



AGENDA

Town of Hooksett Town Council

Wednesday, November 18, 2020 at 6:00 PM

A meeting of the Town Council will be held Wednesday, November 18, 2020 in the Hooksett Municipal Building commencing at **6:00 PM**.

Page

1. **CALL TO ORDER**
2. **PROOF OF POSTING**
3. **ROLL CALL**
4. **PLEDGE OF ALLEGIANCE**
5. **AGENDA OVERVIEW**
6. **PUBLIC HEARINGS**
7. **SPECIAL RECOGNITION (IN TOWN HALL GYMNASIUM)**
 - 7.1. Hooksett Youth Achiever of the Month - Shannon Ernshaw
 - 7.2. Hooksett Fire-Rescue:
 - Retirements
 - Patricia Bona, 23 years Chaplain
 - Earl Lincoln, 20 years Lieutenant
 - Promotions
 - Kristy Tobine, Lieutenant
 - Seth Miller, Lieutenant
 - 7.3. Hooksett Municipal Employee - New Hire
8. **SCHEDULED APPOINTMENTS**
 - 8.1. David Mercier, Underwood Engineering and Arleigh Greene, property owner - TIF District Sewer - Design Amendment 2 for \$40,800 - Pump Station Relocation and Easement Discussion (see Item 14.1 for details)
9. **CONSENT AGENDA**
 - 9.1. Town Council to accept the donation of an EvaClean Electrostatic Sprayer and cleaning solution from the NH Bureau of Emergency Medical Services (EMS), valued at \$948.00 to the Town of Hooksett for the Hooksett Fire Rescue Department's Ambulances under RSA 31:95-e, II. 5
[Staff Report - SR-20-208 - Pdf](#)
 - 9.2. Town Council to accept \$5,000 grant from The Center for Technology and Civic Life (CTCL) to the Town of Hooksett and apply to staffing expenses for the November 3, 2020 General Election per RSA 31:95-b, III (b) 7 - 8
[Staff Report - SR-20-214 - Pdf](#)
10. **TOWN ADMINISTRATOR'S REPORT**

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

11.	PUBLIC INPUT - 15 MINUTES	
12.	NOMINATIONS AND APPOINTMENTS	
12.1.	November 2020 Nominations and Appointments Staff Report - SR-20-212 - Pdf	9 - 17
13.	BRIEF RECESS	
14.	OLD BUSINESS	
14.1.	TIF District Sewer - Design Amendment 2 for \$40,800 - Pump Station Relocation and Easement Discussion Staff Report - SR-20-185 - Pdf	19 - 34
14.2.	FY 2021-22 Budget and Warrant Article Review Staff Report - SR-20-211 - Pdf 2021-22 DEFAULT 11-6-20	35 - 37
15.	NEW BUSINESS	
15.1.	2017 Tax Deeding Staff Report - SR-20-213 - Pdf	39
15.2.	Quarterly Financial Report as of September 30, 2020 Staff Report - SR-20-209 - Pdf	41 - 57
15.3.	Fire Department Reorganization for Fire Inspector Staff Report - SR-20-210 - Pdf Council Inspector Position	59 - 73
15.4.	Fall-Winter Tax Bill Newsletter Staff Report - SR-20-215 - Pdf	75
16.	APPROVAL OF MINUTES	
16.1.	Public: 10/28/2020 TC Minutes 10282020	77 - 94
16.2.	Public: 11/04/2020 TC Minutes 11042020	95 - 106
16.3.	Non-Public: 10/28/2020	
16.4.	Non-Public: 11/04/2020	
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	

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

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

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

Town Council
STAFF REPORT



To: Town Council
Title: Town Council to accept the donation of an EvaClean Electrostatic Sprayer and cleaning solution from the NH Bureau of Emergency Medical Services (EMS), valued at \$948.00 to the Town of Hooksett for the Hooksett Fire Rescue Department's Ambulances under RSA 31:95-e, II.
Meeting: Town Council - 18 Nov 2020
Department: Fire and Rescue
Staff Contact: Joseph Stalker, Captain

BACKGROUND INFORMATION:

The NH Bureau of EMS recently secured a grant, allowing for the purchase and distribution of electrostatic sprayers to all of the licensed EMS departments in the state. This unit will help us maintain clean apparatus, equipment and stations during the COVID-19 pandemic. These sprayers are for the use of applying a disinfectant solution in the form of a fine mist, or 'fog' in order to hit various surfaces and areas. This unit will be used to clean the safety center, station 1 firehouse and various apparatus and equipment within the fire department. The sprayer unit is valued at \$799 and the cleaning solution that came with it is valued at \$149.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

N/A

RECOMMENDATION:

Accept the motion as read.

SUGGESTED MOTION:

Town Council to accept the donation of an EvaClean Electrostatic Sprayer and cleaning solution from the NH Bureau of Emergency Medical Services (EMS), valued at \$948.00 to the Town of Hooksett for the Hooksett Fire Rescue Department's Ambulances under RSA 31:95-e, II.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

Town Council
STAFF REPORT



To: Town Council
Title: Town Council to accept \$5,000 grant from The Center for Technology and Civic Life (CTCL) to the Town of Hooksett and apply to staffing expenses for the November 3, 2020 General Election per RSA 31:95-b, III (b)
Meeting: Town Council - 18 Nov 2020
Department: Town Clerk's Office
Staff Contact: Todd Rainier, Town Clerk

BACKGROUND INFORMATION:

Town Clerk has applied for a grant through The Center for Technology and Civic Life (CTCL) to be utilized for election related staffing costs. The Center for Technology and Civic Life (CTCL) has awarded \$5,000 Elections COVID Response grant to the Town of Hooksett. See details below:

Hello from the CTCL team!

Thank you for applying for a CTCL COVID-19 Response Grant. We want to formally welcome you to the program. We are working hard to get grant agreements out, so keep an eye out for updates from our team.

We know you're busy running an election, so this is just a quick message to:

- Clarify how you can spend the grant funds
- Announce resources.techandcivillife.org
- Ask you to spread the word

How verified election offices can spend the grant funds

Verified election offices that receive a grant choose how they spend the money, as long as the expense helps the office plan and operationalize elections.

The application asked how you intend to spend the money, but it's completely okay if your plans change! CTCL's job is to get funding into your hands, then get out of your way. You know what's best for your communities and know exactly how to address budget shortfalls in this challenging election cycle. You can reallocate funds without notifying CTCL or asking permission, as long as it helps your office plan and operationalize elections.

The [FAQ](#) lists examples of covered expenses, but it's not an exhaustive list. We've fielded questions about voting booths, photocopiers, better ventilation for your polling place, more secure doors for your warehouses, trailers to transport Election Day supplies, power generators, nonpartisan newspaper ads, postage and envelopes—and the answer is yes, that's covered!

And remember—the grant can cover 2020 election expenses incurred between June 15, 2020 and December 31, 2020. We encourage you to spend the entirety of your funds. The [draft grant report template](#) will give you a sense of the way you will be asked to report how you spent the grant funds. If you'd like to do media about your CTCL COVID-19 Response grant, you are welcome to use this [press release template](#) as a guide.

Questions about the grant? Please email help@techandcivillife.org. The CTCL team monitors it daily and will respond to you as soon as possible!

How we can help

We launched resources.techandcivicle.org to support grantees. It's a collection of free, curated, and practical election resources for safe elections. Resources are grouped into 6 categories:

- Public health
- Communication
- In-person voting
- Poll workers
- Mail / absentee voting
- Drop boxes

Still can't find what you're looking for? The website also includes a dedicated [Elections IT Support Desk](#) to field technical questions, large and small.

If you've worked with us before, welcome back! If you're new to CTCL, it's lovely to meet you. At CTCL we provide [trainings](#) on topics like election cybersecurity, create free election [tech tools](#), and spotlight [success stories](#) from election offices across the country.

How you can help

Help spread the word to other local election offices in your state! We still have money to distribute, and we extended the deadline to October 15th. A quick email to your neighboring county might be the only reason they learned about this funding opportunity.

Note: More applications will not affect your grant amount! Every eligible election department that is verified as legitimate will be approved for a grant!

FINANCIAL IMPACT:

\$5,000 unanticipated revenue.

SUGGESTED MOTION:

Motion to accept \$5,000 grant from The Center for Technology and Civic Life (CTCL) to the Town of Hooksett and apply to staffing expenses for the November 3, 2020 General Election per RSA 31:95-b, III (b) .

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

Town Council
STAFF REPORT



To: Town Council
Title: November 2020 Nominations and Appointments
Meeting: Town Council - 18 Nov 2020
Department: Administration
Staff Contact: Nick Germain, Project Coordinator

BACKGROUND INFORMATION:

As of the writing of this staff report, the Administration Department has received the following applications for appointment to Town Boards:

Robert Duhaime, former Town Councilor and Planning Board member, to a term as an Alternate for the Planning Board expiring 6/30/2022, and as member of the Bicentennial Committee, to a term expiring 6/30/2023.

Yolande Cotnoir-Walsh, longtime Hooksett Resident and a retired Art Teacher, to a term on the Heritage Commission expiring 6/30/2023.

Staff may have additional applications before the meeting date, and will make these details available to councilors if received.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None. Town Council may choose to look at any additional applications that come in.

RECOMMENDATION:

Nominate both candidates to their requested positions. Consider nominating any additional applications that come before Council.

SUGGESTED MOTION:

"I nominate Robert Duhaime as an Alternate to the Planning Board to a term expiring 6/30/2022"

"I nominate Robert Duhaime to the Bicentennial Committee to a term expiring 6/30/2023"

"I nominate Yolande Cotnoir-Walsh to the Heritage Commission to a term expiring 6/30/2023"

No seconds required.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[DOC110520-11052020093536](#)

[Available Appointed Board Openings](#)



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: October 29, 2020

Name: Yolande Cotnoir-Walsh Phone: (603)669-7757

Address: 14 Whitehall Road

Email Address: calligraphy@comcast.net

Signature: Yolande Cotnoir-Walsh

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,
 Attn: Administration Department or email to NGermain@hooksett.org

I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.

BOARDS, COMMISSIONS & COMMITTEES

Role Preference
 Alternate, Regular, or None?

- | | |
|--|----------------|
| <input type="checkbox"/> Conservation Commission | _____ |
| <input type="checkbox"/> Economic Development Advisory Committee | _____ |
| <input checked="" type="checkbox"/> Heritage Commission | <u>Regular</u> |
| <input type="checkbox"/> Parks & Recreation Advisory Board | _____ |
| <input type="checkbox"/> Planning Board | _____ |
| <input type="checkbox"/> Recycling & Transfer Advisory Committee | _____ |
| <input type="checkbox"/> Town Hall Preservation Committee | _____ |
| <input type="checkbox"/> Zoning Board of Adjustment | _____ |
| <input type="checkbox"/> Other (Please specify.) _____ | _____ |
| _____ | _____ |
| _____ | _____ |

How long have you been a resident of Hooksett?

I have been a resident of Hooksett for 36.5 years. My husband and I moved to Hooksett in May of 1984.

Why are you seeking this position?

I became aware of the Heritage Commission when they held a meeting to "Save the Stone House". I immediately contacted Kathie Northrup and Jim Sullivan with ideas, people to contact, and possible fundraising suggestions.

Do you have any specific goals or objectives?

To assist in "Saving the Stone House" and any other notable properties that might be threatened with demolition or in need of preservation.

Please list special skills, talents or experience pertinent to the position sought:

I am a good listener. I have a great admiration for all historical buildings, especially those with unique architectural that is artistic in nature.

Please list any potential conflicts of interest you may have if appointed for a board or commission:

I have no knowledge of any possible conflicts of interest at this time but would be willing to recuse myself if I believe that such a conflict should arise.

Please list any work, volunteer, and/or educational experience you would like to have considered:

I am a retired art teacher (35 years) in the city of Manchester. I continue to volunteer at my husband's business, Frank's Signs LLC and have been involved in helping Kathie Northrup with signs in Hooksett as well as the cemetery commission and Eagle Scout projects in town.

I have a Fine Arts degree from Notre Dame College (another architecturally beautiful property threatened). I have been a member of the Order of United Commercial Travelers of America, a fraternal benefit society that contributes much to communities in the US and Canada. I love volunteering in communities.

Please list any current/prior Town board membership and the dates of service:

None to date.



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 10/30/20

Name: Robert Duhaime Phone: 603-315-2999

Address: 1779 Hooksett Rd

Email Address: robdur@gmail.com

Signature: Robert Duhaime

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,
 Attn: Administration Department or email to NGermain@hooksett.org

I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.

BOARDS, COMMISSIONS & COMMITTEES

Role Preference
 Alternate, Regular, or None?

- Conservation Commission _____
- Economic Development Advisory Committee _____
- Heritage Commission _____
- Parks & Recreation Advisory Board _____
- Planning Board Alternate, Regular
- Recycling & Transfer Advisory Committee _____
- Town Hall Preservation Committee _____
- Zoning Board of Adjustment _____
- Other (Please specify.) Bicentennial Committee

How long have you been a resident of Hooksett?

Since 73

Why are you seeking this position?

Get back on the
Team

Do you have any specific goals or objectives?

help oil the wheels

Please list special skills, talents or experience pertinent to the position sought:

Past experience, Landscape
Professional

Please list any potential conflicts of interest you may have if appointed for a board or commission:

That brother? same initials

Please list any work, volunteer, and/or educational experience you would like to have considered:

Years working with neighbors

Please list any current/prior Town board membership and the dates of service:

Planning Board - 2004 - 13
Town Council 13 - 20

Town of Hooksett

35 Main Street
Hooksett, NH 03106

FRAUD POLICY

Recognition & Awareness Form

Acknowledgement:

My signature signifies that I have read the Town of Hooksett's Fraud Policy and that I understand my responsibilities related to the prevention, detection and reporting of suspected misconduct and dishonesty.

Signature: 

Print Name: Robert Dehaine

Date Signed: 10/30/20

Department Head Signature: _____

Town of Hooksett

35 Main Street
Hooksett, NH 03106

FRAUD POLICY

Section 1. Introduction

1.1 Financial accountability is a top priority for the Town of Hooksett. The Town's fraud policy formalizes the expectations of personal honesty and integrity required of Town officials and employees. The Town of Hooksett is committed to protecting its revenue, property, information and other assets from any attempt, either by members of the public, contractors, sub-contractors, agents, intermediaries or its own officials and employees, to gain by deceit, financial or other benefits at the expense of the Hooksett taxpayers.

Section 2. Purpose

2.1 The purpose of this document is to communicate municipal policy regarding the deterrence and investigation of suspected misconduct and dishonesty by officials or employees, and to provide specific instructions regarding appropriate action in case of suspected violations.

Section 3. Definition

3.1 There are three major categories of fraud, Asset Misappropriation, Corruption and Fraudulent Statements.

1) **Asset Misappropriations** – Theft or misuse of an asset.

- Cash
 - Fraudulent Disbursements – Perpetrator causes the Town to disburse funds through some trick or device (e.g. submitting false invoices, timesheets, expense reimbursement schemes, check tampering, etc.), or prevents the timeliness of the disbursement of funds.
 - Embezzlement – Perpetrator appropriates monies fraudulently to one's own use, as money or property entrusted in one's care.
 - Skimming – Cash is stolen from the Town before it is recorded on the Town's books and records.
 - Cash Larceny – Cash is stolen from an organization after it has been recorded on the Town's books and records.

Available Appointed Town Positions

Entity	Assigned Councilor	Available Positions	Expiration	Contact Town Staff
Heritage Commission	James Sullivan	(x2) Commissioner	6/30/2021	Administration
		(x2) Alternate	6/30/2021	Administration
Bicentennial Committee	James Sullivan	(TBD) Member	6/30/2023	Administration
Town Hall Preservation Committee	James Sullivan	(x4) Committee Member	6/30/2021	Administration
Planning Board	David Boutin	Alternate	6/30/2021	Community Development
		Alternate	6/30/2022	
Parks and Recreation Adviosry Board	Alex Walczyk	1 Member	6/30/2022	Public Works
		1 Member	6/30/2021	
Recycling and Transfer Advisory Board	Clark Karolian	1 Member	6/30/2023	Public Works
Zoning Board of Adjustment	Roger Duhaime	1 Member	6/30/2023	Community Development
		1 Alternate	6/30/2021	Community Development
		1 Alternate	6/30/2022	Community Development

Town Council
STAFF REPORT



To: Town Council
Title: TIF District Sewer - Design Amendment 2 for \$40,800 - Pump Station Relocation and Easement Discussion
Meeting: Town Council - 18 Nov 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 an easement to use 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 that the Town would provide Mr. Greene with an easement for use of the property designated as Tax Map 29, Lot 53 and in exchange, Mr. Greene would provide the Town with an easement of the northernmost 0.5 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 Easement Plan, dated November 5, 2020.

