



AGENDA

Town of Hooksett Town Council

Wednesday, March 10, 2021 at 6:00 PM

A meeting of the Town Council will be held Wednesday, March 10, 2021 in the Hooksett Municipal Building commencing at **6:00 PM**.

Page

- 1. CALL TO ORDER**
- 2. PROOF OF POSTING**
- 3. ROLL CALL**
- 4. PLEDGE OF ALLEGIANCE**
- 5. AGENDA OVERVIEW**
- 6. PUBLIC HEARINGS**
- 7. SPECIAL RECOGNITION**
 - 7.1. Hooksett Police Departmental Annual Award Ceremony - Part I
 - 7.2. Hooksett Municipal Employee - New Hire
- 8. SCHEDULED APPOINTMENTS**
 - 8.1. Todd Rainier, Town Clerk and Cindy Robertson, Town Moderator & Don Riley, Asst. Town Moderator - March 9, 2021 Town Election Recap
 - 8.2. Cindy Robertson, Chair of Conservation Commission - Heads Pond Stewardship Plan (see 15.1 for details) 5
[Staff Report - SR-21-017 - Pdf](#)
- 9. CONSENT AGENDA**
 - 9.1. Accept funds totaling \$526.35, from the NH Liquor enforcement grant A.C.E (Alcohol Compliance Education), to the Town of Hooksett for the Hooksett Police Department (Overtime line) per RSA 31:95-b III (b) 7 - 13
[Staff Report - SR-21-022 - Pdf](#)
- 10. TOWN ADMINISTRATOR'S REPORT**
- 11. PUBLIC INPUT - 15 MINUTES**
- 12. NOMINATIONS AND APPOINTMENTS**
 - 12.1. Nominations and appointments for March 10, 2021 15 - 21
[alexander glennon - hooksett zoning board application february 2021](#)
[Alexander Glennon - fraud policy & acknowledgment - February 2021](#)
[Staff Report - SR-21-023 - Pdf](#)
- 13. BRIEF RECESS**
- 14. OLD BUSINESS**
- 15. NEW BUSINESS**

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

15.1.	Heads Pond Stewardship Plan Staff Report - SR-21-018 - Pdf	23 - 96
15.2.	Award contract to telephone service provider Staff Report - SR-21-021 - Pdf	97
15.3.	Quarterly Financial Report as of December 31, 2020 Staff Report - SR-21-013 - Pdf	99 - 118
15.4.	Hooksett YMCA Daycamp Program	
15.5.	Hooksett Bicentennial Update	
15.6.	Naming of Pedestrian "walking" Bridge Staff Report - SR-21-024 - Pdf	119
15.7.	Town Council Rules of Procedures - Council Chair Discussion of Proposed Amendments TC Rules TC Approved 10282020	121 - 129
15.8.	Hooksett Fire Chief	
16.	APPROVAL OF MINUTES	
16.1.	Public: 02/06/2021 Special Meeting TC Minutes Special Meeting 02.06.2021	131
16.2.	Public: 02/10/2021 TC Minutes 02102021[13898]	133 - 140
16.3.	Public: 02/24/2021 TC Minutes 02242021 (003)14150	141 - 155
16.4.	Non-Public: 02/10/2021 #2 unsealed 02102021 NON-PUBLIC - 2 NOT SEALED	157 - 159
16.5.	Non-Public: 02/24/2021 #1	
16.6.	Non-Public: 02/24/2021 #2	
17.	SUB-COMMITTEE REPORTS	
18.	PUBLIC INPUT	
19.	NON-PUBLIC SESSION NH RSA 91-A:3 II	
20.	ADJOURNMENT	
	PUBLIC INPUT	
1.	Two 15-minute Public Input sessions will be allowed during each Council Meeting. Time will be divided equally among those wishing to speak, however, no person will be allowed to speak for more than 5 minutes.	
2.	No person may address the council more than twice on any issue in any meeting. Comments must be addressed to the Chair and must not be personal or derogatory about any other person.	
3.	Any questions must be directly related to the topic being discussed and must be addressed to the Chair only, who after consultation with Council and Town Administrator, will determine if the question can be answered at that time.	

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

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.

Town Council
STAFF REPORT



To: Town Council
Title: Cindy Robertson, Chair of Conservation Commission - Heads Pond Stewardship Plan
Meeting: Town Council - 10 Mar 2021
Department: Community Development
Staff Contact: Leann Fuller, Community Development Clerk

BACKGROUND INFORMATION:

The Conservation Commission contracted with Moosewood Ecological LLC and Calhoun and Corwin Forestry to create a Stewardship Plan for the Heads Pond area. The properties consist of the following:

Carriage Manor: Tax Map 6, Lot 22-75 (28.7 acres)

University Heights: Tax Map 14, Lot 1-13 (43.8 acres), Tax Map 14, Lot 1 (81.6 acres) and Tax Map 14, Lot 1-18 (40.2 acres)

School District: Tax Map 14, Lot 2 (78.4 acres)

Town Pond: Tax Map 14, Lot A (165.3 acres)

The purpose of the Stewardship Plan is to provide protection and enhancement of natural resources and biological diversity while providing scenic enjoyment and low-impact, non-commercial recreational activities that are consistent with the terms of the Conservation Easement deeds.

The Conservation Commission's next step is to receive approval from the Town Council to move forward with implementing the Stewardship Plan.

RECOMMENDATION:

Listen to Cindy Robertson's explanation of the Stewardship Plan and the next steps.

SUGGESTED MOTION:

See New Business

TOWN ADMINISTRATOR'S RECOMMENDATION:

See recommendation under New Business

Town Council

STAFF REPORT



To: Town Council
Title: Accept funds totaling \$526.35, from the NH Liquor enforcement grant A.C.E (Alcohol Compliance Education), to the Town of Hooksett for the Hooksett Police Department (Overtime line) per RSA 31:95-b III (b)
Meeting: Town Council - 10 Mar 2021
Department: Police Department
Staff Contact: Justin Sargent, Patrol Lieutenant

BACKGROUND INFORMATION:

Liquor Enforcement Investigator Nicholas Cutting reached out to me Justin Sargent at the beginning of February to see if the Hooksett Police Department was interested in working A.C.E grants. A gist of this grant is that Liquor Enforcement would pair with Hooksett Police Officers to go to the 44 establishments in Hooksett to conduct liquor compliance checks. HPD Officer's will write summonses to the store clerks failing to comply and Liquor Enforcement will handle administrative actions to the businesses themselves who fail to comply. The purpose of this grant is to ensure these establishments are in compliance with current state liquor laws. This grant will reimburse the department 100% of the costs associated with the officers working this overtime shift. This grant is scheduled to be five hours long for two officers totaling ten hours of overtime. The overall cost being reimbursed will be \$526.35.

FINANCIAL IMPACT:

None.

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

Accept reimbursement.

SUGGESTED MOTION:

Motion to accept funds totaling \$526.35, from the NH Liquor enforcement grant A.C.E (Alcohol Compliance Education), to the Town of Hooksett for the Hooksett Police Department (Overtime line) per RSA 31:95-b III (b)

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[A.C.E. Grant Application](#)
[Copy of Dearden and Laliberte \(002\)](#)

NH DIVISION OF LIQUOR ENFORCEMENT AND LICENSING



ALCOHOL COMPLIANCE EDUCATION (A.C.E.) GRANT OPPORTUNITY

The NH Division of Liquor Enforcement and Licensing announces the creation of the Alcohol Compliance Education (A.C.E.) Grant opportunity for municipal law enforcement agencies.

The NH Division of Liquor Enforcement is committed to our partnerships with local law enforcement to ensure businesses holding NH liquor licenses are complying with NH state statute and Liquor Commission administrative rule. The NH Division of Liquor Enforcement is equally as committed to the education of liquor licensees and their staffs. As such, liquor license compliance checks are a method used by the Division of Liquor Enforcement in conjunction with local law enforcement agencies to educate and ensure compliance. Compliance checks are conducted by checking every establishment selling alcoholic beverages in a municipality, including NH State Liquor Stores.

This grant opportunity allows local law enforcement agencies to apply for funding to partner with NH Liquor Enforcement, to conduct compliance checks within their jurisdictions. The funding is contingent upon this partnership and is limited to the cost of personnel wages at the agencies prescribed overtime or detail rate. Funding does not include funding for retirement contributions, cruiser costs, health care, etc.

This funding source is limited and will be distributed as determined by the NH Division of Liquor Enforcement. Grant funding consideration will be on the basis of liquor license density, regional task force approach, and then on a first come, first served basis. Smaller agencies are encouraged to partner with bordering municipalities to form a regional compliance check task force approach when applying.

Interested agencies should apply by completing the attached A.C.E. Grant application form, complete with personnel cost estimates for operations outlined on the application form.

Inquiries regarding this grant opportunity should be directed to Investigator Nicolas Cutting at 603-491-9277 or Nicolas.Cutting@liquor.nh.gov

Completed applications should be forwarded by email to Nicolas.Cutting@liquor.nh.gov, or sent by mail by the deadlines outlined to:

NH Division of Liquor Enforcement
Investigator Nicolas Cutting- A.C.E. Grant
50 Storrs Street
Concord, NH 03301

A.C.E. Grant Application

A.C.E. Grant Terms and Requirements

- Completed applications must be received by the dates outlined in this application to be considered.
- Agencies receiving a grant award shall partner with the NH Division of Liquor Enforcement to conduct compliance checks of all on and off sale liquor licensees in their respective jurisdictions. Liquor Enforcement's compliance check policy will be adhered to during the operations.
- Agencies receiving a grant award must be willing to handle any criminal prosecution for violations of NH RSA 179:5, committed during the compliance check operations.
- In order to receive reimbursement, agencies must provide a detailed accounting of the costs of personnel used in each operation on the A.C.E. Reporting Form, attached to this application. A separate sheet will be submitted for each officer who worked the operation. This accounting should reflect as closely as possible the amount of funds requested in this application.
- Agencies should contact Inv. Nicolas Cutting at Nicolas.Cutting@liquor.nh.gov to obtain the number of liquor licensees in their jurisdictions.

Law Enforcement Agency: _____

Address: _____

City/Town _____ Zip Code: _____

Agency Contact:

Name: _____ Phone: _____

Email: _____

Number of Operations		
Number of Officers anticipated per Operation		
Hourly Cost for each officer assigned		
Number of Hours anticipated per Operation		
Total amount of funds anticipated		
Total number of On-Sale Licensees		
Total number of Off-Sale Licensees		

Additional operation details:

By submitting this application the law enforcement agency/agencies receiving funds is/are willing to comply with the terms of the grant, as listed above, and further agree to timely submission of invoices pertaining to reimbursements outlined above.

Applicant Signature: _____ Title: _____

Date of Application: _____

Applications deadline:

Applications must be received by the NH Division of Liquor Enforcement no later than **April 1, 2021**

Compliance checks deadline:

All compliance checks must be completed no later than **June 14, 2021**

Town of Hooksett

Employee	OT hours worked	OT Rate
Wages		39.86
Trevor Dearden	5	199.30
Kevin Laliberte	5	199.30
	10	398.60
FICA - Medicare	1.45%	5.78
Retirement	28.43%	113.32
Unemployment	0.01%	0.04
Workman's Compensation	2.16%	8.61
Total Benefits	32.05%	127.75
Total Wages & Benefits		526.35

NH Retirement rates are increasing to 33.88% as of 7/1/2021 adding

21.72



Town of Hooksett

APPLICATION FOR VOLUNTEER POSITION

Date Submitted: _____

Name: _____ Phone: _____

Address: _____

Email Address: _____

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106, Attn:
Nicholas P. Germain, Project Coordinator or email to ngermain@hooksett.org.

Why are you seeking this position?

Do you have any specific goals or objectives?

Days & Time Available: _____

SIGNED: Alex Glennon 2/11/21

Town of Hooksett

35 Main Street
Hooksett, NH 03106

FRAUD POLICY

Recognition & Awareness Form

Acknowledgement:

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

Signature: Alex Glennon 2/11/21

Print Name: _____

Date Signed: _____

Department Head Signature: _____

Town Council **STAFF REPORT**



To: Town Council
Title: Nominations and appointments for March 10, 2021
Meeting: Town Council - 10 Mar 2021
Department: Administration
Staff Contact: Nick Germain, Project Coordinator

BACKGROUND INFORMATION:

As of February 25th, there is currently one application pending: Alex Glennon, as a Zoning Board of Adjustment Alternate to a term expiring 6/30/2022.

Staff will also give a brief update on the the status of ZBA membership, including an assessment of last week's late reappointment.

FINANCIAL IMPACT:

N/A

POLICY IMPLICATIONS:

See update.

RECOMMENDATION:

Vote to appoint Mr. Glennon; listen to the staff update.

SUGGESTED MOTION:

"I motion to appoint Alex Glennon as an Alternate to the the Zoning Board of Adjustment to a term expiring 6/30/2022."

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[alexander glennon - hooksett zoning board application february 2021](#)
[Alexander Glennon - fraud policy & acknowledgment - February 2021](#)



Town of Hooksett

APPLICATION FOR VOLUNTEER POSITION

Date Submitted: _____

Name: _____ Phone: _____

Address: _____

Email Address: _____

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106, Attn:
Nicholas P. Germain, Project Coordinator or email to ngermain@hooksett.org.

Why are you seeking this position?

Do you have any specific goals or objectives?

Days & Time Available: _____

SIGNED: Alex Glennon 2/11/21

Town of Hooksett

35 Main Street
Hooksett, NH 03106

FRAUD POLICY

Recognition & Awareness Form

Acknowledgement:

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

Signature: Alex Glennon 2/11/21

Print Name: _____

Date Signed: _____

Department Head Signature: _____

Town Council **STAFF REPORT**



To: Town Council
Title: Heads Pond Stewardship Plan
Meeting: Town Council - 10 Mar 2021
Department: Community Development
Staff Contact: Leann Fuller, Community Development Clerk

BACKGROUND INFORMATION:

The Conservation Commission contracted with Moosewood Ecological LLC and Calhoun and Corwin Forestry to create a Stewardship Plan for the Heads Pond area. The properties consist of the following:

Carriage Manor: Tax Map 6, Lot 22-75 (28.7 acres)

University Heights: Tax Map 14, Lot 1-13 (43.8 acres), Tax Map 14, Lot 1 (81.6 acres) and Tax Map 14, Lot 1-18 (40.2 acres)

School District: Tax Map 14, Lot 2 (78.4 acres)

Town Pond: Tax Map 14, Lot A (165.3 acres)

The purpose of the Stewardship Plan is to provide protection and enhancement of natural resources and biological diversity while providing scenic enjoyment and low-impact, non-commercial recreational activities that are consistent with the terms of the Conservation Easement deeds.

The Conservation Commission's next step is to receive approval from the Town Council to move forward with implementing the Stewardship Plan.

RECOMMENDATION:

Motion to accept the Heads Pond Stewardship Plan as presented and for the Conservation Commission to implement the Stewardship Plan

SUGGESTED MOTION:

Motion to accept the Heads Pond Stewardship Plan as presented and recommend the Conservation Commission move forward to implement the Stewardship Plan.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

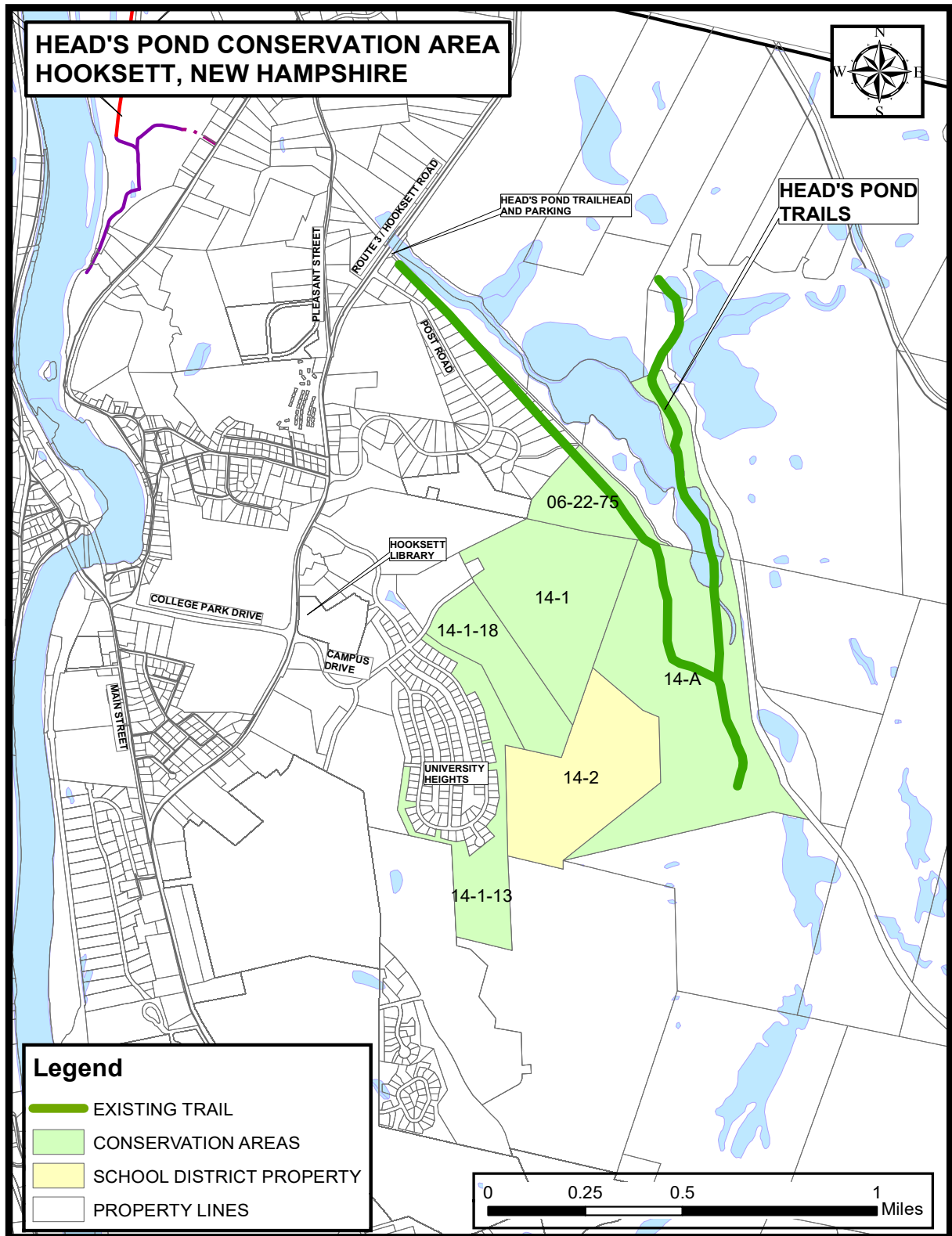
[Heads Pond Conservation Area 1 Map](#)

[Stewardship Plan 2020 final Oct 2020](#)

[Executive Summary for Heads Pond Stewardship Plan](#)

[Public Hearing Minutes](#)

[HCC for Town Council slide show 20210221](#)



**STEWARDSHIP PLAN
for the
CARRIAGE MANOR, UNIVERSITY HEIGHTS,
TOWN POND, AND SCHOOL DISTRICT
PROPERTIES**

Prepared for:
**Town of Hooksett, NH
Conservation Commission**



Respectfully Submitted By:

Moosewood Ecological LLC
PO Box 9
Chesterfield, NH 03443-0009
(603) 363-8489
jeff@moosewoodecological.com
www.moosewoodecological.com

Calhoun and Corwin Forestry
41 Pine Street
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(603) 562-5620
swiftcorwin@gmail.com
www.swiftcorwin.com

**STEWARDSHIP PLAN
for the
CARRIAGE MANOR, UNIVERSITY HEIGHTS,
TOWN POND, AND SCHOOL DISTRICT
PROPERTIES**

Prepared for:
**Town of Hooksett, NH
Conservation Commission**

JEFFRY N. LITTLETON
Principal Ecologist



Moosewood Ecological LLC
*Innovative Conservation Solutions
for New England*

PO Box 9
Chesterfield, NH 03443
(603) 831-1980
Jeff@moosewoodecological.com
www.moosewoodecological.com

SWIFT CORWIN
Licensed Forester

Calhoun and Corwin Forestry
41 Pine Street
Peterborough, NH 03458
(603) 562-5620
swiftcorwin@gmail.com
www.swiftcorwin.com

October 2020

Cover photograph – Large marsh habitat located on the Town Pond property. Photograph by Swift Corwin

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Property Description**Location**

The 438-acre study area is located in the northern section of the Town of Hooksett, Merrimack County, New Hampshire (Appendix A, Map 1). The property is accessible from Post Road in the north and University Circle in the west, as well as the rail trail in the east.

Parcels associated with Carriage Manor and University Heights are privately owned and have conservation easements. The School District property is owned by the Hooksett School District. The Town Pond property is owned by the Town of Hooksett and has a conservation easement. The study area consists of the following 6 parcels (Appendix A, Map 2).

Carriage Manor: Tax Map 6 Lot 22-75 (28.7 acres)

University Heights: Tax Map 14 Lot 1-13 (43.8 acres), Tax Map 14 Lot 1 (81.6 acres), and Tax Map 14 Lot 1-18 (40.2 acres)

School District: Tax Map 14 Lot 2 (78.4 acres)

Town Pond: Tax Map 14 Lot A (165.3 acres)

The property is mostly a mixed hardwood-softwood forest comprised of hemlock-hardwood-pine and potentially sections of Appalachian oak-pine forests. A variety of different wetlands and numerous vernal pools tremendously add to the diversity of the property. These wetlands and upland forests provide habitats for a variety of species of conservation concern found in New Hampshire, as well as the Northeast.

A Brief History

Before this area was settled by Europeans it was certainly a travel route and hunting ground along the shores of Heads Pond. The land was probably periodically burned by native people to control the understory. The forest cover prior to the arrival of European colonists was probably large white pine, hemlock, oak, hickory, red maple, and chestnut. As the region was settled by the colonists and land use changed, the lower elevations were probably cleared for pasture. It is notable on the land that there are not any stone walls on the property; the usual artifact of an agricultural heritage. Therefore, it appears that most or all of the property was not used as pasture for livestock but rather as a woodlot.

What explains its light agricultural use? The land sat on the backside of a small mountain next to a pond with poorly drained, somewhat infertile soil. In 1847, a railroad was laid out and tracks were laid that would carry people and goods from Concord to Portsmouth. But it only ran for about 15 years. The activity down by the tracks is still evident. The rail bed was beautifully converted into a recreational path which is popular today. As you walk along the path, you can see the remnants of sand and gravel excavation. In the century since, the forest has completely reclaimed it with mature hemlocks, black oak, and white pine. Further south around the second pond, the excavation of sand and gravel was more aggressive and abandoned more recently. There are piles of rock left over from blasting and bare sand close to the pond. Growing on the rubble is grey birch, red maple, white pine and hemlock. Nothing is larger than 8 inches in diameter and most of the trees are below 6 inches. This is very good porcupine country.

The forest has been partially harvested in the last 20 years. Mostly white pine was harvested. The only evidence of logging are stumps that are partially rotted with punky wood. The stand that was left behind from the logging is well-stocked with good quality, mature white pine and hardwood. There is no logging residue evident. Most of the hardwood in the forest is

black oak. This is a less valuable cousin of red oak, which is found rarely on these parcels. White oak is present but also uncommon. The mature white pine is mostly of fair to good quality. It is not exhibiting signs of decline as is common in other parts of the state where there have been infections of needlecast (*Canavirgella banfieldii*) and pine canker (*Caliciopsis pinea*).

There is almost no regeneration of white pine or black oak in the understory. This soil on this land is marginally productive. The droughty character of the soil is probably the main limiting factor for why the trees are growing slowly. There are a few impressive stems that are over 20 inches and straight for 40 feet, most of the oak is 8 to 16" in diameter, often with poor stem form and crowns. White pine is often growing taller and straighter with full crowns.

In a perfect world, white pine would be the main target for management, as well as a diverse forest. To establish white pine, it requires heavy cutting, soil scarification, and some luck to get good regeneration. Then, after all of that, the challenge is to nurture seedlings to saplings over the next 60 to 100 years.

While white pine was harvested 20 years ago, it remains a scattered component in the overstory most often with the black oak. There are a few places where there are patches of white pine regeneration. There are also scattered individual saplings but there is not enough sunlight for these saplings to successfully emerge. Instead, the understory is filled with red maple, black birch, and beech. Black, white, and red oak are also absent from the understory because they need a lot of sun to succeed.

Purpose of the Plan

The overall purpose of this Stewardship Plan is to provide for the protection and enhancement of natural resources and biological diversity while providing scenic enjoyment and low-impact, non-commercial recreational activities that are consistent with the terms of the conservation easement deeds for Carriage Manor, University Heights, and Town Pond. To this end, specific objectives have been identified for the management of wildlife habitats, forest, and recreational resources. See the individual sections below for a complete list of management objectives.

Ecological Features

Landscape Context

The study area is located in the northern part of the town. The Merrimack River flows through Hooksett. It lies between the City of Manchester (NH's largest city) and the City of Concord (state capitol). In the 2010 census Hooksett had a population of 13,451.

The study area is situated within the Manchester Tributaries watershed (Appendix A, Map 3). This watershed is part of the larger Merrimack River watershed. Its tributaries drain into the Merrimack River to the west.

Unfragmented lands are defined by the surrounding human infrastructure (roads and developed areas). Fragmentation of land can negatively affect species survival rates by increasing mortality, lowering breeding success, or causing species loss altogether. The severity of fragmentation depends upon many aspects, such as the size and shape of unfragmented blocks, the species or community in question, the extent of loss of natural habitats, intensity of human use, and colonization of invasive species.

The NH Wildlife Action Plan (2015) developed an unfragmented lands analysis. For the purposes of this project, fragmenting features were defined as 500 feet on either side of existing roadways, including all state and town roads but excluding Class VI roads and trails, as well as

private driveways. This assumes that most development occurs within 500 feet of roadways. Unfragmented blocks of land include a variety of natural habitats such as forests, wetlands, streams, and ponds but also can include human-modified areas such as agricultural lands and shrublands.

The study area is located within two unfragmented blocks of forests with embedded wetlands (Appendix A, Map 4). However, the fragmenting feature identified by the Wildlife Action Plan is an old railway bed that has been transitioned into a rail trail. These are not well-travelled roads by motorized vehicles, and therefore, does not function as a fragmenting feature. So, the study area is actually part of one large unfragmented block of land measuring nearly 19,500 acres. This area is associated with Bear Brook State Park to the east.

Topography, Geology, and Soils

Topography

The four properties sit west and south of Heads Pond (Appendix A, Map 5). The property has an undulating topography, with the lowest elevation about 300 feet along the shores of Heads Pond and the pond to the south, as well as the inlet stream in the southeast corner of the Town Pond property. The highest elevation is about 500 feet found along the ridgeline in the middle of this site. This ridge runs north-northwest to south-southeast, serving as the watershed divide where water drains to the east and west from this ridge. The undulating topography supports a variety of wetlands and other poorly drained soils, as well as many drainages and numerous vernal pools scattered throughout the area. Numerous surficial boulders, large and small, are also scattered throughout; a testament to the presence and retreat of the glacier 12,000 years ago.

Geology

One type of bedrock occurs on the property, including Concord Granite formation. This type of bedrock promotes acidic site conditions, which is illustrated by the various plant communities present.

Soils

Most of the property has well-drained, moderately well-drained, and excessively well-drained soils, with only 19% having poorly drained or very poorly drained soils (Appendix A, Map 6; Table 1). Poorly drained soils include the Mashpee sand and Walpole sandy loam series. The Meadowsedge peat, Scarboro mucky fine sandy loam, and Timakwa mucky peat series make up the very poorly drained soils. Poorly drained and very poorly drained soils are closely aligned with wetland soil types.

The majority of the upland soils were derived from glacial till. The Udipsamments is the only soil type that is derived from glacial outwash. About 65% of the soils are identified as potential farmland soils of local significance. No prime farmland soils are present.

Soil types have also been classified in terms of their rating for forest productivity. Below are the various definitions that correspond with the Forest Soils in Table 1. The USDA Natural Resources Conservation Service (NRCS) has identified five soil groups within this category for the property. NRCS describes each as follows:

Forest Soil IA

The successional trends on these soils are toward stands of shade tolerant hardwood, i.e., beech and sugar maple. Successional stands frequently contain a variety of hardwoods such as beech, sugar maple, red maple, white birch, yellow birch, aspen, white ash, and northern red oak in varying combinations with red and white spruce, balsam fir, hemlock, and occasionally white pine. Hardwood competition is severe on these soils. Softwood regeneration is usually dependent upon persistent hardwood control efforts. This group consists of the deeper, loamy textured, moderately well, and well-drained soils. Generally, these soils are more fertile and have the most favorable soil moisture relationships.

Forest Soil IB

Soils in this group have successional trends toward a climax of tolerant hardwoods, predominantly beech. Successional stands, especially those which are heavily cutover, are commonly composed of a variety of hardwood species such as red maple, aspen, paper birch, yellow birch, sugar maple, and beech, in combinations with red spruce, balsam fir, and hemlock. The soils in this group are generally sandy or loamy over sandy textures and slightly less fertile than those in group IA. These soils are moderately well and well drained. Soil moisture is adequate for good tree growth, but may not be quite as abundant as in group IA soils. Hardwood competition is moderate to severe on these soils. Successful softwood regeneration is dependent upon hardwood control.

Forest Soil IIB

The soils in this group are poorly drained. The seasonal high-water table is generally within 12 inches of the surface. Productivity of these poorly drained soils is generally less than soils in other groups. Successional trends are toward climax stands of shade tolerant softwoods, i.e., spruce in the north and hemlock further south. Balsam fir is a persistent component in stands in northern New Hampshire and red maple is common on these soils further south. Due to abundant natural reproduction in northern New Hampshire, these soils are generally desirable for production of spruce and balsam fir, especially pulpwood. Red maple cordwood stands or slow-growing hemlock sawtimber are common in more southerly areas. However, due to poor soil drainage, forest management is somewhat limited. Severe windthrow hazard limits partial cutting, frost action threatens survival of planted seedlings, and harvesting is generally restricted to periods when the ground is frozen.

Table 1. List of soil types by drainage class, parent material, importance for farming and forest productivity, and acreage.

Soil Symbol	Soil Name	Drainage Class	Parent Material	Farmland Soils	Forest Soils	Acres
196A	Meadowsedge peat 0 to 1 percent slopes, ponded	Very poorly drained	organics			36.6
250B	Chatfield-Hollis-Montauk complex 3 to 8 percent slopes, very stony	Well drained	till	Local importance	IB	78.5
250C	Chatfield-Hollis-Montauk complex 8 to 15 percent slopes, very stony	Well drained	till	Local importance	IB	183.9
250D	Chatfield-Hollis-Montauk complex 15 to 35 percent slopes, very stony	Well drained	till		IB	18.6
300B	Udipsamments 0 to 6 percent slopes	Excessively drained	outwash			52.3
315A	Mashpee sand 0 to 5 percent slopes	Poorly drained	outwash		IIB	20.4
325A	Scarboro mucky fine sandy loam 0 to 1 percent slopes, very stony	Very poorly drained	organic			3.3
393A	Timakwa mucky peat 0 to 1 percent slopes	Very poorly drained	organic			8.8
449B	Scituate fine sandy loam 3 to 8 percent slopes, very stony	Mod well drained	till	Local importance	IA	23.3
547B	Walpole sandy loam 3 to 8 percent slopes, very stony	Poorly drained	organic		IIB	12.1

Wildlife Habitats

These parcels offer a diversity of habitats, including vernal pools, open water, marshes, shrub and forested swamps, streams, and mixed forests supplying abundant food sources (Appendix A, Map 7). Each habitat type is briefly described below.

