



AGENDA

Town of Hooksett Town Council

Wednesday, May 26, 2021 at 6:00 PM

A meeting of the Town Council will be held Wednesday, May 26, 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. Richard Marshall - 49 Years Planning Board Service Award
 - 7.2. Hooksett Fire-Rescue Department - Award Ceremony Part II
 - 7.3. Hooksett Municipal Employee - New Hire
8. **PUBLIC INPUT - 15 MINUTES**
9. **SCHEDULED APPOINTMENTS**
 - 9.1. Hooksett Library - Heather Rainier, Library Director and Library Trustees - Annual Update 5 - 8
[HOOKSETT LIBRARY UPDATE 2021](#)
10. **CONSENT AGENDA**
 - 10.1. Release Two Site Bonds Totaling \$50,764 for the Pizza Man Restaurant Property at 254 West River Road. 9 - 16
[Staff Report - SR-21-075 - Pdf](#)
11. **TOWN ADMINISTRATOR'S REPORT (TO INCLUDE CORRIVEAU DRIVE REPORT)**
12. **NOMINATIONS AND APPOINTMENTS**
13. **BRIEF RECESS**
14. **OLD BUSINESS**
 - 14.1. Town of Hooksett Municipal Offices Mask Mandate Update
 - 14.2. CARES Act Election Grant (Tabled at 05/12/2021 Town Council Meeting) 17 - 20
[Staff Report - SR-21-071 - Pdf](#)
 - 14.3. Status of Councilor Walzcyk residency
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.	Ambulance Billing Rate Update Staff Report - SR-21-074 - Pdf	21 - 31
15.2.	Town Vehicles and Use of Personal Vehicles Policy (tabled at 4/14/2021 Council Meeting) Staff Report - SR-21-069 - Pdf	33 - 35
15.3.	Award Bid #21-09 for Property Liability and Workers' Compensation Insurance coverage Staff Report - SR-21-073 - Pdf	37 - 55
15.4.	Quarterly Financial Report as of March 31, 2021 Staff Report - SR-21-068 - Pdf	57 - 74
15.5.	2021-2022 Town Council Meeting Schedule Staff Report - SR-21-076 - Pdf	75 - 77
15.6.	Town Council Establish Sub-Committee to Amend Town Charter - Council to Approve Zoning Amendment(s) vs. Warrant Item(s) for Voters	
15.7.	Unsealing of Council Non-Public session minutes (a) (b) (c) (d) (e) (i) (l) (June 2020 - May 2021), if in the opinion of a majority of members, the circumstances that sealed the minutes no longer apply in accordance with RSA 91A:3 III	

16. APPROVAL OF MINUTES

16.1.	Public: 05/05/2021 Special Meeting TC MINUTES SPECIAL MEETING 05.05.2021	79 - 80
16.2.	Public: 05/12/2021 TC Minutes 05122021	81 - 91
16.3.	Non-Public: 05/12/2021	

17. SUB-COMMITTEE REPORTS

18. PUBLIC INPUT

19. NON-PUBLIC SESSION NH RSA 91-A:3 II

20. ADJOURNMENT

PUBLIC INPUT

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

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

reserves the right to end questioning if the questions depart from clarification to deliberation.

4. Council members may request a comment be added to New Business at a subsequent meeting.
5. No one may speak during Public Input except the person acknowledged by the Chair. Direct questions or comments from the audience are not permitted during Public Input.

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



To the members of the Hooksett Town Council,

We want to thank you for your continued support of the Library and share highlights from the past year. 2020 was an eventful year, and 2021 is keeping Hooksett on its toes! The Hooksett Library strives to be responsive to the changing needs of this community and our library patrons. We keep our team agile through professional development, cross training, and communication. Our continued focus on staying ahead of current technology helped us face the challenges of this pandemic year together.

The attached infographic highlights the numbers behind both our ongoing and expanded services during the period from March 2020 through February 2021. We have adapted our service model several times during this pandemic year, keeping the needs of our staff and community in the forefront of our planning and implementation.

Here are a few highlights for you to consider:

- We began Porch Pickup (also known as curbside service), a service we expect to continue post pandemic.
- We added a text-live chat function to our website, improving ease of patron communication through a virtual "Ask a Librarian" service.
- We upgraded our wireless printing capabilities with a cashless, mobile app, Princh.
- We supported local library groups in moving to virtual meeting spaces.
- We developed HPL's *Fresh Picks for You*, a remote reader's advisory service made it easier for patrons to locate new items during the winter virus surge.
- We offered custom book bundles to families to support remote learning and promote early literacy.
- We developed passive programming, including virtual escape rooms, Lego challenges, crafting and baking demonstrations.
- We continued to hold both adult and children's established book groups online.
- We continued to hold virtual technology classes weekly on timely and relevant topics.
- We provided individual tech sessions, by phone and virtually. These allowed *many* seniors to become familiar with ebooks and digital materials available from the safety of home, and to learn ways to connect with family and friends using digital platforms.
- We hosted a public flu clinic by appointment with a community partner in order to remove barriers to healthcare access during this important time.
- We provided help to those patrons seeking assistance in the COVID-19 Vaccine registration process following the statewide rollout.
- We handed out "Porch Pick-Me-Up" bags, with puzzles, activities, and other goodies, to provide cheer to patrons in December, as virus cases spiked.

- We documented a 32% rise in ebook and downloadable audiobook checkouts, which is astounding, and we *expect this trend to continue*.

In mid-March of 2021, the Hooksett Library again shifted our service model in response to local case numbers; we are now open for drop-in browsing with walk-through services in the yellow level of our Rainbow of Library Service Plan. Library staff demonstrate daily the creativity, humor, and flexibility that we have all cultivated during this past year, and we are stronger as a result.



Patrons Leslie Larosee browsing by appointment with her daughter during the summer lull in local Covid cases.



Creativity Kits for Grownups included ornaments, needle felting, jewelry making, and watercolor Valentine's cards! More to come!



An entire family's worth of Take & Make Craft Kits! (Winter Concepts Storytime: Penguins)

As our team moves forward into the spring and summer of 2021, we will do our best to plan proactively for Hooksett's future and respond to community needs. The images below provide a visual representation of the resiliency of the Hooksett community, and we welcome questions and feedback from the community and council members at any time.

Heather Rainier
Library Director



HOOKSETTLIBRARY.ORG

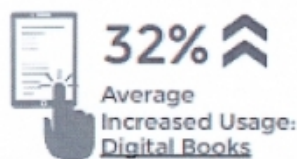
MAR/20 -
FEB/21

YEAR IN REVIEW

NEW SERVICES ADDED DURING THE PANDEMIC

- Porch Pickup & Virtual Browsing
- Virtual Storytimes & Programs
- Take-and-Make Kits
- Live Chat
- Virtual Tech Support
- Virtual Escape Rooms

- NextReads Newsletters
- Fresh Book Picks For You
- Custom Book Bundles
- Remote wireless printing
- AtoZdatabases & NewsBank
- ...and more!



Miss Heather was an international sensation with her Polar Express Virtual Storytime! She reached viewers on six continents!



VIRTUAL CHILDREN'S PROGRAMS

220

Attendance...

3534 Facebook Live

Est. Reach **128,178**

54,896 Total Views

285

New Cardholders



4,546

Porch Pickup Visits

21,137

Porch Pickup Items Borrowed

100

Virtual Adult Programs Offered

736

Virtual Adult Program Attendance

387

Tech Support Sessions

134,457

Visits to HPL Website

2366

Youth Take & Make Kits

153

Adult Take & Make Kits

Town Council
STAFF REPORT



To: Town Council
Title: Release Two Site Bonds Totaling \$50,764 for the Pizza Man Restaurant Property at 254 West River Road.
Meeting: Town Council - 26 May 2021
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

The owner of the Pizza Man Restaurant – 254 West River Road (also known as All or Nothing, LLC and Potter Place) is requesting that the Town of Hooksett release two development bonds currently being held for \$20,250.00 and \$30,514.00, totaling \$50,764.00.

Work on this project has been complete for many years and the current condition of the property is acceptable.

FINANCIAL IMPACT:

None.

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

Release two development bonds currently being held for \$20,250.00 (#24860274) and \$30,514.00, totaling \$50,764.00 (#71265310) for the Pizza Man Restaurant – 254 West River Road to the Western Surety Company.

SUGGESTED MOTION:

Motion to release two development bonds currently being held for \$20,250.00 (#24860274) and \$30,514.00, totaling \$50,764.00 (#71265310) for the Pizza Man Restaurant – 254 West River Road to the Western Surety Company.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

- [1 Pizza Man Bond Release Memo](#)
- [2 Pizza Man Bond Amount](#)
- [3 Pizza Man Site Plan](#)

[4 Pizza Man Photos](#)



Town of Hooksett

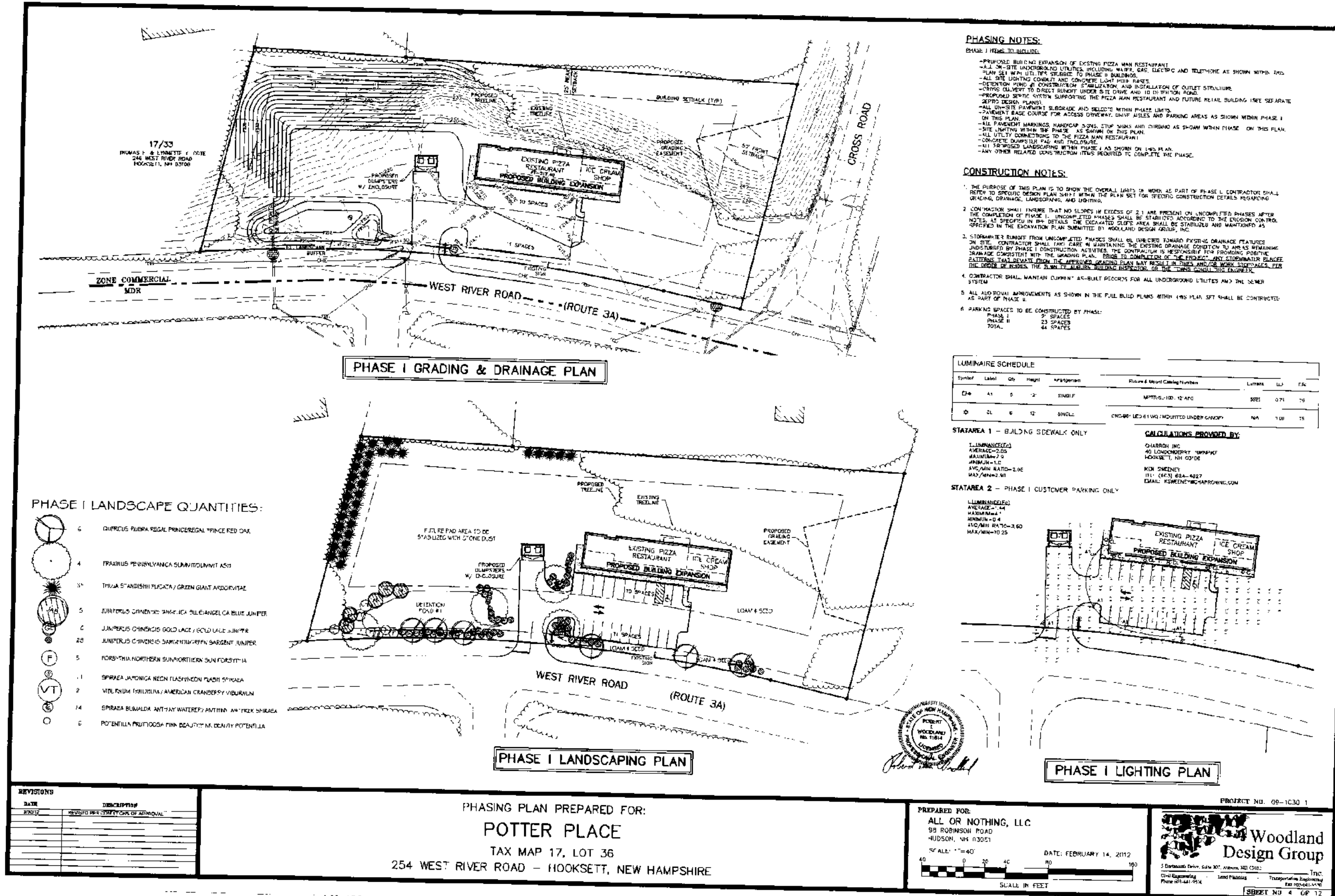
COMMUNITY DEVELOPMENT DEPARTMENT
Bruce A. Thomas, P.E., Town Engineer

Memo

To: Files
From: Bruce A. Thomas, P.E., Town Engineer
Cc: Town Council
Date: Friday, May 07, 2021
Re: Pizza Man Bond Release Memo *(BAT)*

I've inspected the Pizza Man Site. The site is in good shape and I recommend that the bonds of \$20,250.00 and \$30,514.00 be released.

Town of Hooksett		5/7/2021	
Performance Sureties Located at the Finance Dept			
Project Name	Reason	Amount	Released Date
All or Nothing LLC			
Western Surety Company #24860274	Excavation part of Site Surety \$96,026.04	20,250.00	12/01/10
Western Surety Company #71265310	Site Plan Phase 1	30,514.00	04/04/12





Pizza Man 1



Pizza Man 2



Pizza Man 3



Pizza Man 4



Pizza Man 5



Pizza Man 6

Town Council STAFF REPORT



To: Town Council
Title: CARES Act Election Grant (Tabled at 05/12/2021 Town Council Meeting)
Meeting: Town Council - 26 May 2021
Department: Town Clerk's Office
Staff Contact: Todd Rainier, Town Clerk

BACKGROUND INFORMATION:

This item was tabled at the Council's May 12, 2021 meeting. More information may be submitted to the Town Council prior to or at the Council's May 26, 2021 meeting.