Mr. Greene has agreed to provide a signed "Statement of Understanding" of the agreement as a commitment to proceed with the easement acquisitions 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 easements. 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 easements. 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
- Easement 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 November 18th, 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

ATTACHMENTS:

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

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

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

[TIF PS Lot Swap Plan Detail](#)

[TIF Easement Agreement Signed by A Greene](#)

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.**

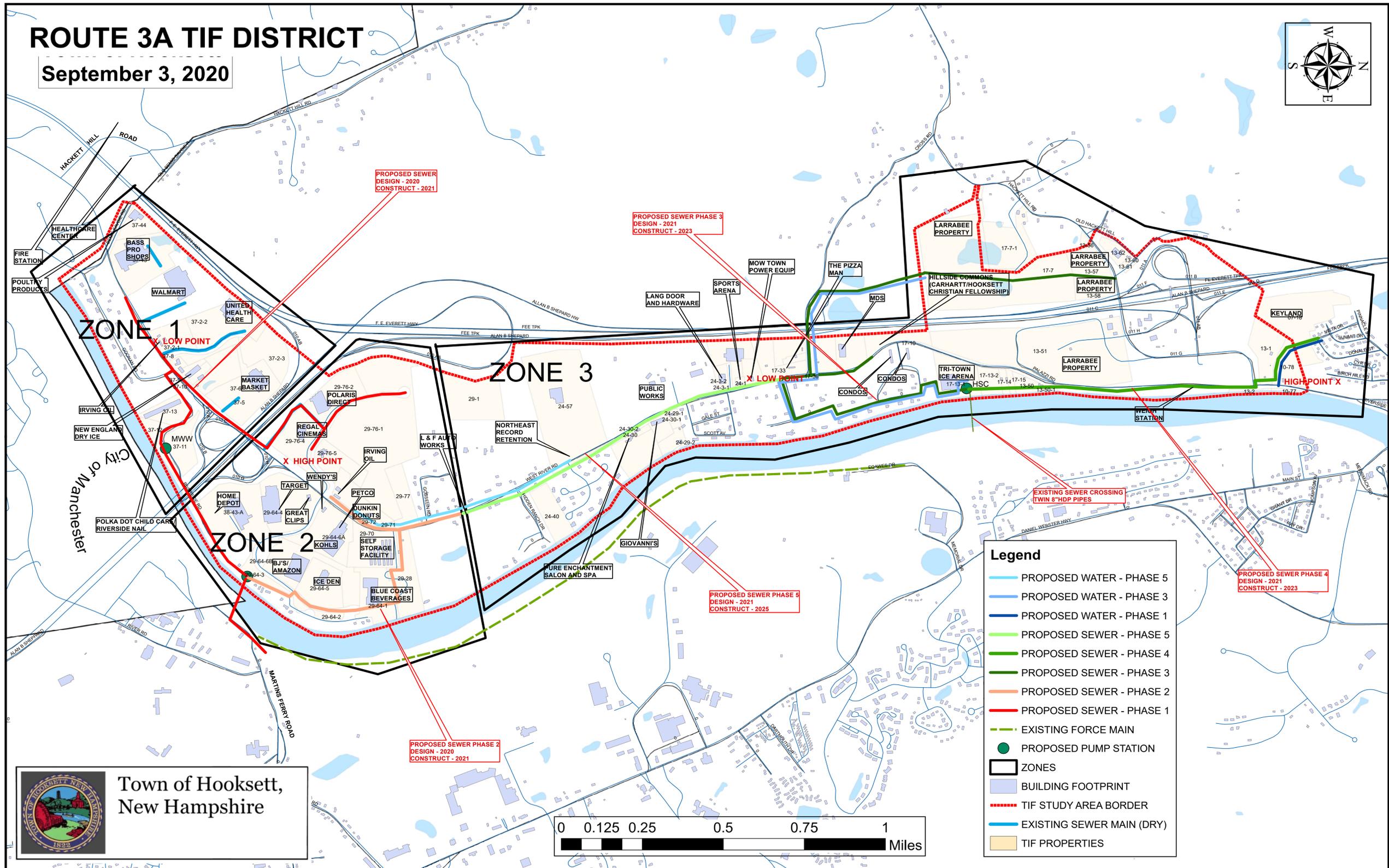
Approved as to form:

Legal Counsel

*Signatures should be supported by appropriate document.

ROUTE 3A TIF DISTRICT

September 3, 2020



ZONE 1

ZONE 3

ZONE 2

City of Manchester

Town of Hooksett,
New Hampshire

Legend

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



PROPOSED SEWER
DESIGN - 2020
CONSTRUCT - 2021

PROPOSED SEWER PHASE 3
DESIGN - 2021
CONSTRUCT - 2023

PROPOSED SEWER PHASE 4
DESIGN - 2021
CONSTRUCT - 2023

PROPOSED SEWER PHASE 5
DESIGN - 2021
CONSTRUCT - 2025

PROPOSED SEWER PHASE 2
DESIGN - 2020
CONSTRUCT - 2021

LOW POINT

X LOW POINT

X HIGH POINT

HIGH POINT X

EXISTING SEWER CROSSING
TWIN 8" HDPE PIPES



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 File: 2447.08
 From: David J. Mercier, P.E., Senior Project Manager 
 Date: July 2, 2020
 Subject: Kimball Drive Pump Station Relocation

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.

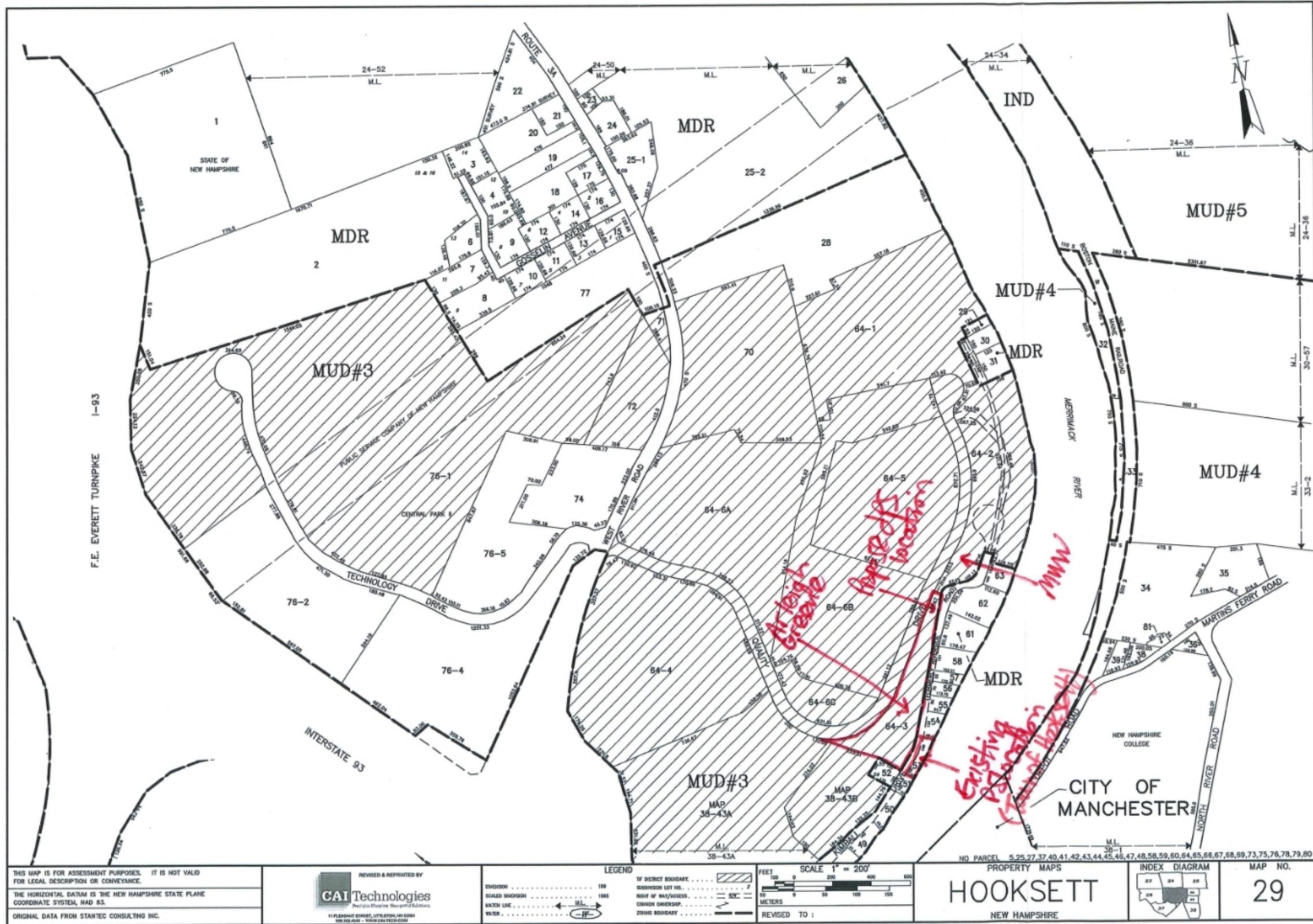


A conceptual layout of the pump station at the revised location is shown in *Drawing No. CIA (attached)*. The ground floor elevation of the pump station would remain at approximately the same elevation originally proposed for flood protection. The wetwell bottom will need to be dropped by approximately 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.



THIS MAP IS FOR ASSESSMENT PURPOSES. IT IS NOT VALID FOR LEGAL DESCRIPTION OR CONVEYANCE.
 THE HORIZONTAL DATUM IS THE NEW HAMPSHIRE STATE PLANE COORDINATE SYSTEM, NAD 83.
 ORIGINAL DATA FROM STANTEC CONSULTING INC.

REVISED & REPRINTED BY
CAI Technologies
 11 FLEASING STREET, LITTLETON, CO 80120
 303.769.4000 • WWW.CAI-TECH.COM

LEGEND
 TOWN DISTRICT BOUNDARY
 SUBDIVISION LOT NO.
 RIGHT OF WAY/ACCESS
 CENTER OVERSHP.
 ZONING BOUNDARY
 EMBLEM 100
 SCALED DIMENSION 1000
 MATCH LINE
 WATER
 TOWN DISTRICT BOUNDARY
 SUBDIVISION LOT NO.
 RIGHT OF WAY/ACCESS
 CENTER OVERSHP.
 ZONING BOUNDARY

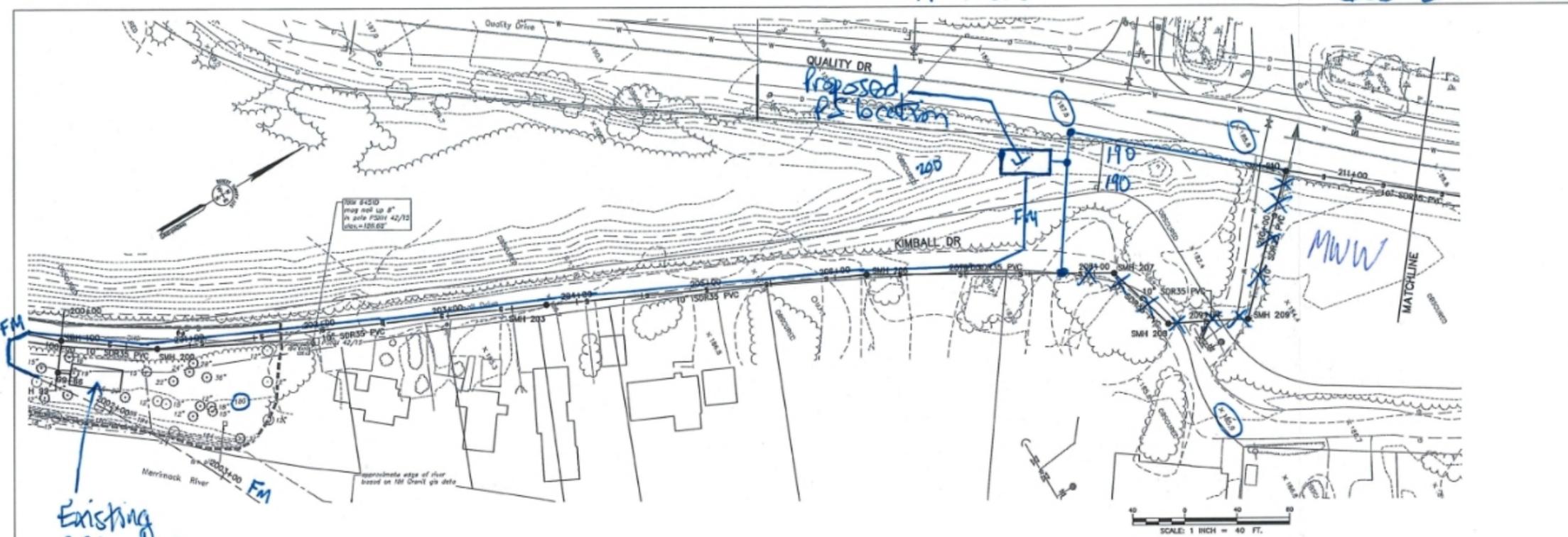
SCALE 1" = 200'
 FEET 0 100 200 300 400 500
 METERS 0 50 100 150
 REVISED TO :

PROPERTY MAPS
HOOKSETT
 NEW HAMPSHIRE

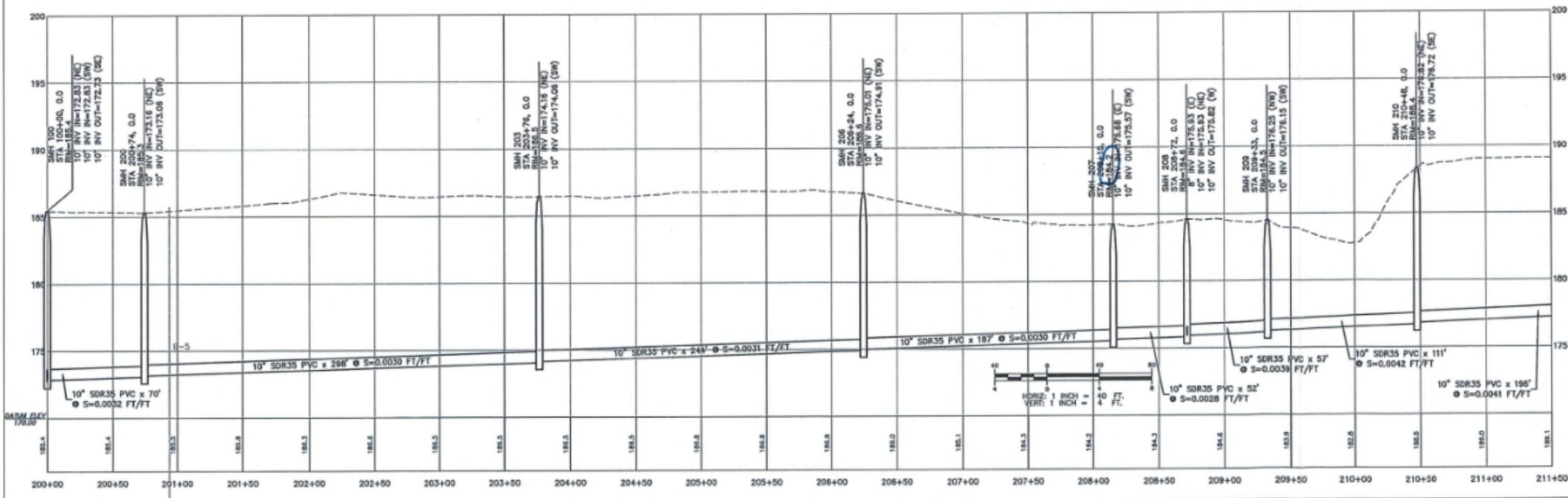
INDEX DIAGRAM

MAP NO.
29

NO. PARCEL 5,25,27,37,40,41,42,43,44,45,46,47,48,58,59,60,64,65,66,67,68,69,73,75,76,78,79,80



KIMBALL DRIVE NORTH
PUMP STATION TO ROUTE 3A



30% SUBMITTAL MAY 2020 NOT FOR CONSTRUCTION	
UNDERWOOD engineers	
99 North State Street, Concord, N.H. 03301 Tel. 603-230-8888 Fax. 603-230-8699	
PLAN AND PROFILE HOOKSETT TIF SEWER CONTRACT 1 HOOKSETT SEWER COMMISSION HOOKSETT, NEW HAMPSHIRE	SHEET OF

ISSUE FOR	APPROVAL	By	Date
DESIGNED	BY		
CHECKED	BY		
APPROVED	BY		
DATE	BY		
PROJECT NO.	DATE		
DWG. NO.	DATE		
REV. NO.	DATE		
NO.	NO.	NO.	NO.



<p>UNDERWOOD engineers</p> <p>107 North State Street, Concord, N.H. 03301 Tel. 603 282 9808 Fax. 603 230 9899</p>	<p>KIMBALL DRIVE PUMP STATION ALTERNATE SITE LAYOUT</p>	
	<p>HOOKSETT "LF SEWER CONTRACT" 1</p>	
<p>DATE: 7/14/2024</p> <p>BY: [Signature]</p> <p>APPROVED: [Signature]</p> <p>DATE: 7/14/2024</p> <p>PROJECT NO.: 2024-001</p> <p>FILE NO.: 2024-001</p> <p>DATE: 7/14/2024</p> <p>BY: [Signature]</p> <p>APPROVED: [Signature]</p> <p>DATE: 7/14/2024</p>	<p>HOOKSETT SEWER COMMISSION HOOKSETT, NEW HAMPSHIRE</p>	
	<p>PRELIMINARY ONLY JULY 2024 NOT FOR CONSTRUCTION</p>	

TIF DISTRICT PUMP STATION EASEMENT PLAN NOVEMBER 5, 2020



LOT 29-53
CURRENTLY PROPOSED
PUMP STATION LOCATION
OWNED BY TOWN OF HOOKSETT
AREA = 0.21 ACRES

LOT 29-64-3
OWNED BY ARLEIGH GREENE
ENTIRE LOT AREA = 3.1 ACRES

LOT 29-64-3
PORTION ALLOCATED FOR
PUMP STATION EASEMENT:
AREA = 0.50 ACRES

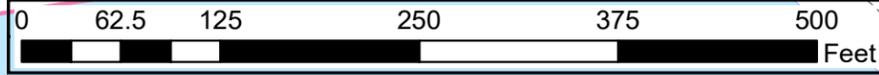
AMAZON

KIMBALL DRIVE

QUALITY DRIVE



Town of Hooksett,
New Hampshire



Legend

- WATER CONNECTIONS
- WATER MAIN
- PROPERTY LINES
- LOT 29-53
- LOT 29-64-3
- PROPOSED PUMP STATION EASEMENT
- BUILDING FOOTPRINT



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, October 28, 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 provide easements to each other whereby Mr. Greene would be granted an easement by the Town for the use of Tax Map 29, Lot 53 and in exchange Mr. Greene would provide the Town with an easement of the northernmost 0.50 acres of the land known as Tax Map 29, Lot 64-3. The two properties are shown on the attached plan entitled TIF District Pump Station Easement Plan, dated November 5, 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 easements when those documents become available. *THIS AGREEMENT IS CONTINGENT ON APPROVAL OF TOWN COUNCIL*

ARLEIGH GREENE

By:

Arleigh Greene

Date

[Handwritten Signature]
11/5/2020

Town Council
STAFF REPORT



To: Town Council
Title: FY 2021-22 Budget and Warrant Article Review
Meeting: Town Council - 18 Nov 2020
Department: Finance
Staff Contact: Christine Soucie, Finance Director

BACKGROUND INFORMATION:

Update and review budget and default.

Warrant Articles:

DPW Union contract
Non-union raises
Old Town Hall
Others

TOWN ADMINISTRATOR'S RECOMMENDATION:

Most of the warrant articles, Town Councilor has already taken action on. There are a few outstanding warrant articles that Council needs to consider.