Wetland and Stream Habitats

- Open water – There are 2 locations associated with the property containing open water habitat, one in the western section associated with the utility right-of-way and the largest in the southeast. These total about 30 acres. These areas provide habitat for aquatic (fish, insects, newt, and tadpoles), semi-aquatic (turtles, frogs, waterfowl, otter, and beaver), and terrestrial wildlife (mink, bear, moose, and snakes). The large pond in the southeast appears to either have been created or at least enlarged by previous sand and gravel excavations.
- Vernal pools – The property contains numerous vernal pools, which are mostly dominated by highbush blueberry shrubs. There was a total of 27 potential vernal pools identified through site visits and aerial photography interpretation. Based on the topography of the property there is the strong potential for additional vernal pools. In fact, some of the larger shrub thickets and forested swamps may also be serving as vernal

pools. These pools provide critical habitat for a variety of species, including obligate amphibians such as wood frogs and spotted salamanders, as well as rare species such as Blanding's turtle (state-endangered species) and spotted turtles (state-threatened species).

- Marshes – The vast majority of marsh habitat can be found in the eastern part of the property south of Heads Pond, totaling 18 acres. Two other small marshes (2 acres in total) are associated with the utility right-of-way. These were most likely forest and/or shrub swamps prior to its creation. The collective array of marshes most certainly supports diverse populations of reptiles, amphibians, mammals, and birds, and particularly the presence of rare species such as Blanding's turtle (state-endangered species), spotted turtles (state-threatened species), ribbon snake, moose, American black duck, and least bittern. Marshes typically comprise wetland habitats dominated by grasses, sedges, and rushes, and may include smaller amounts of shrub thickets and forested swamps as well.
- Shrub and forested swamps – There are multiple small swamps dominated by shrubs and/or forests scattered around the properties, totaling about 5.5 acres. These are mostly dominated by red maples, highbush blueberry, and winterberry. The largest example (8.5 acres) lies in the northern part of the Carriage Manor property. Many of these small swamps may be functioning as vernal pools, and the larger ones may also function as such. These swamps most likely support strong amphibian populations, and the potential for rare turtles.
- Streams – A variety of small stream drainages can be found, particularly flowing from the ridgeline into the low-lying wetlands and ponds. These mostly include ephemeral and intermittent drainages. The main perennial stream can be found at the outlet of the southern pond as it flows through marsh and shrub swamp habitat into Heads Pond. This area forms the headwaters of Browns Brook, a tributary to the Merrimack River. Streams are important for many aquatic species such as fish, aquatic macroinvertebrates, and stream salamanders.

Upland Habitats

Based on past land use history it is difficult to pinpoint the exact forest natural communities. However, it appears that most of the property supports the hemlock-hardwood-pine forest ecosystem. There may be small examples of the Appalachian oak-pine forest in the western part of the property, as predicted by the NH Wildlife Action Plan (2015). As such, forests are dominated by black oak and white pine with lesser amounts of red oak, white oak, hemlock, red maple, black cherry, birches (white, gray, and black), and white ash. Common understory shrubs include lowbush blueberry with lesser amounts of black huckleberry. Highbush blueberry is also infrequent in the uplands and generally found in association with swamps and vernal pools. Forest cover constitutes about 368 acres.

The various oak species and white pine provide valuable hard mast (acorns and seeds) for many species of wildlife, including bear, deer, moose, turkey, and small mammals, which in turn provide a food supply for bobcat, fox, owls, and coyote. The various shrubs and black cherry trees provide soft mast in the forms of berries.

There are various age classes of forest stands present. Some younger forests exist but do not provide early successional habitat. The majority of the forests are fairly mature. There are no examples of late successional forests. The presence of various age classes of forests corresponds to greater biodiversity of wildlife. While there was some large woody debris (fallen trees) and

dead standing trees present, wildlife would benefit from the addition of both habitats. Dead standing trees provide opportunities for cavity nesting wildlife, and downed trees offer refuges for smaller animals, such as salamanders, newts, mice, and voles.

Shrublands are typically dominated by young trees and shrubs with occasional mature trees, bare ground, and areas dominated with grasses and wildflowers. Shrubland habitat is declining in the state, and this decline has a profound effect on wildlife. Shrublands provide an important habitat for 139 species of reptiles, amphibians, mammals, and birds in New Hampshire. Several of these have been identified as species of greatest conservation need. In fact, 22 of 28 species of shrubland birds are currently in decline. Shrubland habitat can be found within the utility right-of-way located in the western portion of the site located on the University Heights and School District properties. This area is periodically mowed to prevent trees from harming the powerlines, creating a layer of shrubs and young trees. It covers approximately 4 acres.

Open sandy areas can be found along the shores of Heads Pond and the pond in the south. Other open sandy sites are associated with woods roads/trails in this area, as well as old sand and gravel operations. These areas provide excellent turtle nesting habitat.

Ecologically Significant Areas

Ecologically significant areas represent sites that exhibit high sensitivity to human presence and potential species rarity. This includes all wetlands, streams, and vernal pools, as well as their respective buffers. These provide habitat for a diverse suite of wildlife throughout the year for breeding, feeding, and wintering. These areas are also significant for a variety of species of conservation concern. Other ecologically significant areas include the shrublands within the utility right-of-way and the open sandy areas around the ponds.

Biodiversity and Species of Conservation Concern

A variety of resident birds and a few mammals were observed on the property. The limitation to the diversity of this list is based on the timing of the site assessments having occurred in the fall and winter. Birds included Canada goose, turkey, barred owl, pileated woodpecker, hairy woodpecker, American crow, blue jay, black-capped chickadee, white-breasted nuthatch, tufted titmouse, American tree sparrow (early migrant), and American goldfinch.

Beaver activity was observed in all the larger wetlands, and otter scat was found adjacent to the marsh at the southern end of Heads Pond. Tracks and scat also indicate that gray squirrel, chipmunk, mice, porcupine, bobcat, coyote, red fox, fisher, and white-tailed deer are using the property. In addition, an opossum skull was found in the utility right-of-way.

Given its close proximity, it is expected that many of the species of conservation concern observed at the Clay Pond Headwaters Conservation Area (Littleton and Corwin 2015) could be found on these properties as well. These included American black duck, wood duck, American bittern, eastern wood-pewee, veery, brown creeper, ovenbird, American redstart, chestnut-sided warbler, blackburnian warbler, black-throated green warbler, black-throated blue warbler, swamp sparrow, yellow-bellied sapsucker, black-billed cuckoo, Blanding's turtle (state endangered), and ribbon snake. These species are identified in the NH Fish and Game Wildlife Action Plan, Partners in Flight, and/or the North American Bird Conservation Initiative. The latter two lists are from a regional perspective, whereas the WAP is focused solely on New Hampshire. It is expected that additional species of conservation concern may be using the

property at various parts of the year, including, but not limited to, various birds, smooth green snake, and spotted turtle (state-threatened).

Due to the time of year that the assessments were conducted, no rare plants were observed. However, based on rare plants known to occur in Hooksett it is possible that they could exist, and in particular focus should be placed on small whorled pogonia (state- and federally threatened). In addition, no rare natural communities were observed.

Invasive Species and Forest Pathogens

Currently, invasive species are not a major issue in the forest with the exception of the utility right-of-way in the western part of the property near the new residential development. There are some thickets of buckthorn scattered throughout this area. Due to the increased developments in the general area, invasive plants will most likely become more of an issue over time and especially as forest management activities are initiated. Therefore, carefully planning pre- and post-operations should be a priority to help lessen the overall effect of future establishment and spread.

The mixed upland forests are somewhat diverse, including a mixture of white pine, black oak, red maple, white ash, black birch, and hemlock. These forests are healthy but things can change quickly, ravaging a forest and killing trees over time especially in light of an ever-growing list of invasive plants, insects, and pathogens.

Black oak appears to have some residual stress from gypsy moth infestations, which have occurred periodically. However, they have been free of any large-scale infestation in the last decade. Recently, in a hardwood forest just 40 miles south of this area there has been severe gypsy moth infestations. When gypsy moth populations are ramping up, black oak is a favorite. Red maple and black birch are also susceptible to gypsy moth defoliation. There is no recommendation to improve the outcome of an infestation. Gypsy moths are defoliators, and may not kill the trees unless there is a severe outbreak, such as the one that occurred in the 1980s. Hardwood trees are capable of re-leafing. When the moth's population cycle retreats, the trees typically recover. The caveat is if the trees are defoliated more than three years in a row then the stress is too much.

There is a wide area of infestation of the emerald ash borer, which feeds on all ash trees. White ash is present but infrequent in these forests. Once the emerald ash borer colonizes a stand of ash trees then tree mortality will follow. They bore into the live part of the tree just under the bark and destroy the tree's ability to move water and food to leaves and roots.

Emerald ash borer is present in Hooksett. It sometimes takes a while for the insect to migrate from the easy pathways along the roads to the forest interior, but it will claim all of the ash trees in town over time. There is no silvicultural remedy except to harvest the trees before they are infested. The presence of white ash is so small on this site that this type of management is not recommended.

As stated earlier, white pines in these forests are in very good shape, and it is well-suited for the sites that they are growing. However, there are several diseases to keep in mind but none appeared to be a problem at this point. Needlecast (*Canavirgella banfieldii*) and pine canker (*Caliciopsis pinea*) are two types of needle fungi that thin the crowns of the trees, making them look thin or nearly depleted. The crowns on these white pines were robust and healthy. Blister rust (*Cronartium ribicola*) is a stem disease that kills white pine. The alternate host of the fungus causing blister rust is current and gooseberry. It is recommended that the Conservation

Commission inform the many new neighbors to avoid planting any current or gooseberry in their gardens or in their lawns.

Finally, hemlock is periodically under threat from invasive wooly adelgid. This is an insect that has the ability to exponentially reproduce and overwhelm the hemlock's ability to fight them off. They suck the tree's fluid out of the twigs and kill whole forests. We did not find any incidence of the wooly adelgid in this forest. If it is present, hemlock should be harvested aggressively.

Overall, these forests appear to be of good general health. At this time, there are no actions that need to be taken to manage insect or disease problems through silvicultural practices.

Management Recommendations

The following management recommendations have been divided into three distinct categories, including wildlife habitat, forestry, and recreation. These categories are not a stand-alone approach but rather they are integral to one another. In general, this area would best be managed for recreation and wildlife. This is based on the intensity and type of trail use and the diverse nature of the wildlife habitats on and surrounding the properties. Refer to the following maps in Appendix A while reviewing and implementing these recommendations:

Map 7 – Wildlife Habitats Map

Map 8 – Forest Stands with Proposed Timber Harvests

Map 9 – Existing Trails System Map

The following provides a time table for the next 10 years. These address our recommendations for action steps based on our current findings as the various landowners move forward with land management. The timetable and action steps should be revised every 10 years.

10-Year Management Timetable and Action Steps

2020	Conduct trail use study
2020-2021	Mark boundaries
2021	Establish policy for trail use Conduct inventory of wildlife and rare species, as well as verify vernal pools
2022	Prepare trails map noting allowed uses and seasonality, if applicable Establish trail heads Mark trails Reroute trails away from ecologically significant areas, steep slopes, and along sections where erosion is problematic Install culverts and bridges
2022-2030	Enforce trail use policy and revise as needed
2030	Revise all land management activities as needed, including a determination if timber harvesting for wildlife management is applicable

Wildlife Habitat Management

As stated above, the purpose of this Stewardship Plan is to assess the current conditions of the properties and the site capability for habitat management for biodiversity. Based on the findings of the field assessments the following objectives are recommended. Most of these recommendations are on-going, long-term action steps to be taken to steward the various natural resources. These objectives were based wildlife habitats and ecologically significant areas with a focus on increasing overall biodiversity. These following are aligned with the objectives recommended for forestry and recreation.

Recommendations

- Conduct a more thorough *ecological inventory* of wildlife and rare plants within the various habitats to help inform this stewardship plan. This will provide the Town with a better sense of management opportunities to support biodiversity and species of conservation concern. These surveys should place emphasis in spring and summer for wildlife and plants, and particularly late summer and fall for small whorled pogonia.
- Monitor species of conservation concern.
- Monitor the sandy open areas and shorelines associated with both ponds and associated trails for turtle nesting activities. This is best accomplished during late May through June.
- Inventory potential vernal pools to better understand wildlife use, particularly amphibians and reptiles. This is best accomplished from late March through June.
- Place emphasis of wetland habitat protection on clustered wetlands within ecologically significant areas. Particular areas include the southern portions of Town Pond, School District, and University Heights properties where forest management may occur.
- For water quality protection meet or exceed Best Management Practices (BMPs) for Forestry: Protecting New Hampshire's Water Quality (Moesswilde 2005) and Good Forestry in the Granite State: Recommended Voluntary Forest Management Practices for New Hampshire (Bennett 2010).
- Allow dead standing (snags) and downed woody debris to decompose naturally, leaving these materials to the extent possible to contribute to natural processes and allowing woody material to support small wildlife such as mice, salamanders, frogs, snakes, and insects. Exceptions include the removal of standing dead or dying trees deemed to be a safety hazard next to trails. Creation of additional snags away from trails is encouraged.
- Maintain a diversity of forest age classes, densities, and structures that promote various stages of forest stand development. This will in turn afford various habitats to promote biodiversity.
- Support the development of late successional forest characteristics on 10% of the property. This could occur in one 40-acre forest block or two separate forest blocks totaling 40 acres.
- Support the development of early successional forest characteristics on 5% of the property where logging is permitted. This could occur in a series of 5-acre clearings, totaling 20 acres. One area that could benefit successfully includes areas adjacent to the utility right-of-way to expand the existing shrubland/early successional habitat.
- Monitor areas after logging for invasive plants, especially logging occurring adjacent and within close proximity to the utility right-of-way where invasive plants are known to exist.

- Avoid introduction of non-native terrestrial and aquatic species, and restrict vehicular public access to discourage unauthorized fish and other aquatic species stocking. Do not allow off-site fill to be placed on the property.
- Consider a policy that restricts motorized vehicles from using the property to prevent wildlife mortality, which often occurs in spring and summer during the breeding and nesting seasons.
- Maintain naturally vegetated buffers around streams, wetlands, and vernal pools.
 - Exceptions for wildlife habitat management may include, but not limited to, beaver and waterfowl management adjacent to wetlands that can benefit from larger cuts to promote feeding and nesting habitat.
 - Maintain at least a 100-foot riparian buffer around all streams and wetlands. The buffer edge shall be measured from the stream edge of the normal highwater mark of the stream. In cases where the top of the embankment is less than 50 feet from the stream edge, the buffer edge shall be measured from the top of the embankment. In cases where wetlands surround the stream edge, the buffer edge shall be measured from the boundary of the upland edge of the wetland area. Limited logging should be allowed within this buffer as outlined below under Forest Management.
 - Maintain a tiered 400-foot buffer around all confirmed vernal pools as outlined below under Forest Management.
- Restore culverts that contribute to excess sedimentation in streams and wetlands, as well as those limiting or inhibiting aquatic connectivity.
- No timber harvesting, mechanized equipment, roads, or landings shall occur within confirmed or potential vernal pools or forest seeps.
- Maintain habitat integrity of confirmed and potential vernal pools by retaining a mostly closed forested canopy while minimizing forest floor disturbance in the upland terrestrial life zone around vernal pools.
- Minimize publicity of sensitive and unique areas to prevent poaching and indiscriminate killing.
- Consider land management activities that favor known and potential species of conservation concern.
- For the protection of species of conservation concern and other native plants and wildlife, especially within ecologically significant areas, only low-impact, non-commercial, outdoor educational or recreational use of the general public for such activities as hiking, wildlife observation, cross-country skiing, fishing and hunting and mountain biking should be allowed. Wheeled motorized vehicles, except those associated with timber harvests and other allowable uses identified in the Conservation Easement deed, should be discouraged.
- The wildlife habitat management recommendations should be reviewed and updated as needed every 10 years.

Forest Management

As stated above, the purpose of this Stewardship Plan is to assess the current conditions of the properties and the site capability for forest management specifically for the Town Pond and School District properties. Based on the findings of the timber inventory the following objectives are recommended. These objectives were based on the current conditions of the forest, including previous logging operations and ecologically significant areas with a focus on increasing overall biodiversity on the property. These following are aligned with the objectives recommended for wildlife and recreation. For detailed findings of the forest inventory see Map 8 in Appendix A and the forest stand descriptions and tabulations in Appendix B.

Recommendations

- 10-Year Plan
 - Given this property's location to the surrounding subdivisions and the light density of the forest stands, it is recommended that no timber harvesting should be conducted for at least 10 years. Exceptions include salvage harvests as deemed necessary due to ice storms, wind events (e.g., microbursts, tornadoes, Nor'easters, hurricanes), fire, and disease outbreaks. These sites have good mature timber that will continue to be sound for at least another decade, allowing these trees to continue to grow.
 - In the future when timber harvesting is being conducted, the best practical access is the road along the east side of Head Pond. A landing could be situated on the south end of Head Pond in Stand 12. Timber harvesting should be done in such a way that the canopy is opened up to allow enough light to encourage seedlings to germinate and saplings to grow and replace the mature timber. The best way to do this is by doing group selections and retaining trees with good stems and crowns as seed trees. Again, it is recommended to wait at least until 2030 to conduct timber harvesting. At that time, a 10-year plan should be devised. Also, new harvesting machinery will be available and markets may improve.
 - All future timber harvesting should be aligned with the following set of recommendations.
- Forest management recommendations are consistent with the above goals and objectives set forth for wildlife habitat management and Wildlife Action Plan developed by the NH Fish and Game. When conducting any timber operations on the property careful consultation should be adhered with the habitat management recommendations to ensure proper habitat and species protection.
- Follow natural contours when designing and conducting timber sales, and minimize stream crossings.
- Minimize construction of new roads and landings where possible. Keep sensitive habitats (such as vernal pools, seeps, wetlands, and turtle nesting sites) free of skidder roads and other mechanized operations, including new landings.
- Monitor and manage the spread of invasive plant species.
- Minimize soil disturbance through the use of low-pressure tires when using heavy equipment and limit timber harvests to dry months and/or when the ground is frozen.
- Meet or exceed Best Management Practices (BMPs) for Forestry: Protecting New Hampshire's Water Quality (Moesswilde 2005) and Good Forestry in the Granite State:

Recommended Voluntary Forest Management Practices for New Hampshire (Bennett 2010).

- Property boundaries should be clearly marked using paint blazes and vinyl flagging. The condition of the boundary markers should be assessed every 5 years.
- Wetlands shall be temporarily bridged or crossed only when frozen. This will help with substrate compaction.
- Timber harvesting in wetlands shall be done by hand-felling or removing trees by winching so that no motorized vehicles enter the wetland. Timber harvesting in wetlands need to be conducted in accordance with state and federal laws.
- Leave limbs and tops in the forest and allow dead standing and downed woody debris to decompose naturally, leaving these materials to the extent possible to contribute to natural processes and allowing woody material to support small wildlife such as mice, salamanders, frogs, snakes, and insects.
- Maintain habitat integrity of confirmed and potential vernal pools by retaining a mostly closed forested canopy while minimizing forest floor disturbance in the upland terrestrial life zone around vernal pools for at least 200 feet.
 - If harvesting timber adjacent to vernal pools adhere to the following:
 - Retain at least 75% canopy cover 0-100 feet from pool edge
 - Retain at least 50% canopy cover 100-200 feet from pool edge
 - Whenever possible increase buffer zones to maximize the benefit of wildlife and vernal pool habitat protection
 - Within 200-400 feet of vernal pools avoid forest openings greater than 1 acre.
- If active timber harvesting operations are to occur from March 1st-September 15th the following is recommended:
 - Avoid all motorized vehicle use within 328 feet (100 meters) of all confirmed and potential vernal pools, shrub swamps, emergent wetlands, and other wetlands known or suspected to be used by Blanding's turtles
 - Where vernal pools occur within 656 feet (200 meters) of a permanent wetland, and where permanent wetlands occur within 656 feet (200 meters) of one another avoid all motorized vehicle use between the connecting areas between vernal pools and wetlands
- Maintain naturally vegetated buffers around streams, wetlands, and vernal pools as outlined above under Wildlife Habitat Management. The following logging practices are allowed.
 - No timber harvesting within 25 feet, except hazard trees adjacent to trails.
 - Single tree harvesting within 25-50 feet.
 - Small group selections within 50-100 feet.
- No timber harvesting, mechanized equipment, roads, or landings shall occur within confirmed or potential vernal pools.

Recreational Management

As stated above, the purpose of this Stewardship Plan is to assess the current conditions of the properties and the site capability for trails management. Based on the findings of the limited field assessments the following objectives are recommended. These objectives were based on limited knowledge of trails and their types of use in combination with ecologically significant areas. The following are aligned with the objectives recommended for forestry and wildlife management.

Recreation, in particular the use of trails, appears to be the most immediate concern due to the heavy use of this area in close proximity to residential developments and access roads. The quality of this forest that makes it a great place to hike due to its wide-open character of the understory and the medium to large diameter well-spaced trees. There are good trails to enjoy easy travel through the woods.

For instance, on a weekday afternoon this April there were 50 or 60 people on the rail bed visiting the forest, albeit during s stay at home order due to the corona virus pandemic. Anecdotally, Swift Corwin talked to one of the walkers, and asked him if he was from Hooksett. He answered affirmatively. He said he was out on the main trail frequently, and it was often this crowded with people and dogs.

Recommendations

- Conduct a trail use study to better understand the types and intensity of use. The rail bed is primarily used by walkers and pedal bikers. The trails on the higher elevations toward the new housing developments are used more by ATVs and mountain bikers with fewer walkers passing through on their way to the rail bed. This trail network is part of a larger area that extends well to the south and east. The Town of Hooksett needs to better understand how these trails are being used. It is likely that the new housing developments have brought an increase in trail use, which sometimes results in the development of unplanned trails by the public. It is impossible to know who, how much, and by what means the trails get used without doing some kind of owner/user survey. Since this land has been owned historically by Manchester Sand and Gravel and there was little residential development in the area, the trails on the property have been used for years almost extensively by suburban and rural explorers. The land is a gateway to over 15,000 acres of protected area, which includes Hooksett's Clay Pond area, Bear Brook State forest, Manchester Waterworks, and some smaller private land holdings. All of these trails provide linkage to the large unfragmented conservation lands. This area has been historically treated in a *laissez faire* way with regard to travel and use. This may have been appropriate because of the scope of use at the time. Now, there are far more people using the land and trails. Therefore, the scope of land use and intensity is different.
- Develop a clearly documented set of rules of use posted in obvious places. The nature of the land and the trail system is that there are a number of places to get onto the land, which is an additional challenge. The well-drained soils and ground conditions are actually highly suitable for trails on much of the land. There are some problems where the trails rise up steep hills and ATVs are churning up the soil, leading to soil erosion. It is not merely just a water runoff problem as much as it is a motorized traffic wear. There are a few places where the trails go through dips and drainages which are prone to getting muddy. These muddy places can expand and carry as ATVs seek high ground on parallel

paths which also becomes muddy. And the process repeats. Also, some trails are in close proximity to wetlands and vernal pools, which can degrade these habitats and negatively affect wildlife. A few important points to be considered in a set of rules are:

- Who has the authority to adopt rules? Or is this a town-wide question?
- Who enforces the rules?
- When is the area open? Dawn to dusk or all of the time?
- Are motorized vehicles allowed? If so, are all and any types allowed, such as snowmobiles and electric or gas-powered bicycles? Based on site assessments, it is recommended that all-terrain recreational vehicles (ATVs) should be prohibited.
- What other uses are allowed or prohibited?
- Are there appropriate times of the year for a particular trail use? For instance, should mountain biking not be allowed during mud season?
- Is hunting allowed? This would be a good thing to consult with NH Fish and Game. Semi-permanent hunting blinds and tree stands were encountered during site assessments. Hunting blinds are prohibited per conservation easement deeds.
- Is target shooting allowed?
- Is camping allowed?
- Which trails should be closed or rerouted due to impacts to sensitive habitats?
- Should culverts and bridges be installed to control mud and siltation runoff?
- Are fires allowed?
- There are stands with plastic bags but there are a lot of dogs. Should dogs be part of the rules and regulations?
- Can the trailheads and entry points be limited and/or consolidated?
- Assess bridges and culverts over drainages to ensure that they are properly-sized and built to withstand the type of traffic that is expected on the trail. Refer to Map 9 Existing Trails.
- Due to issues with recreational motorized wheeled vehicles (ATVs) on steep slopes and other sensitive areas, this type of land use should be prohibited on all parcels as part of this Plan.
- To prevent wildlife mortality and undue stress, dogs should be leashed during the wildlife breeding and nesting season from March-September.
- Monitor and manage the spread of invasive plant species along trails.
- Direct trails away from ecologically significant areas such as streams, wetlands, vernal pools, and turtle nesting sites. Refer to Map 7 Wildlife Habitats.
- Development of new trails beyond rerouting existing trails should be discouraged.
- Develop a map of trails noting appropriate uses on each trail, and clearly mark all trails in a uniform fashion so users know where they are going. This could help to discourage the creation of new unplanned, rogue trails.
- Make use of interpretive signage along trails, as well as marking trails to help keep trail users in appropriate areas and help eliminate future rogue trail development.
- Develop trailhead kiosks to inform the public on appropriate and prohibited uses. Habitat and trails maps should be displayed. Health hazards should also be included, such as human health issues associated with the various mosquito and tick-borne diseases. Consult the NH Department of Human and Health Services for a list of these diseases. This list is frequently updated.

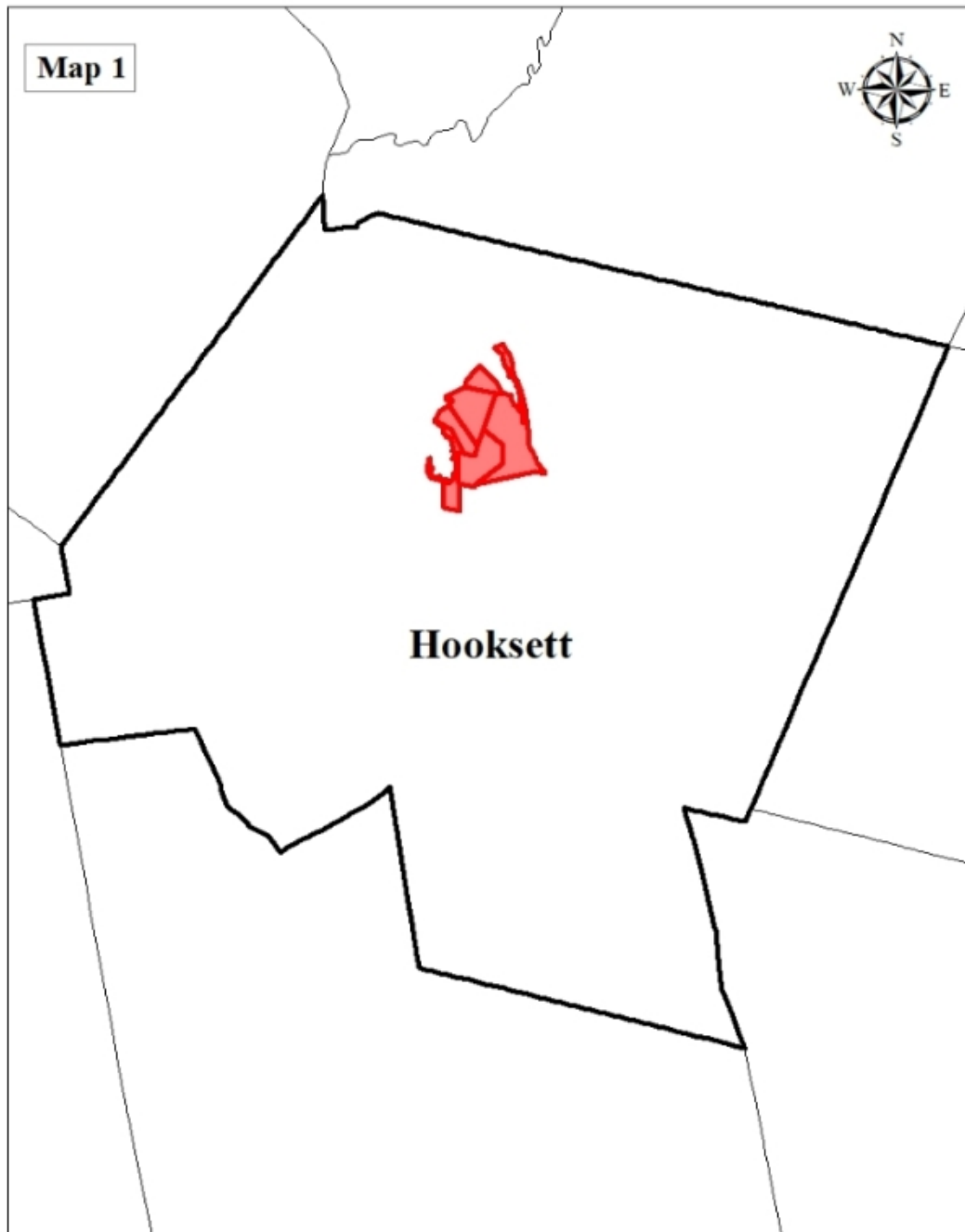
- Hazard trees near trails should be felled to prevent injury, and trees that have fallen onto trails should be removed for trail users and to prevent unintended rerouting around the fallen tree.
- Hunting blinds are prohibited on the parcels per conservation easement deeds.
- Refer to the conservation easement deed for the Manchester Sand and Gravel property (Map 14 Lot A) for “Allowed Uses” and their designated locations adjacent to Town Pond and Head’s Pond (aka, Great Pond), which includes the development of parking areas, boat launches, a public beach and swimming area.
- The recreational management recommendations should be reviewed and updated as needed every 5 years.

