Sullivan motioned to adjourn at 9:46 pm. T. Tsantoulis seconded the motion.**

835

836 **Roll Call Vote #18**

837 **J. Durand Aye**

838 **R. Lapierre Aye**

839 **C. Karolian Not present**

840 **D. Boutin Aye**

841 **C. Jones Not present**

842 **T. Tsantoulis Aye**

843 **A. Walczyk Aye**

844 **R. Duhaime Aye**

845 **J. Sullivan Aye**

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

847

848 Respectfully submitted,

849 *Kathleen Donnelly*

850 Kathleen Donnelly

851 Recording Clerk

852

853

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

855

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

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

CALL TO ORDER

Chair Sullivan called the meeting of 26 Aug 2020 to order at 6:02 pm.

PROOF OF POSTING

Administrative Services Coordinator Donna Fitzpatrick provided proof of posting.

ROLL CALL

In Attendance: Councilor James Sullivan, Councilor Roger Duhaime, Councilor John Durand, Councilor Roland Lapierre, Councilor David Boutin, Councilor Timothy Tsantoulis, Councilor Clark Karolian

Councilor Alex Walczyk arrived at 6:04 pm.

Missing: Councilor Clifford Jones

PLEDGE OF ALLEGIANCE

Chair Sullivan called for the Pledge of the Allegiance.

PUBLIC HEARINGS

Public Hearing to accept \$32,462.53 in grant funding from the CARES Act funding for elections support

Chair Sullivan: I will read the Public Hearing Notice:

The Hooksett Town Council will be holding a public hearing on Wednesday, August 26, 2020, at 6:00 pm at the Hooksett Town Hall in Council Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to accept the \$32,462.53 in grant funding from the CARES Act funding for elections' support. For further information please contact Town Clerk Todd Rainier at trainier@hooksett.org or 603-485-9534.

T. Rainier: The CARES Act has not neglected the election process; the Secretary of State has received \$3.5 million and has chosen to allocate the funds to each town in the State according to a formula they have developed. This is intended to cover the overage in absentee ballot requests, returns and processing. I will prepare a report after each election of the number of absentee ballots requested and returned. It is expected that each town which applies will receive the full, allotted amount of funds.

T. Tsantoulis: Is this \$32,462.53 for each election in the fall?

T. Rainier: It is a total of \$32,462.53 for both elections. That is the whole pool.

Chair Sullivan: I am opening the public hearing at 6:11 pm.

SPECIAL RECOGNITION

TC MINUTES 08-26-2020

Sandra Soule, Retirement - 11 years Public Works

Chair Sullivan: Mrs. Soule worked mainly at the Safety Center, and she has a smile for everyone. I am going to call upon Police Chief Janet Bouchard to say a few words about Mrs. Soule, who is her mother.

Chief Bouchard: My mother asked me to thank you very much for this recognition. She is shy and doesn't like attention, but she loved her time here. My father is retiring as well, and they will celebrate their 50th wedding anniversary in December.

Chair Sullivan: I am going to ask Vice Chair Tsantoulis to make a presentation to Chief Bouchard for her mother. I wish her a happy retirement.

SCHEDULED APPOINTMENTS

Merrimack County Sheriff Candidate, Mr. David Croft

D. Croft: Thank you for having me here. I have lived with my family and dogs for over a year now in Salisbury. Becoming a sheriff has been on my agenda for a long time. I am a 6.5-year Marine Corp veteran and received my education while in the service, thanks to Uncle Sam. I worked as a corrections officer at the Merrimack County House of Corrections for three years after my Marine Corp service. From there I worked as a police officer in Boscawen for 20 years, 12 of those as Chief. I was enlisted to work on Governor Sununu's Alternative to Prosecution program, whereby we see 800 to 1,000 first-time, low-level defendants each year and help them return to society. Many of them have substance abuse and mental health issues. My idea is to assign a deputy sheriff to the prosecutor's office and engage in early intervention. Instead of locking up these offenders, we offer treatment, housing employment and insurance. For me, this will be an easy transition because I will be working with the same people I work with now. I currently create and manage a \$1 million budget, and I never exceed the expense budget and have always exceeded the revenue projection. Recently, I have been working on Governor Sununu's task for on law enforcement credibility. Currently, a police officer in NH needs only eight (8) hours of education to maintain certification. I would like to increase that and change the atmosphere at the Academy from militaristic to college-like. I want us to focus more on what society is asking of us as police officers. I would like to see the County government more involved as in other states. I would have two deputies working 24 hours a day roaming the county to help small communities. My three areas of focus are giving back, mental health and substance abuse, and increased education of police officers. Thank you.

Merrimack County Sheriff Candidate, Mr. Michael Labrecque

M. Labrecque: Thank you for this opportunity. I will be brief. I worked as a corrections officer for five (5) years at the state prison, five (5) years as a police officer in Bow, 12.5 years here in Hooksett and am now Chief of Police in Canterbury. My goals are transparency, professionalism and respect. In Canterbury, I have revamped the entire department from the floor up. Thank you for this opportunity to speak.

Todd Rainier, Town Clerk and Cindy Robertson, Moderator - September 8, 2020 State Election Preparations and Town Clerk Update on Dog Civil Forfeiture Process

Chair Sullivan: On behalf of the Town Council, I want to thank Marc Miville for his service to the Town, both as Town Moderator and as a Town Councilor.

T. Rainier: I also want to thank Marc Miville for his service to Hooksett as Town Moderator. He was an integral member of the election team and his dedication will be sorely missed. In the event of a vacancy

111 in the Moderator position, NH Law tasks the Supervisors of the Checklist with appointing a Moderator to
 112 serve until the next town election. Thankfully for the citizens of Hooksett, Cindy Robertson has
 113 remained in contact and agreed to serve. At the Board of Elections meeting August 10th, the
 114 Supervisors of the Checklist appointed Cindy Robertson to serve as Hooksett Town Moderator, with a
 115 term expiring June 30, 2021. Ms. Robertson has filled this role before, and we want to thank her for
 116 stepping up. Additionally, Cindy has appointed Don Riley to serve as Assistant Moderator through the
 117 fall elections.

118

119 T. Rainier: As anticipated, a record number of absentee ballots has been requested for the fall 2020
 120 elections. As of today, we have fulfilled 849 requests for the September Primary, and 444 voters have
 121 returned their absentee ballots. By comparison, we had just over 700 absentee ballots for the 2016
 122 General Election. The Town Clerk/Tax Collector's office has been very busy, and I would like to thank
 123 our staff – Billie, Kim and Caitlin – for their unwavering support while we navigate this election cycle
 124 together. I have brought in three (3) additional people who have previously worked at the polls to work
 125 several hours per week assisting with the absentee ballots and election preparation. There is lots of
 126 paperwork, and all has been going very well.

127

128 T. Rainier: The NH Legislature has passed a law allowing for the pre-processing of absentee ballots for
 129 the fall 2020 elections only. This is a public session held by the Town Moderator before election day.
 130 For the September Primary, Hooksett will hold this public session in the Council Chambers on Monday,
 131 September 7th (Labor Day) from 9:00 am until 3:00 pm. Four election officials will be present throughout
 132 this process, Thank you to Councilors Boutin, Tsantoulis and Walczyk for volunteering. We need just
 133 one more for that day. The process will be as follows: The Moderator will look at each request, open the
 134 outer envelope, check that all is in order and announce the name. Although the voters' names cannot
 135 be checked off/crossed off the checklist at this time, the names can be highlighted to make them easier
 136 to find on election day. The name will not be announced again at the election. The absentee ballots will
 137 be not be out of sight from that time until cast the next day. With the polls opening at 6:00 am,
 138 casting of absentee ballots will begin at 7:00 am on election day.

139

140 J. Durand: What is the deadline for mailing back absentee ballots?

141

142 T. Rainier: Absentee ballots can be received until 5:00 pm on election day.

143

144 J. Durand: What is the last opportunity to request an absentee ballot?

145

146 T. Rainier: All Town Clerks must be open between 3:00 pm and 5:00 pm on the day before the election.
 147 People may vote at the Town Clerk's office at this time. As far as what to expect on election day, in-
 148 person State elections are enshrined in the NH Constitution. Hooksett polls at Cawley Middle School will
 149 be open to the mask-wearing public from 6:00 am until 7:00 pm. In accordance with school policy, all
 150 persons entering the school must wear a mask at all times while in the building. Two (2) representatives
 151 from the Hooksett Fire Department will be present at the voter entrance to offer masks to those without
 152 one and to encourage voters to sanitize hands before entering. No one will be allowed entry to the
 153 school without a mask.

154

155 T. Rainier: Moderator Robertson, with guidance from the NH Attorney General and Secretary of State,
 156 and the approval of Hooksett legal counsel, has developed accommodations for voters who cannot/will
 157 not wear a mask to still register to vote and cast a ballot. An election person outside the school with a
 158 two-way radio and will be alerted to escort a voter behind the school near the cafeteria where a tent will
 159 be set up for registration and voting. Speaking at this meeting is important for getting the message out.

160

161 T. Rainier: In accordance with school policy all workers and volunteers must complete a health
 162 screening before entry and wear a mask at all times while in the school. Election workers will have
 163 shorter shifts than usual. The primary is a sort of trial run for November. I think it will work well. Proper

164 distances will be marked on the floor with painter's tape to ensure voters are queueing safely. Ballot
165 clerk stations and voting booths will be distanced to the degree possible. The voting booths are linked
166 units, but we will be working with the Highway Department to arrange them as safely as possible.
167 Luckily, there is no school that day and we have the whole auditorium.