Town of Hooksett
 DEFAULT BUDGET CALCUALTION

11/6/2020

Department	2020-21	Contractual Items	Remove One-time Items	2021-22
	Amended Budget			Default Budget
Administration	1,217,482	11,543	0	1,229,025
Assessing	189,822	3,265	0	193,087
Community Development	483,951	8,370	0	492,321
Family Services	163,238	0	0	163,238
Finance	246,238	3,544	0	249,782
Fire-Rescue	4,386,786	160,451	(6,000)	4,541,237
Police	4,834,781	234,418	0	5,069,199
Public Works	4,838,034	40,475	0	4,878,509
Tax Collector	267,038	4,717	0	271,755
Town Clerk & Elections	46,191	156	(14,000)	32,347
Operating Budget	16,673,561	466,939	(20,000)	17,120,500
Budget Committee	6,820	0	0	6,820
Capital Leases	36,456	(36,456)	0	0
Cemetery Commission	1,011	0	0	1,011
Conservation Commission	1,817	0	0	1,817
Debt Principal	230,000	120,000	0	350,000
Debt Interest	139,448	(45,352)	0	94,096
Debt TAN interest	1	0	0	1
Library	885,666	10,332	0	895,998
Total Operating Budget	17,974,780	515,463	(20,000)	18,470,243
Wastewater Department	2,299,482	5,971	0	2,305,453
Grand Totals	20,274,262	521,434	(20,000)	20,775,696

Increased the default:

Police Union Contract \$94,539
 Fire Union Contract \$94,620
 Debt Principal \$120,000
 NHRS Employer Share \$294,083

Decreased the default:

FD Surviving Spouse Benefit ended \$6,000
 State & Federal Elections \$14,000
 Excavator Lease ended \$36,456
 Debt Interest \$45,352

Town Council
STAFF REPORT



To: Town Council
Title: 2017 Tax Deeding
Meeting: Town Council - 18 Nov 2020
Department: Office of the Tax Collector
Staff Contact: Kimberly Blichmann, Tax Collector

BACKGROUND INFORMATION:

There are 50 parcels eligible for Tax Deeding for the outstanding 2017 Tax Liens. I am looking for the will of the Town Council in regards to the Tax Deeding. If you direct me to start the tax deed process the notices will be sent out and they will have a minimum of 30 days to pay before the Town issues the tax deed.

FINANCIAL IMPACT:

Unknown at this time, as the properties that are not issued a tax deed may be paid in full by the property owner or a tax deed can be issued at a later date. The Property Owner may also request a payment plan and the Town would receive funds that way.

RECOMMENDATION:

See below suggested motion(s)

SUGGESTED MOTION:

Option 1) The Town Council directs the Tax Collector to implement the Tax Deed process for the outstanding 2017 Tax Liens. Per Town Council Rules #9 and #10 the Tax Collector can sign payment plans and the Town Administrator to approve payment plans as long as they authorize payment plans as long as they do not forgive interest or principle.

Option 2) The Town Council Agrees to issue Tax Deed Waivers on the parcels that are subject to the 2017 Tax Deeding. Per Town Council Rules #6 the Town Council Chair can complete the tax deed waivers. Tax deed waivers are signed when the Town Council elects not to issue a tax deed for a property that "in its judgment acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks" RSA 80:76 II-a."

TOWN ADMINISTRATOR'S RECOMMENDATION:

Listen to the presentation by Hooksett Town Tax Collector. Two options are proposed by the Tax Collector. Option 1 attempts to work out a payment plan with the land owner while allowing them to retain ownership.

Town Council
STAFF REPORT



To: Town Council
Title: Quarterly Financial Report as of September 30, 2020
Meeting: Town Council - 18 Nov 2020
Department: Finance
Staff Contact: Christine Soucie, Finance Director

TOWN ADMINISTRATOR'S RECOMMENDATION:
Listen to the Finance Director's review of the quarterly financial report

ATTACHMENTS:
[PP Quarterly Financial Report for September 30, 2020](#)

Quarterly Financial Report for September 30, 2020

FIRST QUARTER OF FY 2020-21

UNAUDITED

COVID 19 Impacts

The Town has been awarded seven grants related to the COVID-19 pandemic for a total of \$690,708 as of November 3, 2020.

Direct expenses related to COVID-19 for the Town's operating budget last year (FY 2019-20) were \$263,079 and for the current budget (FY 2020-21) as of October 31st were \$149,954.

Library, Wastewater and the Ambulance fund have received \$37,659 to date.

Amount of awarded fund remaining is \$240,016, to be used for elections, PPE, overtime and other COVID-19 costs.

The Town anticipates a loss in revenue for FY 2020-21 in the amount of \$237,276, largely due to the drop in interest rates. The State revenues are likely to drop in FY 2021-22 another \$104,000.

General Fund Operating Budget

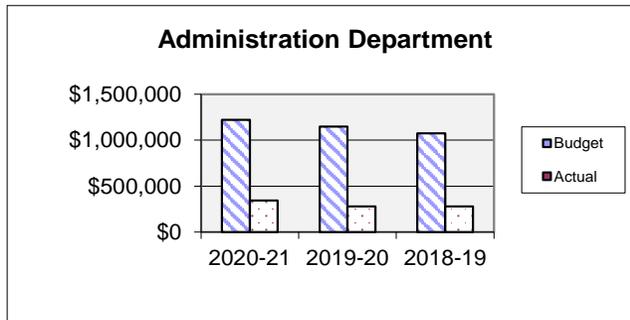
Total Operating Budget				
Year	¹ Budget	Actual	Remaining Budget	%
FY 2020-21	\$18,210,284	\$4,110,342	\$14,099,942	23%
FY 2019-20	17,750,209	3,995,661	13,754,548	23%
FY 2018-19	17,122,180	4,653,949	12,468,231	27%

Year	Budget	Actual
FY 2020-21	\$18,210,284	\$4,110,342
FY 2019-20	\$17,750,209	\$3,995,661
FY 2018-19	\$17,122,180	\$4,653,949

1) Budget amounts include transfers, grants, donations and prior year encumbrances approved by Council.

Administration Department Expenditure

Administration Department			
Year	Budget	Actual	%
2020-21	\$1,219,340	\$344,044	28%
2019-20	1,146,823	279,753	24%
2018-19	1,074,363	279,807	26%



This department is responsible for large town wide expenditures, such as property liability insurance, workers compensation, legal services and computers.

The budget and spending have increased in FY 2020-21 largely due to staff changes.

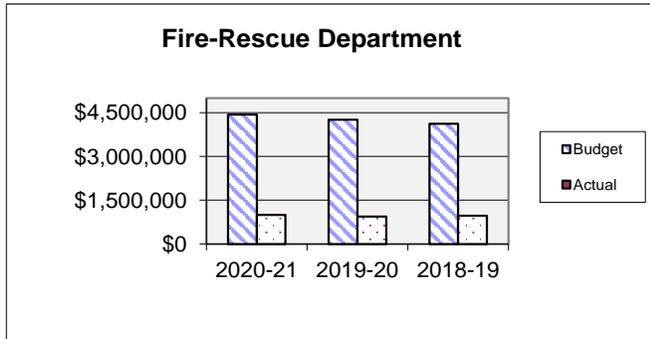
FY 2018-19 was a default budget year, but did include about \$60,000 for encumbrances related to IT projects.

As of September 30th the legal line was 6% spent. This compares to September 30, 2019 when the legal line was 9% spent.

The FY 2020-21 department's budget received \$1,000 in grant funding to offset COVID-19 expenses as of September 30, 2020, and another \$70,000 in October.

Fire-Rescue Department Expenditure

Fire-Rescue Department			
Year	Budget	Actual	%
2020-21	\$4,432,945	\$999,961	23%
2019-20	4,255,331	941,310	22%
2018-19	4,122,214	971,443	24%



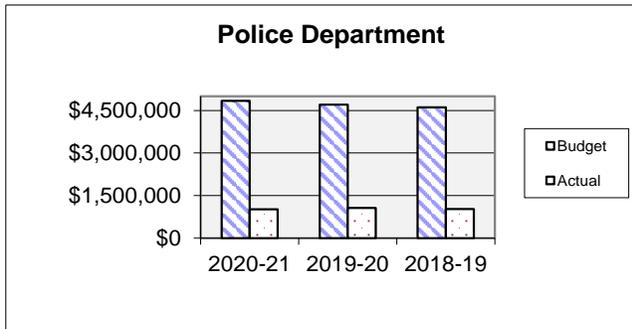
Over the last three fiscal years, this budget has increased \$310,731 or 7.5%. This increase is largely due to a 4.5% increase in wages and overtime; a 0.5% increase in the employer share of NH Retirement and health insurance costs and another 2% increase in general operations for items such as hydrant rentals, vehicle maintenance and new equipment.

The spending has stayed within September’s benchmark of 25%. Beginning in March of 2020, all shifts are being filled due to COVID-19. Extra time is needed for transporting patients and disinfecting of the ambulances and equipment.

The FY 2020-21 department’s budget received \$58,807 in grant funding to offset COVID-19 expenses as of September 30, 2020 and another \$5,000 in October.

Police Department Expenditure

Police Department			
Year	Budget	Actual	%
2020-21	\$4,836,607	\$1,011,585	21%
2019-20	4,709,950	1,064,388	23%
2018-19	4,615,012	1,019,649	22%



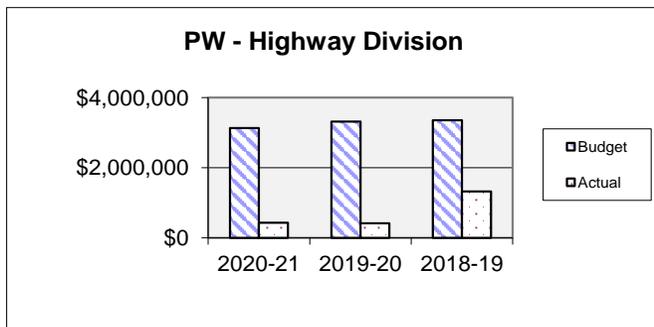
The overall increase in the Police budget for the last three fiscal years was just over \$221,000 or 5%. Wages and overtime increased 3%; health insurance has increased 1%; employers share of retirement has increased 0.5% and general operations increased 0.5%.

The department historically underspends its budget due to vacant positions. In the first quarter of the FY 2020-21, there was one officer position vacant.

The FY 2020-21 department's budget received \$2,000 in grant funding to offset COVID-19 expenses as of September 30, 2020 and another \$4,000 in October.

PW – Highway Division Expenditures

PW- Highway Division			
Year	Budget	Actual	%
2020-21	\$3,130,375	\$433,584	14%
2019-20	3,317,107	417,492	13%
2018-19	3,355,371	1,329,307	40%



This division of Public Works includes Administration, Roads, Fleet and Building Maintenance.

Each year part of the budget is encumbered into the following year’s budget for projects like road paving and building maintenance. The FY 2020-21 budget includes \$174,091 of encumbrances from the prior year and the FY 2019-20 budget includes \$374,540 from FY 2018-19. In FY 2018-19 there was \$644,908 from FY 2017-18.

If you remove all of the encumbrances from each of the budget years, the actual budget has increased \$245,000 or 9% over the three years.

PW – Highway Division Expenditures, continued

The \$245,000 or 9% breaks down as follows: 4% on wages and overtime; 1% decrease in health insurance; a 1% increase in employer share of NH Retirement and \$145,000 or 5% increase in general operations.

Year to date actuals are 14% of the budget due to timing of the paving work. Paving for the current year started as of September but is not completed. In FY 2019-20 paving had been completed but not paid for as of September 2019 and in FY 2018-19 paving work had been completed and paid for as of September 2018.

Staffing levels for the Highway Division have remained level for the past three years. Currently one truck driver position has been vacant all year.

The FY 2020-21 department's budget received \$6,000 in grant funding to offset COVID-19 expenses as of September 30, 2020 and another \$1,500 in October.

PW – Recycling & Transfer Division Expenditures

PW - Recycling & Transfer Division			
Year	Budget	Actual	%
2020-21	\$1,240,149	\$196,848	16%
2019-20	1,213,158	222,719	18%
2018-19	1,114,714	192,719	17%



This budget has increased \$125,435 or 11% over the past three years. Wages and overtime have increased 1%. The Town added one full-time Administrative Assistant in the FY 2020-21 budget as approved by the voters. Health insurance has increased by 2%. The Town’s share of NH Retirement has remained level over the three years. General operations have increased by \$90,000 or 8% largely due to tipping fees.

Position vacancies explain why actuals are at 16% and the September benchmark is 25%. Currently there is one truck driver and one heavy equipment operator position that have been vacant all year.

PW – Recycling & Transfer Division Expenditures, continued

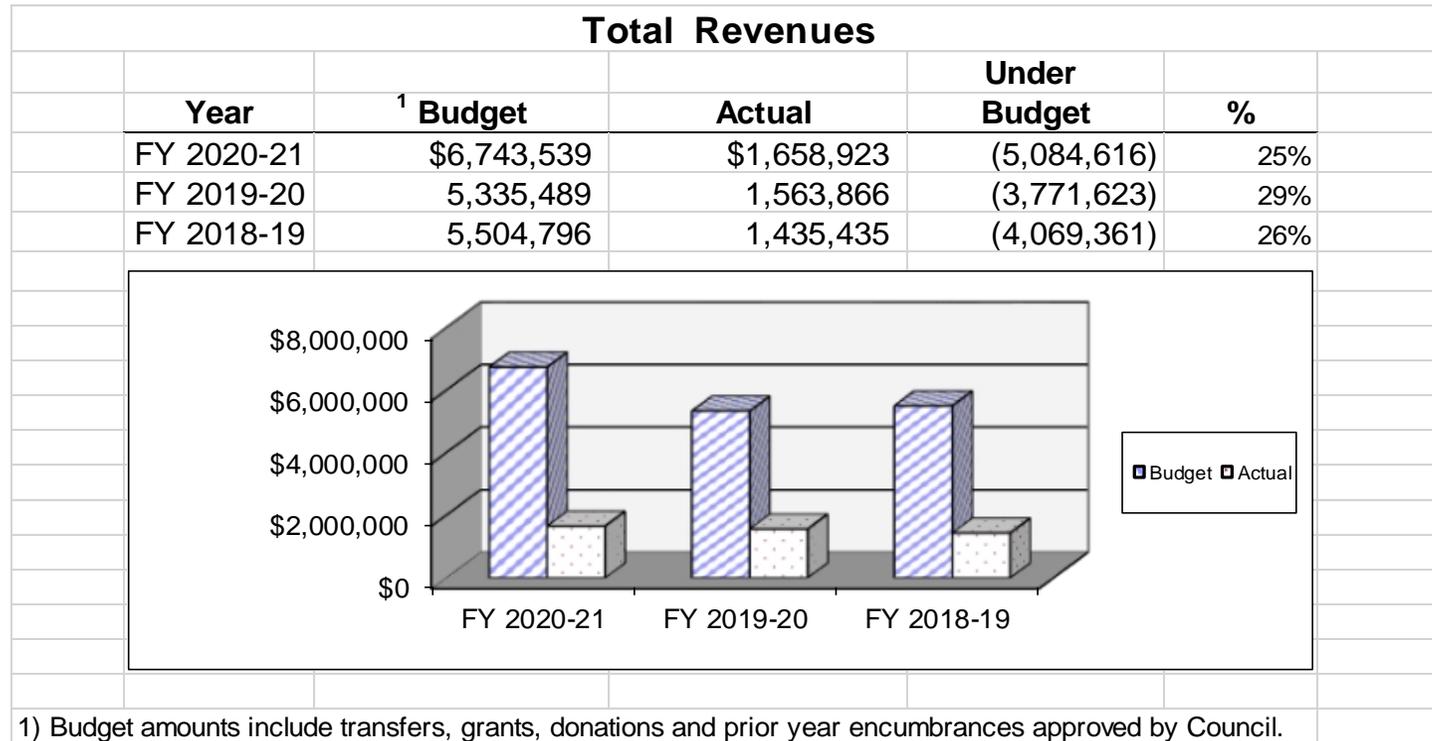
The cost to dispose of trash has increased for two reasons.

First, the contractual rate for tipping fees has increased. The Town is in a long term contract to dispose of trash. The rate was \$71.77 per ton in 2018 and is now \$74.66 which is a 4% increase in three years.

Second, more trash is being disposed due to the change in the recycling market. For many years recycling was less expensive than trash to dispose of. Currently it costs more to recycle materials than to dispose of as trash, which led the Town to end single stream curbside collection on April 10, 2019.

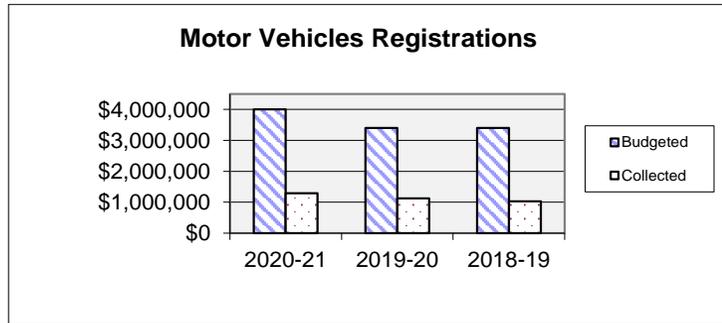
Cardboard recycling is mandatory as of November 3, 2019 and the Town still recycles items such as metals and aluminum cans whenever possible.

General Fund Revenues



Motor Vehicle Registration Revenues

Motor Vehicle Registration			
Year	Budget	Actual	%
2020-21	\$4,000,000	\$1,291,290	32%
2019-20	3,400,000	1,124,836	33%
2018-19	3,400,000	1,033,368	30%



The top revenue source for the Town are fees collected for registering motor vehicles. The budget increases are based on year-end collections. In 2020 the number of fleet registrations has increased.

As of June 2020 the Town collected \$4,082,084

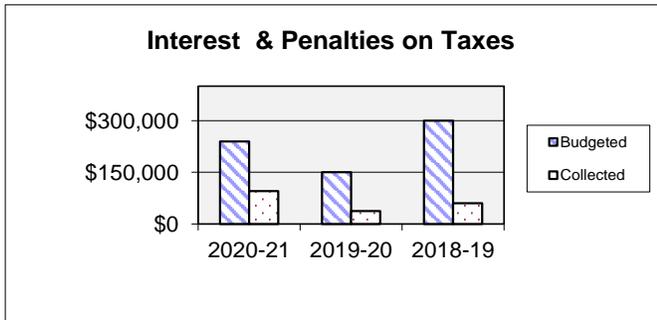
June 2019 collections were \$3,873,297

June 2018 collections were \$3,481,730

FY 2020-21 budget will be increased to \$4,300,000 in November when the tax rate is set.