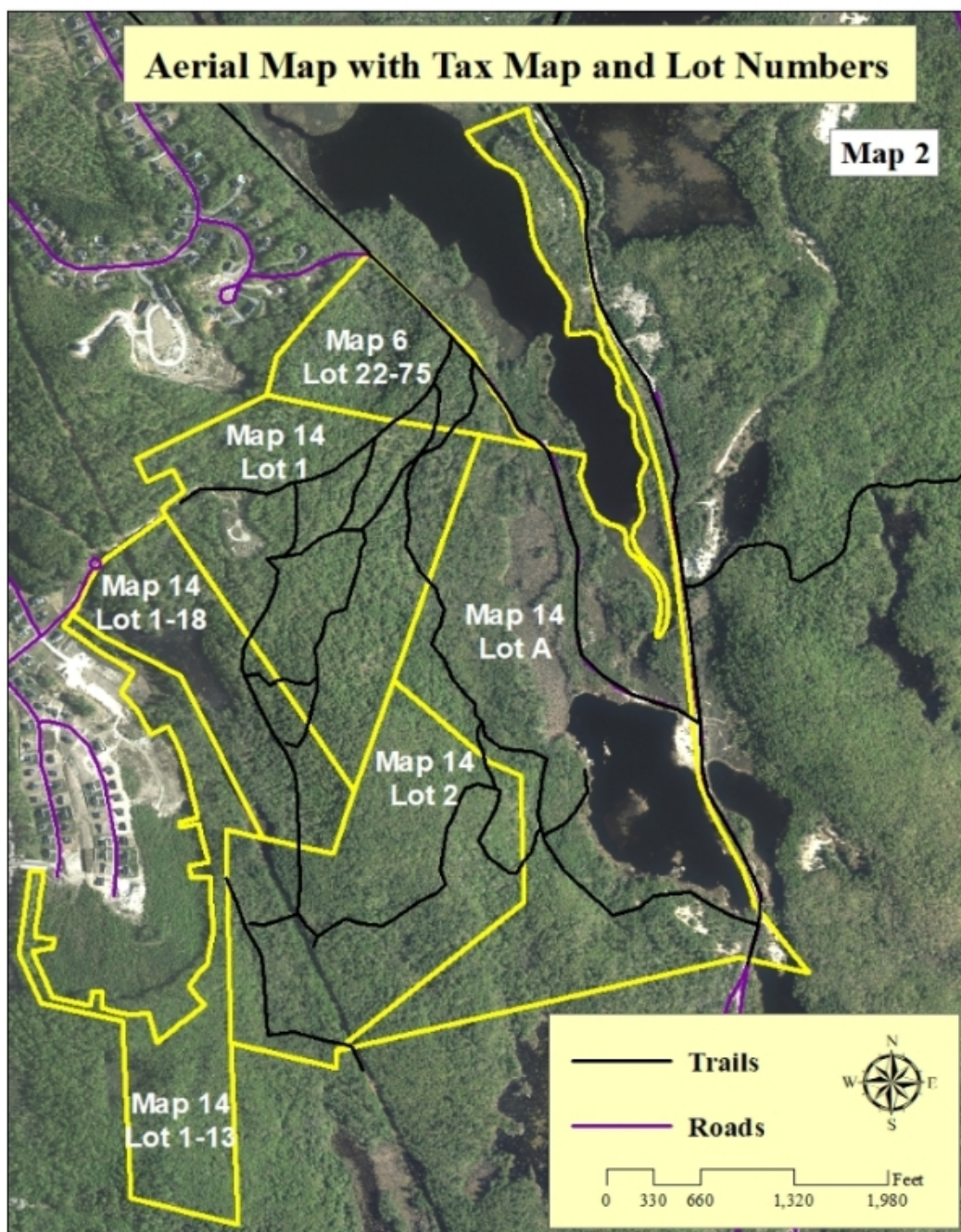
Literature Resources

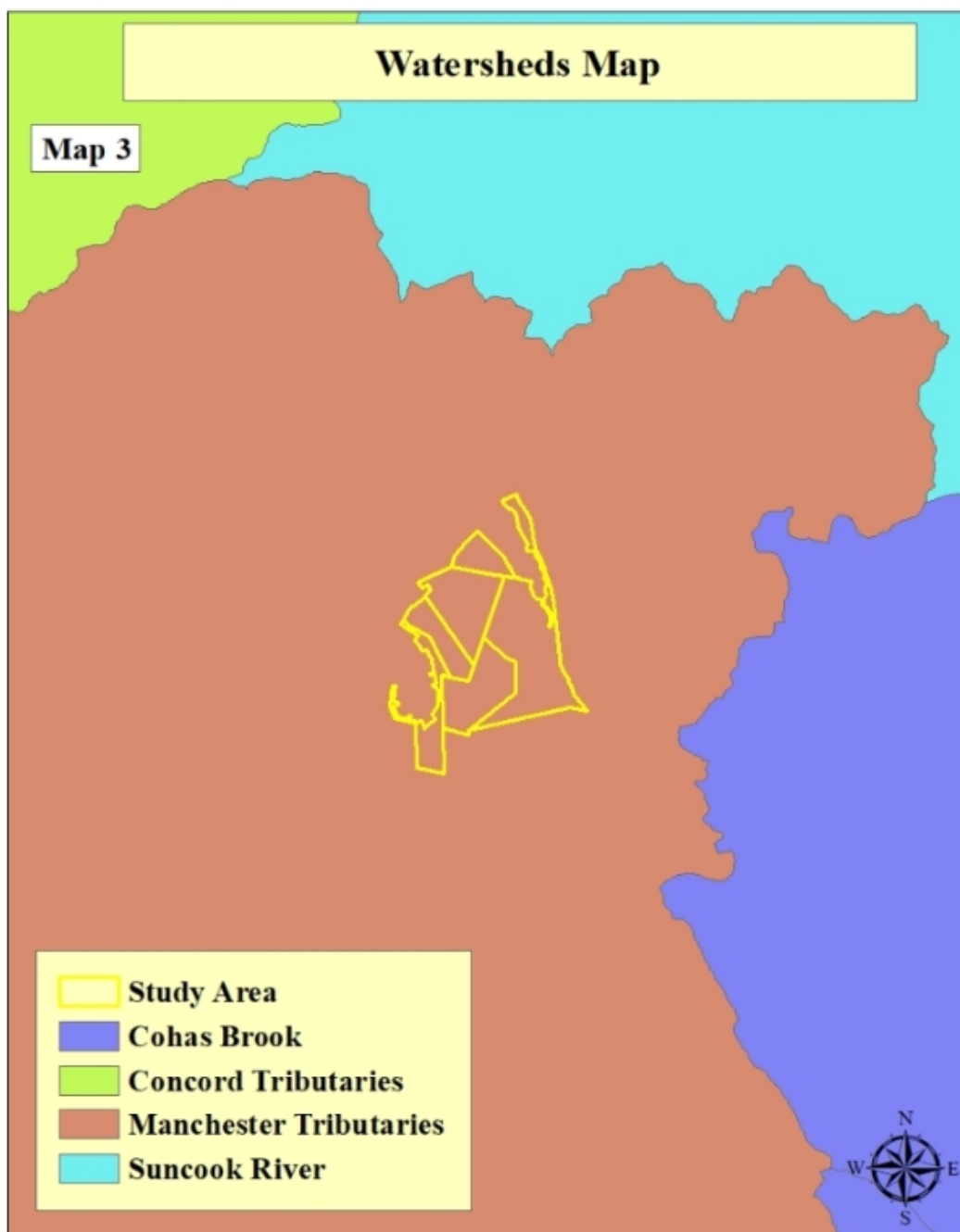
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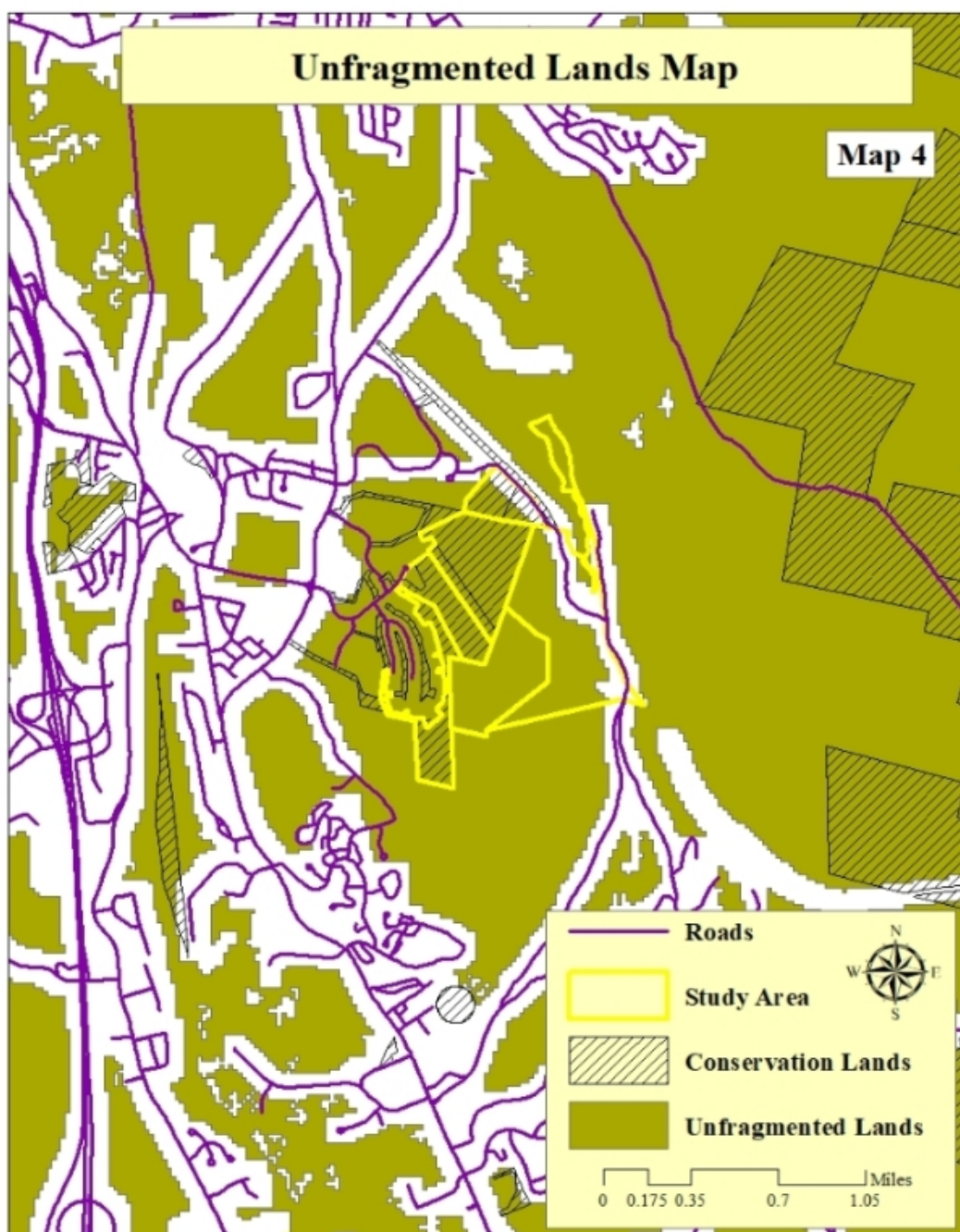
Appendix A

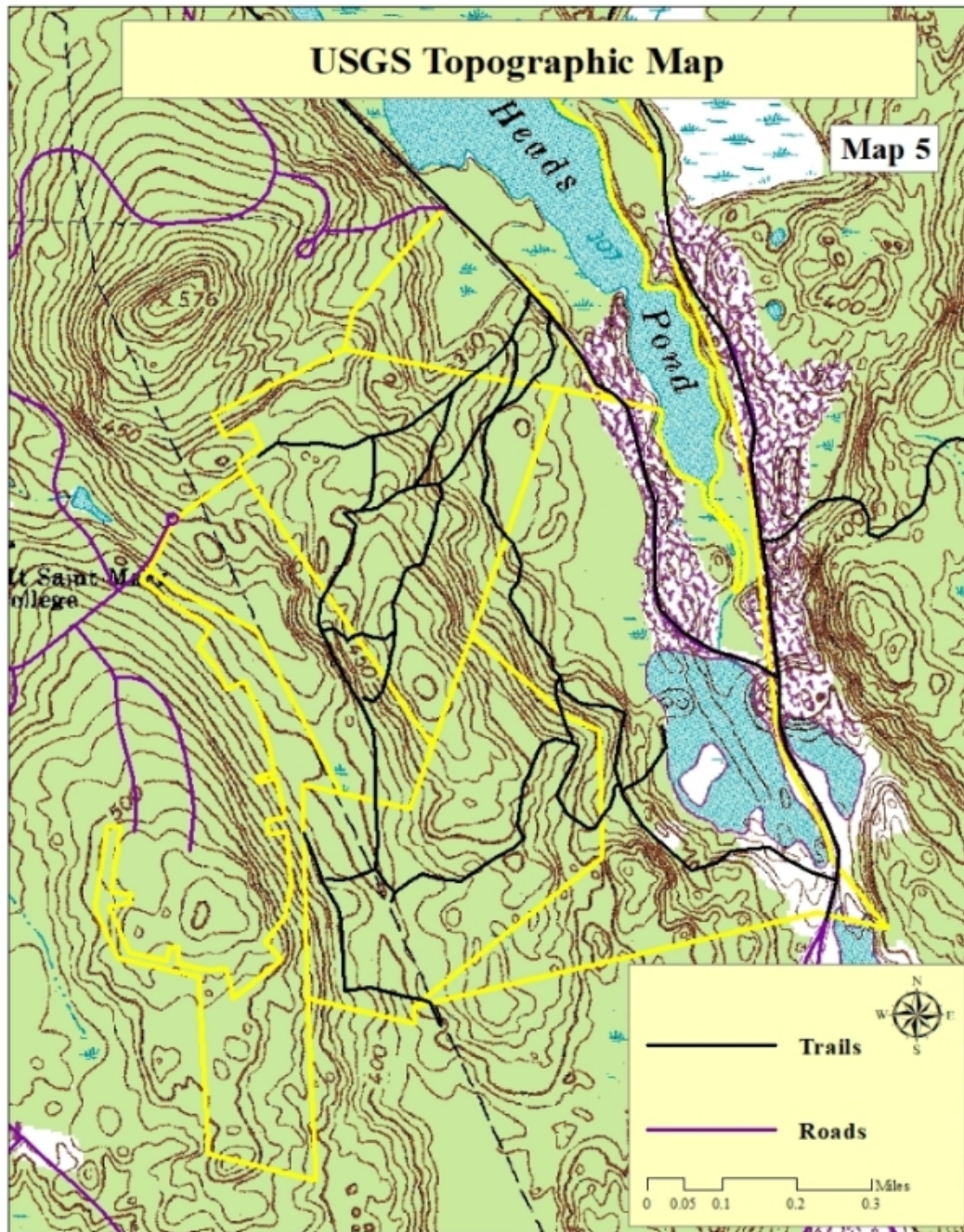
Maps

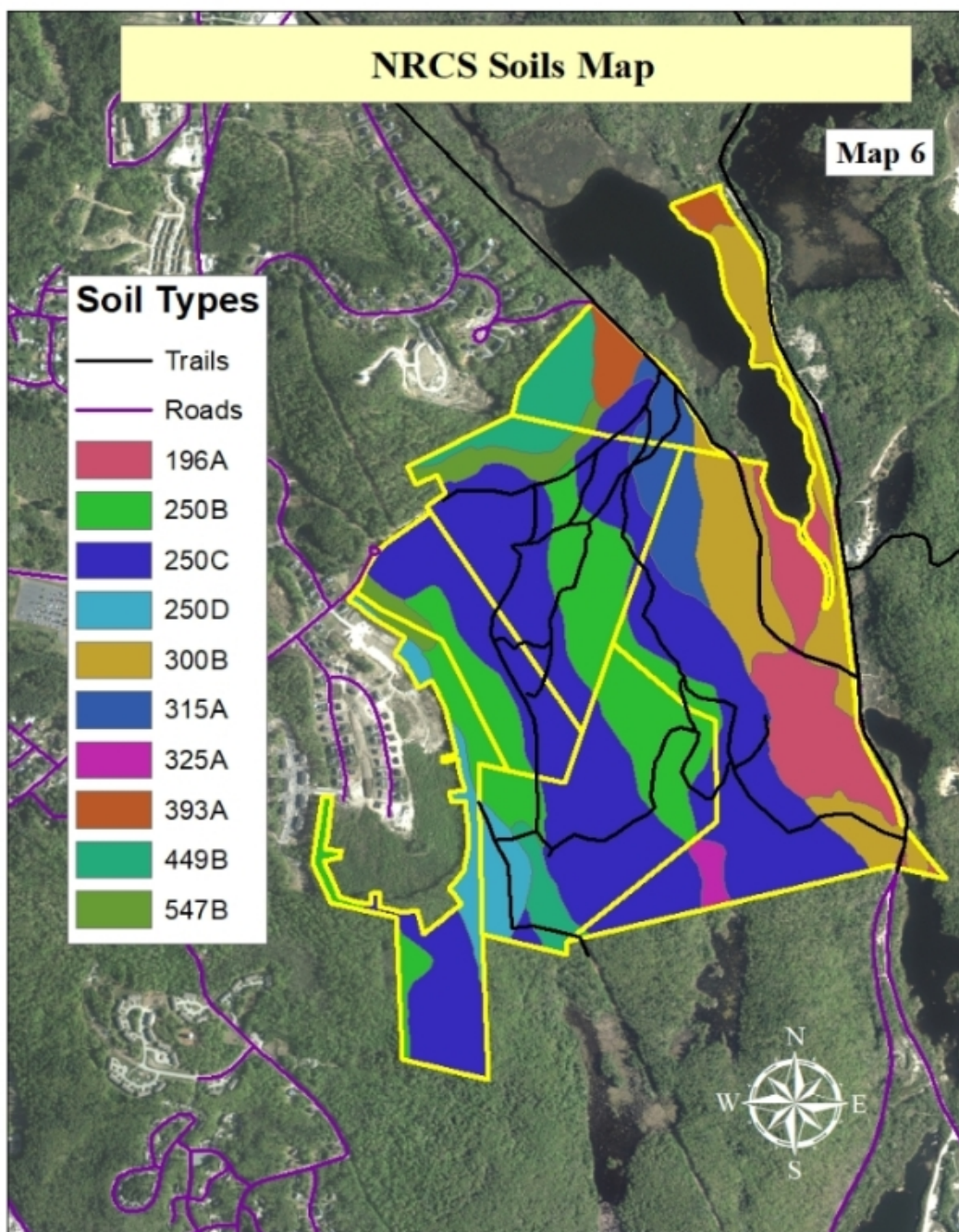




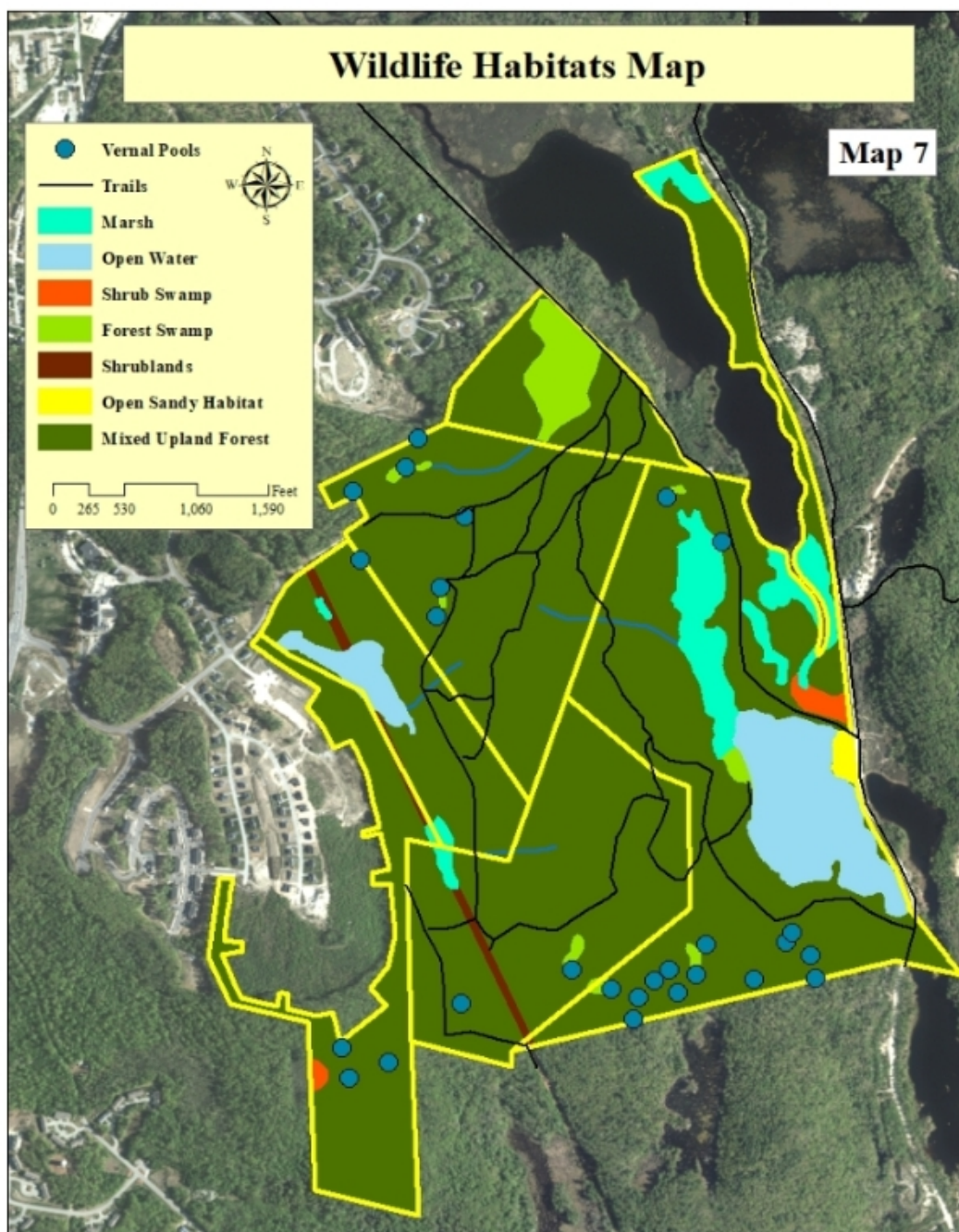


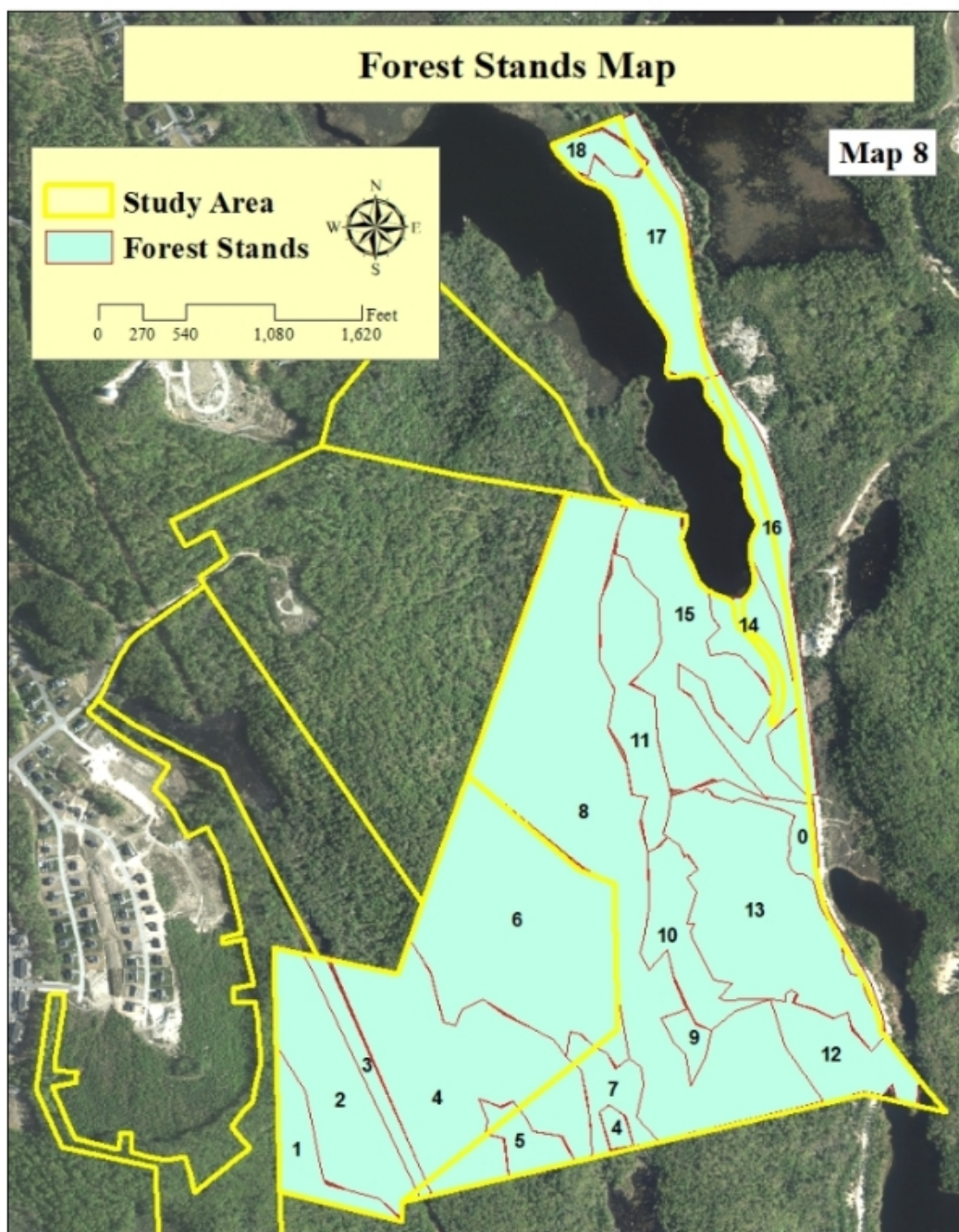


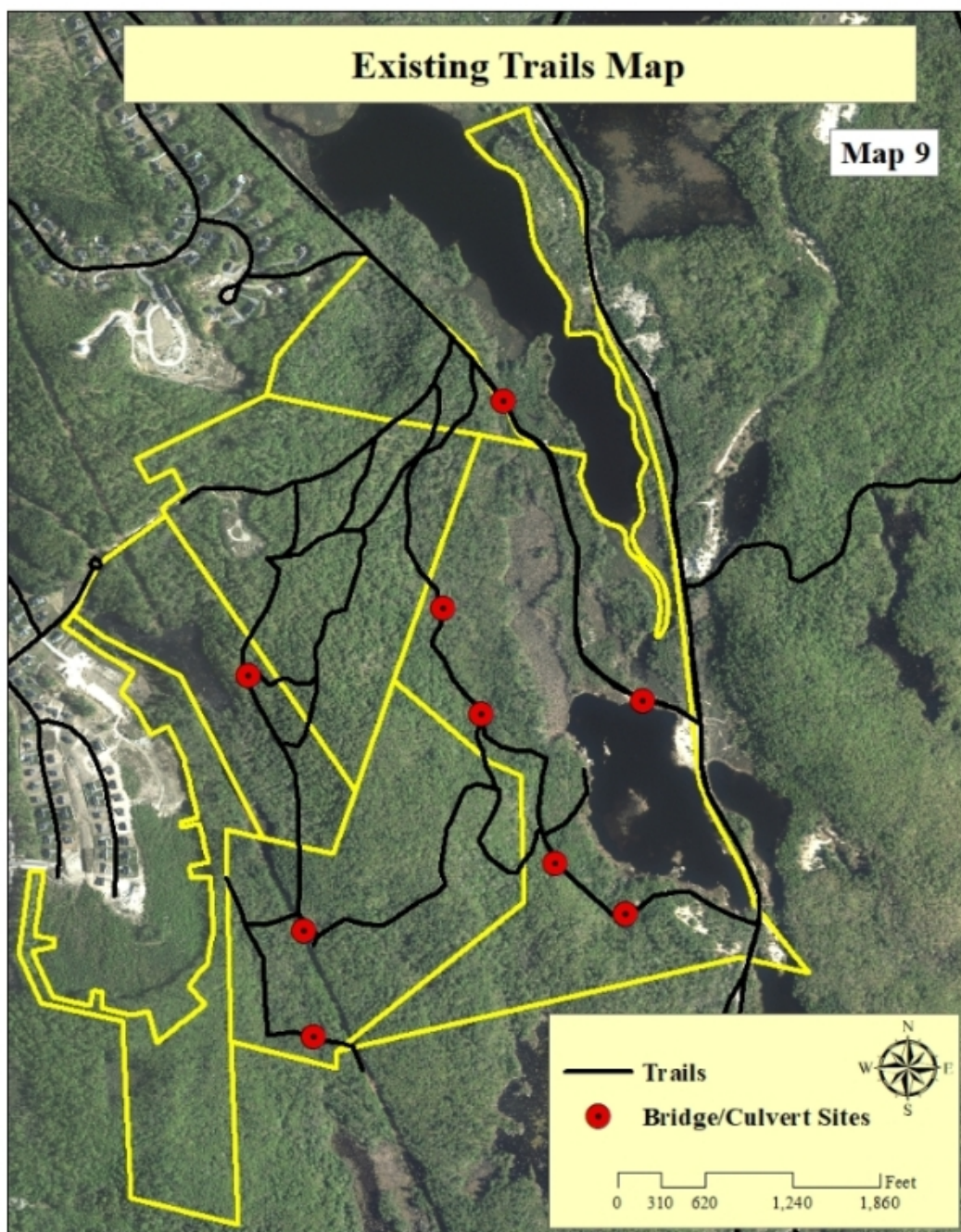




Soil Symbol	Soil Name	Drainage Class	Parent Material	Farmland Soils	Forest Soils	Acres
196A	Meadowsedge peat 0 to 1 percent slopes, ponded	Very poorly drained	organics			36.6
250B	Chatfield-Hollis-Montauk complex 3 to 8 percent slopes, very stony	Well drained	till	Local importance	IB	78.5
250C	Chatfield-Hollis-Montauk complex 8 to 15 percent slopes, very stony	Well drained	till	Local importance	IB	183.9
250D	Chatfield-Hollis-Montauk complex 15 to 35 percent slopes, very stony	Well drained	till		IB	18.6
300B	Udipsamments 0 to 6 percent slopes	Excessively drained	outwash			52.3
315A	Mashpee sand 0 to 5 percent slopes	Poorly drained	outwash		IIB	20.4
325A	Scarboro mucky fine sandy loam 0 to 1 percent slopes, very stony	Very poorly drained	organic			3.3
393A	Timakwa mucky peat 0 to 1 percent slopes	Very poorly drained	organic			8.8
449B	Scituate fine sandy loam 3 to 8 percent slopes, very stony	Mod well drained	till	Local importance	IA	23.3
547B	Walpole sandy loam 3 to 8 percent slopes, very stony	Poorly drained	organic		IIB	12.1







Appendix B

Forest Stand Descriptions

Stand 1 5 acres



- Black oak/Red maple: 8-18 inches diameter.
- The basal area is 80 square feet.
- This is a steep west facing slope.
- Immediately to the east is a new housing development.
- Soil is Chatfield Montauk Hillis complex. This is well-drained soil to the point of being droughty.
- This stand is a mixture of mature black oak, red maple, and black birch. Black oak is dominant and have the largest diameter. The stem quality is fair.
- Red maple and black birch make up the intermediate canopy layer.
- The understory is sparsely stocked with red maple.
- The black oak has full crowns. The crown closure is 75%.
- No invasive species were noted.
- There are stumps indicating logging in this stand but they are very old. The last harvesting in this stand was 45 years ago.

Stand 2 15 acres



- This is a plateau east of the powerlines.
- The soil is Chatfield Montauk Hillis complex and Scituate fine sandy loam. Both are well drained soils.
- There is a spring in the south part of the stand.
- White pine/ Black oak/ Red maple/Black birch: 8-20 inches in diameter.
- The basal area is 90 square feet.
- White pine makes up about 70% of the mature trees in the canopy, and Black oak is 20 percent.
- The balance of the forest is made up of intermediate red maple and black birch.
- The crown closure is about 75%.
- There is very little understory so the stand has an open character.

Stand 3 3 acres

- This stand comprises the powerline which is situated on a wet plateau.
- This area is managed as a permanent opening but the southern part has not been mowed in over 10 years, and there is a thicket of white pine and red maple growing in about 10 to 20 feet high.
- Invasive species: There is buckthorn thickets in the powerline especially in the wet soil and on the edges of the wet soil.
- There is a spring that is emanating in the northern part of the powerline swath, which drains to the north.

Stand 4 28 acres



- Black oak /White pine: 8-20" in diameter.
- Basal area 80 square feet
- The soil is Chatfield Montauk Hollis complex very well drained. While there is a good slope down toward Head's Pond there is little evidence of watercourses because the soil is so well drained.
- This stand is dominated by Black oak and white pine in the canopy.
- Red maple and black birch are intermediate filling in the lower parts of the canopy.
- Black oak makes up 70% of the crown and white pine 15%. Red maple and black birch make up the balance.
- The crown is 75% closed.
- The last logging was 40 years ago. There are still remnants of large white pine stumps from that harvest.
- Red maple and beech are present but sparse in the sapling stage. The forest has an open quality. With sparse sapling layer one can see a long way through the stand.
- The ground level is heavily stocked with low bush blueberry. It is such a heavy stocking that in some places, it is hard for one's feet to touch the ground.

Stand 5 --- 3 acres

Stand 7 --- 4 acres



- Both of these stands are wetland areas.
- They are lightly forested with short deteriorating red maple, black oak, white pine.
- The crowns are breaking up and the stems are poorly formed.
- The diameter is 4 to 10 inches and the basal area is below 30 square feet.
- Dead stems are common.
- Tree cavities are frequent.
- The crown cover is about 15%.
- These two swamps are covered in an impassible layer of highbush blueberry shrubs.
- Cavities are common in the deteriorating hardwood trees.

Stand 6 33 acres



- Black oak / White pine: 6-18 inches in diameter.
- 80 square feet of basal area.
- The soil is Chatfield Montauk Hollis complex very well drained.
- This stand is made up of black oak, white pine, black birch, red maple and white oak.
- 60% of the crown is dominant black oak. 25% of the crown is white pine. The balance of the canopy is red maple, black birch and white oak.
- The crown is 75% closed.
- Lowbush blueberry is common in the upper part of the stand but gets less so in the lower elevations.
- White pine was harvested from this stand 40 years ago. Large rotten stumps are still evident.