168
169 T. Rainier: Voters will be provided a disposable pen and protective shield for placement on the writing
170 surface with their ballot. Ballot clerk training is extensive this year. Per the NH Constitution, Selectmen
171 (Councilors) must be present throughout every election. In an effort to collaborate, I have called each of
172 you in the last week and had great conversations with many of you, and I thank you for your
173 cooperation. I have the blank schedule for you to fill in times you each are able to work at the polls on
174 September 8th. Please keep in mind we need a minimum of three (3) Councilors to witness the ballots
175 being sealed in boxes and to sign the box seals. The schedule can be signed tonight, and I appreciate
176 your help. The health screening and mask requirement apply to you as well. I thank you in advance for
177 your help.

178
179 C. Robinson: We are asking all workers to arrive 15 minutes early for screening.

180
181 T. Tsantoulis: I was concerned about Moderator position, and I want to thank both of you for all the

182
183 Chair Sullivan: The Town of Hooksett is a model for others to follow when it comes to elections.

184
185 T. Rainier: The SOS has provided a lot of support. We have had bi-weekly, one-hour meetings and two
186 hour-long meetings with Benjamin Chan. The SOS has provided PPE - pens, masks, and plexiglass
187 shields. The ballot clerks will sit behind a six-foot- wide table with shields in front of them.

188
189 A. Garron: I have been at all of these presentations. The plan is a good one, addressing all details.
190 I would like to take this opportunity to announce that the Conservation Commission has been awarded
191 a grant from RTP to help with the Riverwalk project.

192
193 C. Robinson: We were thrilled to be notified that we will receive \$80,000 from RTP to help with Phase 3
194 of the Riverwalk project. Five years ago, we received \$50,000.

195
196 Chair Sullivan: Kudos to everyone who has been working on this development.

197
198 T. Rainier: Turning to civil forfeitures, this body voted to proceed with the civil forfeiture process on
199 June 10, 2020 at a virtual meeting. Over the next two weeks, I obtained seven of nine Councilor
200 signatures as of June 24th. Civil forfeiture notices were printed and sent via certified mail on July 15th.
201 Our office was delayed in getting the notices out due to office traffic and catching up on urgent
202 transactions, which gave residents an extra month to renew without civil forfeiture penalties. Taking
203 advantage of this, residents renewed their dogs' licenses or contacted the Town Clerk's office, resulting
204 in status updates for almost 100 dogs. We began with a list of 743 unlicensed dogs as of June 10,
205 2020. Bear in mind that notices go to households, many of which have more than one dog.

206
207 T. Rainier: This was an exceptional year in terms of negative feedback, some of which was
208 constructive, and I will work to provide additional communication to Hooksett dog owners in 2021.
209 Numerous residents cited the closure of Town Hall as a barrier to licensing their dogs. As of today,
210 there are 172 unlicensed dogs. Gary Blanchette from the Hooksett Police Department is in the process
211 of hand delivering 63 unclaimed notices to the owners of record.

212
213 Chair Sullivan: I am closing the Public Hearing on the CARES Act election funding at 6:51 pm.

214
215

216 **D. Boutin made a motion to waive Town Council rules of procedure and vote the same night as**
 217 **the public hearing to accept the CARES grant awarded in the amount of \$32,463.53 to the Town**
 218 **of Hooksett for the Town elections per RSA 31:95-b III (a), and to have the Council Chair sign the**
 219 **Certificate of Authority for the Town Administrator to sign the contract. A. Walczyk seconded**
 220 **the motion.**

221
 222 Chair Sullivan called for a roll call vote on the motion.

223

224 **Roll Call Vote #2**

225 **R. Duhaime Aye**

226 **J Durand Aye**

227 **C. Jones Not present**

228 **R. Lapierre Aye**

229 **A. Walczyk Aye**

230 **D. Boutin Aye**

231 **C. Karolian Aye**

232 **T. Tsantoulis Aye**

233 **J. Sullivan Aye**

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

235

236 **Deb Miville and Andy Janosz, Parks & Recreation Advisory Board - Lambert's Park Pavilion**
 237 **Project**

238

239 B. Thomas: I am here with member and past chair Deb Miville and Chair Andy Janosz of the Parks &
 240 Recreation Advisory Board regarding the Pavilion Project for Lambert's Park. In March of this year,
 241 Town residents approved a warrant article to purchase and install a pavilion at Lambert's Park to
 242 replace the existing 12 X 12-foot gazebo constructed by an Eagle Scout about 25 years ago. The
 243 Warrant Article for \$93,390.00 was passed. The project was advertised in the Manchester Union
 244 Leader and on the Town website, in addition to being sent to several contractors. Three bids were
 245 received, and the low bidder was Probuilt Designs, LLC, for a base bid of \$89,919.00 plus \$18,900.00
 246 for a concrete pad. The total was \$102,719.00. In order to keep costs within the budget, we negotiated
 247 with the contractor, who agreed to install the pavilion without a concrete or bituminous pad, but with a
 248 stone dust surface, bringing the total down to the amount of the warrant article - \$93,390.00. The
 249 project was approved by the Parks & Rec Advisory Board at their August 10, 2020 meeting. The other
 250 two contractors were contacted to see if they could meet the bid of Probuilt; both said they could not.
 251 References for Probuilt were all positive, the best one saying that Probuilt has the hardest working
 252 crews, the owner is a "go-to guy" and that he goes "above and beyond."

253

254 B. Thomas: Funding will consist of \$50,000.00 from the Public Recreation Facilities Impact Fees
 255 Special Revenue account and \$43,390.00 from the Parks & Rec Facilities Development Capital
 256 Reserve account. We have not yet selected colors but the Board members favor evergreen (dark)
 257 green for the roof and beige posts. The size is 52 X 24 feet.

258

259 C. Karolian: I have a few questions: The amount of \$93,390.00 is a very precise amount. How did you
 260 arrive at that specific amount?

261

262 B. Thomas: I came up with that amount based on estimates for the project, including electrical service
 263 for the pavilion.

264

265 C. Karolian: No one came in at exactly \$93,390.00. Did you say the other two bidders couldn't come
 266 down in price?

267

268 B. Thomas: Yes, I did.

269

270 C. Karolian: This is a metal structure with a metal roof. I believe the Planning Board wants to avoid
271 metal structures in Hooksett in order to improve aesthetics. I think Chair Sullivan once said they want to
272 avoid used car lots and storage facilities.

273

274 R. Duhaime: Aesthetically, we would like to see more masonry and wood than steel, but this is not a
275 building. It is a meeting place, and if it is constructed of wood it will require a lot more maintenance.

276

277 D. Boutin: The Planning Board has no policy regarding metal structures. They prefer other construction
278 materials for businesses, but this is not out of character and looks nice.

279

280 T. Tsantoulis: I am not a huge fan of tin shacks. They do not look good and don't bring much revenue to
281 the town. However, this is a recreational structure.

282

283 Chair Sullivan: I will read Warrant Article #16:

284

285 To see if the town will vote to raise and appropriate the sum of \$93,390.00 to purchase and
286 install a pavilion for community use; of this amount, not to exceed \$50,000.00 is authorized to
287 be withdrawn from the Public Recreation Facilities Impact Fees Special Revenue and not to
288 exceed \$43,390.00 to be withdrawn from the Parks and Recreation Facilities Development
289 Capital Reserve. No amount to be raised from general taxation. Approved by the Town Council
290 8-1 and by the Budget Committee 10-0.

291

292 Chair Sullivan said that the accompanying information for voters says this is for a 24 X 52-foot shelter
293 with a concrete or rice gravel floor.

294

295 B. Thomas: The rice gravel is ADA compatible, as is stone dust.

296

297 E. Labonte: Stone dust meets ADA specs for wheelchairs, and I assume that rice gravel does as well.

298

299 Chair Sullivan: We could contribute \$15,000.00 for a concrete floor and get it done now. We could do it
300 right the first time.

301

302 D. Boutin: We would be hard-pressed to do that. How do we tell the voters we are spending another
303 \$15,000.00, and they don't have the right to vote on it?

304

305 J. Durand: I agree with Councilor Boutin.

306

307 D. Boutin: The stone dust or rice gravel is better for children and the elderly.

308

309 T. Tsantoulis: I agree with Councilor Boutin.

310

311 R. Lapierre: This is the second time I have seen departments devise creative solutions to stay within a
312 budgeted amount.

313

314 R. Duhaime: We should stay with what the voters want. Furthermore, we should have a wish list of
315 things we would like to do. I can think of a lot of things for the list.

316

317 **J. Durand motioned to award the pavilion contract to Probuilt Designs for the Base Bid of**
318 **\$89,919.00 plus \$3,471.00 for the stone dust surface, for a total bid amount of \$93,390.00. D.**
319 **Boutin seconded the motion.**

320

321 C. Karolian: A kid could tip back and bang his head on a metal post. Stone dust will turn to mud and run
322 off. I just want to do what the warrant article says. You can vote the way you want to.

323

324 R. Lapierre: The ground material is not in the warrant article; it is in the explanation.

325

326 Chair Sullivan: It is assumed we will adhere to what the additional voter information says.

327

328 B. Thomas: What if you change the motion to say "...stone dust or rice gravel"?

329

330 C. Karolian: If we don't know what it is, we shouldn't be doing this. I am looking at what is right and
331 what is wrong.

