



# **AGENDA**

## **Town of Hooksett Town Council**

### **Wednesday, January 6, 2021 at 5:30 PM**

A meeting of the Town Council will be held Wednesday, January 6, 2021 in the Hooksett Municipal Building commencing at **5:30 PM**.

Page

1. **THE MEETING OF JANUARY 6, 2021 HAS BEEN RESCHEDULED TO JANUARY 13, 2021**  
Location of meeting is in Town Hall Gymnasium
2. **CALL TO ORDER**
3. **PROOF OF POSTING**
4. **ROLL CALL-ATTENDANCE**
5. **NON-PUBLIC SESSION #1 NH RSA 91-A:3 II**
6. **PUBLIC SESSION WILL BEGIN IMMEDIATELY FOLLOWING THE NON-PUBLIC SESSION NOTED ABOVE**
7. **PLEDGE OF ALLEGIANCE**
8. **AGENDA OVERVIEW**
9. **PUBLIC HEARINGS**
10. **SPECIAL RECOGNITION**
  - 10.1. Hooksett Youth Achiever(s) of the Month
  - 10.2. Hooksett Municipal Employee - New Hire
11. **SCHEDULED APPOINTMENTS**
  - 11.1. Jim Petrillo, Field Representative & Keith Judge, Business Agent, Teamsters Local 633 (see items 17.1 and 18.1 for details)
  - 11.2. Carl Branco, Petersons Pawn, LLC 3 Whitehall Road - Pawnbroker/Secondhand Dealer License (see item 18.2 for details)
12. **CONSENT AGENDA**
  - 12.1. Donation of a check in the amount of \$200.00 from Donald and Mary Huot to the Town of Hooksett for the Family Services Department for the Holiday Assistance Program to benefit children and families in need through the Hooksett Family Services Department per RSA 31:95-b, III (b).  
[Staff Report - SR-20-231 - Pdf](#) 5
  - 12.2. Donation of a check in the amount of \$25.00 from Edna Hemeon to the Town of Hooksett for the Family Services Department to benefit children and families in need through the Hooksett Family Services Department per RSA 31:95-b, III (b).  
[Staff Report - SR-20-230 - Pdf](#) 7

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

- |            |                                                                                                                                                                                                                                                                                                             |         |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 12.3.      | Donation of a check in the amount of \$50.00 from James and Joan Lauterborn to the Town of Hooksett for the Family Services Department to benefit children and families in need through the Hooksett Family Services Department per RSA 31:95-b, III (b).<br><a href="#">Staff Report - SR-20-229 - Pdf</a> | 9       |
| 12.4.      | Partial Surety Release from \$41,367 to \$15,000 for Owen Marine Site at #20 Londonderry Turnpike<br><a href="#">Staff Report - SR-20-232 - Pdf</a>                                                                                                                                                         | 11 - 17 |
| 12.5.      | Partial Surety Release from \$55,000 to \$27,000 for the Forest Oaks (Maurais Street) Site off Mammoth Road<br><a href="#">Staff Report - SR-20-233 - Pdf</a>                                                                                                                                               | 19 - 23 |
| 12.6.      | Partial Surety Release from \$906,593.00 to \$314,425.05 for the Hemlock Hills Estates Phase I site located at the end of Laurel Road.<br><a href="#">Staff Report - SR-20-234 - Pdf</a>                                                                                                                    | 25 - 30 |
| 12.7.      | Partial Surety Release from \$852,195.68 to \$200,000 for the Autumn Frost Project off Summerfare Street<br><a href="#">Staff Report - SR-20-235 - Pdf</a>                                                                                                                                                  | 31 - 36 |
| <b>13.</b> | <b>TOWN ADMINISTRATOR'S REPORT</b>                                                                                                                                                                                                                                                                          |         |
| <b>14.</b> | <b>PUBLIC INPUT - 15 MINUTES</b>                                                                                                                                                                                                                                                                            |         |
| <b>15.</b> | <b>NOMINATIONS AND APPOINTMENTS</b>                                                                                                                                                                                                                                                                         |         |
| <b>16.</b> | <b>BRIEF RECESS</b>                                                                                                                                                                                                                                                                                         |         |
| <b>17.</b> | <b>OLD BUSINESS</b>                                                                                                                                                                                                                                                                                         |         |
| 17.1.      | FY 2021-22 Budget and Warrant Article Review - Teamster's Union Contract<br><a href="#">Staff Report - SR-20-237 - Pdf</a>                                                                                                                                                                                  | 37 - 38 |
| 17.2.      | FY 2021-22 Budget and Warrant Article Review - Non-union raise<br><a href="#">Staff Report - SR-20-238 - Pdf</a>                                                                                                                                                                                            | 39 - 40 |
| 17.3.      | THIS ITEM HAS BEEN RESCHEDULED TO JANUARY 20, 2021 TOWN COUNCIL AGENDA: Corriveau Drive: 1) Lot 27-7 Trimbur Forestry Operations, 2) #81 Future Driveway and 3) Future Access Roads                                                                                                                         |         |
| <b>18.</b> | <b>NEW BUSINESS</b>                                                                                                                                                                                                                                                                                         |         |
| 18.1.      | Town of Hooksett, NH and Teamsters Local 633 (mid-management) Collective Bargaining Agreement 07/01/2021-06/30/2022                                                                                                                                                                                         |         |
| 18.2.      | Petersons Pawn, LLC 3 Whitehall Road - Pawnbroker/Secondhand Dealer License<br><a href="#">Staff Report - SR-20-239 - Pdf</a>                                                                                                                                                                               | 41 - 65 |
| 18.3.      | Forest Oaks Development Street Name Approval<br><a href="#">Staff Report - SR-20-228 - Pdf</a>                                                                                                                                                                                                              | 67 - 73 |
| 18.4.      | Acceptance of Federal Funds for COVID related Expenses.<br><a href="#">Staff Report - SR-20-227 - Pdf</a>                                                                                                                                                                                                   | 75      |
| <b>19.</b> | <b>APPROVAL OF MINUTES</b>                                                                                                                                                                                                                                                                                  |         |

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

19.1. Public: 12/09/2020

77 - 97

[TC Minutes 12092020](#)

19.2. Non-Public: 12/09/2020

99 - 101

[12092020 TC NON-PUBLIC NOT SEALED](#)

**20. SUB-COMMITTEE REPORTS**

**21. PUBLIC INPUT**

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

**23. ADJOURNMENT**

**PUBLIC INPUT**

1. Two 15-minute Public Input sessions will be allowed during each Council Meeting. Time will be divided equally among those wishing to speak, however, no person will be allowed to speak for more than 5 minutes.
2. No person may address the council more than twice on any issue in any meeting. Comments must be addressed to the Chair and must not be personal or derogatory about any other person.
3. Any questions must be directly related to the topic being discussed and must be addressed to the Chair only, who after consultation with Council and Town Administrator, will determine if the question can be answered at that time. Questions cannot be directed to an individual Councilor and must not be personal in nature. Issues raised during Public Input, which cannot be resolved or answered at that time, or which require additional discussion or research, will be noted by the Town Administrator who will be responsible for researching and responding to the comment directly during normal work hours or by bringing to the Council for discussion at a subsequent meeting. The Chair reserves the right to end questioning if the questions depart from clarification to deliberation.
4. Council members may request a comment be added to New Business at a subsequent meeting.
5. No one may speak during Public Input except the person acknowledged by the Chair. Direct questions or comments from the audience are not permitted during Public Input.

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





Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Donation of a check in the amount of \$200.00 from Donald and Mary Huot to the Town of Hooksett for the Family Services Department for the Holiday Assistance Program to benefit children and families in need through the Hooksett Family Services Department per RSA 31:95-b, III (b).  
**Meeting:** Town Council - 06 Jan 2021  
**Department:** Family Services  
**Staff Contact:** Abby Reeves, Family Services

**BACKGROUND INFORMATION:**

Donald and Mary have donated a check in the amount of \$200.00 to assist children and families in need identified through the Hooksett Family Services Department for the Holiday Assistance Program.

**FINANCIAL IMPACT:**

+\$200.00

**RECOMMENDATION:**

Town Council accept the donation of \$200.00 from Donald and Mary Huot to the Town of Hooksett for the Family Services Department to assist children and families in need for the Holiday Assistance Program per RSA 31:95-b, III (b).

**SUGGESTED MOTION:**

Council motion to accept the donation of \$200.00 from Donald and Mary Huot to the Town of Hooksett for the Family Services Department to assist children and families in need for the Holiday Assistance Program per RSA 31:95-b, III (b).

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur



Town Council

## STAFF REPORT



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**To:** Town Council  
**Title:** Donation of a check in the amount of \$25.00 from Edna Hemeon to the Town of Hooksett for the Family Services Department to benefit children and families in need through the Hooksett Family Services Department per RSA 31:95-b, III (b).  
**Meeting:** Town Council - 06 Jan 2021  
**Department:** Family Services  
**Staff Contact:** Abby Reeves, Family Services

**BACKGROUND INFORMATION:**

Edna Hemeon has donated a check in the amount of \$25.00 to assist children and families in need identified through the Hooksett Family Services Department.

**FINANCIAL IMPACT:**

+\$25.00

**RECOMMENDATION:**

Town Council accept the donation of \$25.00 from Edna Hemeon to the Town of Hooksett for the Family Services Department to assist children and families in need per RSA 31:95-b, III (b).

**SUGGESTED MOTION:**

Council motion to accept the donation of \$25.00 from Edna Hemeon to the Town of Hooksett for the Family Services Department to assist children and families in need per RSA 31:95-b, III (b).

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur



Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Donation of a check in the amount of \$50.00 from James and Joan Lauterborn to the Town of Hooksett for the Family Services Department to benefit children and families in need through the Hooksett Family Services Department per RSA 31:95-b, III (b).  
**Meeting:** Town Council - 06 Jan 2021  
**Department:** Family Services  
**Staff Contact:** Abby Reeves, Family Services

**BACKGROUND INFORMATION:**

James and Joan Lauterborn have donated a check in the amount of \$50.00 to assist children and families in need identified through the Hooksett Family Services Department.

**FINANCIAL IMPACT:**

+\$50.00

**RECOMMENDATION:**

Town Council accept the donation of \$50.00 from James and Joan Lauterborn to the Town of Hooksett for the Family Services Department to assist children and families in need per RSA 31:95-b, III (b).

**SUGGESTED MOTION:**

Council motions to accept the donation of \$50.00 from James and Joan Lauterborn to the Town of Hooksett for the Family Services Department to assist children and families in need per RSA 31:95-b, III (b).

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur



## Town Council

# STAFF REPORT



**To:** Town Council  
**Title:** Partial Surety Release from \$41,367 to \$15,000 for Owen Marine Site at #20 Londonderry Turnpike  
**Meeting:** Town Council - 06 Jan 2021  
**Department:** Community Development  
**Staff Contact:** Bruce Thomas, Town Engineer

### BACKGROUND INFORMATION:

The developer of the Owen Marine Site on Londonderry Turnpike near the Town Line is requesting that the Town of Hooksett reduce the development bond currently being held. \$41,367 to \$15,000.

Note that the development of this site has been problematic for the following reasons:

- The Contractor committed zoning violations by encroaching on the wetland buffer areas at least twice.
- The Contractor paved the site in unacceptable weather conditions on December 12, 2019. The contractor did tell me he may do this paving and accept the risk of having to have it removed. I recommended against this approach. He did not notify me of the paving until I noted that the paving was underway while visiting a nearby construction project.
- The general slow progress of the work.

At this time, however, I feel that the Contractor has addressed all of the development items to my satisfaction and I don't have any issues recommending the bond reduction. Regarding the bond reduction, I have included in the remaining work all paving costs (including an allowance to replace some of the binder pavement already installed), costs for wetland restoration and erosion control, and 25% contingency. Note that per Town regulations, the bond is based on 30% of the costs which is \$12,178, but I have rounded this up to \$15,000.

### FINANCIAL IMPACT:

None

### POLICY IMPLICATIONS:

None

### RECOMMENDATION:

Reduce the bond for the Owen Marine Site from \$41,367 to \$15,000. The site improvement bond for Owen Marine was supplied by Grant American Insurance Company #E257567

### SUGGESTED MOTION:

Motion for the Town to reduce the bond requirement for the Owen Marine Site at #20 Londonderry Turnpike from \$41,367 to \$15,000, returning \$26,367.00 to the Grant American Insurance Company #E257567.

**ATTACHMENTS:**

[Bond update 12-23-20](#)

[Surety Reduction Staff Report 12-23-20 BU](#)



OWEN MARINE BOND REDUCTION B.A.T. JANUARY 29, 2020						
ITEM	QUANTITY	UNITS	UNIT PRICE	TOTAL PRICE	ITEMS COMPLETED	REMAINING VALUE OF WORK
<b>Site Work</b>						
Excavation/Fill	500	CY	6	\$3,000	\$3,000	\$0
Grading	6600	SY	0.5	\$3,300	\$3,300	\$0
Erosion Control	1350	LF	5	\$6,750	\$5,750	\$1,000
Stabilized Construction Entrance	2	LS	1500	\$3,000	\$3,000	\$0
<b>Paving</b>						
12" Bank Run Gravel	360	CY	18	\$6,480	\$6,480	\$0
6" Crushed Gravel	180	CY	22	\$3,960	\$3,960	\$0
2.5" Paving Binder Course	140	TON	85	\$11,900	\$9,900	\$2,000
1.5" Paving Wearing Course	85	TON	85	\$7,225	\$0	\$7,225
6" Concrete Sidewalk	70	LF	45	\$3,150	\$3,150	\$0
Prep Work	1	LS	1500	\$1,500	\$1,500	\$0
Pavement Markings	1	LS	2000	\$2,000	\$0	\$2,000
Bituminous Curb	290	LF	6	\$1,740	\$740	\$1,000
<b>Drainage Work</b>						
15" HDPE Culvert	10	LF	55	\$550	\$550	\$0
Temporary Catch Basin Filters	1	EA	150	\$150	\$150	\$0
Underground Drainage Facility	990	SF	20	\$19,800	\$19,800	\$0
4" Diameter Catch Basin	1	EA	2000	\$2,000	\$2,000	\$0
4' Diameter Manhole	1	EA	2000	\$2,000	\$2,000	\$0
<b>Utilities</b>						
Overhead Utilities	175	LF	18	\$3,150	\$3,150	\$0
Underground Conduit, Site Lighting	150	LF	20	\$3,000	\$3,000	\$0
<b>On Site Improvements</b>						
Signs	10	EA	150	\$1,500	\$0	\$1,500
Landscaping	1	LS	4500	\$4,500	\$3,500	\$1,000
Loam and Seed	1250	SY	5	\$6,250	\$0	\$6,250
Exterior Lighting	1	LS	6500	\$6,500	\$0	\$6,500
Dumpster Pad w/Enclosure	1	EA	3500	\$3,500	\$3,500	\$0
<b>Miscellaneous</b>						
Asbuilt Plans	1	Sheet	1000	\$1,000	\$0	\$1,000
Material Testing	1	LS	2000	\$2,000	\$1,000	\$1,000
Wetland Restoration	1	LS	10000	\$10,000	\$8,000	\$2,000
<b>SUBTOTAL:</b>				<b>\$119,905</b>	<b>\$87,430</b>	<b>\$32,475</b>
<b>CONTINGENCY (15%) (25% contingency for Bond Reduced Amount)</b>				<b>\$17,986</b>		<b>\$8,119</b>
<b>TOTAL:</b>				<b>\$137,891</b>		<b>\$40,594</b>
<b>BOND (30% OF TOTAL):</b>				<b>\$41,367</b>		<b>\$12,178</b>
<b>USE:</b>						<b>\$15,000</b>

Amount to Release:

\$26,367

Town of Hooksett		12/23/2020	
Performance Sureties Located at the Finance Dept			
Project Name	Reason	Amount	Released Date
Owen Marine <td><td><td></td></td></td>	<td><td></td></td>	<td></td>	
Grant American Insurance Company #E257567	Sle Improvement	41,367.23	07/24/8



Owen Marine2020/12/09 14:22:06



Owen Marine2020/12/09 14:22:09





Owen Marine2020/12/09 14:22:10



Owen Marine2020/12/09 14:22:11





Owen Marine2020/12/09 14:22:12



Owen Marine2020/12/09 14:22:13



Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Partial Surety Release from \$55,000 to \$27,000 for the Forest Oaks (Maurais Street) Site off Mammoth Road  
**Meeting:** Town Council - 06 Jan 2021  
**Department:** Community Development  
**Staff Contact:** Bruce Thomas, Town Engineer

**BACKGROUND INFORMATION:**

The developer of the Forest Oaks (Maurais Street) site off Mammoth Road is requesting that the Town of Hooksett reduce the development bond currently being held from \$55,000 to \$27,000.