Interest & Penalties on Tax Revenues

Interest & Penalties on Taxes			
Year	Budget	Actual	%
2020-21	\$240,000	\$95,298	40%
2019-20	150,000	37,680	25%
2018-19	300,000	60,446	20%



This interest comes from property taxes not being paid timely and the penalties are fees to execute liens and notices. Many property owners pay off delinquent taxes in the spring to avoid the Town deeding their property and also when they want to sell their property. In 2020, due to COVID-19 the Town did not deed property as it has done in years past.

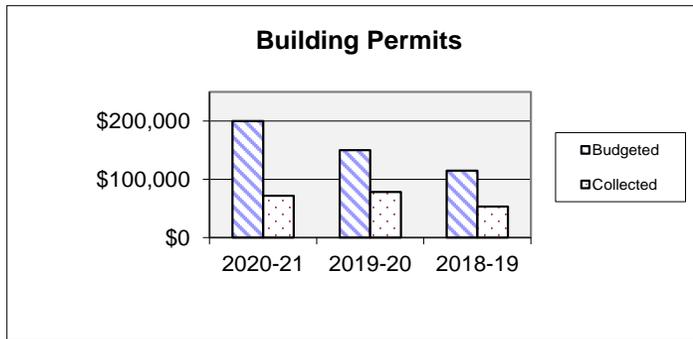
Collections for the last three years are as follows

June 2020	\$188,143
June 2019	\$304,891
June 2018	\$171,195

When the tax rate is set, this budget will be revised to \$200,000 based on actuals.

Building Permit Revenues

Building Permits			
Year	Budget	Actual	%
2020-21	\$200,000	\$71,691	36%
2019-20	150,000	78,397	52%
2018-19	115,000	53,140	46%



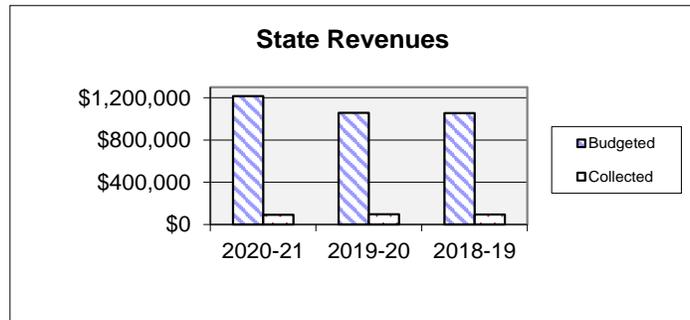
These fees are paid for residential and commercial construction. Collections have increased over the last three fiscal years. In FY 2020-21 the town issued permits for Stubucks and the Sports Dome.

Number of permits issued in the first quarter of the year are as follows:

- 7/1/20 to 9/30/20 461
- 7/1/19 to 9/30/19 325
- 7/1/18 to 9/30/18 281

State of NH Revenues

State Revenues			
Year	Budget	Actual	%
2020-21	\$1,214,749	\$91,446	8%
2019-20	1,057,180	96,277	9%
2018-19	1,053,783	94,678	9%



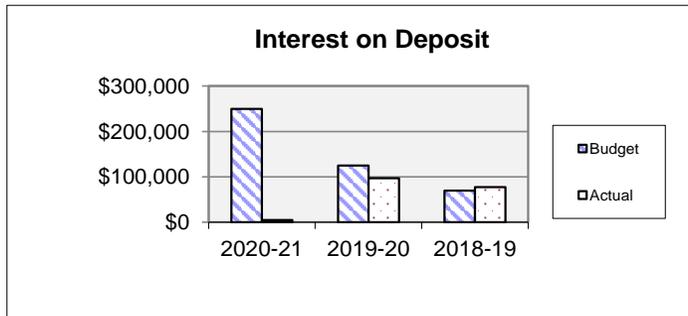
The Meals & Rooms Tax has been steady for the last three budget years. The effects of COVID-19 are still unknown for the next budget year, but it is likely the town will see some decrease. If we anticipate a 14% decrease that would be approximately a \$104,000 loss.

Highway Block Grant FY 2020-21 was reduced \$17,275.

No State Shared Revenues have been received since FY 2009-10.

Interest on Deposit Revenues

Interest on Deposit			
Year	Budget	Actual	%
2020-21	\$250,000	\$5,057	2%
2019-20	125,000	97,121	78%
2018-19	70,000	77,476	111%



This revenue is the interest the Town earns on the cash in our bank accounts. The Treasurer invests excess cash in accordance to the Town’s investment policy.

Collections have roller-coasted over the last three years to finish each year as follows:

June 2020 \$196,697

June 2019 \$256,393

June 2018 \$148,706

Based on this information and collections as of 9/30/2020, the budget will be reduced to \$30,000 when the tax rate is set in November. This is the largest loss in revenue due to COVID-19.

Town Council
STAFF REPORT



To: Town Council
Title: Fire Department Reorganization for Fire Inspector
Meeting: Town Council - 18 Nov 2020
Department: Fire and Rescue
Staff Contact: James Burkush, Chief of Hooksett Fire&Rescue

BACKGROUND INFORMATION:

Please see attached documentation

FINANCIAL IMPACT:

Estimated by Finance Director to be \$31,000

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Recommending the Council to review and approve Fire Department reorganization. This will allow us to better serve the community needs, support economic development, and enable succession planning efforts.

SUGGESTED MOTION:

Motion to approve the Fire Department reorganization plan and increase the FY 21-22 budget by \$31,000 in the Full-Time Administration line.

TOWN ADMINISTRATOR'S RECOMMENDATION:

This item was part of the Town Administrator's original budget but was removed by Town Council during its review of the Fire and Rescue budget.

ATTACHMENTS:

[Inspector2020](#)

James A. Burkush
Chief of Department



Steven A. Colburn
Assistant Chief

Town of Hooksett
Fire-Rescue Department

To: Town Council Members
 From: Fire Chief James Burkush
 Date: 11/9/2020
 Re: Fire-Rescue reorganization

Dear Members,

Since being hired in 2016, I have been evaluating every aspect of the Fire-Rescue Department. The goal has been to provide the best possible service to our residents, while maintaining fiscal responsibility. One of the changes has been providing Ambulance coverage from both Stations; resulting in better service and increasing revenue. We have applied for and received Grants for equipment and personnel costs, replaced portable radios, firefighter turnouts and Self-Contained Breathing Apparatus. Working with you, Fire-Rescue *now* has a working CIP program for Fire Apparatus replacement. We are thankful to the residents and Council for supporting our requests.

It has become apparent there is an urgent need to reinstate a Fire Inspector. The position has existed in Fire-Rescue for many years. During the reorganization of 2016, the position was placed on hold due to priorities of the time. The Fire Chief had retired in 2015 and the remaining Assistant Chief and Deputy Chief (Prevention) left in late 2016. Discussions and ideas between the Town Administrator and Fire Administration have been ongoing on how to fill the need. In the interim, Assistant Chief Colburn has been performing “double duty” working many hours to perform plan reviews, Certificate of Occupancies, Life Safety, and other inspection related duties. Many of our public relations events normally handled by a full time inspector were filled by firefighters on overtime.

As we have discussed, my concern is the lack of annual inspections being conducted to ensure fire safety in Hooksett. All places of assemblies over 50 people are required to be inspected annually. These include restaurants, retail and health care to name a few. As dedicated as Steve Colburn is, there are simply not enough hours available to complete these inspections. I have requested Matt Lavoie, our Code Enforcement Officer to assist on occasion, but his schedule is also full and he does not possess the needed Fire Inspection Certifications. With the TIF zone now being supported by the voters and the increase in residential and commercial construction, I believe now is the time to reinstate the position.

We believe this proposal will accomplish this initiative. Thank you for your consideration.

15 Legends Drive • Hooksett, NH 03106 • Telephone (603) 623-7272 • Fax: (603) 686-6742

www.hooksettfire.org



James A. Burkush
Chief of Department



Steven A. Colburn
Assistant Chief

Town of Hooksett

Fire-Rescue Department

Fire Inspector Justification

History:

- Staffing:
 - Fire Department has been staffed with 1 dedicated full-time fire prevention Captain since the early 90's
 - Early 2000's:
 - Captain position changed to Deputy Chief-Fire Prevention
 - Full-time Lieutenant-Fire Prevention added
 - 2008:
 - Lieutenant position changed to Administrative Captain-Fire Prevention
 - 2015:
 - Chief Williams retires, office operates with Asst Chief, Deputy Chief and Admin Captain
 - 2016:
 - Dr. Shankle hires Chief Burkush in a part-time capacity and re-orgs the Fire Department Administration
 - Part Time Chief
 - Asst. Chief
 - Admin Captain-EMS
 - This reorganization streamlined the EMS functions under 1 position and allowed the department to provide better oversight of the EMS functions within the department. In return all training and fire prevention tasks were placed onto the Asst. Chief along with operational and fleet management.
 - The current staffing model took away the redundancy in fire prevention.
 - 50 hour per week reduction Fire Administration

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James A. Burkush
Chief of Department



Steven A. Colburn
Assistant Chief

Town of Hooksett *Fire-Rescue Department*

Inspections:

- Inspection & Plan Review Numbers:
 - **2014 (Last time the office was staffed with 4 full time positions)**
 - 752 Inspections
 - 59 Plans Review
 - **2017**
 - 249 Inspections
 - 66 Plans Review
 - **2018**
 - 234 Inspections
 - 67 Plans Review
 - **2019**
 - 286 Inspections
 - 71 Plans Review
 - **Note: Most of these inspections in 2017-2019 represent new construction, new occupancy, foster care or assembly inspections.**
- Annual Business Inspections:
 - Stopped 3-4 years ago we don't have the manpower to do the annuals.
 - There are approx. 1800 commercial occupancies or sub-occupancies in town. In order to inspect annuals on each one of these, we would need to conduct approx. 9-10 inspections per working day to meet this objective. This alone is a full time job.
 - Every new commercial building constructed in town adds additional yearly inspections to the already overwhelming work load.
 - Last time ISO was here we had 2 in fire prevention and were able to make an effort to show we did annuals, if we are audited again we will lose points for this.
 - Change in ISO rating will adversely affect bringing business to Hooksett
 - Based on current staffing it is likely an ISO audit would push us from a class 4 to a class 5 due to loss of points.
 - There are sections of town that haven't been done in years.
- Place of Assembly inspections:
 - Currently 81 permit locations in town
 - 2019 we inspected 17 of those 81 or 21%. Ultimately the permittee is responsible to maintain their permit; due to work load we are limited on time to chase these permits.

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James A. Burkush
Chief of Department



Steven A. Colburn
Assistant Chief

Town of Hooksett

Fire-Rescue Department

Pre-plans:

- The pre-plans haven't been updated in about 4 years either due to lack of staff. The duty crews were helping but due to their call volume they have not been able to help and there was a lack of consistency.
- There are approx. 1800 commercial occupancies or sub-occupancies in town.
- Updating keys in the Knox Boxes (617 of them). This is something that was done as part of the pre-plan, now typically is done after an incident when we find an issue with the keys.

Public Education:

- We could be doing so much more with public education but without staff we can't.
 - Fire safety with the elderly populations
 - Additional fire safety with the schools such as kitchen safety with the students at Cawley School.
 - Fire extinguisher training for businesses in town. We have received numerous requests from business to conduct these classes with employees.
 - Additional community outreach programs.

Investigations:

- This area has really lacked due to time and resources. This is a huge time-consuming task. A simple fire investigation takes 3-4 hours of on scene time and then additional 1-2 hours to complete the documentation. A more complex scene involving suspicious fires, large loss or a fatality could take days to process the scene and upward of an additional day to document.
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Steven A. Colburn
Assistant Chief

Town of Hooksett
Fire-Rescue Department

Other Duties Asst. Chief Could Resume

- Training
 - Monthly training program needs to resume monitoring of new employee's progress, probation
 - Ability to build and present additional fire training
 - Developing and implementing officer development program
 - Testing probationary employees has become challenging and delayed
- Operations
 - Relying more on the Captains which has added work load to their plate which in turns limits time to do their assigned tasks
- Forestry Warden
 - Forest management responsibilities have fallen behind.
 - We are required to do land management with the state forest rangers
- Emergency Management
 - Another area that really deserves more attention such as active shooter, pre-planning etc.
 - Previously, this was a part time position 24 hour per week at one point.
- Succession Planning
- CIP Short and Long Term Planning

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James A. Burkush
Chief of Department



Steven A. Colburn
Assistant Chief

Town of Hooksett
Fire-Rescue Department

To: Town Council Members
 From: Fire Chief James Burkush
 Date: 11/5/2020
 Re: Fire-Rescue reorganization

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Town of Hooksett *Fire-Rescue Department*

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Town of Hooksett

Fire-Rescue Department

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James A. Burkush
Chief of Department



Steven A. Colburn
Assistant Chief

Town of Hooksett *Fire-Rescue Department*

Town of Hooksett Job Description Fire Department – Captain (Administrative/Fire Prevention)

Date: September 2008

General Position Description: This position is an Administrative Captain/Fire Prevention position assigned to the Fire Prevention Division performing highly responsible administrative, technical and supervisory work assisting the Deputy Fire Chief in the administration of the Department's Fire Prevention Division, Public Education Program, Juvenile Fire Setter Programs, Fire Investigations and other duties as assigned.

Supervision Received: Works under the direct supervision of the Deputy Fire Chief. Work is carried out independently on a day-to-day basis once general policies have been established by the Deputy Fire Chief. Communications and coordination are maintained with the Deputy Fire Chief in order to assure departmental goals and objectives are accomplished in the assigned area.

Supervision Exercised: Exercises direct supervision over employees below the rank of administrative Captain that may work with or provide assistance in the assigned areas of this Division.

Duties and Responsibilities: The following is indicative of the duties and responsibilities associated with this position, but are not intended to be all-inclusive.

1. Assist in the planning, organizing, and complete the day to day activities of the Department's Fire Prevention, Public Education, Juvenile Fire Setter and Fire Investigation programs.
2. Provide the necessary guidance and/or instruction to department personnel so that they may carry out the assigned duties and responsibilities of the division. Perform review and follow-up on assistant's work to assure completeness and quality of work.
3. Participate in the department policy development with the Deputy Fire Chief on matters of fire safety, public education and code enforcement issues. Prepare and submit reports on all responsible areas to the Deputy Fire Chief for review.
4. Oversee and evaluate the quality and effectiveness of all EMS and Firehouse incident reports.
5. Evaluate the effectiveness of all assigned areas of responsibility and recommend changes to the Deputy Fire Chief to achieve the most effective results of the division.
6. Assume full responsibility of the Department's Fire Prevention Division, Public Education Program, Juvenile Fire Setter Program, and Fire Investigation Program in the absence of the Deputy Fire Chief.
7. Assist and conduct reviews of plans for construction in order to determine compliance with all required and adopted state, local, and national fire and life safety codes, and all state, local and federal laws.
8. Meet with various representatives and agencies of the community in an effort to educate them concerning matters of fire prevention, code enforcement, public education and fire investigation practices.
9. Assist with reviewing fire alarm and sprinkler system plans for compliance with adopted standards.
10. Assist with the upkeep and maintenance of all fire codes and Town ordinances relative to fire and life safety, public education, juvenile fire setter actions and fire investigations.
11. May act as the incident commander and/or the safety officer for Fire Department incidents in the absence of a more senior fire officer.
12. Conduct environmental site assessments.
13. Conduct inspections and issue reports of same.
14. Work with the public in the issuance of various fire-related permits.
15. Prepare periodic fire prevention public service announcements.
16. Supervise the Department's pre-fire plan program.
17. Coordinate the Department's annual Fire Prevention Week activities.
18. Perform other related duties as required or assigned by the Deputy Fire Chief.

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Fire



James A. Burkush
Chief of Department



Steven A. Colburn
Assistant Chief

Town of Hooksett *Fire-Rescue Department*

Fire Department – Captain (Administrative/Fire Prevention)

2

Knowledge, Skills, and Abilities Required:

- Thorough knowledge of modern fire prevention methods and practices, code enforcement methods and practices, public education and juvenile fire setter program implementation and supervision, fire investigation techniques and practices.
- Knowledge of modern training methods and the ability to instruct others.
- Knowledge of engineering principles, drafting techniques and mathematics.
- The ability to maintain records and prepare reports.
- The ability to supervise personnel below the rank of captain.
- The ability to make effective verbal presentations and communicate clearly in written form.
- The ability to establish and maintain an open line of communications with other department and Town personnel as well as the general public.
- Any equivalent combination of education and experience, which demonstrates the required knowledge, skills, and abilities.

Minimum Qualifications Required:

- Three (3) years full-time experience in an organized full time fire department. Supervisory experience preferred.
- Minimum of an associate's degree in Fire Protection, Fire Science, Fire Engineering, or a closely related field as determined by the Fire Chief.
- Background and experience in modern supervisory and administrative practices.
- Background in personnel administration.
- Certified to a minimum of Firefighter Level II certificate or Career Level and/or C2F2.
- CPAT certified prior to employment.
- Hazardous Materials Awareness/Operational (Technician Level preferred).
- Incident Command.
- Nationally Registered EMT-Basic.
- NH Ambulance Attendant's license.
- Valid NH CDL license.
- Certification as a Safety Officer in accordance with NFPA1521 Standard for Fire Department Safety Officer from a nationally recognized agency, or obtain the same within one (1) year of employment.
- NH Company Officer I & II.
- Fire Inspector I certification.
- Fire Plan Examiner I certification (NFPA 1031) within two (2) years of appointment.
- Take advanced courses in fire investigation to meet qualifications for Fire Investigator (NFPA1033) within four (4) years of appointment, along with course studies in Public Fire and Life Safety Education to meet qualifications of (NFPA 1035) within five (5) years of appointment.
- Three (3) years of professional fire and life safety code enforcement and interpretation experience, fire prevention, public education and safety work; three (3) years of fire investigation experience; or an equivalent combination of these two items in education and experience which demonstrates possession of the required knowledge, skills and abilities as determined by the Fire Chief.