332

333 ***J. Durand motioned to revised his motion to add "or rice gravel" for the surface. D. Boutin***
334 ***seconded the revision.***

335

336 A roll call vote was taken on the motion.

337

338 **Roll Call Vote #3**

339 ***D. Boutin Aye***

340 ***C. Jones Not present***

341 ***A. Walczyk Aye***

342 ***J. Durand Aye***

343 ***R. Duhaime Aye***

344 ***T. Tsantoulis Aye***

345 ***R. Lapierre Aye***

346 ***C. Karolian Nay***

347 ***J. Sullivan Aye***

348 ***Voted in favor (7-1).***

349

350 **CONSENT AGENDA**

351 **Accept the donation of \$500.00 from the Hooksett Kiwanis Foundation to the Town of Hooksett**
352 **for DPW Parks & Recreation Division per RSA 31:95-b: III(b).**

353 **Motion to accept the donation of Dunkin gift cards from an anonymous citizen, valued at \$40.00**
354 **(4 - \$10.00 Cards), to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-e:**
355 **II and 31:95-b, III(b).**

356 **Motion to accept the donation of 12 First Responder Kits from Shannon Earnshaw of Hooksett,**
357 **unknown value (less than \$5,000.00), to the Town of Hooksett for the Hooksett Police**
358 **Department per RSA 31:95-e: II**

359 **Acceptance of NH DOJ Grant Round 2**

360

361 ***T. Tsantoulis motioned to approve the four (4) Consent Agenda items. D. Boutin seconded the***
362 ***motion.***

363

364 A roll call vote was taken on the motion.

365

366 **Roll Call Vote #4**

367 ***A. Walczyk Aye***

368 ***R. Lapierre Aye***

369 ***C. Jones Not present***

370

377 **R. Duhaime Aye**

378 **J. Durand Aye**

379 **C. Karolian Aye**

380 **T. Tsantoulis Aye**

381 **D. Boutin Aye**

382 **J. Sullivan Aye**

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

384

385 **TOWN ADMINISTRATOR'S REPORT**

386

387 A. Garron: Your packet includes a draft travel policy. It addresses things that have been issues.
388 Hooksett presently does not have an approved travel policy. We contacted the town's legal counsel in
389 the preparation of the policy, which reads as follows:

390

391 The Town of Hooksett continues to monitor guidance and information provided by the State of
392 New Hampshire and the Center for Disease Control (CDC) relative to COVID-19 and take the
393 appropriate steps to protect the health and safety of our employees. In response to the travel
394 guideline published by the NH Department of Public Health Services (DPHS) on July 22, 2020,
395 the Town will take the following course of action, effective (date to be determined).

396

397 The Town of Hooksett strongly discourages international travel, cruise ship travel and travel out-
398 side of New England.

399

400 Any employee who chooses to travel internationally, on a cruise ship, or outside of New
401 England is required to do the following for each instance of travel:

402

- 403 ▪ Notify your supervisor as soon as possible of your plans to travel.
- 404 ▪ Within 2 to 4 calendar days of your return from travel, submit to a COVID-19 test.
- 405 ▪ Upon return to work, wear a cloth face covering over your nose and mouth at all times
406 while indoors and when unable to maintain a 6' distance while outdoors, until such time
407 as a negative COVID-19 test is received or 14 days have passed since your return from
408 travel, whichever is earlier.
- 409 ▪ Notify your supervisor immediately if you develop COVID-like symptoms at any time
410 within 14 days of your return from travel.

411

412 Any employee who chooses not to submit to a COVID-19 test and/or wear an appropriate face
413 covering must quarantine for 14 days. During the 14-day quarantine period, employees must
414 use available accrued time or emergency paid sick leave or go without pay if neither accrued
415 time nor emergency paid sick leave are available.

416

417 This policy will remain in effect through December 31, 2020, or until such time as the CDC
418 and/or NH DPHS revises its current travel guidelines.

419

420 A. Garron: Our dilemma now is that the CDC recently took out the 14-day quarantine requirement.
421 Should we follow the State or the CDC?

422

423 J. Durand: That was just this week, wasn't it?

424

425 A. Garron: Yes. The town attorney says we should follow the CDC.

426

427 Chair Sullivan: Which guidelines do you follow?

428

429 A. Garron: Actually, we follow both
 430
 431 J. Durand: The testing requirement is fair.
 432
 433 R. Lapierre: If someone refuses to be tested, they would have to quarantine for 14 days.
 434
 435 A. Garron: And if someone tests positive, they would be sent home immediately.
 436
 437 R. Lapierre: I assume everyone with whom they work would be sent home too.
 438
 439 C. Karolian: Is there a concern about HIPPA violations?
 440
 441 A. Garron: Employees must review a list of questions posted on the door and notify their supervisors if
 442 they answer 'yes' to any of the questions. This is not divulging medical information.
 443
 444 D. Fitzpatrick: This draft travel policy includes the opinions of the town attorney and Primex. This is an
 445 exception for the welfare of all.
 446
 447 C. Karolian: Could disciplinary action be taken if an employee does not comply?
 448
 449 A. Garron: Yes, it could.
 450
 451 J. Durand: Do employees sign the policy?
 452
 453 D. Fitzpatrick: Yes, they acknowledge receipt. If they don't comply, their actions could be seen as
 454 insubordination.
 455
 456 D. Boutin: Mr. Serge made it clear that this should be discussed with the town employees, and
 457 especially the unions.
 458
 459 D. Fitzpatrick: The draft policy was sent to the unions, not for consent but as information.
 460
 461 A. Garron: The Town Council can set the effective date. I would like to have a week to prepare.
 462
 463 ***R. Lapierre motioned to amend the second bullet of the draft policy, removing "2 to." R.***
 464 ***Duhaime seconded the motion.***
 465
 466 A roll call vote was taken on the motion.
 467
 468 **Roll Call Vote #5**
 469 ***T. Tsantoulis Aye***
 470 ***C. Jones Not present***
 471 ***R. Duhaime Aye***
 472 ***A. Walczyk Aye***
 473 ***R. Lapierre Aye***
 474 ***C. Karolian Nay***
 475 ***J. Durand Aye***
 476 ***D. Boutin Aye***
 477 ***J. Sullivan Aye***
 478 ***Voted in favor (7-1).***
 479

480

481 R. Duhaime: I would like to change "international travel" to "non-essential travel" in the second
482 paragraph.

483

484 Chair Sullivan: How do you define "non-essential?" It is a subjective term.

485

486 ***R. Lapierre motioned to amend the draft Travel Policy by striking everything up to the comma***
487 ***before "until" in the third bullet and replacing it with, "Do not return to work." A Walczyk***
488 ***seconded the motion.***

489

490 R. Lapierre: This avoids the scenario whereby someone who is positive doesn't know until the test
491 results are received, and by then a whole office must be sent home.

492

493 D. Boutin: That is arbitrary.

494

495 R. Lapierre: This is a serious public health issue, a pandemic. These are the guidelines used in
496 schools.

497

498 A. Walczyk: And at the YMCA as well.

499

500 ***C. Karolian motioned to call the question. T. Tsantoulis seconded the motion to call the***
501 ***question.***

502

503 A roll call vote was taken on the motion.

504

505 ***Roll Call Vote #6***

506 ***J. Durand Aye***

507 ***R. Lapierre Nay***

508 ***C. Karolian Aye***

509 ***D. Boutin Aye***

510 ***C. Jones Not present***

511 ***T. Tsantoulis Aye***

512 ***A. Walczyk Nay***

513 ***R. Duhaime Nay***

514 ***J. Sullivan Nay***

515 ***Motion failed (4-4).***

516

517 T. Tsantoulis: There are too many moving parts. I am not comfortable with changing at this point.

518

519 Chair Sullivan called for a roll call vote on the amendment offered by Councilor Lapierre.

520

521 ***Roll Call Vote #7***

522 ***C. Jones Not present***

523 ***C. Karolian Nay***

524 ***R. Lapierre Aye***

525 ***R. Duhaime Aye***

526 ***A. Walczyk Aye***

527 ***J. Durand Nay***

528 ***T. Tsantoulis Nay***

529 ***D. Boutin Nay***

530 ***J. Sullivan Nay***

531 **Motion failed (3-5).**

532

533 **D. Boutin motioned to adopt the COVID-19 Travel Policy as presented by Town Administrator**
 534 **Garron for effective date September 2, 2020. J. Durand seconded the motion.**

535

536 A. Walczyk: I would like this to be effective immediately. Better sooner than later. We can't know every
 537 scenario. We shouldn't table this; it will take forever.

538

539 A roll call vote was taken on the motion.

540

541 **Roll Call Vote #8**

542 **R. Lapierre Aye**

543 **R. Duhaime Aye**

544 **T. Tsantoulis Abstained**

545 **A. Walczyk Aye**

546 **J. Durand Aye**

547 **C. Jones Not present**

548 **D. Boutin Aye**

549 **C. Karolian Abstained**

550 **J. Sullivan Aye**

551 **Voted unanimously in favor with two abstentions (6-0). Councilor Tsantoulis abstained because**
 552 **he didn't understand and was confused, and Councilor Karolian abstained because he had**
 553 **unanswered questions.**

554

555 J. Durand: Mr. Garron needs time to get the notice out.

556

557 C. Karolian: How does the employee get paid while in quarantine?

558

559 A. Garron: An employee can use emergency paid leave, sick leave, or unpaid sick leave.

560

561 A. Garron said that Administrative Services Coordinator Donna Fitzpatrick has good news regarding
 562 insurance.

563

564 D. Fitzpatrick: I have very good news. Health Trust is our broker of medical and dental insurance.
 565 Because of a significant reduction in claims, they have a surplus which, per State law, must be returned
 566 to the political subdivision paying for the insurance – in this case, the Town of Hooksett. The estimated
 567 amount to be returned to Hooksett is \$93,693.73. We will know the actual amount on October 6, 2020,
 568 the same date when they will set the new rate for January 1, 2021.