Stand 8 37 acres



- White pine / Black oak / Black birch / Red maple: 8-20 inches in diameter.
- 70 square feet of basal area.
- The soil is Chatfield Montauk Hollis Complex very well drained.
- The topography is sharply sloping with an eastern aspect. The stand is made up of short white pine and black oak with pine and hardwoods both occupying about half the canopy.
- The canopy has about 75% crown closure.
- Red maple saplings are common but sparse.
- This stand has an open character.
- This area is down near the old rail bed in the low elevation and was probably cleared for pasture.

Stand 9 2 acres



- Black Oak / Red maple / Black cherry: 2-8 inches in diameter
- 50 square feet of basal area.
- The soil is Chatfield Montauk Hollis very well drained
- The topography varies from flat to steep.
- This area is a recovering gravel pit. It was last open 50 - 60 years ago.
- The forest has an open character with few saplings.
- About 50% of the stand is made up with red maple while the rest is white birch, black cherry, and black oak.

Stand 10 7 acres



- Red maple / grey birch / black birch / white pine: 4-12 inches in diameter
- 70 square feet of basal area
- This area is a naturally reclaimed gravel pit. There are still sharp slopes which is evidence of disruption.
- Since the excavation has ceased, the forest has grown back. The stems are short and at this point noncommercial. Stem quality is poor.
- Canopy closure is about 75%

Stand 11 10 acres

- This is the largest marsh on the land.

Stand 12 8 acres

- White pine / birch / red maple: 4-8 inches in diameter
- 50 square feet of basal area.
- Patches of open canopy.
- This is also part of the reclaimed gravel pit.
- The soil is sandy and very well drained.
- This is an area of immature white pine.

Stand 13 24 acres

- This pond was part of the gravel operation. It was man made or enlarged. The banks of the pond are sand and may be excellent turtle breeding habitat.

Stand 14 9 acres

- This low brush wetland connects the south part of Heads Pond with the north part.

Stand 15 18 acres

Stand 16 10 acres

- White pine / Red maple / grey birch:
- 4-8 inches in diameter
- 50 square feet of basal area
- This is short white pine and mixed hardwood with a grassy forest floor and scattered highbush blueberries.
- Topography is level and near the water table.
- Shoreline margin on the east side of Head Pond is sandy well drained; old leftover from a gravel operation.

Stand 17 12 acres

- Shoreline margin on the east side of Head Pond
- Red maple / grey birch: 2-8 inches in diameter (within the buffer zone not merchantable)
- Topography is level.
- The soil is sandy well drained old leftover from a gravel operation.

Land owned by The Town of Hooksett, NH
158 acres East of Head Pond

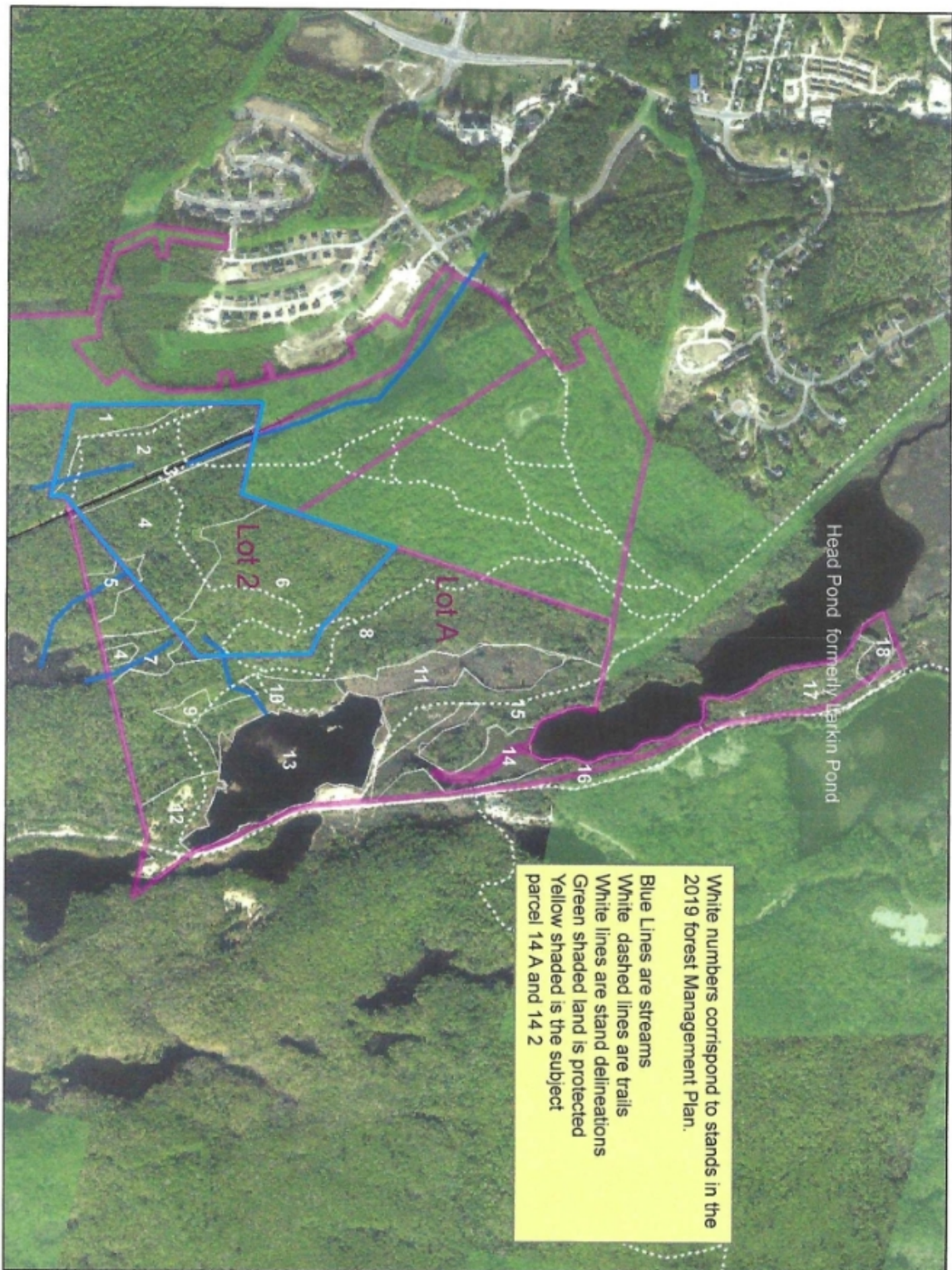
2019 Map 14 Lot A and Lot 2

	Sawlog		Pallet		Pulp		Species Value
White Pine	337	MBF			904	Tons	
	\$ 150	\$/MBF			\$ 1	\$/Tons	
	\$ 50,570	Value			\$ 904	Value	\$ 51,474
Hemlock					15.8	Tons	
					\$ 5	\$/Tons	
					\$ 79	Value	\$ 79
Red Maple	2	MBF	2	MBF	753	Tons	
	\$ 100	\$/MBF	\$ 50	\$/MBF	\$ 5	\$/Tons	
	\$ 247	Value	\$ 96	Value	\$ 3,763	Value	\$ 4,105
Paper Birch					65	Tons	
					\$ 5	\$/Tons	
					\$ 326	Value	\$ 326
Yellow Birch					17	Tons	
					\$ 5	\$/Tons	
					\$ 86	Value	\$ 86
Black Birch					490	Tons	
					\$ 5	\$/Tons	
					\$ 2,449	Value	\$ 2,449
Red Oak	24	MBF	17	MBF	76	Tons	
	\$ 400	\$/MBF	\$ 100	\$/MBF	\$ 5	\$/Tons	
	\$ 9,616	Value	\$ 1,715	Value	\$ 382	Value	\$ 11,713
Black Oak	135	MBF	62	MBF	1100	Tons	
	\$ 250	\$/MBF	\$ 100	\$/MBF	\$ 5	\$/Tons	
	\$ 33,798	Value	\$ 6,150	Value	\$ 5,500	Value	\$ 45,448
White Oak	26	MBF	14	MBF	245	Tons	
	\$ 200	\$/MBF	\$ 100	\$/MBF	\$ 5	\$/Tons	
	\$ 5,150	Value	\$ 1,354	Value	\$ 1,224	Value	\$ 7,728
Sawtimber is good quality logs							\$ 123,406
Pallet is low quality logs used to make shipping pallets or ties							
Pulp makes paper and firewood							

Timber Inventory was completed by Swift Corwin of Calhoun and Corwin Forestry, LLC 12/2/2019
36 sample points were taken using a 10 factor basal area angle guage
Plots were sampled at 450' intervals

www.swiftcorwin.com

Town of Hooksett Head Pond Map 14A and 14 2 158 acres



0 475 950 1,900 2,850 3,800 Feet

Map compiled by www.Swiftconwin.com using data from Granite including the Statewide high resolution 2015 aerial photos

Hooksett 2

MAP 14

LOT

STAND SUMMARY

11/13/2019

STAND A

Sampling Method: Variable Radius Plots

ACRES 80.0

Basal Area Factor: 10.00 25 PTS

STATISTICAL ANALYSIS

Confidence Interval	80%	BA	TPA	DBH	VOLUME PER ACRE	
					MBF	TONS
Average		58.8	134.8	8.9	3.15	21.66
Sampling Error		9.3%	12.0%		29.9%	11.2%
Probable Lower Limit		70.2	156.2		2.21	19.24
Probable Upper Limit		84.6	198.6		4.10	24.09

SPECIES COMPOSITION

	BA		TPA	AVG DBH	AVG MHT	VOLUME PER ACRE		TOTAL STAND VOLUME	
						MBF	TONS	MBF	TONS
	58.8		134.8	8.9		3.15	21.66	252.38	1,733.00
White Pine	17.2	29.3%	30.8	10.1	51.2	1.73	4.83	138.46	386.44
Black Oak	15.6	26.5%	23.7	11.0	40.0	0.94	5.92	74.83	473.52
Red Maple	9.2	15.6%	37.6	6.7	28.5	0.05	4.01	4.38	320.96
White Oak	5.6	9.5%	14.2	8.5	32.6	0.22	1.99	17.21	159.02
Black Birch	5.6	9.5%	19.1	7.3	28.6		2.73		218.49
Red Oak	3.2	5.4%	4.2	11.8	42.0	0.22	0.95	17.49	76.37
Paper Birch	1.6	2.7%	3.8	8.8	30.0		0.82		65.28
Yellow Birch	0.4	0.7%	0.7	10.0	32.0		0.21		17.13
Eastern Hemlock	0.4	0.7%	0.7	10.0	32.0		0.20		15.80

T.P.A. TREES/ACRE

DBH DIAMETER BREAST HEIGHT

MHT. MERCHANTABLE HEIGHT

BA BASAL AREA IN SQ FT/ACRE

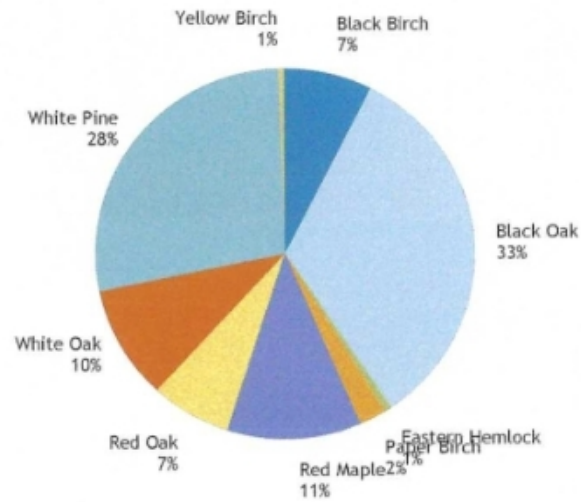
Hooksett 2

14/A

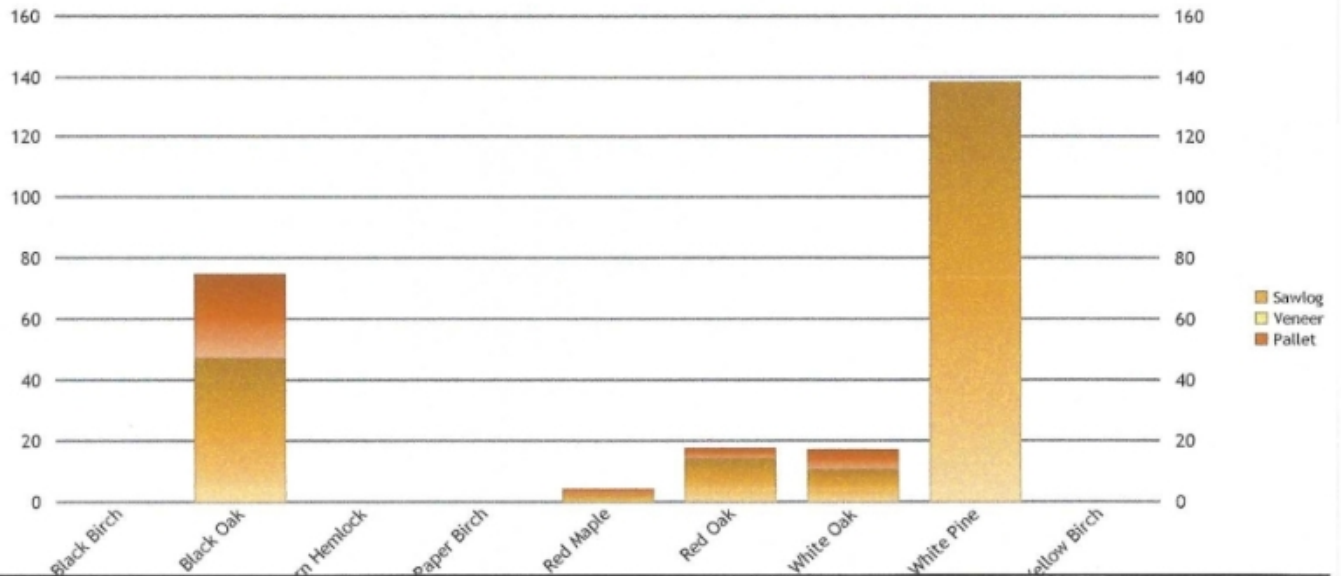
STAND SUMMARY

11/13/2019

Total Volume by Species (Tons)



Total Sawtimber by Species (MBF)



Swift Corwin
 Calhoun and Corwin Forestry, LLC
www.swiftcorwin.com
Swiftcorwin@gmail.com

Hooksett 2

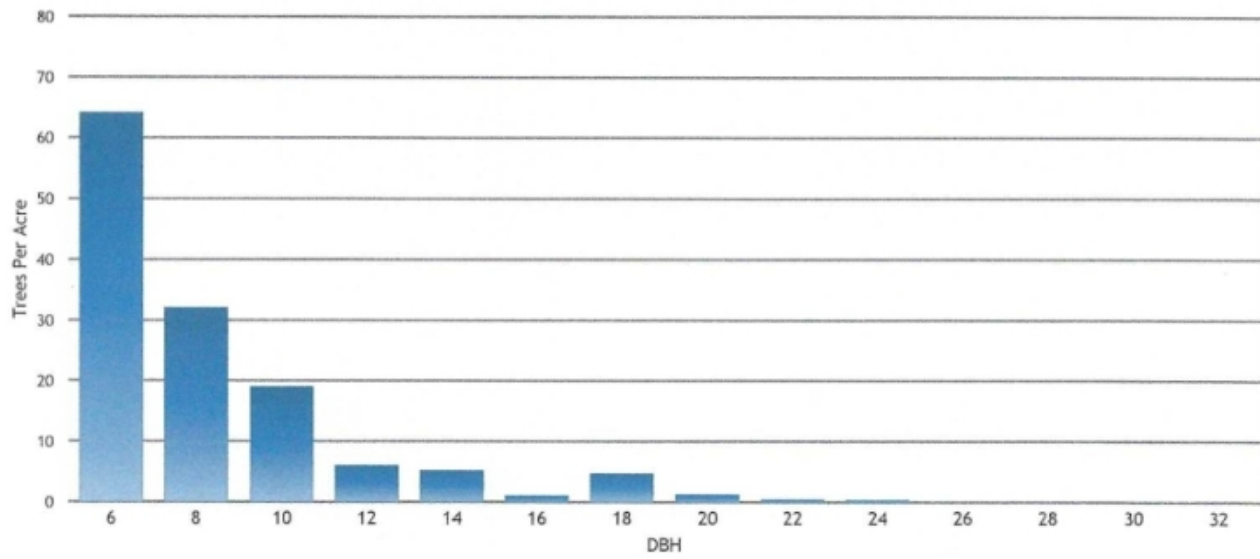
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STAND SUMMARY

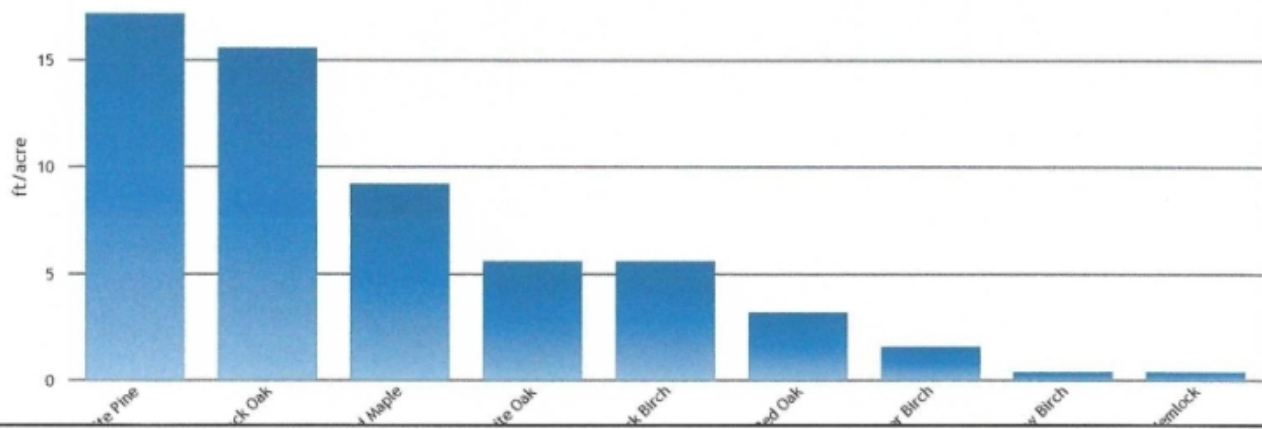
11/13/2019

Eastern

Diameter Distribution



Basal Area by Species



Swift Corwin
Calhoun and Corwin Forestry, LLC

www.swiftcorwin.com
Swiftcorwin@gmail.com

Hooksett 2

Map 14/
LOT

STAND SUMMARY

11/13/2019

STAND 2

Sampling Method: Variable Radius Plots

ACRES 78.0

Basal Area Factor: 10.00

13 PTS

STATISTICAL ANALYSIS

Confidence Interval	80%	BA	TPA	DBH	VOLUME PER ACRE	
					MBF	TONS
Average		77.3	179.2	8.9	4.70	27.83
Sampling Error		8.7%	9.9%		26.4%	8.8%
Probable Lower Limit		70.5	161.4		3.46	25.38
Probable Upper Limit		84.0	196.9		5.93	30.28

SPECIES COMPOSITION

	BA		TPA	AVG DBH	AVG MHT	VOLUME PER ACRE		TOTAL STAND VOLUME	
						MBF	TONS	MBF	TONS
	77.3		179.2	8.9		4.70	27.83	366.31	2,170.75
White Pine	25.5	32.9%	45.0	10.2	53.4	2.55	7.68	198.67	599.41
Black Oak	24.5	31.8%	40.9	10.5	38.5	1.56	8.52	121.87	664.44
Red Maple	8.2	10.6%	36.9	6.4	24.0		3.58		278.98
Black Birch	7.3	9.4%	31.1	6.5	28.0		3.48		271.21
Red Oak	4.5	5.9%	7.2	10.7	43.2	0.30	1.61	23.70	125.94
Paper Birch	3.6	4.7%	9.5	8.4	30.0		1.86		145.07
White Oak	3.6	4.7%	8.6	8.8	42.0	0.28	1.10	22.08	85.69

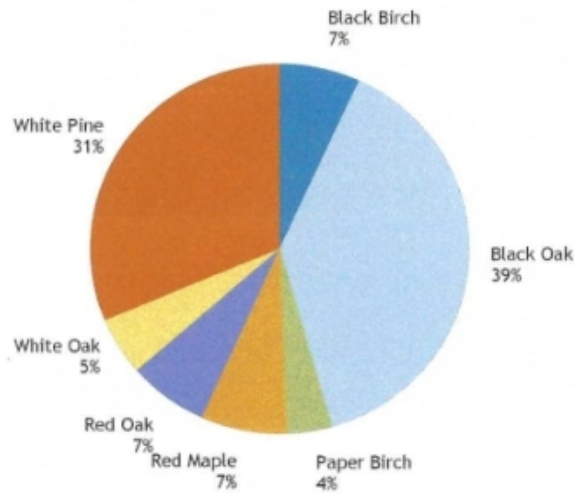
Hooksett 2

14/2

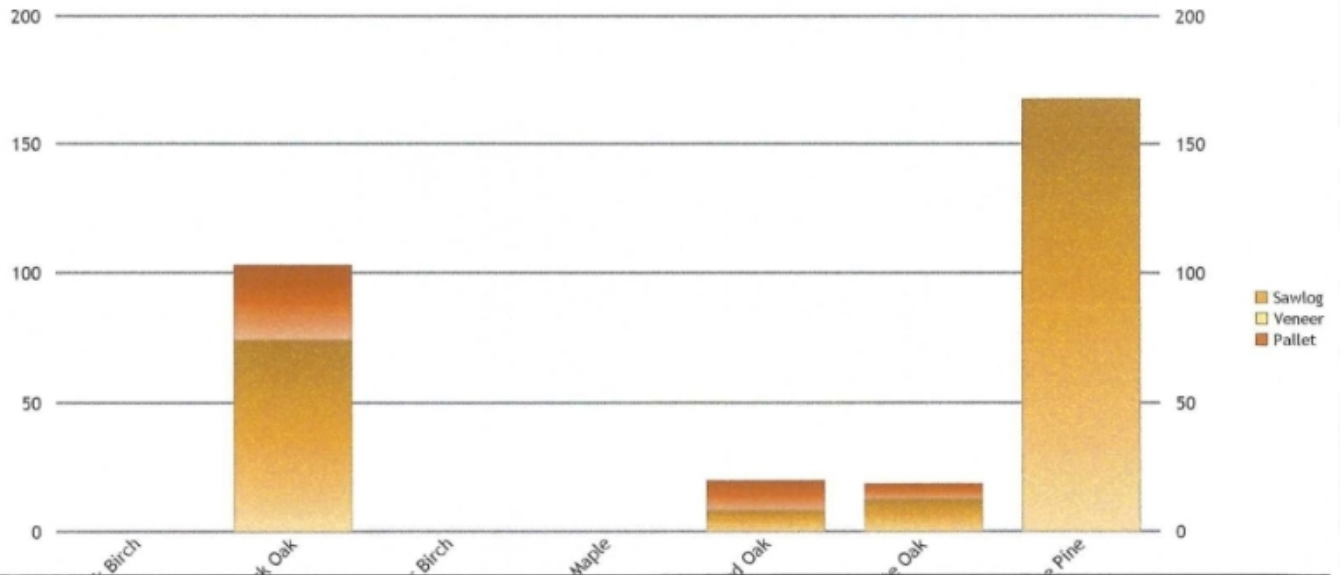
STAND SUMMARY

11/13/2019

Total Volume by Species (Tons)



Total Sawtimber by Species (MBF)



Swift Corwin
Calhoun and Corwin Forestry, LLC
www.swiftcorwin.com
Swiftcorwin@gmail.com

Hooksett 2

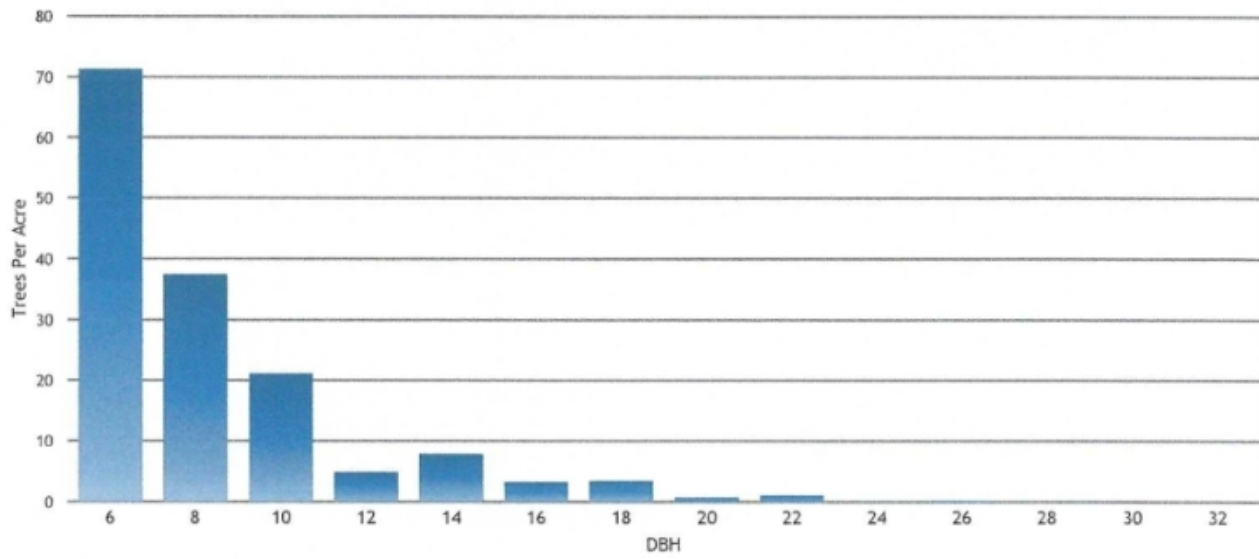
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STAND SUMMARY

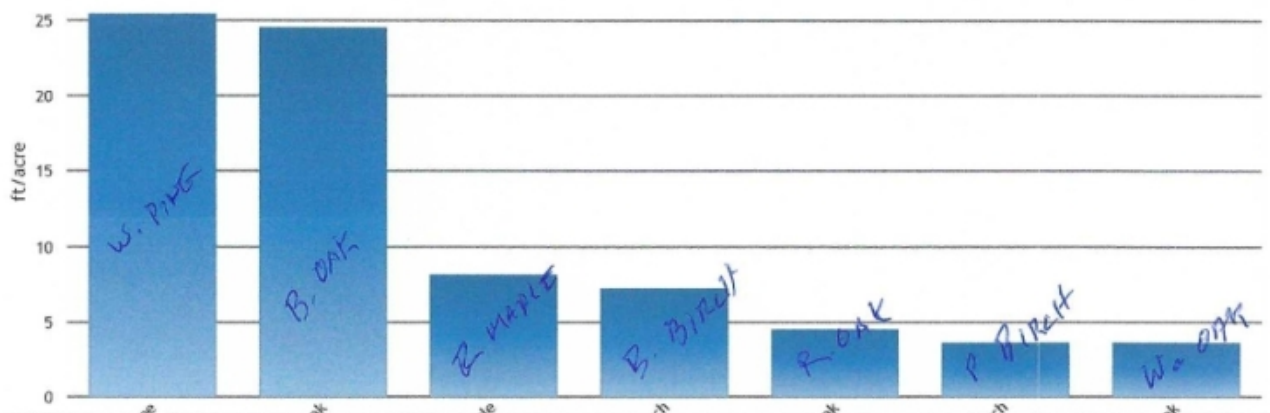
11/13/2019

Black Black Paper Red Red White White

Diameter Distribution



Basal Area by Species



Swift Corwin
Calhoun and Corwin Forestry, LLC
www.swiftcorwin.com
Swiftcorwin@gmail.com



Hooksett Conservation Commission

Town of Hooksett
35 Main Street
Hooksett, NH 03106

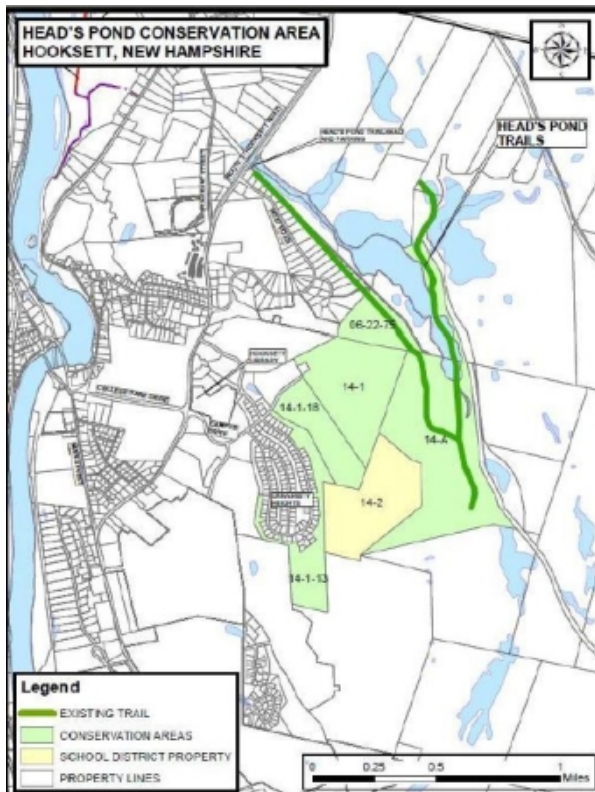
EXECUTIVE SUMMARY FOR TOWN COUNCIL

Stewardship Plan for the Head's Pond Conservation Area

The Hooksett Conservation Commission (HCC) is proposing a Stewardship Plan for the Head's Pond Conservation Area. This project developed required management activities for 438 acres of **high-value wildlife habitat, wetlands and trails**. This executive summary provides highlights of the Stewardship Plan for review and adoption by Town Council, background information leading up to the plan, and steps going forward to implement and manage this plan.

BACKGROUND

The 438-acre study area is located in the northern section of the Town of Hooksett, Merrimack County, New Hampshire. The property is accessible from Post Road in the north and University Circle in the west, as well as the rail trail in the east.



Parcels associated with Carriage Manor and University Heights are privately owned and have conservation easements. The School District property is owned by the Hooksett School District. The Town Pond property is owned by the Town of Hooksett and has a conservation easement. The study area consists of the following 4 parcels:

Carriage Manor: Tax Map 6 Lot 22-75 (28.7 acres) – Conservation Easement with Trail Right of Way deeded to Hooksett

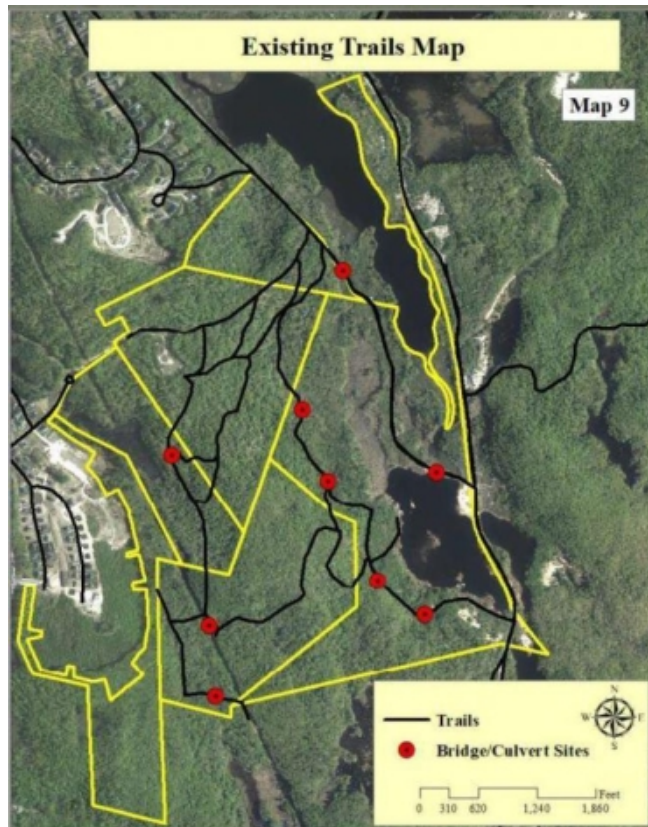
University Heights: Tax Map 14 Lot 1-13 (43.8 acres), Tax Map 14 Lot 1 (81.6 acres), and Tax Map 14 Lot 1-18 (40.2 acres)-Conservation Easement

Town Pond: Tax Map 14 Lot A (165.3 acres) – Conservation Easement

School District: Tax Map 14 Lot 2 (78.4 acres)- Controlled by School District

The HCC, in consultation with Bear-Paw Regional Greenways, selected Moosewood Ecological, LLC, to develop the Stewardship Plan for this property. Moosewood's principal, Jeffery Littleton, has over 30 years of experience in ecological research, inventory, and education and is well versed in working with conservation easements in New Hampshire. He engaged licensed forester Swift Corwin of Calhoun and Corwin Forestry, LLC, for the forestry management plan and observations. The pair previously developed the well-received Clay Pond Stewardship Plan (adopted by Council in 2015) and managed a timber harvest on the Clay Pond and Laurel Road conservation properties.

