

# **AGENDA**

## **Town of Hooksett Town Council**

### **Wednesday, January 22, 2020 at 5:30 PM**

A meeting of the Town Council will be held Wednesday, January 22, 2020 in the Hooksett Municipal Building commencing at **5:30 PM**.

Page

1. **CALL TO ORDER**
2. **PROOF OF POSTING**
3. **ROLL CALL - ATTENDANCE**
4. **NON-PUBLIC SESSION #1 NH RSA 91-A:3 II**
5. **PUBLIC SESSION WILL BEGIN IMMEDIATELY FOLLOWING THE NON-PUBLIC SESSION NOTED ABOVE**
- 4a. **PLEDGE OF ALLEGIANCE**
- 5a. **AGENDA OVERVIEW**
6. **PUBLIC HEARINGS**
7. **SPECIAL RECOGNITION**
  - 7.1. Hooksett Municipal Employee - New Hire
8. **SCHEDULED APPOINTMENTS**
  - 8.1. Todd Rainier, Town Clerk and Marc Miville, Town Moderator - January 21, 2020 Special Election Results, February 1, 2020 Deliberative Session Preparations & February 11, 2020 Federal Primary Election Preparations
  - 8.2. David Boutin, Chair - Town of Hooksett Tax Increment Finance (TIF) Advisory Committee and David Mercier, Underwood Engineering - TIF District Status Report (see item 15.1 for details)
9. **CONSENT AGENDA**
  - 9.1. Donation from Deerhead Sportsmen's Club of \$500.00 to the Town of Hooksett for Hooksett Fire-Rescue Department per RSA 31:95-b, III (b) 5 - 7  
[Staff Report - SR-20-001 - Pdf](#)  
[Deerhead Donation Letter](#)
  - 9.2. Motion to accept a donation in the amount of \$500.00 from the Deerhead Sportsman's Club, to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-b, III (b) and return said amount to the Police Departments, 2019/2020 fiscal year budget under the new equipment line. 9 -10  
[Staff Report - SR-20-003 - Pdf](#)
  - 9.3. \$2,000.00 check from HealthTrust to the Town of Hooksett for 2020 town-wide wellness program(s) per RSA 31:95-b, III (b) and return said amount to the Administration line item 001-000.220.029.000 11 -15  
[Staff Report - SR-20-007 - Pdf](#)

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



## 2020 SLICE OF LIFE

10. **TOWN ADMINISTRATOR'S REPORT**
11. **PUBLIC INPUT - 15 MINUTES**
12. **NOMINATIONS AND APPOINTMENTS**
13. **BRIEF RECESS**
14. **OLD BUSINESS**
  - 14.1. Merrimack Valley Trail Riders - Cystic Fibrosis Charity Ride - Use of Town of Hooksett Chester Turnpike 17 - 37  
[Staff Report - SR-20-008 - Pdf](#)  
[ATV LTR 101819](#)  
[TC MIN 102319](#)  
[011320 CONCOM](#)
  - 14.2. FY 2020-21 Budget and Warrant Articles 39 -52  
[Staff Report - SR-19-210 - Pdf](#)
15. **NEW BUSINESS**
  - 15.1. TIF District Status Report and Request to Accept TIF Committee Recommendations and Proceed Accordingly 53 -77  
[Staff Report - SR-20-006 - Pdf](#)
  - 15.2. Accept funds, not to exceed \$10,000, from the United States Marshals Service in repayment of Overtime for Hooksett Officer(s) who work with the Marshals on their Violent Offender Task Force and funds to be returned to the Hooksett Police Department Overtime line per RSA 31:95-b, III (b). 79  
[Staff Report - SR-20-005 - Pdf](#)
  - 15.3. Purchase of 6 Thermal Imaging Cameras and equipment from HSE Safety Equipment for \$18,035.00 for the Fire-Rescue Department using donated funding. 81 - 86  
[Staff Report - SR-20-004 - Pdf](#)
  - 15.4. Cash Receipt Policy and Delegation of Deposit Authority Updates. 87 - 93  
[Staff Report - SR-20-002 - Pdf](#)
16. **APPROVAL OF MINUTES**
  - 16.1. Public: 01/08/2020 95 - 108  
[TC Minutes 010820](#)
  - 16.2. Non-Public: 01/08/2020
17. **SUB-COMMITTEE REPORTS**
18. **PUBLIC INPUT**
19. **NON-PUBLIC SESSION #2 NH RSA 91-A:3 II**
20. **ADJOURNMENT**

**PUBLIC INPUT**

  1. Two 15-minute Public Input sessions will be allowed during each Council

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



Meeting. Time will be divided equally among those wishing to speak, however, no person will be allowed to speak for more than 5 minutes.

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

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



Town Council  
**STAFF REPORT**



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**To:** James A. Burkush  
**Title:** Donation from Deerhead Sportsmen's Club of \$500.00 to the Town of Hooksett for Hooksett Fire-Rescue Department per RSA 31:95-b, III (b)  
**Meeting:** Town Council - 22 Jan 2020  
**Department:** Fire and Rescue  
**Staff Contact:** Regina Howard, Administrative Assistant

**BACKGROUND INFORMATION:**

Deerhead Sportsmen's Club is a non-profit organization in Hooksett. They recently held a raffle/game and a percentage of the game proceeds are being donated to local agencies. On December 30, 2019 they stopped at Central Fire Station and dropped off a donation of \$500.00 to Hooksett Fire-Rescue. A supporting letter of explanation was dropped off on January 6, 2020.

**FINANCIAL IMPACT:**

+\$500.00

**POLICY IMPLICATIONS:**

None

**RECOMMENDATION:**

Accept the donation.

**SUGGESTED MOTION:**

Motion to accept donation from Deerhead Sportsmen's Club of \$500.00 to the Town of Hooksett for Hooksett Fire-Rescue Department per RSA 31:95-b, III (b)

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur

**ATTACHMENTS:**

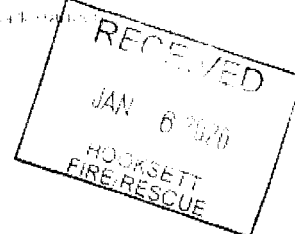
Deerhead Donation Letter

# DEERHEAD SPORTSMEN'S CLUB

Jan. Month, President: [Signature] Treasurer: [Signature] Secretary: [Signature] Treasurer: [Signature] Secretary: [Signature]  
 Deerhead Sportsmen's Club is a non-profit organization dedicated to providing recreational opportunities for its members and the community.  
 Hooksett Fire Department is a non-profit organization dedicated to providing fire protection and emergency services to the community.

January 2, 2020

To Whom it May Concern;



As a long-standing non-profit organization in Hooksett, we take pride in supporting other organizations in our community. Recently, our licensed Lucky Bucks/Easy Does raffle game was won. As part of our ongoing commitment to give back to the community, a percentage of the game proceeds are earmarked for local donations.

As a token of our appreciation, please accept our donations of \$500 each to the:

Hooksett Fire Department  
 Hooksett Police Department  
 Hooksett Kiwanis

For your records, our non-profit Tax ID number is: 02-0258560.

If you have any questions, please let us know.

Warmest Regards,

[Signature]

Matthew McGee  
 Treasurer  
 Deerhead Sportsmen's Club

DEERHEAD SPORTSMAN CLUB  
 314 LONDONDERRY TPKE  
 HOOKSETT, NH 03106

151  
 54-7/113  
 64

12/30/19  
 Date

Pay to the Order of Hooksett Fire Department \$ 500-  
 Five Hundred

Dollars



America's Most Convenient Bank®

For Donation

[Signature]

⑆0114000071⑆ 9266088979⑆ 0151

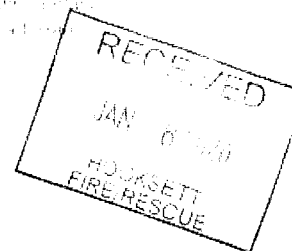


# DEERHEAD SPORTSMEN'S CLUB

100 Main Street, Hooksett, NH 03106  
 Phone: (603) 271-1111  
 Fax: (603) 271-1112  
 Email: [info@deerheadsportsmen.com](mailto:info@deerheadsportsmen.com)

January 2, 2020

To Whom it May Concern;



As a long-standing non-profit organization in Hooksett, we take pride in supporting other organizations in our community. Recently, our licensed Lucky Bucks/Easy Does raffle game was won. As part of our ongoing commitment to give back to the community, a percentage of the game proceeds are earmarked for local donations.

As a token of our appreciation, please accept our donations of \$500 each to the:

Hooksett Fire Department  
 Hooksett Police Department  
 Hooksett Kiwanis

For your records, our non-profit Tax ID number is: 02-0258560.

If you have any questions, please let us know.

Warmest Regards,

Matthew McGee  
 Treasurer  
 Deerhead Sportsmen's Club

DEERHEAD SPORTSMAN CLUB  
 314 LONDONDERRY TPKE  
 HOOKSETT, NH 03106

151  
 54 7/11 44

12/30/19 Date

Pay to the Order of Hooksett Fire Department \$ 500 -  
 Five Hundred Dollars



Bank

America's Most Convenient Bank®

For Donation

⑆011400071⑆ 9266088979⑆

0151



Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Motion to accept a donation in the amount of \$500.00 from the Deerhead Sportsman's Club, to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-b, III (b) and return said amount to the Police Departments, 2019/2020 fiscal year budget under the new equipment line.  
**Meeting:** Town Council - 22 Jan 2020  
**Department:** Police Department  
**Staff Contact:** Jake Robie, Captain

**BACKGROUND INFORMATION:**

On January 2, 2020, Matthew McGee (Treasurer of the Deerhead Sportsman's Club) delivered check #127 written out to the Hooksett Police Department, in the amount of \$500.00. Mr. McGee advised the Deerhead Sportsman's Club is a non-profit (Tax ID #02-0258560) organization. In the attached letter from the Deerhead Sportsman's Club it reads: "Recently, our licensed Lucky Bucks/Easy Does raffle game was won. As part of our ongoing commitment to give back to the community, a percentage of the game proceeds are earmarked for local donations".

With council approval we will apply these funds to the 2019/2020 budget (New Equipment Line).

**FINANCIAL IMPACT:**

None

**POLICY IMPLICATIONS:**

None

**SUGGESTED MOTION:**

Motion to accept a donation in the amount \$500.00 from the Deerhead Sportsman's Club, to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-b, III (b) and return that amount to the Police Departments, 2019/2020 fiscal year budget under the new equipment line.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur

**ATTACHMENTS:**

20200108085557803

## DEERHEAD SPORTSMEN'S CLUB

Joe Marin, *President* • Tom Manfredi, *Vice President* • Matt McGee, *Treasurer* • Scott Bazydlo, *Secretary*  
*Directors:* Bill Corliss • Orrin Davis • Roland LaBerte • Tom Soli • Shawn Serfass  
*Auditors:* Bill Lavallo • Scott McGlehen • Dana Richardson *Spirit Arms:* Mark Harmon

January 2, 2020

To Whom it May Concern;

As a long-standing non-profit organization in Hooksett, we take pride in supporting other organizations in our community. Recently, our licensed Lucky Bucks/Easy Does raffle game was won. As part of our ongoing commitment to give back to the community, a percentage of the game proceeds are earmarked for local donations.

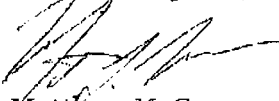
As a token of our appreciation, please accept our donations of \$500 each to the:

Hooksett Fire Department  
Hooksett Police Department  
Hooksett Kiwanis

For your records, our non-profit Tax ID number is: 02-0258560.

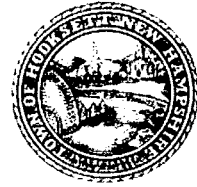
If you have any questions, please let us know.

Warmest Regards,



Matthew McGee  
Treasurer  
Deerhead Sportsmen's Club

Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** \$2,000.00 check from HealthTrust to the Town of Hooksett for 2020 town-wide wellness program(s) per RSA 31:95-b, III (b) and return said amount to the Administration line item 001-000.220.029.000  
**Meeting:** Town Council - 22 Jan 2020  
**Department:** Administration  
**Staff Contact:** Donna Fitzpatrick, Administrative Services Coordinator

**BACKGROUND INFORMATION:**

HealthTrust provides healthcare coverage to New Hampshire public sector employees. The Town of Hooksett contracts with HealthTrust for the Town's healthcare coverage. As a HealthTrust member, they offer us a Wellness Coordinator Program to have four (4) Town employees become Wellness Coordinators to represent our Town to help motivate co-workers to make healthy choices, to incorporate a culture of health in their work environments and promote the Slice of Life program (see attached).

HealthTrust has provided our Town a \$2,000.00 check toward the implementation of our 2020 town-wide wellness program(s). Wellness comes in many forms to include: financial, emotional, physical and nutritional well-being. On average, Americans spend more than one-third of their day, 5 days a week, at their workplace. Programs that promote healthy workplaces can improve the lives of workers and lower costs for employers. Chronic diseases and related lifestyle risk factors are one of the leading drivers of health care costs of employers. Impact of employee health issues may result in lost productivity: presenteeism, short-term disability, long-term disability, absenteeism and workers compensation.

Town Administrator Garron fully supports our employees' well-being and the Town of Hooksett's 2020 town-wide wellness program(s). The Town's Wellness Coordinators have completed the HealthTrust sponsored 2020 academy and will be coordinating program(s) throughout the year.

**FINANCIAL IMPACT:**

to be determined

**POLICY IMPLICATIONS:**

to be determined

**RECOMMENDATION:**

\$2,000.00 check from HealthTrust to the Town of Hooksett for 2020 town-wide wellness program(s) per RSA 31:95-b, III (b) and return said amount to the Administration line item 001-000.220.029.000  
AND

supports our employees' well-being and the Town of Hooksett's 2020 town-wide wellness program(s).

**SUGGESTED MOTION:**

Accept \$2,000.00 check from HealthTrust to the Town of Hooksett for 2020 town-wide wellness program(s) per RSA 31:95-b, III (b) and return said amount to the Administration line item 001-000.220.029.000

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur

**ATTACHMENTS:**

2020 SLICE OF LIFE



# HealthTrust

Our 2020 Slice of Life wellness program offers you resources to achieve and maintain optimal health, and rewards you when you make smart lifestyle choices.

## \$575 Value!

Earn up to \$475 in wellness incentive rewards plus a \$100 fitness device credit!



life  
HEALTH

866.564.5237  
[www.healthtrustnh.org](http://www.healthtrustnh.org)

To start earning rewards, log in to your secure online account at [www.healthtrustnh.org](http://www.healthtrustnh.org) and click the Onlife Health button.



### Health Assessment (HA) – “Know Yourself”

**\$25/year**

- Confidential.
- No longer required for program participation, but strongly encouraged!
- Your choice – Earn \$25 for answering the questions in the first module of the Health Assessment to receive a “snapshot” report of your current health, or a longer version to receive an in-depth Personal Wellness Report.



### Biometric Health Screening – “Know Your Numbers!”

**\$75/year**

- Confidential.
- Three options for screening:
  - Attend a HealthTrust screening event.
  - Have your screening at a ConvenientMD location.
  - Complete a screening with your Primary Care Provider.\*
- Learn the vital health numbers that impact your health.

\*Enrollees with Medicaid/Third coverage are not eligible to receive rewards for screenings with a PCP, but can qualify for a \$75 reward by having a Biometric Health Screening at a HealthTrust-sponsored screening event or at a ConvenientMD location.



### Health Coaching – Support for Healthy Habits

**Up to \$75/year**

- \$25 per completed Health Coaching engagement, up to 3x/year, maximum of one in any quarter.
- Goals need to be at least 30 days long.



### \$100 Toward the Purchase of a *Jan 13th* Fitness Device – Stay Connected!

**Up to \$100 value**

- Always wanted a fitness tracker, blood pressure monitor or smart scale? Log in to your secure account at [www.healthtrustnh.org](http://www.healthtrustnh.org), click the Onlife Health button and follow the prompts to choose and order your device.

For more expensive devices, \$100 will be deducted from the cost and you will need to provide a credit card to pay for the balance.



### Personal Wellness Journey— Challenge Yourself!

**Up to \$75/quarter,  
\$300/year**

- Activities = Dollars! You must earn a minimum of \$40 in a quarter to receive a wellness incentive reward for that quarter. The maximum reward available in any quarter is \$75.
- Choose the activities you want to do! Here are just a few ways to earn rewards.
  - **Healthy Habits Rewards** – Earn up to \$25 per quarter toward your quarterly maximum when you or your covered dependents complete a healthy activity – e.g., a class in yoga, nutrition, or CPR; running in a road race; skiing, hiking, or other activity. No receipts or paper forms to submit!
  - **Tracking** – Use a connected app, fitness tracker, blood pressure monitor, smart scale, or log in to your secure account at [www.healthtrustnh.org](http://www.healthtrustnh.org) and click the Onlife Health button to track nutrition, steps, or other activity.
  - **Challenges** – Participate in a personal challenge and/or join a quarterly group challenge.
  - **Learn!** – Complete a self-guided program online.

**\$575  
TOTAL!**







# HealthTrust

Our 2020 Slice of Life wellness program offers you resources to achieve and maintain optimal health, and rewards you when you make smart lifestyle choices.

**\$575 Value!**  
Earn up to \$475  
in wellness incentive  
rewards plus a \$100  
fitness device credit!



**life**  
HEALTH

866.564.5237  
[www.healthtrustnh.org](http://www.healthtrustnh.org)

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  - **Learn!** – Complete a self-guided program online.

**\$575  
TOTAL!**



Town Council  
**STAFF REPORT**



**To:** Town Council  
**Title:** Merrimack Valley Trail Riders - Cystic Fibrosis Charity Ride - Use of Town of Hooksett Chester Turnpike  
**Meeting:** Town Council - 22 Jan 2020  
**Department:** Administration  
**Staff Contact:** Donna Fitzpatrick, Administrative Services Coordinator

**BACKGROUND INFORMATION:**

Back October 23, 2019 Charles Fredette and Tom Levesque of the Merrimack Valley Trail Riders spoke in public input at the Town Council's meeting to request use of the Town of Hooksett Chester Turnpike for a Cystic Fibrosis Charity Ride in 2020 on the following dates (see attached letter and minutes):

1. **2 pre-event rides:** One day in early May to clear the Road of blow downs; of 3 or 4 riders. Another day, also consisting of 3 or 4 riders, one week before the event to apply proper field signage.
2. **Event weekend:** One day use for the Classic. All trail signage removed the same day.

The item is appearing before the Conservation Commission at their meeting of Monday, January 13, 2020.

**FINANCIAL IMPACT:**

None at this time.

**POLICY IMPLICATIONS:**

To be determined.

**RECOMMENDATION:**

See Conservation Commission minutes of 01/13/2020 and Town Administrator Recommendation.

**SUGGESTED MOTION:**

to be developed at meeting

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

I recommend approval of the Merrimack Valley Trail Riders - Cystic Fibrosis Charity Ride request along the Chester turnpike. All stated cleanup, signage removal and repair (if necessary) be part of the approval.

**ATTACHMENTS:**

ATV LTR 101819

TC MIN 102319

011320 CONCOM



October 18, 2019

Hooksett Town Council  
35 Main Street  
Hooksett, NH 03106  
c/o Donna Fitzpatrick

**Re:** Chester Turnpike & the Charity Classic Trail Ride for Cystic Fibrosis  
**For:** Hooksett Town Council Meeting Wednesday, October 23, 2019  
**Via:** Email to [dfitzpatrick@hooksett.org](mailto:dfitzpatrick@hooksett.org)

Dear Ms. Fitzpatrick and Council Members,

My name is Chip Fredette and I am writing to you on behalf of the Merrimack Valley Trails Riders ([www.MVTR.org](http://www.MVTR.org)). The purpose of my letter is to request permission to continue using Chester Turnpike for our Club's annual Charity Classic Trail Ride for Cystic Fibrosis. We are excited to report that 2020 marks our 40<sup>th</sup> year running the event!

#### **MVTR**

The Merrimack Valley Trail Riders (MVTR) has been in existence since 1972. At approximately 500, our club's membership consists of men, women, and children of all ages. MVTR's mission has been and still is... "*dedication to the safe and responsible enjoyment of the sport of dirt biking.*" MVTR is a charter member of the New Hampshire Off Highway Vehicle Association and American Motorcycle Association.

In 1976, MVTR was instrumental in creating the State's first designated wheeled OHRV riding area. Located on the north side of Clough State Park, it's commonly known as "Hop-Ev". Since that time, MVTR has partnered with the Bureau of Trails to maintain that system.

#### **Charity Classic Trail Ride for Cystic Fibrosis**

In addition to its duties at "Hop Ev", MVTR and its members host several annual competitive and noncompetitive events. The flagship event of course is the Charity Classic Trail Ride for Cystic Fibrosis (the "Classic"). The Classic is a two-day, noncompetitive charity off road street registered dirt bike trail ride to benefit the Cystic Fibrosis Foundation. Typically scheduled for the second weekend of June, the Classic is based at the New Hampshire Motor Speedway in Loudon. The event consists of two 100+ mile routes aptly named the Northern Loop and Southern Loop. One is ridden Saturday of the event weekend, the other on Sunday. Aboard their trail bikes, riders encounter all types of terrain; from single-track trail to the rigors of Class VI roads. The quality of riding is a testament to why the weekend long event raises more than \$100,000 each year for the Foundation.

#### **Chester Turnpike**

The Classic and its riders have historically used and enjoyed riding Chester Turnpike. Because it plays an integral role in the Classic's Southern Loop, MVTR followed closely the steps Council took in its December 2018 meeting to partner with Southern NH ATV. Then at its May 2019 meeting, Council ultimately decided to close Chester Turnpike to wheeled vehicles altogether. It is our understanding this happened for a few reasons, not least of which was due to illegal use of those sensitive land parcels bordering the road. We understand Bear Paw's concern and respect the decision of

<http://www.mvtr.org>



the Council. MVTR does not tolerate the "poaching" of trails. In fact, I am proud to report that riders of the Classic do not partake in this type of irresponsible riding.

*Why wouldn't they leave the course...?* Participants are tasked with riding more than 100 miles, start to finish. They are equipped with route sheets that provide turn by turn direction. This combined with field arrowing helps them stay on course. And though it is not a race, riders are strongly encouraged to stay on schedule with event milestones. The designated course and riders are policed by our own "Course Marshalls" to assist with mechanical issues or other potential problems.

*How do we know they stay on course...?* Following the last riders, we deploy two teams of "Sweep Riders" who clear the routes of signage and take stock in trail impact. Any areas that experience severe impact are noted for repair at a later date. It should be known that due to the hard packed and extremely rocky surface of Chester Turnpike, the impact of the Classic on it has never been more than negligible.

In closing, MVTR respectfully requests permission to use Chester Turnpike for its annual Charity Classic Trail Ride for Cystic Fibrosis. Specifically, use of the road would include the following:

- 1.) **2 pre-event rides:** One day in early May to clear the Road of blow downs; of 3 or 4 riders. Another day, also consisting of 3 or 4 riders, one week before the event to apply proper field signage.
- 2.) **Event weekend:** One day use for the Classic. All trail signage removed same day.

Please know that for decades, the Classic has very much enjoyed and not taken for granted its annual use of Chester Turnpike. As mentioned before, it is key to the success of this charity event. We would be extremely grateful to you for Hooksett's continued support!

Respectfully,

**Charles Fredette**

Digitally signed by Charles Fredette  
DN: cn=Charles Fredette, o, ou,  
email=chipfredette@comcast.net, c=US  
Date: 2019.10.18 10:08:52 -0400

Chip Fredette, Vice President  
Charity Classic Trail Coordinator

<http://www.mvtr.org>

101 Taxicab. This notice is per Chapter 231:132-a of the NH RSA and Section 3.6 of the  
102 Hooksett Town Charter. The full text of the proposed amendment is on file with the Town  
103 Clerk and is also available via [www.hooksett.org](http://www.hooksett.org) for your inspection. Questions should be  
104 directed to the Office of the Town Clerk at 485-9534.