569

570 D. Boutin: Who gets the money?

571

572 D. Fitzpatrick: The Town of Hooksett.

573

574 A. Garron: This was a welcome surprise, especially since we don't know what we will have for revenues
 575 from Highway Block Grants or the Meals & Lodging tax.

576

577 Mr. Garron: The Kiwanis Club has decided not to hold its trail race this fall.

578

579 Mr. Garron: I am pleased to report that GOFERR is adding one more date for reporting COVID
 580 expenses – October 15th. We also received an indication that the full amount of the current submission,
 581 \$81,287.17 has been approved.

582

583

584

585

Mr. Garron: I have completed a review of employees. In the coming months we will do some reorganizations and job description updates. As all of you know, we have a great staff.

586

587

588

Mr. Garron: Police Chief Bouchard has agreed to provide you with a summary of the work of the State Commission on Police Accountability, Community and Transparency

589

590

591

592

593

594

595

596

597

598

599

600

Chief Bouchard: This group of 12 from several areas of government and other organizations has met once or twice a week since being formed in June. I have followed their discussions in order to know what issues they are looking at and to assess how the Hooksett Police Department measures up. The Commission's draft report emphasizes the importance of having a good relationship with the community. The Hooksett PD has a very good relationship with the community and works hard at it. The Commission discussed the importance of removing implicit bias. Hooksett police officers could benefit from training in this area, and we are reviewing department policies. The collection and analysis of data regarding race and gender was identified as very important by the Commission. They may decide to gather this information at the state level, which would be good. We keep our own data currently. Some members seemed to think that SRO's are arresting students. Their role is mostly to counsel students. Officer Bergeron does a great job at our schools. We also have a juvenile detective, which the Commission recommends.

601

602

603

604

605

Chief Bouchard: The Commission wants to legalize marijuana, decriminalize all drugs and make possession a misdemeanor. They also advocate police officer training about mental illness, substance abuse and working with veterans – specifically, supporting a veteran mobile assessment team.

606

607

D. Boutin: What have they done with the Laura List?

608

609

610

Chief Bouchard: Some want it to be public. They have an Exculpatory Evidence Schedule, and police departments are to report to the Attorney General about untruthful officers.

611

612

613

614

615

A. Garron: We are negotiating a land swap for the sewer pump station, which is part of the Route 3A TIF. We will get a larger piece of land for future development. We are also pursuing an Economic Development Administrative Grant, working with the Southern NH Regional Planning Commission. The TIF project fits the criteria.

616

617

T. Tsantoulis: What do you know about the gypsy paving company setting up camp on Bypass 28?

618

619

620

621

A. Garron: I am aware of the situation, as is Code Enforcement Officer Matt Lavoie. They will be submitting a Site Plan to the Planning Board, but in the meantime, they have been issued a Cease & Desist order.

622

623

624

625

OLD BUSINESS

2020 Paving Update (Rescind vote of 07/15/2020 and seeking new vendor approval)

626

627

628

E. Labonte: After awarding this work to Pike Industries, they found an error in their bid, and the amount of the bid is higher than what was approved. We missed the error too.

629

630

631

T. Tsantoulis motioned to rescind the original action awarding the 2020 Resurfacing bid to Pike Industries, Inc. In the amount of \$339,563.50. J. Durand seconded the motion.

632

633

A roll call vote was taken.

634

Roll Call Vote #9

TC MINUTES 08-26-2020

12

635 **J. Durand Aye**
 636 **D. Boutin Aye**
 637 **C. Jones Not present**
 638 **R. Duhaime Aye**
 639 **C. Karolian Aye**
 640 **A. Walczyk Aye**
 641 **T. Tsantoulis Aye**
 642 **R. Lapierre Aye**
 643 **J. Sullivan Aye**

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

645

646 T. Tsantoulis: Weren't there questions regarding the integrity of GMI when they worked on Hackett Hill
 647 Road?

648

649 E. Labonte: That was two years ago, and I wasn't here. GMI could have been removed from future
 650 bidding in Hooksett or suspended from bidding for a period of time, but no action was taken. Their
 651 recommendations are good.

652

653 **Chair Sullivan motioned to approve and consent to award the 2020 Resurfacing bid to GMI**
 654 **Asphalt, LLC, the lowest bidder, for \$344,546.60, to be funded out of the current FY 2020-2021**
 655 **budget. D. Boutin seconded the motion.**

656

657 T. Tsantoulis: What would be different now?

658

659 E. Labonte: I heard they weren't being monitored at the Hackett Hill job two years ago. That won't
 660 happen now because we will have a DPW employee there all of the time.

661

662 C. Karolian: When do you pay them?

663

664 E. Labonte: They submit a pay application about every 30 days. We retain about ten percent until near
 665 completion.

666

667 C. Karolian: I want to remind everyone about COVID and the effect it might have on revenues. We don't
 668 know how much our losses might be, and tax bills go out in December. Was Pike's bid about
 669 \$15,000.00 more than the lowest bid? What is their business address?

670

671 E. Labonte: The business address is out of state.

672

673 A. Walczyk: I want to remind Councilor Karolian that we invested in an analysis of our roads to have a
 674 data driven plan. Mr. Labonte, is the correct figure on the table inserted on page 37 \$5,000 or \$1,000?

675

676 E. Labonte: It is \$1,000.

677

678 A. Walczyk: I am not familiar with *Contingencies as Ordered and Approved by Town* in that same table.

679

680 E. Labonte: That is in case of overruns so we don't have to come back before the Council.

681

682 Chair Sullivan: You don't have to choose the lowest bid, do you?

683

684 E. Labonte: No, we have to make a decision in the best interest of the town.

685

686 R. Duhaime: I would like to see Pike do this project. In this case, the lowest bidder isn't the best
687 because of the issues we had with GMI. Hooksett has Pike's largest plant. The asphalt will be warm.
688
689 T. Tsantoulis: It would be good to have the materials here in Hooksett. The temperature of the asphalt
690 is important, especially in the fall.
691
692 E. Labonte: GMI gets some of its materials from Pike.
693
694 D. Boutin: Is GMI's bid on page 37 the lowest? Is it reasonable?
695
696 E. Labonte: It is the lowest and it's what we asked for.
697
698 D. Boutin: What is Pike's bid?
699
700 E. Labonte: It is \$360,563.50.
701
702 C. Karolian: Too many times I hear that something has to be done urgently – eleventh hour decisions.
703 These are uncertain times. We shouldn't be spending \$400,000 now. Take a ride up Dale and Morse.
704
705 **C. Karolian motioned to table this item. T. Tsantoulis seconded the motion.**
706
707 Chair Sullivan: Since this is a motion to table, there is no discussion.
708
709 D. Boutin: We can discuss a motion to table.
710
711 Chair Sullivan: We can only ask for more information, for clarification.
712
713 D. Boutin: We want more information, but we are one week from September and the temperature was
714 57 degrees in Hooksett this morning. How late in the year can you pave roads?
715
716 E. Labonte: We are supposed to stop paving by November 15th.
717
718 Chair Sullivan called for a roll call vote on the motion to table.
719
720 **Roll Call Vote #10**
721 **C. Karolian Aye**
722 **T. Tsantoulis Aye**
723 **R. Lapierre Nay**
724 **C. Jones Not present**
725 **D. Boutin Nay**
726 **J. Durand Aye**
727 **A. Walczyk Nay**
728 **R. Duhaime Nay**
729 **J. Sullivan Nay**
730 **Motion failed (3-5).**
731
732 Chair Sullivan called for a roll call vote on the motion to award the contract to GMI, the lowest bid.
733
734 **Roll Call #11**
735 **T. Tsantoulis Nay**
736 **R. Lapierre Aye**

737 **J. Durand** **Nay**
 738 **C. Jones** **Not present**
 739 **C. Karolian** **Nay**
 740 **A. Walczyk** **Aye**
 741 **R. Duhaime** **Nay**
 742 **D. Boutin** **Aye**
 743 **J. Sullivan** **Aye**
 744 **Motion failed (4-4).**

745
 746

747 **T. Tsantoulis motioned to approve and consent to award the 2020 Resurfacing bid to Pike**
 748 **Industries in the amount of \$360,563.50.**

749

750 Chair Sullivan asked Councilor Tsantoulis to add to his motion waiving the Administrative Code rules.

751

752 D. Boutin: This is wrong. You need to waive the rules first.

753

754 **D. Boutin motioned not to waive the rules. R. Lapierre seconded the motion.**

755

756 Chair Sullivan: A motion should be expressed in the positive.

757

758 D. Boutin: My motion was totally legitimate.

759

760 C. Karolian: I have a point or order. Now you are waiving the rules to get something passed.

761

762 R. Lapierre: If I vote no, is that a vote to waive the rules?

763

764 Chair Sullivan: No, it is a vote against not waiving the rules

765

766 T. Tsantoulis: It is a motion that does nothing.

767

768 Chair Sullivan: I would like to have a motion stated in the positive.

769

770 D. Boutin: I will withdraw my motion.

771

772 R. Lapierre: Councilor Tsantoulis was going to make a motion and Councilor Boutin jumped in.

773

774 D. Boutin: I did not jump in.

775

776 **C. Karolian motioned to waive the rules of the Administrative Code. J. Durand seconded the**
 777 **motion.**

778

779 A roll call vote was taken.

780

781 **Roll Call Vote #12**

782 **D. Boutin** **Nay**

783 **A. Walczyk** **Aye**

784 **J. Durand** **Nay**

785 **C. Karolian** **Nay**

786 **R. Lapierre** **Aye**

787 **T. Tsantoulis** **Aye**

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788 **R. Duhaime Aye**
 789 **C. Jones Not present**
 790 **J. Sullivan Aye**
 791 **Voted in favor (5-3).**

792
 793 **T. Tsantoulis motioned to approve and consent to award the 2020 Resurfacing bid to Pike**
 794 **Industries in the amount of \$360,563.50. R. Duhaime seconded the motion.**

795
 796 A roll call vote was taken on the motion.