After five months of onsite property review and research from November 2019 to April 2020, this team created a draft Stewardship Plan in April 2020. On November 9, 2020, the HCC held a public meeting to review the final plan with Littleton and Corwin. About 40 residents and interested parties attended the meeting at the Hooksett Municipal Offices to formulate the vision for the use of this property, encompassing the plans four main areas: wildlife management, a forestry management, recreational use, and trails management.



TIMELINE

November 2019 – April 2020	Engaged Moosewood in the development of the Stewardship Plan
April 2020	Draft Stewardship Plan developed for HCC review
October 2020	Final draft Stewardship Plan published
November 9, 2020	Public Meeting to review proposed Final plan and solicit input
March 8, 2021	Final Stewardship Plan accepted by HCC
March 10, 2021	Adoption of plan by Town Council

NEAR TERM RECOMMENDED ACTIONS

1. 2021 Survey and mark boundaries
2. 2021 Develop rules for use and post signs
3. 2021 trail and ecological assessment-develop trail plan
4. 2022 Establish trails and prepare trail maps; install culverts and bridges

REQUESTED ACTIONs

- 1. TOWN COUNCIL ADOPTION OF HEAD'S POND STEWARDSHIP PLAN.**
- 2. AUTHORIZE HCC TO COORDINATE WITH SCHOOL DISTRICT AND IMPLEMENT HEAD'S POND STEWARDSHIP PLAN.**

Respectfully submitted,

Hooksett Conservation Commission

Cindy Robertson, Chair	David Ross, Vice-Chair
Phil Fitanides, Member	JoCarol Woodburn, Member
Deborah Miville, Member	John Pieroni, Alternate
Robert Better, Alternate	William Herlicka, Alternate
Alex Walczyk, Town Council Representative	
Leann Fuller, Staff Support	

Enclosed: *Head's Pond Headwaters Conservation Area Stewardship Plan, October 2020*
Head's Pond Conservation Area, Hooksett Public Meeting Notice November 9, 2020
Head's Pond Conservation Area, Power Point Presentation, November 9, 2020
Head's Pond Conservation Area, Public Meeting Summary, November 9, 2020

**HOOKSETT CONSERVATION COMMISSION
HEAD'S POND STEWARDSHIP PLAN PUBLIC HEARING
Monday, November 9, 2020
Hooksett Municipal Building
Town Council Chambers**

Cindy Robertson called the public hearing to order at 6:00pm.

Present: Cindy Robertson-Chair, Phil Fitanides-Member, Deborah Miville-Member, Alex Walczyk- Town Council Representative, William Herlicka- Alternate

Not Present: JoCarol Woodburn-Member, David Ross-Vice Chair, Robert Better-Alternate, John Pieroni-Alternate,

Staff: Leann Fuller, Administrative Assistant

Other: Swift Corwin, Calhoun and Corwin Forestry, Steve Couture, Bear-Paw Regional Greenways Consultant

Cindy Robertson began the presentation. Cindy introduced herself, the Conservation Commission members, and Swift Corwin. The Conservation Commission had Moosewood Ecological and Calhoun and Corwin Forestry create the Stewardship plan. The Conservation Commission did review a draft of the Stewardship plan and commented on it. The School Board also had their chance to review the Stewardship plan and comment on it as a piece of property included in the Stewardship Plan is owned by the School District. The Head's Pond trail is the main portion of what people know about the property. These properties consist of 438 acres between the 4 parcels. The four parcels are known as Carriage Manor, Town Pond, University Heights, and the School District. These properties border Manchester Water Works and Bear-Paw conserved land in Clay Pond. The Clay Pond Conservation Area does connect to Bear Brook State Park.

Swift Corwin introduced himself and what his part of the Stewardship Plan was. Jeff Littleton's expertise is understanding the ecological systems and Swift's part is to quantify the forest and the resources. Swift's process is to study the maps and then walk properties in a grid and take a series of sample points and discover what the species and composition of the forest is and how it is being used. It is a very heavily used area. The trail brings a lot of people in from the Route 3 parking lot. Swift did not study the trail usage but every time he was out there, he encountered a lot of people. The trail is very well designed for that amount of traffic and beautiful especially with the full effect of the pond. There are a number of trails that go up the hill. They are not necessarily walking trails, it is being used by bikers, motorcycles, and four wheelers. The forest itself is a product of historical use. There are not many stone walls and not used as agricultural land. It is an old forest. The last time it was logged was about 30-40 years ago. The soil is not particularly fertile. The trees are healthy and full crowned, but it is not a dynamic forest. There is not a lot of white pine or black oak or species that are in the overstory coming into the understory replacing the forest as it sits but the overstory is perfectly healthy. Given the amount of usage on the property and the way people are walking through it and using it, Swift's recommendation was to not engage in a lot of active forest management like logging but manage the property for people and the trails. The tradeoff of doing this is that it will influence wildlife because of human traffic and the property. It is a valuable piece of property from a wildlife standpoint. There is also a bare sandy ground which is excellent breeding ground for turtles. Then as you move up the slope, the soils are very well drained which bears a lot of rock and ledge and drains fast. The upland area is primarily black oak and white

Conservation Commission November 9, 2020

pine and that carries all the way to the west border. The west border is a new housing development. From a people management standpoint, the primary issue on this piece of property is to develop some rules for use and to figure out how the land is going to be used.

Cindy Robertson clarified that this would take years. The estimated timeline provided was that in 2022, they hope to establish trails and trail maps. The goal for the public hearing is to look for input about how the property should be maintained. There is a strong interest in mountain bike trails in Hooksett. Rules are the first step. On other Conservation lands, motorized vehicles are not allowed as they cause damage to the land. That prohibition will continue on this property but again, we are looking for public input.

PUBLIC INPUT:

Comment #1: Four wheeler and motorcycle use has increased, and it has driven away the wildlife. Barriers that were installed have been broken through.

Comment #2: There was a statement made that this is the largest contiguous property in southern NH. Are there any similar towns that had this but lost it?

Swift Corwin answered that there used to be larger parcels in Southeastern NH.

Comment #3: Since it is unique, when talking about the land and how the forest isn't growing back quickly and a trail is cut, the forest won't regenerate or recover quickly.

Swift Corwin concurred with that statement. Attention must be paid to the use that will have lasting impacts on the property.

Mike Horne, Kiwanis: Back when Head's Pond trail was approved, the grant was under the condition that the Head's Pond trail will be non-motorized. That is on the trail itself.

Phil Fitanides, Conservation Commission Member, asked what types of provisions there are for logging?

Swift Corwin is not recommending logging. These properties seem to be more of a recreation area then an area where logging is appropriate. The forest is going to take care of itself as long as the soil is there. The soil must be protected.

Comment #5: Fish and Game have concerns about mud holes being expanded.

Comment #6: The tracks from motorized vehicles have become very deep. There is spray paint on rocks all the time, which is not attractive. It ruins pictures. There is probably Increased shenanigans because of COVID. How can that be changed?

Cindy Robertson stated that spray paint is a tough subject to control.

Comment #7: A main issue is dogs being leashed.

Cindy Robertson clarified that dogs are required to remain leashed on the trails. Swift also mentioned that it is provision on the sign.

Comment #8: Where University Circle is there are barricades but no signage. The sooner the signs go up, the better.

Mike Horne, Kiwanis: When Kiwanis received the trail rights, the rocks got moved by people. In the woods trail, the ruts are getting deeper and deeper.

Comment #9: Who polices the area?

Swift Corwin: That is a Hooksett problem.

Comment #10: Who polices the barriers?

Swift Corwin clarified that it is a problem. It is important is to develop a policy for the property, how it is going to be used, who is going enforce it and make rules that can be enforced. There should be a group authorized to make those rules.

Comment #11: Doesn't state law say that you can't ride any and everywhere?

Cindy Robertson is not an ATV rider and can't recite the rules, but riders are supposed to know whose land they are on. Swift Corwin added that signs are important. Cindy Robertson would like signs at the School property as there is a lot of activity there. Before signs are installed, policies must be created. Swift Corwin also recommended that property lines are marked. It can be confusing as to whose property it is out there.

Comment #12: Fish and Game have been policing it. They have been trying to catch them.

Cindy Robertson clarified that most of the Conservation Easements do not permit motorized vehicles. The School property is a different story as that is up to them what they want to allow on their property. Swift Corwin recommends a sign saying, "The use of this property is under review, until further notice no motorized vehicles are permitted."

Comment #13: Quote state law on the signs regarding ATV use.

Comment #14: Is there connectivity to the Bear Brook trails?

Swift Corwin answered that there is a path on the east side of Head's Pond coming off of route 3, it is a gravel road and then off of that gravel road, there is a trail that goes to the east and goes all the way to Clay Pond area and then connects to bear brook.

Comment #15: Is that ATV accessible?

Steve Couture, Bear-Paw Regional Greenways, answered No. The Town Council agreed that ATV's are not allowed on Chester Turnpike, State Properties, or Town properties.

Comment #16: Is that all motorized vehicles?

Cindy Robertson clarified that in the Chester Turnpike area, it is referring to ATV's. Chester Turnpike turns into a Class VI road and it has been closed to ATV's. Vehicles can drive on Chester Turnpike as it is a road and there are residences out there. The conservation properties do not allow ATV use either.

Swift Corwin clarified that Clay Pond is a lot less intensively used. It is much more remote.

Phil Fitanides, Conservation Commission member, asked what restrictions there are for logging as that requires motorized vehicles.

Steve Couture clarified that it is a specified allowed activity.

Bill Herlicka, Conservation Commission Alternate, the Merrimack Riverwalk Trail required a plan and was built. However, it never had a plan for mowing and this year, the Town saw the effects of that. Currently, the Conservation Commission is trying to create a plan to understand that aspect of the land. Is there something specifically important that should be looked at? This is a great opportunity to ask that.

Comment #17: What would maintenance involve?

Swift Corwin hopes to avoid a situation where a lot of maintenance is to be done. If the ATV's stay off the property, maintenance will be minimal. If they remain out there, mediation will have to take place. Cindy Robertson mentioned that Kiwanis maintains the Head's Pond trail. Recently, they installed some extra gravel.

Comment #18: Maintenance will be based on the use.

Cindy Robertson stated that the use will drive the maintenance of it. For instance, the Merrimack Riverwalk Trail was mowed on the sides by DPW to keep it wide.

Steve Couture specified that if Mountain Biking is being considered, then the Conservation Commission would have to consider who will create and maintain those trails. They are much different than hiking trails.

Swift Corwin clarified that the New England Mountain Bike Association has a model for trails.

Comment #19: Is hunting allowed?

Cindy Robertson stated that hunting is allowed on Conservation land. The hunter must be licensed through NH Fish and Game, which requires they take a course and follow the rules.

Comment #20: Will the haul road be eliminated?

Cindy Robertson stated no.

Comment #21: There are a lot of trails in there.

Swift Corwin clarified that those are from residents making their own trails.

Comment #22: Make sure it is accessible. There is no need for Mountain biking as Bear Brook has the best trails. Create some accessibility for fishing as it is a good hike to Head's Pond or out to Dube's Pond.

Comment #23: How will the School property impact this?

Swift Corwin and Cindy Robertson did present the plan to the School Board. They couldn't wrap their head around it at the time. The property is useless to them.

Steve Couture clarified that the School property was part of the negotiations with Manchester Sand and Gravel when they were developing the plan for about 400 residential homes and Hooksett was sending children to Manchester. In the easement with Manchester Sand and Gravel, there is specific language for access. Without car access, there is not much that can be done for fishing access. To get to Dube's Pond from that end, crossing Manchester Sand and Gravel's property is required and that is prohibited.

Comment #24: The land the School owns is landlocked?

Cindy Robertson stated that initially, when the Conservation Commission began looking at the properties, the School Board's biggest concern was liability. This property won't be the exact same, but it will be up to them to decide the policy for their property.

Steve Couture clarified that they may not realize they have a significant liability with ATV's being on their property.

Comment #25: The best business practices is to stay consistent with all properties.

Swift Corwin mentioned that an action item talked about in the plan is to mark the property lines and come up with the appropriate rules at the trailheads. Cindy Robertson also stated that the Conservation Commission has discussed being consistent across all properties. The first step is to establish rules, mark properties and post signs.

Comment #26: What is the next step?

Cindy Robertson reiterated that there needs to be rules and policies in place, signage installed, and boundaries marked. Then develop ideas and trails.

Swift Corwin recommended a trail survey with game cameras. That will provide a feel for how much of a problem there is out there. First thing is to post the property lines and with rules.

Comment #27: Is there an issue with liability if residents decide to go out and try to fix some issues on the trails?

Steve Couture stated yes and no. The terms of the Conservation Easement must be met. There are specific requirements. If not done in the right way, legally, the Town is liable to fix it. It would be great to have a formal trail group, which happens in other communities then there would be projects identified.

Cindy Robertson stated that everyone is volunteers and there are a lot of projects in town.

Public hearing ended at 7:00pm.

Minutes respectively submitted by

Leann Fuller

Administrative Assistant

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

Conservation Commission

Explore. Protect. Reconnect.

Hooksett, NH
March 2021



Head's Pond Conservation Area Stewardship Plan

Route 3 and Post Road

Stewardship Plan Authors

Also co-wrote the Clay Pond Stewardship Plan

- Jeffry N. Littleton, Principal Ecologist, Moosewood Ecological, LLC
- 30 years of experience in ecological research, natural resources inventory, and education
- Extensive experience working with conservation easements in NH
- Swift Corwin, Licensed Forester in NH for over 30 years
- Develops and implements forest management plans to complement trail development and to protect and enhance wildlife habitats
- Partner with Calhoun and Corwin Forestry, LLC

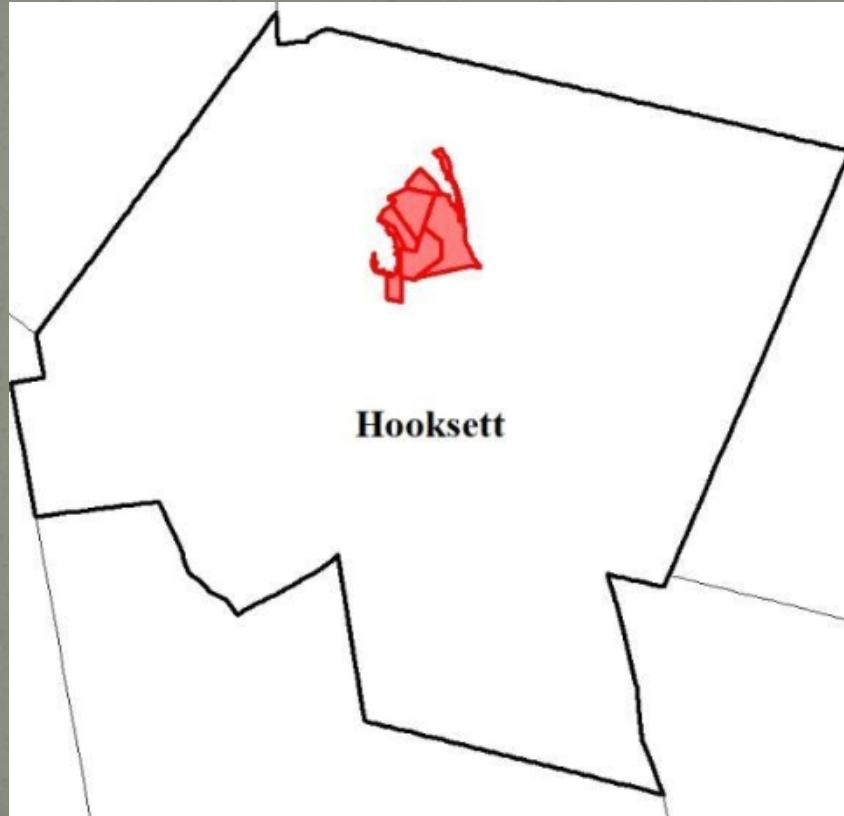


Head's Pond Conservation Area

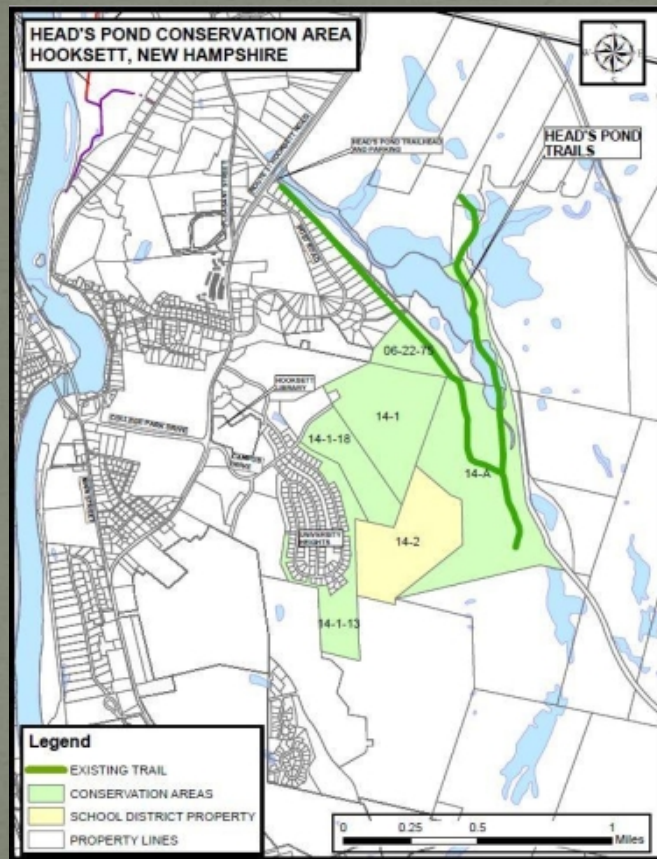
- 438 acres of conservation land
- Conservation easements are held by the Town for:
Carriage Manor University Heights
Town Pond The School District
- More than 19,500 acres of unfragmented natural habitat, the largest in southern NH
- Stewardship Plan has been drafted and Public Meeting was held on November 9



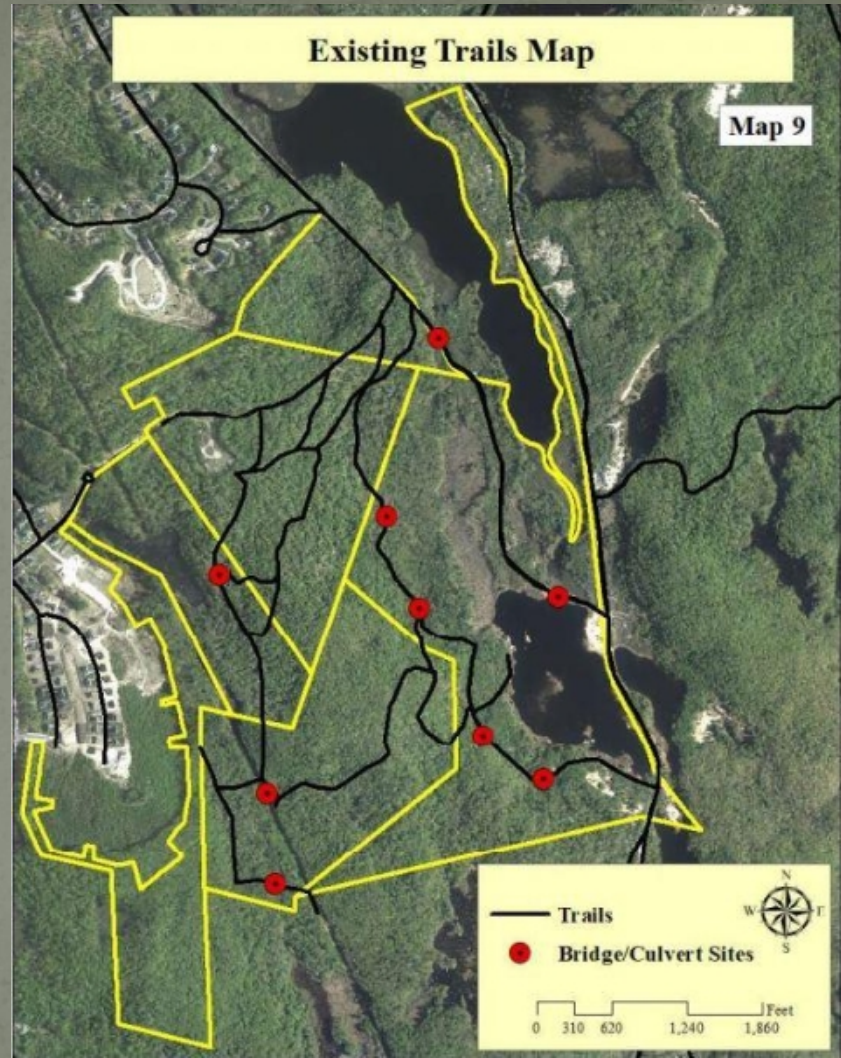
Head's Pond Conservation Area Location



Head's Pond Conservation Area



Head's Pond Trail Map




Public Meeting on Nov 9

- About 30 attendees
- Reviewed Stewardship Plan and received feedback
- Public meeting notes can be found on our website at <https://www.hooksett.org/node/56/minutes/2020>
- Trails have moderate to heavy use and are surrounded by residential areas (so this area receives a lot of interest)
- Trail network is extensive to the south and east

Hooksett Public Meeting

Head's Pond Conservation Area



Shaping Hooksett's Future

The Head's Pond Conservation Area contains one of the most popular and scenic trails in Hooksett. Join the Conservation Commission at the Town Hall to discuss next steps for the stewardship plan on this vast protected area.


Topics: Trails, land management, wildlife habitats, low impact recreation, parking, restrictions, and protection of natural resources.

Presenters: Cindy Robertson, Hooksett Conservation Commission Chair
Jeffrey Littleton, Moosewood Ecological, LLC
Swift Corwin, Calhoun and Corwin Forestry

November 9, 2020
6:00-7:00 PM

Hooksett Town Hall
35 Main Street
Hooksett, NH 03106

For more information:
Leann Fuller
Phone: 603-268-0279
www.hooksett.org



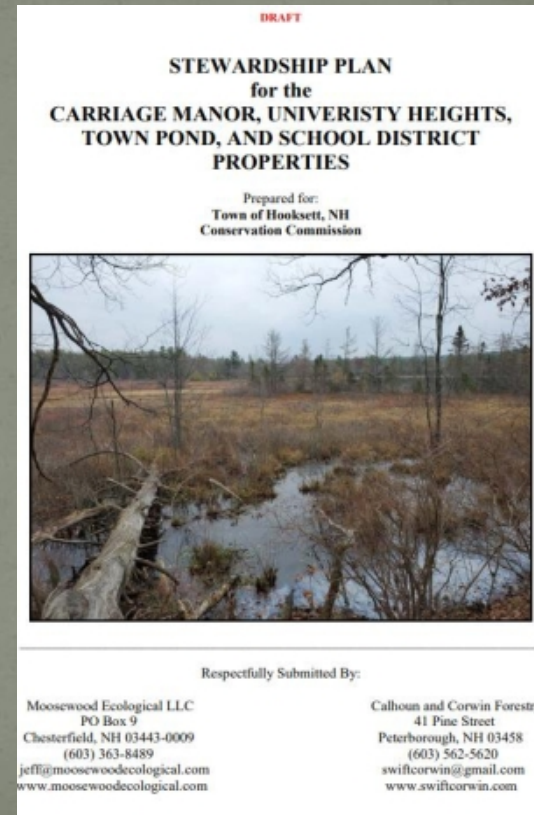
- 438 acres of conservation land located in north Hooksett.
- Properties include Carriage Manor, University Heights, Town Pond, and the School District.
- Accessible from Post Road and Route 3.

*Attendees are asked to wear a face mask and practice social distancing.
For a preview of the Stewardship Plan, see www.hooksett.org/conservation-commission.*

HOOKESETT CONSERVATION COMMISSION
EXPLORE. PROTECT. RECONNECT.

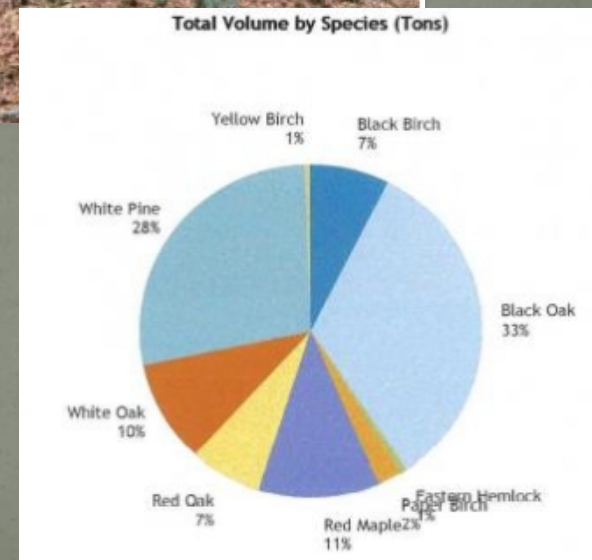
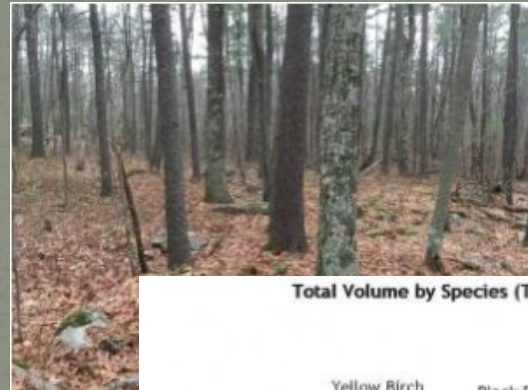
Summary of Recommendations

- Conduct a thorough assessment of wildlife habitats; monitor species of conservation concern
- Protect wetland habitats and direct trails and traffic away from vernal pools and nesting sites
- Clearly mark property boundaries



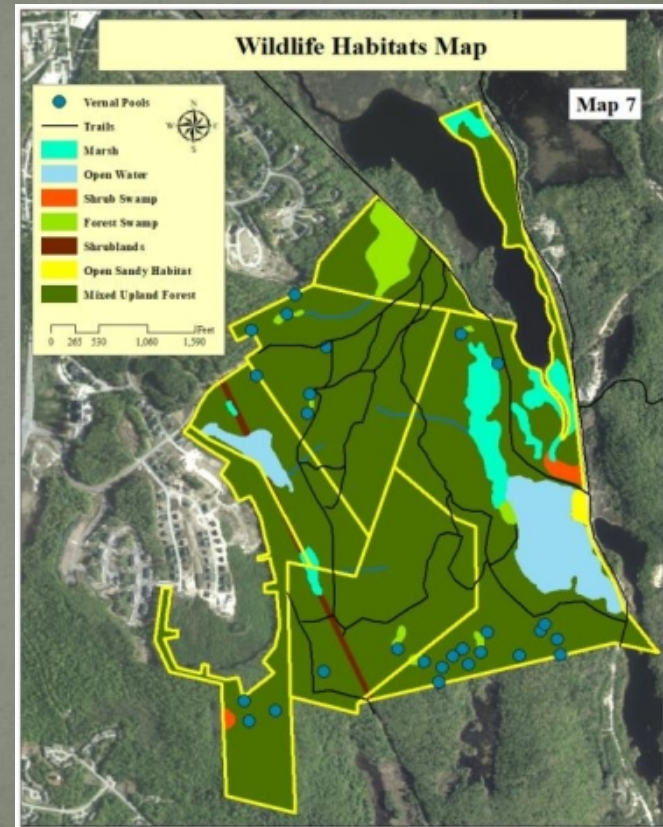
Summary of Recommendations

- No timber harvesting for 10 years due to light density of forest stands
- Clear debris and manage invasive species
- Logging should focus on improving biodiversity and minimize stream crossings



Summary of Recommendations

- Conduct a trail use study, current use is walkers, bikers, pet-walkers, and ATVs
- Develop and maintain trails
- Identify parking and entry areas
- Document rules and place signage
- No ATVs or other motorized vehicles on property due to erosion and wildlife sensitivity





Conservation Commission Blog:

<https://hooksettconservationcommissionblog.wordpress.com/>



Thank You!

Hooksett Conservation Commission

Explore. Protect. Reconnect.

Photo credits: Steve Andrews, Swift Corwin

March 2021

Town Council

STAFF REPORT



To: Town Council
Title: Award contract to telephone service provider
Meeting: Town Council - 10 Mar 2021
Department: Finance
Staff Contact: Christine Soucie, Finance Director

BACKGROUND INFORMATION:

The Town's current contract with Otelco for telephone service is expiring on March 23, 2021. Otelco has notified the Town that they will no longer be supporting NH POTS lines, which means the Town will need to select a new vendor. The Town received the following bids for telephone services on February 25th:

<u>Bidders</u>	<u>Term Length</u>	<u>Non-Recurring costs</u>	<u>Monthly costs</u>
Brandywine	3 and 5 years	\$1,750.00	\$2,640.00
Consolidated Communication	3 year	\$3,750.00	\$2,348.00
Consolidated Communication	5 year	\$3,750.00	\$2,152.32
TSE Digitalvoice	3 and 5 years	\$5,622.00	\$2,132.90
Stratus Telecom - Option 1	not stated	\$1,411.00	\$2,384.53
Stratus Telecom - Option 2	not stated	\$1,530.60	\$2,224.53
Stratus Telecom - Option 3	not stated	\$12,036.55	\$3,595.98

Police, Fire, Administration and Finance will review all proposals and check references to bring a recommended vendor and solution to the Council on March 10th.

FINANCIAL IMPACT:

The Town currently pays \$2,400 a month for telephone service, which means the monthly costs for most of the proposals will be within budget. The non-recurring costs, which was not budgeted for, will come from the operating departments.

Town Council

STAFF REPORT



To: Town Council
Title: Quarterly Financial Report as of December 31, 2020
Meeting: Town Council - 10 Mar 2021
Department: Finance
Staff Contact: Christine Soucie, Finance Director

TOWN ADMINISTRATOR'S RECOMMENDATION:

Finance Director to provide Quarterly Financial report update

ATTACHMENTS:

[Quarterly Financial Report for December 31, 2020](#)

Quarterly Financial Report for December 31, 2020

SECOND QUARTER OF FY 2020-21

UNAUDITED

COVID 19 Impacts

The Town has been awarded seven grants related to the COVID-19 pandemic for a total of \$840,567 as of February 2, 2021.

Direct expenses related to COVID-19 for the Town's operating budget last year (FY 2019-20) was \$289,161 and for the current budget (FY 2020-21) as of February 2, is \$243,336.