The project is located on the east side of Mammoth Road, 1,000 yards +/- south of Alice Avenue.

The roadway has been constructed to the binder layer of pavement to Town specifications and per the plans.

**FINANCIAL IMPACT:**

None

**POLICY IMPLICATIONS:**

None

**RECOMMENDATION:**

Reduce the bond (Cash – MBIA #0215) for the Forest Oaks site at Maurais Street from \$55,000 to \$27,000, returning \$28,000 to the developer.

**SUGGESTED MOTION:**

Motion for the Town to reduce the bond (Cash – MBIA #0215) for the Forest Oaks site at Maurais Street from \$55,000 to \$27,000, returning \$28,000 to the developer (MacLaren Properties, LLC)

**ATTACHMENTS:**

[Road Bond Reduction Calculation-BAT](#)  
[Maurais Bond Reduction BU 12-23-20](#)

Maurais Estates Bond Calculation, B.A.T. 12-23-20

Item	Quantity	Units	Unit Price	Cost	Revised Quantity	Comments
Erosion Control	1	Ac	\$1,000	\$1,000	1	\$1,000
Clearing and Grubbing:	0	Ac	9555.16	\$0	0	\$0
Common Excavation:		CY	9.12	\$0	0	\$0
Common Borrow Embankment		CY	7.5	\$0	0	\$0
Bank Run Gravel	1000	CY	29.58	\$29,580	1,000	\$0 Gravel should extend approx. 3' beyond eop
Crushed Gravel	267	CY	36.38	\$9,701	267	\$0
Sand	1000	CY	24.2	\$24,200	1,000	\$0 Sand should extend approx. 3' beyond eop
Paving Binder Course	228	Ton	84.41	\$19,245	228	\$0
Paving Wearing Course	136.8	Ton	84.41	\$11,547	137	\$11,547
Granite Curb		LF	34.86	\$0	0	\$0
Loam	220	CY	29.09	\$6,400	220	\$6,400
15" HDPE Drain Pipe	150	LF	38.83	\$5,825	150	\$0
18" HDPE Drain Pipe		LF	47	\$0	0	\$0
24" HDPE Drain Pipe		LF	50.55	\$0	0	\$0
30" HDPE Drain Pipe		LF	55	\$0	0	\$0
Underdrain		LF	29	\$0	0	\$0
Catch Basins/Inlets	1	EA	3492.41	\$3,492	1	\$0
Drain Manholes		EA	2941.56	\$0	0	\$0
Riprap/Filter Material	5	CY	44.52	\$223	5	\$223
Inlet/Outlet Structures		EA	4230	\$0	0	\$0
End Sections	1	EA	560	\$560	1	\$560
Wingwalls and Headwalls		EA	1000	\$0	0	\$0
Iron pins		EA	100	\$0	0	\$0
Bounds	5	EA	290	\$1,450	5	\$1,450 Should be Granite Bounds
Guardrail		LF	22.5	\$0	0	\$0
Guardrail End Section		EA	2567.99	\$0	0	\$0
4" PVC SDR 35 Sewer Pipe	160	LF	50	\$8,000	160	\$0
8" PVC SDR 35 Sewer Pipe	448	LF	50	\$22,400	448	\$0
Sewer Manholes	2	EA	1500	\$3,000	2	\$0
8" D.I. Water Main	0	LF	75	\$0	0	\$0
Water Shut-off	2	Ea	1499	\$2,998	2	\$0
Hydrant	1	EA	1500	\$1,500	1	\$0
4" Water assumed 6" DI Water		LF		\$0	0	\$0
2" Bituminous Sidewalk		SY	18.86	\$0	0	\$0
Signage	1	EA	52.25	\$52	1	\$52
Gravel for Sidewalk		CY	36.68	\$0	0	\$0
Subtotal:				\$151,174		\$21,232
Engineering/Contingencies (15%): (Note - 25% for bond reduction)				\$22,676		\$5,308
<b>Total:</b>				<b>\$173,850</b>		<b>\$26,540</b>
Bond Amount 30%:				\$52,155		
<b>USE:</b>				<b>\$55,000</b>		<b>\$27,000</b>



Town of Hooksett		12/23/2020	
Performance Sureties Located at the Finance Dept			
Project Name	Reason	Amount	Released Date
Forest Oaks			
Cash - MBIA # 0215	Road Surety Mauras Street Extension	55,000.00	09/30/19



Maurais Street2020/12/09 13:56:09



Maurais Street2020/12/09 13:56:12





Maurais Street2020/12/09 13:56:13



Maurais Street2020/12/09 13:56:17



Town Council  
**STAFF REPORT**



**To:** Town Council  
**Title:** Partial Surety Release from \$906,593.00 to \$314,425.05 for the Hemlock Hills Estates Phase I site located at the end of Laurel Road.

**Meeting:** Town Council - 06 Jan 2021  
**Department:** Community Development  
**Staff Contact:** Bruce Thomas, Town Engineer

**BACKGROUND INFORMATION:**

The developer of the Hemlock Hills Estates Phase I site off Laurel Road is requesting that the Town of Hooksett reduce the development bond currently being held from \$906,593.00 to \$314,425.05.

The roadway has been constructed to the binder layer of pavement to Town specifications and per the plans. This phase consists of a 1,200' extension of Laurel Road.

**FINANCIAL IMPACT:**

None

**POLICY IMPLICATIONS:**

None

**RECOMMENDATION:**

Reduce the bond for the Hemlock Hills Estates Phase I Site from \$906,593.00 to \$314,425.05. The site improvement bond for the site was supplied by Grant American Insurance Company #E257567

**SUGGESTED MOTION:**

Motion for the Town to reduce the bond (Cash – MBIA #0226) for the Hemlock Hills Estates Phase I site located at the end of Laurel Road from \$906,593.00 to \$314,425.05 returning \$592,167.95 to the developer (Dennis Demers).

**ATTACHMENTS:**

[Bond Reduction Backup 12-23-20](#)

Town of Hooksett, NH Project Estimate Worksheet						
The project will be completed in four phases the following estimate is for phase I of the project as requested by Hooksett DPW						
<div> <div> <div>Project Name - Hemlock Hills Estates Phase I</div> <div>Map/Lot 21 \ 15</div> </div> <div> <div>Laurel Drive</div> <div>Start Station 0+00</div> <div>End Station 12+00</div> </div> <div> <div>Hemlock Hill</div> <div>Start Station just ponds</div> <div>End Station access rd</div> </div> </div>						
Phase I Total Disturbance 9.8 Acres						
ESTIMATE PHASE I						
Item	Unit	Quantity	Unit Price	Price	% Complete	Reduction
Site						
Erosion Control	Ac	9.8	\$4,350.00	\$42,630.00	0.6	\$25,578.00
Clearing & Grubbing	Ac	9.8	\$7,250.00	\$71,050.00	0.9	\$63,945.00
Common Excavation	C.Y.	0	\$9.00	\$0.00		\$0.00
Ledge Excavation	C.Y.		\$30.00	\$0.00		\$0.00
Common Borrow/Embankment	C.Y.	10985	\$7.50	\$82,387.50	0.6	\$49,432.50
Trench Excavation w/ Ledge	C.Y.		\$50.00	\$0.00		\$0.00
CLEAN SAND @ 18" 34" BOX LAUREL	C.Y.	2450	\$10.00	\$24,500.00	1	\$24,500.00
Bank Run Gravel @ 18" 34" BOX LAUREL	C.Y.	2450	\$19.00	\$46,550.00	1	\$46,550.00
Crushed Gravel @ 6" 34" BOX LAUREL	C.Y.	850	\$26.50	\$22,525.00	1	\$22,525.00
CLEAN SAND @ 18" 30" BOX HEMLOCK HILL	C.Y.		\$10.00	\$0.00		\$0.00
Bank Run Gravel @ 18" 30" BOX HEMLOCK HILL	C.Y.		\$19.00	\$0.00		\$0.00
Crushed Gravel @ 6" 30" BOX HEMLOCK HILL	C.Y.		\$26.50	\$0.00		\$0.00
Crushed Gravel @ 12" Access Roads	C.Y.	500	\$26.50	\$13,250.00		\$0.00
Crushed Stone	C.Y.		\$18.00	\$0.00		\$0.00
Paving Binder Course (2.5" minimum)	S.Y.	4291	\$9.00	\$38,619.00	1	\$38,619.00
Tack Coat	S.Y.	4291	\$0.45	\$1,930.95		\$0.00
Paving Prepwork & Cleaning	L.S.		\$2,500.00	\$2,500.00		\$0.00
Paving Wearing Course (1.5" minimum)	S.Y.	4291	\$8.00	\$34,328.00		\$0.00
Bituminous Curb	L.F.		\$4.25	\$0.00		\$0.00
Sloped Granite Curb	L.F.	229	\$18.00	\$4,122.00		\$0.00
Concrete Curb	L.F.		\$10.00	\$0.00		\$0.00
Loam & Seed	S.Y.	28104	\$3.50	\$98,364.00	0.5	\$49,182.00

Bond Reduction Spreadsheet

Item	Unit	Quantity	Unit Price	Price	% Complete	Reduction
<b>Storm Drain</b>						\$0.00
12" RCP	L.F.	33	\$48.00	\$1,584.00		\$0.00
15" RCP	L.F.	473	\$50.00	\$23,650.00	0.8	\$18,920.00
18" RCP	L.F.	77	\$65.00	\$5,010.00	0.7	\$3,510.00
24" RCP	L.F.	605	\$80.00	\$48,400.00	0.7	\$33,880.00
30" RCP	L.F.	404	\$100.00	\$40,400.00	0.7	\$28,280.00
36" RCP	L.F.		\$120.00	\$0.00		\$0.00
Underdrain	L.F.	1100	\$24.00	\$26,400.00	1	\$26,400.00
Catch Basin / Inlets	EA	9	\$2,200.00	\$19,800.00	0.45	\$8,910.00
Drain Manholes	EA	3	\$1,625.00	\$4,875.00	1	\$4,875.00
Riprap & Filter Material	C.Y.	1240	\$45.00	\$55,800.00	0.3	\$16,740.00
Inlet / Outlet Structures	EA	3	\$3,000.00	\$9,000.00		\$0.00
Frd Sections	EA	16	\$560.00	\$8,960.00	0.15	\$1,344.00
Wingwalls & Headwalls	EA	4	\$1,000.00	\$4,000.00	0.5	\$2,000.00
Iron Pins	EA		\$100.00	\$0.00		\$0.00
Concrete Bounds	EA		\$390.00	\$0.00		\$0.00
Asphalt Plans (1 Mylar & 2 Sets Blue Prints)	Sheet		\$800.00	\$0.00		\$0.00
Guard Rail	L.F.		\$21.00	\$0.00		\$0.00
Guard Rail End Section	EA		\$1,900.00	\$0.00		\$0.00
General Clean Up	L.S.	1	\$5,000.00	\$5,000.00		\$0.00

Bond Reduction Spreadsheet

Item	Unit	Quantity	Unit Price	Price	% Complete	Reduction
<b>Sanitary</b>						
Force Main	L.F.		\$50.00	\$0.00		\$0.00
6" PVC SDR 35	L.F.		\$50.00	\$0.00		\$0.00
8" PVC SDR 35	L.F.		\$50.00	\$0.00		\$0.00
12" PVC SDR 35	L.F.		\$65.00	\$0.00		\$0.00
15" PVC SDR 35	L.F.		\$75.00	\$0.00		\$0.00
Sewer Manholes	EA		\$1,500.00	\$0.00		\$0.00
Pump Station	EA		\$2,500.00	\$0.00		\$0.00
<b>Water Main</b>						
6" DI Water Line	L.F.		\$64.00	\$0.00		\$0.00
8" DI Water Line	L.F.		\$75.00	\$0.00		\$0.00
12" DI Water Line	L.F.		\$80.00	\$0.00		\$0.00
Hydrant	EA		\$1,500.00	\$0.00		\$0.00
<b>Miscellaneous Items</b>						
Stop Sign	EA	1	\$150.00	\$150.00		\$0.00
Stop Bar 12"	L.F.	12	\$5.00	\$60.00		\$0.00
Cistern	EA	1	\$35,000.00	\$35,000.00	1	\$35,000.00
Driveway Culverts	L.F.	144	\$40.00	\$5,760.00	0.3	\$1,728.00
Driveway Culvert End Sections	EA	12	\$200.00	\$2,400.00	2	\$4,800.00
CO signs	EA	6	\$10.00	\$60.00		\$0.00
Erosion Control Blanket	SY		\$2.00	\$0.00		\$0.00
				\$536,334.50		
				Sustotal	\$824,175.45	\$285,840.95
				Engineering & Contingencies (10%)	\$82,417.55	\$28,584.10
				<b>Grand Total</b>	<b>\$906,593.00</b>	<b>\$314,425.05</b>
					%	

Bond Reduction Spreadsheet



Town of Hooksett			
Performance Sureties Located at the Finance Dept			
Project Name	Reason	Amount	Released Date
Hemlock Hills Estates P-1 Cash - MBIA # 0226	Site Surety Dennis Demars	906,593.00	08/12/20



Hemlock Hills2020/12/09 15:21:33



Hemlock Hills2020/12/09 15:21:34

Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Partial Surety Release from \$852,195.68 to \$200,000 for the Autumn Frost Project off Summerfare Street  
**Meeting:** Town Council - 06 Jan 2021  
**Department:** Community Development  
**Staff Contact:** Bruce Thomas, Town Engineer

**BACKGROUND INFORMATION:**

The developer of the Autumn Frost Project off Summerfare Street is requesting that the Town of Hooksett reduce the development bond currently being held from \$852,195.68 to \$200,000.

The project is located off Summerfare Street at the intersection of Sunburst Lane.

The roadway has been constructed to the binder layer of pavement to Town specifications and per the plans.

**FINANCIAL IMPACT:**

None

**POLICY IMPLICATIONS:**

None

**RECOMMENDATION:**

Reduce the bond for the Autumn Frost Project from \$852,195.68 to \$200,000. The site improvement bond for the project was supplied by the Bond Safeguard Insurance Company (#5031268) for Wayne E. Kenney Builders.

**SUGGESTED MOTION:**

Motion for the Town to reduce the bond (Bond Safeguard Insurance Company (#5031268) for the Autumn Frost Project off Summerfare Street at the intersection of Sunburst Lane from \$852,195.68 to \$200,000, returning \$652,195.68 to the developer (Wayne E. Kenney Builders).