797
 798 **Roll Call Vote #13**

799 **C. Karolian Nay**
 800 **D. Boutin Nay**
 801 **T. Tsantoulis Aye**
 802 **R. Lapierre Aye**
 803 **A. Walczyk Aye**
 804 **R. Duhaime Aye**
 805 **J. Durand Nay**
 806 **C. Jones Not present**
 807 **J. Sullivan Aye**
 808 **Voted in favor (5-3).**

809
 810 T. Tsantoulis: I was voting against the contractor, not the Resurfacing.

811
 812 C. Karolian: I want to ask my fellow Councilors if they have driven up Morse and Dale.

813
 814 **T. Tsantoulis motioned to continue the meeting at 9:30 pm. A. Walczyk seconded the motion.**

815
 816 A roll call vote was taken on the motion.

817
 818 **Roll Call Vote #14**

819 **R. Duhaime Aye**
 820 **J Durand Nay**
 821 **C. Jones Not present**
 822 **R. Lapierre Nay**
 823 **A. Walczyk Aye**
 824 **D. Boutin Nay**
 825 **C. Karolian Nay**
 826 **T. Tsantoulis Aye**
 827 **J. Sullivan Aye**
 828 **Motion failed (4-4).**

829
 830 The meeting ended.

831 Respectfully submitted,

832 *Kathleen Donnelly*

833 Kathleen Donnelly

834 Recording Clerk

835

836

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

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, September 9, 2020**

The Hooksett Town Council met on Wednesday, September 9, 2020 at 6:00 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of 09 Sep 2020 to order at 6:02 pm.

PROOF OF POSTING

Administrative Services Coordinator Donna Fitzpatrick provided proof of posting.

ROLL CALL

In Attendance: Councilor James Sullivan, Councilor Robert Duhaime, Councilor John Durand, Councilor Roland Lapierre, Councilor David Boutin, Councilor Clifford Jones, Councilor Timothy Tsantoulis, and Councilor Alex Walczyk

Councilor Clark Karolian attended remotely.

PLEDGE OF ALLEGIANCE

Chair Sullivan called for the Pledge of Allegiance.

PUBLIC HEARINGS

Public Hearing to accept the donation of Personal Protective Equipment, Hand sanitizer, and Thermometers from Ocean State Job Lot, valued at \$11,150.00, to the Town of Hooksett for the Hooksett Police and Fire Departments per RSA 31:95-e II.

Chief Bouchard: Ocean State Job Lots contacted Chief Burkush and myself about this donation. Over the past several months they held a fund raiser. Customers could make donations when making purchases. The supplies, valued at \$11,500.00, were split evenly between the Fire and Police Departments. We were given huge boxes of surgical masks, hand sanitizers, thermometers and face shields, giving us a back supply of these items. This is a very generous donation.

SPECIAL RECOGNITION

Hooksett Municipal Employee - New Hire

A. Garron: We have no new hires to report at this time.

C. Karolian: I propose that we should have a freeze on new hires until we get over this situation with COVID, into the next fiscal budget.

Chair Sullivan: I will ask you to hold that until the appropriate time during the Town Administrator's report.

SCHEDULED APPOINTMENTS

None.

CONSENT AGENDA

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None.

TOWN ADMINISTRATOR'S REPORT

A. Garron: I would ask for the Council's indulgence for a presentation on Hooksett's Stormwater Asset Management Program. Town Engineer Bruce Thomas, Public Works Director Earl Labonte, and a consultant from Hoyle/Tanner will make the presentation. This is part of the MS-4 program for DES.

B. Thomas: I would like to introduce Mr. John Jackman from Hoyle/Tanner and Ms. Deborah Louiselle, who is the Stormwater Coordinator for NHDES. We have a PowerPoint presentation on Hooksett's Stormwater Asset Management plan, which was started to meet the NHDES requirement for the MS-4. That is the primary purpose. It outlines a plan for monitoring stormwater outfalls and things like that, with the goal of pollution prevention. This presentation will cover Public Works & Utilities, Asset Management Challenges and Hooksett's Asset Management Program. To provide some background, in June of 2017, pre-application was made for \$30,000 from the State Revolving Fund (SRF). A warrant article was passed in March of 2018, the full application was completed in June of 2018, and this presentation represents the completed project. Public Works elements include the stormwater system, road system, Parks & Rec areas, and the Public Works facilities. The challenges Hooksett faces include updating the GIS map, comprehensive preventative maintenance & financial forecasting, responding to and tracking emergency responses, and customer service tracking. We have come quite a way with the GIS map. These challenges include the following increases: 1) demand on services 2) age of infrastructure 3) accountability 4) unfunded/underfunded mandates 5) requirements to be sustainable & resilient and 6) regulatory requirements.

Chair Sullivan: In what regard are you talking about sustainability and resiliency?

B. Thomas: That means having equipment that we are maintaining in good condition. We want to establish realistic ways to maintain our equipment without spending too much.

B. Thomas: Elements of the Asset Management Program include inventory, maintenance, condition assessment, criticality, life cycle costs, and level of service. All of these are typical MS-4 requirements. We need to keep track of our assets more efficiently.

R. Duhaime: Do you have a list of assets?

B. Thomas: Yes, we do, and we will get to that.

Chair Sullivan: This is similar to our Roadway Management program, isn't it?

B. Thomas: Yes, and when I came to Hooksett, there were streets without names. Now, all of the streets have been named and they are color-coded by State, Town and private roads. With Mr. Jackman's help, we have identified all drain pipes, catch basins, and outfalls. I was able to put together a map with all outfall locations identified in just ten minutes today. In another 15 minutes, all were numbered, with a description of where they are and their current condition. We have put the size and age of each pipe into a database

D. Boutin: Why are there no drain lines on some of these?

B. Thomas: It is not necessary to have drainage everywhere.

C. Jones: If you come to Bert Street after a heavy rain, you can see the flooding that I deal with.

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2

105 J. Jackman: That is good to know and is one of the ways we gather information. This next slide
 106 demonstrates the way we analyze assets, which is based on maintenance needs, criticality, condition
 107 and value.
 108
 109 R. Duhaime: Do we have a list of assets?
 110
 111 J. Jackman: Using GPS, we located over 2,000 storm structures owned by the Town. I do not have that
 112 list with me, but we have the diameter, material, year and length recorded. Public Works is constantly
 113 updating this information while doing maintenance.
 114
 115 R. Lapierre: Regarding data criticality, are condition and value based on quantitative or qualitative
 116 data?
 117
 118 J. Jackman: Because we are at the beginning of the program, we are working from the top down. Detail
 119 will be improved over time.
 120
 121 R. Lapierre: Do you have a scale such as 1 – 5 for rating the assets?
 122
 123 J. Jackman: When Public Works employees are cleaning a structure, they do a condition analysis to
 124 determine what needs to be done. Criticality is based on diameter, the year installed and the material of
 125 the pipe. We have developed a risk score. If that asset fails, what are the consequences? Is it close to
 126 a school or a hospital? What is the traffic volume? I caution that we are at the beginning of this process.
 127
 128 R. Lapierre: Do these factors affect value?
 129
 130 J. Jackman: Value is based on current replacement cost.
 131
 132 R. Lapierre: Do you multiply criticality times value to establish expected repair costs per year?
 133
 134 J. Jackman: Risk is probability times the consequences of failure.
 135
 136 D. Boutin: What is criticality?
 137
 138 J. Jackman: If an asset fails, what are the financial, environmental and social impacts?
 139
 140 D. Boutin: How do you put it all together?
 141
 142 J. Jackman: Included in the GIS is how we will interpret the data so that we understand and can act.
 143 This will take time. In two years, we will have better data. Public Works employees have phones,
 144 tablets and maps. The risk model has not yet been developed.
 145
 146 D. Boutin: Who will train the employees?
 147
 148 J. Jackman: They are doing it now, but do we need more training and more data? Yes. I am available to
 149 help with this. Hooksett has come a long way, but there is a long way to go.
 150
 151 Chair Sullivan: Maybe you can come back in a year and give us an update.
 152
 153 J. Jackman: Yes. Part of the program involves developing levels of service for various elements. We
 154 had a workshop with representatives from NHDES, Hooksett staff and Hoyle/Tanner. The purpose was
 155 to develop a scorecard on how well Hooksett is doing regarding such factors as outfalls, culverts,
 156 stormwater and street sweeping. Upon evaluation, for goals not achieved, reasons for failure can be

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157 identified. Was the failure preventable? This is a top down capital planning tool. It will allow for better
158 budget analysis. Hooksett has a \$50 million collection system and a stormwater deficit of \$9.4 million of
159 pipes that are failing.

160
161 D. Boutin: Does the CIP have funds for stormwater management?

162
163 E. Labonte: Yes, three (3) areas have been identified and programed out.

164
165 J. Durand: Is Sherwood Drive on that list?

166
167 E. Labonte: Yes, it is.

168
169 J. Jackman: This program is always ongoing and updated.

170
171 A. Walczyk: We have a roadway management system. Can we leverage that to correlate road work
172 with work on the stormwater system?

173
174 E. Labonte: We don't have a good camera for the drainage pipes.

175
176 B. Thomas: If we know what road is going to be done, we can zoom in on the condition of the pipes.

177
178 R. Duhaime: Has this been done for the work to be done on Dale and Morris?