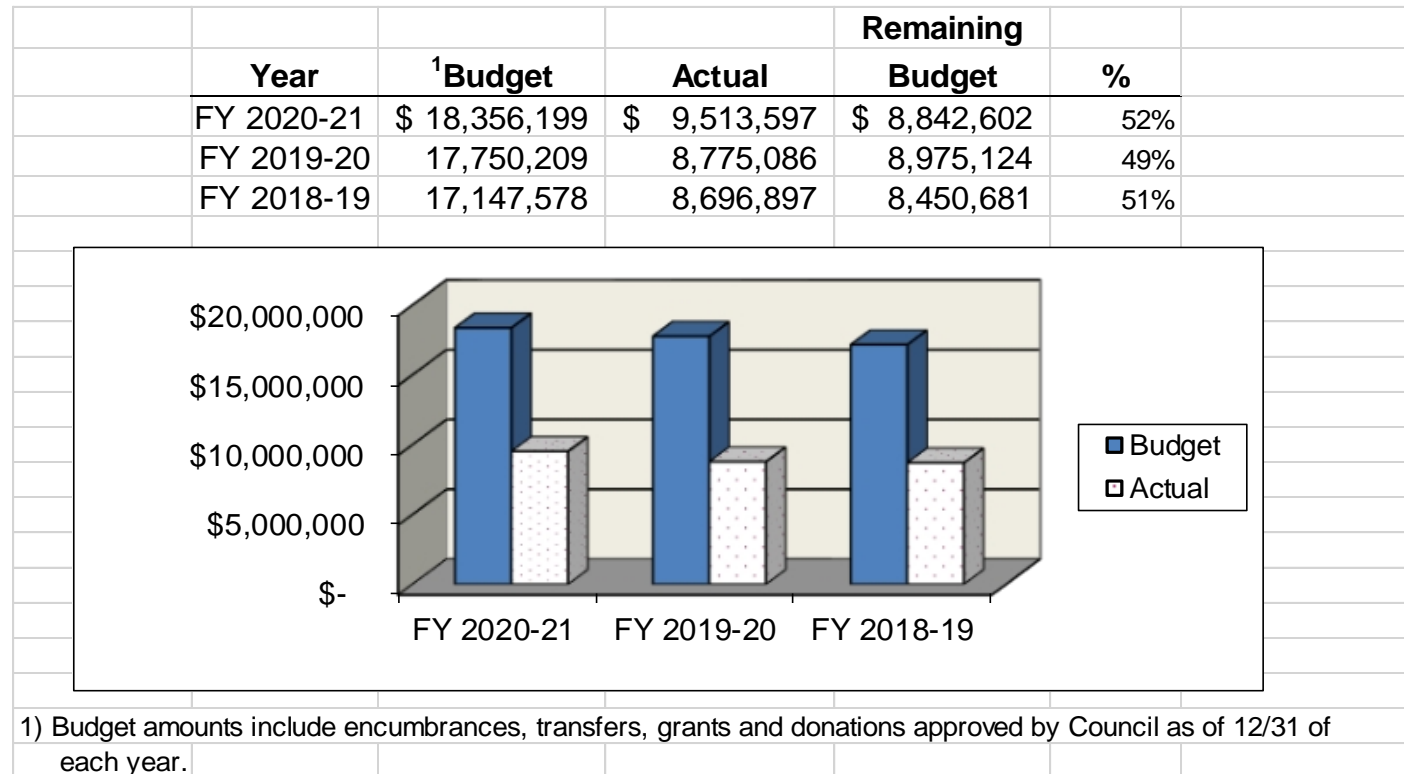
Library, Wastewater and the Ambulance fund have received \$83,221 to date.

Amounts remaining are \$79,116 from DOJ and 75% of allowable cost from FEMA, both to be used for PPE, overtime and other emergency services related to COVID-19.

The Town anticipated a reduction in revenues for FY 2020-21 in the amount of \$320,000, largely due to the drops in interest rates and in State revenues.

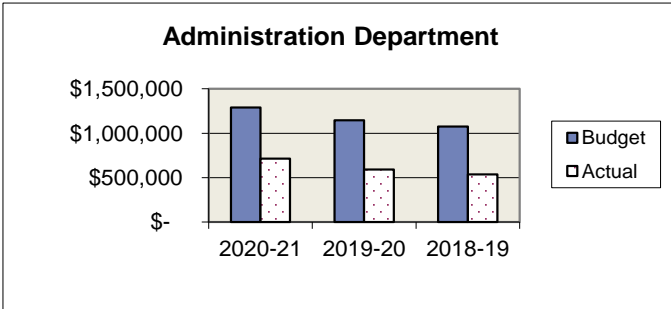
Collection rates for property taxes remains the same as last year, having collected 93% as of December 31st.

General Fund Operating Budget



Administration Department Expenditure

Administration Department			
Year	Budget	Actual	%
2020-21	\$ 1,290,140	\$ 715,376	55%
2019-20	1,146,823	590,650	52%
2018-19	1,075,943	538,326	50%



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

The budget and spending have increased in FY 2020-21 largely due to staff changes and COVID-19 costs.

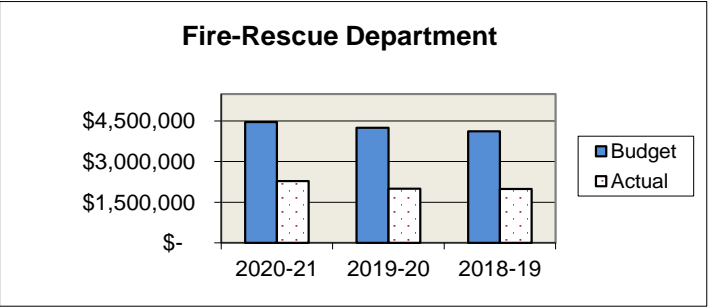
FY 2018-19 was a default budget year, but did include about \$60,000 for encumbrances related to IT projects.

As of December 31th the legal line was 61% spent. This compares to December 31, 2019 when the legal line was 52% spent.

The FY 2020-21 department's budget received \$72,658 in grant funding to offset COVID-19 expenses as of this report and another \$2,585 was received in January.

Fire-Rescue Department Expenditure

Fire-Rescue Department			
Year	Budget	Actual	%
2020-21	\$ 4,467,158	\$ 2,278,706	51%
2019-20	4,255,331	1,999,080	47%
2018-19	4,120,634	1,985,029	48%



Over the last three fiscal years, this budget has increased \$346,524 or 8%. This increase is largely due to a 5% increase in wages and overtime; a 0.5% increase in both the employer share of NH Retirement and health insurance costs and another 2% increase in general operations for items such as hydrant rentals, vehicle maintenance and new equipment.

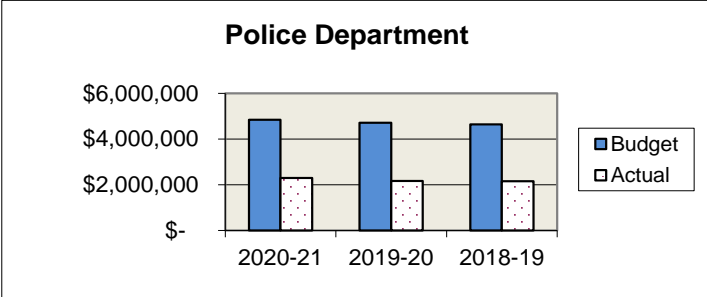
Spending is just above the December's benchmark of 50%. Beginning in March of 2020, all open shifts are being filled with overtime due to COVID-19, which requires extra time to transport patients and disinfect the ambulances and equipment.

Included in the FY 2020-21 department's budget is \$64,942 in grant funding to offset COVID-19 expenses with another \$63,049 will be added in January.

Police Department Expenditure

Police Department			
Year	Budget	Actual	%
2020-21	\$ 4,840,784	\$ 2,291,660	47%
2019-20	4,709,950	2,162,461	46%
2018-19	4,640,410	2,150,656	46%

The overall increase in the Police budget for the last three fiscal years was just over \$200,374 or 4%. Wages and overtime increased 3%; health insurance has increased 0.5%; employers share of retirement has remained level and general operations increased 0.5%.

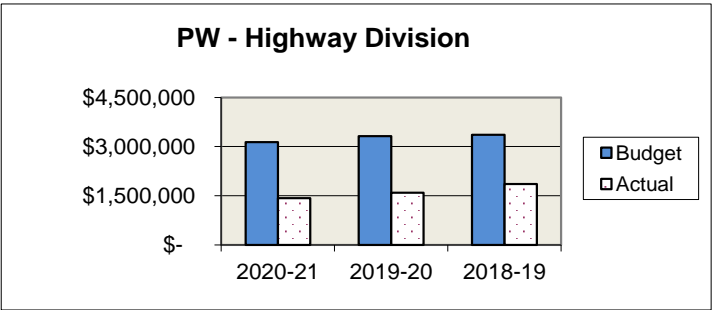


The department historically underspends its budget due to vacant positions. In the first half of the FY 2020-21, there was one officer position vacant.

The FY 2020-21 department’s budget received \$6,003 in grant funding to offset COVID-19 expenses.

PW – Highway Division Expenditures

PW- Highway Division			
Year	Budget	Actual	%
2020-21	\$ 3,131,911	\$ 1,422,117	45%
2019-20	3,317,103	1,593,854	48%
2018-19	3,355,371	1,856,770	55%



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

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

If you remove all of the encumbrances from each of the budget years, the actual budget has increased \$230,464 or 8.5% over the three years.

PW – Highway Division Expenditures, continued

The \$230,464 or 8.5% breaks down as follows: 3.5% on wages and overtime; 1% decrease in health insurance; 0.5% increase in employer share of NH Retirement and \$146,153 or 5.5% increase in general operations.

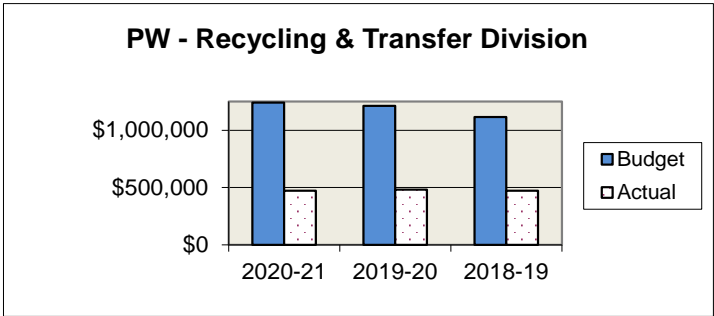
Year to date actuals are 45% of the budget. Half of this year's paving was done in the fall. The Town paved Morse Road, Silver Avenue, Dale Road, Donati Park and the DPW access road. The Town also spent \$46,250 to switch the streetlights to LED's, which should provide better lighting and save in monthly electricity costs.

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

The FY 2020-21 department's budget received \$7,175 in grant funding to offset COVID-19 expenses as of December 31st and will receive another \$500 in January.

PW – Recycling & Transfer Division Expenditures

PW- Recycling & Transfer Division			
Year	Budget	Actual	%
2020-21	\$ 1,240,149	\$ 472,721	38%
2019-20	1,213,158	480,310	40%
2018-19	1,114,714	472,448	42%



This budget has increased \$125,435 or 11% over the past three years. Wages and overtime have increased 1%. The Town added one full-time Administrative Assistant in the FY 2020-21 budget as approved by the voters. Health insurance has increased by 2%. The Town’s share of NH Retirement has remained level over the three years. General operations have increased by \$97,669 or 8% largely due to tipping fees.

Position vacancies explain why actuals are at 38% and the December benchmark is 50%. Currently there is one truck driver and one heavy equipment operator position that have been vacant all year.

PW – Recycling & Transfer Division Expenditures, continued

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

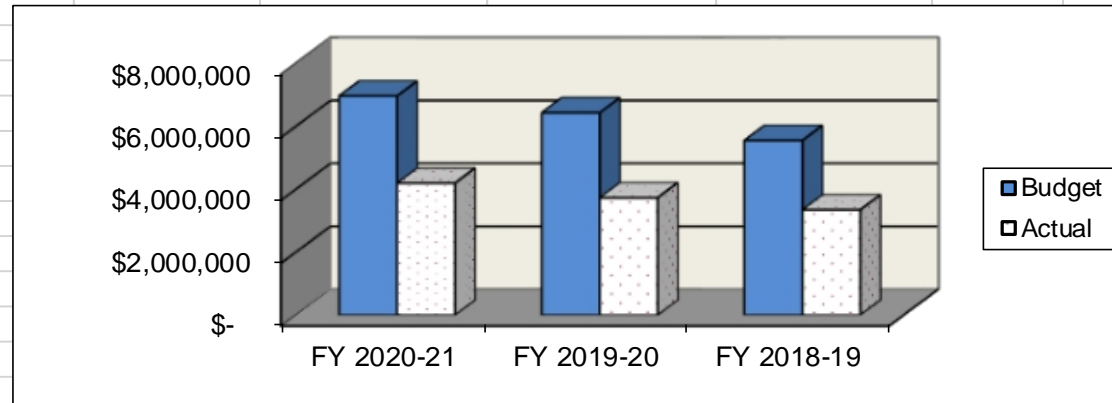
First, the contractual rate for tipping fees has increased. The Town is in a long term contract to dispose of trash. The rate was \$71.77 per ton in 2018 and is now \$74.66 which is a 4% increase in three years.

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

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

General Fund Revenues

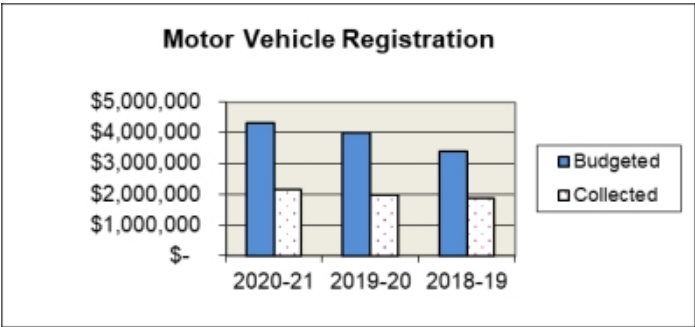
				Uncollected	
	Year	¹ Budget	Actual	Budget	%
	FY 2020-21	\$ 6,964,737	\$ 4,195,892	\$ (2,768,845)	60%
	FY 2019-20	6,434,463	3,732,053	(2,702,410)	58%
	FY 2018-19	5,553,579	3,347,381	(2,206,198)	60%



1) Budget amounts include encumbrances, transfers, grants and donations approved by Council as of 12/31 of each year.

Motor Vehicle Registration Revenues

Motor Vehicle Registration			
Year	Budget	Actual	%
2020-21	\$4,300,000	\$ 2,152,980	50%
2019-20	4,000,000	1,974,147	49%
2018-19	3,400,000	1,882,864	55%



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

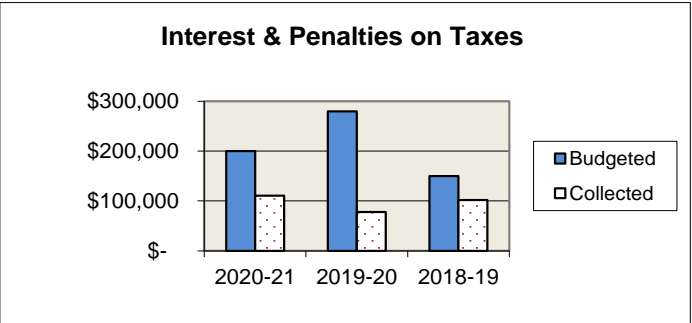
As of June 2020 the Town collected \$4,082,084

June 2019 collections were \$3,873,297

June 2018 collections were \$3,481,730

Interest & Penalties on Tax Revenues

Interest & Penalties on Taxes			
Year	Budget	Actual	%
2020-21	\$ 200,000	\$ 110,663	55%
2019-20	280,000	77,961	28%
2018-19	150,000	102,088	68%



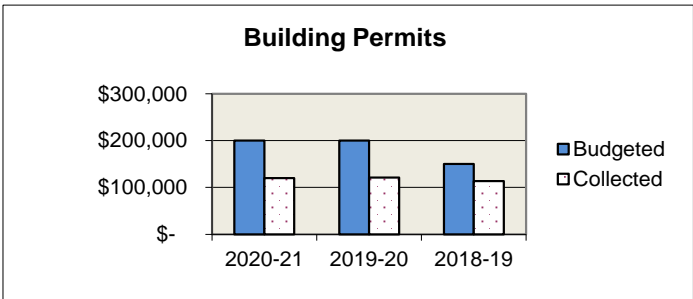
This interest comes from property taxes not being paid timely and the penalties are fees to execute liens and notices. Many property owners pay off delinquent taxes in the spring to avoid the Town deeding their property and also when they want to sell their property. Due to COVID-19 the Town delayed deeding property from the spring of 2020 to the early 2021.

Collections for the last three years are as follows:

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

Building Permit Revenues

Building Permits			
Year	Budget	Actual	%
2020-21	\$ 200,000	\$ 119,652	60%
2019-20	200,000	121,249	61%
2018-19	150,000	113,733	76%



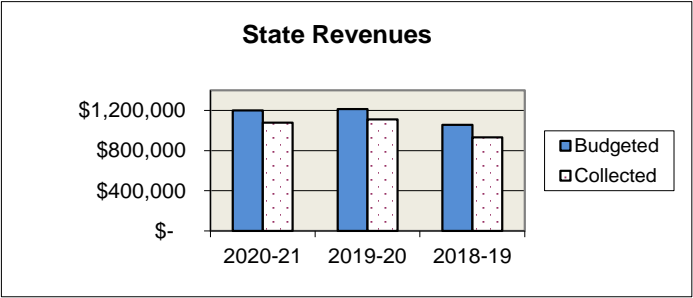
These fees are paid for residential and commercial construction. Collections have increased over the last three fiscal years. In FY 2020-21 the town issued permits for Starbucks and the Sports Dome.

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

7/1/20 to 12/31/20	852
7/1/19 to 12/31/19	630
7/1/18 to 12/31/18	600

State of NH Revenues

State Revenues			
Year	Budget	Actual	%
2020-21	\$1,198,726	\$ 1,078,971	90%
2019-20	1,213,075	1,111,362	92%
2018-19	1,055,966	931,347	88%



The Meals & Rooms Tax has been steady for the last three budget years. The effects of COVID-19 are still unknown for the next budget year. The State has reported that actuals collection of State revenues are down, but better than they anticipated.

I anticipated a 10 to 14% decrease in State revenues, which is approximately \$100,000 loss.

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

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

Both FY 2019-20 and FY 2020-21 reflect approximately \$150,000 in Municipal Aid from the State. These payments were one time allocations.

Interest on Deposit Revenues

Interest on Deposit			
Year	Budget	Actual	%
2020-21	\$30,000	\$10,271	34%
2019-20	250,000	136,466	55%
2018-19	125,000	111,799	89%

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

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

June 2020 \$196,697

June 2019 \$256,393

June 2018 \$148,706

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

Ambulance Service Fund

The Ambulance Service Fund is reported separately from the Town's General Fund as approved by the voters at the May 2011 Town Meeting. It is the expectation that the fees from the users of the ambulance will cover the direct cost of the Ambulance Service.

Calls for Service				
	2018		2019	2020
Elliot Hospital	522		636	629
CMC Hospital	368		344	283
Concord Hospital	103		113	104
Non-Transport	627		543	567
Total Calls for Service	1620		1636	1583

In 2018 and 2019 total calls for services remained level and in 2020 calls dropped by just slight by 2%.

Ambulance Service Fund, continued

The Town uses Comstar Inc. to issue bills to users and collect payments. Effective January 2018 the town bills at a rate of Medicare +125%.

Billing and Collection Data				
	2018		2019	2020
Gross Commitments	992,272.07		1,098,758.74	1,153,646.23
Contractual Allowances	(390,179.13)		(495,624.70)	(499,710.49)
Net Commitments	\$ 602,092.94		\$ 603,134.04	\$ 653,935.74
Total Collected	\$ 414,063.24		\$ 499,977.27	\$ 524,743.38
% Collected	69%		83%	80%
Total Uncollected for the period	\$ 188,029.70		\$ 103,156.77	\$ 129,192.36
% Uncollected for the period	31%		17%	20%
Total Uncollected (all years)				\$ 664,701.50

Ambulance Service Fund, continued

	Expenses		
	2018	2019	2020
Full-time Employees	\$ 112,647.90	\$ 135,477.72	\$ 147,026.18
Overtime	1,164.27	1,056.77	-
Health Insurance	40,779.72	39,199.83	22,639.24
Dental Insurance	1,123.78	771.14	206.28
Life & Disability Insurance	1,469.55	1,292.08	1,802.19
FICA Taxes	1,545.75	1,941.05	2,143.96
NH Retirement	34,046.75	41,170.55	40,316.36
Unemployment	901.18	1,083.83	353.53
Workers Compensation	4,676.53	5,513.94	7,984.30
Uniforms	16.95	191.70	-
Training & Dues	22,043.99	24,120.50	26,753.55
Banking Services	-	-	39.00
Professional Services	106,205.15	104,873.15	106,160.04
Software & Programs	-	554.12	113.70
Equipment Maintenance	8,415.08	9,523.32	13,188.83
Vehicle Maintenance	37,362.64	22,038.33	10,083.94
Telephone	869.47	976.61	1,670.58
Office Supplies	-	31.98	26.99
Medical Supplies	27,536.79	31,370.63	65,410.72
Fuel	9,410.47	10,079.47	8,012.17
New Equipment	56,333.50	12,162.65	14,382.52
Vehicle & Related Equipment	-	304,047.30	-
Overpayment Refunds	1,000.83	1,754.36	1,757.84
Total Expenses	\$ 467,550.30	\$ 749,231.03	\$ 470,071.92

Town Council

STAFF REPORT



To: Town Council
Title: Naming of Pedestrian "walking" Bridge
Meeting: Town Council - 10 Mar 2021
Department: Administration
Staff Contact: Donna Fitzpatrick, Human Resource Coordinator

BACKGROUND INFORMATION:

In 1997, the Town Council, with a recommendation of Historical Society President Grace Pomeroy, named the Transportation Bridge the "Lilac Bridge" as a reference to the State flower with hopes that one day it would be restored. It was also noted that as part of the governor's commission on Lilacs that the state would provide lilac trees to enhance the area. On July 8, 2017, the original bridge was demolished and replaced with a walking bridge. The walking bridge has not been officially named.

To provide historical context it is being recommended that the walking bridge be officially named to reflect the 1997 vote to name the old bridge, the Lilac Bridge. In preparation for the town's bicentennial, we suggest the Hooksett citizens have an opportunity to participate in its name and seek a survey to select a name from a predetermined list of names: a) Lilac Pedestrian Crossing, b) Lilac Pedestrian Bridge, c) Lilac Walking Bridge, or d) Lilac Crossing. The name that receives the most votes will become the official name. The walking bridge will be dedicated in 2022.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Staff Report content from the Council Chair.

SUGGESTED MOTION:

Motion to recommend that the Town Administrator create a survey for Hooksett citizens to select one of the following names: a) Lilac Pedestrian Crossing, b) Lilac Pedestrian Bridge, c) Lilac Walking Bridge, or d) Lilac Crossing AND the one that receives the most votes will be the official designated name for the walking bridge AND will be duly dedicated in 2022. The survey will be available for a 1-month period and will begin on a TBD date.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Administration will move forward with the project approved by Council

Town of Hooksett
Town Council Rules of Procedures
Adopted as of: 01/10/2001
Amended as of: 10/28/2020

Resolved by the Town Council of the Town of Hooksett, NH that the following be and hereby are adopted as the Rules of the Hooksett Town Council.

1. The Following Rules shall be adopted by a majority of the Hooksett Town Council and these rules shall become effective immediately upon their adoption.
 - a. Robert's Rules "Parliamentary Law at a Glance" by E.C. Utter should be used as a guide when proper procedure is in question except where modified herein.
 - b. Acceptable Procedure is determined by the acting Chair.
2. Procedures for electing officers are as follows:
 - a. Annually, at the first meeting of the new Town Council:
 1. The Town Clerk shall swear-in all new Councilors as a group.

Note: The Town Administrator shall act in the role of Council Chair from July 1st until such time the new Town Council has their first meeting to choose their Chair, Vice Chair and a Secretary. The Town Administrator, as acting Council Chair, shall lead this meeting through Town Council Reorganization – Part I.

The members thereof shall:

2. Choose, from among their members, a Chair, a Vice Chair and a Secretary. In addition to the powers conferred upon the Chair, the Vice Chair and the Secretary, they shall continue to have all the rights, privileges and immunities of a member of the Town Council.
3. Motion that the Town Council confirms by a roll call vote, that the Town of Hooksett will adopt RSA 31:104, 31:105 and 31:106 to provide immunity and indemnify all Town Councilors, other elected officials, employees, agents as well as appointed officials that serve on committees and boards within the Town of Hooksett; specifically covering immunity from civil liability for discretionary acts, according to RSA 31:104, indemnification for costs of defense of civil suits, according to RSA 31:105 and indemnification for civil rights claims, according to RSA 31:106.
4. Motion to have the Town Council Chair sign ancillary documents as agent to expend as a result of Town Council prior approval of the documents.
5. Motion to have the Town Council Chair complete the Council's section of the Annual Report.
6. Motion to have the Town Council Chair complete & sign Tax Deed Waivers.
7. Motion to adopt the Town Council Rules of Procedures.
8. Motion to adopt the Administrative Code (which includes the Investment and Fund Balance Policies).
9. Motion to adopt the Family Services Guidelines.
10. Motion to have the Tax Collector sign payment plans for deedable properties.
11. Motion to have the Town Administrator approve payment plans for deedable properties (Town Administrator cannot forgive interest or principal).
12. Motion to have a Councilor work with Administration to coordinate the annual Town Council Old Home Day booth and Employee Appreciation Picnic

Town Council Rules of Procedures

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- b. The above election shall be by majority vote of the Town Council present at the first meeting.
 - c. Duties of Officers
 - 1. Chair:
 - a. The Chair with the Town Administrator shall post all meetings and set meeting agenda.
 - b. Lead all meetings in an orderly manner using these procedures, Hooksett's Town Charter, Riggins Rules and Parliamentary Law as guides for appropriate protocol.
 - 2. Vice Chair:
 - a. In the absence of the Chair, the Vice Chair shall conduct the Council Meeting until such time as the Chair is present.
 - 3. Council Secretary:
 - a. The Council Secretary shall be responsible for recording the attendance of Council members by roll call at the beginning of each meeting.
 - b. The Council Secretary shall be responsible for polling and recording all roll call votes.
 - c. If the Council Secretary is absent, the chair shall ask for a volunteer. If there is no volunteer, the Chair shall appoint a Council member to act as Council Secretary until such time as the Council Secretary is present.
 - d. The Town Council Secretary shall act as clerk of the Council and shall review and approve (with or without edits) the draft (unofficial) minutes of the meeting recorded by the Recording Clerk. If there is no Recording Clerk present at meeting, the Town Council Secretary will be asked to keep minutes. Minutes will appear in the Town Council agenda packet. Minutes shall be posted on the Town website.
 - e. The Town Council Secretary shall perform such other duties in the meeting as may be requested by the presiding officer of Council.
 - f. In case of the absence of the Chair and the Vice Chair the Council Secretary shall call the Council to order and act as Chair.
3. Council Meetings
- a. The Council shall meet in regular session on the 2nd and 4th Wednesday of every month, except as noted on Town Calendar, at 6:00pm. When time permits, a regular meeting may be adjointed to a workshop session.
 - b. The place of meetings shall be the Council Chambers unless otherwise designated.
 - c. A quorum of the Council for the transaction of any business shall be two-thirds (2/3) of the members currently in office. The Council shall not recognize a Councilor's electronic method(s) of participation, attendance, or quorum.
 - d. The Council reserves the right to end meetings at 9:30. The Council shall motion to extend public session meetings past 9:30pm as follows "motion to extend public session until meeting is adjourned". Uncovered business will be included in the next meeting agenda. Meeting may be closed by a 2/3 roll call vote.
 - e. The Council may meet for an informal workshop session or special meetings by Council vote on an as needed basis, in accordance of Section 3.5 C of the Town Charter. The place of meeting shall be the Council Chambers.
 - f. When, after consultation with the Vice Chair and the Town Administrator, the Chair determines that the Council has insufficient business to warrant a meeting, the Chair may cancel said meeting after informing all councilors and receiving individual approval from 2/3 of the council members and shall not be inconsistent with the meeting provisions of

Town Council Rules of Procedures

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the Town Charter. Agenda items scheduled for a meeting that is canceled shall be carried over to the next regular meeting.

- g. Council members shall be seated in Council Chambers as determined by consensus of the Council. The Chair and Vice-Chair shall be seated at the head of the Council table in Chambers. The Secretary shall be seated next to the Town Council Recording Clerk.
- h. Council members, staff and members of the general public participating in meetings shall address all questions or remarks through the Chair confine their remarks to the merit of pending questions; and shall not engage in personalities.
- i. Any member may leave the Council Chambers while in regular session after notice to the Chair of pressing business providing there is no loss of quorum as determined by the Chair.

4. Town Employees

- a. The Town Administrator will attend all regular meetings or request representation from a Town Department to attend in their place.
- b. The Town Administrator shall be responsible for providing the Council with necessary background information on all items of business before the Council.
- c. The Town Administrator may have the head of any department or division or other employee of the Town in attendance at any meeting when items within their responsibility or knowledge is being discussed. All questions shall be directed to the Town Administrator who may, when necessary, defer to a department head or employee. Staff should be made aware of all items on the agenda to be ready to discuss items in respect to their department or area of responsibility.

5. Voting

- a. Councilors may read suggested motions from staff reports to assure key elements of motions do not get missed.
- b. If a vote is immediate after a motion, the motion does not need to be repeated unless requested by a Councilor or staff.
- c. If there is a discussion after a motion, the motion should be repeated prior to the vote of the Council to assure all Councilors and the public are aware what is being voted on.
- d. Every member present, including the Chair, when a question is put shall vote either aye (yes) or nay (no) or abstain and give reason for abstaining, in accordance with the Town Charter.
- e. Council Members wishing to abstain from voting shall so indicate and give reason for doing so.
- f. All votes shall be voice votes unless determined to be a **roll call** vote.
- g. **Roll call** votes should be used anytime there is a motion based on 1) a public hearing item, 2) any monetary item over \$10,000 and 3) at the request of any Councilor for any matter.
- h. **Roll call** votes shall be in a random order with the Chair voting last.

6. Debate

- a. Council members must raise their hand to be recognized by the Chair.
- b. Rules of Debate on all motions shall be as follows:
 - 1. The council member, who introduces a motion, may speak to that motion. Thereafter, every council member may speak to the motion two times only. The sponsoring Council member may also address the motion two times, thereby allowing the sponsor the right to address his or her their motion a total of three times.
 - 2. If by 2/3 vote it is determined additional discussion is needed each council member may only speak an additional 2 times on a motion.

3. Decorum in debate: In order to assist in the carrying out of debate in an orderly and productive manner, Council members shall:
 - a. Address all questions and remarks through the Chair. Do not address audience or council members.
 - b. When commenting on another Councilor's statement or question, identify the speaker, statement and when the statement was made.
 - c. Confine remarks to the merits of the pending question.
 - d. Not engage in personalities or question the motives of other Councilors.
- c. Any member who wishes to force an end to debate must first obtain the floor by being duly recognized to speak by the chair and must then move the Previous Question. Such a motion must be seconded, and then adopted by a simple majority vote. It is not in order to interrupt a speaker with cries of "Question" or "Call the question.", and even if no one is speaking, it is still necessary to seek recognition.

7. Order of Business

The Town Council shall follow the below agenda order whenever possible for ease of transcription, audience participation and possible time restraints. The Council Chair, during the Agenda Overview, will inform the audience of any change in the agenda order for a particular meeting.