**ATTACHMENTS:**

[Bond Reduction Backup 12-23-20](#)

**Surety Estimate for Hooksett, NH  
Project Worksheet  
December 23, 2020**

**Project Name - Autumn Frost  
Lots 35-7, 35-1-8, 35-1-9**


**Start Station      0+00  
End Station      13+27**

Item	NHDOT Item #	Unit	Quantity	Unit Price	Price	Remaining Work
<b>Site</b>						
Tree Removal		Ac	3.19	\$4,350.00	\$13,485.00	\$13,485.00
Clearing & Grubbing	201.1	Ac	3.19	\$9,555.16	\$29,621.00	\$0.00
Common Excavation	203.1	C.Y.	6,550	\$9.12	\$59,736.00	\$0.00
Common Borrow/Embankment	304.2	C.Y.	1,650	\$7.50	\$12,375.00	\$0.00
Bank Run Gravel	304.3	C.Y.	1,340	\$29.58	\$39,637.20	\$0.00
Crushed Gravel	304.3	C.Y.	770	\$26.38	\$20,412.60	\$0.00
Sand	304.1	C.Y.	1,935	\$24.20	\$46,827.00	\$0.00
Paving, Binder Course (2.5" minimum)	403.11	TON	511	\$84.41	\$43,133.51	\$5,000.00
Paving, Wearing Course (1.5" minimum)	403.11	TON	307	\$84.41	\$25,871.67	\$25,871.67
Granite Curb	609.01	L.F.	2,300	\$34.86	\$80,178.00	\$45,318.00
Curb	641	CY	1,020	\$29.09	\$29,671.80	\$29,671.80
<b>Storm Drain</b>						
15" HDPE *	603.82215	L.F.	367	\$38.83	\$14,250.61	\$0.00
18" HDPE *	603.82218	L.F.	510	\$47.00	\$23,970.00	\$0.00
24" HDPE *	603.82224	L.F.	430	\$50.55	\$21,733.00	\$0.00
30" HDPE *		L.F.	30	\$55.00	\$1,650.00	\$0.00
Underdrain	605.506	L.F.	1,029	\$29.00	\$29,841.00	\$0.00
Catch Basin / Inlets	604.125	E.A.	15	\$3,492.4	\$52,386.15	\$0.00
Drain Manholes	604.324	E.A.	2	\$2,941.56	\$5,883.12	\$0.00
Riprap & Filter Material	585.3	C.Y.	25	\$44.52	\$1,113.00	\$0.00
Inlet / Outlet Structures	604.910	E.A.	1	\$4,230.00	\$4,230.00	\$0.00
End Sections		E.A.	2	\$560.00	\$1,120.00	\$0.00
Wingwalls & Tiebacks		E.A.	2	\$1,000.00	\$2,000.00	\$0.00
Iron Pins		E.A.	9	\$100.00	\$900.00	\$900.00
Concrete Bounds	622.2	E.A.	64	\$290.00	\$18,560.00	\$18,560.00
Guard Rail	606.15805	L.F.	64	\$22.50	\$1,440.00	\$1,440.00
Guard Rail End Section	606.1284	E.A.	6	\$2,367.99	\$15,407.94	\$15,407.94
<b>Sanitary</b>						
4" PVC SDR 35		L.F.	463	\$50.00	\$23,150.00	\$0.00
8" PVC SDR 35		L.F.	1,280	\$50.00	\$64,000.00	\$0.00
Sewer Manholes		E.A.	8	\$1,500.00	\$12,000.00	\$0.00
<b>Water Main</b>						
8" DI Water Line		L.F.	460	\$75.00	\$34,500.00	\$0.00
Water Shut off		E.A.	18	\$1,699.00	\$30,582.00	\$30,582.00
Hydrant		E.A.	2	\$1,500.00	\$3,000.00	\$3,000.00
<b>Miscellaneous Items</b>						

Bond Reduction Cost Estimate

Item	NHDD Item #	Unit	Quantity	Unit Price	Price	Remaining Work
4" Water assumed 6" DI water		Lr	503	\$61.30	\$32,192.00	
2" Bituminous Sidewalk		SY	582	\$18.86	\$10,976.52	\$10,976.52
Signage *		EA	2	\$52.25	\$104.50	\$104.50
Gravel for sidewalk	304.3	CY	64	\$36.38	\$2,328.32	\$2,328.32
Subtotal					\$811,614.93	\$174,063.75
Engineering & Contingencies (5%)					\$40,580.75	\$26,109.56
Grand Total					\$852,195.68	\$200,173.31

Bord Reduction Cost Estimate

Town of Hooksett					
Performance Sureties Located at the Finance Dept					
12/23/2020					
Project Name	Reason	Amount	Origination Date	Expiration Date	Released Date
Autumn Frost Bond Safeguard Insurance Co #5031268	Subdivision Performance Bond Wanye E Kenney Builders	852,195.68	06/11/20		
Autumn Frost Merchants Bonding Company #NH5302290	Street Opening Pichette Bros. Construction Co	5,000.00	08/06/20		





Autumn Frost2020/12/09 17:25:12



Autumn Frost2020/12/09 17:25:13





Autumn Frost2020/12/09 17:25:17



Autumn Frost2020/12/09 17:25:18

# Town Council

## STAFF REPORT



**To:** Town Council  
**Title:** FY 2021-22 Budget and Warrant Article Review - Teamsters Union Contract  
**Meeting:** Town Council - 06 Jan 2021  
**Department:** Finance  
**Staff Contact:** Christine Soucie, Finance Director

### BACKGROUND INFORMATION:

1) Vote needed to recommend Teamster's Union Contract as written below:

"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 Employees of Local 633, Teamsters which calls for the following increases in salaries and benefits at the current staffing level:

<u>Fiscal Year</u>	<u>Estimated increase over prior year</u>			
	<u>Salaries</u>	<u>Benefits</u>	<u>Estimated Increase</u>	
2021-22		\$ 14,213.00	\$ 3,026.00	\$
17,239.00				

and further to raise and appropriate **\$17,239.00** 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 \$0.01."

2) Vote needed to add a second article(below) to the warrant that would allow the Town to hold a town meeting if this Union Contract fails.

"Shall the town, if ARTICLE # \_\_\_\_ is defeated, authorize the governing body to call one special meeting, at its option, to address ARTICLE # \_\_\_\_ cost items only?"

3) Council is responsible for the order of the articles on the warrant, within State guidelines. Historically we order the articles by dollar value from highest to lowest. If we stay with that strategy, this article will be near the end of the warrant. I would recommend we move all of the employees articles, the DPW Union contract, this Union contract and the non-union raises, to the top of the warrant right after article for the operating budget.

### FINANCIAL IMPACT:

1 cent on the November 2021 tax bill.

### RECOMMENDATION:

1) Motion to recommend the collective bargaining agreement between the Town and the Employees of Local 633, Teamsters with an increase of \$17,239.00. (tally vote required)

2) Motion to add an article to allow for one special town meeting if the union contract does not pass.  
(no tally needed)

3) Need to get a consensus on the order of the warrant articles.

# Town Council

## STAFF REPORT



**To:** Town Council  
**Title:** FY 2021-22 Budget and Warrant Article Review - Non-union raise  
**Meeting:** Town Council - 06 Jan 2021  
**Department:** Finance  
**Staff Contact:** Christine Soucie, Finance Director

### BACKGROUND INFORMATION:

1) Vote needed to recommend raises for non-union employees. There are 35 full-time and 32 part-time non-union employees including Police, Fire, Library and the Town. This article does not include the Town Administrator, seasonal, Wastewater or any union employees.

I would recommend funding this article at \$140,387 or 4%. The 4% would be distributed as a 2% cost of living increase, which would increase both the minimum and maximum salary range on the Classification Pay Plan and the remaining 2% would then be at the discretion of the Town Administrator to distribute.

### As of July 2021

DPW Union employees will receive 5% if their contract passes.

Police Union employee will receive an average of 4.25% to 5.31%

Fire Union employees will receive 3% to 4%.

Other Teamsters union will receive 53 cents per hour, which is appropriately 2%, if their contract passes.

### FINANCIAL IMPACT:

\$140,387 would be an added 7 cents to the November 2021 tax bill.

### SUGGESTED MOTION:

Motion to recommend the non-union raise article, " To see if the town will vote to raise and appropriate the sum of \$140,387.00 for salaries and benefits for the non-union full-time and part-time Town and Library personnel. Estimated tax rate impact is \$0.07." (tally vote required)

### ATTACHMENTS:

[2021-22 Non-Union](#)

Non-Union Raises - Suggested Warrant Article

12/15/2020

To see if the Town will vote to raise and appropriate the sum of \$xx,xxx ( Dollars) for salaries and benefits to be for non-union full-time and part-time Town and Library personnel.  
RECOMMENDED BY TOWN COUNCIL ( )

Notes:

This article includes all 35 full-time non-union and 32 part-time employees including Police, Fire, Library and Town.

This article does not include an increase for the Town Administrator or seasonal employees.

Non-union Wage Increase	Tax Impact	Salaries	Benefits	Total
0.50%		14,077	3,471	17,548
1.00%		28,154	6,942	35,097
1.50%		42,232	10,413	52,645
2.00%		56,309	13,885	70,193
2.50%		70,386	17,356	87,742
3.00%		84,463	20,827	105,290
3.50%		98,540	24,298	122,839
4.00%		112,618	27,769	140,387

History	Non-Union	DPW Union	Police Union	Fire Union	Other Union
			Average or Range		
7/1/2021		5%	5.31% - 4.25%	4%-3%	
7/1/2020	2.5%	0 - 5%	4.5% - 5.5%	6% - 7%	N/A
7/1/2019	2.25%	5%	3.75% - 5.2%	2% - 2.5%	N/A
7/1/2018	2.0%+20 cents	N/A	3.75% - 5.2%	3%	N/A
7/1/2017	2.0%	N/A	4.50%	3%	N/A
7/1/2016	3.0%	3%	2.99%	0%	N/A
7/1/2015	3.0%	3%	2.98%	2.50%	N/A
7/1/2014	2.0%	3%	2%	2.50%	N/A
7/1/2013	2.0%	4%	4% - 5.5%	1.45% Spread	N/A
7/1/2012	2.0%				
7/1/2011	0.5%				
7/1/2010	0.0%				
7/1/2009	2.5%				
7/1/2008	4.0%				
7/1/2007	3.5%				



# Town Council

## STAFF REPORT



**To:** Town Council  
**Title:** Petersons Pawn, LLC 3 Whitehall Road - Pawnbroker/Secondhand Dealer License  
**Meeting:** Town Council - 06 Jan 2021  
**Department:** Town Clerk's Office  
**Staff Contact:** Todd Rainier, Town Clerk

### BACKGROUND INFORMATION:

Petersons Pawn, LLC, has submitted application for a pawnbroker/secondhand dealer license for a location at 3 Whitehall Road. Application fee of \$250.00 has been paid to The Town of Hooksett. The LLC is a partnership between Erik Peterson and Carl Branco. Carl Branco, manager, currently holds a pawnbroker/secondhand dealer license in Hooksett. Town Clerk Todd Rainier has reviewed the application and supporting documentation and finds it to be in order, according to Hooksett Ordinance 2014-1, with insurance to be purchased upon approval of application. Application and supporting documents attached.

### FINANCIAL IMPACT:

None.

### POLICY IMPLICATIONS:

None.

### RECOMMENDATION:

Town Council motion to approve application for Petersons Pawn, LLC 3 Whitehall Road - Pawnbroker/Secondhand Dealer License.

### SUGGESTED MOTION:

Town Council motion to approve application for Petersons Pawn, LLC 3 Whitehall Road - Pawnbroker/Secondhand Dealer License.

### ATTACHMENTS:

[Petersons Application 2020](#)  
[Petersons Insurance Proposal](#)

**Town of Hooksett NH  
Pawnbroker License Application**

**GENERAL INFORMATION**

1. Name of business: PETERSON'S PAWN, LLC
2. Trade name of establishment (d/b/a): PETERSON'S PAWN
3. Address of Business: 3 WHITEHAIL RD - HOOKSETT NH
4. Address of premises: \_\_\_\_\_
5. Business telephone: \_\_\_\_\_
6. Applicant is a:
 

☐ Sole Proprietorship  
☐ Corporation

☒ Partnership  
☒ Limited Liability Company

**SOLE PROPRIETORSHIP INFORMATION**

7. If sole proprietorship, list name, address, and date of birth of proprietor: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PARTNERSHIP INFORMATION**

8. If partnership, list name, address, and date of birth of partners:
 

Erik Peterson, 1061 Elm St. Manchester, NH 03101 08/17/1985  
CARL BRANCO, 3 BRIARWOOD LANE LIVERMOUTH 03/28/1967

**LIMITED LIABILITY INFORMATION**

9. If limited liability company, list name, address, and date of birth of members and manager:
 

SAME AS ABOVE

ALL INFORMATION MUST BE COMPLETED - Illegible and/or incomplete applications will be rejected

**CORPORATION INFORMATION**

10. If corporation, list name: \_\_\_\_\_

11. If corporation, list names, addresses, and dates of birth of:

President \_\_\_\_\_

Vice-President \_\_\_\_\_

Treasurer \_\_\_\_\_

Secretary \_\_\_\_\_

Director \_\_\_\_\_

Director \_\_\_\_\_

12. List all stockholders owning 10% (or more) of the issued stock:

Name	Address	Date of Birth	Position
CARL BRANCO	3 BRIARWOOD LN	3/25/67	MANAGER
EDIE PATTERSON	ADLEWIS MANCHESTER	8/17/1995	MEMBER

13. If stock is pledged, state name and address of person or entity to whom pledged and terms thereof. If additional space is needed, use separate sheet. Attach copies of articles of incorporation and certificate of good standing from the State of NH. (If new corporation, attach certificate and articles of incorporation and organizational minutes.)

N/A

14. List any other persons who have a direct or indirect financial interest in this business and the percentage of their interest:

N/A

15. Has the corporation, any officer, director, manager, stockholder owning or controlling 10% or more of the corporation, member, entity, or person having an interest in the business been adjudicated bankrupt, entered into a "Wage-Earner Plan" pursuant to Chapter XIII of the Federal Bankruptcy Act, or made a general assignment for the benefit of creditors during the past three years?

( ) Yes ☒ No If yes, please explain on separate sheet.

ALL INFORMATION MUST BE COMPLETED - Illegible and/or incomplete applications will be rejected

16. Has a judgment based on fraud ever been entered against the applicant, any officer, director, manager, partner, or stockholder owning or controlling 10% or more of the corporation, member, entity, or any person having an interest in the business?

( ) Yes (X) No If yes explain.

17. Has the applicant, manager, partner, officer, director, or stockholder ever held a pawnbroker's license?

Yes (X) No If yes, complete the following.

Name of licensee: Erill Peterson PAWON / SECOND HAND DEALER

Relationship to this applicant: Part

Dates licensee was held: 2001 2004

City and state where license was held: DANSTON, LOWELL - MA, NASHUA, ROCHESTER  
W HOCKSETT WIF

18. Has the applicant, manager, partner, officer, director, or stockholder ever been denied a pawnbroker license?

( ) Yes (X) No

19. Name of person denied a license: \_\_\_\_\_

20. Relationship to this applicant: \_\_\_\_\_

21. Date of denial: \_\_\_\_\_

22. City and state where denied: \_\_\_\_\_

23. Reason for denial: \_\_\_\_\_

24. Has the applicant, manager, partner, officer, director, or stockholder ever had a pawnbroker license suspended or revoked?

( ) Yes (X) No If yes, complete the following:

Name of person with suspended or revoked license: \_\_\_\_\_

Relationship to this applicant: \_\_\_\_\_

Dates of suspension or revocation: \_\_\_\_\_

City and state of suspension or revocation: \_\_\_\_\_

Reason for suspension or revocation: \_\_\_\_\_

**FINANCIAL INFORMATION**

25. State purchase price and/or terms of lease: \_\_\_\_\_

26. Attach a copy of mortgage agreement, deed, or lease.

27. Cash to be invested:

By Whom	Bank & Account #	Amount-Source	Purpose
CARL BLANCO		\$10,000	FUNDING
ERIC PETERSON		\$10,000	FUNDING

28. Complete the following on all business loans obtained. Attach copies of loan agreements

By Whom	Bank & Account #	Amount-Source	Purpose
NO LOANS			

29. List account name, bank, bank address, account number, and the names of all authorized signatories on all business accounts:

CARL BLANCO & ERIC PETERSON will  
BOTH BE ON BANK ACCOUNT, NOT YET OPEN

30. Is there a written management agreement: (X) Yes ( ) No

31. Is there a written partnership agreement? (X) Yes ( ) No

32. Attach copies of all written agreements. If there are no written agreements or contracts, a statement must be provided detailing the oral agreements.

**PROPERTY INFORMATION**

33. Is the building owned or leased? LEASED

34. Name and address of the owner of the building in which the premises is located:

JIMMY SAMANAS - SUPREME PIZZA

35. Is the land owned or leased? leased

36. Name and address of the owner of the land upon which the building is located:

JIMMY SAMANAS - SUPREME PIZZA

ALL INFORMATION MUST BE COMPLETED - Illegible and/or incomplete applications will be rejected

ALL INFORMATION MUST BE COMPLETED - Illegible and/or incomplete applications will be rejected

37. Attach a copy of deed, lease, or other document showing applicants right to possession of premises.

38. Name of applicants insurance company, agent, policy number, and effective date of policy:

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## LEASE

This Lease is entered into as of the first day of December 1, 2020, by and between Samaras Realty, LLC, a New Hampshire limited liability company with a place of business at 1261 Hooksett Rd., Hooksett N.H., (hereinafter "Lessor") and Eric Peterson, doing business as Peterson's Pawn (hereinafter "Lessee").

1. Description of premises:

The Lessor agrees to Lease to the Lessee, a garage space located in the building at 3 Whitehall Rd., Hooksett N.H., in which space the Lessee will operate a Pawn shop.

2. Term:

The term of this lease shall be for one(1) year, commencing on December 1, 2020 and ending on November 30, 2021. There will also be an option to renew the Lease for an additional year, at which time the rent will be negotiated.

3. Rent:

The rent shall be nine hundred dollars (\$900.00) per month, which is due on the first day of each month, starting December 1, 2020, for one year.

4. The Lessee shall pay for electrical, heat and all other utilities. The Lessor shall pay for all real estate taxes, water and sewer. The lessee shall make all repairs required for the use of the leased premises, except for repairs to the roof. Lessee shall also be responsible for removal of snow in front of his doorway, which is required to gain access to his business.