Information below is from the May 12, 2021 Staff Report:

Town of Hooksett has received \$31,686.19 in a grant from CARES Act funds to assist in offsetting the expense of postage and labor to provide and process absentee ballots to voters for the fall 2020 federal elections. See attached for use of CARES Act funds.

In the final analysis, Town of Hooksett has realized a substantial surplus of funds accepted from the CARES Act election grant. In adherence to the contract agreed upon by Council for usage of the grant funds, it is the recommendation of Town Clerk, Todd Rainier and Finance Director, Christine Soucie to disburse a portion of the excess funds in the form of a one-time bonus to certain elected officials in an effort to recognize their selfless contribution of time and effort to positively impact the absentee ballot process during the fall 2020 election cycle.

The elected officials for consideration of this bonus worked in one or more of the following areas: Absentee ballot pre-processing, absentee ballot mailing, absentee ballot handling, planning and scheduling for pre-processing sessions, acceptance of absentee ballot requests from voters, and other duties directly related to absentee ballots.

Discussion:

One-time bonus for the following officials:

Town Clerk	1,500.00
Moderator	500.00
Assistant Moderator	500.00
*Town Council	500.00

- Councilor Walczyk, Sullivan, Boutin, Tsantoulis, Lapierre, Duhaime.

FINANCIAL IMPACT:

Town received \$31,686.19 from the CARE Act for election processing and spent \$22,938.24. The balance of \$8,747.95 can be used cover these one-time bonuses totaling \$5,382.50 (\$5,000.00 in bonuses and \$382.50 in employment taxes). Any amount remaining from the original funding will be reported as revenue to the Town and flow into the Town's Fund Balance at the end of the fiscal year.

RECOMMENDATION:

it is the recommendation of Town Clerk, Todd Rainier and Finance Director, Christine Soucie to disburse a portion of the excess funds in the form of a one-time bonus to certain elected officials in an effort to recognize their selfless contribution of time and effort to positively impact the absentee ballot process during the fall 2020 election cycle.

SUGGESTED MOTION:

Motion to approve CARES Act balance of \$8,747.95 to cover one-time bonuses totaling \$5,382.50 (\$5,000.00 in bonuses and \$382.50 in employment taxes) for the following elected officials who contributed their time and effort for the 2020 election cycle:

One-time bonus for the following officials:

Town Clerk	1,500.00
Moderator	500.00
Assistant Moderator	500.00
*Town Council	500.00

* Councilor Walczyk, Sullivan, Boutin, Tsantoulis, Lapierre, Duhaime.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur. this is an opportunity for Hooksett to recognize the tremendous effort that was made on behalf of the community. It was acknowledged by Town Council and community of how well both elections were handled and how smoothly the process went. The Cares Act Election funds allows for this use of funds as described in a letter from Orville B. Fitch II-Election Legal Counsel, Assistant Secretary of State, dated November 20, 2021.

ATTACHMENTS:

[Use of CARES Act Election sub grant funds Hooksett](#)

NEW HAMPSHIRE
DEPARTMENT OF STATE

William M. Gardner
Secretary of State



Robert P. Ambrose
Senior Deputy Secretary of State

David M. Scanlan
Deputy Secretary of State

February 1, 2021

Andre' Garron, Town Administrator
Town of Hooksett, NH
35 Main Street
Hooksett, NH 03106

Via e-mail: AGarron@hooksett.org

Town Administrator Andre' Garron:

We have been asked to provide further information on the appropriate use of sub-granted CARES Act election funds for additional absentee ballots.

The governing body, the Board of Selectmen, has authority over the decision on how to use the CARES Act reimbursed funds earned by the efforts of the town officials who sent out, received back, and processed additional absentee ballots.

The intent of the federal funds and New Hampshire's approach to the sub-grant is to provide additional resources to assist the town clerk and other election officials with the additional election related work caused by COVID-19. Many states made sub-grants which reimbursed the actual cost of, for example, hiring additional clerical staff in a clerk's office to process the additional absentee ballots. The amount reimbursed using that approach would have been just the amount the town could prove was paid out for that purpose.

The sub-granting of these federal funds was intended to encourage clerks and other local election officials to do the extra work necessary to ensure that voters requesting absentee ballots received their absentee ballots in a timely manner and that returned ballots were properly documented and processed through counting on election day. By virtually all accounts, this goal was achieved, in large part due to the clerks' extra efforts.

The Secretary of State's Office recognized that in New Hampshire, towns and cities have varied practices in terms of how clerks, clerk's staff, moderators, poll workers, etc. are paid. It is our understanding that many are paid a fixed amount, a set salary or stipend. Some are paid fees. Others are paid an hourly rate. We expected that most of these individuals would be duty bound to put in extra hours, in some cases a large number of extra hours, to do the work caused by a dramatic increase in the number of voters who chose to vote by absentee ballot.

State House Room 204, 107 N. Main St., Concord, NH 03301
Phone: 603-271-3242 Fax: 603-271-6316
TDD Access: Relay NH 1-800-735-2964
www.sos.nh.gov email: elections@sos.nh.gov

We recognized that the volume of additional absentee ballot requests and absentee ballots to be processed would be difficult to predict, making the level of additional staffing needed to handle this work difficult to predict. We also recognized that for some clerk's offices the complexity, necessary attention to detail required for this work, and that it involves data entry into the Statewide Voter Registration System, *Electionet*, would make it difficult to assign it to new temporary staff. Training and credentials are required to have access to *Electionet*.

Our accountant hired for this project, BerryDunn, found that absentee ballot processing cost an average of \$11.52 per absentee ballot issued and cast, a per ballot cost that is dramatically higher than processing regular ballots on election day. We did not want to impose a one-size-fits-all statewide requirement for how this extra work would be staffed. Our goal was to make it equally easy under the sub-grant for a clerk to work extra hours with some extra compensation or to work regular hours and hire temporary additional staff to do the extra work. The project accounting firm, BerryDunn, has advised us that their research concludes that a stipend is allowed for salaried employees.

Based on DOL and FLSA - Exempt employees are not entitled to overtime pay; however, an employer may choose to pay exempt employees extra compensation in addition to their fixed salary without jeopardizing the exempt status. As described in 29 C.F.R. §541.604, Minimum Guarantee Plus Extras: "Such additional compensation may be paid on any basis (e.g., flat sum, bonus payment, straight-time hourly amount, time and one-half or any other basis), and may include paid time off." Therefore, an exempt employee may be provided extra pay for extra work without violating the requirements of the salary basis regulation.

We developed the Statewide Standard Cost rate approach to avoid complex arrangements and record keeping by towns and cities in order to be eligible for reimbursement for the costs of the expected extra work. At this stage, the work has been done and the local officials have earned the sub-grant amount that is based on the number of additional absentee ballots in Hooksett.

The grant terms respect that the authority and responsibility rests with the local governing body to assess whether the amount of extra hours worked by a particular local official or staffer, who is paid by fixed salary or stipend, warrants using grant funds for compensation above and beyond their set salary or stipend.

Please contact me if the Secretary of State's Office can be of further assistance.

Sincerely yours,



Orville B. Fitch II
Elections Legal Counsel, Assistant Secretary of State
Secretary of State's Office
State House Room 204
107 N. Main St.
Concord, New Hampshire 03301
Bud.Fitch@sos.nh.gov
(603) 271-5335

CC: Clerk Todd Rainier

Town Council

STAFF REPORT



To: Hooksett Town Council
Title: Ambulance Billing Rate Update
Meeting: Town Council - 26 May 2021
Department: Fire and Rescue
Staff Contact: Joseph Stalker, Captain

BACKGROUND INFORMATION:

Annually the Hooksett Fire Rescue Department reviews our ambulance billing rates to ensure adequate rates are being used for the medical services provided. In 2020, we opted not to raise the rates given the pandemic. Moving forward, we are seeking to increase the rates to what we believe to be a median standard. As seen on the attached comparison sheet, we are seeking an increase that would place our rates fairly close to area communities and the county of Merrimack. In addition, we have updated to ambulance billing policy to reflect the poverty level changes, add paramedic intercepts and other grammatical changes.

FINANCIAL IMPACT:

Increase in ambulance revenue; not cost to the town.

POLICY IMPLICATIONS:

See attached policy update.

RECOMMENDATION:

Accept the proposed ambulance billing rates for use by the Hooksett Fire Rescue Department - Ambulance and approve the suggested changes to the town's Ambulance Billing Policy.

SUGGESTED MOTION:

Motion to accept the following ambulance billing rates to be utilized by the Hooksett Fire Rescue Department and implemented on 6/1/2021.

BLS rate: \$871.46
 ALS1 rate: \$1,133.43
 ALS2 rate: \$1,640.48
 Bariatric Transport Fee: \$400.00 (no change)
 Mileage Rate: \$18.42
 Paramedic intercept rate: \$549.00

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur- Review of the current rates is due. Hooksett's rates should be reviewed and adjusted in accordance with comparable communities and emergency agencies within the region.

ATTACHMENTS:

[HFRD-AmbRate 2021](#)

[Ambulance Service Collection policy - 2021](#)

[Ambulance Billing Rates Comparison 2021](#)

Steven A. Colburn
Chief of Department



Joseph P. Stalker
Captain - EMS

Town of Hooksett
Fire-Rescue Department

Thursday, May 6th, 2021

RE: Proposed Ambulance Billing Rates for the Hooksett Fire Rescue Department

BLS rate: \$871.46

ALS1 rate: \$1,133.43

ALS2 rate: \$1,640.48

Bariatric Transport Fee: \$400.00 (no change)

Mileage Rate: \$18.42

Paramedic intercept rate: \$549.00

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

www.hooksettfire.org



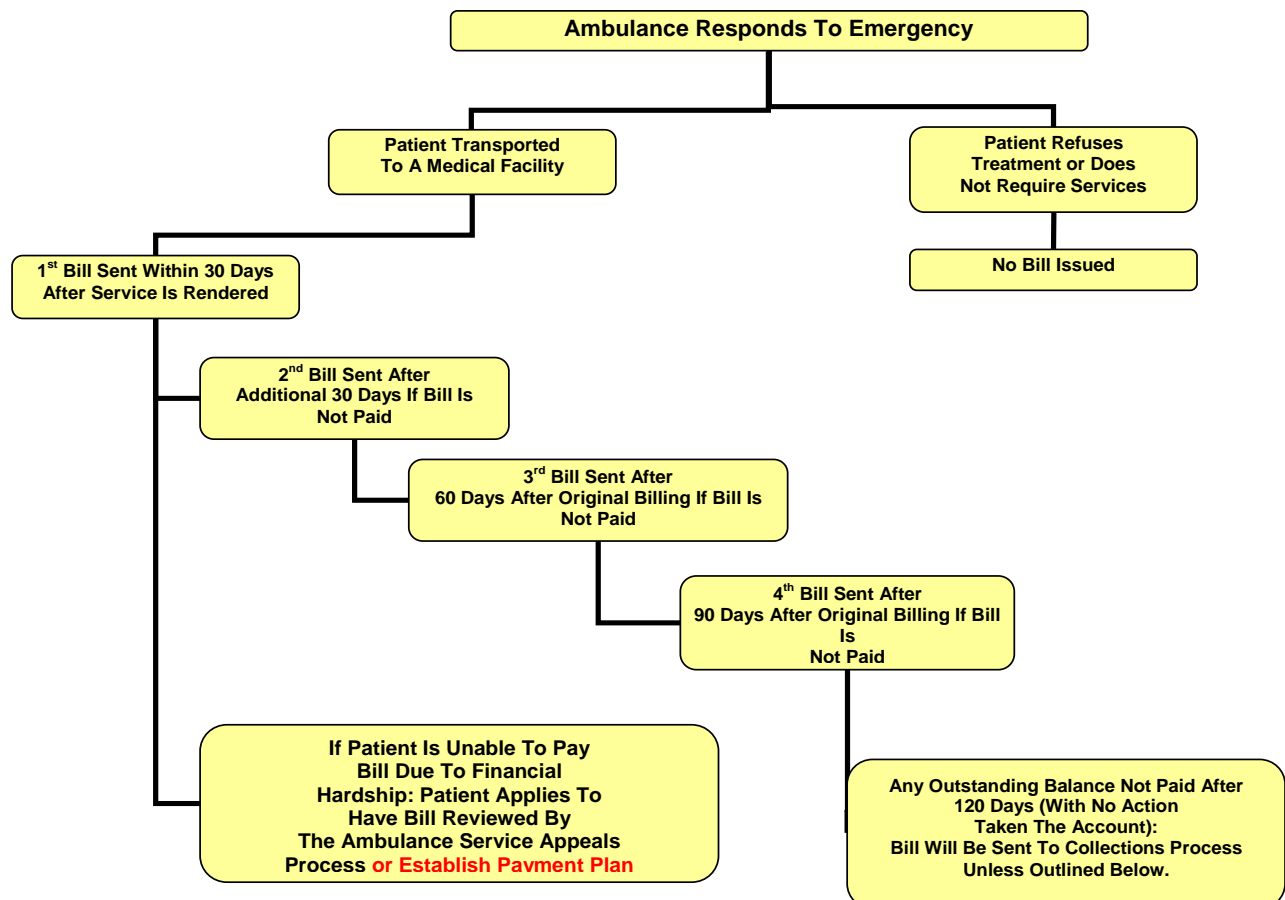


HOOKSETT AMBULANCE SERVICE **BILLING & COLLECTION POLICY**

1. The Town of Hooksett / Hooksett Fire-Rescue Department intends to charge for all transported users or responsible parties that receive emergency ambulance services.
2. The Town of Hooksett Town Council and Hooksett Fire-Rescue will address patient concerns related to patient payment of ambulance service billable fees.
 - a. An Ambulance Service Appeals Review (aka Hardship Review) shall be maintained for those patients who feel the fee for the ambulance service causes an undue financial hardship. **The review process will consist of a review and final approval by the Town Administrator and the Town Council in non-public session.**
 - b. Any patient transported by the department who believes that the fees cause an undue hardship shall be informed by the Town's Ambulance Billing Agency that the Ambulance Service Appeals Review exists and that they may make application for consideration for a waiver of the fees or a payment plan for the fees. The patient shall have one hundred and twenty (120) calendar days to make application to the Town from the date of service, excluding any hospitalization days.