Specific Requirements for the Position:

Residency requirements - must live within 25 miles from the intersection of Hooksett Road and Memorial Drive in Hooksett.

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James A. Burkush
Chief of Department



Steven A. Colburn
Assistant Chief

Town of Hooksett *Fire-Rescue Department*

Fire Department – Captain (Administrative/Fire Prevention)

3

POSITION PHYSICAL ACTIVITY REQUIREMENTS

COGNITIVE and SENSORY REQUIREMENTS

Talk: Necessary.
Hear: Necessary.
Sight: Meet NFPA 1582 Standard.
Smell: Necessary.

PRIMARY PHYSICAL REQUIREMENTS

LIFTING:
Lift up to 10 lbs: Regularly required.
Lift 11 – 25 lbs: Regularly required.
Lift 26 – 50 lbs: Regularly required.
Lift over 50 lbs: Regularly required.

CARRYING:
Carry up to 10 lbs: Regularly required.
Carry 11 – 25 lbs: Regularly required.
Carry 26 – 50 lbs: Regularly required.
Carry over 50 lbs: Regularly required.

REACHING:
Reach above shoulder height: Regularly required.
Reach at shoulder height: Regularly required.
Reach below shoulder height: Regularly required.

HAND MANIPULATION:
Grasping: Regularly required.
Handling: Regularly required.
Torquing: Regularly required.
Fingering: Regularly required.
Controls & Equipment: Regularly required.

OTHER PHYSICAL CONSIDERATIONS:

Twist: Regularly required.
Bend: Regularly required.
Crawl: Regularly required.
Squat: Regularly required.
Kneel: Regularly required.
Crouch: Regularly required.
Climb: Regularly required.
Balance: Regularly required.

WORK SURFACES:

Desks, floors, uneven surfaces, sloped surfaces, snow, ice, grass, pavement, vehicle interiors and exteriors, structures and structural components.

DURING A TEN HOUR DAY, THE EMPLOYEE IS REQUIRED TO:

Sit: Five consecutive hours, up to a total of ten hours.
Stand: Five consecutive hours, up to a total of ten hours.
Walk: Five consecutive hours, up to a total of ten hours.

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James A. Burkush
Chief of Department



Steven A. Colburn
Assistant Chief

Town of Hooksett *Fire-Rescue Department*

STATE OF NEW HAMPSHIRE
Department of Resources and Economic Development
Division of Forests and Lands
FOREST PROTECTION BUREAU

DEPUTY FOREST FIRE WARDEN'S JOB

It is impossible for the Forest Fire Warden to discharge all the duties of the office alone. Therefore, as many Deputy Forest Fire Wardens as are needed, will be appointed. This group provides the leadership for a local forest fire organization. Deputies should be located in different sections of the town to provide proper authority and prompt organization for fire suppression.

Deputies render an important service throughout the fire season in fire prevention, preparedness and suppression. On small fires, they are firefighters; on larger fires, they may become a Squad Boss in charge of a small group or a Crew Boss in charge of several squads.

When forces are sent to the aid of other towns, a Deputy may be placed in charge. Upon arrival at the fire, Deputies should report to the Incident Commander for orders and remain at an assigned position until relieved.

There are certain duties a Deputy Warden is expected to perform. This work should make the work of the Warden easier. Most of the details for the Warden and Deputy's fire work are explained in the Forest Fire Wardens Manual.

At any time, through emergency or designation, a Deputy may be required to act temporarily as Warden. Deputies should familiarize themselves with the State laws, rules and regulations. Some duties of a Deputy Warden are:

1. **Fire Prevention:**
 - A. Assist Warden in keeping the public informed as to burning requirements and restrictions.
 - B. Check on all burning noticed and if a required permit has not been obtained, order the fire extinguished, and notify the Warden of the action taken.
 - C. Notify Warden of any forest fire hazards.

2. **Fire Preparedness:**
 - A. Learn about the job by attending official forest fire training meetings.
 - B. Assist Warden by organizing personnel in their section of town.
 - C. Know forest fire hazards in their section of town, sources of water, roads, and trails.
 - D. Assist in keeping suppression tools in good condition, properly stored and ready for use.

3. **Fire Suppression:**
Proceed according to the town fire plan. If first official there, assume command and start work on fire. Upon arrival of the Warden, release command and assume whatever job the Warden assigns. Stay with firefighters on the section of fire assigned until relieved.

4. **Records:**
Keep a record of names and time of personnel assigned; turn same over to the Warden at completion of fire or end of assignment period. Provide Warden with whatever information may have been secured regarding origin of fire and responsible party.



James A. Burkush
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Assistant Chief

Town of Hooksett

Fire-Rescue Department

Other Duties Asst. Chief Could Resume

- Training
 - Monthly training program needs to resume monitoring of new employee's progress, probation
 - Ability to build and present additional fire training
 - Developing and implementing officer development program
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 - Relying more on the Captains which has added work load to their plate which in turns limits time to do their assigned tasks
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- Succession Planning
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Town Council
STAFF REPORT



To: Town Council
Title: Fall-Winter Tax Bill Newsletter
Meeting: Town Council - 18 Nov 2020
Department: Administration
Staff Contact: Nick Germain, Project Coordinator

BACKGROUND INFORMATION:

Barring extraordinary circumstances, Hooksett includes a printed "newsletter" insert in the biyearly property tax bills. Town Council traditionally reads over the final draft and submits edits or content before it goes to the printers. Please see the received draft.

FINANCIAL IMPACT:

\$500-\$1000 estimated to come from the Admin Printing Line. Previously budgeted.

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Submit corrections to be included in the newsletter sent out in the tax bills.

SUGGESTED MOTION:

N/A

TOWN ADMINISTRATOR'S RECOMMENDATION:

Review proposed newsletter and provide input towards development a final draft

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, October 28, 2020**

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The Hooksett Town Council met on Wednesday, October 28, 2020 at 6:00 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of 28 Oct 2020 to order at 6:01 pm.

PROOF OF POSTING

Human Resources Coordinator Donna Fitzpatrick provided proof of posting.

ROLL CALL

In Attendance: Councilor James Sullivan, Councilor John Durand, Councilor Randall Lapierre, Councilor David Boutin, Councilor Timothy Tsantoulis, Councilor Clark Karolian

Councilor Alex Walczyk arrived at 6:08 pm
Councilor Roger Duhaime arrived at 6:09 pm

Missing: Councilor Clifford Jones

PLEDGE OF ALLEGIANCE

Chair Sullivan called for the Pledge of Allegiance.

Chair Sullivan asked for a moment of silence upon the passing of Norman Morrisette who served 26 years as a Hooksett Firefighter, retiring as a Captain, and also for Mr. Richard Tuohy, a former Hooksett educator who was active in the HYAA as a coach.

SCHEDULED APPOINTMENTS

Todd Rainier, Town Clerk; Cindy Robertson, Moderator and Don Riley, Assistant Moderator- November 3, 2020 Presidential Election Preparations

T. Rodd: We have received 2,800 requests for absentee ballots, of which almost 2,500 have been returned. According to the Checklist Supervisors, Hooksett has 11,040 registered voters. The Checklist Supervisors met last night for voter registration, and the checklist is now frozen until Election Day, when residents may register to vote at the polls. We have held six (6) training sessions for the 100+ people who will be working at the polls next Tuesday. This does not include those who will be coming to help at end of the night. I want to thank everyone who is helping. It is appreciated and much needed. Tomorrow, we will be preprocessing absentee ballots.

C. Robertson: Preprocessing of absentee ballots will take place tomorrow, here in the Chambers, from 7:00 am till 6:00 pm. For each absentee ballot received, we will be opening the large, outer envelope and comparing the signature on the inner envelope with that on the absentee ballot request. We will have six (6) teams of two working on this. We will be notifying those whose ballots are rejected so they will have an opportunity to come in and fill out another ballot or to go to the polls to vote. We will attempt to reach these voters by telephone or email, and they will have Friday, Monday or Tuesday to complete an acceptable ballot. This step is not required but is a "best practice" recommendation of the SOS office. The actual absentee ballots will be opened and placed in the ballot box on election day. Tomorrow, we will be highlighting on the checklist the names of those submitting accepted absentee ballots, which will speed up this process next Tuesday.

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T. Rainier: We do need to have three (3) Town Councilors present at end of night, and we appreciate your participation. A new, efficient traffic pattern has been created for the school parking lot. DPW employees will be assisting in the parking lot all day, and Police Officers will be working at the polls all day as well. Members of the Fire Department will be at both entrances, making sure voters have masks. We have created a notice regarding what to expect on Election Day and sent it to many recipients at several locations to notify as many voters as possible. We have a very good plan.

D. Riley: Our team has been working since August to prepare for the Primary and this Presidential Election. It has taken a lot of time, especially because of the contentious environment and the pandemic. Your help is invaluable. State law allows for any Councilor who cannot be at the polls to appoint a Councilor pro temp.

Chair Sullivan: Will you be reporting a preliminary tally?

D. Riley: We do not speak until we have reconciled the number of ballots with the number of voters checked off on the Checklist.

T. Rainer: I want everyone to know that the preprocessing of absentee ballots tomorrow is a public session. We still anticipate 7,000 people voting in person on Tuesday, while maintaining six (6) feet between them at all times.

T. Tsantoulis: Do you see it as an advantage or a disadvantage to have so many absentee ballots?

T. Rainier: It should reduce the numbers voting in person. However, absentee ballots take a lot of time. Notation has to be made on the Checklist of each absentee voter.

D. Riley: We have three (3) times the number of absentee ballots, compared with other elections. This is the first time we have done it this way. It is new territory. Highlighting wasn't done in advance at the Primary; there was a change in the law for this election only.

T. Tsantoulis: At the Primary, the process was slow, though it was no one's fault.

C. Robertson: As compared with the Primary, there will be only one ballot, and voters will not be returning to undeclared, as they were at the Primary.

Chair Sullivan: You should be expecting an 85% turnout, which should hold for the March election as well!

T. Rainer: We are actually expecting a 90% turnout.

R. Lapierre: Will the voters enter through the main door and queue up alphabetically?

T. Rainier: Yes. We will have 12 ballot clerks instead of the usual five (5). The Checklist Supervisors will be in the cafeteria. We will set up a ballot location there also. It will be a locked box, and those ballots will be transferred to the ballot counting machines periodically throughout the day.

Stephanie Perrin, HealthTrust Benefits Advisor - Town of Hooksett, NH CY2021 Health Insurance Renewal Rates and FY2020 Surplus of Funds (See Item 15.1 for details)

100 A. Garron: Stephanie Perrin, our Health Trust Benefits Advisor, is here to talk about the health
101 insurance renewal rates and surplus funds.

102
103 D. Fitzpatrick: This is the time of year when we get our renewal rates. I want to welcome Stephanie
104 Perrin and thank her for being with us to explain the new rates and the surplus we are receiving for a
105 period of time in 2020, which is addressed on pages 7-38 of your packets. We are looking at fiscal year
106 and calendar year information. The renewal rate for medical coverage is up 8.3%. For transparency,
107 Mr. Garron, Ms. Soucie and I are all on the plan. Stephanie will be explaining how it is possible to have
108 both a surplus and a rate increase.

109
110 S. Perrin: Thank you for having me. I want to explain that the rate increase and the surplus are two
111 separate things. We usually look at 12 months of claims – July 1st through June 30th - for rate setting.
112 For this year only, our actuaries have advised us to look at March of 2019 through February of 2020;
113 claims were higher during that timeframe than for the July through June time period, because of
114 COVID. The amount of claims accounts for about 93% of the calculation of the new rate. There were
115 many deferred claims because of COVID, and some of these will never happen. Postponed surgeries
116 and other procedures are expected to be done between January and June of 2021. At the end of the
117 fiscal year, an audit is done to determine the surplus. This year, we were required to return the extra
118 surplus.

119
120 D. Fitzpatrick: Ms. Perrin is referring to the Capital Adequacy Reserve described on page 19 of your
121 packets.

122
123 S. Perrin: Our Capital Adequacy Reserve was at \$85 million. This would help us survive three or four
124 bad years. Our actuaries advised increasing our reserves to somewhere between \$90 million and \$140
125 million. Our Board of Directors decided on \$90 million.

126
127 D. Boutin: Is the surplus \$27,431.00?

128
129 S. Perrin: It is a lot more than that.

130
131 D. Fitzpatrick: Councilor Boutin, you are looking at the check on page 35, which is a separate surplus
132 from NH Interlocal Trust (Harvard Pilgrim). That has nothing to do with Health Trust.

133
134 S. Perrin: The amount of the Health Trust surplus is on page 32. It is \$100,484.02.

135
136 Chair Sullivan: Why is there no increase for dental insurance?

137
138 S. Perrin: Our actuaries advised us to increase the dental rate by one percent (1%), but the Board of
139 Directors decided to have no rate increase for dental. There was a massive reduction in dental claims
140 because the dentists basically shut down because of COVID. The dental plan maximum is being
141 increased by 50% this year, anticipating that people will get dental work done that was put off.

142
143 Chair Sullivan: Are there any changes in the health plans being offered?

144
145 S. Perrin: There are no changes in the plans. I would refer you to page 20 in your packets for a list of
146 plan enhancements and updates.

147
148 Chair Sullivan: Will COVID testing and treatment be covered 100%?

149

150 S. Perrin: Yes, everything related to COVID is 100% covered.

151

152 D. Boutin: Will Lantus and Humulin be covered for diabetic insulin?

153

154 S. Perrin: All diabetic insulin is covered, for a maximum of \$30.00 per month.

155

156 D. Fitzpatrick: As a brief overview, we have 158 individuals on the Town medical insurance. This
 157 includes active Town employees, retirees and Wastewater employees. The Library employees have
 158 their own plan. Of the 158 enrollees, there are 42 members on the HMO plan, which has an employee
 159 contribution; 54 individuals have the Site of Service plan, which has the lowest premium; and ten have
 160 the Lumenos plan, which has a high deductible. At this time, 12 receive a \$5,000.00 annual stipend for
 161 not participating in the health care plan; there are five (5) Wastewater employees taking the stipend as
 162 well. We have 32 retirees on the Town's health insurance, 11 of which are 65 years of age or older, 19
 163 who are under 65 and two (2) from the Wastewater facility. The Town pays no portion of the health
 164 insurance of retirees. We have three unions as well – Fire, Police and Public Works. Right now, Public
 165 Works is in contract negotiations; they currently have a contract through July 2021. There is the
 166 potential of a new union being added, which would consist of 12 of our approximately 45 non-union
 167 employees. When family members are added, we have about 300 people benefiting from the Town's
 168 health insurance. Open enrollment will take place between November 16th and December 11th this year.
 169 A decision does not have to be made tonight, but must be made by November 4th, the date of the next
 170 Town Council meeting. All contracts must be signed by November 25th. You can find suggested
 171 motions on page 38 of your packets. The surplus is a separate matter, which requires a public hearing.
 172 That has been scheduled for your November 4th meeting, and was advertised in the newspaper today.

173

174 S. Perrin: The precise number of people covered through Health Trust in Hooksett is 277.

175

176 R. Duhaime: How do this year's claims compare with the last two or three years?

177

178 S. Perrin: The claims in 2019, including prescriptions, totaled \$1,877,340.00. 2018 was the year
 179 Hooksett came back to Health Trust, so we don't have a full year of data. Also, we take out claims
 180 greater than \$150,000.00 and spread that among the pool.

181

182 R. Duhaime: What do you anticipate for deferred claims due to COVID?

183

184 S. Perrin: That is on page 22, line J. The amount is \$21,067.00.

185

186 R. Duhaime: What do you anticipate claims to be?

187

188 S. Perrin: I have no way to predict that.

189

190 ***D. Boutin motioned to continue the current health and dental plan options and contributions for***
 191 ***2021 non-union employees. T. Tsantoulis seconded the motion.***

192

193 The details are as follows, effective January 1, 2021:

194

1. HealthTrust-Anthem Blue HMO AB201PDED (01L)-R10/25/40M10/40/70/3K(L) - \$250/\$750

195

a. 15% employee premium contribution

196

b. allow the employee to establish their own FSA account

197

198 2. HealthTrust-Anthem Blue HMO ABSOS20/40/1KDED (01L)- R10/25/40M10/40/70/55K(L)-

199

\$1,000/\$3,000

- 200 a. no employee premium contribution
- 201 b. allow the employee to establish their own FSA account
- 202 c. Town pays 50% of deductible through HRA account after the first * below is paid by the
- 203 employee
- 204 i. *Single plan =- \$400
- 205 ii. *Two-person plan = \$750
- 206 iii. *Family plan = \$1,000
- 207
- 208 3. HealthTrust-Anthem Lumenos 2500 (01L) \$2,500/\$5,000
- 209 a. no employee premium contribution
- 210 b. allow the employee to establish their own HSA account
- 211 c. allow the employee to establish their own limited FSA account (dental and vision only)
- 212
- 213 4. Health Trust – Delta Dental plans 1 flx, 2A flx, 5 flx
- 214

215 **A. Walczyk offered an amendment to the motion, to include retirees under 65 years of age and**
 216 **retirees 65 years of age and older.**

217
 218 Details for retirees under 65 years of age, are as follows, as of January 1, 2021:

- 219
- 220 1. HealthTrust-Anthem Blue HMO AB201PDED (01L)-R10/25/40M10/40/70/3K(L) - \$250/\$750
- 221 a. 100% employee premium contribution
- 222
- 223 2. HealthTrust-Anthem Blue HMO ABSOS20/40/1KDED (01L)- R10/25/40M10/40/70/55K(L)-
- 224 \$1,000/\$3,000
- 225 a. 100% employee premium contribution
- 226
- 227 3. HealthTrust-Anthem Lumenos 2500 (01L) \$2,500/\$5,000
- 228 a. 100% employee premium contribution
- 229 b. allow the employee to establish their own HSA account
- 230 c. allow the employee to establish their own limited FSA account (dental and vision only)
- 231
- 232 4. Health Trust – Delta Dental plans 1 flx, 2A flx,
- 233

234 Details for retirees 65 years of age and older are as follows, as of January 1, 2021:

- 235
- 236 1. MC3 (01L)-R10/25/40M10/40/70(LCY)
- 237
- 238 2. MCNRX (01L)
- 239
- 240 3. Health Trust – Delta Dental plans 1 flx, 2A flx
- 241

242 C. Karolian: Is there a change in the dollar amounts?

243
 244 D. Fitzpatrick: The premium is up 8.3%, but that doesn't show here.