105  
106 M. Lavoie, Code Enforcement: One taxi cab company has been paying the license fee regularly  
107 for many years. The ordinance requires the town to keep track of people being picked up or  
108 dropped off in Hooksett; we can't keep track of the various ride-share organizations. This is a tax  
109 on one business and it is unfair.

110  
111 Chair Sullivan: The vote on this item will be November 6<sup>th</sup>.

# 112 113 114 115 **CONSENT AGENDA**

## 116 117 **\$200 Donation - Heritage Commission Sponsored Speaker**

118 *R. Duhaime motioned to accept \$200 from the NH Humanities Council on behalf of the*  
119 *Town of Hooksett. T. Tsantoulis seconded the motion.*  
120 *Voted unanimously in favor (9-0).*  
121  
122  
123  
124

## 125 **TOWN ADMINISTRATOR'S REPORT**

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3

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161 Chair Sullivan called for a five-minute recess.

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163 **OLD BUSINESS**

164 **Relocation of the Lacrosse wall from Donati Park to Petersbrook Park**

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207 **Surety Release-DAR Builders, LLC Well Radius Surety**

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**HOOKSETT CONSERVATION COMMISSION**  
**Monday, January 13, 2020**  
**Hooksett Municipal Building**  
**Town Council Chambers**

Cindy Robertson called the meeting to order at 4:30pm.

**Present:** Cindy Robertson-Chair, David Ross-Vice Chair, JoCarol Woodburn-Member, Phil Fitandes-Member, Deborah Miville-Member, Robert Better-Alternate, David Hess-Alternate (arrived at 4:36pm)

**Not Present:** John Pieroni-Alternate, William Herlicka- Alternate

**Staff:** Leann Fuller, Administrative Assistant

Pledge of Allegiance was recited by those present.

**I. Consent Agenda**

- i. Transfer from the People's Conservation Account \$187,720.40 to pay invoices approved between October and December 2019.
- ii. Conservation News
- iii. Bear-Paw Thank you Letter
- iv. Notice of Acceptance of Permit Application Laurel Rd/Spruce Ct Map 21, Lot 15
- v. Wetlands and Non-site Specific Permit 2019-01726

***David Ross motioned to accept the Consent agenda as is, seconded by Phil Fitandes. Motion passed.***

**II. Meeting Minutes Approvals**

- December 9, 2019

***Deborah Miville motioned to approve the meeting minutes from December 9, 2019, seconded by Avery Comai. Motion passed.***

**III. Appointments**

**i. Jeff Littleton, Moosewood Ecological**

University Heights/Town Pond/School District Stewardship Plan progress

Swift Corwin joined Jeff Littleton to update the Conservation Commission. Jeff Littleton started the conversation with an update on the status of the Carriage Hill/University Heights/Town Pond and School District Stewardship plan. Jeff still has a couple more days remaining of ecological assessments. He has been out around Carriage Hill and University Heights noting potential vernal pools. He has seen a lot of deer tracks, which could prove difficult in terms of forestry. There is also porcupine, fisher cat, bobcat and fox tracks. The next areas to visit is where Swift Corwin has been which is the Town Pond and School district properties. Jeff's goal is to review the existing information and go out a couple more times, finish assessing the area and prepare a draft plan.

Swift Corwin, Forester, went out to the land that forest management is allowed. He stated how the area is beautiful and a lot of people use it. The land is well drained and was logged about 30 years ago. There is not a high density of timber but there is a lot of low bush blueberries to the point where it is sometimes hard to keep feet on the ground. There are a lot of trails going through the area and that can be a major management issue. With the new housing development around, there is more use of the area. There is no rush to do any harvesting because it is more of a park.

Jeff Littleton stated that he received an email from Steve Couture that clarified there is an additional partial that needs to be reviewed. The map shows the Carriage Manor parcel but that is part of University Heights and Carriage Manor is north of that. There is no forestry allowed on that property except for maintaining trails. Swift has completed his field work.

David Ross asked Swift if he had noticed any signs of abuse on those well used areas. Swift replied that he did not see any litter at all. There were also no invasive species that he saw. There are some places where 4 wheelers are running through the property along with several hunting blinds. David asked Swift to provide notations regarding that information.

Jeff Littleton's goal is to have a plan for review and comment in front of the Conservation Commission in March.

ii. ***Chip Fredette, Merrimack Valley Trail Riders***  
Cystic Fibrosis Charity Ride on Chester Turnpike

Chip Fredette read his letter into record. The dates for the charity ride are June 13<sup>th</sup> and June 14<sup>th</sup>. Sunday would be the loop that would go over Chester Turnpike. Chip reviewed 4 points regarding this ride. The charity ride is the Cystic Fibrosis' foundations oldest "grass roots" event, it was created 40 years ago by locals. Dartmouth Hitchcock in West Lebanon and Hanover is home to the lead research doctor for Cystic Fibrosis, which is supported by this ride. To date, this event has raised over \$2,000,000. The foundation released a statistic that the last 7 years of fundraising directly supported an increase of life expectancy of a Cystic Fibrosis patient by 4 years.

Cindy Robertson clarified that the Town Council referred this back to the Conservation Commission for a recommendation. David Ross stated that he was on the Town Council when the riding on Chester Turnpike was originally brought up and the Town Council made an allowance for permitted uses as other Towns do. David did not see a problem with this especially since they have all regulatory items in place. Cindy asked how many riders participate in the ride. Chip stated that there are about 400 riders, however there would be 250-300 passing down Chester Turnpike. It all depends on the weather and the day itself. Cindy asked how they access Chester Turnpike and Chip stated they stop in Allenstown at the Irving gas station then proceed through the northern gate in Allenstown to start on Chester Turnpike then go through the end gate in Hooksett and head towards Candia on North Road. Chip clarified that there would be no parking in Hooksett, they begin and end at the New Hampshire Motor Speedway. They have members from all over New England, and across the country to California.

Cindy's only concern is riders deciding to go back out after the event. Chip stated that they are made aware at the beginning of the event that the areas that are ridden are only for one day use. Bear Brook requires a special trail permit as well. It is commonplace with the club and community. That is not to say that others who live nearby and see this happening that they may go out.

Robert Better asked if out of state riders must register in New Hampshire. Chip clarified that another permit they receive is through Fish and Game. The Rally Permit allows those not registered in New Hampshire to participate for the one weekend event. Those registered for the event are also required to go through a technical inspection which includes having a rider number, completing a sound test to make sure they are below 96 dB, have a working headlight, taillight and horn.

Phil Fitanides asked about how they may get information out if they were to cancel the event due to extreme weather. Chip stated that these are hardy people that ride. They raised money and come to ride. They have not cancelled a ride due to weather. Ultimately, it is up to the rider's discretion. With regards to repair and clean up after the ride, through way of a grant by the Bureau of Trails, the club has a 6-wheeler and 4-wheeler with a York rake used to repair trails. When the ride is complete, there is an assessment of impact, usually the trails hold up well. When it comes to dry weather, all bikes must be equipped with a spark arrestor to prevent any sparks creating a fire. Phil also asked if they notify anyone in Town regarding the ride. Chip stated that for the last 39 years, they send letters to the Chief of Police of each municipality. Those letters go out by May 16.

***David Ross made a motion that the Hooksett Conservation Commission express their support for the use of Chester Turnpike in the limited fashion of the Cystic Fibrosis ride, seconded by Phil Fitanides. Motion passed.***

Chip finalized the discussion by stating that they typically place an A frame sign at the Irving station and he may be able to locate one to put at the end of Chester Turnpike to make people aware it is a charity ride and one day event.

- iii. ***Steve Couture-Steward for Bear-Paw and Katrina Amaral, Executive Director for Bear-Paw***
  - i. Merrimack County Conservation District regarding leasing fields

Steve Couture brought the Conservation Commission up to speed. The corn field is active mainly with one individual farmer. As part of the lease with that farm, there was supposed to be mowing of other fields completed. Steve and Cindy discussed exploring what else those fields could be used for to maximize its agricultural use. Steve had a conversation with the Merrimack County Conservation District (MCCD) who are agricultural experts. Due to the excellent negotiating skills, there is very clear easement language that agricultural use has no limitations if there is a management plan in place. Steve reached out to the Society for the Protection of New Hampshire Forests (SPNHF), so they were kept in the loop. One recommendation that MCCD had was identifying what the Conservation Commission wants to achieve. Steve proceeded forward and had a conversation with the LaValley's. They are very active in town with a farm stand and seemed interested. They would prefer a longer arrangement as it would take time to improve the soil health to grow other items for human consumption. 5-10 years is a timeframe they would be willing to look at. Steve mentioned that an annual fee may be reasonable.

David Hess stated that it may not necessarily have to be a fee but maybe some bartering. Steve Couture mentioned that it was done in the past, the farmer could use the land but needs to mow the other fields, which did not quite work. MCCD did recommend a soil test and LaValley's mentioned that as well since biosolids were previously used. It is a very inexpensive test. David Hess also mentioned that the corn field was accessed from the north through private property. Steve stated that he discussed that with MCCD and whoever is allowing that to happen, they are hoping they will still be amendable to that. Cindy brought up that there is a lot of milkweed on other fields and it may be a good idea to investigate preserving some of that for the butterflies.

David Ross stated that there must be diligence done as to what the market value is for leasing the farmland.

Steve Couture is recommending building up the soil health and make it more of a sustainable practice to align with the rest of the Conservation Easement and build a sense of community. In talking with Mr. Pritchard in the past, to convert one field to hay, he wanted the Town to pay him \$20,000. It takes time to convert the field. David Ross agreed with the idea of responsible agriculture. The field has been used historically under previous owners. David Ross stated he was in favor of continuing the discussion.

Avery Comai asked if there was a water source there. Steve Couture assumed he was referring to irrigation, which is not available. Steve discussed that with MCCD. Requiring a water source depends on the crop and location. That would come up when developing the plan. Cindy Robertson asked Steve if his sense was that they should have a management plan in place by April. Katrina Amaral recommended talking to SPNHF about that. Steve does believe it should be in place by April. David Ross asked if a management plan is something the lessee could provide. Steve stated that MCCD does have standard formats. However, to be fair, before asking an entity to develop a plan, which they may not be authorized to do, it may be better to work with the entity to develop the plan.

David Hess agreed to explore what could be done with the corn field and possible add a portion of the middle field that is north of where the current trail cuts across. David Hess did ask why the plan for the Merrimack Riverwalk trail loop comes out so far away from the wetland. Steve Couture is going to investigate that. Steve Couture requested that one or two members be integral to this discussion between meetings. David Ross recommended that Avery Comai do so has the Council representative. Cindy Robertson asked that David Hess be involved as well.

#### ii. Merrimack Riverwalk Trail Phase III Cost Estimate

Steve Couture reviewed the cost estimate for Phase III. There is a potential Eagle Scout project to complete a temporary bridge. Going north towards Allenstown only makes sense so when Allenstown and Pembroke are ready to connect to Concord, Hooksett has a trail there as well. Cindy would love to see the loop finished. However, it would be best to take the time and let people get out there and see Phase II as they would be more inclined to vote for a Warrant Article. Steve Couture mentioned there may be a window for a RTP trail grant which may help fund the bridge.

#### iii. Warrant article process

Leann Fuller stated that June or July is when the warrant article process begins. Leann brought up that in 2015, there was a \$100,000 Warrant Article placed on the ballot for the Merrimack Riverfront Trail System. In the April 4, 2015 Deliberative Session minutes, Mr. Lizotte stated "This is a one-time investment for the town." At the January 21, 2015 Town Council meeting, Councilor Comai mentioned she did not see an end date or amount which was further discussed that there was a DOT grant pending to fund \$600,000 of the project. Lastly, the Budget Committee minutes of the March 5, 2015 meeting, David Hess stated that he was present to ask for the support of 1/10 of the cost to develop a trail system along the Merrimack. Leann brought this information forward as a heads up as she is aware this information may go in front of Town Council if a Warrant Article is presented next year.

#### iv. Bear-Paw Stewardship Contract for 2020

Katrina Amaral stated that the new contract is nearly identical to the previous contract. The main differences are that she added in more specifics as to what they hope to accomplish in 2020. Bear-Paw overseeing any potential SCA projects would go under other activities as requested. Katrina will be reached out to SCA to see what their deadlines are for this year. David Hess asked Katrina if they have any other contracts like this in other Towns. Katrina stated no, only project by project basis. David Hess mentioned that the contract does not state there will be a description of services rendered to back up the cost. That will be added to the contract prior to signature.

JoCarol Woodburn asked Katrina what the status of the kiosk is. Katrina stated that she orders signs. Once those are received, she will then invoice the Conservation Commission.

**IV. Other business: Projects, Invoices, Etc.**

i. Heads Pond Trail Signs

Leann Fuller added this to the agenda as Deb Miville brough this up at the last meeting. The last e-mail correspondence Leann had with the Kiwanis was that they were working with the Boy Scouts to complete some trail maintenance and signs in the Spring.

ii. Brick Kiln Historic Loop grand opening event planning

Cindy Robertson stated that it looks like it will be in May and will coordinate with Kathie Northrup.

iii. Entrance signs for Merrimack Riverwalk Trail

Cindy Robertson reviewed the signs that JoCarol created. Cindy would like to see "motorized wheelchairs welcome" removed as she sees it as other wheelchairs are not welcome. JoCarol will make a few adjustments.

The kiosk flyer was also reviewed and approved by the Conservation Commission.

iv. Bear-Paw Stewardship Invoice for Steve Couture \$275.00

***Avery Comai made a motion to pay the Bear-Paw invoice for Steve Couture \$275.00, seconded by David Ross. Motion passed.***

v. Stantec Invoice for \$1,376.00

***JoCarol Woodburn made a motion to pay the Stantec invoice for \$1,376.00, seconded by Deb Miville. Motion passed.***

***Cindy Robertson motioned to adjourn, seconded by Avery Comai. Meeting adjourned at 6:22pm***

***Minutes respectively submitted by***

***Leann Fuller***

***Administrative Assistant***

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





October 18, 2019

Hooksett Town Council  
35 Main Street  
Hooksett, NH 03106  
c/o Donna Fitzpatrick

**Re:** Chester Turnpike & the Charity Classic Trail Ride for Cystic Fibrosis  
**For:** Hooksett Town Council Meeting Wednesday, October 23, 2019  
**Via:** Email to [dfitzpatrick@hooksett.org](mailto:dfitzpatrick@hooksett.org)

Dear Ms. Fitzpatrick and Council Members,

My name is Chip Fredette and I am writing to you on behalf of the Merrimack Valley Trails Riders ([www.MVTR.org](http://www.MVTR.org)). The purpose of my letter is to request permission to continue using Chester Turnpike for our Club's annual Charity Classic Trail Ride for Cystic Fibrosis. We are excited to report that 2020 marks our 40<sup>th</sup> year running the event!

#### **MVTR**

The Merrimack Valley Trail Riders (MVTR) has been in existence since 1972. At approximately 500, our club's membership consists of men, women, and children of all ages. MVTR's mission has been and still is... *"dedication to the safe and responsible enjoyment of the sport of dirt biking."* MVTR is a charter member of the New Hampshire Off Highway Vehicle Association and American Motorcycle Association.

In 1976, MVTR was instrumental in creating the State's first designated wheeled OHRV riding area. Located on the north side of Clough State Park, it's commonly known as "Hop-Ev". Since that time, MVTR has partnered with the Bureau of Trails to maintain that system.

#### **Charity Classic Trail Ride for Cystic Fibrosis**

In addition to its duties at "Hop Ev", MVTR and its members host several annual competitive and noncompetitive events. The flagship event of course is the Charity Classic Trail Ride for Cystic Fibrosis (the "Classic"). The Classic is a two-day, noncompetitive charity off road street registered dirt bike trail ride to benefit the Cystic Fibrosis Foundation. Typically scheduled for the second weekend of June, the Classic is based at the New Hampshire Motor Speedway in Loudon. The event consists of two 100+ mile routes aptly named the Northern Loop and Southern Loop. One is ridden Saturday of the event weekend, the other on Sunday. Aboard their trail bikes, riders encounter all types of terrain; from single-track trail to the rigors of Class VI roads. The quality of riding is a testament to why the weekend long event raises more than \$100,000 each year for the Foundation.

#### **Chester Turnpike**

The Classic and its riders have historically used and enjoyed riding Chester Turnpike. Because it plays an integral role in the Classic's Southern Loop, MVTR followed closely the steps Council took in its December 2018 meeting to partner with Southern NH ATV. Then at its May 2019 meeting, Council ultimately decided to close Chester Turnpike to wheeled vehicles altogether. It is our understanding this happened for a few reasons, not least of which was due to illegal use of those sensitive land parcels bordering the road. We understand Bear Paw's concern and respect the decision of

<http://www.mvtr.org>



the Council. MVTR does not tolerate the "poaching" of trails. In fact, I am proud to report that riders of the Classic do not partake in this type of irresponsible riding.

*Why wouldn't they leave the course...?* Participants are tasked with riding more than 100 miles, start to finish. They are equipped with route sheets that provide turn by turn direction. This combined with field arrowing helps them stay on course. And though it is not a race, riders are strongly encouraged to stay on schedule with event milestones. The designated course and riders are policed by our own "Course Marshalls" to assist with mechanical issues or other potential problems.

*How do we know they stay on course...?* Following the last riders, we deploy two teams of "Sweep Riders" who clear the routes of signage and take stock in trail impact. Any areas that experience severe impact are noted for repair at a later date. It should be known that due to the hard packed and extremely rocky surface of Chester Turnpike, the impact of the Classic on it has never been more than negligible.

In closing, MVTR respectfully requests permission to use Chester Turnpike for its annual Charity Classic Trail Ride for Cystic Fibrosis. Specifically, use of the road would include the following:

- 1.) 2 pre-event rides: One day in early May to clear the Road of blow downs; of 3 or 4 riders. Another day, also consisting of 3 or 4 riders, one week before the event to apply proper field signage.
- 2.) Event weekend: One day use for the Classic. All trail signage removed same day.

Please know that for decades, the Classic has very much enjoyed and not taken for granted its annual use of Chester Turnpike. As mentioned before, it is key to the success of this charity event. We would be extremely grateful to you for Hooksett's continued support!

Respectfully,

**Charles Fredette**

Digitally signed by Charles Fredette  
DN: cn=Charles Fredette, o, ou,  
email=chipfredette@comcast.net, c=US  
Date: 2019.10.18 10:08:52 -0400

Chip Fredette, Vice President  
Charity Classic Trail Coordinator

<http://www.mvtr.org>



101 Taxicab. This notice is per Chapter 231:132-a of the NH RSA and Section 3.6 of the  
102 Hooksett Town Charter. The full text of the proposed amendment is on file with the Town  
103 Clerk and is also available via [www.hooksett.org](http://www.hooksett.org) for your inspection. Questions should be  
104 directed to the Office of the Town Clerk at 485-9534.

105  
106 M. Lavoie, Code Enforcement: One taxi cab company has been paying the license fee regularly  
107 for many years. The ordinance requires the town to keep track of people being picked up or  
108 dropped off in Hooksett; we can't keep track of the various ride-share organizations. This is a tax  
109 on one business and it is unfair.

110  
111 Chair Sullivan: The vote on this item will be November 6<sup>th</sup>.

112

# 113 114 115 **CONSENT AGENDA**

## 116 117 **\$200 Donation - Heritage Commission Sponsored Speaker**

118 *R. Duhaime motioned to accept \$200 from the NH Humanities Council on behalf of the*  
119 *Town of Hooksett. T. Tsantoulis seconded the motion.*  
120 *Voted unanimously in favor (9-0).*  
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163 **OLD BUSINESS**

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**Hooksett Municipal Building**  
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**Not Present:** John Pieroni-Alternate, William Herlicka- Alternate

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**II. Meeting Minutes Approvals**

- December 9, 2019

*Deborah Miville motioned to approve the meeting minutes from December 9, 2019, seconded by Avery Comai. Motion passed.*

**III. Appointments**

**i. Jeff Littleton, Moosewood Ecological**

University Heights/Town Pond/School District Stewardship Plan progress

Swift Corwin joined Jeff Littleton to update the Conservation Commission. Jeff Littleton started the conversation with an update on the status of the Carriage Hill/University Heights/Town Pond and School District Stewardship plan. Jeff still has a couple more days remaining of ecological assessments. He has been out around Carriage Hill and University Heights noting potential vernal pools. He has seen a lot of deer tracks, which could prove difficult in terms of forestry. There is also porcupine, fisher cat, bobcat and fox tracks. The next areas to visit is where Swift Corwin has been which is the Town Pond and School district properties. Jeff's goal is to review the existing information and go out a couple more times, finish assessing the area and prepare a draft plan.

Swift Corwin, Forester, went out to the land that forest management is allowed. He stated how the area is beautiful and a lot of people use it. The land is well drained and was logged about 30 years ago. There is not a high density of timber but there is a lot of low bush blueberries to the point where it is sometimes hard to keep feet on the ground. There are a lot of trails going through the area and that can be a major management issue. With the new housing development around, there is more use of the area. There is no rush to do any harvesting because it is more of a park.

Jeff Littleton stated that he received an email from Steve Couture that clarified there is an additional partial that needs to be reviewed. The map shows the Carriage Manor parcel but that is part of University Heights and Carriage Manor is north of that. There is no forestry allowed on that property except for maintaining trails. Swift has completed his field work.

David Ross asked Swift if he had noticed any signs of abuse on those well used areas. Swift replied that he did not see any litter at all. There were also no invasive species that he saw. There are some places where 4 wheelers are running through the property along with several hunting blinds. David asked Swift to provide notations regarding that information.

Jeff Littleton's goal is to have a plan for review and comment in front of the Conservation Commission in March.

ii. ***Chip Fredette, Merrimack Valley Trail Riders***  
Cystic Fibrosis Charity Ride on Chester Turnpike

Chip Fredette read his letter into record. The dates for the charity ride are June 13<sup>th</sup> and June 14<sup>th</sup>. Sunday would be the loop that would go over Chester Turnpike. Chip reviewed 4 points regarding this ride. The charity ride is the Cystic Fibrosis' foundations oldest "grass roots" event, it was created 40 years ago by locals. Dartmouth Hitchcock in West Lebanon and Hanover is home to the lead research doctor for Cystic Fibrosis, which is supported by this ride. To date, this event has raised over \$2,000,000. The foundation released a statistic that the last 7 years of fundraising directly supported an increase of life expectancy of a Cystic Fibrosis patient by 4 years.

Cindy Robertson clarified that the Town Council referred this back to the Conservation Commission for a recommendation. David Ross stated that he was on the Town Council when the riding on Chester Turnpike was originally brought up and the Town Council made an allowance for permitted uses as other Towns do. David did not see a problem with this especially since they have all regulatory items in place. Cindy asked how many riders participate in the ride. Chip stated that there are about 400 riders, however there would be 250-300 passing down Chester Turnpike. It all depends on the weather and the day itself. Cindy asked how they access Chester Turnpike and Chip stated they stop in Allenstown at the Irving gas station then proceed through the northern gate in Allenstown to start on Chester Turnpike then go through the end gate in Hooksett and head towards Candia on North Road. Chip clarified that there would be no parking in Hooksett, they begin and end at the New Hampshire Motor Speedway. They have members from all over New England, and across the country to California.