179
180 E. Labonte: In that situation, the pipes are outside of the paving and there is very little drainage there.
181 Also, those roads are in such bad condition that we would have to do them anyway. In the future, yes,
182 we can try to coordinate road work with drainage work.

183
184 R. Duhaime: What about the outfalls?

185
186 B. Thomas: We inspect the outfalls as part of the MS-4 program. It is required, and the data will go into
187 the program.

188
189 E. Labonte: We have LeRoux, Sherwood and Scott Drives in the CIP now.

190
191 D. Boutin: What is the timetable for this?

192
193 B. Thomas: This is from now until the end of time.

194
195 D. Boutin: How will this be paid for?

196
197 B. Thomas: The staff will be doing the work. It would be helpful to have more equipment, but the work
198 will be done when routine work is being done.

199
200 Chair Sullivan: If you start today, how long will it take?

201
202 J. Jackman: Employees do this when doing their daily jobs. For example, when they are cleaning a
203 catch basin, they can take a photograph. If the catch basin is in poor condition, an email report can be
204 sent. Establishing the database will take about five years.

205
206 B. Thomas: Ms. Deborah Louiselle, Stormwater Coordinator for the NHDES would like to address the
207 Council.

208

209 D. Louiselle: I am here for Katie Zink, who could not make the meeting. She wants to applaud the great
210 work done by Bruce Thomas, Earl Labonte and Tom Bartula on the development of this plan. With the
211 help of their consultant, Hoyle/Tanner, they have created a prioritized inventory of assets, which will
212 save Hooksett money in the long run.

213

214 R. Duhaime: We have a lot of State roads in Hooksett, and I have about questions about plans for the
215 Merrimack River watershed.

216

217 D. Louiselle: There are lots of grant opportunities outside the area of asset management. Assuming a
218 warrant article is needed, Hooksett could start now and get ahead of the curve. We have a lot of low
219 interest loans.

220

221 Chair Sullivan: Next, we have Town Clerk Todd Rainier, Moderator Cindy Robinson and Assistant
222 Moderator Don Riley with a report on the primary election.

223

224 T. Rainier: We did the pre-processing of absentee ballots on Labor Day, working basically from 9:00 am
225 to 5:00 pm. This worked well, and I want to thank Councilors Boutin, Sullivan, Tsantoulis and Walczyk
226 for giving up their holiday to help us. We had 10,718 registered voters on the checklist when the
227 election began. A total of 2,922 votes were cast, including 848 absentee ballots. Of the request for
228 absentee ballots, only 200 did not come back. As compared with the same election in 2016, we had
229 1,000 more ballots. The Checklist Supervisors registered 92 new voters. From the Fire Department, we
230 had Captain Stalker and Assistant Chief Colburn at the entrance all day, serving as buffers. They
231 arrived before 6:00 am and were there until after 7:00 pm. They were the right people for that role, and
232 we were grateful for their help. The Police Department supplied officers for two shifts, morning and
233 afternoon, and we thank them as well. We had two voters who could not wear masks and another two
234 who would not. We handled them as we had planned. We are now starting to plan for November.

235

236 R. Duhaime: Will you need more tables with plexiglass for November?

237

238 T. Rainier: We are working on how to fit everything we will need into the area for November. We can
239 move the Checklist Supervisors into the cafeteria, and we need to plan for distancing in the hallway and
240 out the door.

241

242 Chair Sullivan: Do you need something you don't have?

243

244 T. Rainier: The pre-processing of absentee ballots was a time-saver, but we still worked all of election
245 day on the absentee ballots. No doubt there will be many more in November.

246

247 C. Robinson: I want to point out that elections are getting bigger and more complex. I was not able to
248 close the polls until 7:15 pm. An enormous amount of time and manpower are needed. We need many
249 more volunteers. Our Supervisors of the Checklist need brand new laptops. They now have refurbished
250 ones; one didn't even work and the others did not work well. They want ones with built-in Wi Fi. Best
251 Buy has them for less than \$1,000. Another challenge is the way the absentee ballots are organized.
252 The State software arranges them alphabetically by district, but the checklist is arranged alphabetically
253 by the whole town.

254

255 Chair Sullivan: The Council will help in any way we can to get more volunteers.

256

257 D. Riley: The way we organized the absentee ballots cost us 10-15% in efficiency. We need to get rid of
258 the program at the State level which kicks them out by district. It is a simple programing issue.

259

260 C. Robinson: Many of the large, national stores, such as Target, have programs whereby they will pay
261 their employees for working at the polls. It would be good if someone could check with the one in
262 Hooksett to see if they are willing to do this.

263
264 A. Garron: Can we get the State to change the format? Can we control that?
265

266 T. Rainier: The program breaks the list into districts, as if they are city wards. If we don't eliminate our
267 districts, we can't change this. It is a Charter issue.
268

269 A. Garron: What can we do to change this?
270

271 J. Durand: Why can't we get the printout arranged alphabetically by the whole town?
272

273 T. Rainier: That would be something to discuss with the Secretary of State's office.
274

275 A. Garron: If we purchase laptops for the Checklist Supervisors, it will come out of our current budget
276 for computers.
277

278 ***R. Duhaime motioned to direct the Town Administrator to provide the three (3) laptops***
279 ***necessary for the Supervisors of the Checklist. A. Walczyk seconded the motion.***
280

281 T. Tsantoulis: I think we should postpone this motion in order to get more information about what
282 laptops they want.
283

284 Chair Sullivan: We could have a presentation at the budget workshop next week to provide that
285 information.
286

287 C. Jones: Can we look at IBMs as well as Apples? The Apple laptops are more expensive.
288

289 C. Robinson: I just gave an example.
290

291 R. Duhaime: I withdraw my motion.
292

293 A. Garron: I have an update on the streetlight conversion. Affinity has started analyzing the ledger.
294 They have between 70 and 90 minor issues regarding ownership of the 435 lights. The dashboard will
295 be up soon.
296

297 A. Garron: Chief Bouchard has a brief report on an activity in her department.
298

299 Chief Bouchard: September is Suicide Prevention month, and my officers came up with an activity to
300 support awareness of suicide in the veteran population. Today, several of us went to the Vet Center in
301 Hooksett to do 22 pushups in awareness of the 22 veterans who die each day from suicide. The Police
302 Association presented a check for \$2,200 to the Vet Center.
303

304 R. Duhaime: Is the Tax Collector's office all caught up on car registrations?
305

306 A. Garron: From what I know, they are pretty much caught up.
307

308 R. Duhaime: I had a constituent call about a fire inspection. Where does that stand?
309

310 A. Garron: Assistant Chief Colburn his doing his best, with a two-week backlog at this time.

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Chair Sullivan: Why is there a backlog?

A. Garron: Assistant Chief Colburn wears multiple hats. This was a separate position at one time. Also, there is more activity in Town with development and the pandemic.

C. Karolian motioned to institute a hiring freeze on new employees, effective immediately. T. Tsantoulis seconded the motion.

C. Karolian: We don't know the financial impact of COVID on revenue, etc. A freeze is a wise and prudent thing. I don't know how many vacancies we currently have, but we should have up to a 10% cut in each department. We haven't gotten anything about where we are with revenue, how far behind we are. Keep in mind this will go into the 2022 fiscal year.

A. Garron: Revenues that are lagging include the State Highway Block Grants and interest income on our investments. My concern with a freeze is that we have made two offers for firefighters and one for a police officer. We would be replacing some due to retirement or resignations. Could we consider allowing replacements, but no new positions? In the upcoming budget for 2021-22, there are a couple of new positions. I withdrew one of these. There will be another next week. I can have the numbers for the budget review meeting next week.

E. Labonte: We are at 50% staffing at Recycling & Transfer. We have one vacancy at Highway and one in Parks & Rec. We do not have seasonal workers because we have had no applications for those positions.

Chief Burkush: In addition to the two currently open positions for which we have made offers, we have two lieutenants retiring this fall. A freeze would severely hurt our operation. We have two firefighters out on workers comp and with an injury

C. Karolian: Would you describe your shifts in terms of supervisory manpower?

Chief Burkush: At Station 1, we have a lieutenant and two firefighters. At Central, we have one lieutenant and three or four firefighters. The DOJ grant is keeping us at seven per shift. Group One is two lieutenants and five firefighters; Group Two is one lieutenant, one captain and five firefighters; Group Three is one captain, one lieutenant and five firefighters; and Group Four is two lieutenants and five firefighters. That is at two stations.

Chief Bouchard: We have one full-time officer position open. Certified candidates are best because they are already trained. We have had a part-time Administrative Assistant position open since March, and just advertised for it.

C. Karolian: Is a full complement 30?

Chief Bouchard: Yes, and we are at 29.

T. Tsantoulis: I hate saying this, but difficult times require difficult decisions. We all know that restaurants are not serving many customers. Therefore, town revenue from Meals & Lodging taxes will be down. Our three largest department represent a four percent (4%) increase in the proposed budget. I don't like talking about this and I don't want to be a doomsayer, but we could be in trouble this time next year. It's a real possibility.

C. Jones: With a four-man shortage, will EMT services be affected?

363

Chief Burkush: COVID has affected our budget from top to bottom in many different ways. We have dealt with hiring issues, quarantine and training. The CARES Act has given us funds for the loss of ambulance revenue. We have applied for grants for emergency personnel and have been successful so far. We have received \$200,000 DOJ grants. We have been working with the Town Council through this crisis. A hiring freeze is premature. With a 10% reduction, I would have to close one station.

369

370

C. Jones: Do you need to have a minimum staff to get federal grants?

371

372

Chief Burkush: That is not the focus with COVID grants.