- a. Agenda Order of Council Meetings
 - I. Call to Order
 - II. Proof of Posting
 - III. Roll Call
 - IV. Pledge of Allegiance
 - V. Agenda Overview
 - VI. Public Hearings
 - VII. Special Recognitions
 - VIII. Scheduled Appointments
 - IX. Consent Agenda
 - X. Town Administrator's Report
 - XI. Public Input
 - XII. Nominations/Appointments
 - XIII. Brief Recess
 - XIV. Old Business
 - XV. New Business
 - XVI. Approval of Minutes
 - XVII. Subcommittee Reports
 - XVIII. Public Input
 - XIX. Non-Public Session NH RSA 91-A:3 II
 - XX. Adjournment
- b. 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.
 - c. Nominations for all Board and Committee applicants may be made during the nominations/appointments portions of the Council meeting. Boards and Committees shall receive their respective applications and make recommendations for nominations. Appointment vote for a nominee will be scheduled at the next Council meeting. Nominations and appointments for new July terms shall be at the June Town Council meetings.
 - d. Scheduled Appointments
 1. A scheduled appointment shall have one person as a speaker when possible and follow the rules for addressing the Council.
 2. A scheduled appointment shall not exceed 15 minutes to address the Council unless the Council votes to extend.
 3. Board and Committee applicants shall be invited to attend a Council meeting as a scheduled appointment to state their interest. This meeting shall be either prior to or on the same night of their nomination.
 4. Boards and Committees shall meet at minimum once a year as a scheduled appointment to provide an overview of their activities and member attendance reports.
 - e. Old Business
 1. Business carried over from a previous meeting.
 - f. New Business
 1. New Business should be submitted to the Town Administrator or Council Chair.
 2. New Business submitted by end of business two Thursdays before a regular meeting may be considered for the next meeting by request. The Chair may schedule the topic on the Agenda under New Business as the schedule allows. Any new business brought forward at a council meeting shall not be acted upon at that meeting except by a motion to waive this rule by vote of 2/3rd of the members present.
 3. New Business submitted after end of business two Thursdays preceding a regular scheduled meeting will be considered for the next meeting agenda unless time sensitivity is determined by Town Administrator or Chair.
8. Non-Public Session
 - a. The Council Chair shall motion for the appropriate non-public session section of NH RSA 91-A:3 II (a – l) when entering the non-public session based on the subject matter as previously discussed with the Town Administrator. This motion must be seconded by a Councilor and have a roll call vote with the majority in the affirmative. This by no means

Town Council Rules of Procedures

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restricts any Town Councilor from motioning to go into non-public session with the appropriate citation.

- b. The Council shall motion to exit in non-public. In public session a motion is made to seal the minutes of the non-public session as appropriate.
- c. Non-public sessions do not require motions to extend the meeting past 9:30pm.
- d. A councilor not present at the time non-public session minutes are taken shall receive these sealed minutes along with the rest of the Council.
- e. Non-public minutes, per RSA 91-A:3, shall include the names of members, persons appearing before the public bodies, and a brief description of the subject matter discussed and final decisions. Minutes are not verbatim.
- f. Non-public minutes and/or material in possession of Town Councilors at a Council meeting shall be handed into Administration at the end of the meeting for shredding of confidential information.
- g. All sealed non-public meeting minutes (discussions and materials included) are confidential until such time these minutes are unsealed.
- h. Unsealing of the non-public session minutes for the current fiscal year (June 1st to May 31st) shall occur annually at the Council's last meeting in May when, in the opinion of a majority of members, the circumstances that sealed the minutes no longer apply in accordance with RSA 91:3 III.

9. Filing Agenda items

- a. Every item of business to come before the Council for action must be filed with the Town Administrator or Council Chair no later than end of business two Thursdays prior to the regular Council Meeting.
- b. The Agenda shall be posted by the close of business on the Wednesday prior to the regular Council Meeting.
- c. It shall be the duty of the Town Administrator to mail by first class postage said agenda and any available supporting documents to each Councilor (if not already picked-up) by Thursday of the week prior to the regular Council Meeting unless a Councilor requests, in writing, to receive it in electronic format only.

10. Addressing the Council

- a. Persons other than members of the Council shall not be permitted to address the Council except during the designated agenda Public Input or by invitation of the Chair.
- b. A time limit for addressing the Council may be established by the Chair.
- c. The speaker shall not enter into a debate with any person, the Chair or Council members.

11. Amendment To Rules

- a. Council rules may be suspended by a 2/3-majority vote of all Council members. The purpose for suspension must be clearly stated before the vote is taken and 2/3 of all Council members must declare the matter one of such priority that it would be detrimental to hold over until the next regular Council Meeting.
- b. The rules may be amended or new rules adopted by a 2/3 vote of all members of the Council. Any such proposed alteration or amendment by any Councilor shall be submitted in writing at a regular Council Meeting under the order of new business.

11. Community Outreach

- a. The Council Chair has the authority to act on the Council's behalf to present and/or sign letters of achievement for community outreach to include but not limited to Town of Hooksett departments, businesses, residents, and volunteer or membership groups. This authority is for times when the community outreach happens off-schedule to Town Council meetings.

12. Procedure for Adoption of Ordinances pursuant to Section 3.6 of the Charter.

a. Prior to a Council member introducing an ordinance, the Council shall discuss the contents which may include editorial revisions and textual modifications. An ordinance needing revisions based on this discussion will be brought back to the Council in a final format at their next scheduled meeting. The final version of an ordinance shall be introduced by one Councilor for a public hearing at the Council's next scheduled meeting. No second to a motion and/or vote is required to move an ordinance to a public hearing. The Council shall not take final action on any proposed ordinance until at least seven (7) days after said public hearing(s).

b. After the public hearing the Council shall put the proposed ordinance in final form, which may include editorial revisions and textual modifications resulting from the proceedings of that hearing. An additional public hearing shall be held if the ordinance is substantively altered by the Town Council after public hearing. Subsequent public hearings shall be held at least 14 days after the prior public hearing and with the notice provided in Section 3.5 (A) of the Charter. The Council shall not take final action on any proposed ordinance until at least seven (7) days after said public hearing(s).

13. Procedure for Town Administrator Annual Evaluation

- a. Council's first meeting in May – Council will receive Town Administrator's self-evaluation to include status on his/her goals with comments for period ending June 30th of the same fiscal year along with a blank evaluation form.
- b. Council's second meeting in May = Councilors are to complete and submit the Town Administrator evaluation form via e-mail to the Council Chair and cc: Administrative Services Coordinator (or hand deliver to same at meeting).
- c. First week in June = Administrative Services Coordinator and Council Chair consolidate each Councilor's Town Administrator evaluation data into one report.
- d. Council's first meeting in June – Councilors to review consolidated Town Administrator evaluation report for edits.
- e. Council's second meeting in June – Councilors and Town Administrator to receive Town Administrator evaluation report in agenda packet and review at this meeting.
- f. Council's annual July/August Workshop meeting – New council to establish goals for new fiscal year.

14. Standing Moment of Silence

- a. The Council Chair may call a moment of silence for the deceased with ascent of the Town Council at the beginning of the meeting

15. Special Recognition

- a. Special Recognition may include but is not limited to:
 - Hooksett Youth Achiever of the Month
 - Boston Post Cane Recipient
 - Retiring employees
 - Longevity employees (at Council's last regularly scheduled meeting each September)

16. Town Administrator's Report

Town Council Rules of Procedures

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- a. New hires will be invited and encouraged to attend the Council meeting following his/her hire date when the Town Administrator will announce his/her Department, name and start date.”
17. Approval of Minutes
- a. Public minutes, per RSA 91-A:3, shall include the names of members, persons appearing before the public bodies, and a brief description of the subject matter discussed and final decisions. Minutes are not verbatim.
 - b. Public minutes shall be posted (open to public inspection) not more than 5 business days after the meeting. These minutes, per RSA 91-A:3, shall be treated as permanent records of any public body.
 - c. Councilors, public or staff identifying corrections to Town Council minutes shall submit their corrections to the Town Council Secretary on or before the start of the meeting scheduled for review. Corrections do not include changing or adding wording not stated at the meeting.
 - d. The Council Chair, at the “Approval of Minutes” agenda section, will request the following motion “Councilor #1 motion to approve the public minutes of Date. *Seconded by Councilor #2.*”
 - e. The Council Chair shall inquire with the Town Council Secretary for any corrections to the minutes; Secretary will read the corrections into the record, if applicable.
 - f. If there are corrections to the minutes, amend 17d motion above “Councilor #1 I amend my motion to add “as corrected”. *Seconded by Councilor #2.*”
 - g. A vote of 17d or 17f above is taken (roll call not required).
 - h. If changes are to be made to minutes (17b above), changes are detailed in the minutes of the subsequent meeting. As the minutes are being prepared for permanent storage in paper format, the Town Clerk will add a notation to the permanent record of the first meeting that corrections were made, and give an exact reference to the page where the changes appear in the minutes of the subsequent meeting.
18. Public Hearings
- a. The Town of Hooksett follows the NH State statutes (RSAs) and Town Charter in determining when a public hearing is required for agenda items before the Town Council.

Below are the items that require public hearings (these have a public notice in the Union Leader):

- **New or amended Town Ordinances** - notice is per Chapter 231:132-a of the NH Revised Statutes annotated, and section 3.6 of the Hooksett Town Charter
- **New or amended Town Charter** – notice is per NH RSA 49-B:5
- **Accept Donation/Grant/Reimbursement of Funds over \$10,000** – notice per RSA 31:95-b, III (a) (ex. 1) NHDOT Bridge Aid funds reimbursement for the Benton Road Culvert project, 2) FEMA funds for the reimbursement of February 8th, 9th, & 10th 2013 severe snowstorm expenses, 3) New Hampshire Highway Safety Agency grant to allow for 18 DWI/DUI overtime patrols)
- **Accept Donation of Property over \$5,000** – notice per RSA 31:95 e, II (ex. Catholic Medical Center in Manchester NH to the Hooksett Fire-Rescue Department and the Town of Hooksett in the amount of \$14,500.00 (Physio-Control LUCAS 2 device)
- **New or amended Hazard Mitigation Plan**
- **Town Roadway Improvements** – (ex. project alternatives for the roadway improvements design(s) at the Hooksett Hackett Hill Road and Rte. 3A intersection)
- **Discontinuance of Class VI Town Roadway**
- **Conservation Easements** – notice is per NH RSA 36-A & NH RSA 477:45-47

Note: Land use items require 10 day prior public notice in Union Leader and all other items require 7 days.

Town Council Rules of Procedures

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Public Hearings not required, however Town may conduct out of courtesy (these do NOT have a public notice in the Union Leader):

- **Establishing Town Roadway Speed Limits**
- **Renaming Town Roadways** - (ex. Water Works Drive, Hooksett, NH for the closed off portion/loop of Industrial Park Dr. that will be closed off due to the GE Expansion)
- **Potential Departmental Reorganizations**

19. Tabling an agenda item

- a. Any Councilor may make the motion to table.
- b. Tabling is needed when more information on the subject matter is needed for the Council to make a decision.
- c. Tabling of an agenda item should indicate the date certain of the next time the item is to appear on the Council's agenda and what information the Council is seeking at that meeting.
- d. Tabling an agenda item takes precedence over any main motion not yet stated by the Chair.
- e. When the item tabled is to be discussed again, Council first needs to make a motion to remove from the table.

**Town of Hooksett
Town Council Special Meeting Minutes
After Town Deliberative Session
Cawley Middle School
February 06, 2021**

CALL TO ORDER

Chair Sullivan called the February 06, 2021 meeting to order at 10:24 am.

PROOF OF POSTING

Human Resources Coordinator Donna Fitzpatrick provided proof of posting.

ROLL CALL

In Attendance: Councilor James Sullivan, Councilor Timothy Tsantoulis, Councilor John Durand, Councilor Randall Lapierre, Councilor David Boutin, Councilor Clifford Jones, Councilor Roger Duhaime

Missing: Councilor Alex Walczyk and Councilor Clark Karolian

NEW BUSINESS

▪ **Warrant Article #16**

D. Boutin motioned to approve the amendment to Warrant Article #16 made at the Deliberative Session on February 06, 2021, stating that \$65,000 for a Fire Command Vehicle will come from the Unassigned Fund Balance, with no amount from general taxation. R. Lapierre seconded the motion.

The motion carried (7-0).

R. Lapierre motioned to adjourn at 10:27 pm. T. Tsantoulis seconded the motion. The motion carried (7-0).

Respectfully submitted,

Recording Clerk
Kathleen Donnelly

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

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, February 10, 2021**

The Hooksett Town Council met on Wednesday, February 10, 2021 at 6:00 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of 10 Feb 2021 to order at 6:01 pm.

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

D. Boutin motioned to enter non-public session at 6:01 pm, in accordance with the provisions of RSA 91-A:3, II (c) and (I). T. Tsantoulis seconded the motion.

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 (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 #1

C. Karolian Aye

D. Boutin Aye

T. Tsantoulis Aye

R. Lapierre Aye

A. Walczyk Aye

R. Duhaime Aye

J. Durand Aye

C. Jones Aye

J. Sullivan Aye

Voted unanimously in favor (9-0).

D. Boutin motioned to leave non-public session and return to public session at 6:24 pm. T. Tsantoulis seconded the motion.

Roll Call Vote #2

R. Duhaime Aye

J Durand Aye

C. Jones Aye

R. Lapierre Not present

A. Walczyk Aye

D. Boutin Aye

C. Karolian Aye

T. Tsantoulis Aye

J. Sullivan Aye

Voted in favor (8-0).

Chair Sullivan motioned to seal the minutes of the non-public session because it is

TC MINUTES

02-10-2021

1

49 *determined that the divulgence of this information would likely render a proposed action*
 50 *ineffective. T. Tsantoulis seconded the motion.*
 51

52 **Roll Call Vote #3**

53 **D. Boutin** Aye
 54 **C. Jones** Aye
 55 **A. Walczyk** Aye
 56 **J. Durand** Aye
 57 **R. Duhaime** Aye
 58 **T. Tsantoulis** Aye
 59 **R. Lapierre** Not present
 60 **C. Karolian** Aye
 61 **J. Sullivan** Aye
 62 **Voted in favor (8-0).**
 63

64 Chair Sullivan called for a brief recess at 6:24 pm.

65
 66 Chair Sullivan called the public meeting to order at 6:29 pm.
 67

68 **PROOF OF POSTING**

69 Human Resources Coordinator Donna Fitzpatrick provided proof of posting.
 70

71 **ROLL CALL- ATTENDANCE**

72 **In Attendance:** Councilor James Sullivan, Councilor Clifford Jones, Councilor John Durand, Councilor
 73 Randall Lapierre, Councilor Roger Duhaime, Councilor David Boutin, Councilor Timothy Tsantoulis,
 74 Councilor Clark Karolian, and Councilor Alex Walczyk
 75

76 **PLEDGE OF ALLEGIANCE**

77 Chair Sullivan called for the Pledge of Allegiance.
 78

79 **SPECIAL RECOGNITION**

80 **Hooksett Fire-Rescue - Swearing-in ceremony new Firefighters/AEMTs**
 81

82
 83 Chair Sullivan called upon Fire Chief James Burkush to conduct the swearing-in ceremony.
 84

85 Chief Burkush: Thank you. We have three new firefighters to be sworn in tonight and we will also be
 86 pinning two new lieutenants. Gregory Beals served in the US Army for four years and then with the
 87 Jaffrey Fire Department. He has completed Firefighter 1 & 2 certification and is an A-EMT. He is now
 88 working on an additional degree from Wesleyan University. Joshua Noyes is 31 years old and spent
 89 three years with the Chichester Fire Department. He is married with three daughters and one son. He
 90 hopes to spend many years with Hooksett Fire. Jacob Andrews is the youngest of the three. He grew
 91 up in Dunbarton and enjoys spending time with his father, who has always been an important part of his
 92 life. He likes to spend his free time outside, playing basketball and doing things with his family. Being a
 93 firefighter requires passion and compassion. The pandemic has put a lot of stress on our families. Our
 94 firefighters have recently stepped up to work at vaccination sites. We are proud of the work we do every
 95 day, which involves rigorous training.
 96

97 Chief Burkush administered the oath to the new firefighters and this part of the ceremony was
 98 concluded with the pinning of badges.
 99

100 Chair Sullivan: As I always say, best of luck and stay safe.

101
102 Chief Burkush: Next I would like to introduce our two new lieutenants. We were tied up with COVID
103 issues and were not able to have this ceremony in the fall. Seth Miller came to us from Litchfield and
104 has been with us for two years. He reminds me of myself when I was young; he lives and breathes his
105 work as a firefighter. He has paramedic certification and is a phenomenal person. His promotion to
106 lieutenant occurred on October 01, 2020. Kristy Tobine has been with Hooksett Fire for five years. She
107 works at Station 1, mentors the female firefighters on the squad, and just welcomed a new grandchild.
108 Her promotion date was November 01, 2020.

109
110 Chair Sullivan: Congratulations to our newest lieutenants, and thanks to the family members here to
111 support them.

112
113 **Hooksett Municipal Employees – New Hires**

114 A. Garron: We have four new employees. The first three are the new firefighters we just met. We also
115 welcome Baxter Palmer, a new heavy equipment operator for the Recycling & Transfer Division of the
116 DPW.

117
118 **CONSENT AGENDA**

119
120 **To accept a \$1,000.00 (Check #11010-38523) donation, from Home Depot (store #3403), to the**
121 **Town of Hooksett for the Hooksett Police Department (Donation Line) per RSA 31:95-b III(b).**

122
123
124 **To accept a \$160.00 (Check #290) donation, from Jillian Pekins of Valley Roofs & More, LLC of**
125 **Pembroke, to the Town of Hooksett for the Hooksett Police Department (Donation Line) per RSA**
126 **31:95-b III(b).**

127
128
129 **Partial Surety Release from \$341,504.63 to \$25,000 for the Cornerstone Park Site located at the**
130 **northwest corner of Smyth Road and Londonderry Turnpike.**

131
132 ***T. Tsantoulis motioned to approve the first two items of the Consent Agenda. D. Boutin***
133 ***seconded the motion.***

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

135
136 ***D. Boutin motioned to approve the third Consent Agenda item. R. Lapierre seconded the***
137 ***motion.***

138
139 R. Duhaime: What is the status of the landscaping on this project?

140
141 B. Thomas: They are not done with the landscaping.

142
143 R. Duhaime: Will the \$25,000 that remains cover the landscaping? Is there a landscaping bond?

144
145 B. Thomas: I am glad you asked that question. The site plan bond is calculated at 30% of the cost of
146 the entire project. I inflated that a bit. Some of the landscaping is done, and I have no reason to think
147 they won't finish. I also held back some funds for erosion control. This is a good developer.

148
149 C. Karolian: I have a question regarding soil erosion. There is a tremendous amount of difference in the
150 elevation between Smyth Road and their parking lot.

151
152 B. Thomas: They have a lot of stone riff raff to eliminate erosion.

153
154 C. Karolian: Does it go all the way around?

155

156 B. Thomas: No, and that is why I withheld some of the bond. I held back one-half of the amount
157 budgeted for erosion.

158
159 C. Karolian: I have a hard time wrapping my head around this, in general. Why do we require bonds but
160 developers get Cos to run their businesses before the jobs are complete?

161
162 B. Thomas: It would be a hardship on a developer if they place loam and seed in the fall but are not
163 able to open until Spring.

164
165 R. Lapierre: I have a point of order: We should restrict discussion to the matter at hand.

166
167 Chair Sullivan: Councilor Karolian, you can ask your questions during the Town Administrator's report.

168
169 D. Boutin: I call the question.

170
171 R. Duhaime: Can I ask one more question?

172
173 Chair Sullivan: We need to have a roll call on the request to call the question.

174
175 R. Duhaime: That will take more time than it will take to ask my question.

176
177 D. Boutin: I withdraw my request to call the question.

178
179 R. Duhaime: What about fencing? I believe there is fencing in the back on the site plan.

180
181 B. Thomas: They have a guardrail.

182
183 Chair Sullivan called for a vote on the motion to approve the partial surety release for the Cornerstone
184 Park Site.

185
186 ***The motion carried (6-3).***

187
188 **TOWN ADMINISTRATOR'S REPORT**

189 A. Garron: The number of active COVID cases is down to 37 as of yesterday, from 59 as of January
190 20th. The total number of cases in Hooksett stands at 931. We are heading in the right directions. In
191 March the vaccine distribution will move from Phase 1A to Phase 1B. 2A is for teachers, grades K
192 through 12. As Fire Chief Burkush said, his staff is helping with the vaccination process at SNHU.

193
194 A. Garron: The Deliberative Session went well, although the turnout was not very good. I want to thank
195 School Superintendent Rearick and his staff for the exceptional job they did with the set-up. It was very
196 well organized and the necessary precautions were taken. Four rooms were set up for distancing, the
197 sound system was good and we were able to Live Stream the session for those who could not attend. I
198 want to thank Town Clerk Todd Rainier, Assistant Moderator Don Riley, and Kathie Donnelly who
199 recorded and transcribed the minutes of the session.

200
201 A. Garron: Old Home Days has been cancelled for 2021; we are hopeful for 2022, which is our
202 bicentennial year as well.

203
204 A. Garron: We have hired a Building Inspector/Code Enforcement Officer, who will start with us on
205 February 16th. It was a long process but we found a good candidate for the position.

206
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4

207 A. Garron: DPW has been working with the Fire Department because the small preemption lights are
 208 not working. These are the small lights which operate when the regular lights are turned off during a fire
 209 or other type of emergency. The State will provide the labor for the installation, which will save the
 210 Town a lot of money.

211
 212 A. Garron: Senate Bill 99 was brought to my attention last week. It would reinstate the 40% Meals &
 213 Lodging Tax distribution to cities and towns in New Hampshire by repealing the suspension of the
 214 catch-up formula. The hearing was on February 8th, and I wrote a letter indicating our support of the bill.
 215 Currently, we get \$741; that amount would increase to \$580,000 if this bill passes. These funds would
 216 go a long way to help with projects and operational costs. The 40% distribution was agreed upon years
 217 ago. This bill would re-establish what should have been.

218
 219 D. Boutin: Is the new Building Inspector going to serve as Code Enforcement Officer too?

220
 221 A. Garron: Yes, he is.

222
 223 R. Duhaime: Have you done anything on the wage study? Do you have an update?

224
 225 A. Garron I have done a lot of work on the wage study It is a very important project. I am gathering the
 226 information now to put together an RFP.

227
 228 **PUBLIC INPUT**

229 None.

230
 231 **NOMINATIONS AND APPOINTMENTS**

232 Chair Sullivan: Mr. Germain, where do we stand on vacancies?

233
 234 Mr. Germain: I can bring that up on the screen for you now. We had a resignation on the TIF Advisory
 235 Board, so we need a new member, someone living in or operating a business in the District. The
 236 Planning Board positions have been filled.

237
 238 Chair Sullivan: We always welcome members to the Bicentennial Committee, and I know we need a
 239 business leader for the Economic Development Committee. The Old Town Hall Preservation
 240 Committee has two members and would like to have more. Parks & Rec and Recycling each need one
 241 more member, and the ZBA is looking for two alternates.

242
 243 **OLD BUSINESS**

244 None.

245
 246 **NEW BUSINESS**

247
 248 **Non-Union Classification Pay Plan Updates**

249
 250 D Fitzpatrick: These updates are housekeeping issues. Because of the new Teamsters Mid-
 251 management Union, the members of the new union have been removed from the non-union list. If you
 252 are looking at the color copy, this is the red section. Those in green have been removed because the
 253 position exists in the Public Works union. Those in blue are amended titles, such as mine, which was
 254 Administrative Services Coordinator and now is Human Resources Coordinator. Also in blue are
 255 reclassified positions. The Code Enforcement Officer (CEO), Grade 16, has been changed from exempt
 256 to non-exempt (hourly). This is based on legal advice we received. The Town Attorney said that the
 257 CEO is interpreting code, not making decisions. This is similar to the Fire Inspector position discussed
 258 at a previous meeting.

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R. Lapierre motioned to approve the updated Classification Pay Plan as presented for effective date February 10, 2021. T. Tsantoulis seconded the motion.
Voted unanimously in favor (9-0).

APPROVAL OF MINUTES

Public: 12/09/2020

Public: 01/13/2021

Public: 01/20/2021

Non-Public: 12/09/2020 (not sealed)

Non-Public: 01/13/2021

D. Boutin motioned to approve the Public minutes of 12/09/2020, 01/13/2021, and 01/20/2021; and the Non-Public minutes of 12/09/2020. T. Tsantoulis seconded the motion.

R. Lapierre: Would you like to include the non-public minutes of 01/13/2021?

C. Karolian: Point of order: The speaker didn't have the floor.

C. Karolian motioned to amend the motion to include the non-public minutes of 01/13/2021.

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

Voted unanimously in favor (9-0).

SUB-COMMITTEE REPORTS

C. Karolian: The Recycling and Transfer Committee discussed picking up trash in private communities, specifically Berry Hill. The policy for 18+ years has been that the town will pick up trash in private communities if they sign a waiver. This applies to Berry Hill and others. Second, it was reported that the Recycling and Transfer Division will be purchasing new barrels. Third, the cardboard and paper vendor we have been using retired in December. I put them in touch with vendors I know of in Fitchburg and Wilmington MA. On behalf of Mr. Labonte, Ms. Cummings arranged with the Fitchburg vendor to regularly leave an empty trailer and take the full one, paying about \$25 per ton.

A. Walczyk: The Conservation Commission is working on signs for the Riverwalk Trail. We are also working on the designation of a monarch butterfly location. We would receive free milkweed seeds.

T. Tsantoulis: The Board of Assessors met tonight, and we are caught up on the BTLA settlements. A couple more are coming up.

D. Boutin: What is the BTLA?

T. Tsantoulis: It is the Board of Tax & Land Appeals.

R. Duhaime: The ZBA met last night. I wasn't able to attend, but they discussed the impacts of the Hackett Hill developments, including the failure of the intersection at the bottom of hill. SNHRPC is involved.

Chair Sullivan: The Old Town Hall Preservation Committee will meet next Wednesday at 3:30 pm. Nothing is scheduled for the Heritage Commission. The Bicentennial Committee has met four times and will continue meeting throughout the year. Many activities – large and small – are being planned. The Town Council will do a ‘Bicentennial Minute.’ The School Board will plan some activities. We are arranging to have the Vietnam Moving Wall for four days in May. Saturday, July 02, 2022 is the actual birthday of the town, and we are planning bigger events. We will have a birthday cake, perhaps a Civil War Encampment, a Firemen’s Muster, a recreation of the signing of the town incorporation papers and town photographs. The Committee has reached out to the civic organizations in hopes that they will incorporate the bicentennial theme into their activities in 2022. The Committee is planning on a Battle of the Departments and the official dedication of the Lilac Walking Bridge, perhaps with a couple of signs from Kiwanis, if the town permits. It will be lit up. Another plan is to have red, white and blue striping on the town roads. Another plan is to have open houses and tours of old homes. The Library is planning several bicentennial-themed events, including local authors, bicentennial-themed trivia nights and photo contests. The Governor’s Council may hold one of its meeting here in Hooksett, and we also are planning on concerts and movie nights.

334

335 D. Boutin: Councilor Walczyk, would you explain more about the monarch butterflies?

336

337 A. Walczyk: An area listed as a location or habitat for monarch butterflies gets milkweed seeds to plant, which is what the caterpillars eat. Last year a field was planted with milkweed, but the field was mowed before they milkweed could grow and provide food for the caterpillars, which was unfortunate timing.

340

341 D. Boutin: The *Starbucks* which is opening in three weeks on Hooksett Road is a good example of when it makes sense to issue a CO before all of the landscaping is done.

343

344 PUBLIC INPUT

345 None.

346

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

348

349 ***Chair Sullivan motioned to enter non-public session at 7:29 pm in accordance with the provisions of RSA 91-A:3, II (a) & (c). D. Boutin seconded the motion.***

351

352 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.*

356

357 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.*

360

362 **Roll Call Vote #5**

363 ***T. Tsantoulis Aye***

364 ***C. Jones Aye***

365 ***R. Duhaime Aye***

366 ***A. Walczyk Aye***

367 ***R. Lapierre Aye***

368 ***C. Karolian Not present***

369 ***J. Durand Aye***

370 **D. Boutin Aye**
 371 **J. Sullivan Aye**
 372 **Voted in favor (8-0).**
 373

374 Other persons present during non-public session: Town Administrator André Garron and Human
 375 Services Coordinator Donna Fitzpatrick
 376

377 **D. Boutin motioned to leave non-public session and return to public session at 7:37 pm. T.**
 378 **Tsantoulis seconded the motion.**
 379 **Voted unanimously in favor.**
 380

381 **NEW BUSINESS (continued)**
 382 **Fire Chief Contract**
 383

384 **C. Karolian motioned to accept the letter of resignation from Fire Chief James Burkush, with the**
 385 **last day of employment being March 28, 2021 (as initially received by Chair Sullivan on January**
 386 **20, 2021). T. Tsantoulis seconded the motion.**
 387 **Voted unanimously in favor (9-0).**
 388

389 **ADJOURNMENT**
 390

391 **C. Karolian motioned to adjourn at 7:38 pm. T. Tsantoulis seconded the motion.**
 392 **Voted unanimously in favor (9-0).**
 393

394 Respectfully submitted,
 395 *Kathleen Donnelly*
 396 Kathleen Donnelly
 397 Recording Clerk
 398
 399

400 **Please see subsequent meeting minutes for any amendments to these minutes.**
 401
 402
 403
 404
 405
 406
 407

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, February 24, 2021**

The Hooksett Town Council met on Wednesday, February 24, 2021 at 5:00 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of 24 Feb 2021 to order at 5:05 pm.

PROOF OF POSTING

Human Resources Coordinator Donna Fitzpatrick provided proof of posting.

ROLL CALL- ATTENDANCE

In Attendance: Councilor James Sullivan, Councilor Randall Lapierre, Councilor Roger Duhaime, Councilor David Boutin, Councilor Timothy Tsantoulis, Councilor Clark Karolian

Councilor John Durand arrived at 5:39 pm.

Missing: Councilor Alex Walczyk, Councilor Clifford Jones

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

J. Sullivan motioned to enter non-public session at 5:14 pm in accordance with the provisions of RSA 91-A:3, II (c). D. Boutin seconded the motion.

*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.*

Roll Call Vote #2

R. Duhaime Aye

J Durand Not present

C. Jones Not present

R. Lapierre Aye

A. Walczyk Not present

D. Boutin Aye

C. Karolian Aye

T. Tsantoulis Aye

J. Sullivan Aye

Voted unanimously in favor (6-0).

J. Sullivan motioned to leave nonpublic session and return to public session at 5:40 pm. D. Boutin seconded the motion.

Voted unanimously in favor (6-0).

J. Sullivan motioned to seal the minutes of the non-public session. R. Lapierre seconded the motion.

Voted unanimously in favor (7-0).

48 **PUBLIC SESSION**

49 Chair Sullivan called the Public Session to order at 5:49 pm.

50

51 **PLEDGE OF ALLEGIANCE**

52 Chair Sullivan called for the Pledge of Allegiance.

53

54 **AGENDA OVERVIEW**

55 Chair Sullivan: The Special Recognition item, Hooksett Police Departmental Annual Award Ceremony –
56 Part I, has been postponed to a later meeting. I will ask the Council to move up New Business items
57 17-1 and 17-2, to be taken up after the Public Hearing.

58

59 **PUBLIC HEARINGS**

61 **Public Hearing to accept the donation of Personal Protective Equipment, Hand Wipes and Hand
62 Sanitizer from Ocean State Job Lot, valued at approximately \$12,000.00, to the Town of Hooksett
63 for the Hooksett Police and Fire Departments per RSA 31:95-e II.**

64

65 Chair Sullivan: On behalf of the Town Council, I am opening the Public Hearing at 5:52 pm on the
66 acceptance of the donation of Personal Protective Equipment, Hand Wipes and Hand Sanitizer from
67 Ocean State Job Lot, valued at approximately \$12,000.00, to the Town of Hooksett for the Hooksett
68 Police and Fire Departments per RSA 31:95-e II.

69

70 T. Tsantoulis: Whether or not this donation is accepted, I believe a note should be sent to Ocean State
71 Job Lot acknowledging their generosity now and in the past.

72

73 Chair Sullivan: A thank you note is always sent for donations.

74

75 Chair Sullivan closed the public hearing at 5:53 pm.

76

77 **NEW BUSINESS (moved up)**

78

79 *C. Karolian made a motion to waive Town Council rules of procedure and vote same night as
80 public hearing. R. Lapierre seconded the motion.*

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

82

83 *C. Karolian made a motion to accept the donation of Personal Protective Equipment, Hand
84 Wipes and Hand Sanitizer from Ocean State Job Lot, valued at \$12,000.00, to the Town of
85 Hooksett Police and Fire Department per RSA 31:95-e II. T. Tsantoulis seconded the motion.*

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

87

88 **New Appointment of Health Officer - Dana Pendergast and Renewal of Deputy Health Officer -
89 Cpt. Joe Stalker**

90

91 Chair Sullivan asked Town Administrator Garron to introduce the new Code Enforcement Officer.

92

93
94 A. Garron: I would like to welcome and introduce Dana Pendergast as the town's new Code
95 Enforcement Officer/Building Inspector. He comes to us from Pembroke and has been filling in a couple
96 of days a week since former CEO Matt Lavoie left us. He comes to us with a lot of experience.