Cindy's only concern is riders deciding to go back out after the event. Chip stated that they are made aware at the beginning of the event that the areas that are ridden are only for one day use. Bear Brook requires a special trail permit as well. It is commonplace with the club and community. That is not to say that others who live nearby and see this happening that they may go out.

Robert Better asked if out of state riders must register in New Hampshire. Chip clarified that another permit they receive is through Fish and Game. The Rally Permit allows those not registered in New Hampshire to participate for the one weekend event. Those registered for the event are also required to go through a technical inspection which includes having a rider number, completing a sound test to make sure they are below 96 dB, have a working headlight, taillight and horn.

Phil Fitanides asked about how they may get information out if they were to cancel the event due to extreme weather. Chip stated that these are hardy people that ride. They raised money and come to ride. They have not cancelled a ride due to weather. Ultimately, it is up to the rider's discretion. With regards to repair and clean up after the ride, through way of a grant by the Bureau of Trails, the club has a 6-wheeler and 4-wheeler with a York rake used to repair trails. When the ride is complete, there is an assessment of impact, usually the trails hold up well. When it comes to dry weather, all bikes must be equipped with a spark arrestor to prevent any sparks creating a fire. Phil also asked if they notify anyone in Town regarding the ride. Chip stated that for the last 39 years, they send letters to the Chief of Police of each municipality. Those letters go out by May 16.

***David Ross made a motion that the Hooksett Conservation Commission express their support for the use of Chester Turnpike in the limited fashion of the Cystic Fibrosis ride, seconded by Phil Fitanides. Motion passed.***

Chip finalized the discussion by stating that they typically place an A frame sign at the Irving station and he may be able to locate one to put at the end of Chester Turnpike to make people aware it is a charity ride and one day event.

- iii. ***Steve Couture-Steward for Bear-Paw and Katrina Amaral, Executive Director for Bear-Paw***
  - i. Merrimack County Conservation District regarding leasing fields

Steve Couture brought the Conservation Commission up to speed. The corn field is active mainly with one individual farmer. As part of the lease with that farm, there was supposed to be mowing of other fields completed. Steve and Cindy discussed exploring what else those fields could be used for to maximize its agricultural use. Steve had a conversation with the Merrimack County Conservation District (MCCD) who are agricultural experts. Due to the excellent negotiating skills, there is very clear easement language that agricultural use has no limitations if there is a management plan in place. Steve reached out to the Society for the Protection of New Hampshire Forests (SPNHF), so they were kept in the loop. One recommendation that MCCD had was identifying what the Conservation Commission wants to achieve. Steve proceeded forward and had a conversation with the LaValley's. They are very active in town with a farm stand and seemed interested. They would prefer a longer arrangement as it would take time to improve the soil health to grow other items for human consumption. 5-10 years is a timeframe they would be willing to look at. Steve mentioned that an annual fee may be reasonable.

David Hess stated that it may not necessarily have to be a fee but maybe some bartering. Steve Couture mentioned that it was done in the past, the farmer could use the land but needs to mow the other fields, which did not quite work. MCCD did recommend a soil test and LaValley's mentioned that as well since biosolids were previously used. It is a very inexpensive test. David Hess also mentioned that the corn field was accessed from the north through private property. Steve stated that he discussed that with MCCD and whoever is allowing that to happen, they are hoping they will still be amendable to that. Cindy brought up that there is a lot of milkweed on other fields and it may be a good idea to investigate preserving some of that for the butterflies.

David Ross stated that there must be diligence done as to what the market value is for leasing the farmland.

Steve Couture is recommending building up the soil health and make it more of a sustainable practice to align with the rest of the Conservation Easement and build a sense of community. In talking with Mr. Pritchard in the past, to convert one field to hay, he wanted the Town to pay him \$20,000. It takes time to convert the field. David Ross agreed with the idea of responsible agriculture. The field has been used historically under previous owners. David Ross stated he was in favor of continuing the discussion.

Avery Comai asked if there was a water source there. Steve Couture assumed he was referring to irrigation, which is not available. Steve discussed that with MCCD. Requiring a water source depends on the crop and location. That would come up when developing the plan. Cindy Robertson asked Steve if his sense was that they should have a management plan in place by April. Katrina Amaral recommended talking to SPNHF about that. Steve does believe it should be in place by April. David Ross asked if a management plan is something the lessee could provide. Steve stated that MCCD does have standard formats. However, to be fair, before asking an entity to develop a plan, which they may not be authorized to do, it may be better to work with the entity to develop the plan.

David Hess agreed to explore what could be done with the corn field and possible add a portion of the middle field that is north of where the current trail cuts across. David Hess did ask why the plan for the Merrimack Riverwalk trail loop comes out so far away from the wetland. Steve Couture is going to investigate that. Steve Couture requested that one or two members be integral to this discussion between meetings. David Ross recommended that Avery Comai do so has the Council representative. Cindy Robertson asked that David Hess be involved as well.

ii. Merrimack Riverwalk Trail Phase III Cost Estimate

Steve Couture reviewed the cost estimate for Phase III. There is a potential Eagle Scout project to complete a temporary bridge. Going north towards Allenstown only makes sense so when Allenstown and Pembroke are ready to connect to Concord, Hooksett has a trail there as well. Cindy would love to see the loop finished. However, it would be best to take the time and let people get out there and see Phase II as they would be more inclined to vote for a Warrant Article. Steve Couture mentioned there may be a window for a RTP trail grant which may help fund the bridge.

iii. Warrant article process

Leann Fuller stated that June or July is when the warrant article process begins. Leann brought up that in 2015, there was a \$100,000 Warrant Article placed on the ballot for the Merrimack Riverfront Trail System. In the April 4, 2015 Deliberative Session minutes, Mr. Lizotte stated "This is a one-time investment for the town." At the January 21, 2015 Town Council meeting, Councilor Comai mentioned she did not see an end date or amount which was further discussed that there was a DOT grant pending to fund \$600,000 of the project. Lastly, the Budget Committee minutes of the March 5, 2015 meeting, David Hess stated that he was present to ask for the support of 1/10 of the cost to develop a trail system along the Merrimack. Leann brought this information forward as a heads up as she is aware this information may go in front of Town Council if a Warrant Article is presented next year.

iv. Bear-Paw Stewardship Contract for 2020

Katrina Amaral stated that the new contract is nearly identical to the previous contract. The main differences are that she added in more specifics as to what they hope to accomplish in 2020. Bear-Paw overseeing any potential SCA projects would go under other activities as requested. Katrina will be reached out to SCA to see what their deadlines are for this year. David Hess asked Katrina if they have any other contracts like this in other Towns. Katrina stated no, only project by project basis. David Hess mentioned that the contract does not state there will be a description of services rendered to back up the cost. That will be added to the contract prior to signature.

JoCarol Woodburn asked Katrina what the status of the kiosk is. Katrina stated that she orders signs. Once those are received, she will then invoice the Conservation Commission.

**IV. Other business: Projects, Invoices, Etc.**

**i. Heads Pond Trail Signs**

Leann Fuller added this to the agenda as Deb Miville brough this up at the last meeting. The last e-mail correspondence Leann had with the Kiwanis was that they were working with the Boy Scouts to complete some trail maintenance and signs in the Spring.

**ii. Brick Kiln Historic Loop grand opening event planning**

Cindy Robertson stated that it looks like it will be in May and will coordinate with Kathie Northrup.

**iii. Entrance signs for Merrimack Riverwalk Trail**

Cindy Robertson reviewed the signs that JoCarol created. Cindy would like to see "motorized wheelchairs welcome" removed as she sees it as other wheelchairs are not welcome. JoCarol will make a few adjustments.

The kiosk flyer was also reviewed and approved by the Conservation Commission.

**iv. Bear-Paw Stewardship Invoice for Steve Couture \$275.00**

***Avery Comai made a motion to pay the Bear-Paw invoice for Steve Couture \$275.00, seconded by David Ross. Motion passed.***

**v. Stantec Invoice for \$1,376.00**

***JoCarol Woodburn made a motion to pay the Stantec invoice for \$1,376.00, seconded by Deb Miville. Motion passed.***

***Cindy Robertson motioned to adjourn, seconded by Avery Comai. Meeting adjourned at 6:22pm***

***Minutes respectively submitted by***

***Leann Fuller***

***Administrative Assistant***

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





# Town Council STAFF REPORT



**To:** Town Council  
**Title:** FY 2020-21 Budget and Warrant Articles  
**Meeting:** Town Council - 22 Jan 2020  
**Department:** Finance  
**Staff Contact:** Christine Soucie, Finance Director

## BACKGROUND INFORMATION:

1) Sign default budget \$19,831,427.00 includes increases for DPW Union contract, debt service payments and removal of a one-time cemetery project.

2) Recommend Budget Committee's Operating Budget \$19,937,694.00.

• Town Council's recommended budget	\$17,740,239.00
<b>Budget Committee's changes</b>	
Administration	(2,000.00)
Community Development	(1.00)
Fire-Rescue	(85,500.00)
Police	(10,000.00)
Public Works	(1,050.00)
Budget Committee	(3,476.00)
Subtotal Town's Operating	(102,027.00)
Wastewater's recommended budget	2,384,355.00
<b>Budget Committee's change</b>	(84,873.00)
Budget Committee's recommended budget	\$19,937,694.00

3) Preparations for Deliberative Session (Move and 2nd each article)

4) Deadline for Council's letter for Town Meeting Guide is Friday, January 24th.

5) Deadline for posting Town Warrant is Monday, January 27th.

## SUGGESTED MOTION:

1) Motion to sign State Form 2020 MS-DTB (FY 2020-21 Default Budget) totaling \$19,831,427.00.

2) Motion to recommend the Budget Committee's Operating Budget totaling \$19,937,694.00.

## TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

**ATTACHMENTS:**

Default Budget Calculation

MS-DTB Default Budget Form

FY 2020-21 Recommended Budgets

Draft Warrant

Town of Hooksett  
DEFAULT BUDGET CALCUALTION

1/8/2020

Department	2019-20 Amended Budget	Contractual Items	Remove One-time Items	2020-21 Default Budget
Administration	1,122,777	0	0	1,122,777
Assessing	175,874	0	0	175,874
Community Development	465,331	0	0	465,331
Family Services	163,327	0	0	163,327
Finance	227,827	0	0	227,827
Fire Rescue	4,240,405	0	0	4,240,405
Police	4,703,596	0	0	4,703,596
Public Works	4,802,972	35,627	(22,000)	4,816,599
Tax Collector	258,799	0	0	258,799
Town Clerk & Elections	37,248	0	0	37,248
<b>Operating Budget</b>	<b>16,198,156</b>	<b>35,627</b>	<b>(22,000)</b>	<b>16,211,783</b>
Budget Committee	8,554	0	0	8,554
Capital Leases	36,456	0	0	36,456
Cemetery Commission	641	0	0	641
Conservation Commission	1,277	0	0	1,277
Debt Principal	101,750	253,250	0	355,000
Debt Interest	111,220	(5,522)	0	105,698
Debt TAN Interest	1	0	0	1
Library	865,289	0	0	865,289
<b>Total Operating Budget</b>	<b>17,323,344</b>	<b>283,355</b>	<b>(22,000)</b>	<b>17,584,699</b>
Wastewater Department	2,075,153	171,575	0	2,246,728
<b>Grand Totals</b>	<b>19,398,497</b>	<b>454,930</b>	<b>(22,000)</b>	<b>19,831,427</b>

Increased the default:

DPW Union Contract \$35,627

Debt Principal \$253,250

Wastewater Debt Principal & Interest \$171,575

Decreased the default:

Cemetery Project \$22,000

Debt interest \$5,522



**New Hampshire**  
Department of  
Revenue Administration

**2020  
MS-DTB**

### Default Budget of the Municipality

## Hooksett

For the period beginning July 1, 2020 and ending June 30, 2021

RSA 40:13, IX (b) "Default budget" as used in this subdivision means the amount of the same appropriations as contained in the operating budget authorized for the previous year, reduced and increased, as the case may be, by debt service, contracts, and other obligations previously incurred or mandated by law, and reduced by one-time expenditures contained in the operating budget. For the purposes of this paragraph, one-time expenditures shall be appropriations not likely to recur in the succeeding budget, as determined by the governing body, unless the provisions of RSA 40:14-b are adopted, of the local political subdivision.

This form was posted with the warrant on: \_\_\_\_\_

## GOVERNING BODY CERTIFICATION

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Name

## Position

**Signature**

This form must be signed, scanned, and uploaded to the Municipal Tax Rate Setting Portal:

<https://www.proptax.org/>

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



**New Hampshire**  
Department of  
Revenue Administration

**2020  
MS-DTB**

**Appropriations**

Account	Purpose	Prior Year Adopted Budget	Reductions or Increases	One-Time Appropriations	Default Budget
<b>General Government</b>					
0000-0000	Collective Bargaining	\$0	\$0	\$0	\$0
4130-4139	Executive	\$407,234	\$0	\$0	\$407,234
4140-4149	Election, Registration, and Vital Statistics	\$37,248	\$0	\$0	\$37,248
4150-4151	Financial Administration	\$665,551	\$0	\$0	\$665,551
4152	Revaluation of Property	\$175,874	\$0	\$0	\$175,874
4153	Legal Expense	\$95,000	\$0	\$0	\$95,000
4155-4159	Personnel Administration	\$199,964	\$0	\$0	\$199,964
4191-4193	Planning and Zoning	\$369,616	\$0	\$0	\$369,616
4194	General Government Buildings	\$512,580	\$254	\$0	\$512,834
4195	Cemeteries	\$25,141	\$0	(\$22,000)	\$3,141
4196	Insurance	\$220,810	\$0	\$0	\$220,810
4197	Advertising and Regional Association	\$14,000	\$0	\$0	\$14,000
4199	Other General Government	\$1	\$0	\$0	\$1
<b>General Government Subtotal</b>		<b>\$2,723,019</b>	<b>\$254</b>	<b>(\$22,000)</b>	<b>\$2,701,273</b>
<b>Public Safety</b>					
4210-4214	Police	\$4,703,596	\$0	\$0	\$4,703,596
4215-4219	Ambulance	\$0	\$0	\$0	\$0
4220-4229	Fire	\$4,236,154	\$0	\$0	\$4,236,154
4240-4249	Building Inspection	\$95,714	\$0	\$0	\$95,714
4290-4298	Emergency Management	\$4,251	\$0	\$0	\$4,251
4299	Other (Including Communications)	\$0	\$0	\$0	\$0
<b>Public Safety Subtotal</b>		<b>\$9,039,715</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,039,715</b>
<b>Airport/Aviation Center</b>					
4301-4309	Airport Operations	\$0	\$0	\$0	\$0
<b>Airport/Aviation Center Subtotal</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Highways and Streets</b>					
4311	Administration	\$251,357	\$0	\$0	\$251,357
4312	Highways and Streets	\$1,930,112	\$15,306	\$0	\$1,945,418
4313	Bridges	\$1	\$0	\$0	\$1
4316	Street Lighting	\$62,000	\$0	\$0	\$62,000
4319	Other	\$222,969	\$2,892	\$0	\$225,861
<b>Highways and Streets Subtotal</b>		<b>\$2,466,439</b>	<b>\$18,198</b>	<b>\$0</b>	<b>\$2,484,637</b>



**New Hampshire**  
Department of  
Revenue Administration

**2020  
MS-DTB**

**Appropriations**

Account	Purpose	Prior Year Adopted Budget	Reductions or Increases	One-Time Appropriations	Default Budget
<b>Sanitation</b>					
4321	Administration	\$122,080	\$0	\$0	\$122,080
4323	Solid Waste Collection	\$322,824	\$4,917	\$0	\$327,741
4324	Solid Waste Disposal	\$762,254	\$5,119	\$0	\$767,373
4325	Solid Waste Cleanup	\$0	\$0	\$0	\$0
4326-4328	Sewage Collection and Disposal	\$0	\$0	\$0	\$0
4329	Other Sanitation	\$0	\$0	\$0	\$0
	<b>Sanitation Subtotal</b>	<b>\$1,207,158</b>	<b>\$10,036</b>	<b>\$0</b>	<b>\$1,217,194</b>
<b>Water Distribution and Treatment</b>					
4331	Administration	\$0	\$0	\$0	\$0
4332	Water Services	\$0	\$0	\$0	\$0
4335-4339	Water Treatment, Conservation and Other	\$0	\$0	\$0	\$0
	<b>Water Distribution and Treatment Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Electric</b>					
4351-4352	Administration and Generation	\$0	\$0	\$0	\$0
4353	Purchase Costs	\$0	\$0	\$0	\$0
4354	Electric Equipment Maintenance	\$0	\$0	\$0	\$0
4359	Other Electric Costs	\$0	\$0	\$0	\$0
	<b>Electric Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Health</b>					
4411	Administration	\$1	\$0	\$0	\$1
4414	Pest Control	\$0	\$0	\$0	\$0
4415-4419	Health Agencies, Hospitals, and Other	\$0	\$0	\$0	\$0
	<b>Health Subtotal</b>	<b>\$1</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1</b>
<b>Welfare</b>					
4441-4442	Administration and Direct Assistance	\$132,024	\$0	\$0	\$132,024
4444	Intergovernmental Welfare Payments	\$31,303	\$0	\$0	\$31,303
4445-4449	Vendor Payments and Other	\$0	\$0	\$0	\$0
	<b>Welfare Subtotal</b>	<b>\$163,327</b>	<b>\$0</b>	<b>\$0</b>	<b>\$163,327</b>
<b>Culture and Recreation</b>					
4520-4529	Parks and Recreation	\$628,752	\$7,139	\$0	\$635,891
4550-4559	Library	\$865,289	\$0	\$0	\$865,289
4583	Patriotic Purposes	\$2,945	\$0	\$0	\$2,945
4589	Other Culture and Recreation	\$11,750	\$0	\$0	\$11,750
	<b>Culture and Recreation Subtotal</b>	<b>\$1,508,736</b>	<b>\$7,139</b>	<b>\$0</b>	<b>\$1,515,875</b>



**New Hampshire**  
Department of  
Revenue Administration

**2020**  
**MS-DTB**

**Appropriations**

Account	Purpose	Prior Year Adopted Budget	Reductions or Increases	One-Time Appropriations	Default Budget
<b>Conservation and Development</b>					
4611-4612	Administration and Purchasing of Natural Resources	\$1,277	\$0	\$0	\$1,277
4619	Other Conservation	\$0	\$0	\$0	\$0
4631-4632	Redevelopment and Housing	\$0	\$0	\$0	\$0
4651-4659	Economic Development	\$700	\$0	\$0	\$700
	<b>Conservation and Development Subtotal</b>	<b>\$1,977</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,977</b>
<b>Debt Service</b>					
4711	Long Term Bonds and Notes - Principal	\$101,750	\$253,250	\$0	\$355,000
4721	Long Term Bonds and Notes - Interest	\$111,220	(\$5,522)	\$0	\$105,698
4723	Tax Anticipation Notes - Interest	\$1	\$0	\$0	\$1
4790-4799	Other Debt Service	\$0	\$0	\$0	\$0
	<b>Debt Service Subtotal</b>	<b>\$212,971</b>	<b>\$247,728</b>	<b>\$0</b>	<b>\$460,699</b>
<b>Capital Outlay</b>					
4901	Land	\$1	\$0	\$0	\$1
4902	Machinery, Vehicles, and Equipment	\$0	\$0	\$0	\$0
4903	Buildings	\$0	\$0	\$0	\$0
4909	Improvements Other than Buildings	\$0	\$0	\$0	\$0
	<b>Capital Outlay Subtotal</b>	<b>\$1</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1</b>
<b>Operating Transfers Out</b>					
4912	To Special Revenue Fund	\$0	\$0	\$0	\$0
4913	To Capital Projects Fund	\$0	\$0	\$0	\$0
4914A	To Proprietary Fund - Airport	\$0	\$0	\$0	\$0
4914E	To Proprietary Fund - Electric	\$0	\$0	\$0	\$0
4914O	To Proprietary Fund - Other	\$0	\$0	\$0	\$0
4914S	To Proprietary Fund - Sewer	\$2,075,153	\$171,575	\$0	\$2,246,728
4914W	To Proprietary Fund - Water	\$0	\$0	\$0	\$0
4915	To Capital Reserve Fund	\$0	\$0	\$0	\$0
4916	To Expendable Trusts/Fiduciary Funds	\$0	\$0	\$0	\$0
4917	To Health Maintenance Trust Funds	\$0	\$0	\$0	\$0
4918	To Non-Expendable Trust Funds	\$0	\$0	\$0	\$0
4919	To Fiduciary Funds	\$0	\$0	\$0	\$0
	<b>Operating Transfers Out Subtotal</b>	<b>\$2,075,153</b>	<b>\$171,575</b>	<b>\$0</b>	<b>\$2,246,728</b>
	<b>Total Operating Budget Appropriations</b>	<b>\$19,398,497</b>	<b>\$454,930</b>	<b>(\$22,000)</b>	<b>\$19,831,427</b>



**New Hampshire**  
Department of  
Revenue Administration

**2020**  
**MS-DTB**

**Reasons for Reductions/Increases & One-Time Appropriations**

Account	Explanation
4195	Cemetery Project
4194	DPW Union Contract approved
4312	DPW Union Contract approved
4721	2018 & 2019 Debt
4711	2018 & 2019 Debt
4319	DPW Union Contract approved
4520-4529	DPW Union Contract approved
4323	DPW Union Contract approved
4324	DPW Union Contract approved
4914S	2018 Debt



**TOWN OF HOOKSETT - BUDGET SUMMARY FY 2020-21**

1/10/2020

Departments	column 1 FY 2018-19 Amended Budget	column 2 FY 2018-19 Actuals as of 6/30/19	column 3 FY 2019-20 Amended Budget	column 4 FY 2019-20 Actuals as of 12/31/19	column 5 FY 2020-21 Department Request	column 6 FY 2020-21 Town Admin Recomm.	column 7 FY 2020-21 Council Recomm.	column 8 FY 2020-21 Budget Com Recomm.	column 9 FY 2020-21 Default Budget
*Administration	1,067,076	1,057,011.57	1,122,777	578,253.32	1,178,956	1,178,956	1,208,074	1,208,074	1,122,777
Assessing	232,078	214,761.06	175,874	86,573.04	181,045	181,045	186,376	186,376	175,874
Community Development	457,505	413,592.61	485,331	221,092.62	473,280	473,280	475,216	475,216	465,331
Family Services	195,800	124,113.62	183,327	67,434.16	162,410	162,352	162,352	162,352	163,327
Finance	228,661	271,845.08	227,827	118,184.18	240,224	240,124	241,063	241,063	227,827
*Fire-Rescue	4,038,255	3,846,917.90	4,240,405	1,982,978.46	4,564,754	4,319,649	4,371,804	4,286,304	4,240,405
*Police	4,585,916	4,405,599.68	4,703,596	2,156,860.58	4,820,730	4,783,423	4,710,707	4,700,707	4,700,596
*Public Works	4,359,428	3,751,616.07	4,802,972	1,997,854.28	4,860,434	4,826,344	4,786,687	4,785,631	4,816,599
Tax Collector	256,199	244,866.20	258,709	118,553.21	265,004	261,005	262,265	262,265	258,799
Town Clerk & Elections	36,277	36,029.01	37,248	8,408.47	43,486	46,087	46,087	46,087	37,248
<b>Operating Budget</b>	<b>15,487,195</b>	<b>14,356,352.80</b>	<b>16,198,156</b>	<b>7,338,192.32</b>	<b>16,750,323</b>	<b>16,472,265</b>	<b>16,450,625</b>	<b>16,352,074</b>	<b>16,211,783</b>
Budget Committee	10,935	9,841.24	8,554	4,098.21	11,404	10,121	10,121	8,645	9,554
Capital Leases	36,456	36,455.40	36,456	36,455.40	36,456	36,456	36,456	36,456	36,456
Cemetery Commission	841	440.00	641	450.00	1,011	1,011	1,011	1,011	641
Conservation Commission	1,277	277.00	1,277	1,164.61	1,925	1,817	1,817	1,817	1,277
Debt Principal	0	0.00	101,750	101,750.00	230,000	230,000	230,000	230,000	355,000
Debt Interest	22,287	22,286.25	111,220	24,907.13	139,448	139,448	139,446	139,448	106,698
Debt TAN Interest	1	0.00	1	0.00	1	1	1	1	1
Library	786,925	786,925.00	865,289	381,552.80	865,289	865,289	870,760	870,760	865,289
<b>Total Operating Budget</b>	<b>16,345,917</b>	<b>15,213,577.69</b>	<b>17,323,344</b>	<b>7,898,570.47</b>	<b>18,075,857</b>	<b>17,756,408</b>	<b>17,740,239</b>	<b>17,638,212</b>	<b>17,584,699</b>
Wastewater	2,066,001	1,950,253.55	2,075,153	0.00	2,384,356	17,756,408	17,740,239	2,296,482	2,246,728
<b>Grand Total</b>	<b>18,413,918</b>	<b>17,163,831.24</b>	<b>19,398,497</b>	<b>7,898,570.47</b>	<b>20,460,212</b>	<b>17,756,408</b>	<b>17,740,239</b>	<b>19,937,694</b>	<b>19,831,427</b>

Budget Committee's recommended budget is higher than the Default Budget by \$ 106,257 0.5%  
 Budget Committee's recommended budget is higher than the FY 2019-20 Budget by \$ 539,197 2.8%

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## Town Warrant

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To the inhabitants of the Town of Hooksett, New Hampshire, in the county of Merrimack in said state, qualified to vote in Town affairs.