- c. The Ambulance Service Appeals Review ~~group~~ shall occur during non-public session of the town council meetings to discuss and decide on these hardships. A majority vote of the group shall decide all cases. If the patient is absolved of any or all parts of the obligation to pay the fee, Hooksett shall consider the outstanding debt as a loss. If the group and the town council rule that the patient should pay the fees, the Town of Hooksett shall be permitted to collect all fees by all means allowed by law.

PATIENT BILLING / COLLECTION PROCESS:



WRITE OFF CRITERIA / POLICY

Ambulance service hardship applications (see Attachment A) can be requested by any patient that has been transported by the Hooksett Fire-Rescue Department and feels he/she cannot financially cover the costs for ambulance services rendered. ~~The Town of Hooksett / Hooksett Fire-Rescue Department shall establish hardship criteria annually based upon the nationally recognized poverty income levels (based on family size).~~ The person(s) requesting the Town of Hooksett to cancel any ambulance charges must show proof of income (i.e. financial statements, copy of latest tax return, payroll stubs) or special circumstances making it impossible to pay for any charges. The Town of Hooksett / Hooksett Fire-Rescue Department ~~utilizes the current published United States – Dept Health and Human Services (DHHS) poverty income levels as~~ criteria to determine eligibility to cancel any or all ambulance charges.

The Town of Hooksett / Hooksett Fire-Rescue Department may exercise its right to reduce the ambulance charges based on the information submitted through the hardship process or establish a monthly payment plan (see Attachment B) to resolve any charges due the Town of Hooksett by the patient(s).

The Town of Hooksett / Hooksett Fire-Rescue Department may also negotiate with payers a settlement charge to resolve any or all debts owed the Town of Hooksett / Hooksett Fire-Rescue Department due from ambulance charges.

The Hooksett Fire Chief shall forward all write off / settlement recommendations to the Town Administrator / Town Council for final approval. The Hooksett Town Council reserves the right to reduce or write-off ambulances charges as deemed appropriate by the Hooksett Town Council.

COLLECTION PROCESS:

The Town of Hooksett will send all delinquent patient accounts that have not been paid in full 120 days from the time of service to a contracted collection agency, unless they have applied for a financial hardship write-off. Once application has been made, the write-off policy will apply. All other accounts will be sent to the contracted agency for processing.

Collection Agency actions may include the following:

- Telephone and written notification to the patient (or responsible party) of the collection activity on the account.
- Reporting to the Credit Bureau (Equifax and Trans Union), after written 2nd written notification and a 35-day opportunity to pay the account.
- If all efforts fail to collect on any delinquent accounts, a decision will be made whether further action is necessary (i.e. legal action, additional written action) through dialogue between the collection agency and the Town.

Paramedic Intercept Billing

When the Hooksett Fire Rescue Department (HFRD) performs a paramedic intercept with an outside agency, the HFRD shall send an invoice to the requesting department/service for the amount of \$516.38. When a paramedic intercept is performed, the department will not bill the patient and/or their insurance.

Ambulance Billing Rates

(See attachment for current rates.)

APPLICATION FOR AMBULANCE SERVICE FINANCIAL HARDSHIP

(ATTACHMENT A)

I, _____ am requesting assistance with the ambulance service bill for (patient's name) _____, date of service _____, run number _____ for the amount of \$ _____. I am requesting: (please check one)

-off of the entire amount.

If requesting write-off of the ambulance bill, please complete the form below and mail to the above address within 30 days:

I understand that this application is made so that the fire department ambulance service can determine my eligibility for uncompensated services based on the established criteria on file at the fire department. If any information I have given proves to be untrue, I understand that the Fire Department and the Town of Hooksett may re-evaluate my financial status and take whatever action is deemed to be appropriate to recoup the ambulances charges owed.

I certify that the current information given is true and accurate to the best of my knowledge. I further attest that payment would create a hardship for me and I request a waiver of the ambulance service fee. Further, I will make application for any assistance (Medicare, Medical Assistance, Etc.) which may be available for payment of my ambulance service charges and I will assign or pay to the Fire Department the amount recovered toward the ambulance service charges.

Name: _____ Phone # : _____

Address: _____

Patient's Name: _____ Relationship to you: _____

Your household size: _____ Total annual household income: \$ _____

Employment: List current employer (or retirement information)

Insurance: List all medical insurance coverage

Insurance Company: _____ Policy Holder: _____

Policy Number: _____ Group Number: _____

Reason for request:

** Attach copies of past 2 pay stubs or show proof of income along with proof of you basic monthly expenses (utility bills, rent, or routine medications) you would like to consider to determine eligibility.

(Signature of Applicant)

(Date)

**EXTENDED PAYMENT PLAN FORM
(ATTACHMENT B)**

Use this form to agree to an extended payment program arrangement with the Town of Hooksett in order to pay your ambulance bill(s). Please complete every field on this form, sign it and mail the form to the address above within 30 days.

Run Number From Bill	Patient Social Security Number		
Patient's First Name	M.I.	Last Name	
Patient's Address	City/Town	State	ZIP
() Home Phone	() Work Phone	email address	

I authorize the Town of Hooksett ambulance-billing agency to bill me once a month as indicated below. The Town of Hooksett will not charge you interest on this payment plan.

Or, you can check the box below and indicate how much you desire to pay per month (Minimum \$10.00 per month).

Your signature below affirms that you need an extended payment arrangement and authorizes the Town of Hooksett and its ambulance-billing agency to bill you once per month for the amount indicated above until your bill is paid in full.

(Signature)	(Date)
-------------	--------

AUTHORIZING SIGNATURES:

The Ambulance Service Collection Policy shall be in effect as of the following date and supersede any / all previous established ambulance fee collection policy:

Date: _____

HOOKSETT TOWN COUNCIL

James Sullivan, Chairman

Ambulance Billing Rate Comparison

	<u>Current Hooksett FD</u>	<u>Proposed Hooksett FD</u>	<u>Tri-Town Ambulance</u>	<u>Bedford FD</u>	<u>Concord FD</u>	<u>Goffstown FD</u>	<u>Bow FD</u>	<u>Average of Merrimack Co. rates</u>
BLS	829.96	871.46	800.00	1,245.52	895.48	877.90	800.00	796.82
ALS – 1	985.59	1,133.43	1,250.00	1,990.22	1,312.19	1,174.00	1,150.00	1,151.87
ALS – 2	1,426.50	1,640.48	1,750.00	3,073.46	1,913.74	1,985.80	1,700.00	1,688.11
Mileage (per mile)	16.02	18.42	20.00	40.00	22.72	16.25	18.00	17.73
Paramedic Intercept	516.38	549.00	549.00		549.00	300.00	550.00	550.00
Other	Bariatric Transport Fee: \$400.00							

Town Council **STAFF REPORT**



To: Town Council
Title: Town Vehicles and Use of Personal Vehicles Policy
Meeting: Town Council - 26 May 2021
Department: Finance
Staff Contact: Christine Soucie, Finance Director

BACKGROUND INFORMATION:

Back in March 2010 then Administrator Carol Granfield established a Town Vehicle and Use of Private Vehicle Administrative Regulation. The regulation was updated once in 2012 by Dr. Shankle.

Attached is the updated regulation, that explain the policy around using a Town Vehicle, the reimbursement process, if an employee was to use there own vehicle for town business, authorization to allow the Town Administrator to assign a Town vehicle for the purpose of commuting and tax liability.

Currently there is no "Pool Car" but it remains in the policy incase one becomes available. The following positions have been authorized to use a Town Vehicle for commuting:

Town Administrator
Code Enforcement Officer
Fire Chief
Assistant Fire Chief
Police Chief
DPW Director
Highway Crew Chief
Master Mechanic

RECOMMENDATION:

Review and adopted the policy and add it to the Administrative Code

SUGGESTED MOTION:

Motion to added " Town Vehicles and Use of Personal Vehicles Policy" To the Administrative Code.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Exhibit I - Town Vehicles and use of Personal Vehicles](#)

Exhibit I

Town of Hooksett
35 Main Street
Hooksett, NH 03106

TOWN VEHICLES AND USE OF PERSONAL VEHICLES POLICY

Section 1. Purpose

The purpose of this policy is to set forth the guidelines for reimbursement or compensation for employees use of personal vehicles; the guidelines under which Town vehicles will be authorized to Town Personnel; and the guidelines under which Town vehicles may be used.

Section 2. Policy

2.1 In order to be eligible to drive a Town vehicle a driver must possess a valid New Hampshire driver's license and appropriate class for the vehicle being operated.

2.2 Passengers in a Town vehicle are limited to persons being transported in connection with Town business (committee members, consultants, contractors, etc.) or those participating in Town programs (ride-alongs, observer programs etc.). This policy does not permit the transport of individuals to non-work related destinations or for non-work purposes. This included family members.

2.3 Seatbelts shall be worn while operating or riding in Town vehicles. The driver of the vehicle shall be responsible for passenger adherence to this rule.

2.4 Use of a Town vehicle for commuting purposes is allowable only with approval of the Town Administrator.

2.5 All Town owned vehicles shall have affixed ~~the standard—the words~~ “Town of Hooksett” or a Town seal, other than unmarked police vehicles. ~~The Director of Public Works will be the single point of contact for maintaining an inventory of seal transfers suitable for marking Town vehicles.~~

Section 3. ~~Vehicle Assignment Criteria~~ Expense Reimbursement

3.1 Whenever practical, departments shall pool Town vehicles to increase utilization of vehicles and promote flexibility of driver transportation. If an employee is not assigned a Town vehicle and is required to attend to Town business, they shall make arrangements with the ~~Administration~~ Department of Public Works to sign out the “Pool Car”. If the

“Pool Car” is not available then an employee may use their personal vehicle as long as they have met the eligibility requirements and have written verification the “Pool Car” is not available. Mileage reimbursement is a per mile rate set forth by the IRS. Mileage will not be paid to an employee to commute home and return to attend a meeting.

3.2 Employees with the permission of their Department Head, or Department Heads with the Permission of the Town Administrator may be reimbursed for mileage when it is not practical to utilize the “Pool Car”.

3.3 An employee shall be reimbursed for **reasonable**, legitimate and documented parking and toll expenses incurred while conducting Town business. **Employee Reimbursement Form, with receipts, must be submitted in order for an employee to be reimbursed for such expenses.**

Section 4. Retention of Municipally Owned Vehicles

4.1 When not being used on Town business, all Town vehicles shall be kept on Town property except as herein provided. Retention of a Town vehicle may be authorized by the Town Administration when the interests of the Town are best served by permitting the retention. “Retention” shall constitute the ongoing retention of a Town vehicle by a Town employee at his or her place of residence. A list of those authorized shall be provided by the Town Administration to the Finance Department.

4.2 An employee is authorized to retain a Town vehicle if his or her positions require them to be on standby duty outside of the scheduled working hours and require immediate attention during that time frame.

~~Any employee authorized to retain a Town Vehicle shall not use said vehicle for private purpose. Any private use of a Town Vehicle is a taxable fringe benefit and shall be reflected as such in the employees’ Taxable income.~~

4.3 Personal travel outside the Town of Hooksett is prohibited, except for commuting to and from his or her place of residence.

Section 5. Tax Liability

5.1 Employee’s authorized to use a Town vehicle for commuting shall be calculated based on IRS guidelines, and adjusted for in the employee’s paycheck. The Finance Department will notify departments annually of requirements and changes.

~~Each individual is personally responsible to identify personal use of a Town vehicle to the Finance Department on a weekly basis. Separate records of business and personal mileage are required and should include date, time, place and mileage. The personal use is considered a taxable fringe benefit, will be calculated based on IRS guidelines, and adjusted for the employee’s paycheck.~~

~~The Finance Department will notify departments annually of requirement and changes.~~

Town Council

STAFF REPORT



To: Town Council
Title: Award Bid #21-09 for Property Liability and Workers' Compensation Insurance coverage
Meeting: Town Council - 26 May 2021
Department: Finance
Staff Contact: Christine Soucie, Finance Director

BACKGROUND INFORMATION:

As of June 30th the current contracts with Primex3 for both Property Liability and Workers' Compensation will end. In an effort to obtain the most comprehensive and cost-effective coverage available the Town put these insurances out to bid.

The Town only received one quote from our current provider(Primex3).

Property Liability \$241,776.00

Workers Compensation \$226,332.00

FINANCIAL IMPACT:

FY 2021-22

Coverage Lines	Budget	Primex3	Budget Impact
Property Liability	\$241,776	\$241,776	None
Workers' Comp	\$204,417	\$226,332	(\$21,915) Note: Some of this overage will be covered from the Ambulance & Details Funds.

RECOMMENDATION:

Waive the 3-bid competitive bid process and award the Bid #21-09 Property Liability and Workers' Compensation Insurance coverage to Primex3.

SUGGESTED MOTION:

- 1) Motion to waive the 3-bid competitive bid process
- 2) Motion to award the Bid #21-09 Property Liability and Workers' Compensation Insurance coverage to Primex3 for a combined total of \$468,108.00.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[21-09 RFP Property Liability & Workers Compensation](#)
[Primex Bid](#)



Town of Hooksett

REQUEST FOR PROPOSAL

#21-09 - Property Liability Coverage and Workers Compensation Coverage

Acceptance Date: 10:00 am Friday April 30, 2021

The Town of Hooksett is seeking proposals from qualified insurers to provide comprehensive Property and Liability (general liability, property, boiler and machinery, crime, auto, volunteer accident coverage, cyber and public officials scheduled bond) and Workers' Compensation coverage. Coverage will be commencing July 1, 2021.