97

98 C. Karolian: I would like to suspend the rules and move up item 16.1.

99

100

101 Chair Sullivan: We can move up that item after we have a motion regarding the appointments of the
102 Health Officer and Deputy Health Officer.

103
104 ***R. Lapierre motioned, per RSA 128, to end the appointment of Hooksett Health Officer Matthew***
105 ***Lavoie, effective February 10, 2021, to recommend the appointment of Dana Pendergast as***
106 ***Hooksett Health Officer for a three (3) year term, and to reappoint Hooksett Deputy Health***
107 ***Officer, Captain Joe Stalker, to a three (3) year term, which shall run concurrently with the***
108 ***Health Officer's term, with a renewal date of February 24, 2024. D. Boutin seconded the motion.***
109 ***Voted unanimously in favor (7-0).***

110
111 **OLD BUSINESS (moved up)**

112 **Corriveau Drive - Further Discussions Regarding Status of Future Driveway and Subdivision**
113 **Plans Relating to Abutting "Future Access" Roads to Demers Property and Other Properties**
114 **and Disposition of Logging Equipment on "Future Access Road E".**

115
116 ***C. Karolian motioned, in accordance with NH RSA 231.51, to Release and Discharge all town***
117 ***interest in the Future Access Ways A, B, C, D, and E, as shown on the approved Hackett Hill***
118 ***Estates subdivision plan as dedicated Future Access Ways. J. Durand seconded the motion.***
119

120 C. Karolian: We have been going around with this, and there are lots of different opinions. We have to
121 do what is legal and in the best interest of the people of the town, as well as those who live in the
122 subdivision. We have every right to exercise this option to Release and Discharge, per RSA 231.51.
123 There is no liability for the town. It has been 38 years, and it is time to move on.

124
125 T. Tsantoulis: Regardless of the amount of time that has passed, 38 years, the land is still there and
126 there has always been the possibility that something could happen. The adjacent buyers knew of this
127 possibility and still know. We could be creating a precedent for other subdivisions.

128
129 D. Boutin: This could have a chilling effect on the Planning Board because of the effect on the
130 development of backlands which are dependent upon these access roads.

131
132 R. Duhaime: I agree with Councilor Boutin. This was put in by the Planning Board years ago. By taking
133 away access, there is still an issue. As with issues that come before the ZBA, two neighbors have to
134 work this out.

135
136 Chair Sullivan: It is clearly within the authority of the Town Council to make this motion, per our legal
137 counsel. Planning Board Chair Richard Marshall was on the Planning Board in 1983. This is not just
138 affecting Corriveau Drive. What would be the rationale to allow others? They would be hesitant to
139 approve future access roads because of the precedent this would set.

140
141 C. Karolian: We have to keep a few things in mind. The Planning Board, in 1983, required these future
142 access roads. If they hadn't, we wouldn't be here. The question at hand is Corriveau Drive, not future
143 development in Hooksett. The RSA allows this release with no precedent being set. It is a case-by-case
144 basis.

145
146 R. Duhaime: The landowner behind access road E, since 1983, has thought he has access.

147
148 A. Garron: This is a procedural issue. This item was tabled on January 20, 2021. It needs to be
149 removed from the table.

150
151 ***D. Boutin motioned to remove this item from the table. C. Karolian seconded the motion.***

152 ***Voted unanimously in favor (7-0).***
 153

154 Chair Sullivan: We have an individual with a Scheduled Appointment who wishes to speak on this issue
 155 and others in the public wishing to do so. We should accommodate them. Does the Council wish to
 156 hear them?
 157

158 D. Boutin: We have heard from the neighbors three or four times, including their attorneys. We have
 159 had advice from our Town Attorney and the Town Administrator. I move the question.
 160

161 C. Karolian: I have a motion on the floor. If it doesn't pass, we can listen to those wishing to speak.
 162

163 Chair Sullivan: I would like to have a roll call vote on allowing the public to speak.
 164

165 D. Boutin: Mr. Chair, I moved the question.
 166

167 Chair Sullivan called for a roll call vote on moving the question.
 168

169 **Roll Call Vote #5**

170 ***T. Tsantoulis Aye***

171 ***C. Jones Not present***

172 ***R. Duhaime Aye***

173 ***A. Walczyk Not present***

174 ***R. Lapierre Aye***

175 ***C. Karolian Aye***

176 ***J. Durand Aye***

177 ***D. Boutin Aye***

178 ***J. Sullivan Nay***

179 ***Voted in favor (6-1).***
 180

181 Chair Sullivan called for a roll call vote on the motion to Release and Discharge all town interest in the
 182 Future Access Ways on Hackett Hill Estates.
 183

184 **Roll Call Vote #6**

185 ***J. Durand Aye***

186 ***R. Lapierre Nay***

187 ***C. Karolian Aye***

188 ***D. Boutin Nay***

189 ***C. Jones Not present***

190 ***T. Tsantoulis Nay***

191 ***A. Walczyk Not present***

192 ***R. Duhaime Nay***

193 ***J. Sullivan Nay***

194 ***Motion failed (2-5).***
 195

196 ***D. Boutin motioned that Hooksett accept authority to Future Access Ways A, B, C, D, and E, as***
 197 ***shown on the approved Hackett Hill Estates subdivision plan, as accepted dedicated ways. T.***
 198 ***Tsantoulis seconded the motion.***
 199

200 D. Boutin: These future access ways were identified on a legally approved subdivision plan. There is no
 201 negative precedent set because each situation is evaluated on its own merits.

202

203 T. Tsantoulis: The unfortunate reality is that we cannot make everyone happy. We have to do what is
204 truly correct and right for the town.

205

206 C. Karolian: I am pretty sure the residents of Corriveau Drive knew that these could be future access
207 ways because that information should be on their deeds.

208

209 Chair Sullivan: I am inclined to let people speak. If Councilor Boutin's motion passes, how does it affect
210 the 2019 motion to grant a driveway? Would a roadway have to be built and who would build it?

211

212 A. Garron: If the town accepts these access ways, they become public ways. A developer wishing to
213 develop the backland would have to build the road.

214

215 R. Lapierre: Do we have an approved or pending driveway permit?

216

217 A. Garron: Not to my knowledge. In 2019, the Council granted access, not a driveway permit.

218

219 R. Lapierre: RSA 251:31 was amended in 1989 to eliminate the 20-year time limit for accepting the
220 roads. Since there is no driveway permit before us, this action is premature.

221

222 T. Tsantoulis: My response to Councilor Lapierre is that we are kicking the can down the road. Taking
223 action tonight makes it more final. Part of why we have the logging problem is because this was not
224 decided. The town would have been able to act more quickly.

225

226 C. Karolian: We have two options. The first is to accept the access ways, and the only thing that can be
227 built is a legally accepted road built to State or Town standards. Anybody in the town or the State could
228 park and hang out there because you can't give exclusive rights to a public way to any individuals or
229 groups of individuals. The second option is to not accept the access ways, which is what I proposed in
230 my motion.

231

232 D. Boutin: Addressing Councilor Lapierre, we can approve a subdivision without knowing what is going
233 in. We don't want to shut down development. Addressing Councilor Karolian, the future access ways
234 were not a requirement of the Planning Board; the plan was submitted that way.

235

236 Chair Sullivan called for a roll call vote on the motion to accept the future access ways.

237

238 **Roll Call Vote #7**

239 **C. Jones Not present**

240 **C. Karolian Nay**

241 **R. Lapierre Nay**

242 **R. Duhaime Aye**

243 **A. Walczyk Not present**

244 **J. Durand Nay**

245 **T. Tsantoulis Aye**

246 **D. Boutin Aye**

247 **J. Sullivan Aye**

248 **Voted in favor (4-3).**

249

250 **Chair Sullivan motioned to direct the Town Administrator, as a result of the Cease & Desist**
251 **order, to order the removal of the logging equipment on Access Way E by the owner of the**
252 **equipment within two weeks; that failing, the Town Administrator shall have the equipment**

TC MINUTES

02-24-2021

5

253 *removed by the town at the expense of the owner of the equipment. D. Boutin seconded the*
 254 *motion.*

255
 256 Chair Sullivan: That equipment doesn't belong there now.

257
 258 ***Roll Call Vote #8***

259 ***R. Lapierre Aye***

260 ***R. Duhaime Aye***

261 ***T. Tsantoulis Aye***

262 ***A. Walczyk Not present***

263 ***J. Durand Aye***

264 ***C. Jones Not present***

265 ***D. Boutin Aye***

266 ***C. Karolian Aye***

267 ***J. Sullivan Aye***

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

269
 270 A. Garron: Moving the equipment onto private property satisfies the Cease & Desist order.

271
 272 C. Karolian: If the equipment is moved to a private lot, can they use the dedicated way to go back and
 273 forth?

274
 275 A. Garron: If they have pulled the proper permits, yes.

276
 277
 278 **SCHEDULED APPOINTMENTS**

279
 280 **Police Chief Janet Bouchard - Presentation on Police Protocols**

281
 282 Chief Bouchard: The Police Department operates on pride, trust and transparency. We have a solid
 283 relationship with the community. 2020 was unprecedented, and I am proud of how my staff and officers
 284 handled the challenges. Some days, I issued new directions three or four times a day. Crime didn't stop
 285 because of the pandemic. My officers performed their duties at work and dealt with challenges and
 286 burdens at home because of the pandemic. Then, in May of last year, George Floyd was brutally killed
 287 by a police officer, increasing anger toward police and more scrutiny of them. In June, Governor
 288 Sununu established a Commission on Law Enforcement Accountability, Community and Transparency.
 289 In October, he endorsed all of the recommendations of the Commission, including the importance of
 290 community policing, fair and impartial policing, transparency, improved data collection and analysis,
 291 investigation of police misconduct, removal of implicit bias, de-escalation of situations, SRO training
 292 and recruitment of minorities. We were already following these practices, though we realize there is
 293 always room for improvement. Captain Robie compiles statistics for the department and I want to share
 294 some of them. Regarding use of force, in 2020 we had 13,316 calls and 665 arrests, for which force
 295 was used 41 times in relation to 23 incidents. All were deemed justified.

296
 297 D. Boutin: What is the number of domestic abuse cases?

298
 299 Chief Bouchard: I don't have those numbers with me, but I can get them for you.

300
 301 D. Boutin: It is an important issue because it has gotten worse with the pandemic. It is not just
 302 husband/wife abuse but also abuse of children by parents.

303

304 Chief Bouchard: Yes, there has definitely been an increase because people are at home more. With
 305 President Trump's executive order on safe policing, the DOJ said that police departments had to be in
 306 compliance in order to receive federal grants. With the change of one small sentence in our policy, we
 307 were already in compliance. I sent a letter on February 1st indicating our compliance. Regarding
 308 complaints about our officers, we always have them in writing. I call the complainant to be sure I have
 309 all of the facts. The conduct of the officers involved is scrutinized at many levels. In 2020, we had seven
 310 (7) complaints involving five (5) officers. Five of these were exonerated, one was sustained and one
 311 was unfounded. Hooksett police officers require a low level of disciplining, and they receive many
 312 accolades. We are required to file and report on exculpatory evidence; we had none in 2020. I have
 313 nothing but praise for my captain, lieutenants, sergeants, detectives, officers and staff. No one is more
 314 important than anyone else in the department. I want to thank the community for its support of the
 315 department for voting in favor of our negotiated union contracts. I also want to thank the Town
 316 Administrator, the Town Council, and everyone who contributes to our success as a department.

317
 318 D. Boutin: On behalf of the Town Council, we appreciate your dedicated service and the way you have
 319 complimented those in your department.

320
 321 A. Garron: When I read this report from Chief Bouchard, I thought it was important that she share it with
 322 the Council. The Police Department has a lot to be proud of, and I commend you for being ahead of the
 323 curve.

324
 325 Chair Sullivan: Thank you, Chief Bouchard. As I always say – and it is not a cliché – be safe.

326
 327 Chair Sullivan called for a five-minute break at 7:07 pm.

328
 329 **Todd Rainier, Town Clerk and Cindy Robertson, Town Moderator & Don Riley, Assistant Town**
 330 **Moderator - March 9, 2021 Town Election Preparations**
 331

332 T. Rainier: I am here with Town Moderator Cincy Robertson. Assistant Town Moderator Don Riley
 333 could not be here because of a schedule conflict. The Town and School Elections, hopefully the last of
 334 this year, will be held at the Cawley Middle School on March 9, 2021. The polls will be open from 6:00
 335 am until 7:00 pm. We will be using the same format and safety protocols as we used for the fall
 336 elections, as follows: Stay at home if you have tested positive for COVID-19 or are showing COVID-19
 337 symptoms, were exposed to someone with COVID-19, or have travel risk exposure. Masks must be
 338 properly worn at all times while inside the school building and outside while within six (6) feet of others.
 339 Inside the school, six-foot distancing will be identified. Personnel from Hooksett Fire Rescue will again
 340 assist at the main entrance to the polls – assuring voters have masks properly worn and offering hand
 341 sanitizer for all before entering the school. Because school will be in session, voters should use only
 342 the entrance on the left. Councilors are election officials and must be present throughout the day. I will
 343 pass the sign-up sheet around tonight. Three Councilors who are **not** on the ballot need to be present
 344 at the end of the night when the polls close to help with reconciliation and the sealing of the ballot
 345 boxes. The sealing of the boxes allows the turnover of the ballots from the Moderator to the Town
 346 Clerk. The Hooksett Supervisors of the Checklist will hold a meeting on Saturday, February 27, 2021 at
 347 11:00 am in the Council Chambers in the Town Municipal Building, 35 Main Street. This is the final
 348 opportunity to register to vote, although you may register and vote at the polls on the day of the
 349 election. The ballots have not arrived yet; when they are received, a sample will be posted on
 350 **Hooksett.org**. So far, we have only three (3) requests for absentee ballots, and these will be fulfilled
 351 when the ballots are received. Ballot Clerk training is scheduled for February 25th at 3:00 pm in Council
 352 Chambers, and the counting of unmarked ballots and testing of the Accuvote tabulator is scheduled for
 353 Wednesday, March 3rd at 3:00 pm, also in Council Chambers.

354
 355 Chair Sullivan: Between the School and the Town, the ballots contain \$54 million in spending.

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Jason Reimers, BCM Environmental and Land Law - Corriveau Drive

J. Reimers: The permission given in 2019, although invalid, is now void because you can't have a driveway permit over other people's property. There is no implied easement. They never asked you to release them. You voted not to listen to me or the residents of Corriveau Drive. Can you explain to them why you wouldn't listen to them?

Chair Sullivan: The agenda is fluid. I will be more hesitant, in the future, about changing the order and more careful about keeping to the agenda order. We don't accept public comments while discussing an item. We could possibly move up Public Input to after the Pledge of Allegiance.

J. Reimers: These people hired an attorney for which they spent money.

C. Karolian: I was the one requesting to move up the Corriveau Drive item. I meant no disrespect. After hearing from the attorney for the residents, and from the residents themselves, and after talking with our Town Attorney, I thought it was a 'no brainer.' I wanted to expedite things. I had no ill intent.

PUBLIC INPUT

Karen Carle, 35 Corriveau Drive: First, I want to say that there is a school bus stop at Corridor B where the logging equipment is. I hope the moving of that equipment can be timed so as not to endanger students getting on or off the bus. Second, I ask that logging trucks use private driveways and not the town road, if possible. Third, hydraulic fluid has leaked onto the ground from the logging equipment. I assume the town will be cleaning that up. Finally, we have a neighborhood watch, and I hope we will have additional police presence because a public way attracts unsavory people and inappropriate activities.

Chair Sullivan: I suggest that the Town Administrator can assist you with your concerns. Please email him those four items or provide him with your contact information so that he can reach out to you.

R. Duhaime: I would like to be cc'd as well. That is my district.

Steve Petrosky, 89 Corriveau Drive: I would like some clarification about these access roads, because they go directly to one lot. How do other back lots get access to these public ways? Is there a gatekeeper? There is lots you don't fully understand. Will the town plow and maintain these public ways?

Chair Sullivan: The Town Administrator will help you with your questions and concerns.

Tom Armor, 38 Corriveau Drive: I am a property owner who is adversely affected by this decision. While I appreciate your desire to take on these issues, I find it disappointing that you didn't hear us before making your decision. Also, I assume you will be taking care of the oil-soaked ground. That is a crude road. It doesn't meet town standards. I assume it will be improved before it is used. The direction this went is disappointing. You are granting private use for one owner. Where is the public interest?

CONSENT AGENDA

\$2,000 check from HealthTrust to the Town of Hooksett for the 2021 town-wide wellness program(s) per RSA 31:95-b, III (b) and return said amount to the Administration line item 001-000.220.029.000.

408 ***T. Tsantoulis motioned to approve the Consent Agenda item. D. Boutin seconded the motion.***
 409 ***Voted unanimously in favor.***
 410

411 **SPECIAL RECOGNITION**

412 **Hooksett Police Departmental Annual Award Ceremony – Part I**

413 Postponed.
 414

416 **Hooksett Municipal Employee - New Hires**
 417

418 A. Garron: In addition to Dana Pendergast, our new Code Enforcement Officer, Building Inspector and
 419 Health Officer, we have three additional new hires. We welcome Austin Allgire as a Truck
 420 Driver/Laborer in the Highway Division of DPW; Mark Sargent in the DPW as a Custodian for the Police
 421 Safety Center and the Courthouse, and Kathie Donnelly as a part-time Secretary in the Administration
 422 Department. Kathie will continue to transcribe minutes for the Town Council until that position is filled.
 423

424 Chair Sullivan: Congratulations everyone. We are happy to have you.
 425

426 **TOWN ADMINISTRATOR'S REPORT**
 427

428 A. Garron: COVID cases in Hooksett are at 35 as of this week, down from 38 on February 10th. The
 429 total number of cases in Hooksett stands at 1,000. The trend is downward, and we need to continue to
 430 do our due diligence until everyone is vaccinated.
 431

432 A. Garron: Both the Police and Fire Rescue departments have received Emergency Management
 433 directives from the State, whereby the State will reimburse towns for assistance with the vaccination
 434 process. Chief Burkush received the directive for his department in the middle of last week; Chief
 435 Bouchard received hers on Monday. Time is of the essence for these.
 436

437 Chief Burkush: Hooksett firefighters have been working at the East Side Drive location, administering
 438 vaccinations and helping to coordinate the effort. We need authorization for Town Administrator Garron,
 439 Deputy Chief Colburn, and myself to sign the paperwork.
 440

441 Chief Bouchard: We have been providing security at the site and will be billing this as detail work.
 442

443 ***T. Tsantoulis motioned to authorize the Council Chair to sign the certificates of authority to***
 444 ***move forward with the Emergency Management directives for Police and Fire. R. Lapierre***
 445 ***seconded the motion.***
 446

447 T. Tsantoulis: The town is stepping up to help and is getting reimbursed. That is a 'no-brainer.'
 448

449 C. Karolian: I have seen first-hand the work these people are doing. Kudos to all.
 450

451 Chief Bouchard: When the National Guard first set up, we started bringing our Emergency Response
 452 vehicle there to give them a place to warm up. We dropped it off in the morning and picked it up in the
 453 evening. Hooksett made a good impression.
 454

455 Chair Sullivan called for a vote on the motion.
 456

457 ***Voted unanimously in favor (7-0).***
 458

459 R. Duhaime: I thought at our last meeting we asked Mr. Garron to prepare a bullet list for his Town
460 Administrator's report.

461
462 A. Garron: My report is written, so I can easily put it up on the screen.
463

464 Chair Sullivan: It won't be in your packets because many issues arise after the packets are sent out.

465
466 C. Karolian: Are you looking for an outline?
467

468 R. Duhaime: Yes. There are recurring items for which Mr. Garron provides updates. It would help to
469 keep track of them. I lost track of where we were on the agenda tonight.

470
471 Chair Sullivan: The Town Administrator keeps a list of items brought up for future agendas.
472

473 A. Garron: The Athletic Dorm has opened up behind Merchants Motors. A ribbon cutting ceremony will
474 take place on March 1st; I plan to attend, and Governor Sununu will be there as well.

475
476 A. Garron: We received the full rebate for the LED project; we had estimated \$40,450.00 and received
477 \$40,400.00. Now, Project Coordinator Nick Germain and I are looking into a new, systematic streetlight
478 request process that is fair for everyone. We now have 409 streetlights.

479
480 A. Garron: We have had an internal posting for the hiring of a new Fire Chief. We have one internal
481 candidate. If the panel decides to recommend that candidate, we will bring that to the Council. If not, we
482 will have an external posting. The panel has been set up and includes a former fire chief who now
483 works at UNH, so we will have an expert on the panel.

484
485 A. Garron: Regarding the wage study, the cost estimate of between \$5,000.00 and \$15,000.00 was
486 based on the 40 non-union employees. It would not include the Library or Wastewater, as they have
487 had their own studies done. The scope of the study is pay scales, job descriptions, titles and longevity.
488 It will look at comparable communities with similar tax valuations. I would ask the Council if we should
489 keep this focus or expand.

490
491 R. Duhaime: As I said before, I would like you to look inhouse first.
492

493 Chair Sullivan: Will you attempt to have the project done inhouse before seeking a consultant?
494

495 A. Garron: My proposal, which was approved, was to hire a consultant. This would be more expedient
496 because using town employees would mean that this project would compete with the many other
497 projects they are working on.

498
499 T. Tsantoulis: When we hire a department head, we should have confidence and trust in their abilities.
500 We should not have to second guess and negate their decisions. I am in favor of letting people do their
501 jobs.

502
503 Chair Sullivan: I assume some of the work has already been done.
504

505 A. Garron: Yes, we will be drafting an RFP for the project, and there are other tasks to be done before
506 the consultant begins and while they are working. If the cost exceeds \$15,000.00, I will be back before
507 the Council. I am assuming the Council is willing to go forward.

508

509 A. Garron: I spoke at the last meeting about Senate Bill 99, which would restore to municipalities the
510 40% of the Meals & Rooms Tax revenue to which they were originally entitled. Hooksett now receives
511 \$741,000 and would receive an additional \$500,000 if this bill is passed. NHMA supports this, and I
512 would like Hooksett to send a letter of support for this.

513

514 Chair Sullivan: The consensus of the Council is to support this, and I would direct the Town
515 Administrator to send a letter of support on our behalf.

516

517 A. Garron: There is also legislation for Municipal Aid Property Tax Relief which is moving to the full
518 Senate. This would provide \$20 million in aid to municipalities, with 60% earmarked for property tax
519 reduction. It has good support. There is also a proposed Constitutional amendment which would set a
520 maximum two percent (2%) for property tax increases per year. This is not widely supported, and it
521 could have unintended consequences.

522

523 R. Duhaime: Is this a cap?

524

525 A. Garron: Yes.

526

527 A. Garron: A warrant article numbering issue was brought up at the Deliberative Session. Donna
528 Fitzpatrick will speak on that.

529

530 D. Fitzpatrick: The Teamsters called me because they are getting ready to put signs up. This raised the
531 question of whether the Voters' Guide matches the ballot, in terms of numbering of the Warrant Articles.
532 I checked with Town Clerk Todd Rainier and he confirmed that the ballot proof matches the numbering
533 in the Voters' Guide. On January 13th, the Finance Director requested that the articles relating to union
534 and non-union wages be grouped together. Christine Soucie is not here to speak on this, but it was
535 approved by the Town Council and did not happen.

536

537 Chair Sullivan: We should leave it as it is.

538

539 T. Rainier: Many voters refer to the Voters' Guide as they vote.

540

541 A. Garron: This is a gentle reminder that laptops were provided to you, and if you have an issue with
542 yours, please see me or Nick Germain for help. We can keep them here for you, but we are hoping to
543 cut down on the cost of preparing and mailing out packets if you keep them with you.

544

545 A. Garron: My last item is that we need a Town Council representative for the CIP Committee. This
546 group meets from April through June each year.

547

548

549 **NOMINATIONS AND APPOINTMENTS**

550

551 ***R. Lapierre nominated Alexander Glennon as a ZBA alternate member, term expiring June 30,***
552 ***2022.***

553

554 ***N. Germain: Phil Denbow's term on the ZBA expired June 30, 2020,*** but due to a misunderstanding,
555 he has continued to serve without being reappointed. To rectify this, the Council can reappoint him
556 tonight and then we can get clarification about what to do about the time he has served when he was
557 not officially appointed.

558

559 C. Karolian: There could be a problem if he has been serving without being appointed and has cast a
560 deciding vote on the Board.

561

562 ***R. Duhaime motioned to appoint Phil Denbow to the ZBA, term expiring June 30, 2023. D. Boutin***
563 ***seconded the motion.***

564 ***Voted in favor (6-1).***

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OLD BUSINESS

Safety Center Access Control Bids

T. Tsantoulis motioned to allow the exception to lowest bid under Section 5.3.5 of the Procurement Code and award the Bid #21-01 to Pro Technologies for \$36,973.41. D. Boutin seconded the motion.

Chief Burkush: This project will allow us to have one door-operating system at the Safety Center instead of three different ones. The bids received are identical in terms of the work to be done. Pro Technologies has done previous work in the facility, is a local company and is within \$1,000 of the lowest bid.

J. Durand: Did you ask Pro Technologies to drop its bid?

Chief Burkush: No. What happened is that we scheduled a mandatory walk-through, and we had a snowstorm on that day, so only the local bidder came. We opened the bids in public. Then, we had to rebid the job, and the company from Billerica, having seen the bid of Pro Technologies, changed its bid so that it would come in lower.

T. Tsantoulis: The Staff Report says this is funded by a grant. What grant is it?

R. Lapierre: It is an Emergency Management Performance Grant from FEMA.

Chief Burkush: The Council accepted that grant in November.

Chair Sullivan called for a roll call vote on the motion to allow the exception to lowest bid under Section 5.3.5 of the Procurement Code and award Bid #21-01 to Pro Technologies.

Roll Call Vote #9

J. Durand Aye

D. Boutin Aye

C. Jones Not present

R. Duhaime Abstained

C. Karolian Nay

A. Walczyk Not present

T. Tsantoulis Aye

R. Lapierre Aye

J. Sullivan Aye

Voted in favor (5-1). Councilor Duhaime abstained because he was distracted.

APPROVAL OF MINUTES

Public: 02/06/2021 Special Meeting

TC MINUTES

02-24-2021

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Public: 02/10/2021

Non-Public: 02/10/2021 #2 unsealed

Non-Public: 02/10/2021 #1 sealed

All postponed.

SUB-COMMITTEE REPORTS

Chair Sullivan: The EDC had a discussion of the Exit 11 projects. Due to a change of heart, they voted to support the project on the west side of the highway because they are reclaiming an area they dug out. The Committee held off on a decision about the east side because of concerns that need to be addressed first. A lot of things are coming. We had a review of the Master Plan, which is the responsibility of all boards and committees. It is in good shape, but a lot of work is needed. We need consistency among the boards and committees, and the tools for new development

R. Duhaime: Some of the ZBA members do not feel that they are supported by the Town Council. We wanted Mr. Garron to talk with the State about Exit 11. They are spending \$50 million on Exit 11. We can't get help. We need things to get done. TF Moran did it years ago. It was a failed intersection then, and now there will be 450 new homes at Greens Marine. That was a serious, fatal decision.

A. Garron: I have no problem reaching out to the State, but I need a directive from the Town Council or the ZBA.

R. Duhaime: The motion to have you reach out failed.

Chair Sullivan: We can put this on the agenda and invite the Planning Board and the ZBA.

C. Karolian: Which side of the highway at Exit 11 are we talking about?

R. Duhaime: It is both sides. Items for both sides are coming up on March 9th.

C. Karolian: We want to make sure this is not that saying that we have to support them. The Town Council can have a different opinion.

R. Duhaime: We are just looking for information. We can make our own decisions.

D. Boutin: The DOT will not respond until they have a site plan. We don't have one for the east side of Hackett Hill Road. I sympathize with Councilor Duhaime.

A. Garron: The ZBA made a decision about Regional Impact. If traffic is an issue, I'd be surprised if they are not already engaged. Concurrently, the town opted for a Corridor study of 3A, going from Bow to Manchester. The town ran into a snag with the roundabout. The price escalated. More had to be done. That intersection can't work independent of the Main Street intersection. The corridor study will take a broader look. We can have some influence once we have the data.

Chair Sullivan: We should be careful about comments which could slight other boards and committees. We can put this on the agenda and invite the Planning Board and the ZBA.

667 D. Boutin: I have some advice for the Town Council and the Chair. You should put this on the agenda,
668 invite the applicant, and notify the abutters. Otherwise, there could be a legal case and the Council
669 would lose.

670
671 R. Duhaime: I totally disagree with you, Councilor Boutin.
672

673 **PUBLIC INPUT**
674

675 Cynthia Marple, off Corriveau Drive: I am the owner of the property where the logging equipment is,
676 going back several generations. You have a very tough job to do. I just want to tell you that I can't reach
677 Timothy Trimbur, and I don't want to do business with him. I just want it to be clear that he, not I, will
678 pay the cost of removing the equipment.
679

680 **NON-PUBLIC SESSION #2 NH RSA 91-A:3 II**
681

682 *J. Sullivan motioned to enter non-public session at 8:50 pm in accordance with the provisions*
683 *of RSA 91-A:3, II (c). C. Karolian seconded the motion.*
684

685 RSA 91-A:3, II (c) *Matters which, if discussed in public, would likely affect adversely the reputation*
686 *of any person, other than a member of this board, unless such person requests an open meeting.*
687 *This exemption shall extend to include any application for assistance or tax abatement or waiver of*
688 *a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*
689

690 **Roll Call Vote #10**
691

691 **C. Karolian Aye**
692 **T. Tsantoulis Aye**
693 **R. Lapierre Aye**
694 **C. Jones Not present**
695 **D. Boutin Aye**
696 **J. Durand Aye**
697 **A. Walczyk Not present**
698 **R. Duhaime Aye**
699 **J. Sullivan Aye**

700 ***Voted unanimously in favor (7-0).***
701

702 Chair Sullivan left the meeting at 8:55 pm.
703

704 ***T. Tsantoulis motioned to leave nonpublic session at 9:11 pm. R. Lapierre seconded the motion.***
705 ***Voted in favor (6-0).***
706

707 ***T. Tsantoulis motioned to seal the minutes of the nonpublic session. R. Lapierre seconded the***
708 ***motion.***
709 ***Voted unanimously in favor (6-0).***
710

711

712 **ADJOURNMENT**
713

713 ***T. Tsantoulis motioned to adjourn at 9:12 pm. R. Lapierre seconded the motion.***
714 ***Voted unanimously in favor (6-0).***
715

716 Respectfully submitted,

717 *Kathleen Donnelly*

718 Kathleen Donnelly

719 Recording Clerk

720

721

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

**Nonpublic Session Minutes
Hooksett Town Council**

Date: 2/10/2021 #2

Not
Sealed

Council Members Present: "X" if present

Chair James Sullivan X
 Vice-Chair Timothy Tsantoulis X
 Secretary James Durand X
 Alex Walczyk X
 Cliff Jones X
 Clark Karolian Not present at start - back in room 17:32
 Roger Duhaime X
 Randall Lapierre X
 David Boutin X

Motion to enter Nonpublic Session made by Sullivan seconded by Boutin

Specific Statutory Reason cited as foundation for the nonpublic session:

X 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.*

X 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 #5

Tsantoulis (Y)N
Jones (Y)N
Duhaine (Y)N
Walczyk (Y)N
Lapierre (Y)N
Karolien ~~YN~~ left room
Durand (Y)N
Bowlin (Y)N
Sullivan (Y)N

(8-0)

Remove public meeting tape (if applicable).

Entered nonpublic session at 7:29 a.m./p.m. (p.m.)

Other persons present during nonpublic session: André Garron, Town Administrator and Donna Fitzpatrick, Human Resource Coordinator (HR)

Description of matters discussed and final decisions made:

(A)(C) Discussion #1 - Fire Chief James Burkush - Contract #16 + resignation effective 03/08/2021

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 Bowlin, seconded by Tsantoulis.

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

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

Public session reconvened at 7:37 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

Not Sealed

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 J. Fitzpatrick