You are hereby notified to meet at **David R. Cawley Middle School on Saturday, February 1, 2020 at 9:00 am** for the first session of the Town Meeting to discuss and amend, as required, warrant articles 3 through 25.

The final ballot vote for warrant articles will take place at **David R. Cawley Middle School on Tuesday, March 10, 2020**. The polls will be open from 6 am until 7 pm.

### Article 1

To choose all necessary Town officers for the year ensuing.

### Article 2

#### **Zoning Amendments**

##### **Amendment No. 1**

Are you in favor of Zoning Amendment #1, as proposed by the Hooksett Planning Board, to re-zone the following lots from Medium Density Residential to Commercial:

Map 31, Lot 29	Map 32, Lot 24	Map 32, Lot 25	Map 32, Lot 26
Map 32, Lot 23	Map 32, Lot 25-1	Map 32, Lot 25-2?	

*The proposed re-zoning will convert the above mentioned lots from Medium Density Residential to Commercial for the purpose of creating uniformity in zoning along Londonderry Turnpike south of Farmer Road, one of Hooksett's main commercial corridors.*

*Recommended by the Hooksett Planning Board.*

##### **Amendment No. 2**

Are you in favor of Zoning Amendment #2, as proposed by the Hooksett Planning Board, to remove the following lots from the Performance Zone and to subsequently rezone said lots from Commercial to Medium Density Residential:

Map 30, Lot 1	Map 30, Lot 2	Map 30, Lot 10	Map 30, Lot 11
Map 30, Lot 12	Map 30, Lot 13	Map 30, Lot 58	Map 30, Lot 59
Map 30, Lot 60	Map 30, Lot 61	Map 30, Lot 62?	

*The proposed re-zoning will remove the Performance Zone layer from the above mentioned lots and subsequently re-zone these lots from Commercial to Medium Density Residential for the purpose of maintaining the residential character of Benton Road.*

*Recommended by the Hooksett Planning Board.*

##### **Amendment No. 3**

Are you in favor of Zoning Amendment #3, as proposed by the Hooksett Planning Board, to rezone Tax Map 43 Lot 24-1 from Commercial to Medium Density Residential?

*The purpose of the proposed rezoning is to maintain the residential character of Joanne Drive and adjacent neighborhoods. Recommended by the Hooksett Planning Board.*

### Article 3

To see if the town will vote to raise and appropriate the sum of **\$30,000.00** for the purpose of developing an Asset Management Program for the Wastewater Public Facilities that will qualify the Town for federal and state funds (the "Project"); to authorize the issuance of not more than \$30,000.00 of bonds and notes in accordance with the provisions of the Municipal Finance Act (RSA 33); to authorize the Town Council to determine the date, maturities, interest rate, and other details of such bonds or notes; and to authorize the Town Council to apply for, obtain, and accept federal, state, or other aid for the Project, including the Clean Water State Revolving Fund program, which may provide principal forgiveness in the amount of up to \$30,000.00 at no cost to rate payers and tax payers. (3/5 ballot vote required) Recommended by the Town Council (7 Yes - 0 No),

**Article 4**

Shall the town adopt the provisions of RSA 72:61 through RSA 72:64 inclusively, which provide for an optional property tax exemption from the property's assessed value, for property tax purposes, for persons owning real property, which is equipped with solar energy systems intended for use at the immediate site. Such property tax exemption shall be in the amount equal to 100% of the assessed value of qualifying solar energy system equipment under these statutes, not to exceed \$30,000. (Majority vote required)

**Article 5**

Shall the town raise and appropriate as an operating budget, not including appropriations by special warrant articles, the amounts set forth on the budget posted with the warrant, for the purposes set forth therein, and other appropriations voted separately totaling \$19,937,694.00? Should this article be defeated, the operating budget shall be \$19,831,427.00, which is the same as last year, with certain adjustments required by previous action of the Town meeting, or by law or the Town Council may hold one special meeting, to take up the issue of a revised operating budget only. Estimated tax rate impact \$5.51.

**Article 6**

To see if the town will vote to raise and appropriate the sum of **\$250,000.00** to be added to the Fire Apparatus Capital Reserve Fund previously established. Estimated tax rate impact is \$0.12. Recommended by Town Council (7 Yes - 0 No),

**Article 7**

To see if the town will vote to raise and appropriate the sum of **\$200,000.00** to be added to the Public Works' Vehicles Capital Reserve Fund previously established. Estimated tax rate impact is \$0.10. Recommended by Town Council (7 Yes - 0 No),

**Article 8**

To see if the town will vote to raise and appropriate the sum of **\$150,000.00** to purchase a Truck Tractor to haul trash for the Recycling and Transfer Division of Public Works with said funds to come from the Solid Waste Disposal Special Revenue Fund. No amount to be raised from general taxation. Recommended by Town Council (7 Yes - 0 No),

**Article 9**

To see if the town will vote to raise and appropriate the sum of **\$115,000.00** to purchase and install a salt storage facility for the Highway Division of Public Works. Estimated tax rate impact \$0.06. Recommended by Town Council (7 Yes - 0 No),

**Article 10**

To see if the town will vote to approve the cost items included in the collective bargaining agreement reached between the Hooksett Town Council and the Hooksett Permanent Firefighters Association Local 3264, IAFF which calls for the following increases in salaries and benefits at the current staffing level:

Estimated increase over prior year

<u>Fiscal Year</u>	<u>Salaries</u>	<u>Benefits</u>	<u>Estimated Increase</u>
2020-21	\$127,297.00	(\$ 16,046.00)	\$111,251.00
2021-22	\$ 74,520.00	\$ 27,594.00	\$102,114.00
2022-23	\$ 77,601.00	\$ 28,736.00	\$106,337.00

and further to raise and appropriate **\$111,251.00** for the current fiscal year; of this amount \$14,985.00 is authorized to be withdrawn from the Ambulance Revenue Fund, and the balance of \$96,266.00 to be raised from general taxation. Such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels. Estimated tax rate impact is \$0.05. Recommended by Town Council (7 Yes - 0 No),

**Article 11**

Shall the town, if ARTICLE #10 is defeated, authorize the governing body to call one special meeting, at its option, to address ARTICLE #10 cost items only? (Majority vote)

**Article 12**

To see if the town will vote to raise and appropriate the sum of **\$106,068.00** for an increase in salaries and benefits for non-union full-time and part-time Town personnel.

<u>Fiscal Year</u>	<u>Salaries</u>	<u>Benefits</u>	<u>Total</u>
2020-21	\$88,047.00	\$18,021.00	\$106,068.00

Estimated tax rate impact is \$.05. Recommended by Town Council (7 Yes – 0 No).

**Article 13**

To see if the town will vote to raise and appropriate the sum of **\$100,000.00** to be added to the Town Building Maintenance Capital Reserve Fund previously established. Estimated tax rate impact is \$0.05. Recommended by Town Council (7 Yes - 0 No),

**Article 14**

To see if the town will vote to approve the cost items included in the collective bargaining agreement reached between the Hooksett Town Council and the Hooksett Police Union Local 46, NEPBA which calls for the following increases in salaries and benefits at the current staffing level:

Estimated increase over prior year

<u>Fiscal Year</u>	<u>Salaries</u>	<u>Benefits</u>	<u>Estimated Increase</u>
2020-21	\$ 73,252.00	\$ 20,934.00	\$ 94,186.00
2021-22	\$ 72,999.00	\$ 21,540.00	\$ 94,539.00
2022-23	\$ 80,343.00	\$ 19,454.00	\$ 99,797.00

and further to raise and appropriate **\$94,186.00** for the current fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels. Estimated tax rate impact is \$0.05. Recommended by Town Council (7 Yes – 0 No),

**Article 15**

Shall the town, if ARTICLE #14 is defeated, authorize the governing body to call one special meeting, at its option, to address ARTICLE #14 cost items only? (Majority vote)

**Article 16**

To see if the town will vote to raise and appropriate the sum of **\$93,390.00** to purchase and install a pavilion for community use; of this amount, not to exceed \$50,000.00 is authorized to be withdrawn from the Public Recreation Facilities Impact Fees Special Revenue and not to exceed \$43,390.00 to be withdrawn from the Parks & Recreation Facilities Development Capital Reserve. No amount to be raised from general taxation. Recommended by Town Council (8 Yes - 1 No).

**Article 17**

To see if the town will vote to raise and appropriate the sum of **\$80,000.00** to be added to the previously established Capital Reserve Funds and to apportion the sum among several funds as listed below:

Air Packs & Bottles	\$ 25,000.00
Fire Rescue Tools & Equipment	35,000.00
Fire Cistern	<u>20,000.00</u>
Total	\$ 80,000.00

Estimated tax rate impact is \$0.04. Recommended by Town Council (6 Yes - 1 No).

**Article 18**

To see if the town will vote to raise and appropriate the sum of **\$50,000.00** to be added to the Emergency Radio Communications Capital Reserve Fund previously established. Estimated tax rate impact is \$0.02. Recommended by Town Council (6 Yes - 1 No).

**Article 19**

To see if the town will vote to raise and appropriate the sum of **\$50,000.00** to be added to the Drainage Upgrades Capital Reserve Fund previously established. Estimated tax rate impact is \$0.02. Recommended by Town Council (7 Yes - 0 No).

**Article 20**

To see if the town will vote to raise and appropriate the sum of **\$39,148.00** for salary and benefits to hire a full-time DPW Recycling & Transfer Administrative Assistant and replace the current part-time secretary position.

<u>Fiscal Year</u>	<u>Salary</u>	<u>Benefits</u>	<u>Total</u>
2020-21	\$14,196.00	\$24,952.00	\$39,148.00

Estimated tax rate impact is \$0.02. Recommended by Town Council (7 Yes - 0 No).

**Article 21**

To see if the town will vote to raise and appropriate the sum of **\$30,000.00** to be added to the Automated Collection Equipment Capital Reserve previously established. Estimated tax rate impact is \$0.01. Recommended by Town Council (6 Yes - 1 No).

**Article 22**

To see if the town will vote to raise and appropriate the sum of **\$30,000.00** to be added to the Revaluation Capital Reserve Fund previously established. Estimated tax rate impact is \$0.01. Recommended by Town Council (7 Yes - 0 No).

**Article 23**

To see if the town will vote to raise and appropriate the sum of **\$25,000.00** to be added to the Parks & Recreation Facilities Development Capital Reserve Fund previously established. Estimated tax rate impact is \$0.01. Recommended by Town Council (7 Yes – 2 No),

**Article 24**

To see if the town will vote to raise and appropriate the sum of **\$10,000.00** to be added to the Conservation Land Improvements Capital Reserve Fund previously established. Estimated tax rate impact is \$0.005. Recommended by Town Council (5 Yes – 2 No),

**Article 25**

To see if the Town will vote to raise and appropriate **\$52,000.00** to reimburse for private residential water hydrants to insure public safety. SUBMITTED BY PETITION. Estimated tax rate impact \$0.03. Recommended by Town Council (5 Yes – 2 No),

Given under our hands and seal,

On behalf of the entire Hooksett Town Council:

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James A. Sullivan, Chairman

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Avery Comai, Secretary

A True Copy of the Warrant – Attest:

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James A. Sullivan, Chairman

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Avery Comai, Secretary

Town Council  
**STAFF REPORT**



**To:** Town Council  
**Title:** TIF District Status Report and Request to Accept TIF Committee Recommendations and Proceed Accordingly  
**Meeting:** Town Council - 22 Jan 2020  
**Department:** Community Development  
**Staff Contact:** Bruce Thomas, Town Engineer

**BACKGROUND INFORMATION:**

The Tax Increment Finance (TIF) Committee, Town Staff and Consultant Underwood Engineering have been working to develop a plan to provide sewer to the TIF District. The TIF Committee has been meeting monthly to be updated by Staff and Underwood and to provide guidance toward completion of concept plans and funding plans. The TIF Committee recommends that the project proceed based on these plans in a series of ten recommendations each of which were unanimously approved. These recommendations are listed in the attachments. The Committee also placed a priority to sewer the Exit 10 area first.

A philosophy of this project is that the Town can pay for the design of the water systems because the existing warrant article used the term "infrastructure" to determine the scope of work. The construction cost of the water infrastructure work and who pays for it will be determined at a later date, however a typical example might be that the water company pays for water main installation, but the Town could pay for the road restoration (that has to be done anyway).

Another philosophy of this project is that many discussions have been held regarding the contributions from Walmart, Bass Pro Shops, Market Basket and others toward the proposed sewer. This proposal resolves the issue by having those entities to pay for the construction of the sewer that services their properties. For example, Walmart and Bass Pro Shops would pay for the construction of the sewer main along route 3A from Goonan Road to their driveway (and the sewer on their own property). However, the Town will provide the design for the sewer to ensure it meets our specifications and other needs.

The following is a description of the proposed work. Several attachments are provided that illustrate the work, the costs, and the funding sources. Plans are also provided that show the proposed locations of the sewer and water utilities. David Mercier of Underwood Engineering, David Boutin, Chairman of the TIF Committee, and Bruce Thomas, Town Engineer will be available at the January 22nd Town Council meeting to present and discuss each of these handouts.

Phase 1 and 2:

- Phases 1 and 2 will take place in the Exit 10 area. They will require a new pump station in the Kimball Drive area (possibly at Town owned land adjacent to the Amazon site) and a second river crossing to connect the proposed sewer to the Martins Ferry Road pump station via force

main (the first river crossing has been installed at the Tri-Town arena). The Martins Ferry pump station will have to be modified to accept the flows from the Exit 10 area.

- Phase 1 will require gravity sewer from the new pump station on Kimball Drive to Route 3A at the intersection of Goonan Road.
- Phase 2 will require gravity sewer from the new pump station on Kimball Drive to Route 3A just north of the self-storage facility.
- The sewers on Route 3A would be constructed by private entities (Walmart, Bass Pro Shops Market Basket, etc...). Agreements would be signed between the Town and these entities where the Town would not begin construction unless the entities agreed in advance to do their portion of construction. This resolves the issue of how much Walmart and the other companies should be required to contribute as their contribution would be the construction of the sewer to service their properties.
- Also added to Phase 1 is a water line from Vista Drive (off Pinnacle Hill) to Rt 3A just north of Hackett Hill Road. This is to connect the water tower to the water main on Rt 3A. This water main extension is required to achieve adequate flows and pressures to support the TIF area.

#### Phase 3

- Phase 3 takes place in the Tri-Town Arena area and services the Supreme Industries development, the Bayview Terrace neighborhood and ultimately Cross Street. It will also serve the Palazzi/Richie Brothers property and other properties in the area of Exit 11.
- Included under Phase 3,
  - The Tri-Town Pump Station (TTPS) would be constructed.
  - A new Gravity Sewer and water main would be installed from TTPS south to Cross Road
  - Supreme Industries would install the sewer and water from Rt 3A westerly on Cross Road and then north through two State owned properties and across their property to a designated point on Hackett Hill Road. Easements will be required from the State to cross their properties.
  - Palazzi, Richie Brothers would construct sewer from the TTPS northerly to Hackett Hill road.

#### Phase 4

- Included under Phase 4 is a new Gravity Sewer along Rte 3A from Meadowbrook Lane to 124 West River Road (Rte 3A), and;
- A new water main to connect the Manchester Water Works system near Dunkin Donuts to the Hooksett Village Precinct's water system near Sunrise Boulevard.

#### **FINANCIAL IMPACT:**

Estimated costs:

Phase 1:	\$6,710,000
Phase 2:	\$1,770,000
Phase 3:	\$6,740,000
Phase 4:	\$5,850,000

Total Costs: \$21,070,000

These costs as well as expected private contribution costs are provided in the handouts.

Existing Funding:



- \$1,200,000 from Hooksett Sewer Commission
- \$2,250,000 from TIF - \$450K per year for 5 years (2018-2022)
- \$2,500,000 CWSRF Loan.

Proposed Funding:

- \$4,850,000 CWSRF Loan
- 10,270,000 from tax base

Total Funding: \$21,070,000

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

**POLICY IMPLICATIONS:**

None.

**RECOMMENDATION:**

**Approve of the Town moving forward with the project per the following recommendations that were each unanimously approved by the TIF Committee:**

1. The Town should fund the design of all proposed sewers in roads and cross-country sections that will be turned over to Town. Includes all purple, green and pink lines shown on the attached three zone figures dated 1/8/20.
2. The construction of all purple and green lines should be paid for by Town and all pink lines should be paid for with private funds.
3. The Town should contribute \$0.3M towards the necessary water main construction from Vista Drive to Rte 3A. The Town should also support working with Supreme Industries as a funding partner on this water main.
4. The design of the two other water main extensions should be paid for by the Town. The construction should be paid for by the HVWP and Town jointly; split to be determined.
5. The Town should contact/meet with all existing occupied property owners in Zones 1/2/3 to determine who wishes to connect.
6. The Town should pursue a CWSRF loan in June 2020 to refinance the current \$2.5M bank loan.
7. The Town should target completion of Phases 1 and 2 at Exit 10 as the first project for \$8.48M in 2021-2022. This will require a warrant article and second CWSRF loan in 2021.
8. The Town should enter into Agreements with each commercial entity looking to connect and whom will be responsible for paying for sewer that will be turned over to the Town. Agreements would establish connection fees and if reimbursement of construction costs is applicable.
9. The second project, Phase 3 North at Exit 11, should follow. The third project, Phase 4, between Exits 10 and 11, should be pursued upon availability of funding.
10. The Town should accept the Planning Stage Technical Memorandum issued by Underwood dated 12-18-19, as revised to reflect the above recommendations 1-9.

**The next step in the process will be submission of a proposal by Underwood Engineering to begin the design of the work described in the recommendations listed above. The Town Council will be asked to approve of that proposal at a future Council meeting.**

**SUGGESTED MOTION:**

Motion to approve the Town moving forward with the project per the recommendations listed above that were approved by the TIF Committee at their January 8th meeting.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

I recommend that Town Council approve the TIF Committee's recommendations as identified in their recommendation proposal.

**ATTACHMENTS:**

01 TIF Committee Discussion Items and Backup Info 1-8-20

02 TIF Funding Summary

03 TIF Funding Analysis and Schedule

04 TIF Phasing Plans

2447

Town of Hooksett, NH  
RFP 19-06 Sewer Expansion  
Phase 1 – Study and Preliminary Design Engineering Assistance

**TIF District Advisory Committee Meeting**  
**Discussion Items**  
**January 8, 2020 @ 3:00 PM**

**RECOMMENDED OPTIMIZED PHASED PROJECT**

- Phase 1 – Zone 1 – Figure 1
  - Upgrades to Martins Ferry Pump Station
  - New Kimball Drive Pump Station and Force Main
  - New Gravity Sewer from KDPS south to Rte 3A
  - Contribution to Pinnacle Hill water main extension (required to achieve adequate flows and pressures to support TIF)
  - \$6.71M
- Phase 2 – Zone 2 – Figure 1
  - New Gravity Sewer from KDPS north to Rte 3A
  - \$1.77M
- Phase 3 – Zone 3 North - Figure 2
  - Tri-Town Ice Arena Pump Station
  - New Gravity Sewer from TTPS south to Cross Road
  - New Water Main from TTPS south to West River Road (Rte 3A)
  - \$6.74M
- Phase 4 – Zone 3 South – Figure 3
  - New Gravity Sewer along Rte 3A from Meadowbrook Lane to 124 West River Road (Rte 3A)
  - New Water Main (Interconnect) along Rte 3A from Dunkin Donuts to Sunrise Boulevard (provides emergency backup water source to TIF)
  - \$5.85M

**AVAILABLE FUNDING UTILIZING ONLY TIF AND HSC CONTRIBUTION**

- Existing Funding = \$1.20M from HSC
- Existing Funding = \$2.25M from TIF - \$450K per year for 5 years (2018-2022)
- Existing Funding = \$2.50M CWSRF Loan with terms of 2.0% interest for 20 years = \$153K/year. Can be paid with annual TIF income. First payment = 2023.
- Proposed Funding = \$4.85M CWSRF Loan with terms of 2.0% interest for 20 years = \$297K/year. Can be paid with annual TIF income. First payment = 2023.
- **TOTAL = \$10.80M**

Page 1 of 3

PM:Engineering\Projects\2015 Projects\15-14 TIF Sewer Extension Tax Increment Financing District\TIF Meeting 1-8-20 Handouts\2447 TAB Meeting Agenda 1-8-20.docx

**NEW CONNECTION FEES (SEWER)**

- Over time, new connection fees will come in at a rate of \$27.56/gal that can be used for additional project
- Zone 1 & Zone 2 Existing Occupied Lots could yield \$2.0M in connection fees
- Zone 3 North Existing Occupied Lots could yield \$1.00M in connection fees
- More potential connection fees would come from unoccupied lots as they develop

**POTENTIAL FUNDING FROM TAX BASE**

- Hooksett 2019 Valuation = \$2,030,759,417 (less \$20,670,047 TIF Retained Value) = \$2,010,089,370
- Based on current CWSRF Loan Rates (2.0% for 20 years) every \$1.0M borrowed = \$62,000/yr or  $\$62,000 / \$2,101,089 = \$0.03 / \$1,000$  on the tax rate
- Total Shortfall = \$21.07M - \$10.80M = \$10.27M = \$0.31/\$1,000 on the tax rate