373

374

C. Jones: I am concerned about winter storms if Public Works cannot keep up with them.

375

376

Chief Bouchard: We are fortunate to be at 29 for staffing, but we could have officers leaving whom we could not replace. Then we would have a public safety issue.

377

378

379

Chair Sullivan: If we reduce the budget by 9.5 employees, will the tax rate be affected?

380

381

A. Garron: The current staff of employees are in the budget. We have worked to maintain a fund balance between 8 and 15%.

382

383

384

Chair Sullivan: How long would this hiring freeze last?

385

386

C. Karolian: I would like to keep that open and see up to 10% budget cuts in all departments.

387

388

D. Boutin: I agree with the freeze but would like to see a timeframe – possibly six months.

389

390

D. Boutin motioned to limit the timeframe for the hiring freeze to six months. T. Tsantoulis seconded the motion.

391

392

393

T. Tsantoulis motioned to move the question.

394

395

A. Garron: With an immediate freeze, we cannot proceed with the two offers we have made and if other employees leave, we cannot replace them.

396

397

398

A. Walczyk: We are already asking our employees to do more work. We don't have much information available to make this decision. There are a dozen employees we may not hire because of this. How much money would we save? I am still not clear on where we stand with revenue.

399

400

401

402

A. Walczyk motioned to table this item so that a data-driven decision can be made. R. Lapierre seconded the motion.

403

404

405

Roll Call Vote #2

406

R. Duhaime Aye

407

J Durand Nay

408

C. Jones Aye

409

R. Lapierre Aye

410

A. Walczyk Aye

411

D. Boutin Nay

412

C. Karolian Nay

413

T. Tsantoulis Nay

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414 **J. Sullivan Aye**
 415 **Voted in favor (5-4).**
 416

417 C. Karolian: I have a procedural question. Councilor Tsantoulis motioned to move the question.

418
 419 Chair Sullivan: That is correct.
 420

421 D. Boutin: A motion to move the questions takes precedent over all others.

422
 423 Chair Sullivan: That is correct. I'm not sure if that motion had a second, but let's assume that it did.
 424

425 J. Durand: I will second it.

426
 427 Chair Sullivan: We will wait for Councilor Duhaime to return to take the vote.
 428

429 C. Karolian: Going forward, are we holding up a vote waiting for a Councilor to return? I have left the
 430 meeting before and votes were not held.

431
 432 A roll call vote was taken on the motion to move the question, requiring a two-thirds vote.
 433

434 **Roll Call Vote #3**

435 **D. Boutin Aye**
 436 **C. Jones Nay**
 437 **A. Walczyk Nay**
 438 **J. Durand Aye**
 439 **R. Duhaime Not present**
 440 **T. Tsantoulis Aye**
 441 **R. Lapierre Nay**
 442 **C. Karolian Aye**
 443 **J. Sullivan Nay**
 444 **Motion failed (4-4).**
 445

446 **A. Walczyk again motioned to table this item so that a data-driven decision can be made. R.**
 447 **Lapierre seconded the motion.**
 448

449 D. Boutin: What are you looking for that hasn't been offered?

450
 451 Chair Sullivan: A motion to table cannot be debated. Councilor Walczak stated that he needs
 452 information to make a data-driven decision.
 453

454 **Roll Call Vote #4**

455 **A. Walczyk Aye**
 456 **R. Lapierre Aye**
 457 **C. Jones Aye**
 458 **R. Duhaime Aye**
 459 **J. Durand Nay**
 460 **C. Karolian Nay**
 461 **T. Tsantoulis Nay**
 462 **D. Boutin Nay**
 463 **J. Sullivan Aye**
 464 **Voted in favor (5-4).**

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9

C. Karolian: So, will we be taking this up in two weeks? Next week is a budget review meeting.

Chair Sullivan: We can take this up under Other at the budget review meeting next week.

NOMINATIONS AND APPOINTMENTS

Chair Sullivan: We have no nominations or appointments. A Budget Committee representative is needed. If no one volunteers we will have to have a team approach. I would love to serve but I cannot because I am a member of the School Board.

OLD BUSINESS

Recommended Changes to the Administrative Code to Add Section for Procurement of Professional Services

B. Thomas: The purpose of this is to add a new section to the Administrative Code for the hiring of engineers and other professional services. I will walk you through the three changes suggested by Councilors when this was first presented. The bottom of page 12 and top of page 13 address projects costing from \$0 to \$15,000. This section won't change. At the bottom of page 15, I have crossed out what I previously proposed and simply added language saying that, for professional services of \$15,000 or less, see Section 5.3.2. The second change, suggested by Councilor Lapierre, is just above Section 5.3.4 on page 14. It says that, for professional services greater than \$15,000, see Section 5.3.6. The third change is on the bottom of page 16, addressing concerns about the list of factors. I have added 'Other factors as deemed necessary.' This is in addition to existing language in the introductory paragraph which says 'such as the following.'

A. Walczyk: I want to suggest one edit. On page 16, Section 5.3.6 I would change 'a minimum of ten business days to 'seven calendar days' to be consistent with the RFP language.

B. Thomas: That is a good suggestion.

C. Karolian: If you add 'and professional services' after the word 'purchases' on page 12, Section 5.3.2 and on page 13, you can eliminate all of the other stuff. You don't have to reinvent the wheel.

A. Garron: If I understand Councilor Karolian, this would eliminate the process we are trying to create for these types of services.

D. Boutin motioned to approve the changes to the procurement requirements set forth in the Administrative Code, as presented and modified, with the added change on page 16 from 'ten business days' to seven calendar days. R. Duhaime seconded the motion.

D. Boutin: This tightens up the Administrative Code with changes that address the issue.

R. Lapierre: According to the staff report, the Town Administrator concurs with the changes. Does the language as it exists reflect your recommendation, Mr. Garron?

A. Garron: Yes, it does.

Chair Sullivan called for a roll call vote on the motion.

Roll Call Vote #5

T. Tsantoulis Aye

C. Jones Not present

R. Duhaime Aye

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10

518 **A. Walczyk** *Aye*
 519 **R. Lapierre** *Aye*
 520 **C. Karolian** *Nay*
 521 **J. Durand** *Nay*
 522 **D. Boutin** *Aye*
 523 **J. Sullivan** *Aye*
 524 **Voted in favor (6-2).**

525
 526 **Town Council Technology Update**

527
 528 A. Garron: Mr. Germain will make a presentation on his research. This discussion started at the August
 529 Workshop meeting. We are looking at the audio here in the Chambers, technology improvements for
 530 the Board, and an update of the gymnasium as a secondary meeting site when more space is needed.
 531 We have a quote from an outfit which has already done work on this room in the past. As promised, Mr.
 532 Germain sent all of you a survey regarding your preferences.

533
 534 N. Germain: Looking first at the audio, I asked someone from the company which has done work for us
 535 in the past and who we trust to evaluate our options. He immediately ruled out the ceiling array option
 536 because this room is too big. Another wireless option is lavalier (KA lav) mics. The estimate for these is
 537 about \$32,000, a price which includes rewiring this room. Boundary mics like those used for conference
 538 calls would cost about \$20,000. Both the lav mics and the boundary mics would make Zoom
 539 conferencing easier. Our staff favors the boundary mics, in part because lav mics are fragile and often
 540 taken home by mistake.

541
 542 Chair Sullivan: Boundary mics could be taken to someone in the audience.

543
 544 N. Germain: Actually, we would use a floor mic for that.

545
 546 T. Tsantoulis: It is fiscally irresponsible to go further than making decisions on these items.

547
 548 A. Garron: These would be eligible for GOEFRR funds, because of their portability.

549
 550 T. Tsantoulis: I didn't know that these expenses fall within that category. I missed that. I'm sorry.

551
 552 J. Durand: So, if we don't spend the funds, we don't get them, right?

553
 554 Chair Sullivan: That is correct.

555
 556 A. Walczyk: Are the boundary mics the ones you wear?

557
 558 N. Germain: No. They sit on the table.

559
 560 A. Walczyk: And the cost is \$20,000?

561
 562 N. Germain: Yes, approximately.

563
 564 A. Walczyk: These are the ones the staff prefers, right?

565
 566 N. Germain: That is correct.

567

568 C. Karolian: Are you sure...Have you checked on eligibility for all of this? Has it been asked and
569 answered?

570

571 A. Garron: We were unprepared when employees had to start working from home and had to order
572 laptops for them. That was part of the \$81,000 reimbursement we received. The wireless mics would
573 allow us to spread out or move to the gym.

574

575 C. Karolian: What is the cost?

576

577 N. Germain: \$20,000.

578

579 ***D. Boutin motioned to purchase boundary mics for improved audio in the Chamber and/or the***
580 ***gymnasium. T. Tsantoulis seconded the motion.***

581

582 A. Garron: We have a timing issue with the requirement for an RFP and three bids. The option is a sole
583 source procurement. The deadline for submission of COVID-19 related items is October 15th.

584

585 R. Lapierre: For reimbursement, must these products and services be purchased and paid for in order
586 to be eligible?