For more information and specific requirement of coverage, please contact the Christine Soucie at csoucie@hookstt.org.

Proposals should be in the form of an all-inclusive not-to-exceed annual premium amount for all coverages and must be submitted in a sealed envelope and submitted to: "#21-09 - Property Liability and Workers Compensation" Administration Department, Town of Hooksett, 35 Main Street, Hooksett, NH 03106

Sealed proposals must be received no later than 10:00 am Friday April 30, 2021.

LATE BIDS WILL NOT BE ACCEPTED

Proposals are to include the name of the coverage organization with which the coverage will be placed. If the coverage organization is not a New Hampshire 5-B Public Sector Risk Pool, it must have an A.M. Best Policyholder's rating of A- or better. Agents and companies other than 5-B Public Sector Risk Pools must be duly licensed to do business in the State of New Hampshire by the New Hampshire Insurance Department.

Town of Hooksett reserves the right to accept or reject any quote for any reason or no reason and to award the contract on any basis which Town of Hooksett, in its sole and absolute discretion, determines to be in the best interest of Town of Hooksett.

Bid #21-09

Inquiries

Inquiries pertaining to the request for proposal must cite the RFP title and acceptance date and be directed to the Christine Soucie at Csoucie@hooksett.org.

Competition

It is the Town's intent that this RFP shall permit competition. It shall be the respondent's responsibility to advise the Town Administrator, Andre Garron at Agarron@hooksett.org in writing if any language, requirement, specification etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notifications must be received not later than ten (10) days prior to the proposal acceptance date.

Proposal Specifications and Conditions

1. Town of Hooksett is requesting pricing and coverage terms/conditions for the coverage listed below for the term of three years. It is expected that the first-year rates will be submitted along with a locked-in or not-to-exceed percentage of increase/decrease for year two.

I. Property & Liability Coverage

The limits and sub-limits apply per Occurrence

Blanket Limit Per Occurrence	\$1,000,000,000
Sub-Limits	
Accounts Receivable	\$500,000
Animals - death	\$50,000 aggregate for the Coverage Period
Working Dogs and Horses – discretionary for veterinary care	\$2,000 per work related accident
Bridges – Scheduled	\$150,000
Builders Risk – Property in Course of Construction, Remodeling	\$25,000,000 Projects values between \$25,000,001 to \$50,000,000 can be added with reinsurer approval
Unscheduled Business Interruption, Rental Income and Tax Interruption Combined and Extra Expense	\$500,000
Extra Expense	\$5,000,000
Contingent Business Interruption, Contingent Rental Values And Contingent Extra Expense	\$500,000
Debris Removal	25% of the amount we pay for direct loss plus the deductible
Demolition and Increased Cost of Construction due to	\$5,000,000

Bid #21-09

building code enforcement	
Earthquake Shock	\$50,000,000 per Occurrence and annual aggregate
Electrical Power Fluctuations causing Damage to Property in the Open as defined	\$50,000/Occurrence and aggregate for the Coverage Period
Fine Arts	Unscheduled: \$1,000 per item and \$10,000 aggregate for the Coverage Period Scheduled: Agreed amount per Schedule
Fire Department Service Charges and Replacement of Fire Extinguishing Materials	\$1,000
Flood	\$100,000,000 per Occurrence and aggregate for the Coverage Period all flood zones except A and V which are \$50,000,000 per Occurrence and aggregate for the Coverage Period. The sublimit for A and V does not increase the \$100,000,000 Aggregate
Jewelry, Furs, Precious Metals and Precious Stones	\$500,000
Landscaping, Golf Course Tees, Greens and Sand Traps and Natural Athletic Fields	\$10,000 per Occurrence and \$50,000 aggregate for the Coverage Period
Money and Securities	\$50,000
Property in Transit	\$250,000
Roadways as defined herein, and paved sidewalks, (Excluding coverage for the peril of Earthquake and excluding Federal Emergency Management Agency (F.E.M.A.) and/or New Hampshire Department of Safety, Bureau of Emergency Management (BEM) declared disasters)	\$50,000
Unscheduled Street Lights and Traffic Signals	\$500,000
Service Interruption – Off Premises	\$50,000
Personal Property outside of USA	\$500,000

Bid #21-09

Terrorism	Foreign and Domestic \$5,000,000 per Occurrence and annual aggregate
Towing and Labor Expense	\$75 per disablement
Rental car	\$100/day and \$3,000 maximum for comparable vehicle due to covered cause of loss
Unscheduled Power Transmission Lines	\$200,000
Personal automobile deductible for Volunteer/Employee on official duty	Amount of their auto deductible up to \$500, when the loss occurs in the course of employment or Volunteer activity for the Member
Electronic Data	\$10,000 Per Occurrence, \$50,000 Annual Aggregate
Valuable Papers	\$100,000
Watercraft	Under 26': included
Windstorm	Over 26': per Schedule on file \$250,000,000 per Occurrence and annual aggregate for Tier 1 and Tier 2
Other Conditions	<p>\$10,000,000 Miscellaneous Unnamed Locations for existing Members</p> <p>\$25,000,000 Automatic Acquisition for new locations for existing Members; automatic coverage for new locations greater than \$25,000,000 and up to \$100,000,000 for 90 days from date of acquisition. If values are not reported by the Member within 90 days, a maximum sublimit of \$25,000,000 applies.</p> <p>\$40,000,000 Errors and Omissions in the Reporting of Property or Property Values</p>
Valuation	<ul style="list-style-type: none"> • Repair or Replacement Cost • Actual Loss Sustained for Time Element Coverages • Actual Cash Value for Automobiles, Unmanned Aircraft, Mobile Equipment and mobile command centers • Replacement Cost for ambulances and In Service Fire Apparatus (non-salvaged and aged 20 years or less) and equipment permanently installed thereon

Bid #21-09

Deductible \$1,000 Per occurrence
 24 hour waiting period Business Interruption and Service Interruption
 2.5% of annual tax value per location Tax Interruption
 \$100 vehicle glass breakage

II. Boiler and Machinery Coverage

Limits of Liability

Property Damage	As Per Schedule And Values On File With The New Hampshire Public Risk Management Exchange
Ammonia Contamination	\$100,000
Builders Risks Including delay in Completion and Soft Costs Coverage	\$1,000,000
Business Income	\$1,000,000
Computer Equipment	\$100,000
Data or Media Coverage	\$100,000
Drying Out Coverage	\$25,000
Errors and Omissions	\$100,000
Expediting Expense	\$100,000
Extra Expense	\$1,000,000
Hazardous Substance	\$250,000
Mobile Equipment Coverage	\$25,000
Newly Acquired Location (90 days)	\$1,000,000
Off Premises Services Interruption Coverage	\$2,500,000
Demolition and Increased Cost of Construction	\$1,000,000
Spoilage	\$1,000,000
Water Damage	\$250,000
Deductible	\$1,000

Bid #21-09

III. Crime Coverage

Coverage A Blanket Bond
 Coverage B Forgery or Alteration
 Coverage C Counterfeit Papers
 Coverage D Computer Fraud
 Coverage E Funds Transfer Fraud

Limits of Liability

Coverage A \$500,000
 Coverage B \$500,000
 Coverage C \$500,000
 Coverage D \$500,000
 Coverage E \$500,000

Deductible \$1,000

IIII. Public Officials Schedule Bond Coverage

Public Officials Schedule Bond
 Treasurers Schedule Bond

Limits of Liability

As required by the Department of Revenue Administration or other oblige

Deductible \$1,000

V. Liability Coverage

Coverage A Personal Injury Liability Coverage B Property Damage Liability
 Coverage C Public Officials Errors and Omissions
 Coverage D Unfair Employment Practices
 Coverage E Employee Benefit Liability
 Coverage F Educator's Legal Liability Claims-Made Coverage

Limits of Liability

The cap for tort liability as provided in New Hampshire RSA 507-B:4 I, unless a sub-limit is specified in these Declarations

If the specific liability limits of New Hampshire RSA 507-B:4 I do not apply, are found to be unconstitutional, or inapplicable, then the limit is:

\$5,000,000 Any one Occurrence or Wrongful Act or series of continuous, repeated, or related Occurrences or Wrongful Acts

Uninsured and Underinsured Motorists \$150,000 per person/\$500,000 per accident

Back Pay, Future Pay Unequal Pay, and \$100,000 per occurrence
 Benefits

New Hampshire Department of Human \$100,000 per claim/\$300,000 aggregate during Rights, EEOC, housing discrimination the Coverage Period for Defense Costs only and accommodation, and Special Education Administrative Hearings and mediations

Employed Lawyer Defense Costs for \$5,000 per Occurrence of Wrongful Act or administrative complaints alleging series of continuous, repeated or related

Bid #21-09

professional misconduct	Occurrences or Wrongful Acts/\$25,000 Aggregate during the Coverage Period for Defense Costs only.
Sewer Back-up and Water Pipe Failure, No Fault	\$3,500 per claim/15 claims maximum during the Coverage Period on a discretionary basis with no coverage for Defense Costs.
Sewer Back-up	\$75,000 per occurrence/\$75,000 aggregate during Coverage Period. Defense Costs Included in and reduce this sublimit.
Medical Payments	\$10,000 per accident on a discretionary basis (non-student) \$5,000 per accident on a discretionary basis (student)
Punitive or Enhanced Compensatory Damages	\$100,000 per occurrence/\$200,000 aggregate during the Coverage Period
Alpine Skiing	\$325,000 per person/per occurrence \$1,000,000 aggregate
Diving Boards	\$325,000 per person/per occurrence \$1,000,000 aggregate
Unmanned Aircraft	\$325,000 per person/per occurrence \$1,000,000 aggregate
Contractual Liability (assumption of Liability)	\$1,000,000 per written contract to assume liability of third party \$1,000,000 aggregate
Professional Reputation Risk	\$10,000 per person \$30,000 aggregate
User of your owned or hired Automobile with your permission	\$325,000 per occurrence \$352,000 aggregate
Volunteers, Student Teachers, Students	\$325,000 per occurrence \$352,000 aggregate
Cyber Liability	\$1,000,000 per occurrence \$1,000,000 aggregate
Deductible	None

VI. Volunteer Medical Accident Coverage**Limits of Liability**

\$10,000 in our discretion for reasonable and necessary medical expenses incurred within two (2) years of the accident date, and excess of any other insurance or coverage, for injuries sustained by a Volunteer within the scope and arising out of their assigned

Bid #21-09

volunteer activities for you.

Deductible **None**

VII. Workers' Compensation Coverage

Limits of Liability

Part A Workers Compensation Statutory
Part B Employers' Liability:

Bodily Injury by Accident: \$2,000,000

Bodily Injury by Disease : \$2,000,000

Deductible **None**

2. Each proposal must include two copies of the enclosed bid forms and must contain the full name or names of the parties making the proposal and all persons interested therein. Narrative including the qualifications and municipal references. Each vendor shall state in their proposal the names of the coverage company or companies and/or program in which they propose the coverage.

3. The effective date of the coverage is July 1, 2021.

4. Coverage shall be written with a responsible company or companies, each of which is qualified and/or licensed in the State of New Hampshire. Surplus lines companies are not desired, but should be on the New Hampshire Insurance Department's "approved list." All non-5-B entities must carry a current A.M. Best Rating of A- or better, proof of which shall be included with each proposal. The financial condition of the organization shall be subject to the review of Town of Hooksett. Vendor must include a list of all public entities located in New Hampshire covered by the proposing entity.

5. The entity submitting a proposal must provide evidence of the ability to provide effective, local claims administration and services to Town of Hooksett. The proposal shall include a synopsis of entity operations and a certificate verifying errors and omissions coverage for the entity in the minimum amount of one million dollars (\$1,000,000).

6. Town of Hooksett seeks a primary comprehensive property, liability, board errors and omissions, and umbrella program to encompass all of its property and all of the activities associated with the operations of Town of Hooksett. It is the desire of Town of Hooksett to make an award to one vendor for all coverage lines requested; however, consideration will be given to awarding the three policies separately. Town of Hooksett desires to award the property and liability coverage as one package. Where multiple policy discounts are offered, vendor must state premiums both with and without discounts.

7. Proposals submitted to or received by Town of Hooksett shall impose no liability or obligation upon Town of Hooksett and Town of Hooksett reserves the right to request future proposals at its discretion.

Bid #21-09

8. Town of Hooksett prefers that the proposed policy shall provide coverage on an occurrence basis. If any segment of coverage is not occurrence based, this must be specified in the proposal. Additionally, any cost or other provision for tail coverage for the claims-made portion of Public Officials Liability coverage must be specified.
9. Any differences in the coverage or services provided in the new policy must be clearly identified. Also note any additional coverage offered that Town of Hooksett is not currently receiving. Vendor shall provide a summary of policy exclusions and exceptions. Town of Hooksett reserves the right to consider such exceptions before awarding the contract.
10. Throughout the year Town of Hooksett uses property owned by others for various activities. Property owners generally require that Town of Hooksett indemnify them from claims resulting from such use and name them as additional insured on our liability coverage. Please confirm availability of this option.
11. Please provide sample copies of all proposed coverage policies.
12. Please outline available payment options.
13. Please outline all parties that will be responsible for servicing Town of Hooksett in conjunction with this bid (e.g., claims adjudication, loss prevention, member relations, and underwriting parties). Please include names and locations of these service units.
14. Loss prevention services (including the number of loss prevention specialists available to public entities), claims handling, and other services available to Town of Hooksett must be outlined and must be applicable to all coverage lines. The successful bidding entity may be expected to attend Joint Loss Management Committee quarterly meetings. Please include a listing of all available trainings and indicate if these are available on-site, online or at a specified training location.
15. Town of Hooksett reserves the right to reject any or all proposals, to waive any and all informalities, to cure irregularities in any proposal, and to accept the proposal or combination of proposals that, in its judgment, is the most favorable to Town of Hooksett. Proposals that exceed the minimum specifications contained herein will be considered. No proposals shall be withdrawn for a period of sixty days subsequent to the opening of bids without the consent of Town of Hooksett.
16. Town of Hooksett reserves the right to award all, part, or none of the services requested in this Invitation for Bids. The award of this business will be based on a number of factors, including but not limited to cost. Town of Hooksett reserves the right to give full and proper consideration to a vendor's knowledge, experience, reputation, and servicing facilities. Proposals other than the lowest price may be considered or awarded.