5. Risk of Loss:

All property of every kind on the leased premises shall be at the sole risk of the lessee and the lessor shall not be liable to the lessee or any other person for any injury, loss, damage or inconvenience occasioned by any cause whatsoever to said property except the willful or negligent acts or omissions of the lessor.

6. This lease shall not be assigned by the lessor nor shall the leased premises be sublet in whole or part without the consent of the lessor.

7. Deposit:

The Lessee shall be required to give a deposit of \$900.00 dollars, which will be due upon signing of this Lease.

Date: 12/1/2020

Samaras Realty LLC.

# PETERSONS PAWN LLC

3 Whitehall Rd, Hooksett NH/ 603-716-0223

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## MISSION STATEMENT

To serve the community with respect and dignity by offering fair and integral financial services while providing reputable business practices and products to the public.

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## MANAGEMENT

Erik Peterson

Manager

- Management will conduct business on the average of 40 hours per week and no less than 20 hours;
- Management will conduct sound business models and practices with integrity and ethics.
- Management will follow all city and state protocols and procedures in respect to pawn and secondhand business.
- Management will provide the town of Hooksett's police department with any and all information in regards to business conducted with purchases and file as stated with the town of Hooksett
- Management will engage in the community events within the town of Hooksett.
- Management will always keep the appearance of the store in good condition.
- Management will follow all store rules and policies in place.
- Management will enforce masks to be worn while in the store and provide to customers when needed.

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## SUMMARY OF SERVICES

Petersons pawn LLC is a modernized concept of second hand market buying and selling. Our goal is to reinvent the model with applying a more inclusive environment with forward thinking concepts while captivating the customer with a higher level of quality of goods and services. We envision ourselves to be a more enticing place of business to the customer, a place where they can have a positive experience browsing our selections of quality merchandise and engaging in enjoyable conversations. We strive to be different from the rest with new practices and concepts that keep the customer as first priority.

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## CONCLUSION

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- During this time of uncertainty with surrounding COVID-19 and social injustice, we need to focus more on what we can do to help each other. The world is struggling financially right now and if we can help our community during this time of need as well as to brave the economy and show people they can open a business in our communities, than we are ultimately grateful to do so. Thank you.

**TOWN OF HOOKSETT**

35 MAIN ST  
HOOKSETT, NH 03106

**Receipt**

Receipt No: 367748  
Printed Date: 11/13/2020  
Time: 11:22 am  
Page: 1

Customer: PETERSONS PAWN APPLICATION

Transaction	Description	Audit_Number	Primary_Owner	Charges
Other	(as follows)			\$250.00
PAWN	PAWN SHOP ORDINANCE	1.00	Ea	\$250.00

**Payments**

Local

\$ 250.00

Total Charges \$250.00  
Total Payments \$(250.00)

Due \$0.00



# Commercial Insurance Proposal

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Prepared for:  
Account Number: 62445118  
**PETERSON'S PAWN LLC**

Presented by:  
**EATON & BERUBE INSURANCE AGENCY LLC**

<b>Date of Proposal:</b>	12/03/2020
<b>Policy Period:</b>	Effective Date: 12/10/2020 Expiration Date: 12/10/2021

**Quote Numbers Included**

<b>Comprehensive Business Package (CBP):</b>	62445118BKS1Q1
<b>Underwriting Company:</b>	Ohio Security Insurance Company <sup>1</sup>

Prepared for PETERSON'S PAWN LLC | Quote: 62445118BKS1Q1

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This proposal is valid for 60 days from the Date of Proposal or until the Effective Date (whichever is earlier) and is solely an estimate of premium, based on the information provided, and all amounts are subject to change. This proposal does not bind or provide actual coverage and is not an offer of insurance. Specific terms of coverage, exclusions, and limitations are contained solely in a completed insurance policy for which a premium has been paid.

This proposal may vary from your original request for coverage. Please review the proposal carefully for any variances. The terms, conditions and premiums included in this proposal contemplate the sale or renewal of all the quoted insurance lines. Electing to buy or renew only some of the lines of coverage may result in changes to the terms, conditions and premiums of the remaining insurance lines.

<sup>1</sup> Liberty Mutual Insurance is the marketing name for the property and casualty insurance operations of Liberty Mutual Insurance Company and its affiliates. Policies may be written in the following stock insurance company subsidiaries: The Ohio Casualty Insurance Company, Ohio Security Insurance Company, American Fire & Casualty Company, and West American Insurance Company. Not all coverages or policies may be available in all states.



## Commercial Insurance Proposal: Payment Plan Options

### STANDARD DIRECT BILL OPTIONS:

#### Overview

We offer a broad range of standard Direct Bill payment plans to meet your needs and help you save time and money when paying your premiums. Self-service capabilities are available, 24/7, when you create an online direct bill account. You will have easy access to your claims information, policy documents, premium audit forms, risk control information and billing account. Online access to your billing account allows you to enroll in automatic payments, make on-demand payments, sign up for paperless billing, view/print copies of your electronic notices, and more.

**Automatic Payments** is the most beneficial payment method. By choosing this option, you agree to the paperless delivery of billing notices. Enroll at any time and enjoy these benefits:

#### Save money:

- Eliminate service fees (EFT option only)
- Reduce the chance for late fees with automatic payments processed at the same time, every month

#### Save time:

- Pay your premium all at once or in 12 equal installments
- Receive email notifications of automatic payment amounts for the scheduled payment dates
- Payments appear on your checking/card account statements for easy tracking

Simply have your agent enroll you at policy issuance or enroll any time after that by logging into your account at [mybusinessonline.libertymutual.com](http://mybusinessonline.libertymutual.com).

### YOUR WAY PAY™ DIRECT BILL OPTION (Select lines of business only)<sup>1</sup>:

#### Overview

Our pay-as-you-go option, powered by SmartPay™, allows you take control of your cash by providing you the ability to link your business activity to your premium payments. It is easy and convenient and offers these benefits for your pay-as-you-go business:

- Improved cash flow
- No down payment
- Real-time premium calculations based on actual data reported
- Automatic withdrawals of premium payments
- Reduction in audit exposure due to immediate premium calculations

Your Way Pay Plan	Payments
Report risk exposures as scheduled by policy type (e.g. for a WC policy, payroll is reported on payroll dates).	Withdrawal from your bank account is initiated automatically for the payment of premium

<sup>1</sup>Not available for any risks in HI or Workers Compensation risks in ND, OH, WA, or WY.

### AGENCY BILL OPTIONS:

#### Overview

We offer Agency Bill payment plans for specific-type policies or multi-line accounts where Direct Bill may not be the best option. Since the agent will bill and service these policies, there is no online account access or self-service capabilities available.

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Payment Plans (Required for Premium Finance policies; For accounts with total annual premium >\$25,000)	
Annual	100% down
Quarterly	30% down, 3 equal installments at 90 day intervals
Monthly	30% down, 9 equal installments at monthly intervals
Monthly for TX auto policies only	12 equal monthly installments

## Commercial Insurance Proposal: Premium Recap

### COMPREHENSIVE BUSINESS PACKAGE (CBP)

Commercial Property Coverage	
Commercial Property Premium	\$205.00
Certified Acts of Terrorism Coverage <sup>2</sup>	\$1.00
Balance To Meet Minimum Premium(s)	\$286.00
<b>Total Commercial Property Premium</b>	<b>\$492.00</b>
General Liability Coverage	
General Liability Premium	\$108.00
Certified Acts of Terrorism Coverage <sup>2</sup>	\$0.00
<b>Total General Liability - Occurrence Premium</b>	<b>\$108.00</b>
<b>Total CBP Premium</b>	<b>\$600.00</b>

*Account acceptability and final pricing are subject to underwriting review and approval.*

#### <sup>2</sup>NP 72 42 Terrorism Insurance Premium Disclosure and Opportunity to Reject:

This quote includes coverage for Certified Acts of Terrorism (as defined in the Terrorism Risk Insurance Act ("TRIA")) for the lines of business referenced above with a premium charge. You may elect to reject this coverage for any Commercial Property, General Liability, Inland Marine, Commercial Protector (BOP), or Umbrella for losses resulting from a "certified act of terrorism" according to the instructions included within this document. Should you elect to reject this coverage, we will process an endorsement to your policy upon receipt of the signed rejection form.

Note this disclosure notice and rejection option does not apply to Workers Compensation, Crime, Professional Liability or Commercial auto coverage, if included in this quote. Please refer to the enclosed notice for additional information regarding this act, its effect regarding your policy coverage, and its impact on your premium.

**Additional Note:** The Certified Acts of Terrorism Coverage does not apply for any Commercial Auto, burglary and theft (i.e. Commercial Crime), or professional liability coverages quoted and a premium charge has not been included for these lines of business.

## Commercial Property Proposal

Optional Coverage: Policy Level	Limit of Insurance
Property Extension Endorsement	Included
Identity Theft Administrative Services and Expense Coverage	Included

### LOCATION NUMBER: 0001

ADDRESS:3 Whitehall Rd, Hooksett, NH 03106

CP 00 10 10 12

CP 90 55 12 12

CP 00 30 10 12

Optional Coverage: Location Level	Limit of Insurance
Equipment Breakdown Coverage	Included

Personal Property of the Insured Coverage	Limit of Insurance
Blanket	No
Limit	\$10,000
Earthquake Coverage	No
Agreed Value	No
Coinsurance	100%
Deductible	\$1,000
Valuation	Replacement Cost
Cause Of Loss	Special Form Including Theft
Inflation Guard	None
Wind/Hail % Deductible	Not Applicable
Wind/Hail Fixed Dollar Deductible	Not Applicable
Wind/Hail Exclusion	No

Personal Property of Others Coverage	Limit of Insurance
Blanket	No
Limit	\$10,000
Earthquake Coverage	No
Agreed Value	No
Coinsurance	100%
Deductible	\$1,000
Valuation	Replacement Cost
Cause Of Loss	Special Form Including Theft
Inflation Guard	None
Wind/Hail % Deductible	Not Applicable
Wind/Hail Fixed Dollar Deductible	Not Applicable
Wind/Hail Exclusion	No

Business Income and Extra Expense Coverage	Limit of Insurance
Number Of Months	12
Blanket	No
Causes Of Loss	Special Form Including Theft
Coinsurance	Not Applicable
Earthquake Coverage	No

**PROPERTY EXTENSION ENDORSEMENT CP 88 00 02 15 INCLUDES:**

Coverage Description	Limit of Insurance
Special Deductible Provision	Included
Broadened Premises	Included
Additional Covered Property	Included
Real Property of Others Required by Contract	\$20,000
Fire Department Service Charge (Not applicable in Arizona)	\$2,500
Electronic Data	\$5,000
Arson or Theft Reward	\$10,000
Newly Acquired or Constructed Property	180 days
Newly Acquired or Constructed Property - Buildings	\$500,000
Newly Acquired or Constructed Property - Business Personal Property	\$250,000
Personal Effects and Property of Others	\$10,000
Valuable Papers and Records (Other than Electronic Data)	\$10,000
Outdoor Property	\$5,000
Accounts Receivable	\$10,000
Fine Arts	\$10,000
Fire Protective Devices	\$10,000
Loss of Refrigeration	\$10,000
Computer Equipment (including laptop/portable computers)	\$15,000
Lock Replacement	\$1,000
Money and Securities - Inside the Premises	\$2,500
Money and Securities - Outside the Premises	\$2,500
Utility Services Interruption - Direct Damage	\$5,000
Extra Expense	\$10,000
Utility Services Interruption - Business Income	\$2,500
Loss Adjustment Expenses	\$2,500
Appurtenant Structures - Buildings	\$50,000
Appurtenant Structures - Business Personal Property	\$5,000
Salespersons Samples	\$1,000
Signs (Outdoors)	\$5,000
Special Valuation Provision	\$5,000
Property In Transit	\$10,000
Back-up of Sewers or Drains	\$10,000

*The above limit(s) apply unless replaced by a higher limit shown in the OPTIONAL COVERAGE section of this quote proposal.*

**PROPERTY COVERAGE FORM CP 00 10 10 12 INCLUDES:**

Coverage Description	Limit of Insurance
Additional Coverages	
Debris Removal	\$25,000
Preservation of Property	Included
Fire Department Service Charge	\$1,000
Pollutant Cleanup and Removal	\$10,000
Increased Cost of Construction	\$10,000 or 5% of the Building limit, whichever is less
Electronic Data	\$2,500 unless a higher limit has been selected
Coverage Extensions:	
Newly Acquired or Constructed Property	
Buildings	\$250,000 - 30 Days

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Coverage Description	Limit of Insurance
Business Personal Property	\$100,000 - 30 Days
Personal Effects And Property Of Others	\$2,500
Valuable Papers And Records (Other Than Electronic Data)	\$2,500
Property Off-Premises	\$10,000
Outdoor Property	\$1,000 (\$250 per tree, shrub or plant)
Non-Owned Detached Trailers	\$5,000 unless a higher limit is shown in the declarations
Business Personal Property Temporarily In Portable Storage Units	\$10,000 unless a higher limit has been selected

*The above limit(s) apply unless replaced by a higher limit shown in the OPTIONAL COVERAGE section of this quote proposal*

#### **BUSINESS INCOME COVERAGE: ACTUAL LOSS SUSTAINED CP 90 55 12 12 INCLUDES:**

Coverage Description	Limit of Insurance
Broadened Premises	Describe premises includes area within 1000 feet of described premises
Additional Coverages	
Business Income from Dependent Properties	Up to \$10,000 for your actual loss of Business Income and Extra Expense sustained due to the suspension of operations during the period of restoration due to a direct physical loss of or damage to a dependent property from a covered cause of loss.
Limits of Insurance	
Replaced by	Actual loss of Business Income you sustain and necessary Extra Expense you incur due to the necessary suspension of your operations during the period of restoration
Additional Condition	
Coinurance	Does not apply.
Number of Months	12 months

#### **BUSINESS INCOME (AND EXTRA EXPENSE) COVERAGE FORM CP 00 30 10 12 INCLUDES:**

Coverage Description	Limit of Insurance
Business Income	The actual loss of Business Income sustained due to the suspension of operations, caused by direct physical loss of or damage to property at described premises, during the period of restoration up to policy Limit.

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Liberty Mutual Insurance



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Coverage Description	Limit of Insurance
Extra Expense	The necessary expenses incurred during the period of restoration that would not have been incurred had there been no direct physical loss or damage to property at described premises.
Additional Coverages:	
Civil Authority-Business Income	Actual loss of Business Income for up to four weeks after the 72 hours that follows the action of civil authority.
Civil Authority-Extra Expense	Four weeks after the action of civil authority or when Civil Authority for Business Income ends.
Alterations and New Buildings	Included
Extended Business Income	Begins on the date property is repaired or replaced and operations are resumed and ends on the earlier of the date the business income is returned to the level prior to the loss or damage or 30 days after the property is repaired, replaced and operations resume
Interruption of Computer Operations	Included
Coverage Extensions	
Newly Acquired Locations	Up to \$100,000 at each location for up to 30 days.