**RECOMMENDATIONS FOR TIF COMMITTEE TO VOTE ON:**

1. The Town should fund the design of all proposed sewers in roads and cross-country sections that will be turned over to Town. Includes all purple, green and pink lines shown on the attached three zone figures dated 1/8/20.
2. The construction of all purple and green lines should be paid for by Town and all pink lines should be paid for with private funds.
3. The Town should contribute \$0.3M towards the necessary water main construction from Vista Drive to Rte 3A. The Town should also support working with Supreme Industries as a funding partner on this water main.
4. The design of the two other water main extensions should be paid for by the Town. The construction should be paid for by the HVWP and Town jointly; split to be determined.
5. The Town should contact/meet with all existing occupied property owners in Zones 1/2/3 to determine who wishes to connect.
6. The Town should pursue a CWSRF loan in June 2020 to refinance the current \$2.5M bank loan.
7. The Town should target completion of Phases 1 and 2 at Exit 10 as the first project for \$8.48M in 2021-2022. This will require a warrant article and second CWSRF loan in 2021.
8. The Town should enter into Agreements with each commercial entity looking to connect and whom will be responsible for paying for sewer that will be turned over to the Town. Agreements would establish connection fees and if reimbursement of construction costs is applicable.
9. The second project, Phase 3 North at Exit 11, should follow. The third project, Phase 4, between Exits 10 and 11, should be pursued upon availability of funding.
10. The Town should accept the Planning Stage Technical Memorandum issued by Underwood dated 12-18-19, as revised to reflect the above recommendations 1-9

Page 2 of 3

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TABLE 1 - RECOMMENDED OPTIMIZED PHASED PROJECT COSTS

HOOKSETT, NH  
RTE 3A SEWER/WATER

Work Item	Budget (M\$)	Anticipated Funding Source	Anticipated Funding Amount (M\$)	Net Cost to Town (M\$)	Cumulative Cost to Town (M\$)
<b>PHASE 1 - MFPS Upgrades, KDPS, Force Main, Zone 1 Sewer, Pinnacle Hill Water</b>					
Zone 1/2 MFPS Upgrades	\$0.50	HSC	\$0.50	\$0.00	\$0.00
Zone 1/2 Force Main	\$1.00	HSC	\$0.70	\$0.30	\$0.30
Zone 1/2 Pump Station	\$3.00	TIF/SRF	\$0.00	\$0.00	\$0.30
Zone 1 Gravity Sewer	\$1.91	TIF/SRF	\$0.00	\$3.00	\$3.30
Zone 3 Water from Pinnacle Hill	\$0.30	TIF/SRF	\$0.00	\$1.91	\$5.21
<b>PHASE 1 TOTALS</b>	<b>\$6.71</b>		<b>\$1.20</b>	<b>\$5.51</b>	<b>\$5.51</b>
<b>PHASE 2 - Zone 2 Sewer</b>					
Zone 2 Gravity Sewer	\$1.77	TIF/SRF	\$0.00	\$1.77	\$1.77
<b>PHASE 2 TOTALS</b>	<b>\$1.77</b>		<b>\$0.00</b>	<b>\$1.77</b>	<b>\$7.28</b>
<b>PHASE 3 - TIPS, Zone 3 Sewer to Cross St</b>					
Zone 3 N/S Pump Station	\$3.00	TIF/SRF	\$0.00	\$3.00	\$3.00
Zone 3 N Gravity Sewer	\$2.44	TIF/SRF	\$0.00	\$2.44	\$2.44
Zone 3 N Water	\$1.30	TIF/SRF/HVWP	\$0.00	\$1.30	\$4.30
<b>PHASE 3 TOTALS</b>	<b>\$6.74</b>		<b>\$0.00</b>	<b>\$6.74</b>	<b>\$14.02</b>
<b>PHASE 4 - Zone 3 Sewer Cross Street to 124 W River Rd and HVWP/MWW Water Interconnection</b>					
Zone 3 S Gravity Sewer	\$3.82	TIF/SRF	\$0.00	\$3.82	\$3.82
Zone 3 S Water Interconnection	\$2.03	TIF/SRF/HVWP	\$0.00	\$2.03	\$5.85
<b>PHASE 4 TOTALS</b>	<b>\$5.85</b>		<b>\$0.00</b>	<b>\$5.85</b>	<b>\$19.87</b>

N:\PROJECTS\HOOKSETT, NH\REALNUM\2007 TIF Sewer Expansion\08\_Comp\Table 2 - Phased Recommended Project

3

Hooksett Rte 3A Sewer Construction Costs		
Item	Unit	Costs
Cross Country Sewer	LF	\$350.00
Town Road Sewer	LF	\$450.00
Town Road Deep Sewer (>12ft)	LF	\$550.00
US Route 3A Sewer	LF	\$650.00
Manhole	each	\$5,000.00
Bridge Crossing	each	\$200,000.00
Parcel Easements	each	\$10,000.00
Sewer Under the River	LS	\$750,000.00
Pumping Station	each	\$3,000,000.00

Hooksett Water Main Construction Costs		
Item	Unit	Costs
Cross Country	LF	\$250.00
Town Road	LF	\$350.00
Route 3A	LF	\$550.00
Hydrants	each	\$5,000.00
Bridge Crossings	each	\$200,000.00
Parcel Easements	each	\$10,000.00

\*Note: Water costs assume construction is concurrent with sewer. If constructed separately, costs will be higher.

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Opinion of Probable Construction Cost: Hooksett Zone 1									
Parcels Served	Linear Feet of Sewer				Number of:			Cost	
	Cross Country	Town Road	Comments	Route 3A	Manholes	Easements	Parcel	Segment	Cumulative
Total (TIF)									
P-S-A	11(3)	2100			8	1	\$	995,000.00	\$995,000.00
A-B	3(3)	1200			6	1	\$	460,000.00	\$1,455,000.00
B-C	3(2)	950			4		\$	452,000.00	\$1,907,000.00
C-C'	6(6)			1500	6		\$	1,005,000.00	
C-C''	4(4)			1980	7		\$	1,322,000.00	
D-E	0	600			2	1	\$	230,000.00	
E-E'	2(1)	1500			5		\$	700,000.00	
E-E''	1(1)	300			1		\$	140,000.00	

Opinion of Probable Construction Cost: Hooksett Zone 2									
Parcels Served	Linear Feet of Sewer				Number of:			Cost	
	Cross Country	Town Road	Comments	Route 3A	Manholes	Easements	Parcel	Segment	Cumulative
Total (TIF)									
P-S-Y	15(5)	2040			8		2	\$ 978,000.00	\$978,000.00
Y-Z	4(4)	2040			11		2	\$ 789,000.00	\$1,767,000.00
Z-Z'	5(5)			1200	4		\$	800,000.00	
Z'-Z''	7(0)			900	3		\$	600,000.00	

P-S: Pump Station on Kimball Drive

A: 18 Kimball Drive North Edge

B: 18 Kimball Drive South Edge

C: Intersection of Kimball Dr and Route 3A

C': Intersection of Route 3A and Commerce Drive

C'': South Corner of 100 Technology Drive

D: 100/300 Technology Drive Property Line Cross Country

E: 100/300 Technology Drive Road Side

E': End of Technology Drive

E'': 200 Technology Drive

Y: North End of Kimball Drive

Z: 100 West River Road

Z': 86 West River Road

Z'': 108 West River Road

M:\PROJECTS\HOOKSETT, NH\REAL\UM\2447 TIF Sewer Expans on\08\_Comp\Cost Breakdown 1-B-20

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Opinion of Probable Construction Cost: Zone 1&2 Pump Station to Martin's Ferry									
Parcels Served		Linear Feet of Sewer					Number of:		
		Cross Country	Town Road	Comments	Route 3A	Under River Connection	Manholes	Parcel Easements	Cost
Total (TIF)									
PS-M	0	300				1	1	2	\$880,000.00
M-N	0	300					1	1	\$120,000.00
									Cumulative
									\$880,000.00
									\$1,000,000.00

PS: Pump Station on Kimball Drive  
M: Other Side of the River  
N: Connection to Martin's Ferry force main

6

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Opinion of Probable Construction Cost: Hooksett Zone 3 North Route									
Parcels Served		Linear Feet of Sewer			Number of:		Cost		
Total (TIF)	Cross Country	Town Road	Comments	Route 3A	Manholes	Bridge Crossings	Parcel Easements	Segment	Cumulative
PS-A'	4(1)	1020	12" depth		4		3	\$ 407,000.00	\$ 407,000.00
A'-A	12(5)		1380 12" depth		6			\$ 789,000.00	\$ 1,196,000.00
A-B	1(0)	300	60		2		3	\$ 172,000.00	\$ 1,368,000.00
B-C	8(0)		540		2			\$ 253,000.00	\$ 1,621,000.00
C-D	6(1)		720		3	1		\$ 539,000.00	\$ 2,160,000.00
D-E	1(1)			420	2			\$ 283,000.00	\$ 2,443,000.00
E-F	2(2)		780		3			\$ 366,000.00	
F-G	4(0)		660 12" depth		3			\$ 378,000.00	
A'-A"	4(0)		540 12" depth		3			\$ 312,000.00	
E-E'	2(2)			1020	4			\$ 683,000.00	
G-G'	0		150 12" depth		2			\$ 92,500.00	
G-H	2(1)	1740			7		2	\$ 664,000.00	
H-Z	7(7)	3180			12		3	\$ 1,203,000.00	
PS-W	5(5)	1200			4		5	\$ 490,000.00	
W-X	2(1)			1320	5		0	\$ 883,000.00	
X-X'	5(5)			1980	7		0	\$ 1,322,000.00	
X'-X"		1260			5	1		\$ 656,000.00	

PS: Pump Station on Tri Town Arena Property

A': 3/5 Bayview Terrace Road Property Line

A: West Bank Road Culdesac

B: Meadowcrest Road Culdesac

C: 9 Meadowcrest Road

D: Intersection of Meadowcrest and Route 3A

E: Intersection of Route 3A and Cross Road

E': 290 West River Road

F: Cross Road under the bridge

G: 17/31 Cross Road Property Line

G': Cross Road Low Point

H: DOT/Supreme Property Line

Z: 40 Hockett Hill Road

W: Beginning of Route 3A work

X: Beginning of cross country across NHDOT

X': West River and Hackett Hill Intersection

X'': End of Vista Drive

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Opinion of Probable Construction Cost: Hooksett Zone 3 South Route											
D-D'	Parcels Served		Linear Feet of Sewer				Number of:			Cost	
	Total (TIF)		Cross Country	Town Road	Comments	Route 3A	Manholes	Bridge Crossings	Parcel Easements	Segment	Cumulative
	47(11)					5700	22			\$ 3,815,000.00	\$ 3,815,000.00

D: Intersection of Meadowcrest and Route 3A  
D': 124 West River Road (Route 3A)

2

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Opinion of Probable Construction Cost: Hooksett Water Extension										
	Parcels Served		Linear Feet of Water Main			Number of:			Cost	
	Total (TIF)		Cross Country	Town Road	Route 3A	Hydrants	Bridge Crossings	Parcel Easements	Segment	Cumulative
Zone 3 South	35(7)				3650	5			\$ 2,032,500.00	\$ 2,032,500.00
Zone 3 North Town										
Constructed	29(2)		1320	2700		4			\$ 1,295,000.00	\$ 3,327,500.00
Zone 3 North Privately										
Constructed	8(4)		1740	1440		2	1		\$ 1,149,000.00	

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Estimated Flows and Connection Fees: Hooksett Zone 1					
Parcels Served	Potential Flow (GPD)			Potential Connection Fees	
	Existing Developed	Undeveloped		Existing Developed	Undeveloped
<b>Total (TIF)</b>	11,284	8,172		\$ 310,587.04	\$ 275,220.32
PS-A	11(3)			\$	
A-B	3(3)	1625	3578	\$ 28,249.00	\$ 98,609.68
B-C	3(2)	1300	10000	\$ 77,168.00	\$ 275,600.00
<b>Total</b>	15108	21750		\$ 416,404.04	\$ 599,430.00
<b>Privately Constructed</b>					
C-C'	6(6)	20444	13070	\$ 543,496.64	\$ 380,209.20
C-E'	4(4)	19671	0	\$ 542,152.76	\$
D-E	0	0	0	\$	\$
E-E'	2(1)	0	95748	\$	\$ 2,538,844.88
F-E'	1(1)	746	0	\$ 20,559.76	\$
<b>Total</b>	40861	108818		\$ 1,126,129.16	\$ 2,999,024.08

Estimated Flows and Connection Fees: Hooksett Zone 2					
Parcels Served	Potential Flow (GPD)			Potential Connection Fees	
	Existing Developed	Undeveloped		Existing Developed	Undeveloped
<b>Total (TIF)</b>	5437	9242		\$ 260,063.72	\$ 256,709.52
PS-Y	15(5)			\$	
Y-Z	4(4)	900	10314	\$ 24,864.00	\$ 284,258.84
<b>Total</b>	10337	19556		\$ 284,887.72	\$ 538,968.36
<b>Privately Constructed</b>					
Z-Z'	5(5)	4800		\$ 132,288.00	\$
<b>Total</b>	4800		0	\$ 132,288.00	\$
<b>Future (Town)</b>					
Z-Z'	7(0)	1575		\$ 43,407.00	\$
<b>Total</b>	1575		0	\$ 43,407.00	\$

\$2,003,115.92 \$4,137,417.44

- PS: Pump Station on Kimball Drive  
A: 18 Kimball Drive North Edge  
B: 18 Kimball Drive South Edge  
C: Intersection of Kimball Dr and Route 3A  
C': Intersection of Route 3A and Commerce Drive  
C'': South Corner of 100 Technology Drive  
D: 100/300 Technology Drive Property Line  
O: Top of Technology Drive Cross Country  
Y: North End of Kimball Drive  
Z: 100 West River Road  
Z': 86 West River Road  
Z'': 108 West River Road

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Estimated Flows and Connection Fees: Hooksett Zone 3 North Route					
Parcels Served	Potential Flow (GPD)		Potential Connection Fees		
	Existing Developed	Undeveloped	Existing Developed	Undeveloped	
<b>Total (TIF)</b>					
PS-A'	4(1)	1675	\$	46,163.00	\$
A'-A	12(0)	2700	\$	74,412.00	\$
A'-B	1(0)	225	\$	6,201.00	\$
B-C	8(0)	1800	\$	49,508.00	\$
C-D	6(1)	3725	\$	102,661.00	\$
D-E	1(1)	225	\$	6,201.00	\$
<b>Total</b>		10350	D \$	285,246.00	\$
<b>Privately Constructed</b>					
E-F	2(2)	450	\$	12,402.00	\$
F-G	4(0)	500	\$	24,804.00	\$
F-E'	2(2)	999	\$	27,532.44	\$
G-H	2(1)	140715	\$	-	\$
H-Z	7(7)	1725	\$	47,541.00	\$
PS-W	5(5)	1125	\$	31,025.00	\$
W-X	2(1)	225	\$	6,201.00	\$
X-X'	5(5)	675	\$	18,609.00	\$
X'-X''			\$	-	\$
<b>Total</b>		5099	274337 \$	168,085.44	\$
<b>Future (Town)</b>					
A'-A''	4(0)	20075	\$	551,899.00	\$
G-G'	0	0	\$	-	\$
<b>Total</b>		20075	0 \$	551,899.00	\$

PS: Pump Station on Tri Town Arena Property  
A': 3/5 Bayview Terrace Road Property Line  
A'': West Bank Road Culdesac  
B: Meadowcrest Road Culdesac  
C: 9 Meadowcrest Road  
D: Intersection of Meadowcrest and Route 3A  
E: Intersection of Route 3A and Cross Road  
E': 290 West River Road  
F: Cross Road under the bridge  
G: 17/31 Cross Road Property Line  
G': Cross Road Low Point  
H: 1001/Supreme Property Line  
W: Beginning of Route 3A work  
X: Beginning of cross country across NHDOT  
X': West River and Hackett Hill Intersection  
X'': End of Vista Drive  
Z: 40 Hackett Hill Road

PS: Pump Station on Tri Town Arena Property  
A': 3/5 Bayview Terrace Road Property Line  
A'': West Bank Road Culdesac  
B: Meadowcrest Road Culdesac  
C: 9 Meadowcrest Road  
D: Intersection of Meadowcrest and Route 3A  
E: Intersection of Route 3A and Cross Road  
E': 290 West River Road  
F: Cross Road under the bridge  
G: 17/31 Cross Road Property Line  
G': Cross Road Low Point  
H: 1001/Supreme Property Line  
W: Beginning of Route 3A work  
X: Beginning of cross country across NHDOT  
X': West River and Hackett Hill Intersection  
X'': End of Vista Drive  
Z: 40 Hackett Hill Road

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Estimated Flows and Connection Fees: Hooksett Zone 3 South Route					
Parcels Served		Potential Flow (GPD)		Potential Connection Fees	
Total (TIF)		Existing Developed	Undeveloped	Existing Developed	Undeveloped
D-D'		47(1.1)			
Total		14373	50000	396,119.88	1,378,000.00
		14373	50000	396,119.88	1,378,000.00

D: Intersection of Meadowcrest and Route 3A  
D': 124 West River Road (Route 3A)

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N:\PROJECTS\HOOKSETT\NH\REAL\NUM\247 TIF Sewer Expansion\08\_Comp\Flow Breakdown (12-12-2019)

### Hooksett Zone 1 & 2 Existing Occupied Lots

Required Connections				
Lot #	Address	Business Name	Estimated Water Use (gpd)	Connection Cost
37-13	11 Kimball Drive	Riverside Strip Moll	1025	\$28,249.00
37-11	18 Kimball Drive	Manchester Water Works	TBD	\$0.00
29-64-1	1000 Quality Drive	Bellavance Beverage	820	\$22,599.20
	87 West River Road	Home	225	\$6,201.00
29-70	91 West River Road	Hooksett Self Storage	225	\$6,201.00
29-77	108 West River Road	Northeast Record Retention	225	\$6,201.00
29-71	100 West River Road	Northeast Record Retention	225	\$6,201.00
	Kimball Drive	Kimball Drive Homes (18)	4050	\$111,618.00
			<b>Total</b>	<b>\$187,270.20</b>

Voluntary Connections				
Lot #	Address	Business Name	Estimated Water Use (gpd)	Connection Cost
37-44	11 Bemis Road	Poultry Products	301	\$8,295.56
37-43	3 Commerce Drive	Walmart	4529	\$124,819.24
37-43A	2 Commerce Drive	Bass Pro	1885	\$51,950.60
37-2-1	28 West River Road	Irving	2499	\$68,872.44
37-2-2	14 Central Park Drive	United Healthcare	11230	\$309,498.80
37-8	32 West River Road	Pinard Waste	1000	\$27,560.00
37-9	36 West River Road	Mr. Gas	1800	\$49,608.00
37-10	38 West River Road	Tombs Door	1000	\$27,560.00
37-6	42 West River Road	Tombs Door	1000	\$27,560.00
37-5	30 Market Drive	Market Basket	12767	\$351,858.52
29-76-4	100 Technology Drive	Regal Cinemas	1619	\$44,619.64
29-76-2	300 Technology Drive	Polaris Direct	3285	\$90,534.60
29-76-5	200 Technology Drive	NH Oncology	746	\$20,559.76
29-74	86 West River Road	Irving	1800	\$49,608.00
29-72	90 West River Road	Dunkin & Subway	3000	\$82,680.00
29-64-6B	300 Quality Drive	Home Depot	1557	\$42,910.92
29-64-6A	100 Quality Drive	Target	7417	\$204,412.52
29-64-4B	100 Quality Drive	Great Clips	510	\$14,055.60
29-64-4	200 Quality Drive	Kohls	2676	\$73,750.56
29-64	206 Quality Drive	Wendys	1461	\$40,265.16
29-64-6B	400 Quality Drive	BJs/ Amazon	1230	\$33,898.80
29-64-5	600 Quality Drive	Ice Den	1000	\$27,560.00
	West River Road	West River Road Homes (7)	1575	\$43,407.00
			<b>Total</b>	<b>\$1,815,845.72</b>

Total Zone 1 & 2 Connection Fees = \$2,003,115.92

### Hooksett Zone 3 North Existing Occupied Lots

Required Connections				
Lot #	Address	Business Name	Estimated Water Use (gpd)	Connection Cost
17-13-1	311 West River Rd	TriTown Arena	1000	\$27,560.00
	Bayview Terrace Rd	Bayview Terrace Road Homes (13)	2925	\$80,613.00
17-12	1 Bayview Terrace Rd	Condos	18900	\$520,884.00
	West Bank Rd	West Bank Road Homes (6)	1350	\$37,206.00
	Meadowcrest Rd	Meadowcrest Road Homes (12)	2700	\$74,412.00
17-36	254 West River Rd	Pizza Man	2600	\$71,656.00
	Cross Rd	Cross Road Homes (4)	900	\$24,804.00
		<b>Total</b>		<b>\$837,135.00</b>

Voluntary Connections				
Lot #	Address	Business Name	Estimated Water Use (gpd)	Connection Cost
17-37	15 Cross Rd	Golf Cars of NH	225	\$6,201.00
17-10	790 West River Rd	Hillside Commons	774	\$21,331.44
	West River Road	West River Road Homes (13)	2925	\$80,613.00
13-56	51 Hackett Hill Rd	Chuckie's Mini Golf	500	\$13,780.00
	Cate Rd	Cate Road Homes (2)	450	\$12,402.00
13-62	3 Cate Rd	LM Heavy Civil Construction	550	\$15,158.00
	Cross Road North	Cross Road Homes (3)	675	\$18,603.00
		<b>Total</b>		<b>\$168,088.44</b>

Total Zone 3 North Connection Fees = \$1,005,223.44



### Hooksett Zone 3 South Existing Occupied Lots

Required Connections				
Lot #	Address	Business Name	Estimated Water Use (gpd)	Connection Cost
17-33	246 West River Road	Home	225	\$6,201.00
24-1	242 West River Road	Motown Power Equipment	225	\$6,201.00
24-3-2	2-4 Brookside West Rd	Lang Door & Hardware	225	\$6,201.00
24-2	236 West River Rd	Sports Arena Hockey Shop	570	\$15,709.20
	West River & Scott Ave	West River Road Homes (9)	2025	\$55,809.00
24-29-1	213 West River Rd	Customer Perspectives Office Building	225	\$6,201.00
24-30-1	209 West River Rd	Country Commons	2348	\$64,710.88
24-30	191 West River Rd	Hip Peas Farm	1455	\$40,099.80
24-30-2	205 West River Rd	Blair Cabinet & Pure Enchantment Salon	500	\$13,780.00
	West River, Gullane, and River Field Path	West River Road Homes (17)	3825	\$105,417.00
		<b>Total</b>		<b>\$320,329.88</b>

Voluntary Connections				
Lot #	Address	Business Name	Estimated Water Use (gpd)	Connection Cost
24-57	180 West River Rd	NE Record Retention	500	\$13,780.00
	West River Rd	West River Road Homes (10)	2250	\$62,010.00
		<b>Total</b>		<b>\$75,790.00</b>

**Total Zone 3 South Connection Fees = \$396,119.88**

Hooksett Privately Funded Sewer Probable Construction Costs and Connection Fees									
Linear Feet of Sewer				Number of:		Cost			
Cross Country	Town Road	Route 3A	Manholes	Parcels	Easements	Construction	Connection Fee	Total	
Bass Pro		600	2			\$ 400,000.00	\$ 52,000.00	\$	452,000.00
Walmart		600	2			\$ 400,000.00	\$ 125,000.00	\$	525,000.00
United Health Care		300	1			\$ 200,000.00	\$ 309,500.00	\$	509,500.00
Market Basket		1200	4			\$ 800,000.00	\$ 352,000.00	\$	1,152,000.00
Regal Cinemas		390	2			\$ 263,500.00	\$ 45,000.00	\$	308,500.00
Polaris Direct		390	2			\$ 263,500.00	\$ 90,500.00	\$	354,000.00
400 Technology Drive*	300	1500	6			\$ 810,000.00	\$ 2,310,000.00	\$	3,120,000.00
200 Technology Drive	300	300	2			\$ 250,000.00	\$ 20,500.00	\$	270,500.00
Supreme**	4920		19			\$ 1,867,000.00	\$ 2,132,000.00	\$	3,999,000.00
39 Hackett Hill Road (Palazzi)**	1200		4			\$ 500,000.00	\$ 1,919,000.00	\$	2,419,000.00
412 West River Road*		1100				\$ 725,000.00	\$ 337,500.00	\$	1,062,500.00
420 West River Road*		1100				\$ 725,000.00	\$ 256,000.00	\$	981,000.00
12 Pinnacle Street*		1100				\$ 725,000.00	\$ 707,000.00	\$	1,432,000.00