Bid #21-09

17. Town of Hooksett will make every attempt to reply to reasonable information requests. Any discrepancies in or omissions from these specifications or questions regarding their meaning should be reported to Andre Garron at Agarron@hooksett.org.

18. Town of Hooksett will not be responsible for any cost related to the development or presentation of any vendor's proposal or for negotiation of any potential contract.

19. Send an email to Christine Soucie at Csoucie@hooksett.org to receive attachments electronically.

Attachments Available

A – Schedule of Exposures

B – Property Liability Claims History

C – Workers Compensation Claims History

Bid #21-09

RESPONSE FORM

Complete a form for each carrier for which you are submitting a proposal. Enter coverage type, form, limit, deductible, and premium. Any differences in the coverage or services provided in the new policy must be clearly identified. Attach additional explanation sheets where necessary.

Name of Coverage Carrier / Program: _____

A.M. Best Rating (Commercial Carrier or Reinsurer): (Attach proof)

A.M. Best Financial Size Class (Commercial Carrier or Reinsurer):

PREMIUM SUMMARY (Please provide detailed exhibits for each coverage):

Bid #21-09

VENDOR INFORMATION

Each vendor must complete the following:

Name: _____

Street: _____

City: _____

State: _____ Zip: _____

Phone: _____ Fax: _____

I(we) hereby certify that I(we) are duly authorized and licensed representatives of the abovenamed organization and are legally permitted to make this proposal and quote for coverage to Town of Hooksett and will enter into an agreement and/or binder for coverage with Town of Hooksett, on the effective dates requested, if awarded a contract in writing by May 27, 2021.

Signed: _____ Date: _____

Printed Name: _____

Title: _____

Signed (if second signature required):
_____ Date: _____

Printed Name: _____

Title: _____

END OF REQUEST FOR PROPOSAL



April 30, 2021

Christine Soucie, Director of Finance
Town of Hooksett
35 Main Street
Hooksett, NH 03106

Re: Workers' Compensation Program and Property & Liability Program Proposals for the Town of Hooksett

Dear Christine:

We are excited about your interest in continuing our partnership. Enclosed please find our proposals for Workers' Compensation and Property & Liability coverages. The contributions provided are effective July 1, 2021.

The following representatives are authorized to represent Primex³ in this proposal:

Sally Tanner
Member Services Consultant
46 Donovan Street
Concord, NH 03301
T: 800-698-2364 x187

Carl Weber
Director of Member Services
46 Donovan Street
Concord, NH 03301
T: 800-698-2364 x129

Advantages to Partnering with Primex³

- Trained, service oriented in-house claims staff
- Proven and efficient claims team approach
- Access to Primex³ legal counsel for effective claims management and mitigation
- Engaged Risk Management Services Team
- Education and training opportunities available
- Performance review accessibility through the Primex³ Partner Platform (P³)
- Option of January or July renewal to best accommodate your budgetary needs

Advantages to the Primex³ Workers' Compensation Program

- Proactive claims management
- In person contact with injured workers
- \$2 million employer liability limit

Trust. Excellence. Service.

Bow Brook Place, 46 Donovan Street, Concord, NH 03301
(603) 225-2841 • (800) 698-2364 • www.nhprimex.org

Advantages to the Primex³ Property & Liability Program

- Includes Property, Liability, Boiler and Machinery, Crime, Public Official Scheduled Bond, and comprehensive Cyber Coverage
- In service fire truck and ambulance (less than 20 years old) valuations based on replacement cost - at no additional cost
- Automatic acquisition up to \$25 million for buildings and \$10 million for licensed vehicles and mobile equipment
- Schedule of exposures only need to be updated once a year
- Volunteer Medical Accident payments up to \$10,000 per accident on a discretionary basis

- **The Foundry at Primex³** (or simply "The Foundry") is a state-of-the-art facility in the Primex³ building that will serve as a resource for the facilitation of learning opportunities for our members. The Foundry has been created and designed to provide simulation-based and other experiential-learning opportunities that enrich adult learning in a safe and supportive environment. The Foundry will expand upon that success to offer programming for all members in the broad areas of safety and traditional risk management as well as leadership development, management, human resource best practices, conflict resolution, and others to be identified and developed as needed.

Combine these advantages with our commitment to innovative service teams that will work with you to create long-term solutions to the challenges you may face. We have developed dozens of customized programs targeted to address the specific needs of our members and their employees. Our goal is to assist members in implementing and maintaining these objectives. From training, to comprehensive hands-on programs to one-on-one consulting services, Primex³ staff stands ready to help you manage your risks.

We appreciate the opportunity to present these proposals for our Workers' Compensation and Property & Liability Programs, and look forward to working with you. We request that all prospective members transition to Primex³ by fulfilling the terms of their existing coverage contract, part of which may entail providing a specified notice of termination. To that end, we request that you work with your current coverage provider to ensure that you have met any notice and/or other contractual obligations prior to entering our coverage programs.

As a pooled risk management program, we emphasize to our members the importance of working closely together and honoring our joint commitments to each other. If you find that current commitments require you to wait a period of time before joining Primex³, please let us know and consider our proposal(s) to be illustrative of the type of value we might be able to provide you in the future.

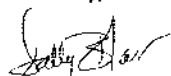
Trust. Excellence. Service.

Bow Brook Place, 46 Donovan Street, Concord, NH 03301
(603) 225-2841 • (800) 698-2364 • www.nhprimex.org

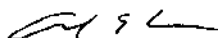
We will be contacting you to answer any additional questions you may have, but feel free to contact us as well. You can contact us at (800) 698-2364.

Thank you again for your interest and consideration of Primex³.

Sincerely,



Sally Tanner
Member Services Consultant



Carl Weber
Director of Member Services

Enclosures

Trust. Excellence. Service.

Bow Brook Place, 46 Donovan Street, Concord, NH 03301
(603) 225-2841 • (800) 698-2364 • www.nhprimex.org



April 15, 2021

PROPERTY & LIABILITY PROGRAM
MEMBER CONTRIBUTION SUMMARY
JULY 1, 2021 THROUGH JUNE 30, 2022 RENEWAL
FINAL

MEMBER:**MEMBER NUMBER: 204****FY 2020/2021****FY 2021/2022**

		Contribution Assurance Program (CAP)	No
		PRIME ³ Program	Yes
Member Contribution	\$231,188	Member Contribution	\$241,776

Your 2020/2021 Property Values	\$63,257,845
Your 2021/2022 Property Values (Exposures Valued as of 9/23/2020)	\$64,341,112
Change in Property	1.7%
Your 2020/2021 Payroll (CY 2018 Reported)	\$8,258,254
Your 2021/2022 Payroll (CY 2019 Reported)	\$8,472,650
Change in Payroll	2.6%
Your 2020/2021 Loss Ratio Adjustment Factor	0.93
Your 2021/2022 Loss Ratio Adjustment Factor	0.84
Change in Loss Ratio Adjustment Factor	-9.7%
Change from 2020/2021 to 2021/2022:	
Contribution Amount Change	\$10,588
Contribution Percent Change	4.6%

Please contact the Primex³ Member Services Team if you have any questions or comments.
 Invoices will be available online around July 1, 2021.

Trust. Excellence. Service.

Bow Brook Place, 46 Donovan Street ■ Concord, NH 03301-2624
 (603) 225-2841 ■ (800) 698-2364 ■ nhprimex.org



April 15, 2021

**WORKERS' COMPENSATION PROGRAM
MEMBER CONTRIBUTION SUMMARY
JULY 1, 2021 THROUGH JUNE 30, 2022 RENEWAL
FINAL**

MEMBER: Town of Hooksett**MEMBER NUMBER: 204****FY 2020/2021****FY 2021/2022**

Contribution Assurance Program (CAP)

No

PRIME³ Program

Yes

Member Contribution

\$212,389

Member Contribution

\$226,332

Your 2020/2021 Payroll (CY 2018 Reported)	\$8,258,254
Your 2021/2022 Payroll (CY 2019 Reported)	\$8,472,650
Change in Payroll	2.6%
Your 2020/2021 Loss Ratio Adjustment Factor	1.04
Your 2021/2022 Loss Ratio Adjustment Factor	1.20
Change in Loss Ratio Adjustment Factor	15.4%
Change from 2020/2021 to 2021/2022:	
Contribution Amount Change	\$13,943
Contribution Percent Change	6.6%

Please contact the Primex³ Member Services Team if you have any questions or comments.
Invoices will be available online around July 1, 2021.

Trust. Excellence. Service.

Bow Brook Place, 46 Donovan Street ■ Concord, NH 03301-2624
(603) 225-2841 ■ (800) 698-2364 ■ nhprimex.org

Town Council
STAFF REPORT



To: Town Council
Title: Quarterly Financial Report as of March 31, 2021
Meeting: Town Council - 26 May 2021
Department: Finance
Staff Contact: Christine Soucie, Finance Director

TOWN ADMINISTRATOR'S RECOMMENDATION:

Town Council review and update

ATTACHMENTS:

[Quarterly Financial Report for March 31, 2021](#)

Quarterly Financial Report for March 31, 2021

THIRD QUARTER OF FY 2020-21

UNAUDITED

COVID 19 Impact on Budgets

The Town has been awarded seven grants related to the COVID-19 pandemic for a total of \$861,042.86 as of March 31, 2021.

Direct expenses related to COVID-19 for the Town's operating budget last year (FY 2019-20) were \$294,119.50 and for the current budget (FY 2020-21) as of March 31st, are \$405,682.32.

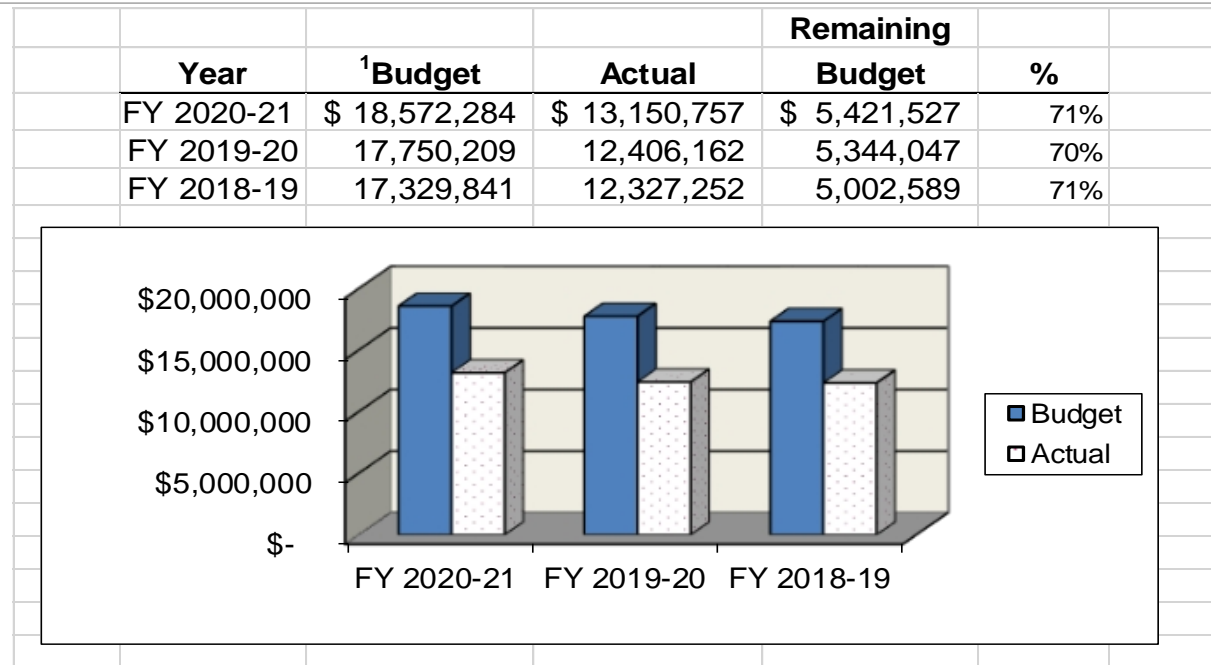
Library, Wastewater and the Ambulance fund have received \$106,594.98 to date.

FEMA is now funding 100% of overtime for both Police and Fire back to the start of the pandemic. Staff is currently working to determine the cost impact.

COVID 19 Impact on Revenues

- ☹️ Largest loss in revenues due to COVID 19 is interest on deposits. This is the interest earned on the Town's bank accounts. We anticipated a loss of \$230,000 for FY 2020-21.
- ☹️ Smaller losses from State funding also anticipated are \$100,000.
- 😊 American Rescue Plan Act (ARPA) provides **\$130 billion dollars** in emergency funding for cities and counties to remedy this mismatch between rising costs and falling revenues. More to come on this...