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## Commercial General Liability Proposal

### POLICY LEVEL COVERAGES

Coverage Provided	Limit of Insurance
Each Occurrence Limit	\$1,000,000 Per Occurrence
General Aggregate Limit (Other Than Products-Completed Operations)	\$2,000,000
Products-Completed Operations Aggregate Limit	\$2,000,000
Personal And Advertising Injury Limit	\$1,000,000 Any One Person or Organization
Damages To Premises Rented To You Limit	\$300,000 (Any One Fire or Explosion)
Medical Expense Limit	\$15,000 Any One Person

### LOCATION EXPOSURES

Location:	Class Description:	Exposure:
3 Whitehall Rd, Hooksett, NH, 031061987	18437 - Stores - No Food Or Drink Noc - For Profit	10,000

### GENERAL LIABILITY COVERAGE FORM INCLUDES:

Coverage Extension Supplemental Payments	Limit Of Insurance
Bail Bonds	\$250
Loss Of Earnings	\$250 per day

### COMMERCIAL GENERAL LIABILITY EXTENSION

Coverage Description	Revised Limits of Insurance
Non-Owned Aircraft	Included
Non-Owned Watercraft	Included
Property Damage Liability - Elevators	Included
Extended Damage to Property Rented To You (Tenant's Property Damage)	Included
Medical Payments Extension	Included Within 3 Years Of The Date Of The Accident
Extension Of Supplementary Payments - Coverages A and B	Included
Cost Of Bail Bonds	\$3,000
Loss Of Earnings Due To Time Off Work While Assisting In The Investigation Of a Claim Or Suit	\$500 a day
Additional Insureds - By Contract, Agreement Or Permit	Included
Primary and Non-Contributory - Additional Insured Extension	Included
Additional Insureds - Extended Protection of Your "Limits of Insurance"	Included
Who Is An Insured - Incidental Medical Errors/Malpractice and Who Is An Insured - Fellow Employee Extension - Management Employees	Included
Newly Formed or Additionally Acquired Entities	Included
Failure To Disclose Hazards and Prior Occurrences	Included
Knowledge Of Occurrence, Offense, Claim Or Suit	Included
Liberalization Clause	Included
Bodily Injury Redefined	Included
Extended Property Damage	Included
Waiver Of Transfer Of Rights Of Recovery Against Others To Us - When Required In a Contract Or Agreement With You	Included

EATON &amp; BERUBE INSURANCE AGENCY LLC

Liberty Mutual Insurance

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**This Quote is based on the following forms, which apply at the time of quote and may differ on policy issuance:**

CG00010413 - Commercial GL Coverage Form - Occurrence  
 CG01121219 - New Hampshire Changes  
 CG01520417 - New Hampshire Changes - Premium Audit Condition  
 CG21060514 - Excl Disclosure Confid Personal Info Lmt BI Except  
 CG21290413 - NH Amend of Liq Liab Excl-Except Sched Activities  
 CG21471207 - Employment Related Practices Excl  
 CG21671204 - Fungi or Bacteria Exclusion  
 CG21700115 - Cap on Losses from Certified Acts of Terrorism  
 CG21760115 - Excl Punitive Damages Certified Act of Terrorism  
 CG21880115 - Cond Excl Terror NBC Terror Relating to Ins Act  
 CG22921207 - Snow Plow Operations Cov  
 CG24260413 - Amend of Insd Contract Definition  
 CG26551108 - NH Changes-Amendment Of Representations Condition  
 CG84990112 - Non-Cumulation Of Liability Limits Same Occurrence  
 CG88100413 - Commercial GL Liab Extension  
 CG88861208 - Exclusion - Asbestos Liability  
 CNI90110718 - Reporting A Commercial Claim 24 Hours A Day  
 CP00101012 - Building and Personal Property Coverage Form  
 CP00301012 - Business Income (And Extra Expense) Coverage Form  
 CP00900788 - Commercial Property Conditions  
 CP01020119 - New Hampshire Changes  
 CP01400706 - Exclusion of Loss Due to Virus or Bacteria  
 CP01690311 - New Hampshire - Standard Fire Policy Provisions  
 CP10301012 - Causes of Loss - Special Form  
 CP10341012 - Excl Loss Due By Product Prod/Proc Ops Rental Prop  
 CP88000215 - Property Extension Endorsement  
 CP88040310 - Removal Permit  
 CP88440215 - Equipment Breakdown Coverage Endt.  
 CP90551212 - BI & EE Changes - Actual Loss Sus. In a 12-Mo Per  
 CP90591212 - Identity Theft Admin Service and Expense Coverage  
 CP92010517 - Property Anti-Stacking Endorsement  
 CP92121220 - Cyber Incident Exclusion  
 IL00171198 - Common Policy Conditions  
 IL00210908 - Nuclear Energy Liab Excl Endt  
 IL00220587 - Effective Time Changes - Replacement of 12 Noon  
 IL01350119 - NH Changes - Cancellation and Nonrenewal  
 IL01870907 - NH Changes - Conceal Misrepresent Fraud  
 IL09350702 - Exclusion of Certain Computer-Related Losses  
 IL09520115 - Cap On Losses From Certified Acts Of Terrorism  
 IL09960107 - Conditional Excl. of Terrorism Involving Nuclear  
 LC88060412 - NH Changes - Punitive Or Exemplary Damages Excl  
 NP72420220 - NP-Terrorism Ins Prem Disclosure and Opp to Reject  
 NP74060106 - NP - Flood Insurance Notice  
 NP74440906 - NP - Treasury Dept OFAC Notice to Policyholders  
 NP74500107 - NP - Audit Information  
 NP98200115 - Jurisdictional Boiler & Pressure Vessel Inspect  
 SNI04010120 - NP - Liberty Mutual Group California Privacy Notice  
 SNL90181219 - NP-NH Revision M E Auto Intra-Family Inter-Spousal

## STATE FRAUD NOTICES

The following must be provided to the applicant either by use of this proposal, by reproduction in a proposal by the Producer, or by use of a current ACORD application or its equivalent.

### **Applicable in AL, AR, DC, LA, MD, NM, RI and WV**

Any person who knowingly (or willfully)<sup>1</sup> presents a false or fraudulent claim for payment of a loss or benefit or knowingly (or willfully)<sup>1</sup> presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison. <sup>1</sup>Applies in MD Only.

### **Applicable in CO**

It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

### **Applicable in FL and OK**

Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony (of the third degree)<sup>2</sup>. <sup>2</sup>Applies in FL Only.

### **Applicable in KS**

Any person who, knowingly and with intent to defraud, presents, causes to be presented or prepares with knowledge or belief that it will be presented to or by an insurer, purported insurer, broker or any agent thereof, any written statement as part of, or in support of, an application for the issuance of, or the rating of an insurance policy for personal or commercial insurance, or a claim for payment or other benefit pursuant to an insurance policy for commercial or personal insurance which such person knows to contain materially false information concerning any fact material thereto; or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act.

### **Applicable in KY, NY, OH and PA**

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties (not to exceed five thousand dollars and the stated value of the claim for each such violation)<sup>3</sup>. <sup>3</sup>Applies in NY Only.

### **Applicable in ME, TN, VA and WA**

It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties (may)<sup>4</sup> include imprisonment, fines and denial of insurance benefits. <sup>4</sup>Applies in ME Only.

### **Applicable in NJ**

Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

### **Applicable in OR**

Any person who knowingly and with intent to defraud or solicit another to defraud the insurer by submitting an application containing a false statement as to any material fact may be violating state law.

### **Applicable in PR**

Any person who knowingly and with the intention of defrauding presents false information in an insurance application, or presents, helps, or causes the presentation of a fraudulent claim for the payment of a loss or any other benefit, or presents more than one claim for the same damage or loss, shall incur a felony and, upon conviction, shall be sanctioned for each violation by a fine of not less than five thousand dollars (\$5,000) and not more than ten thousand dollars (\$10,000), or a fixed term of imprisonment for three (3) years, or both penalties. Should aggravating circumstances [be] present, the penalty thus established may be increased to a maximum of five (5) years, if extenuating circumstances are present, it may be reduced to a minimum of two (2) years.

## **TERRORISM INSURANCE PREMIUM DISCLOSURE AND OPPORTUNITY TO REJECT**

**This notice contains important information about the Terrorism Risk Insurance Act and its effect on your policy. Please read it carefully.**

### **THE TERRORISM RISK INSURANCE ACT**

The Terrorism Risk Insurance Act, including all amendments ("TRIA" or the "Act"), establishes a program to spread the risk of catastrophic losses from certain acts of terrorism between insurers and the federal government. If an individual insurer's losses from "certified acts of terrorism" exceed a specified deductible amount, the government will generally reimburse the insurer for a percentage of losses (the "Federal Share") paid in excess of the deductible, but only if aggregate industry losses from such acts exceed the "Program Trigger". An insurer that has met its insurer deductible is not liable for any portion of losses in excess of \$100 billion per calendar year. Similarly, the federal government is not liable for any losses covered by the Act that exceed this amount. If aggregate insured losses exceed \$100 billion, losses up to that amount may be pro-rated, as determined by the Secretary of the Treasury.

Beginning in calendar year 2020, the Federal Share is 80% and the Program Trigger is \$200,000,000.

### **MANDATORY OFFER OF COVERAGE FOR "CERTIFIED ACTS OF TERRORISM" AND DISCLOSURE OF PREMIUM**

TRIA requires insurers to make coverage available for any loss that occurs within the United States (or outside of the U.S. in the case of U.S. missions and certain air carriers and vessels), results from a "certified act of terrorism" AND that is otherwise covered under your policy.

A "certified act of terrorism" means:

[A]ny act that is certified by the Secretary [of the Treasury], in consultation with the Secretary of Homeland Security, and the Attorney General of the United States

(i) to be an act of terrorism;

(ii) to be a violent act or an act that is dangerous to

- (I) human life;
- (II) property; or
- (III) infrastructure;

(iii) to have resulted in damage within the United States, or outside of the United States in the case of

- (I) an air carrier (as defined in section 40102 of title 49, United States Code) or United States flag vessel (or a vessel based principally in the United States, on which United States income tax is paid and whose insurance coverage is subject to regulation in the United States); or
- (II) the premises of a United States mission; and

(iv) to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.



# **REJECTING TERRORISM INSURANCE COVERAGE - WHAT YOU MUST DO**

We have included in your policy coverage for losses resulting from "certified acts of terrorism" as defined above.

THE PREMIUM CHARGE FOR THIS COVERAGE APPEARS ON THE DECLARATIONS PAGE OF THE POLICY AND DOES NOT INCLUDE ANY CHARGES FOR THE PORTION OF LOSS COVERED BY THE FEDERAL GOVERNMENT UNDER THE ACT. If we are providing you with a quote, the premium charge will also appear on your quote as a separate line item charge.

IF YOU CHOOSE TO REJECT THIS COVERAGE, PLEASE CHECK THE BOX BELOW, SIGN THE ACKNOWLEDGMENT, AND RETURN THIS FORM TO YOUR AGENT. **Please ensure any rejection is received within thirty(30) days of the effective date of your policy.**

Before making a decision to reject terrorism insurance, refer to the Disclaimer for Standard Fire Policy States located at the end of this Notice.

I hereby reject this offer of coverage. I understand that by rejecting this offer, I will have no coverage for losses arising from a "certified acts of terrorism" and my policy will be endorsed accordingly.

Policyholder/Applicant's Signature

Print Name

Date Signed

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Named Insured  
PETERSON'S PAWN LLC

Policy Number  
BKS(21)62445118

Policy Effective/Expiration Date  
12-10-2020/12-10-2021

## **IF YOU REJECTED THIS COVERAGE, PLEASE RETURN THIS FORM TO YOUR AGENT.**

NOTE: Certain states (currently CA, GA, IA, IL, ME, MO, NY, NC, NJ, OR, RI, WA, WI and WV) mandate coverage for loss caused by fire following a "certified act of terrorism" in certain types of insurance policies. If you reject TRIA coverage in these states on those policies, you will not be charged any additional premium for that state mandated coverage.

**The summary of the Act and the coverage under your policy contained in this notice is necessarily general in nature. Your policy contains specific terms, definitions, exclusions and conditions. In case of any conflict, your policy language will control the resolution of all coverage questions. Please read your policy carefully.**

If you have any questions regarding this notice, please contact your agent.

NP 72 42 02 20

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Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Forest Oaks Development Street Name Approval  
**Meeting:** Town Council - 06 Jan 2021  
**Department:** Community Development  
**Staff Contact:** Leann Fuller, Community Development Clerk

**BACKGROUND INFORMATION:**

Forest Oaks Development is a 20 unit multi-family townhouse development located off the cul-de-sac at the end of Maurais Street. Construction has not began yet but will need the driveway named for E-911 purposes. The developer has proposed three names:

1. Forest Oaks lane
2. Lenox Lane
3. Blaise Way

The Department Heads have ruled out Forest Oaks Lane as it is too close to Forest Hills Drive and Lenox Lane as there is already a road named Lennox Street.

**RECOMMENDATION:**

Motion to approve Blaise Way as the street name for the Forest Oaks development located off the Maurais Street cul-de-sac.

**SUGGESTED MOTION:**

Motion to approve Blaise Way as the street name for the Forest Oaks development located off the Maurais Street cul-de-sac.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur

**ATTACHMENTS:**

[Forest Oaks Development](#)  
[Forest Oaks Site Plan](#)

**STREET NAME**

**APPROVAL FORM**

To: Hooksett Town Council

Date:

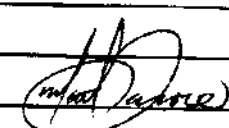
Please review the following name(s) being proposed for new streets in Hooksett. The name(s) have been reviewed for 9-1-1 compatibility and are with the established guidelines. The applicant is presently preparing a submission for the Planning Board and the street name(s) must be approved, by you, prior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

**NAME OF DEVELOPMENT:** Forest Oaks

**NAME OF DEVELOPER:** Forest Oaks LLC

<u>PROPOSED NAME(S)</u>	<u>LOCATION</u>	<u>DESCRIPTION</u>
X 1) Forest Oaks Lane	End of Maur's St.	Site Plan
X 2) Lenox Lane	End of Maurais St	Site Plan
✓ 3) Blaise Way	End of Maurais St	Site Plan

Approved by the Hooksett Town Council: \_\_\_\_\_  
Date

Town Council Chair \_\_\_\_\_  
Police Department \_\_\_\_\_  
Fire Department \_\_\_\_\_  
Public Works \_\_\_\_\_  
Code Enforcement \_\_\_\_\_  


**STREET NAME**

**APPROVAL FORM**

To: Hooksett Town Council

Date:

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

NAME OF DEVELOPMENT: Forest Oaks

NAME OF DEVELOPER: Forest Oaks LLC

<u>PROPOSED NAME(S)</u>	<u>LOCATION</u>	<u>DESCRIPTION</u>
1) Forest Oaks Lane	End of Maurais St.	Site Plan
2) Lenox Lane	End of Maurais St	Site Plan
3) <u>Blaise Way</u>	End of Maurais St	Site Plan

Approved by the Hooksett Town Council: \_\_\_\_\_  
Date

Town Council Chair \_\_\_\_\_  
Police Department \_\_\_\_\_  
Fire Department \_\_\_\_\_  
Public Works Carl Labonte \_\_\_\_\_  
Code Enforcement \_\_\_\_\_

**STREET NAME**

**APPROVAL FORM**

To: Hooksett Town Council

Date:

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

NAME OF DEVELOPMENT: Forest Oaks

NAME OF DEVELOPER: Forest Oaks LLC

<u>PROPOSED NAME(S)</u>	<u>LOCATION</u>	<u>DESCRIPTION</u>
1) Forest Oaks Lane	End of Maurais St	Site Plan
2) Lenox Lane	End of Maurais St	Site Plan
3) Blaise Way	End of Maurais St	Site Plan

Approved by the Hooksett Town Council: \_\_\_\_\_  
Date

Town Council Chair

Police Department

Fire Department

Public Works

Code Enforcement

*Jane Bouchard*

Reason for #2 - The Town already has a "Forest Hills Rd" -  
could be confusing. JB

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**STREET NAME**

**APPROVAL FORM**

To: Hooksett Town Council

Date:

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

NAME OF DEVELOPMENT: Forest Oaks

NAME OF DEVELOPER: Forest Oaks LLC

<u>PROPOSED NAME(S)</u>	<u>LOCATION</u>	<u>DESCRIPTION</u>
X 1) Forest Oaks Lane	End of Maur's St.	Site Plan
X 2) Lenox Lane	End of Maurais St	Site Plan
✓ 3) Blaise way	End of Maurais St	Site Plan

Approved by the Hooksett Town Council: \_\_\_\_\_  
Date

Town Council Chair \_\_\_\_\_  
Police Department \_\_\_\_\_  
Fire Department Steven Colburn \_\_\_\_\_  
Public Works \_\_\_\_\_  
Code Enforcement \_\_\_\_\_

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**Leann Fuller**

---

**From:** Jake Robie <JRobie@hooksettpolice.org>  
**Sent:** Wednesday, December 02, 2020 7:16 AM  
**To:** Leann Fuller  
**Subject:** FW: Street Name Approval  
**Attachments:** street name\_1.pdf

I agree with Steve

Captain Jake Robie  
Hooksett Police Department  
15 Legends Drive  
Hooksett, NH 03106  
Office (603)624-1560 x304