587

588 A. Garron: Yes, they do.

589

590 C. Karolian: What is the cost?

591

592 D. Boutin: \$20,000

593

594 **Roll Call Vote #6**

595 ***J. Durand Aye***

596 ***R. Lapierre Aye***

597 ***C. Karolian Nay***

598 ***D. Boutin Aye***

599 ***C. Jones Aye***

600 ***T. Tsantoulis Nay***

601 ***A. Walczyk Aye***

602 ***R. Duhaime Aye***

603 ***J. Sullivan Aye***

604 ***Voted in favor (7-2).***

605

606 ***Chair Sullivan motioned to waive the bid process for audio equipment/installation and for the***
607 ***update of the gymnasium. D. Boutin seconded the motion.***

608

609 **Roll Call Vote #7**

610 ***C. Jones Aye***

611 ***C. Karolian Nay***

612 ***R. Lapierre Aye***

613 ***R. Duhaime Aye***

614 ***A. Walczyk Aye***

615 ***J. Durand Aye***

616 ***T. Tsantoulis Nay***

617 ***D. Boutin Aye***

618 ***J. Sullivan Aye***

619 ***Voted in favor (7-2).***

620

621 R. Lapierre: What is the cost for the work in the gym?

622

623 N. Germain: We have a quote for \$34,849, which includes the equipment and installation.

624

625 R. Lapierre: I just looked at the NH website for GOFERR and it says the deadline for the last
626 submission is September 15th.

627

628 A. Garron: One more month was added to give communities more time to document COVID expenses.
629 The amount of money is the same. Our portion is still \$346,000.

630

631 N. Germain: For the gymnasium, we will have duplicate presentation capabilities.

632

633 ***Chair Sullivan motioned to authorize the Town Administrator to spend \$34,849 via GOFERR***
634 ***funds for the proposed update to the audio system in the gymnasium to accommodate large***
635 ***groups and social distancing due to COVID-19. R. Lapierre seconded the motion.***

636

637 **Roll Call Vote #8**

638

638 ***R. Lapierre Aye***

639

639 ***R. Duhaime Aye***

640

640 ***T. Tsantoulis Nay***

641

641 ***A. Walczyk Aye***

642

642 ***J. Durand Aye***

643

643 ***C. Jones Aye***

644

644 ***D. Boutin Aye***

645

645 ***C. Karolian Nay***

646

646 ***J. Sullivan Aye***

647

647 ***Voted in favor (7-2).***

648

649 N. Germain: I received five responses to my mini-survey. Microsoft laptops are preferred.

650

651 T. Tsantoulis: Can we use our own, and can it be an Apple product?

652

653 N. Germain: I am fairly sure we can work with an Apple laptop. The Fire Department has Apple iPads.
654 My concern with using your own laptop is the possibility of a digital right-to-know request.

655

656 T. Tsantoulis: I am used to what I have. It's the old 'you can't teach an old dog new tricks' issue.

657

658 D. Boutin: Could we have a larger screen that is easier to read?

659

660 N. Germain: I will get you some options. It will be no smaller than 14 inches.

661

662 R. Duhaime: What about a touch screen?

663

664 N. Germain: That would cost more. We will need to get a consensus.

665

666 Chair Sullivan: This will benefit the Town. We will save paper, ink and postage. It is not a luxury.

667

668 C. Karolian: What would be the cost?

669

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670 A. Garron: Each one would be between \$1,000 and \$1,100.

671

672 **Proposed Charter Amendment**

673

674 Chair Sullivan: Two years ago, we changed the Town Election from May to March so that it would be at
675 the same time as the School Election. With a July 1st start date, the lame duck period is three and a half
676 months.

677

678 N. Germain: Some people say they want the same members who vote in budget to see it through.

679

680 J. Durand: In a previous situation, there was a problem with the quarterly stipend when a change was
681 made.

682

683 Chair Sullivan: That can be adjusted. If a stipend is \$1,000, that person would receive \$250 every three
684 months.

685

686 C. Karolian: Wasn't this changed a year ago so that all elected and appointed officials would start on
687 July 1st?

688

689 Chair Sullivan: Yes. That was Section 10.2 of the Charter.

690

691 C. Karolian: What would be the cost of legal fees for this?

692

693 N. Germain: It would be simple, so it would only be a couple of hours.

694

695 A. Garron: It would probably be between \$300 and \$500. I can check on that.

696

697 R. Duhaime: Who proposed this?

698

699 Chair Sullivan: I did. I wanted to see if there were concerns.

700

701 ***D. Boutin motioned to amend Sections 3.1 and 10.2 of the Charter so that all elected and***
702 ***appointed officials would take office on April 1st. R. Duhaime seconded the motion.***

703

704 D. Boutin: This is a reasonable approach to the three-and one-half month lag.

705

706 A. Walczyk: I don't know the total impact. What about the Town Clerk or the Budget Committee?

707

708 Chair Sullivan: The Budget Committee would be okay. A public hearing is required, so we are just
709 voting on whether or not to start the process.

710

711 C. Karolian: This is a disservice to those serving. It only benefits the newly elected. We would be going
712 through the whole process again only one year later. We should check with legal on the benefits and
713 the cost.

714

715 ***C. Karolian motioned to table this item in order to get more information. T. Tsantoulis seconded***
716 ***the motion.***

717

718 **Roll Call Vote #9**

719 ***J. Durand Aye***

720 ***D. Boutin Nay***

721 C. Jones Nay
 722 R. Duhaime Nay
 723 C. Karolian Aye
 724 A. Walczyk Nay
 725 T. Tsantoulis Aye
 726 R. Lapierre Nay
 727 J. Sullivan Nay
 728 **Motion failed (3-6).**

729
 730 Chair Sullivan called for a vote on the motion to amend the Charter.

731 **Roll Call Vote #10**

732 C. Karolian Nay
 733 T. Tsantoulis Nay
 734 R. Lapierre Nay
 735 C. Jones Nay
 736 D. Boutin Aye
 737 J. Durand Nay
 738 A. Walczyk Aye
 739 R. Duhaime Aye
 740 J. Sullivan Aye
 741 **Motion failed (4-5)**

742
 743 ***T. Tsantoulis motioned to extend the meeting for non-public items and Section 15.1 only. J.***
 744 ***Durand seconded the motion.***

745
 746 **Roll Call #11**

747 T. Tsantoulis Aye
 748 R. Lapierre Aye
 749 J. Durand Aye
 750 C. Jones Nay
 751 C. Karolian Aye
 752 A. Walczyk Nay
 753 R. Duhaime Aye
 754 D. Boutin Nay
 755 J. Sullivan Nay
 756 **Voted in favor (5-4).**

757
 758 Chair Sullivan: We will have to start our next regular meeting earlier or we will never catch up.

759
 760 Chair Sullivan closed the public hearing at 9:30 pm.

761
 762 ***A. Walczyk motioned to accept the donation of Personal Protective Equipment, hand sanitizer,***
 763 ***and thermometers from Ocean State Job Lot, valued at \$11,150.00 to the Town of Hooksett for***
 764 ***the Hooksett Police and Fire Departments per RSA 31: 95-e II. J. Durand seconded the motion.***

765
 766 **Roll Call Vote #12**

767 D. Boutin Aye
 768 A. Walczyk Aye
 769 J. Durand Aye
 770 C. Karolian Aye
 771 R. Lapierre Aye

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772 **T. Tsantoulis Aye**
 773 **R. Duhaime Aye**
 774 **C. Jones Aye**
 775 **J. Sullivan Nay**
 776 **Voted in favor (8-1).**

777
 778 C. Jones left the meeting at 9:32 pm.
 779

780 **Chair Sullivan motioned to enter non-public session at 9:35 pm under the provisions of RSA 91-**
 781 **A:3, II (a), (c) and (l). T. Tsantoulis seconded the motion.**
 782

783 RSA 91 - A:3, II (a) *The dismissal, promotion, or compensation of any public employee or*
 784 *the disciplining of such employee, or the investigation of any charges against him or her,*
 785 **unless** *the employee affected (1) has a right to a public meeting, and (2) requests that the*
 786 *meeting be open, in which case the request shall be granted.*
 787

788 RSA 91-A:3, II (c) *Matters which, if discussed in public, would likely affect adversely the reputation*
 789 *of any person, other than a member of this board, unless such person requests an open meeting.*
 790 *This exemption shall extend to include any application for assistance or tax abatement or waiver of*
 791 *a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*
 792

793 RSA 91-A:3 II (l) *Consideration of legal advice provided by legal counsel, either in writing or orally, to*
 794 *one or more members of the public body, even where legal counsel is not present.*
 795

796 **Roll Call Vote #13**

797 **C. Karolian Nay**
 798 **D. Boutin Aye**
 799 **T. Tsantoulis Aye**
 800 **R. Lapierre Aye**
 801 **A. Walczyk Nay**
 802 **R. Duhaime Aye**
 803 **J. Durand Aye**
 804 **C. Jones Not present**
 805 **J. Sullivan Aye**
 806 **Voted in favor (6-2).**
 807

808 C. Karolian left the meeting at 9:34 pm.
 809

810 **T. Tsantoulis motioned to exit non-public session of 09/09/2020 at 10:05 pm. Seconded by J.**
 811 **Durand.**
 812 **Voted unanimously in favor (7-0).**
 813

814 **Chair Sullivan motioned to seal the minutes of the non-public session because it is determined**
 815 **that divulgence of this information likely would affect adversely the reputation of any person**
 816 **other than a member of this Board or render a proposed action ineffective. T. Tsantoulis**
 817 **seconded the motion.**
 818

819 **Roll Call Vote #14**

820 **R. Duhaime Aye**
 821 **J Durand Aye**
 822 **C. Jones Not present**

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823 **R. Lapierre** *Aye*
824 **A. Walczyk** *Aye*
825 **D. Boutin** *Aye*
826 **C. Karolian** *Not present*
827 **T. Tsantoulis** *Aye*
828 **J. Sullivan** *Aye*
829 ***Voted unanimously in favor (7-0).***

830

831 **ADJOURNMENT**

832 ***Chair Sullivan motioned to adjourn at 10:10 pm. T. Tsantoulis seconded the motion.***

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

834

835 Respectfully submitted,

836 *Kathleen Donnelly*

837 Kathleen Donnelly

838 Recording Clerk

839

840

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