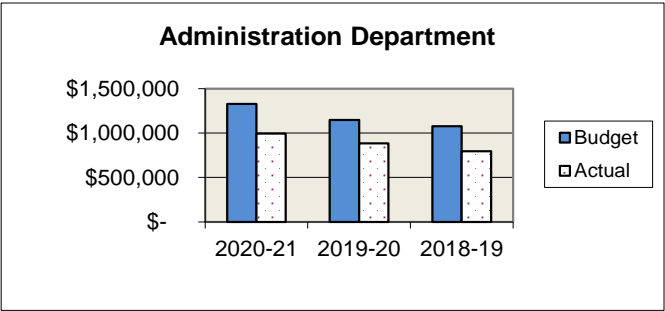
General Fund Operating Budget



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

Administration Department Expenditure

Administration Department			
Year	Budget	Actual	%
2020-21	\$ 1,328,932	\$ 995,389	75%
2019-20	1,146,823	883,336	77%
2018-19	1,075,943	794,373	74%



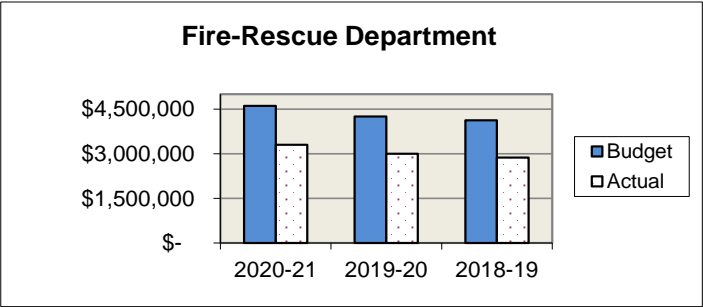
The current budget and spending have increased largely due to staff changes and COVID-19 costs. The FY 2019-20 includes \$24,046 in encumbrances primarily for IT projects for the Fire Department. FY 2018-19 was a default budget year, but does include \$60,576 of encumbrances related to IT projects.

The legal line can be very volatile. Current year to date is 85% spent. This compares to last March which was 77% spent and March of 2019 which was 88% spent.

The FY 2020-21 department’s budget received \$111,450 in grant funding to offset COVID-19 expenses as of this report.

Fire-Rescue Department Expenditure

Fire-Rescue Department			
Year	Budget	Actual	%
2020-21	\$ 4,610,081	\$ 3,296,783	72%
2019-20	4,255,331	2,995,462	70%
2018-19	4,120,634	2,866,721	70%



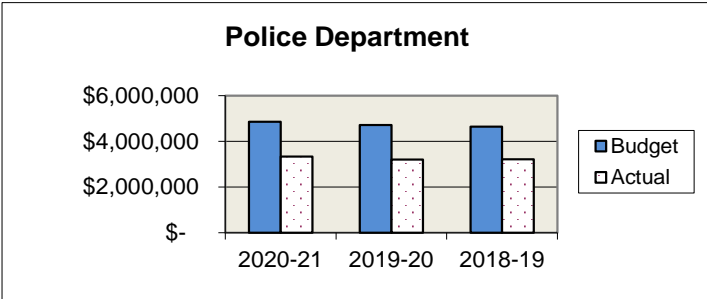
Over the last three fiscal years, this budget has increased \$489,447 or 12%. This increase includes a 4% increase in overtime related to COVID-19 and a 5% increase in wages and overtime, a 0.5% increase in both health insurance costs and the employer's share of NH Retirement and another 2% increase in general operations for items such as hydrant rentals, vehicle maintenance and new equipment.

Spending has stayed at or near the March benchmark of 75% each year. 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 \$207,865 in grant funding to offset COVID-19 expenses.

Police Department Expenditure

Police Department			
Year	Budget	Actual	%
2020-21	\$ 4,855,904	\$ 3,329,792	69%
2019-20	4,709,950	3,202,563	68%
2018-19	4,642,057	3,210,796	69%



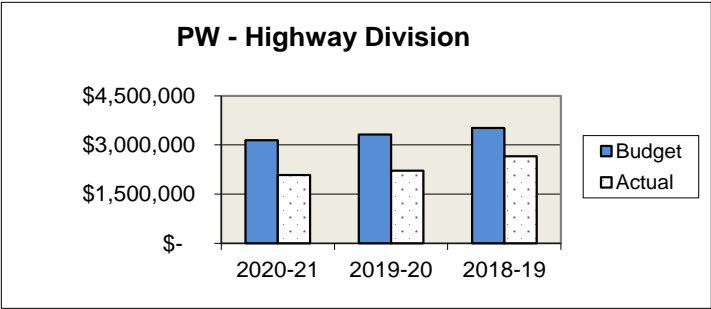
The overall increase in the Police budget for the last three fiscal years was \$213,847 or 4%. Wages and overtime increased 3%; health insurance has increased 0.5%; employer’s share of retirement has remained level and general operations increased 0.5%.

The department historically underspends its budget due to vacant positions. FY 2020-21, there was one officer position vacant all year.

The FY 2020-21 department’s budget received \$21,123 in grant funding to offset COVID-19 expenses.

PW – Highway Division Expenditures

PW- Highway Division			
Year	Budget	Actual	%
2020-21	\$ 3,147,900	\$ 2,084,833	66%
2019-20	3,317,103	2,216,414	67%
2018-19	3,518,487	2,650,943	75%



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's share of NH Retirement and \$146,153 or 5.5% increase in general operations.

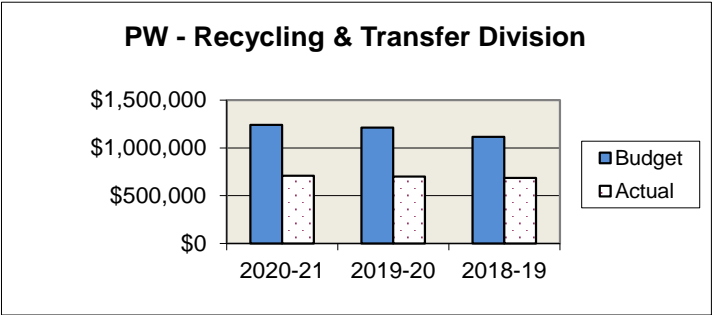
Year to date actuals are 66% of the budget. Half of this year's paving was done in the fall. The Town paved Morse Road, Silver Avenue, Dale Road, Donati Park and the DPW access road. The Town also spent \$46,250 to switch the streetlights to LED's, which should provide better lighting and save in monthly electricity costs.

Staffing levels for the Highway Division have remained level for the past three years. All full-time positions are filled as of this report.

The FY 2020-21 department's budget received \$23,423 in grant funding to offset COVID-19 expenses as of March 31st.

PW – Recycling & Transfer Division Expenditures

PW- Recycling & Transfer Division			
Year	Budget	Actual	%
2020-21	\$ 1,240,522	\$ 707,662	57%
2019-20	1,213,158	699,173	58%
2018-19	1,114,714	684,674	61%



This budget has increased \$125,808 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 57% and the March benchmark is 75%. There was one truck driver and one heavy equipment operator position that have been vacant for eight months of the year. Currently the Crew Chief's position has been vacant for about two months.

PW – Recycling & Transfer Division Expenditures, continued

The cost to dispose of trash has increased just under \$100,000 or 8% for two reasons.

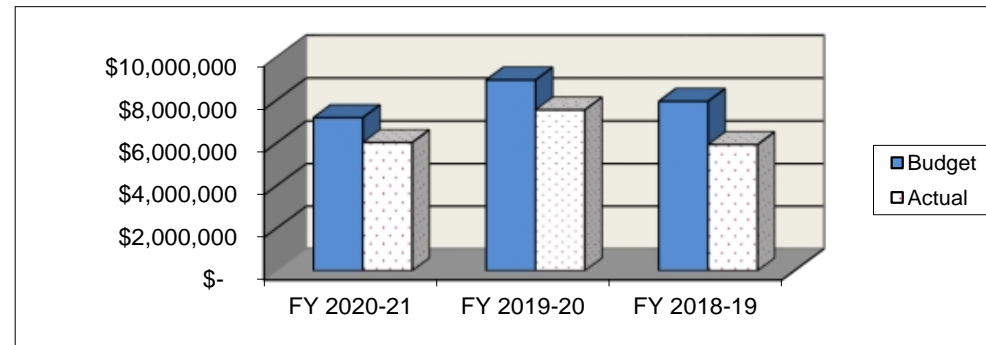
First, the contractual rate for tipping fees has increased. The Town is in a long term contract to dispose of trash. The rate was \$71.77 per ton in 2018 and is now \$74.66 which is a 4% increase in three years.

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 in 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

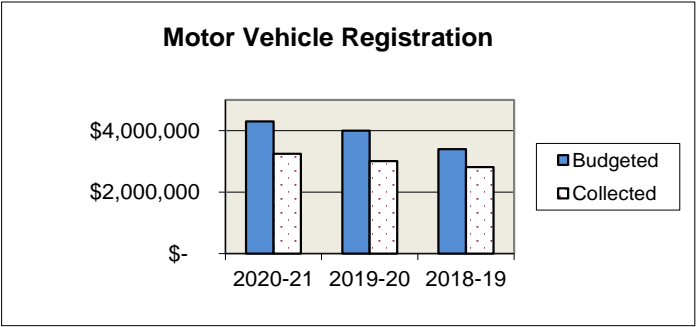
			Uncollected	
Year	¹ Budget	Actual	Budget	%
FY 2020-21	\$ 7,180,822	\$ 6,021,311	\$ (1,159,511)	84%
FY 2019-20	8,934,463	7,539,442	(1,395,021)	84%
FY 2018-19	7,941,343	5,918,765	(2,022,578)	75%



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

Motor Vehicle Registration Revenues

Motor Vehicle Registration			
Year	Budget	Actual	%
2020-21	\$4,300,000	\$ 3,244,464	75%
2019-20	4,000,000	3,010,493	75%
2018-19	3,400,000	2,810,879	83%



The top revenue source for the Town are fees collected for registering motor vehicles. The budget increased \$900,000 in the past three years and the 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

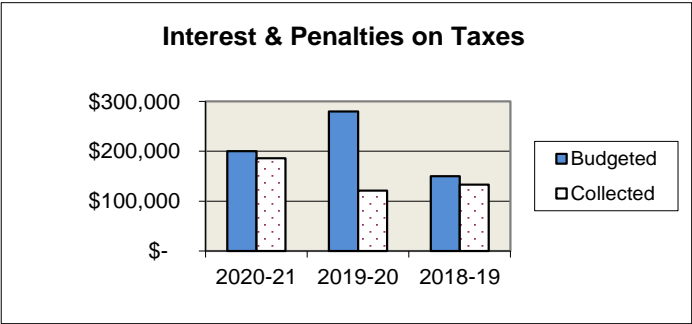
June 2019 collections were \$3,873,297

June 2018 collections were \$3,481,730

The Town is on track to meet it's anticipated budget of \$4,300,000 as of June 30th.

Interest & Penalties on Tax Revenues

Interest & Penalties on Taxes			
Year	Budget	Actual	%
2020-21	\$ 200,000	\$ 185,954	93%
2019-20	280,000	121,319	43%
2018-19	150,000	133,273	89%



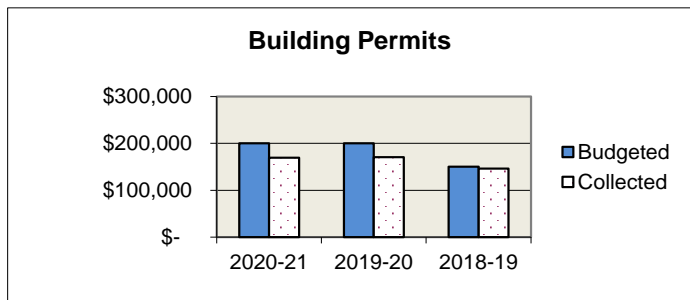
This interest comes from property taxes not being paid timely and the penalties are fees to execute liens and notices. Many property owners pay off delinquent taxes in the spring to avoid the Town deeding their property and also when they want to sell their property. Due to COVID-19 the Town delayed 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	\$ 169,512	85%
2019-20	200,000	170,477	85%
2018-19	150,000	146,310	98%



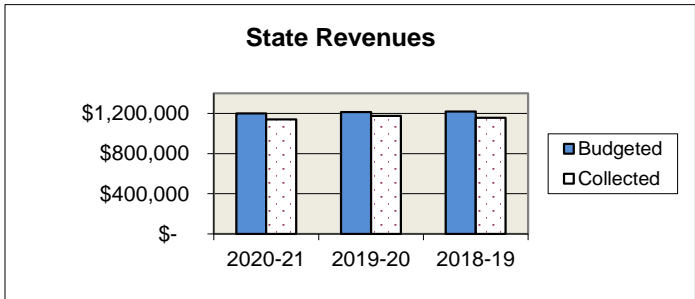
These fees are paid for residential and commercial construction. Collections have increased over the last three fiscal years. In FY 2020-21 the town issued permits for Starbucks and the Sports Dome.

Number of permits issued as of March of each year are as follows:

- 7/1/19 to 3/31/21 1242
- 7/1/19 to 3/31/20 938
- 7/1/18 to 3/31/19 882

State of NH Revenues

State Revenues			
Year	Budget	Actual	%
2020-21	\$1,198,726	\$ 1,138,848	95%
2019-20	1,213,075	1,174,694	97%
2018-19	1,219,082	1,156,772	95%



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 actual collection of State revenues is down, but better than they anticipated.

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

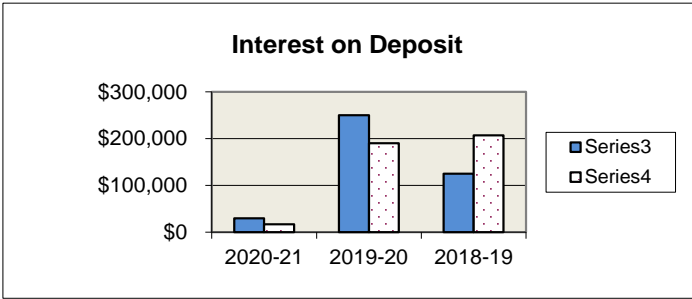
Highway Block Grant for FY 2020-21 was reduced \$17,275.

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 Deposits

Interest on Deposit			
Year	Budget	Actual	%
2020-21	\$30,000	\$17,021	57%
2019-20	250,000	190,269	76%
2018-19	125,000	206,887	166%



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.