245
 246 Chair Sullivan: What is the total increase in cost?

247
 248 C. Soucie: The budgeted amount is \$2,076,605.00. This assumes the highest possible cost to the
 249 Town, based on plan enrollment. For 2019-20, the amount was \$1.6 million, which is two years ago.

250

251 C. Karolian: Does that include the surplus?

252

253 C. Soucie: No, it does not.

254

255 C. Karolian: If the increase is about \$100,000.00, and the surplus coming back is \$100,000.00, isn't that
256 a wash?

257

258 C. Soucie: Yes, it is. If we return the employees' share to them, and the Town keeps its share, the
259 Town will receive about \$96,000.00.

260

261 R. Lapierre: If we vote no, are we looking at finding another provider?

262

263 D. Fitzpatrick: There are options: We can tweak the plan, we can change plans, or we can put out an
264 RFP. Bear in mind that we have unions with contracts through 2021. That would involve negotiations
265 and sidebars, which also require a 30-day notice. Once an insurance provider is chosen, we are locked
266 in for two years.

267

268 Chair Sullivan called for a roll call vote on the amendment put forth by Councilor Walczyk.

269

270 **Roll Call Vote #2**

271 **R. Duhaime Aye**

272 **J Durand Aye**

273 **C. Jones Not present**

274 **R. Lapierre Aye**

275 **A. Walczyk Aye**

276 **D. Boutin Aye**

277 **C. Karolian Aye**

278 **T. Tsantoulis Aye**

279 **J. Sullivan Aye**

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

281

282 C. Karolian: If we vote in favor of the budget amount on page 3, is the tax rate going up by five cents?

283

284 C. Soucie: If you add the amount on page 3 to the budget as a separate motion, the tax rate will go up
285 by five cents. If the surplus is applied, the tax rate impact is zero cents.

286

287 Chair Sullivan called for a roll call vote on the motion, as amended, to continue the current health and
288 dental plan options and contributions for 2021 non-union employees, retirees under 65, and retirees 65
289 years of age and older.

290

291 **Roll Call Vote #3**

292 **D. Boutin Aye**

293 **C. Jones Not present**

294 **A. Walczyk Aye**

295 **J. Durand Aye**

296 **R. Duhaime Aye**

297 **T. Tsantoulis Aye**

298 **R. Lapierre Aye**

299 **C. Karolian Aye**

300 **J. Sullivan Aye**
 301 **Voted unanimously in favor (8-0).**
 302

303 Chair Sullivan: Does anyone wished to offer the first suggested motion on page 3 regarding increasing
 304 the budget to cover the increased cost of employee health insurance?
 305

306 **D. Boutin motioned to increase the FY 2021-22 Town Council's recommended budget by**
 307 **\$100,076.00 to cover the increased cost of employee health insurance. T. Tsantoulis seconded**
 308 **the motion.**
 309

310 T. Tsantoulis: To expedite the process, we can vote this evening on the budget increase and have the
 311 public hearing next week.
 312

313 **Roll Call Vote #4**

314 **A. Walczyk Aye**
 315 **R. Lapierre Aye**
 316 **C. Jones Not present**
 317 **R. Duhaime Aye**
 318 **J. Durand Nay**
 319 **C. Karolian Nay**
 320 **T. Tsantoulis Aye**
 321 **D. Boutin Aye**
 322 **J. Sullivan Aye**
 323 **Voted in favor (6-2).**
 324

325 Chair Sullivan: Next, does anyone wish to make a motion on the property and liability increase from
 326 Primex?
 327

328 C. Soucie: On October 15th, I received a notice from Primex, which is on page six.
 329

330 **D. Boutin motioned to increase the FY 2021-22 Town Council's recommended budget by**
 331 **\$10,588.00 to cover the Not-To-Exceed increase in property and liability insurance. T. Tsantoulis**
 332 **seconded the motion.**
 333

334 R. Duhaime: How often do we go out for an RFP for this?
 335

336 C. Soucie: There is no plan, but it is usually every three years.
 337

338 C. Karolian: Back to the budget process, had we cut the budget back then, we could have absorbed
 339 this. We didn't, so now we can't. That is just a statement.
 340

341 T. Tsantoulis: Is this out of the ordinary or unexpected?
 342

343 C. Soucie: The increase has consistently been between 6% and 9%. When we switched to Travelers,
 344 we had good rates and saved some money.
 345

346 C. Soucie: To update you on the work of the Budget Committee, they have increased the Town Council
 347 budget by \$82,000.00. This is a net increase, with some reductions and some increases. For
 348 clarification regarding a question asked at the last Council meeting, although we do not yet have the tax

349 rate for next year, the current Town's portion of the tax rate is \$5.49. If everything proposed passes in
350 March, the rate will go down to \$5.11. That is our best guess at this point.

351
352 Chair Sullivan: That is a decrease of \$0.38.

353
354 Chair Sullivan called for a roll call vote on the motion regarding property and liability insurance.

355
356 **Roll Call Vote #5**

- 357 ***T. Tsantoulis Aye***
- 358 ***C. Jones Not present***
- 359 ***R. Duhaime Aye***
- 360 ***A. Walczyk Aye***
- 361 ***R. Lapierre Aye***
- 362 ***C. Karolian Nay***
- 363 ***J. Durand Nay***
- 364 ***D. Boutin Aye***
- 365 ***J. Sullivan Aye***
- 366 ***Voted in favor (6-2).***

367
368 **TOWN ADMINISTRATOR'S REPORT**

369
370 A. Garron: Unfortunately, the number of COVID cases in Hooksett is up to 14, where it had been
371 between one and four. This is attributed to people spending more time indoors as the weather gets
372 colder. We submitted our last request for GOEFFR funds and have used all of the \$346,080.00
373 attributed to us. We included projected costs and revenue loss. If we are able to capture lost State
374 revenue, it would be very advantageous to the Town.

375
376 A. Garron: Regarding the legal case against the Town put forth by Ms. Valentino, the Supreme Court
377 affirmed the decision of the Superior Court and ruled for Hooksett, refusing Ms. Valentino permission to
378 further admit her claim. The issue was the Town's plan for parking spaces in the right-of-way for the
379 Clay Pond conservation area. The court decision affirmed the Town's right to install the parking spaces.

380
381 A. Garron: In addition to the information provided by the Finance Director on the work of the Budget
382 Committee, I would add that they made reductions to the Public Works budget totaling about
383 \$15,500.00, including a \$6,500.00 reduction in the Fleet line, \$4,000.00 in Fuel budget lines, and
384 \$5,000.00 in the Recycling and Transfer budget. For Assessing, Mr. Duhamel and I opted to withdraw
385 \$38,000.00 from the Measures and Listing line. This will be needed as we lead up to the next
386 revaluation, but we will submit it next year through the proper process.

387
388 A. Garron: I will be requesting a non-public session to update the Council on union negotiations and
389 some legal matters.

390
391 **OLD BUSINESS**

392
393 **FY 2021-22 Budget and Warrant Article Review**

394
395 This item was covered under **SCHEDULED APPOINTMENTS** earlier in the meeting.

396
397
398 **NEW BUSINESS**

400 **CY2021 Health Insurance Renewal Rates (medical & dental) & Health Insurance Surplus of**
 401 **Funds (NHIT 2016, HealthTrust 2020)**

402
 403 This item was covered under **SCHEDULED APPOINTMENTS** earlier in the meeting.
 404

405 **Motion to transfer \$285,427.78 from the School Impact Fee Special Revenue Fund to the**
 406 **Hooksett School District.**

407
 408 ***D. Boutin motioned to transfer \$285,427.78. from the School Impact Fee Special Revenue Fund***
 409 ***to the Hooksett School District. A. Walczyk seconded the motion.***
 410

411 C. Soucie: This is an annual transfer of impact fees collected for the School. Regarding their bond
 412 issued in 2002, as of June 30, 2020, the balance was \$3.3 million. There is about two years left on the
 413 bond.

414
 415 D. Boutin: Is this from development in Hooksett?
 416

417 C. Soucie: Yes. Impact fees are divided among School, Public Safety (Police & Fire), Public Recreation
 418 and Traffic.

419
 420 Vice Chair Tsantoulis called for a roll call vote on the motion to approve this transfer of impact fees to
 421 the Hooksett School District.

422
 423 ***Roll Call Vote #6***

- 424 ***J. Durand Aye***
- 425 ***R. Lapierre Aye***
- 426 ***C. Karolian Aye***
- 427 ***D. Boutin Aye***
- 428 ***C. Jones Not present***
- 429 ***T. Tsantoulis Aye***
- 430 ***A. Walczyk Aye***
- 431 ***R. Duhaime Aye***
- 432 ***J. Sullivan Not present***
- 433 ***Voted in favor (7-0).***

434
 435 **Brookview Development Request for Street Approval and Partial Release of Letter of Credit of**
 436 **\$184,610.00 to Stinson Hills, Inc.**

437
 438 ***C. Karolian motioned to accept Phase III of the Brookview Subdivision, which is Brookview***
 439 ***Drive from Station 50+00 adjacent to House #151 to Jacob Drive and release \$184,610.00 of***
 440 ***Irrevocable Letter of Credit #532201 to Stinson Hills, Inc., reducing if rom \$234,610.00 to***
 441 ***\$50,000.00. D. Boutin seconded the motion.***
 442

443 B. Thomas: The staff report pretty much speaks for itself. I would like to say it has been a pleasure
 444 working with Dana Finn of Lamonte Builders and Bob Grondin of Summit Excavation who are sitting
 445 behind me tonight. They did an excellent job on this project, taking care of concerns that were
 446 expressed immediately. I have a map indicating the street to be approved.
 447

448 Vice Chair Tsantoulis: I would note that the Town of Hooksett will be responsible for this road when it is
 449 accepted.

450

B. Thomas: The detention ponds are the main reason for withholding \$50,000.00. When all of the homes are built and everything is working properly, those funds can be released.

452

453

C. Karolian: School buses have had to stop at the bottom of Brookview and parents have had to bring their kids down to get the bus. I am hoping that the bus will be able to go up the hill to pick up the kids now, although I realize this is not in our wheelhouse. I drove through the area, and they did an excellent job. I wish the Planning Board would require sidewalks and granite curbing in all of these developments.

458

459

Vice Chair Tsantoulis: I would suggest that the Town Engineer notify the School Board of the acceptance of the road so that bus route can be adjusted.

461

462

Vice Chair Tsantoulis called for a roll call vote on the motion to accept Phase III and release the funds.

463

464

Roll Call Vote #7

465

C. Jones Not present

466

C. Karolian Aye

467

R. Lapierre Aye

468

R. Duhaime Aye

469

A. Walczyk Aye

470

J. Durand Aye

471

T. Tsantoulis Aye

472

D. Boutin Aye

473

J. Sullivan Aye

474

Voted unanimously in favor (8-0).

475

476

Chair Sullivan: Thank you, Mr. Tsantoulis, for filling in for me while I was out of the room.

477

478

Town Council Rules of Procedures - Amendments/Additions/Deletions

479

480

Chair Sullivan: We have some rules of procedure to review which were postponed at our annual workshop of August 12, 2020. These are listed on page 45 of our packets. The first task is to review the procedure for the Town Administrator's annual evaluation.

481

482

Chair Sullivan motioned to establish a three-member subcommittee to draft a new tool for the evaluation of the Town Administrator. D. Boutin seconded the motion.

483

484

Chair Sullivan: I will serve on that subcommittee.

485

486

C. Karolian: I volunteer to serve as well.

487

488

R. Lapierre: I will serve on the subcommittee also.

489

490

Roll Call Vote #8

491

R. Lapierre Aye

492

R. Duhaime Aye

493

T. Tsantoulis Aye

494

A. Walczyk Aye

499 **J. Durand Not present**
 500 **C. Jones Not present**
 501 **D. Boutin Aye**
 502 **C. Karolian Aye**
 503 **J. Sullivan Aye**
 504 **Voted unanimously in favor (7-0).**

505
 506 Chair Sullivan: The next item is the donation of items to the Town.
 507

508 D. Fitzpatrick: There are three categories of donations to consider: perishables, money (checks/cash),
 509 and gift cards. Perishable items do not required acceptance by the Council. For example, the Garden
 510 Club delivers Poinsettia plants to Town Hall offices and other town departments during the holiday
 511 season. People sometimes bring cookies to express thanks for the help of town employees. The
 512 protocol with food items is to place them in the break room. If monetary donations are made, the
 513 Finance Director places them in an account for that purpose, awaiting Council acceptance, at which
 514 time they are allocated. Sometimes, a public hearing is required. We have been placing the donation of
 515 gift cards on the Consent Agenda. One suggestion is to have these received and tracked by the Town
 516 Administrator instead.

517
 518 **D. Boutin motioned that gift cards up to \$1,000.00 be accepted and handled by the Town**
 519 **Administrator. T. Tsantoulis seconded the motion.**

520
 521 D. Boutin: This makes sense. It is a waste of our time to vote on these.
 522

523 R. Lapierre: Could this motion include the donation of services such as the cleaning of Police vehicles?
 524

525 A. Walczyk: We also have donations for cleaning the Police dog, Timber.
 526

527 D. Boutin: My motion is only for gift cards.
 528

529 C. Karolian: Has anyone checked the State law on this?
 530

531 R. Lapierre: After a non-exhaustive search, RSA 31:95 states that donations over \$5,000.00 must be
 532 accepted by the governing body.
 533

534 D. Boutin: I have served on government boards and committees and in the legislature since 1970 and
 535 this has never been an issue.
 536

537 T. Tsantoulis: The issue is transparency. The Town Administrator will be keeping records.
 538

539 Chair Sullivan called for a roll call vote on the motion to allow the Town Administrator to accept and
 540 handle gift card donations up to \$1,000.00.
 541

542 **Roll Call Vote #9**

543 **J. Durand Aye**
 544 **D. Boutin Aye**
 545 **C. Jones Not present**
 546 **R. Duhaime Not present**
 547 **C. Karolian Nay**

548 **A. Walczyk Aye**
 549 **T. Tsantoulis Aye**
 550 **R. Lapierre Aye**
 551 **J. Sullivan Aye**
 552 **Voted in favor (6-1).**

553
 554 Chair Sullivan: The next topic is Section 6 on Debate, pages 78 & 79 in our packets.
 555

556 C. Karolian: All Councilors need to be reminded that they need to be recognized by the Chair if they
 557 wish to speak. That also applies to being recognized to move the previous question.
 558

559 **D. Boutin motioned to change the procedure for ending debate by changing the required vote to**
 560 **a simple majority and deleting the requirement of a two-thirds vote or unanimous consent. R.**
 561 **Lapierre seconded the motion.**

562
 563 D. Boutin: Why would a two-thirds majority be needed?
 564

565 T. Tsantoulis: There might be Councilors wishing to speak who would not have the opportunity if debate
 566 is stopped too early.
 567

568 R. Lapierre: Two-thirds is a high bar.
 569

570 **Roll Call Vote #10**

571 **C. Karolian Nay**
 572 **T. Tsantoulis Aye**
 573 **R. Lapierre Aye**
 574 **C. Jones Not present**
 575 **D. Boutin Aye**
 576 **J. Durand Aye**
 577 **A. Walczyk Aye**
 578 **R. Duhaime Not present**
 579 **J. Sullivan Aye**
 580 **Voted in favor (6-1).**

581
 582 Chair Sullivan: Next we are looking at the process for tabling items, rescinding votes and reconsidering
 583 votes. These are described on page 82. Town Attorney Matt Serge provided language that we could
 584 add.
 585

586 D. Boutin: The language is appropriate. Councilors need to understand that tabling takes precedent
 587 over the main motion.
 588

589 T. Tsantoulis: I understand that when tabling an item, we should identify the information needed, but I
 590 don't know how we can be sure by what date we will be able to get that information.
 591

592 Chair Sullivan: If we don't have the information for the next meeting, the item can be left on the table or
 593 it can be re-tabled.
 594

595 R. Lapierre: Would it then be classified as Old Business?
 596

597 D. Fitzpatrick: Yes, it would, if it has already been discussed and tabled at a previous meeting.

598

599 **D. Boutin motioned to accept the procedure for tabling on page 82. T. Tsantoulis seconded the**
600 **motion.**

601

602 **Tabling Rules of Procedure details:**

603

a. Any Councilor may make the motion to table.

604

b. Tabling is needed when more information on the subject matter is needed for the Council to make a decision.

605

606

c. Tabling of an agenda item should indicate the date certain of the next time the item is to appear on the Council's agenda and what information the Council is seeking at the meeting.

607

608

609

d. Tabling an agenda item takes precedence over any main motion not yet stated by the Chair.

610

611

e. When the item tabled is to be discussed again, Council first needs to make a motion to remove from the table.

612

613

614

Roll Call #11

615

T. Tsantoulis Aye

616

R. Lapierre Aye

617

J. Durand Aye

618

C. Jones Not present

619

C. Karolian Aye

620

A. Walczyk Aye

621

R. Duhaime Aye

622

D. Boutin Aye

623

J. Sullivan Aye

624

Voted unanimously in favor (8-0).

625

626

Chair Sullivan: Do we want to discuss or adopt the language regarding rescinding a vote or reconsideration of a vote?

627

628

629

T. Tsantoulis: I don't believe we need to because those situations do not often come up.

630

631

A. Walczyk: If a vote is being reconsidered, would discussion be allowed or just another vote taken?

632

633

D. Boutin: Discussion would be allowed. The key word is 'reconsideration.'

634

635

A. Garron: Section c under Reconsideration of a prior vote says, "Negative vote may be reconsidered." Why is that spelled out for a negative vote but not for a positive vote?

636

637

638

Chair Sullivan: If we decide to add that section later, we will get clarification on that. The next workshop item is the development of a process for the Town Council to receive information on an agenda item(s) after receiving the agenda packet and prior to or at the Council meeting.

639

640

641

642

D. Fitzpatrick: The agenda must be filed and posted by Wednesday at 5:00 pm the week before the meeting.

643

644

645 Chair Sullivan: Currently, if we get additional information, we get that out via email as soon as possible.
646 Mr. Garron has been diligent about that, which has been helpful.

647

648 D. Boutin: This says that items to be on the agenda must be received two Thursdays prior to the
649 meeting. Does this mean that citizens must present agenda items to the Town Administrator or the
650 Council Chair by that deadline?