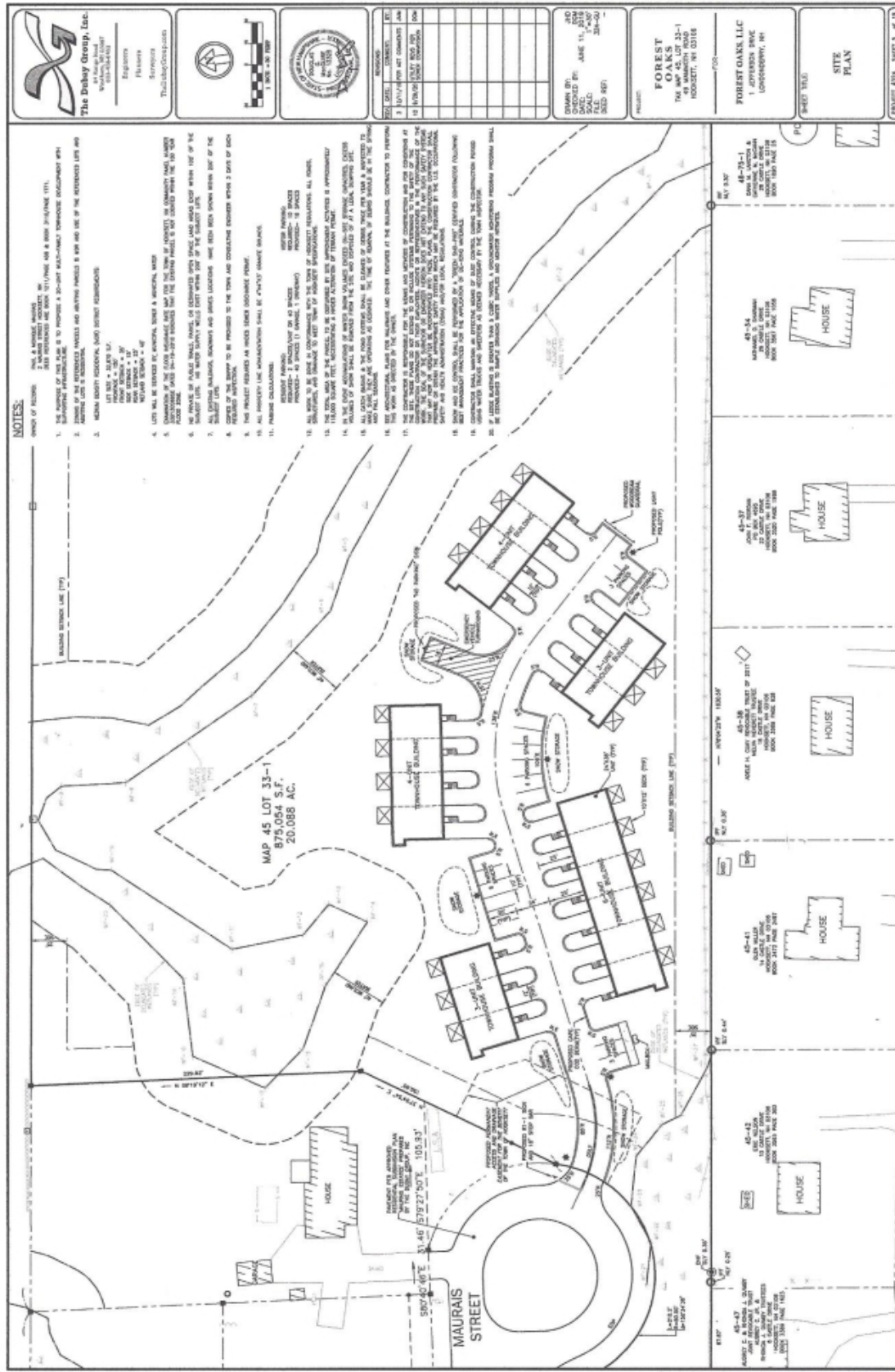
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**From:** Steve Colburn <SColburn@hooksettfire.org>  
**Sent:** Tuesday, December 1, 2020 3:03 PM  
**To:** Leann Fuller <LFuller@hooksett.org>; Janet Bouchard <JBouchard@hooksettpolice.org>; Jake Robie <JRobie@hooksettpolice.org>; Earl Labonte <ELabonte@hooksett.org>; Matthew Lavoie <MLavoie@hooksett.org>  
**Cc:** Nicholas Williams <NWilliams@hooksett.org>  
**Subject:** RE: Street Name Approval

See attached, the first 2 are to close to current street names.

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

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## Town Council **STAFF REPORT**



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**To:** Town Council  
**Title:** Acceptance of Federal Funds for COVID related Expenses.  
**Meeting:** Town Council - 06 Jan 2021  
**Department:** Fire and Rescue  
**Staff Contact:** James Burkush, Chief of Hooksett Fire&Rescue

### **BACKGROUND INFORMATION:**

NH Department of Justice has awarded the Town of Hooksett, Fire Rescue Department, \$66,586.02 for Overtime Staffing to maintain Shift strength at 7 Firefighters to respond to the COVID pandemic. In addition, the Town has been awarded by FEMA \$61,424.92 for COVID-19 related expenses for the period ending 10/15/2020. CARES Act has awarded the Ambulance Revenue Account \$24,811.13

### **FINANCIAL IMPACT:**

NH Department of Justice \$66,586.02  
FEMA Public Assistance Award \$61,424.92  
CARES Act (Ambulance Revenue) \$24,811.13

### **SUGGESTED MOTION:**

Motion to accept the DOJ grant award of \$66,586.02 ,FEMA award \$61,424.92 and the CARES Act \$24,811.13 per RSA 21-P:43 and authorize the Town Administrator to sign all associated documents.

### **TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur





**Town of Hooksett  
Town Council Meeting Minutes  
Wednesday, December 09, 2020**

The Hooksett Town Council met on Wednesday, December 09, 2020 at 5:30 pm in the Hooksett Municipal Building.

**CALL TO ORDER**

Chair Sullivan called the meeting of 09 Dec 2020 to order at 5:45 pm.

**PROOF OF POSTING**

Human Resources Coordinator Donna Fitzpatrick provided proof of posting.

**ROLL CALL- ATTENDANCE**

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

Councilor Roger Duhaime joined the meeting remotely at 6:05 pm. He joined the meeting in person at 6:44 pm.

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

***Chair Sullivan motioned to enter non-public session at 5:46 pm in accordance with the provisions of RSA 91-A:3, II (a). D. Boutin seconded the motion.***

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

**Roll Call Vote #2**

***R. Duhaime Not present***

***J Durand Aye***

***C. Jones Aye***

***R. Lapierre Aye***

***A. Walczyk Aye***

***D. Boutin Aye***

***C. Karolian Aye***

***T. Tsantoulis Aye***

***J. Sullivan Aye***

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

Other persons present during non-public session:

Andre Garron, Town Administrator

Donna Fitzpatrick, Human Resources Coordinator

Christine Soucie, Finance Director

Earl Labonte, Public Works Director

Description of Matters:  
Town and Teamsters Local 633 (Public Works) Union Negotiations

**STRAW VOTE:**

*C. Karolian motioned to accept the tentative agreement between the Town of Hooksett, NH and Teamsters Local 633, to include Appendix A Pay Scale, effective 07/01/2021-06/30/2024. D. Boutin seconded the motion.*

*Voted in favor (8-0).*

*D. Boutin motioned to exit non-public session at 6:05 pm. T. Tsantoulis seconded the motion.*

**Roll Call Vote #3**

**D. Boutin** Aye

**C. Jones** Aye

**A. Walczyk** Aye

**J. Durand** Aye

**R. Duhaime** Aye

**T. Tsantoulis** Aye

**R. Lapierre** Aye

**C. Karolian** Aye

**J. Sullivan** Aye

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

Chair Sullivan called the Public Session back to order at 6:11 pm.

**PLEDGE OF ALLEGIANCE**

Chair Sullivan called for the Pledge of Allegiance.

**AGENDA OVERVIEW**

Chair Sullivan: I would ask that we move up Items 16.1 and 17.1 of the agenda, to be taken up in conjunction with the Scheduled Appointment with Keith Judge. The Hooksett Police Department Annual Awards Ceremony listed on the agenda for tonight has been postponed. We have a new audio system in the Chambers, purchased with COVID-19 GOEFFR funds, and we hope that this will enable people in the audience and at home to hear us better.

**SPECIAL RECOGNITION**

**Hooksett Municipal Employee - New Hire**

A. Garron: I am pleased to announce that we have hired Susan Faretra as a part-time Administrative Assistant in the Administration Department. She started this week, and we can use the help

**SCHEDULED APPOINTMENTS**

**Keith Judge, Business Agent, Teamsters Local 633**

K. Judge: I want to thank the town for the very successful union negotiations. The new contract should go a long way toward attracting and retaining employees, and keep the current employees happy. They like working for Hooksett.

**C. Karolian motioned to accept the tentative agreement between the Town of Hooksett, NH and Teamsters Local 633, to include Appendix A Pay Scale, effective 07/01/2021 – 06/30/2024 and to place said agreement as a warrant article on the March 2021 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 Public Works' Employees Local 633, Teamsters, which calls for the following increases in salaries and benefits at the current staffing level:***

	<i>Estimated increase over prior year</i>		
<u>Fiscal Year</u>	<u>Salaries</u>	<u>Benefits</u>	<u>Estimated Increase</u>
2021-22	\$ 62,326.00	\$ 16,462.00	\$ 78,788.00
2022-23	\$ 25,067.00	\$ 5,129.00	\$ 30,196.00
2023-24	\$ 25,439.00	\$ 5,154.00	\$ 30,593.00

***and further to raise and appropriate \$78,788.00 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 \$0.04. " D. Boutin seconded the motion.***

**Roll Call Vote #4**

**A. Walczyk Aye**  
**R. Lapierre Aye**  
**C. Jones Aye**  
**R. Duhaime Aye**  
**J. Durand Aye**  
**C. Karolian Aye**  
**T. Tsantoulis Aye**  
**D. Boutin Aye**  
**J. Sullivan Aye**

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

**D. Boutin motioned to add a second article to the warrant as follows:**

***"Shall the town, if ARTICLE # \_\_\_\_ is defeated, authorize the governing body to call one special meeting, at its option, to address ARTICLE # \_\_\_\_ cost items only?" T. Tsantoulis seconded the motion.***

**Roll Call Vote #5**

**T. Tsantoulis Aye**  
**C. Jones Aye**  
**R. Duhaime Aye**

145 **A. Walczyk Aye**  
 146 **R. Lapierre Aye**  
 147 **C. Karolian Aye**  
 148 **J. Durand Aye**  
 149 **D. Boutin Aye**  
 150 **J. Sullivan Aye**  
 151 **Voted unanimously in favor (9-0).**  
 152

153 C. Karolian: I want to thank all parties involved in the negotiations, which resulted in a minimal effect of  
 154 the tax rate. We need to keep good staff at good salaries.

155 Chair Sullivan: We appreciate the good work done by the Public Works Department.  
 156  
 157  
 158

159 **CONSENT AGENDA**

160 **To accept a \$1,000.00 (Check #821691) donation, from PROCON LLC, to the Town of Hooksett**  
 161 **for the Hooksett Police Department (Donation Line) per RSA 31:95-b III(b).**

162 **Donation of a check in the amount of \$400.00 from Kenneth and Joanne McHugh to the Town of**  
 163 **Hooksett for the Family Services Department to benefit children and families in need through**  
 164 **the Hooksett Family Services Department per RSA 31:95-b, III (b).**

165 **Donation of a check in the amount of \$200.00 from Anita Wolcott to the Town of Hooksett for the**  
 166 **Family Services Department for the Holiday Assistance Program to benefit children and families**  
 167 **in need through the Hooksett Family Services Department per RSA 31:95-b, III (b).**

168 **Donation of a check in the amount of \$1,000.00 from Russell Pelletier Construction SVCS, LLC**  
 169 **to the Town of Hooksett for the Family Services Department for the Holiday Assistance Program**  
 170 **to benefit children and families in need through the Hooksett Family Services Department per**  
 171 **RSA 31:95-b, III (b).**

172 **Partial Surety Release from \$79,321.25 to \$58,475.00 – Dion/Walnut Hill Road off Goffstown**  
 173 **Road**

174 **Eversource Lot at 13 Legends Drive Construction Bond Reduction \$184,009.66 to \$20,000**

175 **Surety Bond Release of \$15,000 for the S&H Land Services Site at #141 Londonderry Turnpike**

176 **C. Karolian motioned to approve Items 11.1, 11.2, 11.3 and 11.4 of the Consent Agenda. D.**  
 177 **Boutin seconded the motion.**

178 Chair Sullivan: Would you like to include Items 11.5, 11.6, and 11.7 in your motion?  
 179  
 180

181 **C. Karolian amended his motion to include Items 11.5, 11.6 and 11.7.**

182 B. Thomas: I distributed a handout with an amendment to Item 11.6. All of the work on the site plan has  
 183 been completed. The sand slope is not part of the site plan, so I am recommending release of the entire  
 184 amount of the bond.

185 T. Tsantoulis: It is to Eversource's advantage to take care of the sand slope, and I am confident that  
 186 they will do it.  
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B. Thomas: Yes, they will need to do that in order to sell homes.

***C. Karolian amended his motion to include the revision to Item 11.6 calling for the release of the \$184,009.66 Performance Bond for the Eversource lot located at 13 Legends Drive to the Travelers Casualty and Surety Company of America #106931174.***

C. Karolian: Is the amount of \$58,475 enough for Item 11.5, Dion/Walnut Hill Road?

B. Thomas: Yes, it is.

Chair Sullivan called for a roll call vote on the Consent Agenda Items as amended.

**Roll Call Vote #6**

***J. Durand Aye***

***R. Lapierre Aye***

***C. Karolian Aye***

***D. Boutin Aye***

***C. Jones Aye***

***T. Tsantoulis Aye***

***A. Walczyk Aye***

***R. Duhaime Not present***

***J. Sullivan Aye***

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

**TOWN ADMINISTRATOR'S REPORT**

A. Garron: The number of COVID-19 cases in Hooksett is at 121, as compared with 45 on November 17<sup>th</sup>. The total number of cases since March is now at 421. This is a significant increase. On November 20<sup>th</sup> the Governor issued Order #74, a mandatory mask mandate. As I see it, we have three (3) alternatives for the meetings of Boards and Committees in Hooksett: 1) consistently maintain a distance of six feet from others – and ‘consistently’ is the key word; 2) use the gymnasium for all meetings; 3) hold all meetings completely virtual. Also, regarding the corona virus, it was learned on Tuesday that the spouse of a Planning Board member has tested positive for the virus.

***A. Walczyk motioned to hold all Hooksett Board and Committee meetings in the gym until further notice, effective January 01, 2021. D. Boutin seconded the motion.***

**Roll Call Vote #7**

***C. Jones Aye***

***C. Karolian Aye***

***R. Lapierre Aye***

***R. Duhaime Not present***

***A. Walczyk Aye***

***J. Durand Aye***

***T. Tsantoulis Aye***

***D. Boutin Aye***

***J. Sullivan Aye***

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

252

253 ***A. Walczyk motioned to require face masks on town property until further notice. C. Karolian***  
 254 ***seconded the motion.***

255

256 ***Roll Call Vote #8***

257 ***R. Lapierre Aye***

258 ***R. Duhaime Not present***

259 ***T. Tsantoulis Aye***

260 ***A. Walczyk Aye***

261 ***J. Durand Aye***

262 ***C. Jones Aye***

263 ***D. Boutin Aye***

264 ***C. Karolian Aye***

265 ***J. Sullivan Aye***

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

267

268 A. Garron: We have updated the matrix for the Family First Cares Act to better explain how it works and  
 269 to incorporate the recent change from 14 days to ten days required for quarantine by the CDC. The Act  
 270 allows for 80 hours of paid sick time for employees meeting the criteria. The reduction of quarantine  
 271 days from 14 to ten does not change the seven-day minimum for returning to work after a negative  
 272 COVID-19 test. I have asked Chief Burkush to explain some other important changes regarding  
 273 exemptions for specific employees.

274

275 Chief Burkush: We have been given guidance regarding quarantine exemptions for first responders,  
 276 firefighters, police officers and plow truck drivers. These exemptions are for those who have been  
 277 exposed to COVID but exhibit no symptoms. Under conditions of staff shortages, these essential  
 278 employees can be called back to service if they meet the following criteria: 1) They exhibit no  
 279 symptoms of COVID. 2) They are not in a household with someone who has COVID. 3) They are  
 280 essential. 4) Their work will be impacted if not done in person. That is, they cannot conduct essential  
 281 functions remotely. 5) No replacement exists for them. 6) They must quarantine when not working. 7)  
 282 They will wear a mask and maintain a distance of six feet from other people.

283

284 A. Garron: We want to emphasize that all seven (7) criteria must be met. This is for a situation where  
 285 perhaps six of the ten people available for work are out because they have COVID or are in quarantine.  
 286 It is a 'break glass' provision.

287

288 Chief Burkush: The most obvious situation would be a snowstorm when plow truck drivers are needed.

289

290 Chair Sullivan: I understand the plow driver who is alone in a truck. How does that work with  
 291 firefighters? They are not alone.