Town Council STAFF REPORT



To: Town Council
Title: 2021-2022 Town Council Meeting Schedule
Meeting: Town Council - 26 May 2021
Department: Administration
Staff Contact: Donna Fitzpatrick, Human Resource Coordinator

BACKGROUND INFORMATION:

The Town Council meeting schedule is based on the fiscal year. Per Town Charter Section 3.5 c *"regular meetings (minimum one per month)"*. Per Town Council Rules of Procedure Section 3.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."*

July 1st falls on a Thursday in 2021; therefore recommend first Council meeting of July 7th. Per Town Council Rules of Procedure Section 2.a *"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."*

Per Town Council Rules of Procedure Section 3.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."*

Additional meetings occur in January (this proposed schedule has one special meeting for monetary warrant items), February & September due to budgets & warrants.

Holiday months November (still two meetings, however 1st and 3rd Wednesdays) and December (one regular meeting and one special meeting for union contracts)

FINANCIAL IMPACT:

None.

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

Approve Town Council meeting schedule for July 2020-June 2021 as presented.

SUGGESTED MOTION:

Approve Town Council meeting schedule for July 2021-June 2022 as presented (or Amended).

TOWN ADMINISTRATOR'S RECOMMENDATION:

Council motion to approve the Town Council meeting schedule for July 2021-June 2022 as presented.

ATTACHMENTS:

[2021-22 TC MEETING SCHEDULE 05262021](#)

TOWN COUNCIL MEETING SCHEDULE @ 6:00 pm
July 2021 – June 2022

July 7, 2021	Regular Meeting	Council Chambers
July 28, 2021	Regular Meeting	Council Chambers
August 11, 2021	Workshop	Council Chambers
August 25, 2021	Regular Meeting	Council Chambers
September 1, 2021	Budget Review	Council Chambers
September 8, 2021	Regular Meeting	Council Chambers
September 15, 2021	Budget Review	Council Chambers
September 22, 2021	Regular Meeting	Council Chambers
October 13, 2021	Regular Meeting	Council Chambers
October 27, 2021	Regular Meeting	Council Chambers
November 3, 2021	Regular Meeting	Council Chambers
November 17, 2021	Regular Meeting	Council Chambers
December 8, 2021	Regular Meeting	Council Chambers
December 15, 2021	Special Meeting (union contracts)	Council Chambers
January 5, 2022	Regular Meeting	Council Chambers
January 12, 2022	Special Meeting (monetary warrant items)	Council Chambers
January 19, 2022	Regular Meeting	Council Chambers
February 5, 2022	Town Meeting	Cawley School 9:00am
February 5, 2022	Special Meeting (amended warrants from Town Meeting)	
	Cawley School – immediately following Town Meeting	
February 9, 2022	Regular Meeting	Council Chambers
February 23, 2022	Regular Meeting	Council Chambers
March 8, 2022	Town Election	Cawley School (6:00am-7:00pm)
March 9, 2022	Regular Meeting	Council Chambers
March 23, 2022	Regular Meeting	Council Chambers
April 13, 2022	Regular Meeting	Council Chambers
April 27, 2022	Regular Meeting	Council Chambers
May 11, 2022	Regular Meeting	Council Chambers
May 25, 2022	Regular Meeting	Council Chambers
June 8, 2022	Regular Meeting	Council Chambers
June 22, 2022	Regular Meeting	Council Chambers

Meetings are subject to change with at least a week's notice.

AS OF 05/26/2021

**Town of Hooksett
Town Council Special Meeting Minutes
Wednesday, May 05, 2021**

The Hooksett Town Council met on Wednesday, May 05, 2021 at 5:00 in the Hooksett Municipal Building.

SPECIAL TOWN COUNCIL MEETING

This meeting was open to the public. However, it was a virtual Zoom software platform meeting.

CALL TO ORDER

Chair Sullivan called the meeting of 05 May 2021 to order at 5:01 pm.

PROOF OF POSTING

Project Coordinator Nick Germain provided proof of posting.

ROLL CALL

In Attendance: Councilor James Sullivan, Councilor Randall Lapierre, Councilor Roger Duhaime, Councilor David Boutin, Councilor Timothy Tsantoulis and Councilor Alex Walczyk

Missing: Councilor Clifford Jones, Councilor Clark Karolian and Councilor John Durand

OLD BUSINESS

NH Bond Bank Loan Agreement

T. Tsantoulis motioned to remove this item from the table. D. Boutin seconded the motion.

Roll Call Vote #2

R. Duhaime Aye

J Durand Not present

C. Jones Not present

R. Lapierre Aye

A. Walczyk Aye

D. Boutin Aye

C. Karolian Not present

T. Tsantoulis Aye

J. Sullivan Aye

Voted unanimously in favor (6-0).

A. Garron, Town Administrator: I will ask Finance Director Christine Tewksbury to explain the purpose of this meeting.

C. Tewksbury: First, let me say that I appreciate your time today, and I apologize for the amount of time this issue has taken. The NH Bond Bank calculated the estimated savings on this transaction at \$162,000, and that has not changed. Our Bond Counsel, however, erroneously

TC SPECIAL MEETING MINUTES 05-05-2021

1

used eight (8) years instead of (9) in their calculations, arriving at \$1,670,000 as the amount of the loan. The amount was corrected to be \$1,935,000. Again, the estimated savings does not change. We will not know the exact amount of savings until tomorrow when we learn the interest rate.

T. Tsantoulis motioned to adopt the updated Refunding Resolution and the updated Certificate of Vote and authorize the Town Clerk to sign both documents. D. Boutin seconded the motion.

Roll Call Vote #3

D. Boutin Aye

C. Jones Not present

A. Walczyk Aye

J. Durand Not present

R. Duhaime Aye

T. Tsantoulis Aye

R. Lapierre Aye

C. Karolian Not present

J. Sullivan Aye

Voted unanimously in favor (6-0).

ADJOURNMENT

Chair Sullivan motioned to adjourn at 6:34 pm. D. Boutin seconded the motion.

Roll Call Vote #4

A. Walczyk Aye

R. Lapierre Aye

C. Jones Not present

R. Duhaime Aye

J. Durand Not present

C. Karolian Not present

T. Tsantoulis Aye

D. Boutin Aye

J. Sullivan Aye

Voted unanimously in favor (6-0).

Respectfully submitted,

Kathleen Donnelly

Kathleen Donnelly

Recording Clerk

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

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, May 12, 2021**

The Hooksett Town Council met on Wednesday, May 12, 2021 at 6:00 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of 12 May 2021 to order at 6:11 pm.

PROOF OF POSTING

Human Resource Coordinator Donna Fitzpatrick provided proof of posting.

ROLL CALL

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

MISSING

Councilor Clifford Jones and Councilor Roger Duhaime.

PLEDGE OF ALLEGIANCE

Chair Sullivan called for the Pledge of Allegiance.

AGENDA OVERVIEW

Chair Sullivan: We have no public hearings and no scheduled appointments.

SPECIAL RECOGNITION

Hooksett Municipal Employee - New Hire and Promotions

A. Garron: We have one individual ending employment and that is Abby Reeves as Family Services Director. We welcome Alicia Jipson here with us today as the new Recording Clerk. Robert Wolinski has been promoted from Lieutenant to Fire Captain and R. Stephan David from Firefighter EMT to Lieutenant.

CONSENT AGENDA

T. Tsantoulis motioned to accept \$100.00 check from HealthTrust to the Town of Hooksett for the 2020 Wellness Coordinator Stretch Goal Earning Incentive per RSA 31:95-b, III (b) and return said amount to the Administration line item 001-000.220.029.000. D. Boutin seconded the motion.

Roll Call #2

R. Duhaime NP

J. Durand Aye

C. Jones NP

R. Lapierre Aye

A. Walczyk Aye

D. Boutin Aye

C. Karolian Aye

TC MINUTES

05-12-2021

1

51 T. Tsantoulis Aye
 52 J. Sullivan Aye
 53 Voted unanimously in Favor (7-0)

54
 55
 56

57 **TOWN ADMINISTRATOR'S REPORT**

58

59 A. Garron: The number of COVID cases in Hooksett is down from 54 to 21 from 4-28-21. We are
 60 moving in the right direction. The total number of Hooksett cases is now at 1,229. On May 7th we held
 61 our 2nd Vaccination Pod for those employees that participated on April 9th to receive their 2nd shot of the
 62 vaccine. At our next meeting we will revisit the mask mandate at Town Hall. A. Garron discussed the
 63 ARPA and the tax credits that we are eligible for and went over the Paid Sick Leave indicating it is still
 64 much like last year. If the council remembers from last time, we decided to make up the 2/3rd difference,
 65 so the council allowed to allow any accrued time to be used, and not just sick leave. Paid family leave is
 66 much like last year. We are recommending that we move forward with the paid family leave. Unlike last
 67 year it does not reset in April. We are prepared to move forward with the paid time because that is the
 68 easiest. We do have a few employees currently out with COVID-19 and unfortunately because we have
 69 not adopted these, they are currently using their own personal time.

70

71 A. Walczyk motioned to accept the voluntary Paid Sick Leave as provided by the American
 72 Rescue Plan Act resetting paid leave for up to 80 hours per employee per the Qualifying
 73 Reasons and terms as stated in ARPA for the time period of April 1, 2021 to September 30, 2021.
 74 Seek consent of unions on behalf of its members. C. Karolian seconded the motion.

75

76 **Roll Call #3**

77 R. Duhaime NP
 78 J. Durand Aye
 79 C. Jones NP
 80 R. Lapierre Aye
 81 A. Walczyk Aye
 82 D. Boutin Aye
 83 C. Karolian Aye
 84 T. Tsantoulis Aye
 85 J. Sullivan Aye

86 Voted unanimously in Favor (7-0)

87

88 C. Karolian motioned that when an employee is required to use his/her own accrued time due to
 89 COVID -19 School or place of care closing, the employee will be allowed to use any accrued
 90 time including sick time. D. Boutin seconded the motion.

91

92 A. Walczyk: We should seek input from the Union on this.

93

94 **Roll Call #4**

95 R. Duhaime NP
 96 J. Durand Aye
 97 C. Jones NP
 98 R. Lapierre Aye
 99 A. Walczyk Aye
 100 D. Boutin Aye
 101 C. Karolian Aye

TC MINUTES

05-12-2021

2

102 **T. Tsantoulis Aye**

103 **J. Sullivan Aye**

104 **Voted unanimously in Favor (7-0)**

105

106 A. Garron: Corriveau Drive Access ROW: NHDES needs more testing done. High levels of Arsenic
107 were found in the initial testing. Although NHDES stated that the high levels of Arsenic have no
108 association with the fluid leaks but want to do additional testing. DES did take a water sample and
109 found that there was no contamination. At the next meeting we anticipate having the answers to the
110 questions in regard to Corriveau Drive.

111

112 T. Tsantoulis: Where are we in regard to costs?

113

114 A. Garron: Right now, at the time the cost was \$2,000 to have the vehicles removed and an additional
115 \$2,000 to have the soil removed. It is our pursuit to have the cars sold on a government site to recoup
116 some of the funds. If the owner wants to come back and retrieve the vehicles, then our goal is to
117 retrieve our expended funds from the owner.

118

119 T. Tsantoulis: Does the vehicles have any value? Has anyone made any determination that the
120 equipment has any values?

121

122 A. Garron: No, we have not.

123

124 A. Garron: The Kiwanis Club, if you recall at the last meeting Wiley & Scrapetti proposed repainting or
125 replacing the wood sign and brackets on the "Town of Hooksett" sign. Is the board admittable to having
126 the Kiwanians Club take a look at the signs.

127

128 **T. Tsantoulis motioned to authorize The Kiwanis Club to look at the 1 sign. D. Boutin seconded**
129 **the motion.**

130

131 **Roll Call #5**

132 **R. Duhaime NP**

133 **J. Durand Aye**

134 **C. Jones NP**

135 **R. Lapierre Aye**

136 **A. Walczyk Aye**

137 **D. Boutin Aye**

138 **C. Karolian Aye**

139 **T. Tsantoulis Aye**

140 **J. Sullivan Aye**

141 **Voted unanimously in Favor (7-0)**

142

143 C. Karolian: Is the Kiwanis club going to want any recognition on this sign?

144

145 A. Garron: It is my understanding is that they do not want any recognition, they just want to redo the
146 sign for us.

147

148 C. Karolian: Why go from red to green and why not just refurbish what we have. It will be more
149 noticeable against the trees.

150

151 J. Sullivan: I know a couple of years ago the sign was repainted red. Why green? We can amend the
152 motion to keep it red.

153
154 **C. Karolian Motioned to make an amendment to keep the sign in red and not green as pictured.**
155 **J. Sullivan seconded the motion.**

156
157 **Roll Call #6**
158 **R. Duhaime NP**
159 **J. Durand Aye**
160 **C. Jones NP**
161 **R. Lapierre Aye**
162 **A. Walczyk Aye**
163 **D. Boutin Aye**
164 **C. Karolian Aye**
165 **T. Tsantoulis Aye**
166 **J. Sullivan Aye**
167 **Voted unanimously in Favor (7-0)**

168
169 A. Garron: The Finance Dept held a special meeting last week. The TIF refinancing sold on Thursday at
170 a rate of .9127%. the TD Bank rate was 2.55%. This will save the district \$168,780 over the next 9
171 years. I would like to express a thank you to them for their help.

172
173 C. Karolian: In regard to the TIF bond can this be sold and resold within the 9 years?

174
175 A. Garron: Our rate will remain the same over the 9 years.

176
177 J. Sullivan: Can we always refinance at a better rate if we want to in the future?

178
179 A. Garron: Yes, we can.

180
181 **BRIEF RECESS at 6:44 p.m. to 7:01 p.m.**

182
183 **OLD BUSINESS**

184
185 **Town Council Rules of Procedures - Amend for Scheduled Appointments**

186
187 J. Sullivan: Note that 5 & 6 are the new items and recommendations.