651

652 Chair Sullivan: Yes, it does, but they also can provide information during Public Input, or they can ask
653 Mr. Garron to bring up information in his Town Administrator's Report.

654

655 Mr. Garron: Sometimes we get important legal advice late, and we provide it as quickly as possible.

656

657 Chair Sullivan: There is a long time between the deadline for submitting agenda items and the actual
658 meeting.

659

660 T. Tsantoulis: It is a reasonable, given the amount of work that has to be done to prepare the agenda.

661

662 D. Boutin: Maybe we could allow non-profit organizations to present agenda items within one week of
663 the meeting.

664

665 C. Karolian: We are looking at two different things. Item e on page 45 is about Councilors receiving
666 information in a timely way. It's bad enough that some Councilors don't even look at the agenda until
667 6:00 pm Wednesday. It is unfair that we have to make decisions based on information received at the
668 eleventh hour.

669

670 T. Tsantoulis: We have section a because our town employees have other work to do besides
671 preparing our agenda. It takes a week to get the agenda out.

672

673 D. Fitzpatrick: We use a software program to prepare the agenda. State law only requires that a posted
674 agenda include the date, time and location of the meeting. Our packets have a lot of information and
675 are sometimes over 200 pages long. Everyone, including department heads, has the same Thursday
676 deadline for submitting agenda items. I review the submissions on Friday and prepare a draft for the
677 Chair and the Town Administrator to review. I get their comments on Monday and prepare a final draft
678 on Tuesday. Then, we have a Management Team meeting so that all department heads can see what
679 others have submitted. The Town Administrator approves the draft and adds his comments. Beginning
680 at 8:00 am on Wednesday, packets are put together, a process that can take two to four hours.

681

682 Chair Sullivan: I would say that 99.9% of items submitted go on the agenda.

683

684 D. Boutin: I have to respectfully disagree with you. Any item submitted by a citizen needs to be on the
685 agenda.

686

687 C. Karolian: I am not sure why we are discussing Section 9 on page 86. The workshop item was not
688 about preparation of the agenda.

689

690 Chair Sullivan: This is the spot in the procedures where it fit.

691

692 C. Karolian: This is apples and oranges. It is a violation of item c if information is given out at the
693 meeting.

694

695 **D. Boutin motioned to adopt section 9 in its entirety.**

696

697 Chair Sullivan: The motion is not necessary because it is already part of our procedures.

698

699 D. Boutin withdrew his motion.

700

701 T. Tsantoulis: The last-minute information helps us make decisions. I am not sure why it is a problem.

702

703 R. Lapierre: I prefer to receive this information electronically – in an email if possible.

704

705 **T. Tsantoulis motioned to continue the current practice of providing additional information as**
 706 **soon as possible via email or as a paper copy. D. Boutin seconded the motion.**

707

708 T. Tsantoulis: The information is provided with good intentions by Town Administrator André Garron,
 709 Finance Director Christine Soucie and Human Resources Coordinator Donna Fitzpatrick. There is
 710 nothing nefarious going on.

711

712 R. Lapierre: Even if information is being presented on paper at the beginning of a meeting, I would like
 713 an electronic copy as well, if possible.

714

715 C. Karolian: It is bad enough that some Councilors don't read their agendas until 6:00 pm, but getting
 716 information at the eleventh hour means additional information to digest in a short period of time. I can't
 717 make an informed decision.

718

719 D. Boutin: Councilor Lapierre, would you like to add amending language to address receiving
 720 information electronically? That currently is not addressed.

721

722 R. Lapierre: Thank you. I have made my request. It doesn't need to be codified.

723

724 T. Tsantoulis withdrew his motion to continue the current practice of providing additional information,
 725 and D. Boutin withdrew his second.

726

~~727~~
 728 **APPROVAL OF MINUTES**

729

Public: 10/14/2020

730

731 **T. Tsantoulis motioned to approve the minutes of the October 14, 2020 minutes as written. A.**
 732 **Walczyk seconded the motion.**

733

Roll Call Vote #12

734

D. Boutin Aye

735

A. Walczyk Aye

736

J. Durand Aye

737

C. Karolian Aye

738

R. Lapierre Aye

739

T. Tsantoulis Aye

740

R. Duhaime Aye

741

C. Jones Not present

742

J. Sullivan Aye

743

Voted unanimously in favor (8-0).

744
 TC MINUTES

10-28-2020

15

745

746 **Non-Public: 10/14/2020**

747

748 ***D. Boutin motioned to approve the minutes of the October 14, 2020 non-public session as***
 749 ***written. T. Tsantoulis seconded the motion.***

750

751 **Roll Call Vote #13**

752 ***C. Karolian Aye***

753 ***D. Boutin Aye***

754 ***T. Tsantoulis Aye***

755 ***R. Lapierre Aye***

756 ***A. Walczyk Aye***

757 ***R. Duhaime Aye***

758 ***J. Durand Aye***

759 ***C. Jones Not present***

760 ***J. Sullivan Aye***

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

~~762~~

764

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

766

767 ***Chair Sullivan motioned to enter non-public session at 9:19 pm in accordance with the***
 768 ***provisions of RSA 91-A:3, II (a) and (c). D. Boutin seconded the motion.***

769

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

774 RSA 91-A:3, II (c) *Matters which, if discussed in public, would likely affect adversely the reputation*
 775 *of any person, **other than a member of this board**, unless such person requests an open meeting.*
 776 *This exemption shall extend to include any application for assistance or tax abatement or waiver of*
 777 *a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*

778

779 **Roll Call Vote #14**

780 ***R. Duhaime Aye***

781 ***J Durand Aye***

782 ***C. Jones Not present***

783 ***R. Lapierre Aye***

784 ***A. Walczyk Aye***

785 ***D. Boutin Aye***

786 ***C. Karolian Aye***

787 ***T. Tsantoulis Aye***

788 ***J. Sullivan Aye***

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

790

791 **Non-Public #1 Motion**

792

793 ***D. Boutin motioned to send a letter to the Economic Development Advisory Committee (EDAC)***
 794 ***talking about conflict of interest issues, requesting that they re-vote on their June 17, 2020***

795 **Commercial & Industrial Tax Exemption motion due to a potential conflict of interest of a**
796 **member of the EDAC, and the member to recuse himself. T. Tsantoulis seconded the motion.**
797

798 **Roll Call Vote #15**

799 **D. Boutin Aye**
800 **C. Jones Not present**
801 **A. Walczyk Aye**
802 **J. Durand Aye**
803 **R. Duhaime Aye**
804 **T. Tsantoulis Aye**
805 **R. Lapierre Aye**
806 **C. Karolian Nay**
807 **J. Sullivan Aye**
808 **Voted in favor (7-1).**

809
810 **Chair Sullivan motioned to exit non-public session at 10:04 pm. D. Boutin seconded the motion.**
811

812 **Roll Call Vote #16**

813 **A. Walczyk Aye**
814 **R. Lapierre Aye**
815 **C. Jones Not present**
816 **R. Duhaime Aye**
817 **J. Durand Aye**
818 **C. Karolian Aye**
819 **T. Tsantoulis Aye**
820 **D. Boutin Aye**
821 **J. Sullivan Aye**
822 **Voted unanimously in favor (8-0).**

823
824 **Chair Sullivan motioned to seal the minutes of the non-public session, with the exception of**
825 **non-public #1 motion. T. Tsantoulis seconded the motion.**
826

827 **Roll Call Vote #17**

828 **T. Tsantoulis Aye**
829 **C. Jones Not present**
830 **R. Duhaime Aye**
831 **A. Walczyk Aye**
832 **R. Lapierre Aye**
833 **C. Karolian Aye**
834 **J. Durand Aye**
835 **D. Boutin Aye**
836 **J. Sullivan Aye**
837 **Voted unanimously in favor (8-0).**

838
839 **Chair Sullivan motioned to adjourn at 10:06 pm. T. Tsantoulis seconded the motion.**
840

841 **Roll Call Vote #18**

842 **J. Durand Aye**
843 **R. Lapierre Aye**

844 **C. Karolian** *Aye*
845 **D. Boutin** *Aye*
846 **C. Jones** *Not present*
847 **T. Tsantoulis** *Aye*
848 **A. Walczyk** *Aye*
849 **R. Duhaime** *Aye*
850 **J. Sullivan** *Aye*
851 ***Voted unanimously in favor (8-0).***

852
853

854 Respectfully submitted,
855 *Kathleen Donnelly*
856 Kathleen Donnelly
857 Recording Clerk

858
859

860 **Please see subsequent meeting minutes for any amendments to these minutes.**
861

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, November 4, 2020**

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The Hooksett Town Council met on Wednesday, November 4, 2020 at 6:00 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of 04 Nov 2020 to order at 6:04 pm.

PROOF OF POSTING

Human Resources Coordinator Donna Fitzpatrick provided proof of posting.

ROLL CALL

In Attendance: Councilor James Sullivan, Councilor John Durand, Councilor David Boutin, Councilor Clifford Jones, Councilor Timothy Tsantoulis, Councilor Clark Karolian

Councilor Alex Walczak arrived at 6:05 pm.
Councilor Roger Duhaime arrived at 6:06 pm.
Councilor Randall Lapierre arrived at 7:16 pm.

PLEDGE OF ALLEGIANCE

Chair Sullivan called for the Pledge of Allegiance.

PUBLIC HEARINGS

Public hearing to accept the health insurance surplus of funds from HealthTrust FY2020 not to exceed \$100,484.04 and NH Interlocal Trust (NHIT) FY2016 not to exceed \$27,431.86 for the Town of Hooksett per RSA 31:95-b, III (a).

Chair Sullivan: I am going to read the public hearing notice:

The Hooksett Town Council will be holding a public hearing on Wednesday, November 4, 2020 @ 6:00 pm at the Hooksett Town Hall Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to accept the health insurance surplus of funds from HealthTrust FY2020, not to exceed \$100,484.04 and NH Interlocal Trust (NHIT) FY2016 not to exceed \$27,431.86, for the Town of Hooksett per RSA 31:95-b, III (a). For documentation or questions, contact the Administration Department at 603-485-8472.

Chair Sullivan opened the Public Hearing at 6:08 pm.

C. Soucie: The purpose of this item is to decide how to apportion the surplus premiums being returned to the Town by Health Trust and NH Interlocal.

D. Boutin: How much of the surplus will go to the employees?

C. Soucie: Based on the amounts of the premiums contributed by each group, employees would receive \$11,000 from the Health Trust surplus and \$2,000 from NHIT.

SPECIAL RECOGNITION

Hooksett Municipal Employees

53 A. Garron: We have no new hires to report, but we a promotion in the Public Works Department.
 54 Matthew Gordon has been promoted to Highway Assistant Crew Chief, so we keep him in the family
 55 and move him toward the head of the table.
 56
 57

58 **SCHEDULED APPOINTMENTS**

60 **Todd Rainier, Town Clerk; Cindy Robertson, Moderator; Don Riley, Assistant Moderator -**
 61 **November 3, 2020 Presidential Election**
 62

63 C. Robertson: We spent an amazing number of hours prior to this election preparing for it. We held five
 64 (5) training sessions for poll workers and participated in weekly Zoom meetings with the Secretary of
 65 State's office. Then, we spent 20 hours at the polls on Election Day. We have received nothing but
 66 praise from social media, voters and even challengers who actually assisted us. Councilor Alex
 67 Walczyk was invaluable during the reconciliation process and did a fabulous job. There were no long
 68 lines; no one waited longer than ten or fifteen minutes. There are many other people we want to thank
 69 for their help: Barbara & Bob Thinnis, Sandra Van Dyne, Councilor John Durand, Dave Dixon, Bob
 70 Schroeder, Fran Shannis, and School Resource Officer Angela Bergeron. We also want to thank DPW,
 71 the Police and the Fire Departments. Hooksett sets the standard for elections in New Hampshire. We
 72 did not close the polls until 8:00 pm. The Supervisors of the Checklist registered 750 new voters. We
 73 had no problems during the day. The turnout was about 80%, not including SNHU students. Only one
 74 person was not wearing a mask (seemingly for medical reasons). and therefore, voted at the separate
 75 booth set up for that purpose.
 76

77 D. Riley: I would like to add my thanks to those of Cindy. I do want to say that this election set the stage
 78 for future difficulties. On October 29th, 2,500 absentee ballots were preprocessed by 20 to 25 people.
 79 Between October 29th and Election Day, 500 more absentee ballots were processed the old way. With
 80 four other workers, I spent 13 hours at the election processing absentee ballots. NH voters are using
 81 absentee ballots to vote early, and this will require dedicated resources – a boatload of hours.
 82

83 T. Rainier: One complaint we received was about the fact that we did not pass out **I Voted** stickers. We
 84 had decided not to pass out stickers because of COVID. I want to thank Councilor Roger Duhaime for
 85 returning to help in the evening. Somehow, the highway crew managed to get all of the roads salted
 86 and still to help us all day.
 87

88 Chair Sullivan: Thank you for the report and for conducting an excellent election.
 89

90 T. Tsantoulis: I saw four (4) voters when I was out exercising this morning, and all of their comments
 91 were positive.
 92

93 D. Boutin: This was a fantastic election and a model for the State. Mr. Riley, I can connect you with the
 94 chair of the Election Committee in Concord so that you can discuss your concerns about the volume of
 95 absentee ballots. Alex Walczyk was amazing.
 96

97 T. Rainier: When the elected Moderator resigned with two weeks' notice, Cindy Robertson and Don
 98 Riley agreed to take over this responsibility. They are true, dedicated volunteers.
 99

100 D. Boutin: A State Representative asked me why you opened a sealed box, Mr. Rainier. Can you
 101 explain why?
 102

103 T. Rainier: Yes. That was a Federal Office Only box of hand-counted ballots. We needed to check
 104 some hand-counted figures. That is the only sealed box we had to open, and it was promptly sealed
 105 again.
 106

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Cub Scout Pack 292 Little Library Project – Donation and Installation of Book Swap Boxes

B. Thomas: We have members of Cub Scout Pack 292 here to present their Little Library Project. Phil Armone of Parks & Rec and I will supervise and monitor this project. We have here one of the three Little Libraries built by these cub scouts.

J. Godbout, Den Leader: These boys are mostly fifth graders whose Little Library Project book swap involved building three little libraries to be placed in three locations: Donati Park on Main Street, Fraser Park on K Avenue and The Heads Pond Trailhead. The scouts have collected 200 books already. These boys decided that they want to earn the Messenger of Peace award which has never before been earned by Pack 292.

C. Jones: How do people donate books?

A. Godbout, Committee Chair: People can scan a code on the Little Library with a Smartphone to get to the website.

Chair Sullivan asked the scouts and leaders to introduce themselves.

- Adam Godbout, Committee Chair
- Jillian Godbout, Den Leader
- Matt Flader, Pack Master
- Mike Kotrlik, Den Leader
- Zoey Godbout, Bear Cub Scout
- Jamie Godbout, AOL Cub Scout
- Andrew Godbout, Den Chief of Troop 603
- Caleb Flader, AOL Cub Scout
- Matthew Kotrlik, AOL Cub Scout
- Max Laliberte, AOL Cub Scout
- Owen Vincent, AOL Cub Scout

T. Tsantoulis: Thank you for this donation. Parents donate a huge amount of time on these projects. This helps to make Hooksett a better place for all of us.

Chair Sullivan: Who is responsible for the design of these libraries?

J. Godbout: We looked at several designs and made a group decision. Adam Godbout drew the blueprint for us, which is in your packets.

D. Boutin motioned to accept three Little Library Project book swap boxes and to allow Cub Scout Pack 292 to install them at the locations in town as approved and to accept this donation to the Town of Hooksett, including the cost of items and labor that does not exceed \$5,000.00 in value, per RSA 31:95-b III (b) and RSA 31:95-e, II. T. Tsantoulis seconded the motion.

D. Boutin: I echo the comments of Councilor Tsantoulis.

Roll Call Vote #2

- 160 **R. Duhaime** *Aye*
- 161 **J Durand** *Aye*
- 162 **C. Jones** *Aye*
- 163 **R. Lapierre** *Not present*
- 164 **A. Walczyk** *Aye*
- 165 **D. Boutin** *Aye*
- 166 **C. Karolian** *Aye*
- 167 **T. Tsantoulis** *Aye*
- 168 **J. Sullivan** *Aye*
- 169 **Voted in favor (8-0).**

170
 171 C. Karolian: Great job. This is a great idea. Kudos and thank you. This is a good civic thing that you are
 172 doing.

173
 174 **CONSENT AGENDA**

175
 176 **Motion to accept the donation of \$4,770.00 from the Bureau of Justice Assistance; Patrick Leahy**
 177 **Bulletproof Vest Partnership, to the Town of Hooksett for the Hooksett Police Department per**
 178 **RSA 31:91-b: III(b) and return the funds to the Police Department’s 2020-2021, 2021-2022 and/or**
 179 **2022-2023 fiscal budgets under the uniform equipment line.**

180
 181 ***D. Boutin motioned to approve the Consent agenda item. C. Karolian seconded the motion.***

182
 183 **Roll Call Vote #3**

- 184 **D. Boutin** *Aye*
- 185 **C. Jones** *Aye*
- 186 **A. Walczyk** *Aye*
- 187 **J. Durand** *Aye*
- 188 **R. Duhaime** *Aye*
- 189 **T. Tsantoulis** *Aye*
- 190 **R. Lapierre** *Not present*
- 191 **C. Karolian** *Aye*
- 192 **J. Sullivan** *Aye*
- 193 **Voted unanimously in favor (8-0).**

194
 195
 196
 197 **TOWN ADMINISTRATOR'S REPORT**

198
 199 A. Garron: At their meeting last week, the Budget Committee reviewed and acted upon the Wastewater
 200 Department budget and several smaller budgets, including the Conservation Commission and the
 201 Budget Committee. Some were lowered, but all were approved. The Town’s budget is still approved at
 202 an \$82,000.00 increase over the proposed Town budget. They will start with the School budget and the
 203 warrant articles at their meeting tomorrow The Council still has three warrant articles to consider: a
 204 union contract, the non-union wage increase and the new union contract. Also, a decision remains to
 205 be made on Old Town Hall. The bottom-line increase in the budget over last year’s budget is
 206 \$417,106.00.

207
 208 A. Garron: Regarding COVID, unfortunately the number of cases in Hooksett is up from 14 last week to
 209 20 this week. Hooksett has a total of 145 COVID cases from March 1st through the present date.