292

293 Chief Burkush: That would be difficult, more challenging.

294

295 C. Jones: I am not understanding this. Are we going to risk someone else's health? If a police officer  
 296 stops a driver, and the driver then tests positive for COVID, that is a problem.

297

298 D. Boutin: There is no silver bullet for this. We should give the Town Administrator, the Police Chief,  
 299 and the Fire Chief credit for their efforts to work with this situation.



300  
 301 Chair Sullivan: I agree. They are to be commended.  
 302  
 303 D. Boutin: Would you explain about the Planning Board member whose spouse has COVID?  
 304  
 305 C. Karolian: Are you saying that a Planning Board member has tested positive for COVID?  
 306  
 307 Chair Sullivan: No, it is a spouse of a Planning Board member.  
 308  
 309 C. Karolian: How did they find out?  
 310  
 311 A. Garron: The Planning Board met on Monday night. On Tuesday, a member reported that his/her  
 312 spouse tested positive for the virus. I want to commend the Fire Chief for all of his efforts related to the  
 313 pandemic. I also want to have him explain to you the FROST program.  
 314  
 315 Chief Burkush: FROST stands for First Responders Optional Screening Test program. The program  
 316 calls for testing of all firefighters and police officers when they arrive at work. This has been approved  
 317 by the Town Administrator.  
 318  
 319 A. Garron: Pennichuck East Utilities has announced a rate increase from \$65.52 to \$85.40 per month  
 320 for its water customers.  
 321  
 322 A. Garron: If you look across the river, the monuments are in place and the vendor did a fantastic job.  
 323 We need to find the proper time for a grand opening.  
 324  
 325 A. Garron: An application has been sent to reserve the Vietnam Moving Wall for the Bicentennial  
 326 celebration in two years.  
 327  
 328 A. Garron: Town Engineer Bruce Thomas, Councilor David Boutin and I attended the first meeting  
 329 regarding the NHDOT Route 3 project for Alans Drive and Whitehall Road. For more information, follow  
 330 the link under Special Projects on the website.  
 331  
 332 A. Garron: I have asked the Assessor, Jon Duhamel, to provide the Council with information on the full  
 333 measurement list project.  
 334  
 335 J. Duhamel: A full measurement list, which verifies the external measurements of properties, has not  
 336 been done in Hooksett for over ten years. This is the first step in the revaluation of 2023.  
 337  
 338 Chair Sullivan: I understand there are 6,400 parcels.  
 339  
 340 J. Duhamel: There are 6,402.  
 341  
 342 R. Duhaime: Have you notified the owners?  
 343  
 344 J. Duhamel: We don't have the funds in our budget to send letters, but the information is posted on our  
 345 website. Right now, we are doing about seven percent (7%) of the total, Tax Maps 1-7. Those  
 346 conducting the work are identifying themselves and providing photo ID. Although we would like to go  
 347 inside the houses, we cannot - and do not want to - force our ways into the homes. The owners can ask  
 348 us to leave.

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A. Garron: I would like to ask for a motion to close town offices at noon on December 24<sup>th</sup>.

***D. Boutin motioned to close town offices at noon on December 24, 2020. Mr. Tsantoulis seconded the motion.***

**Roll Call Vote #10**

***C. Karolian Aye***

***T. Tsantoulis Aye***

***R. Lapierre Aye***

***C. Jones Aye***

***D. Boutin Aye***

***J. Durand Aye***

***A. Walczyk Aye***

***R. Duhaime Aye***

***J. Sullivan Aye***

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

R. Lapierre: I just want to clarify that the change in quarantine guidelines from 14 days to ten days is only if an individual has no symptoms.

A. Walczyk: I want to make sure the Assessor has the funds needed to do this full measurement project.

A. Garron: One third of the cost is in the current budget.

D. Boutin: We want to be sure there is money in the budget for this project to get through the year.

A. Garron: We are trying to squeeze out the money for this.

**PUBLIC INPUT**

Margaret Avedisian-DeFreest, 56 Corriveau Drive: I have lived on Corriveau Drive for 30 years. Before this discussion begins, I want to emphasize that there are two, separate rights of way here, and they should be handled separately. Beginning on page 68 of the agenda is the information I submitted relating to the time in June 2017 when I received an abutter notice about logging activities that were going to take place. At the time, I was confident that the Town had oversight of this. Two years after the Cease & Desist notice, the equipment is still there. The second, and separate, issue is the right of way (ROW) by 81 Corriveau Drive.

**NOMINATIONS AND APPOINTMENTS**

**December Nominations and Appointments**

C. Karolian: The suggested motion for appointing Denise Pichette Volk as an alternate to the Planning Board indicates that the term expires on June 30, 2020.

N. Germain: That should be 2023.

398 **C. Karolian motioned to appoint David Scarpetti to the Tax Increment Financing Advisory Board,**  
 399 **term expiring June 30, 2023. D. Boutin seconded the motion.**

400  
 401 **Roll Call #11**

402 **T. Tsantoulis Aye**  
 403 **R. Lapierre Aye**  
 404 **J. Durand Nay**  
 405 **C. Jones Nay**  
 406 **C. Karolian Aye**  
 407 **A. Walczyk Aye**  
 408 **R. Duhaime Aye**  
 409 **D. Boutin Aye**  
 410 **J. Sullivan Aye**  
 411 **Voted in favor (7-2).**

412  
 413 **C. Karolian motioned to appoint Yolande Cotnoir-Walsh to the Heritage Commission, term**  
 414 **expiring June 30, 2023. D. Boutin seconded the motion.**

415  
 416 **Roll Call Vote #12**

417 **D. Boutin Aye**  
 418 **A. Walczyk Aye**  
 419 **J. Durand Aye**  
 420 **C. Karolian Aye**  
 421 **R. Lapierre Aye**  
 422 **T. Tsantoulis Aye**  
 423 **R. Duhaime Aye**  
 424 **C. Jones Aye**  
 425 **J. Sullivan Aye**  
 426 **Voted unanimously in favor (9-0).**

427  
 428 **C. Karolian motioned to appoint Denise Pichette Volk as an Alternate to the Planning Board,**  
 429 **term expiring June 30, 2023, and to appoint Denise Pichette Volk to the Town Hall Preservation**  
 430 **Committee, term expiring June 30, 2023.**

431  
 432 **Roll Call Vote #13**

433 **C. Karolian Aye**  
 434 **D. Boutin Aye**  
 435 **T. Tsantoulis Aye**  
 436 **R. Lapierre Aye**  
 437 **A. Walczyk Aye**  
 438 **R. Duhaime Aye**  
 439 **J. Durand Aye**  
 440 **C. Jones Aye**  
 441 **J. Sullivan Aye**  
 442 **Voted unanimously in favor (9-0).**

443  
 444 **C. Karolian motioned to appoint Nathan Duplessis to the Parks and Recreation Advisory Board,**  
 445 **term expiring June 30, 2023. D. Boutin seconded the motion.**

446

447 **Roll Call Vote #14**

448 **R. Duhaime Aye**

449 **J Durand Aye**

450 **C. Jones Aye**

451 **R. Lapierre Aye**

452 **A. Walczyk Aye**

453 **D. Boutin Aye**

454 **C. Karolian Aye**

455 **T. Tsantoulis Aye**

456 **J. Sullivan Aye**

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

458

459 ***R. Duhaime motioned to appoint Robert Duhaime as an Alternate to the Planning Board, term***  
 460 ***expiring June 30, 2023, and to appoint Robert Duhaime to the Bicentennial Committee, term***  
 461 ***expiring June 30, 2023. T. Tsantoulis seconded the motion.***

462

463 **Roll Call Vote #15**

464 **D. Boutin Aye**

465 **C. Jones Aye**

466 **A. Walczyk Aye**

467 **J. Durand Aye**

468 **R. Duhaime Aye**

469 **T. Tsantoulis Aye**

470 **R. Lapierre Aye**

471 **C. Karolian Nay**

472 **J. Sullivan Aye**

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

474

475 ***R. Duhaime made a motion to appoint Mark Chagnon to the Parks and Recreation Advisory***  
 476 ***Board, term expiring June 30, 2023. C. Karolian seconded the motion.***

477

478 **Roll Call Vote #16**

479 **A. Walczyk Aye**

480 **R. Lapierre Aye**

481 **C. Jones Nay**

482 **R. Duhaime Aye**

483 **J. Durand Aye**

484 **C. Karolian Aye**

485 **T. Tsantoulis Not present**

486 **D. Boutin Aye**

487 **J. Sullivan Aye**

488 **Voted in favor (7-1).**

489

490 **N. Germain: I want to note that everyone nominated for appointment was invited to this meeting.**

491

492 **OLD BUSINESS**

493 **FY 2021-22 Budget and Warrant Article Review**

494 **TC MINUTES**

12-09-2020

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This item was dispensed with during the Scheduled Appointment of Keith Judge, which included action on the related warrant article.

## NEW BUSINESS

### **Town of Hooksett, NH and Teamsters Local 633 Collective Bargaining Agreement 07/01/2021-06/30/2024**

This item was dispensed with during the Scheduled Appointment of Keith Judge.

### **Status of #81 Corriveau Drive and Future Driveway and Subdivision Plans Relating to Abutting "Future Access" Road to Demers Property.**

A. Garron: In 2018, the Town won a civil action lawsuit, and Mr. Trimbur, was issued a Cease & Desist order in relation to his lumbering operation. The vehicles used in his operation were left on the right of way (ROW) or on the property where the timbering operations were taking place. We have pictures of those vehicles. There is a question regarding the ownership of the vehicles, which raises the question of whether or not the Town of Hooksett can remove the vehicles, not knowing who owns them.

Chair Sullivan: We need to ask our Town Attorney if we can remove and store the vehicles.

D. Boutin: We don't know that the vehicles are on town property. That is a paper street and therefore is really just an easement. The equipment should not be on the paper street. Is there a license plate?

A. Garron: This can be taken care of, but not without the expense of moving the vehicles.

***D. Boutin motioned to have the Town Administrator, to the best of his ability, find the owner of the equipment and send a certified letter giving the owner 15 days to remove the equipment, after which time it will be removed at the owner's expense. A. Walczyk seconded the motion.***

M. Avedisian-DeFreest: The owner owes other things he hasn't paid. Wouldn't there have been a bond for restoring the property? What is the point of having these documents if they are not enforced?

D. Boutin: The town has to follow legal procedures. The bond is a separate issue.

R. Duhaime: We should keep the vehicles for bargaining with the owner for payment of the fines and the bond.

A. Garron: It will be a challenge to find a place to park the vehicles.

T. Tsantoulis: Resolution is not perhaps the right word, but I would like the residents here tonight to leave here knowing that they have our attention and we have a game plan. Resolution would be a tough lift this evening.

C. Karolian: I totally understand your frustration and that of the other abutters. I went to the site and was shocked about the equipment, whether abandoned or not. The vehicles have flat tires. We have issues with the foresting company regarded the easement. I know we have sought legal advice. It worries me that there are number lots there. One 25-acre parcel is landlocked. I am not sure how we should proceed regarding the equipment. Perhaps we need to look at the State laws regarding

TC MINUTES

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11

547 abandoned property. This has to be resolved. I am not grandstanding or politicking. I don't live in the  
 548 area but I feel for you. The town erred in 1983 when the Planning Board accepted Corriveau Drive and  
 549 requested the future access roads, A, B, C, & D. They lead to nowhere. The lot next to the access road  
 550 has access to one lot. The lots to the left and to the right have no access. There are a few layers of this  
 551 onion that need to get peeled back. The town erred because they were not specific. Many lots are  
 552 landlocked; some is wetlands. We need to give some solid direction to the residents. The equipment  
 553 needs to be removed. The access roads are owned by no one. This shouldn't be allowed to continue.  
 554 The abutters could be awarded the access roads.

555  
 556 Chair Sullivan: We are comingling items. We must first deal with the abandoned property. We need to  
 557 find out if the town owns the access ways.

558  
 559 C. Jones: We need to give the Town Administrator time to check with legal. What about the bond?

560  
 561 A. Garron: I will check. It is hard to imagine there was not a bond.

562  
 563 Chair Sullivan: It must be town land or we couldn't have given the easement.

564  
 565 A. Walczyk: We want the Town Administrator to act within the confines of the law.

566  
 567 C. Jones: The letter to the owner of the equipment should come from the Town Attorney.

568  
 569 R. Lapierre: I have been reading minutes from old meetings and everything being discussed now was  
 570 brought up in 2017.

571  
 572 Chair Sullivan: The access road which we are discussing, where the abandoned property is, is across  
 573 from the Valley View cul de sac.

574  
 575 D. Boutin: Do we know who owns the lot which the paper street goes to?

576  
 577 A. Garron: According to legal, the ROW is a paper street. When the Town Council approved the  
 578 driveway in 2019, even though it had not yet been accepted as a town road, the intent was for the it and  
 579 the other access roads to become public ways. That was part of the original subdivision.

580  
 581 ***D. Boutin motioned to call the question. T. Tsantoulis seconded the motion.***

582  
 583 **Roll Call Vote #17**

584 ***T. Tsantoulis Aye***

585 ***C. Jones Aye***

586 ***R. Duhaime Aye***

587 ***A. Walczyk Aye***

588 ***R. Lapierre Aye***

589 ***C. Karolian Aye***

590 ***J. Durand Aye***

591 ***D. Boutin Aye***

592 ***J. Sullivan Aye***

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

594

595 M. Avedisian-DeFreest: I just want to answer a question that was asked earlier but not answered.  
596 Louise Marple owns the lot at the end of the future access road. It is Lot 7.

597

598 ***C. Karolian motioned to amend the current motion to say that the timeframe for responding to***  
599 ***the certified letter should be in accordance with State law.***

600

601 No second was requested or offered to this motion to amend.

602

603 Chair Sullivan: The Cease & Desist order was because of the lumbering activity on the ROW.

604

605 Chair Sullivan called for a roll call vote on the motion as amended.

606

607 **Roll Call Vote #6**

608 ***J. Durand Aye***

609 ***R. Lapierre Aye***

610 ***C. Karolian Aye***

611 ***D. Boutin Aye***

612 ***C. Jones Aye***

613 ***T. Tsantoulis Aye***

614 ***A. Walczyk Aye***

615 ***R. Duhaime Aye***

616 ***J. Sullivan Aye***

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

618

619 S. Petrosky, 89 Corriveau Drive: We appreciate your efforts on removal of the equipment, but we don't  
620 want to lose sight of the ruling to get this site back to its original state. They brought in gravel that was  
621 not removed. They were supposed to plant trees but never did. One abutter continues to have his  
622 driveway washed out.

623

624 T. Tsantoulis: This is a case of 'out of sight, out of mind.' I apologize for my part in the lack of action.  
625 There was no malice. It just got by us.

626

627 Chair Sullivan: We were not aware of the problem.

628

629 E. Moser, 81 Corriveau Drive: After two years, we are still trying to get rid of the equipment.

630

631 A. Garron: We have to remember that there are two sides to every court case. The original decision  
632 was appealed. The defendant filed action against the Cease & Desist order.

633

634 N. Williams, Town Planner: No one owns a paper street.

635

636 A. Garron: The town has an interest in a paper street but doesn't own it until it is accepted. A dedication  
637 is made, which establishes the interest.