188
189 **D. Boutin motioned to approve amendments to the Town Council Rules of Procedures as**
190 **presented. T. Tsantoulis seconded the motion.**

191
192 **Roll Call #7**
193 **R. Duhaime NP**
194 **J. Durand Aye**
195 **C. Jones NP**
196 **R. Lapierre Aye**
197 **A. Walczyk Aye**
198 **D. Boutin Aye**
199 **C. Karolian Aye**
200 **T. Tsantoulis Aye**

TC MINUTES

05-12-2021

4

201 **J. Sullivan Aye**
 202 **Voted unanimously in Favor (7-0)**
 203

204 **NEW BUSINESS**

205 **CARES Act Election Grant**
 206

207
 208 A. Garron: The Town of Hooksett has received CARES Act Election Grant funds. We have a surplus of
 209 funds accepted from the CARES Act election grant. It is recommendation of Town Clerk, Todd Rainier
 210 and Finance Director, Christine Soucie to disburse a portion of the excess funds in the form of a one-
 211 time bonus to certain elected officials in an effort to recognize their selfless contribution of time and
 212 effort to positively impact the absentee ballot process during the fall 2020 election cycle.
 213

214 **D. Boutin motioned to approve CARES Act balance of \$8,747.95 to cover one-time bonuses**
 215 **totaling \$5,382.50 (\$5,000.00 in bonuses and \$382.50 in employment taxes) for the following**
 216 **elected officials who contributed their time and effort for the 2020 election cycle:**

217 **One-time bonus for the following official:**

218 **Town Clerk 1,500.00**

219 **Moderator 500.00**

220 **Assistant Moderator 500.00**

221 ***Town Council 500.00**

222 *** Councilor Walczyk, Sullivan, Boutin, Tsantoulis, Lapierre, Duhaime.**
 223

224 J. Sullivan - Should we be voting on accepting the fund if the majority are the ones to be receiving the
 225 funds?
 226

227 A. Walczyk: Can we choose to not accept the funds? I Would like to make a motion to remove the
 228 councilors from receiving the funds.
 229

230 A. Garron: We didn't want to make this uncomfortable. We wanted to recognize those that helped out.
 231 You all made this run very smoothly. This was not just ordinary effort, and felt it needed recognition. I
 232 made these recommendations for the amounts for the Town Clerk he did not.
 233

234 C. Karolian: What happens to these funds if it gets voted down?
 235

236 A. Garron: It will go back to the unexpended fund balance.
 237

238 **D. Boutin: Moved to table this item. This is the 1st time the council is seeing this and need time**
 239 **to decide on the right course of action. If we, do it now we will need to continue doing it in the**
 240 **future. Seconded by T. Tsantoulis.**
 241

242 J. Sullivan: Does anyone want more information?
 243

244 C. Karolian: Why can't we talk about it now?
 245

246 **Roll Call Vote #8**

247 **J. Durand Aye**

248 **D. Boutin Aye**

249 **C. Jones NP**

250 **R. Duhaime NP**

251 **C. Karolian Nay**

TC MINUTES

05-12-2021

5

252 A. Walczyk Aye
 253 T. Tsantoulis Aye
 254 R. Lapierre Nay
 255 J. Sullivan Nay
 256 Voted in Favor (4-3)

~~257~~
~~258~~
~~259~~

260 D. Boutin motioned to accept NH Dept of Safety, Homeland Security and Emergency
 261 Management Performance Grant (EMPG) in the amount of \$4,000 for the Local Emergency
 262 Operations Plan Update Project per RSA 31:95-b III(b) with a \$4,000 match from the Town for a
 263 total project cost of \$8,000, and to authorize the Town Administrator to sign all documents
 264 related to the grant. T. Tsantoulis seconded the motion.

265

266 C. Karolian: Is the Town going to match the \$4,000 in the grant, not through cash but through employee
 267 work? If the consult is doing the work why are the employees also responsible for doing the work.

268

269 D. Nadeau: The match is through labor. The consult will create the plan, but employees will need to be
 270 involved. Will this be during normal work hours? Yes. The department should be there during the
 271 creation of the plan.

272

273 **Roll Call Vote #9**

274 J. Durand Nay
 275 D. Boutin Aye
 276 C. Jones NP
 277 R. Duhaime NP
 278 C. Karolian Nay
 279 A. Walczyk Aye
 280 T. Tsantoulis Nay
 281 R. Lapierre Aye
 282 J. Sullivan Aye
 283 Voted in Favor (4-3)

~~284~~
~~285~~

287 **Street Name Approval Request for Private Drive named Kappa Court off Benton Road.**

288

289 C. Karolian motioned to approve a new private Drive to named Kappa Court. Seconded by D.
 290 Boutin.

291

292 **Roll Call Vote #10**

293 J. Durand Aye
 294 D. Boutin Aye
 295 C. Jones NP
 296 R. Duhaime NP
 297 C. Karolian Aye
 298 A. Walczyk Aye
 299 T. Tsantoulis Aye
 300 R. Lapierre Aye
 301 J. Sullivan Aye
 302 Voted unanimously in Favor (7-0)

303

304 T. Tsantoulis: As I understand this is a private road and the purpose of naming it is for 911 purposes
305 only, and there is no maintenance on the road.

306
307 A. Walczyk left the meeting at 7:27 p.m.
308

311 **Purchase of Auto Truck**

312
313 E. Labonte, Director of Public Works is requesting approval to purchase a 2021 Auto Truck. this would
314 replace Auto Truck 1, a 2012 Auto Truck that would be used as a trade-in. No tax impact \$125,000 to
315 come from the Solid Waste Disposal Special Revenue fund and \$175,000 to come from the Automated
316 Collection Equipment Capital Reserve.

317
318 C. Karolian: What is the delivery date? And does this price does not include the surcharge?
319

320 E. Labonte: If we approve there will be no addition al surcharge.
321

322 **D. Boutin motioned to approve and consent the purchase of a new Auto Truck from McNeilus**
323 **for \$302,085. This price does not include the trade-in value of the existing Auto Truck, estimated**
324 **at \$55,000. The actual value will be finalized at the time of delivery and deducted from the**
325 **quoted price. Motion seconded by C. Karolian.**
326

327 **Roll Call Vote #11**

328 J. Durand Aye
329 D. Boutin Aye
330 C. Jones NP
331 R. Duhaime NP
332 C. Karolian Aye
333 A. Walczyk NP
334 T. Tsantoulis Aye
335 R. Lapierre Aye
336 J. Sullivan Aye
337 Voted unanimously in Favor (6-0)

338
339
340 **APPROVAL OF MINUTES**

341 **Public Minutes: 04/21/2021 Special Meeting**

342
343
344 **D. Boutin motioned to approve the minutes of the April 21, 2021 Special Meeting. -T. Tsantoulis**
345 **seconded the motion.**
346

347 **Roll Call Vote #12**

348 J. Durand Aye
349 D. Boutin Aye
350 C. Jones NP
351 R. Duhaime NP
352 C. Karolian Aye
353 A. Walczyk NP
354 T. Tsantoulis Aye
355 R. Lapierre Aye
356 J. Sullivan Aye

357 Voted unanimously in Favor (6-0)

358
359

361 Public Minutes: 04/28/2021

362 D. Boutin motioned to approve the minutes of the April 28, 2021.T. Tsantoulis seconded the
363 motion.

364

365 Roll Call Vote #13

366 J. Durand Aye

367 D. Boutin Aye

368 C. Jones NP

369 R. Duhaime NP

370 C. Karolian Aye

371 A. Walczyk NP

372 T. Tsantoulis Aye

373 R. Lapierre Aye

374 J. Sullivan Aye

375 Voted unanimously in Favor (6-0)

376
377

379 Non-Public Minutes 4/28/2021

380 D. Boutin motioned to approve the minutes of the April 28, 2021.C. Karolian seconded the
381 motion.

382

383 Roll Call Vote #14

384 J. Durand Aye

385 D. Boutin Aye

386 C. Jones NP

387 R. Duhaime NP

388 C. Karolian Aye

389 A. Walczyk NP

390 T. Tsantoulis Aye

391 R. Lapierre Aye

392 J. Sullivan Aye

393 Voted unanimously in Favor (6-0)

394
395

396

397 SUB-COMMITTEE REPORTS

398

399 J. Sullivan: The Bicentennial is coming together. All the events seem to be falling in line.

400 The Economic Commission, the developer has withdrawn their plans and the property is up for sale
401 again. Old Stone House is up for sale. Heritage Month is in May. Economic Development Commission
402 is looking at individual uses for some of the bigger box stores in town. Someone is looking at the Cigna
403 property and looking to turn it into high end apartments. With additional uses around it. We do have
404 people discussing the remote parking lot for the Amazon facility. Good things are happening.

405

406 D. Boutin: I became aware of it yesterday. The problem we have in Hooksett, is that people who come
407 in now want to move on projects now, and not wait until March for town voting and re-zoning. I would
408 like us to think about amending the town charter to allow the town council to make decisions on
409 changes.

410

411 J. Sullivan: If you feel we should draft an amendment to the charter it will need a public hearing. It
412 needs to be thought out and on the agenda. Let us get it on an agenda for the future. Worth a long
413 discussion. If it requires zoning changes nothing can happen till March.

414

415 D. Boutin: Details will need to be thought about, and I would like to recommend we create a sub-
416 committee to work on it.

417

418 J. Sullivan: I think because it is new, we need to add creating a subcommittee for our next meeting.

419

420

421 **NON-PUBLIC SESSION NH RSA 91-A:3 II(a)**

422 **D. Boutin motioned to enter non-public session under NH RSA:91-A:3, II at 7:45 pm. C. Karolian**
423 **seconded the motion.**

424

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

429

430 **Roll Call Vote #15**

431 **J. Durand Aye**

432 **D. Boutin Aye**

433 **C. Jones NP**

434 **R. Duhaime NP**

435 **C. Karolian Aye**

436 **A. Walczyk NP**

437 **T. Tsantoulis Aye**

438 **R. Lapierre Aye**

439 **J. Sullivan Aye**

440 **Voted unanimously in Favor (6-0)**

441

442 **D. Boutin motioned to leave non-public session and return to public session at 7:59 pm J.**
443 **Sullivan seconded the motion.**

444 **Roll Call Vote #16**

445 **D. Boutin Aye**

446 **C. Jones NP**

447 **A. Walczyk NP**

448 **J. Durand Aye**

449 **R. Duhaime NP**

450 **T. Tsantoulis Aye**

451 **R. Lapierre Aye**

452 **C. Karolian Aye**

453 **J. Sullivan Aye**

454 **Voted unanimously in Favor (6-0)**

455

456

457 **T. Tsantoulis motioned to seal the minutes of the non-public session and return to public**
458 **session at 7:59 pm J. Sullivan seconded the motion.**

459 **Roll Call Vote #17**

460 **D. Boutin Aye**

461 **C. Jones NP**

462 **A. Walczyk NP**

463 **J. Durand Aye**

464 **R. Duhaime NP**

465 **T. Tsantoulis Aye**

466 **R. Lapierre Aye**

467 **C. Karolian Aye**

468 **J. Sullivan Aye**

469 **Voted unanimously in Favor (6-0)**

470

471 J. Durand: Stated that there is a councilor serving on Council that is not living in town.

472 J. Sullivan: Asked, which Councilor and it was stated Councilor Walczyk.

473 T. Tsantoulis: Stated he was concerned that Councilor Walczyk was not here for this discussion.

474 C. Karolian: Stated that Councilor Walczyk was made aware of this during the break and choose not to
475 remain. That the concern has been there since there was discussion on Councilors addresses on the
476 Town web site and stated there was evidence and referred to many dates and pictures of Councilor
477 Walczyk at a residential location in Manchester and has pictures of a Manchester residential location
478 parking pass affixed to Councilor Walczyk's car.

479 J. Sullivan: Asked for the list of dates to be provided.

480 J. Durand: Stated there is no malice in bringing the subject.

481 D. Boutin: Thought this whole discussion was inappropriate. Councilor Boutin suggested that Chair
482 Sullivan reach out to Councilor Walczyk and confirm whether the allegations are true. If true, ask for
483 Councilor Walczyk to resign. Discussion ensued.

484 **D. Boutin motioned directing the chair, to contact Council Walczyk regarding the concerns that**
485 **he is no longer a resident of Hooksett and to obtain information on this subject and clarification**
486 **and if necessary, seek a resignation. J. Sullivan seconded the motion.**

487 **Roll Call Vote #18**

488 **J. Durand Aye**

489 **D. Boutin Aye**

490 **C. Jones NP**

491 **R. Duhaime NP**

492 **C. Karolian Aye**

493 **A. Walczyk NP**

494 **T. Tsantoulis Aye**

495 **R. Lapierre Nay**

496 **J. Sullivan Aye**

497 **Voted in Favor (5-1)**

498 J. Sullivan stated that he will confer with the Town Administrator about determining if a special meeting
499 is warranted. The Chair will bring back his findings and will be discussed on the next agenda.

500

501 **ADJOURNMENT**

TC MINUTES

05-12-2021

10

502
503 *T. Tsantoulis motioned to adjourn at 8:24 pm. D. Boutin seconded the motion.*
504

505 **Roll Call Vote #19**

506 ***R. Duhaime NP***

507 ***J Durand Aye***

508 ***C. Jones NP***

509 ***R. Lapierre Aye***

510 ***A. Walczyk NP***

511 ***D. Boutin Aye***

512 ***C. Karolian Aye***

513 ***T. Tsantoulis Aye***

514 ***J. Sullivan Aye***

515 ***Voted unanimously in favor (6-0).***

516

517

518 Respectfully submitted,

519 *Alicia Jipson*

520 Alicia Jipson

521 Recording Clerk

522

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