210

211 A. Garron: The NHMA will hold its 79th Conference – and it will be virtual – on November 18th. They will
212 cover many topics, and there are funds available for this. Any members of the Council can see me if
213 they would like information about participating.

214

215 A. Garron: I have a couple of non-public items, and Councilor Walczyk has requested one.

216

217 R. Duhaime: What is the schedule for the installation of the sound system?

218

219 A. Garron: We are planning to complete the installations for this room and the gym in the last week of
220 November. This room gets a lot of use, so we want to do it during a lull in activity.

221

222 C. Jones: What is the status regarding our laptops?

223

224 A. Garron: We have these in also. Nick Germain and Block Five are fitting them up.

225

226 Chair Sullivan: We can have a mini-workshop prior to the first meeting during which we use these.

227

228 D. Boutin: Regarding the increase in the proposed budget versus last year's budget, what is the
229 percentage?

230

231 A. Garron: It is a 2.32% increase.

232

233

234 **NOMINATIONS AND APPOINTMENTS**

235

236 D. Boutin: Mr. Germain, did you receive an application from Michael Somers?

237

238 N. Germain: No, not yet.

239

240 D. Boutin: The Planning Board has accepted the resignation of Brett Scott and voted unanimously to
241 recommend that alternate Michael Somers be elevated to a full member status. His application is not
242 wholly relevant because he is already a member of the Board.

243

244 N. Germain: Mr. Robert Duhaime has put in an application to be a full or alternate member of the
245 Planning Board. That will be on the agenda for the next meeting.

246

247 ***D. Boutin motioned to make Michael Somers a full member of the Planning Board, term ending***
248 ***June 30, 2023. T. Tsantoulis seconded the motion.***

249

250 T. Tsantoulis: I have a question about setting a precedent. We have no application before us. We
251 usually review a nomination form.

252

253 Chair Sullivan: I believe that a current alternate gets first consideration when a full position opens on a
254 board.

255

256 N. Germain: That is in the Rules of Procedure, Mr. Chair.

257

258 C. Karolian: Regarding the alternate, I am not in favor of waiving the rules for an appointment.

259

260 R. Duhaime: How long has Mr. Somers been on the Planning Board as an alternate?

261

262 N. Germain: He was appointed in 2019, so he has served for about one year.

263

Roll Call Vote #4

- 264 **A. Walczyk Aye**
- 265 **R. Lapierre Not present**
- 266 **C. Jones Abstained**
- 267 **R. Duhaime Aye**
- 268 **J. Durand Aye**
- 269 **C. Karolian Aye**
- 270 **T. Tsantoulis Aye**
- 271 **D. Boutin Aye**
- 272 **J. Sullivan Aye**

273 **Voted unanimously in favor (7-0). C. Jones abstained because of upcoming Council legal issues.**

274

275

276

OLD BUSINESS

277

278

279

280

281

282

Accept the health insurance surplus of funds from HealthTrust FY2020 not to exceed \$100,484.04 and NH Interlocal Trust (NHIT) FY2016 not to exceed \$27,431.86 to the Town of Hooksett per RSA 31:95-b, III (a) and motion on distribution of these funds.

283

284

285

286

Chair Sullivan: We are now distributing a handout which I failed to have sent out to the Councilors, and I apologize for that. I asked the Finance Director to prepare a chart showing the proposed allocation of surplus funds, which is what the handout is.

287

288

289

290

291

292

D. Boutin motioned to waive Town Council Rules of Procedure and accept the health insurance surplus of funds the same night as the public hearing and to accept the surplus of funds from Health Trust FY 2020 not to exceed \$100,484.04 and NH Interlocal Trust (NHIT) FY 2016 not to exceed \$27,431.86 for the Town of Hooksett per RSA 31:95-b, III (a). A. Walczyk seconded the motion.

293

294

C. Karolian: Two motions were just combined, and we can only make one motion at a time.

295

296

297

Chair Sullivan: We usually deal with one motion at a time, but sometimes we combine them. It is better to take one at a time.

298

299

300

C. Karolian: If I object to one of the motions and am in favor of the second one, I don't know how to vote.

301

302

Chair Sullivan: Going forward, we will take one motion at a time.

303

304

R. Lapierre joined the meeting at 7:16 pm.

305

Roll Call Vote #5

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

315 ***Voted unanimously in favor (7-0). R. Lapierre abstained because he just arrived and was not***
 316 ***part of the discussion. C. Karolian abstained because he is opposed to one part of the motion***
 317 ***and in favor of the other part.***

318
 319 C. Soucie: The surplus premiums returned by Health Trust are the result of the reluctance of people to
 320 see their doctors or dentists from March 2020 through the end of June because of COVID. The
 321 proposed distribution of surplus funds totaling \$94,812.86 from Health Trust for medical premiums is as
 322 follows: Wastewater – \$6,273.68; Town Employees - \$8,202.33; Retirees - \$10,642.21; Town -
 323 \$69,694.64. The proposed distribution of surplus funds totaling \$5,671.18 from Health Trust for dental
 324 premiums is as follows: Wastewater – \$516.63; Town Employees - \$2,775.98; Retirees - \$456.11;
 325 Town - \$1,922.46.

326
 327 C. Soucie: NHTI's refund is from a period of time in 2016 when excess premiums were paid. The
 328 proposed distribution is as follows: Library - \$1,000.21; Wastewater - \$1712.28; Central Hooksett Water
 329 Precinct - \$704.05; Hooksett Village Water Precinct - \$514.97; Town Employees - \$2178.69; Retirees -
 330 \$2,026.85; Town - \$19,294.81. The total refund amount is \$27,431.86.

331
 332 ***D. Boutin motioned to distribute the Health Trust FY2020 surplus not to exceed \$100,484.04 as***
 333 ***follows: \$6,790.31 to Wastewater; \$10,978.31 to employees; \$11,098.32 to retirees and***
 334 ***\$71,617.10 to the FY 2021-22 town revenue in the form of a Fund Balance. A. Walczyk seconded***
 335 ***the motion.***

336
 337 A. Walczyk: Does this cover the legal fees?

338
 339 C. Soucie: There were no legal fees with Health Trust, and those associated with the NHTI situation
 340 were minor - less than \$2,000.00 - so prorating them did not make sense.

341
 342 **Roll Call Vote #6**

- 343 ***J. Durand Aye***
- 344 ***R. Lapierre Aye***
- 345 ***C. Karolian Aye***
- 346 ***D. Boutin Aye***
- 347 ***C. Jones Aye***
- 348 ***T. Tsantoulis Aye***
- 349 ***A. Walczyk Aye***
- 350 ***R. Duhaime Not present***
- 351 ***J. Sullivan Aye***

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

353
 354 ***R. Lapierre motioned to distribute the NH Interlocal Trust (NHIT) FY2016 surplus not to exceed***
 355 ***\$27,431.86 as follows: \$1,000.21 to Hooksett Public Library; \$1,712.28 to Wastewater; \$704.05 to***
 356 ***Central Hooksett Water Precinct; \$514.97 to Hooksett Village Water Precinct; \$2,178.69 to***
 357 ***employees; \$2,026.85 to retirees and \$19,294.81 to the FY 2021-22 town revenue in the form of***
 358 ***Fund Balance. C. Karolian seconded the motion.***

359
 360 Chair Sullivan: Why were other entities such as the Library and the water precincts included in the
 361 surplus from NHIT?

362
 363 C. Soucie: NHTI sent just one check by mistake. I offered to distribute the funds so that they would not
 364 have to cut more checks.

365
 366 **Roll Call Vote #7**

- 367 **C. Jones** *Aye*
- 368 **C. Karolian** *Aye*
- 369 **R. Lapierre** *Aye*
- 370 **R. Duhaime** *Aye*
- 371 **A. Walczyk** *Aye*
- 372 **J. Durand** *Aye*
- 373 **T. Tsantoulis** *Aye*
- 374 **J. Sullivan** *Aye*

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

376

377 **Town Council Rules of Procedures - Amendments/Additions/Deletions (on 10/28/2020 Town**
 378 **Council Agenda)**

379

380 R. Lapierre: I am wondering if we need to have two-thirds majority votes, not just a simple majority,
 381 when changing the Rules of Procedure.

382

383 Chair Sullivan: That is a good question. We can check on that, and then check the votes taken at last
 384 week's meeting, if necessary.

385

386 **NEW BUSINESS**

387

388 **Cub Scout Pack 292 Little Library Project – Donation and Installation of Book Swap Boxes at**

389

389 **Various Locations in Town**

390

391 This item was covered under **SCHEDULED APPOINTMENTS** earlier in the meeting.

392

393 **Unassigned General Fund Balance History and Tax Rate**

394

395

396 C. Soucie: In the interest of getting property tax bills out as early as possible, I am concerned about
 397 waiting until November 18th to decide about using a portion of the Unassigned Fund Balance to reduce
 398 the tax rate. This is a decision for the Town Council. As of June 30, 2020, the Unassigned Fund
 399 Balance was \$4,459,358, which represents 8.29%. This Fund Balance is available for emergencies and
 400 economic downturns, and we follow State guidelines, keeping that balance between five and eight
 401 percent. Large swings in the amount used to offset the tax rate are not good for budgeting and
 402 planning. Although we do not yet have a tax rate from DRA, using their portal, I made some
 403 calculations. If we apply nothing from the Fund Balance, the Town's portion of the tax rate will be \$6.23,
 404 an increase of \$0.74 over last year's rate of \$5.49. The School portion of the tax rate, including State
 405 Education, will be going up by \$0.68; the County portion will go up \$0.26. The County expenses rose
 406 \$600,000 this year. What I recommend is a motion allowing the Town Administrator to allocate between
 407 \$1.3 million and \$1.4 million, which would keep the town portion level, and not going below five percent
 408 (5%) in the fund balance.

409

410 A. Garron: This is within our five-to-eight percent range, consistent with our financial policy.

411

412 ***D. Boutin motioned to allow the Town Administrator to allocate between \$1.3 million and \$1.4***
 413 ***million of the Unassigned Fund balance to offset the property tax rate, keeping the town portion***
 414 ***level and not allowing the fund balance to go below five percent (5%). T. Tsantoulis seconded***
 415 ***the motion.***

416

417 Chair Sullivan: With an allocation of \$1.3 million, what would be the new Fund Balance?

418

419 C. Soucie: That would leave 5.72%.

420

421 T. Tsantoulis: I encourage Councilors not to allow the fund balance to go below five percent (5%).

422

423 R. Lapierre: The Government Finance Officers Association (GFOA) recommends a fund balance
424 between 8 and 15%.

425

426 C. Soucie: We don't follow those guidelines; we follow the DRA recommendation.

427

428 R. Duhaime: Do we know why the County expenses went up so much?

429

430 C. Soucie: I have a large packet of information from them in my office but have not gone through it, so I
431 don't know what caused the large increase.

432

433 C. Karolian: How much of the Fund Balance would we need to apply so that there is no increase in the
434 tax rate?

435

436 C. Soucie: You do not have enough for that, and DRA would not allow it.

437

438 R. Lapierre: Is the Fund Balance all cash?

439

440 C. Soucie: No, it is not. It is an accounting equation: Current Assets – Current Liabilities = Fund
441 Balance. There is some liquidity in that balance.

442

443 R. Lapierre: I am nervous about the 5% without knowing more about it.

444

445 C. Soucie: Long-term assets are not part of the Fund Balance.

446

447 A. Walczyk: I would like to amend the motion made by Councilor Boutin. I would like to see a seven
448 percent (7%) fund balance. We made a lot of deep cuts to the budget and are in a risky situation. We
449 don't know what will happen with COVID.

450

451 R. Duhaime: Using \$700,000.00 to reduce the tax rate leaves a seven percent (7%) fund balance,
452 which is approximately \$3,159,000.00.

453

454 D. Boutin: Look at the Union Leader on Thursdays. Homes in Hooksett are selling for \$500,000.00.
455 They are paying \$10,000.00 per year in property taxes. People are registering new vehicles costing
456 \$40,000.00 to \$50,000.00. Pickups are \$70,000.00. We are collecting a lot of taxes. A five percent (5%)
457 balance is very reasonable.

458

459 T. Tsantoulis: Would the use of \$1.3 million from the Fund Balance to reduce the tax rate keep the town
460 portion level?

461

462 C. Soucie: Yes, it would.

463

464 T. Tsantoulis: So, with the School and County portions, owners of a \$500,000.00 home will pay an
465 additional \$500.00 in property taxes.

466

467 **A. Walczyk motioned to contribute \$700,000.00 from the Fund Balance to reduce the tax rate,**
468 **leaving a balance of \$3.7 million in the Fund Balance. C. Jones seconded the motion.**

469

470 A. Garron: Leaving more in the Fund Balance is protection for next year.

471

472 Chair Sullivan called for a roll call vote on the amendment.

473

474 **Roll Call Vote #8**

475 **R. Lapierre** *Nay*

476 **R. Duhaime** *Aye*

477 **T. Tsantoulis** *Nay*

478 **A. Walczyk** *Aye*

479 **J. Durand** *Nay*

480 **C. Jones** *Aye*

481 **D. Boutin** *Nay*

482 **C. Karolian** *Nay*

483 **J. Sullivan** *Nay*

484 **Motioned failed (3-6).**

485

486 Chair Sullivan called for a roll call vote on the original motion to allow the Town Administrator to use
 487 between \$1.3 million and \$1.4 million to offset the tax rate increase, keeping the town portion of the tax
 488 rate level, and not allowing the Fund Balance to go below five percent (5%).

489

490 **Roll Call Vote #9**

491 **J. Durand** *Aye*

492 **D. Boutin** *Aye*

493 **C. Jones** *Nay*

494 **R. Duhaime** *Nay*

495 **C. Karolian** *Aye*

496 **A. Walczyk** *Nay*

497 **T. Tsantoulis** *Aye*

498 **R. Lapierre** *Aye*

499 **J. Sullivan** *Nay*

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

501

502 **SUB-COMMITTEE REPORTS**

503

504 C. Karolian: The Recycling and Transfer Committee discussed picking up trash at private
 505 developments, such as the 50 homes at Granite Hill. A policy change in 2004 allowed for picking up
 506 trash in private developments as long as they signed a waiver holding the Town harmless for damages
 507 to their property. This is related to our discussions about hydrants and might be coming in the future

508

509 ***T. Tsantoulis motioned to establish a committee to investigate collecting trash on private***
 510 ***property. D. Boutin seconded the motion.***

511

512 **Roll Call Vote #10**

513 **C. Karolian** *Nay*

514 **T. Tsantoulis** *Aye*

515 **R. Lapierre** *Nay*

516 **C. Jones** *Aye*

517 **D. Boutin** *Aye*

518 **J. Durand** *Aye*

519 **A. Walczyk** *Nay*

520 **R. Duhaime** *Nay*

521 **J. Sullivan** *Nay*

522 **Motion failed (4-5).**

523 A. Walczyk: The Parks & Rec Committee and HYAA are exploring the best way to preserve or replace
 524 the name signs on the trees at Donati Park. The signs have deteriorated over 25 years. They will be
 525 looking for Council permission, which I don't think they need.

526

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

528

529 **Chair Sullivan motioned to enter non-public session at 8:37 pm in accordance with the**
 530 **provisions of RSA 91-A:3, II (a) and (c). D. Boutin seconded the motion.**

531

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

536 RSA 91-A:3, II (c) *Matters which, if discussed in public, would likely affect adversely the reputation*
 537 *of any person, **other than a member of this board**, unless such person requests an open meeting.*
 538 *This exemption shall extend to include any application for assistance or tax abatement or waiver of*
 539 *a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*

540

541 **Roll Call #11**

542 **T. Tsantoulis Aye**

543 **R. Lapierre Aye**

544 **J. Durand Aye**

545 **C. Jones Aye**

546 **C. Karolian Aye**

547 **A. Walczyk Aye**

548 **R. Duhaime Aye**

549 **D. Boutin Aye**

550 **J. Sullivan Aye**

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

552

553 **T. Tsantoulis motioned to leave nonpublic session and return to public session at 9:03 pm.**

554 **R. Duhaime seconded the motion.**

555

556 **Roll Call Vote #12**

557 **D. Boutin Aye**

558 **A. Walczyk Aye**

559 **J. Durand Aye**

560 **C. Karolian Aye**

561 **R. Lapierre Aye**

562 **T. Tsantoulis Aye**

563 **R. Duhaime Aye**

564 **C. Jones Nay**

565 **J. Sullivan Aye**

566 **Voted in favor (8-1).**

567

568 **Chair Sullivan motioned to seal the minutes of the non-public session. D. Boutin seconded the**
 569 **motion.**

570

571 **Roll Call Vote #13**

572 **C. Karolian Nay**

573 **D. Boutin Aye**

574 **T. Tsantoulis Aye**
 575 **R. Lapierre Aye**
 576 **A. Walczyk Aye**
 577 **R. Duhaime Aye**
 578 **J. Durand Aye**
 579 **C. Jones Aye**
 580 **J. Sullivan Aye**
 581 **Voted in favor (8-1).**

582
 583 Councilor Karolian: I object to tonight's non-public session #1 discussion under RSA 91-A:3 II (c).
 584

585 Councilor Boutin: There is a State of NH Road Improvement Project #29611 in Hooksett for US 3/NH
 586 28, with improvements from Alice Ave/West Alice Ave to NH 27 (Whitehall Road)/Martin's Ferry
 587 Road. On Wednesday, November 18th at 9:00 am, the State is holding a meeting on this project and I
 588 plan to participate.

589
 590 **ADJOURNMENT**

591
 592 **Chair Sullivan motioned to adjourn at 9:06 pm. T. Tsantoulis seconded the motion.**
 593

594 **Roll Call Vote #14**

595 **R. Duhaime Aye**
 596 **J Durand Aye**
 597 **C. Jones Aye**
 598 **R. Lapierre Aye**
 599 **A. Walczyk Aye**
 600 **D. Boutin Aye**
 601 **C. Karolian Aye**
 602 **T. Tsantoulis Aye**
 603 **J. Sullivan Aye**
 604 **Voted unanimously in favor (9-0).**

605
 606
 607 Respectfully submitted,
 608 *Kathleen Donnelly*
 609 Kathleen Donnelly
 610 Recording Clerk

611
 612
 613 **Please see subsequent meeting minutes for any amendments to these minutes.**
 614
 615
 616