638

639 E. Moser: We heard there was going to be a driveway and a single-family house.

640

641 Chair Sullivan: The driveway was approved on April 10, 2019.

642

643 E. Moser: No one can give us an answer as to who owns the access road. We were not notified. I just  
 644 happened to see the surveyors. We want to make sure this is done correctly. We do have wetlands,  
 645 and there will be serious problems if this is not done right. We want it paved, and we want barriers.  
 646

647 Chair Sullivan: The person building the driveway must take into account all of the requirements.  
 648

649 N. Williams: The requirements are spelled out by the permit. Regarding the town's authority to grant  
 650 access, I will read into the record from Town Attorney Matt Serge's email dated March 12, 2019:  
 651

652 I have reviewed Attorney Michael's letter and I agree that the next step should be to move this  
 653 to the Town Council for consideration. "Future Access D" is a dedicated, but not yet accepted,  
 654 street and thus is a paper street. As a matter of law, a landowner has an implied easement to  
 655 access his or her lot using the paper street, if that is the means of accessing the lot. That said,  
 656 if someone intends to use this paper street for access, the Town Council has the authority to  
 657 require that certain standards are followed for improving the street.  
 658

659 N. Williams: In 2019, the Town Council granted permission to construct the driveway. We have not yet  
 660 received a request for the permit. When that happens, I will be better able to comment on the plan.  
 661

662 S. Petrosky: Who is responsible for maintaining the driveway?  
 663

664 N. Williams: I assume it would be the property owner, but that would have to be checked with legal.  
 665

666 S. Petrosky: So, you are giving the land to the owner of the property?  
 667

668 N. Williams: He has an implied easement.  
 669

670 E. Moser: What if he floods my basement?  
 671

672 B. Thomas, Town Engineer: The owner is not supposed to have an adverse impact downstream. It is a  
 673 private matter. I would be happy to walk the site if they request a permit.  
 674

675 C. Jones: It is considered to be an easement because it is used to access property, but the abutters  
 676 own to the center line.  
 677

678 Chair Sullivan: I am confused. It must be built to standard, and we have to make sure that happens –  
 679 the Town Administrator, the Town Engineer, and the Town Planner.  
 680

681 A. Garron: That is correct.  
 682

683 S. Petrosky: No offense, but I don't think the residents of Corriveau Drive have much faith, given our  
 684 experience with the other ROW.  
 685

686 R. Duhaime: I believe the driveway is in wetlands, so they will be coming before the ZBA.  
 687

688 N. Williams: That will be determined when we get the applications.  
 689

690 R. Duhaime: You need to keep an eye on it.  
 691



692 C. Karolian: What are the specs regarding pavement and drainage? Does the Council's driveway  
693 approval have a sunset? Make no mistake, future development will occur. There is a +25-acres parcel,  
694 a 12-acre one and a five-acre one.  
695

696 N. Williams: Driveways should be paved in order to maintain shape and keep gravel off the pavement.  
697 It is not required, but it is encouraged. There is no sunset that I know of.  
698

699 Chair Sullivan: I will not again approve a driveway unless it is off an already approved road.  
700

701 **C. Karolian motioned to rescind the 2019 driveway approval for this lot. J. Durand seconded the**  
702 **motion.**  
703

704 Chair Sullivan: Mr. Garron, what are the ramifications of this?  
705

706 A. Garron: I don't have that information at hand. The vote was taken after legal advice was sought.  
707

708 T. Tsantoulis: I don't want to be a party to this, drawing back something we voted for. It is not fair to the  
709 landowner.  
710

711 D. Boutin: I 100% agree with Councilor Tsantoulis. It is not wise, and it will cause legal trouble.  
712

713 R. Duhaime: I'm not worried about legal trouble. I'm concerned about what is right.  
714

715 **Roll Call Vote #19**

716 **C. Jones      Nay**

717 **C. Karolian    Aye**

718 **R. Lapierre    Nay**

719 **R. Duhaime    Aye**

720 **A. Walczyk    Nay**

721 **J. Durand      Aye**

722 **T. Tsantoulis   Nay**

723 **D. Boutin      Nay**

724 **J. Sullivan     Nay**

725 **Motion failed (3-6).**  
726

727 D. Boutin: With all due respect, we are chasing our tails. Common sense says to let the Town  
728 Administrator do his research and return to present his findings.  
729

730 **PUBLIC INPUT**  
731

732 M. Avedisian-DeFreest: That makes perfect sense. It needs to be done right. Regarding the ownership  
733 of the access roads, what about Matt from 101 Realty?  
734

735 Phil Carle, 35 Corriveau Drive: I have a lack of confidence in follow-through. How could the town grant  
736 a driveway with so much unknown?  
737

738 Jim Flynn, 39 Corriveau Drive: Do you have a timeline regarding the removal of the logging equipment?  
739

740 R. Duhaime: I am your Councilor. Call me and keep calling until this is resolved.

741

742 Sandra Moser, 81 Corriveau Drive: Can you amend your decision about the driveway to require it to  
743 paved? Can you require trees for buffering?

744

745 A. Garron: I will ask these questions.

746

747 Chair Sullivan: We will resolve this as soon as possible, within the law. The Council should schedule a  
748 discussion of paper streets for a future meeting.

749

750 **RECESS**

751

752 Chair Sullivan called for a recess at 8:46 pm.

753 Chair Sullivan called the meeting back to order at 8:58 pm.

754

755 ***D. Boutin motioned to rescind the vote on the Fire Department reorganization taken at the***  
756 ***November 18, 2020 meeting. R. Lapierre seconded the motion.***

757

758 **Roll Call Vote #20**

759 ***R. Lapierre Aye***

760 ***R. Duhaime Nay***

761 ***T. Tsantoulis Nay***

762 ***A. Walczyk Nay***

763 ***J. Durand Nay***

764 ***C. Jones Aye***

765 ***D. Boutin Aye***

766 ***C. Karolian Nay***

767 ***J. Sullivan Aye***

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

769

770 **Town Councilor Training on Laptops with Nick Germain**

771 Postponed.

772

773

774 **APPROVAL OF MINUTES**

775

776 **Public: 10/28/2020**

777

778 ***T. Tsantoulis motioned to approve the minutes of the October 28, 2020 public session as***  
779 ***written. D. Boutin seconded the motion.***

780

781 **Roll Call Vote #21**

782 ***J. Durand Aye***

783 ***D. Boutin Aye***

784 ***C. Jones Aye***

785 ***R. Duhaime Aye***

786 ***C. Karolian Aye***

787 ***A. Walczyk Aye***

788 ***T. Tsantoulis Aye***

789 ***R. Lapierre Aye***

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790 **J. Sullivan Aye**  
 791 **Voted unanimously in favor (9-0).**  
 792  
 793 **Public: 11/04/2020**  
 794  
 795 ***T. Tsantoulis motioned to approve the minutes of the November 04, 2020 public session as***  
 796 ***written. D. Boutin seconded the motion.***  
 797  
 798 **Amendments submitted by Councilor Karolian**  
 799  
 800 To be added after line 299 (Line 300)  
 801  
 802 Councilor Duhaime:  
 803 "I'd like to direct this to Mr. Karolian, a lot of us spent a lot of time late last night at voting OK and we did  
 804 not see you at voting. Moving this along quickly would be nice so we can get home early tonight OK?  
 805 So, I don't think this is unlawful or any situation. I think you need to consider our time OK?"  
 806  
 807 Chair Sullivan:  
 808 "OK. So good points all around",  
 809  
 810 Councilor Durand:  
 811 "Councilor Duhaime is out of order with that statement".  
 812  
 813 Councilor Duhaime:  
 814 "Can we move the question?"  
 815  
 816 Councilor Jones:  
 817 "Karolian is the bald one".  
 818  
 819 Line 315:  
 820 Strike "Unanimously"  
 821  
 822 Line 316: Strike  
 823  
 824 To be added after line 507 (line 508)  
 825  
 826 Councilor Karolian:  
 827 Dover Rd & Avon Road HOAs there are 18 homes.  
 828 Hamlet there are 32. Oakhill Rd there are 5, Manchester Manor there are 135, these are manufactured  
 829 homes, Granite Brook 42, Meadowsett Village 41. Granite Hill alone has 50. There are about 250  
 830 homes total.  
 831 We spoke about Bayberry Hill Estates. I questioned why they weren't included. Private neighborhoods  
 832 are entitled to have town trash pick up if they sign the waiver. They pay taxes too, so if we do for some,  
 833 we should do for all. They should be entitled to have trash pick up also, if they sign the waiver."  
 834  
 835 Line 537: strike the words "this board" and replace with:  
 836 "the public body itself"  
 837

838 **Amendments submitted by Chair Sullivan:**

839

840 To be added after 'Councilor Durand: Councilor Duhaime is out of order with that statement.'

841

Chair Sullivan: Let's be patient, I understand where everyone is coming from.

842

843 To be added after 'Councilor Duhaime: Can we move the question?'

844

Chair Sullivan - Good points. We need to be as pleasant and courteous as possible.

845

846

Councilor Duhaime- I am trying.

847

848 Chair Sullivan called for a vote on the approval of the November 04, 2020 public meeting minutes as  
849 amended.

850

**Roll Call Vote #10**

851

**C. Karolian Aye**

852

**T. Tsantoulis Aye**

853

**R. Lapierre Aye**

854

**C. Jones Aye**

855

**D. Boutin Aye**

856

**J. Durand Aye**

857

**A. Walczyk Aye**

858

**R. Duhaime Nay**

859

**J. Sullivan Aye**

860

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

861

862 ***T. Tsantoulis motioned to approve the minutes of the November 18, 2020 public session as***  
863 ***written. D. Boutin seconded the motion.***

864

865 R. Duhaime requested an amendment to line 850, replacing, 'He started with the Fire Department.' with  
866 'Maybe we should start with the Fire Department.'

867

868 Chair Sullivan called for a roll call vote on the motion as amended.

869

870

**Roll Call #23**

871

**T. Tsantoulis Aye**

872

**R. Lapierre Aye**

873

**J. Durand Aye**

874

**C. Jones Aye**

875

**C. Karolian Aye**

876

**A. Walczyk Aye**

877

**R. Duhaime Aye**

878

**D. Boutin Aye**

879

**J. Sullivan Aye**

880

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

881

882 ***T. Tsantoulis motioned to approve the non-public minutes of the October 28, 2020; November***  
883 ***04, 2020; and November 18, 2020 as written. D. Boutin seconded the motion.***

884

885

**Roll Call Vote #24**

886

**D. Boutin Aye**

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887 **A. Walczyk Aye**  
 888 **J. Durand Aye**  
 889 **C. Karolian Aye**  
 890 **R. Lapierre**  
 891 **T. Tsantoulis**  
 892 **R. Duhaime**  
 893 **C. Jones**  
 894 **J. Sullivan**

895  
 896 The roll call was not completed.

897  
 898 **A. Walczyk motioned to reconsider the vote on the Fire Department reorganization. D. Boutin**  
 899 **seconded the motion.**

900  
 901 D. Boutin: The Assistant Fire Chief does the inspections now. We used to have a Fire Inspector, and  
 902 the position was cut. He used to visit the schools. It was for our own safety.

903  
 904 R. Duhaime: This item is not on the agenda. I cannot address this without proper information.

905  
 906 C. Karolian: We were given incorrect information. The Deputy Chief is doing the job. They wanted to  
 907 make it a Captain.

908  
 909 D. Boutin: I had the right to bring this up again.

910  
 911 Chair Sullivan called for a roll call vote on the motion to reconsider.

912  
 913 **Roll Call Vote #25**

914 **C. Karolian Nay**  
 915 **D. Boutin Aye**  
 916 **T. Tsantoulis Nay**  
 917 **R. Lapierre Aye**  
 918 **A. Walczyk Aye**  
 919 **R. Duhaime Nay**  
 920 **J. Durand Nay**  
 921 **C. Jones Aye**  
 922 **J. Sullivan Aye**  
 923 **Voted in favor (5-4).**

924  
 925 **C. Jones motioned to approve the Fire Department reorganization plan and increase the FY 21-**  
 926 **22 budget by \$31,000 in the Full-Time Administration line. D. Boutin seconded the motion.**

927  
 928 A. Garron: The money is in the budget for this now, but it is more important to put money in the next  
 929 budget. This will have to go before the Budget Committee.

930  
 931 T. Tsantoulis: I would like to remind everyone that tax bills went out this week, and mine increased by  
 932 more than \$500. We have to stop spending if we don't want taxes to go up.

933  
 934 J. Durand: They already have too many Chiefs and not enough Indians at the Fire Department.

935  
936 R. Duhaime: We have a responsibility to do this properly. We must do our job before we add more. The  
937 Fire Department has the highest amount of overtime and the highest percentage budget increase.  
938

939 A. Walczyk: It was a suggestion that the position be a Captain, but that doesn't have to be the case. I  
940 agree it is an enormous budget.  
941

942 Chair Sullivan: There are things we have asked previous Town Administrators to do, and there was no  
943 follow through. It comes back to the Council. Inspections are not being done in a timely way, and that  
944 creates a liability.  
945

946 Chair Sullivan called for a roll call vote on the motion.  
947

948 **Roll Call Vote #26**

949 ***R. Duhaime Abstain***

950 ***J Durand Nay***

951 ***C. Jones Aye***

952 ***R. Lapierre Aye***

953 ***A. Walczyk Aye***

954 ***D. Boutin Aye***

955 ***C. Karolian Abstain***

956 ***T. Tsantoulis Nay***

957 ***J. Sullivan Aye***

958 ***Voted in favor (5-2). R. Duhaime and C. Karolian abstained due to lack of information.***  
959

960 **ADJOURNMENT**

961  
962 ***J. Durand motioned to adjourned at 9:39 pm. C. Karolian seconded the motion.***  
963

964 **Roll Call Vote #27**

965 ***D. Boutin Aye***

966 ***C. Jones Nay***

967 ***A. Walczyk Aye***

968 ***J. Durand Aye***

969 ***R. Duhaime Aye***

970 ***T. Tsantoulis Nay***

971 ***R. Lapierre Aye***

972 ***C. Karolian Aye***

973 ***J. Sullivan Nay***

974 ***Voted in favor (6-3).***  
975

976 Respectfully submitted,

977 *Kathleen Donnelly*

978 Kathleen Donnelly

979 Recording Clerk  
980  
981

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

---

983  
984  
985  
986  
987  
~~988~~





Nonpublic Session Minutes  
Hooksett Town Council

Date: 12/7/2020

Council Members Present: "X" if present

Chair James Sullivan ☒  
Vice-Chair Timothy Tsantoulis ☒  
Secretary James Durand ☒  
Alex Walczyk ☒  
Cliff Jones ☒  
Clark Karolian ☒  
Roger Duhaime Not Present  
Randall Lapierre ☒  
David Boutin ☒

Motion to enter Nonpublic Session made by Sullivan seconded by Boutin

Specific Statutory Reason cited as foundation for the nonpublic session:

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

\_\_\_\_ RSA 91-A:3, II(b) *The hiring of any person as a public employee.*

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

\_\_\_\_ RSA 91-A:3, II(d) *Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.*

\_\_\_\_ RSA 91-A:3, II(e) *Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against this board or any subdivision thereof, or by or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled*

\_\_\_\_ RSA 91 A:3, II(i) *Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.*

\_\_\_\_ RSA 91 A:3 II (I) *Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.*

Roll Call vote to enter nonpublic session: YES OR NO Roll Call #2

Duhaime YN Not Present  
 Durand YN  
 Jones YN  
 Lapierre YN  
 Walczyk YN  
 Boutin YN  
 Karolian YN  
 Tsantoulis YN  
 Sullivan YN 8-0

Remove public meeting tape (if applicable).

Entered nonpublic session at 5:46 a.m./p.m.

Other persons present during nonpublic session: André Garron, Town Administrator and

Donna Fitzpatrick, Human Resource Coordinator

Christine Soucie, Finance Director

Earl Labonte, Public Works Director

Description of matters discussed and final decisions made:

① Non-Public #1 Town and Teamsters Local 633 (Public Works) Union Negotiations

"Straw Vote" Councilor Karolian motions to accept the tentative agreement between the Town of Hooksett, NH and Teamsters Local 633, to include Appendix A Pay Scale, effective 7/1/2024 - 6/30/2024. Seconded by Councilor Boutin.  
 Vote 8-0 in favor.

**Note:** Under RSA 91-A:3, III. Minutes of proceedings in nonpublic sessions shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would affect adversely the reputation of any person **other than a member of this board**, or render the proposed action of the board ineffective, or pertain to terrorism. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.

Motion to leave nonpublic session and return to public session by Boutin, seconded by Tsantoulis.

Motion: PASSED / DID NOT PASS (circle one) 9-0

Nonpublic meeting tape removed, public meeting tape replaced (if applicable).

Roll Call #3

Boutin - yes Durand - yes Lapierre - yes  
 Jones - yes Duhaime - yes Karolian - yes  
 Walczyk - yes Tsantoulis - yes Sullivan - yes

Public session reconvened at 6:06 a.m./p.m.

Motion made to seal these minutes? If so, motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, because it is determined that divulgence of this information likely would...

- ☐ Affect adversely the reputation of any person other than a member of this board
- ☐ Render a proposed action ineffective
- ☐ Pertains to preparation or carrying out of actions regarding terrorism

Roll Call Vote to seal minutes: yes or no

\_\_\_\_ Y N  
 \_\_\_\_ Y N  
 \_\_\_\_ Y N  
 \_\_\_\_ Y N  
 \_\_\_\_ Y N  
 \_\_\_\_ Y N  
 \_\_\_\_ Y N  
 \_\_\_\_ Y N  
 \_\_\_\_ Y N

Motion: PASSED / DID NOT PASS (circle one)

These minutes recorded by: Donna Fitzpatrick