\* Connection fee based on 2,000 gpd/ac

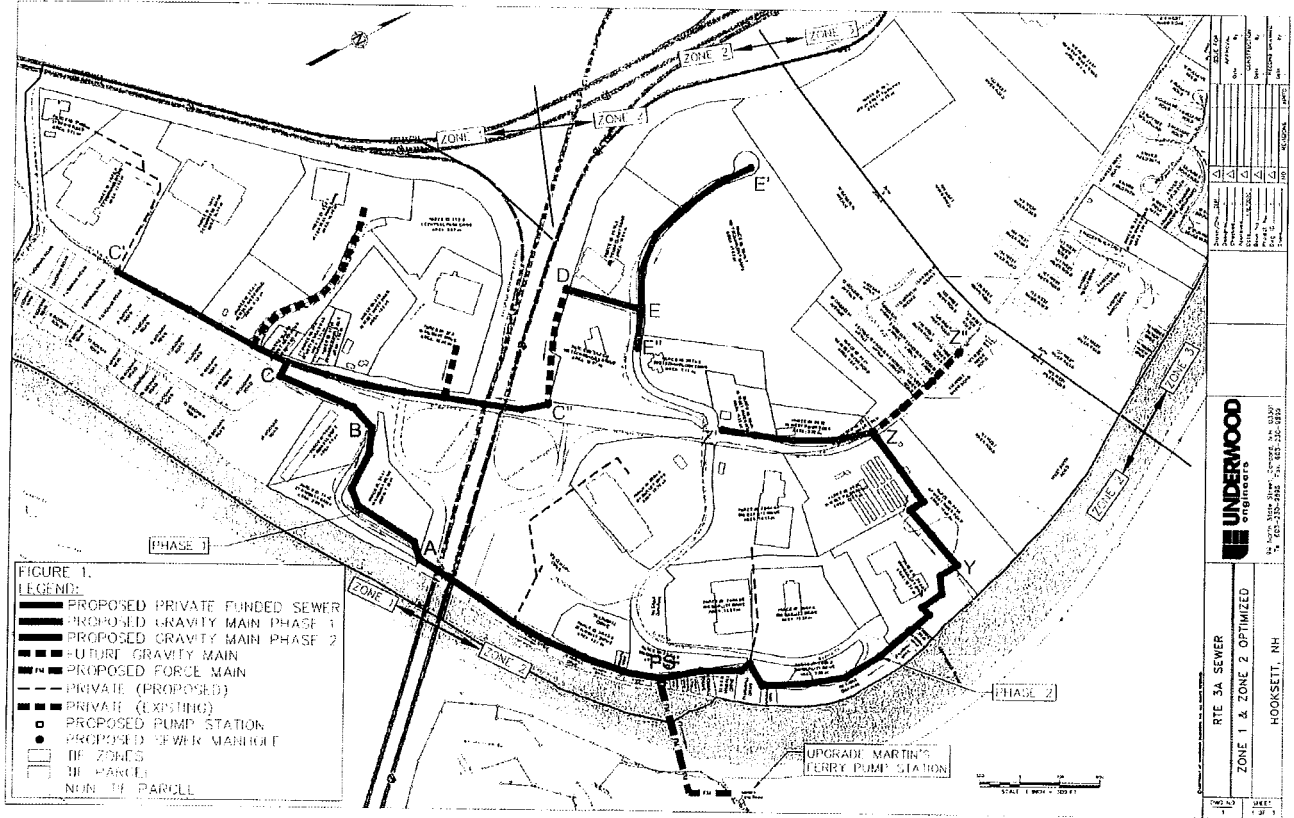
\*\* Connection fee based on development as previously proposed on Richie Site (Palazzi)

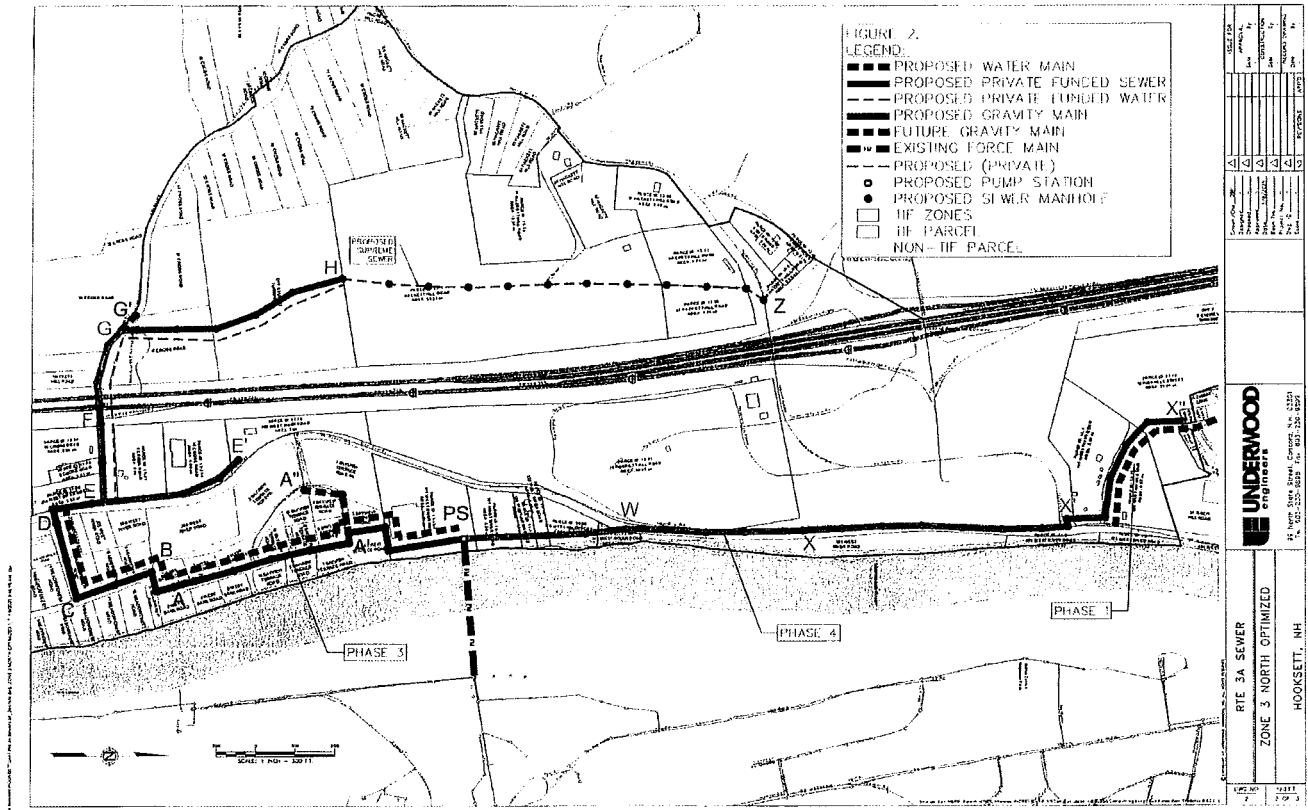
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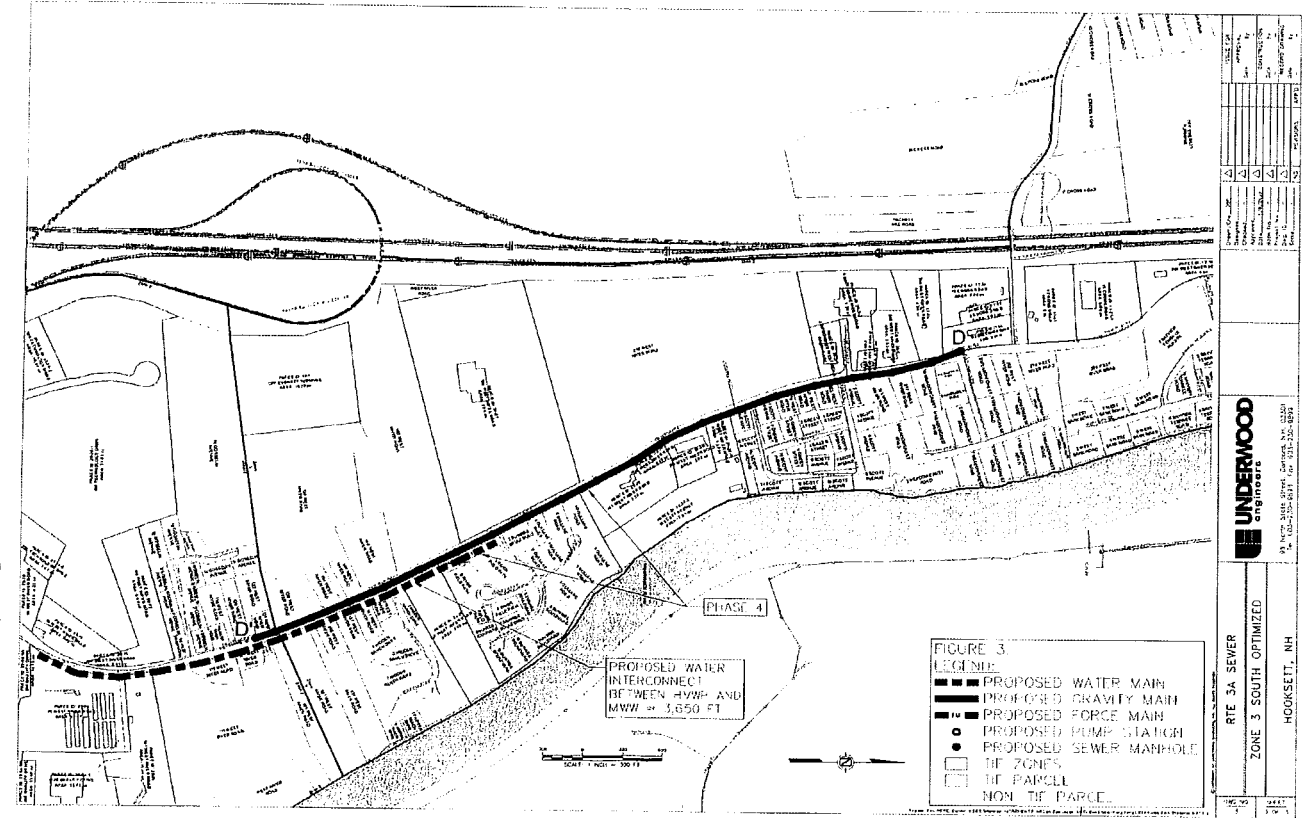
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TIF FUNDING SUMMARY - B.A.T.		1/8/2023
Existing Hooksett Sewer Commission Funding:	\$1,200,000	
Existing TIF Funding (\$450,000 per year for five years (2018-2022)):	\$2,250,000	
Existing funding - CWSRF Loan with terms of 2.0% interest for 20 years = \$153,000/year	\$2,500,000	Can be paid with TIF income, first payment 2023 (Assumes loan can be secured in 2020. This will pay off interest in bank loan;
<b>Total Existing Funding:</b>	<b>\$5,950,000</b>	
Proposed CWSRF Loan with terms of 2.0% interest for 20 years = \$153,000/year:	\$4,850,000	Can be paid with TIF income, first payment 2023 needs warrant article:
<b>Subtotal funding from above:</b>	<b>\$10,800,000</b>	
<b>Connection Fee Income (See Below):</b>	<b>\$3,400,000</b>	
<b>Total Funding:</b>	<b>\$14,200,000</b>	
<b>Total Project Cost:</b>	<b>\$21,070,000</b>	
<b>Shortfall:</b>	<b>\$10,270,000</b>	Could be funded by future Warrant Article (\$0.30/\$1,000 or tax rate)
<b>FUTURE INCOME:</b>		
Zone 1 & 2 Potential Connection Fees:	\$2,000,000	Occupied Lots Only
Zone 3 Potential Connection Fees:	\$1,400,000	Occupied Lots Only
<b>Future Potential Income Total:</b>	<b>\$3,400,000</b>	





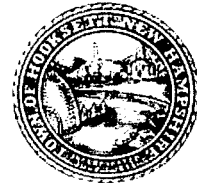








Town Council  
**STAFF REPORT**



**To:** Janet Bouchard - Police Chief  
**Title:** Accept funds, not to exceed \$10,000, from the United States Marshals Service in repayment of Overtime for Hooksett Officer(s) who work with the Marshals on their Violent Offender Task Force and funds to be returned to the Hooksett Police Department Overtime line per RSA 31:95-b, III (b).  
**Meeting:** Town Council - 22 Jan 2020  
**Department:** Police Department  
**Staff Contact:** Janet Bouchard, Police Chief

**BACKGROUND INFORMATION:**

United States Marshal Enoch Willard invited a member(s) of the Hooksett Police Department to join the Marshals Service Violent Offender Task Force. A sworn Hooksett Detective was deputized as a United State Marshal and began working to apprehend offenders in and around Hooksett. The Marshals will reimburse the Town of Hooksett for the officer's overtime wages out of their operating budget. This is not a grant. The Hooksett Police Department and the United States Marshals Service have an existing Memorandum of Understanding (MOU).

**FINANCIAL IMPACT:**

None

**POLICY IMPLICATIONS:**

Council to accept funds, not to exceed \$10,000, from the United States Marshals Service in repayment of Overtime for Hooksett Officer(s) who work with the Marshals on their Violent Offender Task Force. Funds to be returned to the Hooksett Police Department Overtime line.

**RECOMMENDATION:**

Suggest that if more information is needed that it be given in a non-public session to protect officer safety.

**SUGGESTED MOTION:**

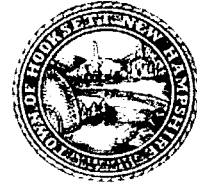
Council to accept funds, not to exceed \$10,000, from the United States Marshals Service in repayment of Overtime for Hooksett Officer(s) who work with the Marshals on their Violent Offender Task Force and funds to be returned to the Hooksett Police Department Overtime line per RSA 31:95-b, III (b).

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur



Town Council  
**STAFF REPORT**



---

**To:** Town Council  
**Title:** Donation Expenditure Approval for Fire-Rescue  
**Meeting:** Town Council - 22 Jan 2020  
**Department:** Fire and Rescue  
**Staff Contact:** James Burkush, Chief of Hooksett Fire&Rescue

**BACKGROUND INFORMATION:**

In October of 2018, Fire Rescue was informed by the Finance Director of an outstanding donation of approximately \$17,480.79 that was received in 2002 as a result of the Planning Board approval of the Exit 10 project. The original amount of \$15,000.00 was intended for the design of a new fire station which was never constructed. At the direction of the previous TA, I was instructed to attempt to contact the developer and also discuss with Town Legal. After research with the NH Secretary of State the business is dissolved. In addition, I sent a letter dated November 5, 2018 to the last known address of the developer. To date, we have not received a response. In the opinion of the Town Attorney, the funds could be expended on equipment to be used in the Exit 10 area. Fire-Rescue is requesting approval to purchase Thermal Imaging Cameras (TICS) for use by firefighters.

**FINANCIAL IMPACT:**

Donation amount currently \$17,480.79

**SUGGESTED MOTION:**

Motion to authorize the purchase of 6 Thermal Imaging Cameras and equipment form HSE Safety Equipment for \$18,035.00 for the Fire-Rescue Department using donated funding.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur

**ATTACHMENTS:**

[exit10donation](#)

James A. Burkush  
Chief of Department



Steven A. Colburn  
Assistant Chief

**Town of Hooksett**  
***Fire-Rescue Department***

November 5, 2018

Koffler/GHD, LLC  
10 Memorial Drive, Suite 901  
Providence, RI 02903

Re: Town of Hooksett, NH

To whom it may concern:

I am sending this letter to you in my capacity as Chief of the Fire Department for the Town of Hooksett, New Hampshire.

In 2002, the Town of Hooksett Planning Board approved a site plan application for a shopping plaza that included a Target, Kohl's and B.J.'s located on Quality Drive, off of Route 3A. The applicant at that time was Koffler/GHD Hooksett Development, LLC. As part of this approval, the Board required that the amount of fifteen thousand dollars (\$15,000.00) be paid to the Town for engineering and architectural fees for a new fire station that was proposed for the area of the new project. There was also a requirement that a parcel of land be donated to the Town for the new station.

The Town then received a letter from Koffler/GHD, LLC, confirming an agreement to donate land to the Town of the proposed fire station. The land was to come from Sharon & Bath, LLC, and the donation was subject to three conditions, all of which were satisfied. In the last sentence of the letter, Koffler/GHD, LLC also stated that if the conditions were satisfied it would pay the sum of \$15,000.00 to the Hooksett Fire Department. By letter dated July 19, 2002, Koffler/GHD, LLC forwarded a check to the Town of Hooksett Fire Department for the amount of \$15,000.00.

Although the letter agreement referenced above did not specifically say that the \$15,000.00 was to be used for the new fire station, it appears that this was the discussion with the planning board and town officials during the process. Thus, the money seems to have been earmarked for architectural and engineering costs related to the new fire station. The Town did not build a new fire station, however, due to other circumstances. As a result, the Town has not expended the \$15,000.00, but intends to apply those funds towards purchases that are targeted at Fire Department assets that will serve the approved project area around Route 3A and Quality Drive. The Department feels that using the funds this way still meets the purpose of the original donation, which was to provide fire department services to the area.

Given the length of time that has elapsed since the payment, and the change in circumstances, the Town felt that you should be made aware of the situation. Please do not hesitate to contact me if you have any questions. Thank you.

Best Regards,

*James A. Burkush, Chief*

James A. Burkush  
Fire Chief

Enclosures


15 Legends Drive • Hooksett, NH 03106 • Telephone (603) 623-7272 • Fax: (603) 686-6742  
[www.hooksettfire.org](http://www.hooksettfire.org)



WALSH 11/5/18

← ↻ 🏠 🔒 https://quickstart.sos.nh.gov/online/BusinessInquire/LandingPageBusinessSearch ☆ 📄 ⓘ ⋮

📱 Apps ⓘ Members First Creo 📍 Manchester, NH Fr. 📍 Town of Hooksett 📄 New Tab



**NEW HAMPSHIRE**  
**DEPARTMENT OF STATE**

**SECRETARY OF STATE**  
**WILLIAM M. GARDNER**

Search Business Names [⬅ Back to Home](#)

Search Result

Business Name	Business ID	Homestate Name	Previous Name	Business Type	Principal Office Address	Registered Agent Name	Status
Koffler/GID Hooksett Development LLC	584873			Domestic Limited Liability Company	10 Memorial Blvd Suite 901, Providence, RI, 02903, USA	CORPORATION SERVICE COMPANY	Dissolved
KOFFLER/GID HOOKSETT DEVELOPMENT, LLC	413810	KOFFLER/GID HOOKSETT DEVELOPMENT, LLC		Foreign Limited Liability Company	% GREAT ISLAND DEVELOPMENT 45 BROAD ST. BOSTON, MA, 02109, USA	CORPORATE SERVICE COMPANY	Admin. Suspension

Page 1 of 1, records 1 to 2 of 2

[Back](#)

10/3/2016

QuickStart

[\(/online/Home/\)](#)  [Back to Home \(/online\)](#)

Business Information

Business Details	
Business Name:	KOFFLER/GID HOOKSETT DEVELOPMENT LLC
Business ID:	584873
Business Type:	Domestic Limited Liability Company
Business Status:	Dissolved
Management Style:	Manager Managed
Business Creation Date:	09/26/2007
Name in State of Formation:	Not Available
Date of Formation in Jurisdiction:	09/26/2007
Principal Office Address:	10 Memorial Blvd., Suite 901, Providence, RI, 02903, USA
Mailing Address:	10 Memorial Blvd., Suite 901, Providence, RI, 02903, USA
Citizenship / State of Formation:	Domestic/New Hampshire
Last Annual Report Year:	2014
Next Report Year:	2015
Duration:	Perpetual
Business Email:	j.martin@kgiproperties.com
Phone #:	617-357-9300
Notification Email:	NONE
Fiscal Year End Date:	NONE

Principal Purpose	
S.No	NAICS Code
	NAICS Subcode
1	OTHER / real estate development
Page 1 of 1, records 1 to 1 of 1	



2 UNITS

#### THERMAL IMAGING CAMERA FOR FIREFIGHTERS

### FLIR K65™

The FLIR K65 is independently certified to comply with the NFPA 1801, 2018 Edition Standard for Thermal Imagers, covering usability, image quality, and durability for firefighting. The 320 x 240 pixel sensor produces crisp thermal images to improve firefighters' situational awareness. The K65 also features FLIR's proprietary FSX® Flexible Scene Enhancement technology for ultra-sharp, finer textured images that shows subtle details. With the FLIR K65 IIC, firefighters can see more clearly in the harshest environments, maneuver more strategically, stay better oriented, and find victims faster.

[www.flir.com/K65](http://www.flir.com/K65)

\*National Fire Protection Association and NFPA are registered trademarks of the National Fire Protection Association. The NFPA does not test, certify, or approve any products.



#### COMPACT, RUGGED, AND EASY TO USE

Glove-friendly three-button design for straightforward operation

- Intuitive user interface allows first responders to stay focused on the situation at hand
- NFPA 1801-2018 Compliant, with fully sealed connectors and secured battery
- Water-resistant (IP67), and rugged enough to withstand drops from 2 m (6.5 ft) onto concrete



#### UNCOMPROMISING CLARITY AND RESOLUTION

Detail-rich images help you see clearly and move safely in smoky conditions

- 320 x 240 (76,800 pixels) resolution and a rapid refresh rate (60 Hz) help orient you on the scene
- FLIR FSX digital processing adds edge detail for greater perspective and better navigational capabilities
- Records up to 200 images or videos with a simple trigger pull
- Fully operational at temperatures up to 500°F/260°C (max. 5 minutes)



#### IMPROVED TACTICAL DECISION-MAKING

High quality imaging can be standard issue for every firefighter

- Provides clear visual information needed to make crucial tactical decisions
- Fixed temperature scale with TI Basic Mode allows for quick reference in rapidly evolving conditions without confusing changes
- Stored thermal images may be accessed for on-scene review, off-site analysis, or training purposes



4 units

#### PERSONAL TIC

## FLIR K2™

The FLIR K2 is a rugged, reliable, and economical thermal imaging camera specially designed for firefighting applications and severe conditions. This camera displays 160 x 120 pixel thermal images that help firefighters gain additional situational awareness that is not possible with the naked eye. It features Multi-Spectral Dynamic Imaging (MSX®), an easy-to-use button, and the ability to operate in temperatures up to 500°C. The FLIR K2 Situational Awareness TIC is a small investment that pays big dividends – saving lives, protecting property, and ensuring firefighter safety.

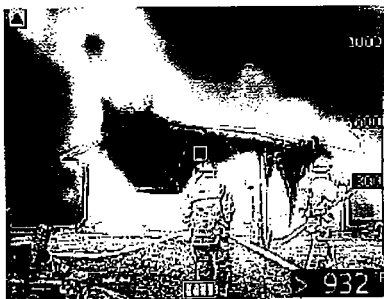
[www.flir.com/K2](http://www.flir.com/K2)



### COMPACT, RUGGED, AND EASY TO USE

Simple, single-button glove-friendly control; straightforward operation

- Compact and lightweight enough to carry anywhere or attach to your gear
- Water resistant (IP67) and rugged enough to withstand a 2-meter drop onto concrete
- Fully operational at temperatures up to 500°F/260°C (max. 3 minutes)



### MULTIPLE IMAGE MODES

Greater visibility allows fire crews to create a better plan of attack

- Set the camera to one of seven imaging modes depending upon primary use
- MSX® image enhancement adds edge detail to scenes, helping firefighters identify structures and surroundings
- Change image modes easily using free, downloadable FLIR Tools® software



### ENHANCED SITUATIONAL AWARENESS

High-quality imaging can be standard issue for every firefighter

- Displays 160 x 120 thermal pixel resolution images on a bright 3" screen
- Increases safety in low visibility environments with crisp thermal imaging
- Affordable enough to have a Situational Awareness TIC for each rear seat



Town Council  
**STAFF REPORT**



---

**To:** Town Council  
**Title:** Cash Receipt Policy and Delegation of Deposit Authority Updates.  
**Meeting:** Town Council - 22 Jan 2020  
**Department:** Finance  
**Staff Contact:** Christine Soucie, Finance Director

**BACKGROUND INFORMATION:**

The current Cash Receipt Policy was last amended in October 2012.

The proposed policy references current RSA's and allows the Town to accept electronic payments, such as credit cards, debit cards, ACH's and EFT's under RSA 80:52-c.

One notable change to the policy is under RSA 41:9 VIII; departments must be deposited to the finance office weekly or daily whenever such funds are \$500.00 or more. The current practice is \$1,500 which does not follow the current RSA's.

Delegation of Deposit Authority need to be updated for the the current treasurer, Carolinda B. Andersen.

Administrative Code

**5.11 Cash Receipt Policy.** The purpose of this policy is to implement uniform procedures for depositing funds that will provide quality and operation efficiency with adequate financial controls and accountability. **See Exhibit H for policy detials.**

**RECOMMENDATION:**

Motion to amend the Cash Receipt Policy and sign the Delegation of Deposit Authority for Carolinda B. Andersen, Town Treasurer and to include both documents in the Administrative Code.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur

**ATTACHMENTS:**

Cash Receipts 2020

Deposit Delegation 01-07-2020

## *Town of Hooksett*

35 Main Street  
Hooksett, NH 03106

### **CASH RECEIPT POLICY**

#### **Section 1. Purpose**

The Town of Hooksett deposits substantial sums of money each year carrying out the many functions and services that it provides. Taxpayers have a right to expect that the municipality's operations be carried out efficiently and expeditiously with adequate financial control and accountability.

The objective of this policy is to attempt to strike a balance between the need for department operating efficiency and flexibility and the need for financial control and accountability. It is also the purpose of this policy to implement uniform procedures for depositing funds that will provide quality and operational efficiency.

As required by RSA 41:29 I the Treasurer maintains custody of all funds except those funds held by the Trustees of Trust Funds, Library Trustees, or Cemetery Trustees. RSA ~~41:29~~~~246:29~~ VI allows the Treasurer to delegate deposits or other financial functions to other town officials or employees provided such delegation is in writing and includes written procedures.

#### **Section 2. Regular Deposit Procedures**

**2.1** Customer Receipts – Departments should ensure that all customers are issued a sequentially numbered receipt at the time of collection of moneys from a customer. Customers should be encouraged by appropriately placed signs to request a receipt.

**2.2** A secure area is needed for the safeguarding and processing of cash received. Access to the secured area is restricted to authorize personnel only. The secured area is locked when not occupied. All revenues including cash, checks and electronic payments, must be deposited with the Finance Office at least weekly or daily whenever such funds total \$1,500.00 or more, in accordance to RSA 41:9 VIII. For Fridays, weekends and holidays the deposit must be turned in on the next available business day.

In accordance to RSA 80:52-c Electronic Payments. Departments are authorized, but not required, to accept payment of local taxes, charges generated by the sale of utility services, or other fees or charges by use of a credit card, debit card, or such other means of electronic transaction. The Town will add to the amount due, in addition to any penalties and interest payable, a service charge for the acceptance of the electronic payment (also referred to as a "convenience fee"). The Town, at the time of the billing shall disclose the amount of the service charge.

2.3 Each department or committee (with the exception of the Tax Collector) must complete an account detail journal identifying the various revenue accounts to be credited, as well as, a copy of the receipt for each transaction. All checks should be stamped with the Bank Deposit Stamp. In addition, each depositor shall photocopy each check to keep with his or her copy of the deposit.

2.4 In the case of a department who has authority from the Treasurer to deposit direct to the bank please skip down to 2.10.

2.5 The person who collects and prepares the deposit (depositor) will bring it to the Finance Office for verification. Verification will consist of the depositor being physically present while the ~~Bookkeeper~~ Finance staff counts and verifies the amount to be deposited. If the depositor sends the deposit via messenger, the deposit must be sealed in an envelope and the envelope be placed in an interoffice envelope. The ~~Bookkeeper~~ Finance staff will verify the deposit in the presence of a Department Head ~~or the Council's Administration Assistant~~. Under no circumstance will a deposit be opened without another authorized employee present.

2.6 If there is a discrepancy, the ~~Bookkeeper~~ Finance Staff and the depositor will initial and provide a brief explanation of any changes made for immediate resolution. In the case of deposit sent by messenger, email verification to and from the depositor can be used for all changes. In the event that the ~~Bookkeeper~~ Finance Staff and the depositor cannot resolve the discrepancies the Finance Director will be notified immediately.

2.7 The ~~Bookkeeper~~ Finance Staff will log the deposit on a Departmental Deposit Log. Then the ~~Bookkeeper~~ In accordance with RSA 411.29 VII, at least weekly or when deposits are more than \$1,500.00 the Finance Staff will prepare a bank deposit slip and seal the deposit and the slip in the bank deposit bag.

2.8 The deposit bag will be given to the Tax Collector (the Tax Collector should verify the bag is properly sealed) to bring to the bank within 24 hours. The Bookkeeper will bring the deposits to the bank as a backup to the Tax Collector. In this case the Tax Collector will seal his/her deposit in a bank deposit bag.

2.9 The Tax Collector will take the deposits to the bank and provide copies of the receipts slips from the bank to the Bookkeeper. The Bookkeeper will log the receipt's date and amount next to the appropriate department deposit on the Departmental Deposit Log.

2.10 Each Department shall receive from the Bookkeeper its Departmental Deposit Log monthly. The Treasurer will receive the ~~Departmental Deposit Logs~~ and copies of all deposits receipts. Any discrepancies shall be reported to the Finance Director, who will notify the Treasurer and or the Department.

~~For the Department that deposit directly to the bank themselves, they will prepare a Department Deposit Log with the bank receipt information (date and amount). A copy of~~

~~this log and the receipts will be remitted to the Treasurer and the Finance department once a month by the 15<sup>th</sup> of the seceding month.~~

2.11 The Treasurer and the Finance Director will verify the ~~departments log deposits~~ with the bank statement each month. Any discrepancies shall be reported to the department for explanation and correction.

2.12 Under **no** circumstance will the Department utilize personal funds to compensate for shortages or overages. All shortages or overages must be brought to the attention of the Finance Director prior to submission. Employees and officials are not allowed to cash personal checks made payable to the Town or paychecks.

### Section 3. Coin Depositing

3.1 All coins must be included with each deposit and correctly reported on the coin line of the deposit slip.

3.2 A calculator tape summarizing the coin portion of the deposit must be provided. All coins must be rolled by denominations -50 pennies, 40 nickels, 50 dimes, 40 quarters. Only full rolls will be accepted by the bank. Place additional coins not rolled loose in the deposit bag.

### Section 4. Petty Cash Procedures

4.1 The Town Administrator shall authorize and establish funds. The Finance Director shall keep a current listing of all Petty Cash Funds.

4.2 The Department Head and the Finance Director will determine a base petty cash amount.

4.3 A locked cash box will be used to store petty cash and must be locked at all times. The key will be kept in a secure location. Only one employee will be named Petty Cash Custodian at a time and shall be assigned the responsibility by the Department Head.

4.4 The Petty Cash Custodian will issue a two-part receipt for each payment made out of petty cash. This receipt is to be signed by the Petty Cash Custodian and the employee receiving the petty cash.

4.5 All reimbursements from petty cash for small purchases will be made to employees authorized by the department head to make such purchases and the employee must supply the appropriate receipts and a description of the purchase.

**4.6** The following items will **not be reimbursed** from petty cash: (Note: This list is not all-inclusive)

- Single purchases in excess of \$50.00
- Equipment of any kind
- Payment to an individual for services rendered
- Office parties, gifts, holiday decorations, flowers, greeting cards
- Employee Meals, excluding Emergency Situations
- Alcoholic Beverages
- Gasoline
- IOU's
- Cashing of personal checks

**4.7** Food for meeting will only be reimbursed if detailed in the approved budget and are paid out of the "Meals and Food" budget line.

**4.8** At all times the total of receipts added to the cash remaining in the petty cash box must equal the predetermined petty cash amount.

**4.9** Replenishment of departmental Petty Cash for purchase made shall occur by submitting a summary of all purchase sorted by General Ledger account number to the Finance office. All receipts or other documents supporting the charges shall accompany the request. Finance will cut a check for the reimbursement during its normal processing.

**4.10** Department shall submit Petty Cash reimbursement once a month at a minimum, for any purchase receipts being held.

**4.11** Under **no** circumstance will any employee utilize personal funds to compensate for shortages or overages. All shortages and overages must be brought to the attention of the Finance Director immediately upon discovery.

**4.12** The Finance Director will perform random audits of all departments' petty cash. Any discrepancies found must be explained in writing and in detail to the Finance Director and Town Administrator.

## **Section 5. Return Check Procedure**

**5.1** Copies of returned checks and bank documentation must be submitted to the Finance office, the Treasurer and the Department. Returned checks will be recorded in the accounting system against the revenue in which it was originally posted.

**5.2** With the exception of tax payments, the Town will only re-deposit checks returned for insufficient funds one time.

**5.3** The Department is responsible for notifying the issuer in writing that he/she must replace any uncollected payments returned by the bank and a Returned Check fee of

\$25.00 plus all protest, all bank, and legal fees per RSA 80:56 in the form of cash, money order, or bank certified check. The Return check fees should be reported as a separate revenue item.

### **Section 6. Non-compliance**

**6.1** Violation of this policy may result in the denial or revocation of the privilege to handle town funds. Employees who do not comply with this policy shall be subject to disciplinary action including termination as outlined in the Personnel Plan Section 46.

### **Section 7. Implementation**

**7.1** To facilitate conduct in accordance with this policy, a copy of this policy shall be made available to department heads, employees, volunteers, board and commissions upon hiring, appointment or election to office and at such other times as may be necessary.

### **Section 8. Policy Approval/Amendments**

Town Council approved adoption of the Town of Hooksett Cash Receipts Policy at their March 12, 2008 meeting.

Town Council amended the Town of Hooksett Cash Receipts Policy at their September 8, 2010 meeting.

Town Council amended the Town of Hooksett Cash Receipts Policy at their May 12, 2011 meeting.

Town Council amended the Town of Hooksett Cash Receipts Policy at their October 10, 2012 meeting.

**TOWN OF HOOKSETT**  
**DELEGATION OF DEPOSIT AUTHORITY**

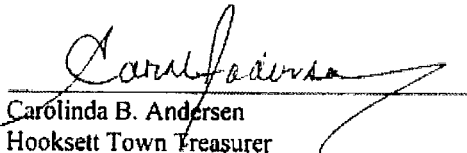
Pursuant to the provisions of RSA 41:29 II, the Town Treasurer has the responsibility to deposit all such monies received by the Town of Hooksett in appropriate financial institutions as outlined in the statute.

RSA 41:29 VI allows the Treasurer to delegate deposit or other financial functions to other town officials or employees provided such delegation is in writing and includes written procedures acceptable to the Town Council. Such delegation may only be to a town official or employee bonded in accordance with RSA 41:6.

The Hooksett Town Treasurer hereby delegates deposit function authority to the Hooksett Tax Collector/Town Clerk and the Deputy, the bookkeeper, as well as to the Sewer Department of the funds they collect in their respective roles. These deposits shall be made on a weekly basis or daily, whenever receipts total \$1,500 or more.

In making these deposits, each of the authorized personnel shall follow the Town of Hooksett's Cash Receipt Policy.

This authority shall remain in effect until rescinded by written notice of the Hooksett Town Treasurer.

  
Carolinda B. Andersen  
Hooksett Town Treasurer

1/7/2020  
Date

Approved by the Hooksett Town Council

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Date





**Town of Hooksett  
Town Council Meeting Minutes  
Wednesday, January 8, 2020**

The Hooksett Town Council met on Wednesday, January 8, 2020 at 6:00 in the Hooksett Municipal Building.

**CALL TO ORDER**

Chair Sullivan called the meeting of 08 Jan 2020 to order at 6:00 pm.

**PROOF OF POSTING**

Administrative Services Coordinator Donna Fitzpatrick provided proof of posting.

**ROLL CALL - ATTENDANCE**

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

**Missing:** Councilor John Durand and Councilor Avery Comai

**New Fire Ladder Truck**

Chair Sullivan: We had an opportunity to view the new Fire-Rescue ladder truck just prior to the beginning of this meeting. The town was able to purchase this truck thanks to a generous donation from Southern New Hampshire University (SNHU).

Assistant Chief Colburn: I have a brief PowerPoint presentation on our new ladder truck, which is a 2007 Pierce ladder truck from Woodland, Texas. SNHU generously donated one-half of the \$400,000 cost of the truck, and we want to thank them and express our gratitude. SNHU also covered the \$3,000 expense of a pre-purchase visit to inspect the truck, and we are grateful to them for that as well. This purchase allows us to retain our Insurance Services Office (ISO) rating. It has a 100-foot aerial reach, which is a 25-foot gain over the previous one, which will enable us to service several tall structures including the new CETA engineering building on their campus, as well as other structures on their campus and other tall structure in Hooksett. The purchase of this truck includes a two-year warrant, several upgrades and repairs, as well as important testing. This is a good deal for the town. It will enable us to better handle chimney fires, and we will be able to stabilize on grade. We have conducted training for all of our employees on all aspects of the new truck, including both day and night activities.

Chair Sullivan: SNHU is a great neighbor and a great part of the Hooksett family in the Martins Ferry corner of town. Our heartfelt praise and gratitude go also to former Town Administrator and Town Councilor Don Winterton, who was instrumental in making this happen, so kudos to him as well. Jane Yerrington, Assistant Vice President of Academic Operations at SNHU, is with us this evening, and we thank her for being here. Mr. Garron has a presentation to make.

A. Garron: I am please to present this key to SNHU as an expression of our thanks and gratitude.

J. Yerrington: We are pleased to be able to assist the Town of Hooksett.

**NON-PUBLIC SESSION #1 NH RSA 91-A: 3 II**

*Chair Sullivan motioned to enter non-public session at 6:13 pm in accordance with the provisions of RSA 91-A:3. II (a). R. Duhaime seconded the motion.*

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

54

55 **Roll Call Vote**

56 **J. Durand Not present**

57 **A. Comai Not present**

58 **C. Jones Aye**

59 **R. Duhaime Aye**

60 **C. Karolian Aye**

61 **A. Walczyk Aye**

62 **T. Tsantoulis Aye**

63 **J. Levesque Aye**

64 **J. Sullivan Aye**

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

66

67 **Chair Sullivan motioned to leave non-public session at 6:59 pm. A. Walczyk seconded the**  
68 **motion.**

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

70

71 **Chair Sullivan motioned to seal the minutes of the non-public session because it is determined**  
72 **that it would likely render a proposed action ineffective. R. Duhaime seconded the motion.**

73

74 **Roll Call Vote**

75 **C. Karolian Aye**

76 **T. Tsantoulis Aye**

77 **J. Levesque Aye**

78 **C. Jones Aye**

79 **A. Comai Not present**

80 **J. Durand Not present**

81 **A. Walczyk Aye**

82 **R. Duhaime Aye**

83 **J. Sullivan Aye**

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

85

86 **PLEDGE OF ALLEGIANCE**

87 Chair Sullivan called for the Pledge of Allegiance and a moment of silence for Richard Marple, a long-  
88 time State Representative who passed away on December 13, 2019, and for Denise and Michael  
89 Cummings whose son passed away recently.

90

91 **AGENDA OVERVIEW**

92 Chair Sullivan: I would like to change the agenda order and take up the Scheduled Appointment with  
93 Ian Tewksbury, President of IAFF Local 3264, who is joined by Fire Chief Burkush. After that, we will  
94 take up the Collective Bargaining Agreement which is listed under New Business.

95

96 **SCHEDULED APPOINTMENT**

97 **Ian Tewksbury, IAFF Local 3264 President (Hooksett Fire Union)**

98

99 I. Tewksbury: This has been a long process. We started negotiations just after the Fourth of July and  
100 had our last meeting right after the start of the New Year. I want to thank Town Administrator Garron,  
101 Councilor Duhaime and the other Councilors who worked on the agreement. Special thanks to Chief  
102 Burkush and to everyone who worked on a three-year agreement which is fair to the town and the  
103 union members.

104

Chief Burkush: I want to thank the Town Councilors who were part of the negotiating team, as well as Administrative Services Coordinator Donna Fitzpatrick and Finance Director Christine Soucie. We worked as professionals with a common goal.

**NEW BUSINESS**

**Town of Hooksett AND Hooksett Permanent Firefighters Association, Local 3264, IAFF = Collective Bargaining Agreement for period 07/01/2020-06/30/2023**

*R. Duhaime motioned to accept the tentative agreement between the Town of Hooksett and Hooksett Permanent Firefighters Association, Local 3264, IAFF effective 07/01/2020 to 06/30/2023, and to place said agreement as a warrant article on the March 2020 ballot to read as follows:*

*To see if the town will vote to approve the cost items included in the collective bargaining agreement reached between the Hooksett Town Council and the Hooksett Permanent Firefighters Association Local 3264, IAFF, which calls for the following increases in salaries and benefits at the current staffing level:*

**Estimated increase over prior year**

<b>Fiscal Year</b>	<b>Salaries</b>	<b>Benefits</b>	<b>Estimated Increase</b>
<b>2020-21</b>	<b>\$127,297.00</b>	<b>(\$16,046.00)</b>	<b>\$111,251.00</b>
<b>2021-22</b>	<b>\$ 74,520.00</b>	<b>\$27,594.00</b>	<b>\$102,114.00</b>
<b>2022-23</b>	<b>\$ 77,601.00</b>	<b>\$28,736.00</b>	<b>\$106,337.00</b>

*And further to raise and appropriate the sum of \$111,251.00 for the current fiscal year, of this amount \$14,985 is authorized to be withdrawn from the Ambulance Revenue Fund, and the balance of \$96,266.00 to be raised from general taxation. Such sum represents the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels. Estimated tax rate impact is \$0.05. T. Tsantoulis seconded the motion.*

**Roll Call Vote #3**

**A. Comai** Not present  
**C. Jones** Aye  
**A. Walczyk** Aye  
**J. Durand** Not present  
**R. Duhaime** Aye  
**T. Tsantoulis** Aye  
**J. Levesque** Aye  
**C. Karolian** Aye  
**J. Sullivan** Aye  
**Voted in favor (7-0).**

**SPECIAL RECOGNITION**

**Hooksett Police Dept. (HPD) - Swearing-in new Police Dispatcher, Police Officer of the Year, and Recognize other HPD employee(s).**

Chief Bouchard: First I would like to recognize Aaron Roy, our newest dispatcher. Aaron lives in Bedford with his wife and three sons. He grew up in Manchester and Bedford. He attended Manchester

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153 West High School and received a bachelor's degree in Social Science from Plymouth State University.  
 154 He comes to us from the Hillsborough County Sheriff's Department where he worked as a dispatcher.  
 155 Next, I want to recognize Richard Belanger, our Dispatch Supervisor, for service above and beyond.  
 156 Any employee or supervisor can nominate an employee, sworn or non-sworn, for Outstanding  
 157 Achievement. These nominations go to the Awards Committee and then to me. Rick coordinated the  
 158 relocation of the Dispatch Center from the rear to the front of the Safety Center with no interruption of  
 159 service. He coordinated the completion of an endless number of tasks, arriving early and staying late  
 160 most days for a six-month period and keeping his employees comfortable all the while. His fellow  
 161 employees say there is nothing he can't do. My final award this evening is for the Officer of the Year,  
 162 and it goes to Richard Faucher, who is here with his wife and other family members. This award is for a  
 163 sworn officer who goes above and beyond. Richard worked as a corrections officer at the Hillsborough  
 164 County House of Corrections until coming to work with us in 2016. According to his fellow officers, he is  
 165 a dedicated team player who is always willing to help his fellow officers. He has a great work ethic, is  
 166 smart and kind, and treats people with respect and dignity. He was nominated by all of his sergeants  
 167 and his lieutenant, and was unanimously selected to be the Officer of the Year. At 140 arrests in 2019,  
 168 he had the highest number in the department. He also had 371 felony drug arrests and motor vehicle  
 169 stops.  
 170

171  
 172 **SCHEDULED APPOINTMENTS (continued)**

173  
 174  
 175  
 176 **Todd Rainier, Town Clerk and Marc Miville, Town Moderator - January 21, 2020 Special Town**  
 177 **Election**

178  
 179 T. Rainier: The special primary is only two weeks away. Our office has been very active with voter  
 180 registrations and absentee ballot requests. Mr. Germain has created a coverage schedule for the  
 181 January 21<sup>st</sup> special primary. It is imperative that all of you represent the Council at elections. We must  
 182 have at least one Councilor present throughout the day and a minimum of three to close the polls and  
 183 stay through the reconciliation process.  
 184

185 M. Miville: This was a sudden special election and will not be tallied electronically. Ballots will be hand  
 186 sorted and counted.  
 187

188 T. Rainier: There are important upcoming election-related dates to keep in mind. The checklist  
 189 supervisors will meet tomorrow, January 9, 2020, from 9:00 to 9:30 am in the Council Chambers. This  
 190 meeting is the last opportunity for qualified residents to register before the January 21<sup>st</sup> election.  
 191 Qualified residents may register at the polls. No party changes can be made at this meeting. The last  
 192 opportunity to change party prior to the Presidential Primary was October 25, 2019. Undeclared voters  
 193 may choose a party at the primary election, vote, and then return to undeclared status right after voting.  
 194 January 21, 2020 is the Special Primary. The polls are located at Cawley Middle School and will be  
 195 open from 6:00 am to 7:00 pm. Accuvote tabulators will not be used; ballots will be hand-counted.  
 196

197 C. Karolian: Do you have sample ballots available?

198  
 199 Mr. Miville: They are posted on the wall outside of the Town Clerk's office and will be posted on the  
 200 walls at the election.  
 201

202 T. Rainier: The ballots and all other election information is also on the town's website. Just click the  
 203 "VOTE" icon. The State will be printing the ballots, which must be counted by hand because the voting  
 204 machines will already be set for the presidential primary. On January 21<sup>st</sup>, the same day as the special  
 205 primary, the checklist supervisors will hold a mandatory session from 7:00 to 7:30 pm at the Cawley  
 206 Middle School. No party changes can be made at this meeting. January 22<sup>nd</sup> through 31<sup>st</sup> is the filing  
 207 period for town/school seats at the Town Clerk's office during regular hours. In addition, the Town

208 Clerk's office will be open from 3:00 to 5:00 pm on January 31<sup>st</sup> for declarations of candidacy only. The  
209 Deliberative Session will be Saturday, February 1, 2020.

210  
211 J. Levesque: What happens if someone ends up in the hospital on election day unexpectedly and does  
212 not have an absentee ballot?

213  
214 T. Rainer: An election official will deliver a ballot in that situation. How this will happen will be  
215 determined on a case by case basis.

216  
217  
218 **CONSENT AGENDA**

219  
220 **Donation from 9Round Kick Boxing of items from their business totaling \$153.00 to the Town of**  
221 **Hooksett for all Town of Hooksett employees per RSA 31:95-b, III (b) and RSA 31:95-e, II**

222  
223  
224 **Donation of gift cards totaling the amount of \$2,725.00 to the Town of Hooksett for the Family**  
225 **Services Department for distribution to children and families in need through the Hooksett**  
226 **Family Services Holiday Assistance Program.**

227  
228  
229 **Donation of gifts from the general public and the Hooksett Police Association Cram the Crime**  
230 **Van toy drive to the Town of Hooksett for the Hooksett Family Services Holiday Assistance**  
231 **Program.**

232  
233 ***T. Tsantoulis motioned to accept the Consent Agenda items. C. Karolian seconded the motion.***  
234 ***Voted unanimously in favor (7-0).***

235  
236  
237 **TOWN ADMINISTRATOR'S REPORT**

238  
239 A. Garron: I would like to introduce Jaime Martinez who is handling logistics at the new Amazon facility  
240 at the former BJ's warehouse site.

241  
242 J. Martinez: I am a retired lieutenant colonel with 26 years of active duty Army service. My business  
243 partner is Ted Johnson, a disabled veteran and also a retired lieutenant colonel. We moved here to  
244 establish our company, Johnson Applied Solutions, a supply chain delivery program for Amazon. I am  
245 not here on behalf of Amazon but rather on behalf of a network of veteran-owned small businesses.  
246 Hooksett is our home. I would like to read into the record a letter to the Town Council and the Town  
247 Administrator from Mr. Johnson.

248  
249 Johnson Applied Solutions, LLC us proud to announce its arrival to New Hampshire and to the Town of  
250 Hooksett specifically as it expands its business opportunities as a Delivery Supply Partner for Amazon. As  
251 a Disabled Veteran-Owned Small Business, we offer dynamic leadership and sound business principles  
252 to ensure that all of our partners meet their supply chain requirements while being steadfast to the  
253 community. Since our arrival to Hooksett in early December 2019, the Town of Hooksett and its thriving  
254 business community have welcomed my team and company. We made an early decision that aligns with  
255 our principles to build partnerships and relations with local businesses. In that effort, all of our business  
256 partners are Hooksett-based, and as we continue to build our supply chain team in New Hampshire we  
257 will be relying on their expertise and professional services to ensure we deliver our bottom line while  
258 ensuring that the local economy and employment opportunities continue to thrive.

259  
260 We appreciate the support from the State of New Hampshire and Town of Hooksett, and we intend to  
261 make our business and community relationships long lasting. We hope to continue thriving in your  
262 community and look for opportunities to assist in volunteer events and support groups with our large  
263 employee pool. Additionally, we are now partnered with the New England Veteran Chamber of  
264 Commerce and are establishing the first ever New Hampshire Veteran Chamber of Commerce. We intend  
265 to hold our first summit this upcoming March 2020 and would like to invite Hooksett leadership and the  
266 local Chamber of Commerce to attend and participate. Mentorship is a valued tool and we look forward to

267 learning from the community on how better to build veteran-owned businesses to enhance the local  
268 economy and employment opportunities.  
269

270 J. Martinez: Our support of local business includes Barrett Insurance as our accountant, and Merrimack  
271 County Savings Bank not only provides our financial services but also trains our employees in financial  
272 literacy. We have a physical therapist in Hooksett in case we have employee injuries. Our vehicles are  
273 fueled by Irving and Verizon Wireless provides our connectivity. We use the USPS and are auto repairs  
274 are done in Hooksett. We have joined the local Chamber of Commerce. Over the past holiday season,  
275 we delivered about 23,000 packages per day, and we have the capacity to deliver 100,000 packages  
276 per day. We have 130 trucks making these deliveries. We are four times larger than the Nashua facility.  
277 Ecommerce is a reality. We understand that Hooksett's bicentennial is in 2022, and we look forward to  
278 being part of that and providing resources for it. We want to contribute to the community. We offer our  
279 employees benefits and educational stipends; we want to provide internship opportunities for local  
280 community colleges.  
281

282 Chairman Sullivan: Thank you for the presentation and for making Hooksett your home. To you and  
283 your employees, thank you for your service.  
284

285 A. Walczyk: Did you say the facility has the capacity to deliver 100,000 packages per day?  
286

287 J. Martinez: Yes. We have 200 employees and others have numerous employees as well. We invite all  
288 of you to visit our facility.  
289

290 R. Duhaime: We will have a parade and a big bash in 2022. We look forward to your help and  
291 participation.  
292

293 C. Karolian: Welcome and thank you for your presentation. We look forward to having a good working  
294 relationship with you. What time do you start deliveries in the morning?  
295

296 J. Martinez: We are doing outbound deliveries only at this point. Our fleet is at the Manchester Airfield,  
297 so we travel from there to start deliveries at 8:30 a.m. The drivers have ten hours to complete  
298 deliveries; it usually takes eight hours.  
299

300 C. Karolian: Are the drivers separate contractors?  
301

302 J. Martinez: No, they are employees. Our starting rates is between \$17.15 and \$18.25 per hour.  
303

304 C. Karolian: What is your delivery radius?  
305

306 J. Martinez: It is an oval extending to Portsmouth, then up to the Lakes Region, going north of Concord  
307 a bit to the west and then back to Manchester.  
308

309 A. Garron: Next, regarding the parcel of tax-deeded, town-owned land we discussed previously, we  
310 have explored internal uses and have learned that there may be a use related to the TIF district, a  
311 sewer pump station site. Underwood Engineering is looking into this and I will report back to you.  
312

313 A. Garron: You have all received a letter from the NH Lottery regarding House Bill 480, Sports Betting. I  
314 caution you, before putting this on the ballot for consideration, to explore how this will be implemented  
315 in terms of zoning. The Planning Board should take a look at it.  
316

317 A. Garron: At our last meeting, during the public comment segment, a resident commented on the issue  
318 of costs associated with the Hooksett train protest. I have been trading information with our counsel on  
319 this. No decision has been made yet. I see that former Councilor David Ross, who is the resident  
320 raising a concern, is here tonight.

321

322 A. Garron: Does the Town Council have a desire to make a budget presentation at the Deliberative  
323 Session?

324

325 Chair Sullivan: We haven't in the past. We could use the material in the Voter's Guide to prepare a  
326 presentation. Thanks to our Finance Director Christine Soucie, we have a great Voter's Guide. A  
327 presentation would be a duplication of what is in the guide.

328

329 T. Tsantoulis: We should give consideration to the low attendance we typically have at the Deliberative  
330 Session. It is usually just a few regulars.

331

332 Chair Sullivan: The consensus of the Council is to leave it as it is for now.

333

334 A. Garron: We have been working on a process for amending meeting minutes. Ms. Fitzpatrick can  
335 report on that.

336

337 D. Fitzpatrick: On September 11, 2019, the Council endorsed the adoption of the NHMA process for  
338 approval of minutes. Our boards and committees are already following the State laws for taking,  
339 preparing and posting minutes; this is regarding the approval process. Kathie Donnelly has been using  
340 the new process for a few months, and all boards and committees, with the exception of the Budget  
341 Committee, will be using the new process beginning January 1, 2020.

342

343 A. Garron: Town Engineer Bruce Thomas has put together an RFP for a Lilac Bridge Monument on the  
344 Lambert Park side at the entrance. There will be a bench as well. The deadline for RFPs is March 5,  
345 2020. I want to commend Mr. Thomas for his work on this project. He has put together a review team  
346 for the RFPs to include members to help with consideration of the artistic component of the project we  
347 want to capture.

348

349 A. Garron: Regarding my goal of regrouping the CIP process, Finance Director Soucie has organized a  
350 meeting of the departments, which will include consideration of a timeframe. We need a Council  
351 representative to be part of this group, which will meet between April and June for about two months.

352

353 Chair Sullivan: Councilor Duhaime agrees to fill this role.

354

355 A. Garron: On October 23, 2019, the Council voted to issue a \$2.5 million bond. On December 30,  
356 2019, we signed for the financing of this bond with TD Bank.

357

358 A. Garron: I am pleased to report that Regina Howard of the Fire Department has completed the State's  
359 Human Resources Certification program.

360

361 T. Tsantoulis: I am appalled at the condition of the gymnasium area of this building. The trim is rotting  
362 around the façade and the aesthetics in general are bad. We need to get the ball rolling to fix this.

363

364 A. Walczyk: I would like to piggyback on this and say we should upgrade the audio for our meetings. It  
365 is difficult to hear the live feed and the videos.

366

367 T. Tsantoulis: The gymnasium will be used for part of the Winter Carnival events.

368 A. Garron: There has been an increased use of the gymnasium recently. We have addressed the  
369 responsibilities of those using the gym.

370  
371 Chair Sullivan: We could possible add this to the bid prepared by the Public Works Director for work on  
372 the exterior. I think there were not enough bids when it was last issued.

373  
374 C. Karolian: Nine out of ten times that I come to Town Hall, the gymnasium is in use. It is high time, I  
375 agree.

376  
377 **PUBLIC INPUT**

378  
379 Marc Miville: 42 Main Street: Tomorrow night is the Budget Committee's first public hearing beginning  
380 at 7:00 pm.

381  
382 D. Ross, 56 Sherwood Drive: Every person I've talked to doesn't know there is a special election. A lot  
383 of people don't go to the website or to Town Hall. I would appreciate it if the Council would give it an  
384 extra push. Regarding the monument at the bridge, the artistic competition should be separate from the  
385 bid process. The group could come up with a recommendation and that should be part of the bid  
386 requirements.

387  
388 **OLD BUSINESS**

389 **SNHU – CETA Engineering Building Site Bond Release (tabled at 12/11/19 Town Council**  
391 **Meeting)**

392  
393 *Chair Sullivan motioned to remove this item from the table. T. Tsantoulis seconded the motion.*  
394 *Voted unanimously in favor (7-0).*

395  
396 B. Thomas: I inspected the site with the contractor and a representative of SNHU. One small item was  
397 not done. There was a piece of silt fence in the back corner. That has been removed now. A landscape  
398 bond in the amount of \$115,962.00 will be kept on file for at least two years.

399  
400 C. Jones: What about the hydro-seeding?

401  
402 B. Thomas: That is part of the landscape bond.

403  
404 *T. Tsantoulis motioned to release the site bond for the SNHU – College of Engineering,*  
405 *Technology & Aeronautics (CETA) bond of \$122,154.15 to the Southern New Hampshire*  
406 *University. A. Walczyk seconded the motion.*

407  
408 T. Tsantoulis: Anyone who drives by knows they do a lot on their campus.

409  
410 A. Walczyk: I agree with Councilor Tsantoulis.

411  
412 *Voted unanimously in favor (7-0).*

413  
414 **BRIEF RECESS**

415  
416 **OLD BUSINESS (continued)**

417



418 **A. Walczyk motioned shall the town, if warrant article #X is defeated, authorize the governing**  
419 **body to call one special meeting, at its option, to address warrant article #X cost items only. T.**  
420 **Tsantoulis seconded the motion.**  
421 **Voted unanimously in favor (7-0).**  
422

423 A. Walczyk: If this were to happen, when would we have the meeting?  
424

425 C. Soucie: The town and the union would get together again. There is no timeline. If the town votes no,  
426 you would have to petition the court.

427  
428

430 **FY 2020-21 Budget and Warrant Articles**  
431

432 C. Soucie: The first public hearing for the Budget Committee is tomorrow. Their budget is \$19,937,694,  
433 which is 2.8% over the current budget and one percent over the default amount.

434

435 Chair Sullivan: By how much did the Budget Committee reduce the Town Council budget?  
436

437 C. Soucie: The reduction was about \$106,000. The default budget must be presented at the public  
438 hearing, according to the new law. The only change is the new TIF bond. The principal went up from  
439 \$128,250 to \$233,250 and the interest went down and is fixed at 2.55%. The default amount is  
440 \$19,831,427. It is increased by the DPW union contract and by the debt service for the town and the  
441 Wastewater plant. It is decreased by the cemetery project, which is not in the new budget. At your next  
442 meeting, you can sign the default budget. The State has clarified that the default amount can only be  
443 changed by contracts voted on by the voters. Therefore, the one-year wage increase for non-union  
444 employees is not added to the default amount.

445

446 C. Soucie: There is only one petition warrant article with a cost involved for your consideration. It was  
447 submitted by Henry Roy and states: To see if the Town will vote to raise and appropriate \$52,000.00 to  
448 reimburse for private residential water hydrants to ensure public safety. It needs to be reviewed by the  
449 DRA and the Town Attorney. Both have seen it.

450

451 **J. Levesque motioned to approve the addition of the petition warrant article to the ballot for the**  
452 **March 2020 election. R. Duhaime seconded the motion.**  
453

454 T. Tsantoulis: I have received calls about this but haven't had a chance to research last year's vote. We  
455 need to be cautious because of the ramifications. It will please some and others will be unhappy. This is  
456 about private hydrants at condo developments and opens a Pandora's Box.

457

458 Chair Sullivan: It must go on the ballot because it is a petition warrant article with a cost. We will have a  
459 tally vote as to whether or not we endorse it.  
460

461 A. Walczyk: This is for the Town to reimburse for private residents' water hydrants to ensure public  
462 safety. It is just one sentence. I don't get it.  
463

464 C. Jones: They are paying rental fees and don't feel they should be?  
465

466 Chair Sullivan: Last year, there was a motion on the floor at the Deliberative Session to add a warrant  
467 article in the amount of \$48,000 for hydrant rentals. The warrant article passed, but it wasn't clear. This  
468 year, the Town Administrator and the Finance Director brought in one crafted by legal that would work.  
469 We chose not to put it on the ballot.  
470

471 C. Jones: Don't most of these developments have condo fees for maintenance?  
472  
473 Chair Sullivan: Yes, they do.  
474  
475 R. Duhaime: One constituent who spoke with me said they are double taxed because they pay for the  
476 public hydrants in their taxes and then pay for their own.  
477  
478 C. Jones: I get that, but we don't plow on private roads.  
479  
480 R. Duhaime: We have a large retirement community population in Hooksett. They often ask what they  
481 get for their taxes.  
482  
483 C. Karolian: Are you saying it is political?  
484  
485 Chair Sullivan: Ultimately, everything is.  
486  
487 C. Karolian: Are the taxpayers paying for the hydrants or are the water users paying?  
488  
489 Chair Sullivan: It is the taxpayers.  
490  
491 C. Karolian: For clarification, this warrant article will go on the ballot regardless of our vote, right?  
492  
493 Chair Sullivan: That is correct.  
494  
495 C. Karolian: Will our recommendation be on the ballot?  
496  
497 Chair Sullivan: Yes, it will.  
498  
499 C. Karolian: Are people not part of a water precinct paying for those who are? What about those with a  
500 fire pond because there is no hydrant? This is a Pandora's box. Are we going to start with taxes a la  
501 carte? Are we going to reimburse those with no children in school or people who don't call the Fire  
502 Department or for an ambulance for one year?  
503  
504 Chair Sullivan: I live in the Central water precinct. My taxes pay for all of the precincts. Residents with  
505 wells and septic systems are paying for water and sewer. The hydrants at the condos aren't included in  
506 the taxes.  
507  
508 C. Soucie: We do have tax rebates for residents over 80 years of age.  
509  
510 C. Karolian: Some of my questions are rhetorical. Would each condo owner get a portion of a rebate or  
511 would it go to the condo association?  
512  
513 C. Soucie: We couldn't use the \$49,000 last year because it never stated a private purpose in the  
514 operating budget. It didn't say private hydrants. Also, there are a few single families with private  
515 hydrants. Reimbursement would be the same as for trash pickup. Whoever pays the bill would get the  
516 reimbursement.  
517  
518 T. Tsantoulis: Who generates the bills?  
519  
520 C. Soucie: The water districts generate the bills.

521  
 522 C. Karolian: Isn't that a flaw in taxation or the tax rate?  
 523  
 524 Chair Sullivan: It is not a flaw.  
 525  
 526 C. Karolian: Shouldn't they be taxed differently, based on the information on the card for each  
 527 residence, with listings for...  
 528  
 529 Chair Sullivan: No, the card just has the value of the land and building(s).  
 530  
 531 C. Soucie: They are not assessed differently based on their water and sewer service.  
 532  
 533 C. Karolian: Is the reimbursement from the general fund or the individual department?  
 534  
 535 C. Soucie: It is by department.  
 536  
 537 C. Karolian: Is that in the budget?  
 538  
 539 C. Soucie: Yes. For trash pick-up, it is in the tipping line.  
 540  
 541 Chair Sullivan: Everyone is talking. Three people are jumping in.  
 542  
 543 A. Garron: This is the premise. These are approved as private developments and the developer gets a  
 544 density bonus of, say, 25 units. Everything is private. The developer nets the benefit and tells the  
 545 owners they can petition for a public road. At least, this is how it has happened in many communities.  
 546  
 547 T. Tsantoulis: We deserve a legal opinion. We need to know what other towns are doing and what the  
 548 State view is.  
 549  
 550 C. Soucie: All of that has been done.  
 551  
 552 J. Levesque: All hydrants are charged a rental fee. You are in favor of this or not. I call the question.  
 553  
 554 C. Karolian: Weren't we recognized before he called the question?  
 555  
 556 Chair Sullivan: I have a queue for the order of speakers.  
 557  
 558 A roll call vote was taken on the motion to approve the petition warrant article calling for the town's  
 559 reimbursement of rental fees for private hydrants  
 560  
 561 **Roll Call Vote #5**  
 562 ***T. Tsantoulis Aye***  
 563 ***C. Jones Aye***  
 564 ***R. Duhaime Aye***  
 565 ***A. Walczyk Nay***  
 566 ***J. Levesque Aye***  
 567 ***C. Karolian Nay***  
 568 ***J. Durand Not present***  
 569 ***A. Comai Not present***  
 570 ***J. Sullivan Aye***

571 ***Voted in favor (5-2).***

572

573 J. Levesque: We should stick to the rules. Talk twice and that's all.

574

575 Chair Sullivan: Please remind me, if necessary.

576

577 C. Soucie: The deadline for petition warrant articles is January 14, 2020. If we get one with a cost, you  
578 may need to have a meeting on January 15, 2020.

579

580 Chair Sullivan: We will schedule a special meeting for Wednesday, January 15, 2020.

581

582 A. Garron: If it is not needed, it can be cancelled.

583

584 T. Tsantoulis: The residents should know our schedule.

585

586 R. Duhaime: We serve them.

587

588 D. Fitzpatrick: We can post the meeting tomorrow. If the Town Clerk receives a petition warrant article,  
589 the signatures will have to be verified, which takes time.

590

591 A. Walczyk: We should specify that the meeting is only for petition warrant articles with a cost.

592

593 C. Soucie: I also want to remind you that January 24<sup>th</sup> is the deadline for the Town Council letter for the  
594 Voter's Guide.

595

596 ***Chair Sullivan motioned to extend the meeting. R. Duhaime seconded the motion.***

597 ***Voted in favor (5-2), with J. Levesque and C. Karolian voting nay.***

598

599 C. Soucie: The warrant, signed by Secretary Comai and Chair Sullivan, must be posted before Monday,  
600 January 27<sup>th</sup>.

601

602 C. Soucie: Regarding the order of the warrant articles, does the Council have a preference? They  
603 usually are in order from highest to lowest, with petition articles at the end.

604

605 R. Duhaime: I suggest placing the Solar article just after the \$30,000 Sewer article.

606

607 C. Karolian: Has the Town adopted RSA 31:95?

608

609 C. Soucie: Yes, that was done several years ago. I can't remember if it was by Charter or by warrant  
610 article.

611

612 C. Karolian: In response to an earlier comment, if other councilors got involved instead of coming to  
613 meetings and taking up space...everyone has the right get engaged and involved.

614

615

616 **APPROVAL OF MINUTES**

617 **Public: 11/20/19 (tabled at 12/11/19 Town Council Meeting)**

618

619 ***R. Duhaime motioned to remove the minutes of November 20, 2019 from the table. T. Tsantoulis***  
620 ***seconded the motion.***

621

622 ***Voted unanimously in favor (7-0).***  
623

624 ***T. Tsantoulis motioned to approve the minutes of the November 20, 2019 meeting. C. Jones***  
625 ***seconded the motion.***  
626

627 C. Karolian offered the following corrections.

628 Line 111 – Add the word “then” at the end of the question.

629 Line 530 – Add “to prevent this from happening to Autumn Run in the future” at the end of the sentence.

630 Line 775 – The third sentence of the paragraph should read: “In a nutshell, it was explained to me that it  
631 is not up to the Planning Board to make sure wells are constructed properly.”

632 Line 778 – Add this sentence: “What they ultimately did was grant waivers prior to the wells being  
633 drilled and prior to the releases from the State of New Hampshire.”

634 Line 786 – Delete “I told the Planning Board that” and add to the end of the sentence “and gets the well  
635 report.”

636

637 The Chair called for a vote on the motion as amended.

638

639 ***Voted in favor (6-0). J. Levesque abstained because he was absent from the November 20, 2019***  
640 ***meeting.***

641

642 **Public: 12/11/19**

643

644 ***T. Tsantoulis motioned to approve the minutes of the December 11, 2019 meeting. A. Walczyk***  
645 ***seconded the motion***  
646

647 C. Karolian offered the following corrections.

648 Line 418 – add “versus the old units” to the end of the question.

649 Line 420 – Add this sentence at the beginning: “Off the top of my head, I don’t know.”

650

651 Chair Sullivan called for a vote on the motion as amended.

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

657 **Public: 12/17/19 Emergency Meeting**

658

659 ***T. Tsantoulis motioned to approve the minutes of the December 17, 2019 Emergency Meeting. A.***  
660 ***Walczyk seconded the motion.***

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

662

665 **Non-Public: 11/20/19 (tabled at 12/11/19 Town Council Meeting)**  
666

667 ***R. Duhaime motioned to remove the minutes of the November 20, 2019 non-public meeting from***  
668 ***the table. T. Tsantoulis seconded the motion.***

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

670

671 ***R. Duhaime motioned to approve the minutes of the November 20, non-public meeting. A.***  
672 ***Walczyk seconded the motion.***

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

674

677 **Non-Public: 12/11/19**

678

680 ***R. Duhaime motioned to approve the minutes of both non-public sessions of the December 11,***  
681 ***2019 meeting. A. Walczyk seconded the motion.***  
682 ***Voted unanimously in favor (7-0).***  
683

684 **SUB-COMMITTEE REPORTS (TABLED AT 12/11/19 TOWN COUNCIL MEETING)**  
685

686 R. Duhaime: The Planning Board made one change to the Zoning Amendment. It also moved the  
687 recommendations of the Architectural Subcommittee to a public hearing.  
688

689 C. Karolian: At the Recycling and Transfer meeting I learned about the reimbursement process  
690 currently in place.  
691

692 J. Levesque: At its December meeting, the ZBA granted a residential building permit in a commercial  
693 zone. This is on Joann Drive and the area is mostly residential, so it is a good plan. This is an odd-  
694 shaped lot that was subdivided.  
695

696 Chair Sullivan: The applicant came before the Economic Development Committee as well.  
697

698 J. Levesque: They also extended the permit for Supreme on Hackett Hill Road.  
699

700 **ADJOURNMENT**  
701

702 ***R. Duhaime motioned to adjourn at 9:49 pm. T. Tsantoulis seconded the motion.***  
703 ***Voted unanimously in favor (7-0).***  
704

705 Respectfully submitted,  
706

707  
708 Recording Clerk  
709 Kathleen Donnelly  
710

711  
712 **Please see subsequent meeting minutes for any amendments to these minutes.**  
713  
714