



AGENDA

Town of Hooksett Town Council

Wednesday, June 9, 2021 at 5:00 PM

A meeting of the Town Council will be held Wednesday, June 9, 2021 in the Hooksett Municipal Building commencing at **5:00 PM**.

Page

1. **CALL TO ORDER**
2. **PROOF OF POSTING**
3. **ROLL CALL-ATTENDANCE**
4. **PLEDGE OF ALLEGIANCE**
5. **NON-PUBLIC SESSION #1 NH RSA 91-A:3 II**
6. **AGENDA OVERVIEW**
7. **PUBLIC SESSION WILL BEGIN IMMEDIATELY FOLLOWING THE NON-PUBLIC SESSION NOTED ABOVE**
8. **PUBLIC HEARINGS**
9. **SPECIAL RECOGNITION**
 - 9.1. Hooksett Municipal Employee - New Hire
10. **PUBLIC INPUT - 15 MINUTES**
11. **SCHEDULED APPOINTMENTS**
 - 11.1. Tax Increment Finance (TIF) Advisory Committee & Sewer Commission - Rte 3A Exits 10 & 11 Sewer Infrastructure
12. **CONSENT AGENDA**
 - 12.1. Release of 47 Hackett Hill Excavation Bond of \$40,000 to CJM Industries, LLC of \$40,000 for the Grading of the Property. 5 - 13
[Staff Report - SR-21-077 - Pdf](#)
13. **TOWN ADMINISTRATOR'S REPORT**
14. **NOMINATIONS AND APPOINTMENTS**
 - 14.1. Nomination and Appointment of Board/Committee Member(s) 15 - 18
[Staff Report - SR-21-084 - Pdf](#)
15. **BRIEF RECESS**
16. **OLD BUSINESS**
 - 16.1. Town of Hooksett Municipal Offices Mask Mandate Update
 - 16.2. CARES Act Election Grant (Tabled at 05/12/2021 Town Council Meeting) 19 - 22
[Staff Report - SR-21-071 - Pdf](#)

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

| | | |
|------------|--|-----------|
| 16.3. | Martins Ferry Road Erosion Project Recommendation to Award Wetland Permitting and Design Project to the Sanborn, Head & Associates, Inc. Company for \$49,500.00 Staff Report - SR-21-079 - Pdf | 23 - 33 |
| 17. | NEW BUSINESS | |
| 17.1. | Ambulance Billing Rate Update Staff Report - SR-21-074 - Pdf | 35 - 45 |
| 17.2. | Town Vehicles and Use of Personal Vehicles Policy Staff Report - SR-21-081 - Pdf | 47 - 49 |
| 17.3. | Award Bid #21-09 for Property Liability and Workers' Compensation Insurance coverage Staff Report - SR-21-083 - Pdf | 51 - 69 |
| 17.4. | Quarterly Financial Report as of March 31, 2021 Staff Report - SR-21-082 - Pdf | 71 - 88 |
| 17.5. | FY 2020-21 Budget Encumbrances Preview Staff Report - SR-21-080 - Pdf | 89 - 91 |
| 17.6. | Garden Song Roadway Acceptance Staff Report - SR-21-078 - Pdf | 93 - 100 |
| 17.7. | 2021-2022 Town Council Meeting Schedule Staff Report - SR-21-076 - Pdf | 101 - 103 |
| 17.8. | Town Council Establish Sub-Committee to Amend Town Charter - Council to Approve Zoning Amendment(s) vs. Warrant Item(s) for Voters | |
| 17.9. | 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 | |
| 18. | APPROVAL OF MINUTES | |
| 18.1. | Public: 05/05/2021 Special Meeting TC MINUTES SPECIAL MEETING 05.05.2021 | 105 - 106 |
| 18.2. | Public: 05/12/2021 TC Minutes 05122021 | 107 - 117 |
| 18.3. | Public: 05/26/2021 TC Minutes 05262021 | 119 - 129 |
| 18.4. | Non-Public: 05/12/2021 | |
| 19. | SUB-COMMITTEE REPORTS | |
| 20. | PUBLIC INPUT | |
| 21. | NON-PUBLIC SESSION #2 NH RSA 91-A:3 II | |
| 22. | ADJOURNMENT | |
| | PUBLIC INPUT | |

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

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

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

Town Council
STAFF REPORT



To: Town Council
Title: Release of 47 Hackett Hill Excavation Bond of \$40,000 to CJM Industries, LLC of \$40,000 for the Grading of the Property.
Meeting: Town Council - 09 Jun 2021
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

The owner of the property at 47 Hackett Hill Road situated to the immediate west of Route 93 is requesting that the Town of Hooksett release the bond of \$40,000 for the grading of the property.

Work on this project has been completed and is acceptable.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Release the bond #0225759 of \$40,000 for the grading of the property at #47 Hackett Hill Road to the Rowley Agency of Concord, New Hampshire.

SUGGESTED MOTION:

Motion to release the bond #0225759 of \$40,000 for the grading of the property at #47 Hackett Hill Road to the Rowley Agency of Concord, New Hampshire.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

- [1 CJM Industries - Severino Bond](#)
- [2 CJM Industries - Severino and Bond Release](#)
- [3 CJM Industries - Severino Plan](#)
- [4 Hackett Hill Road #47 Photos](#)



**Town of Hooksett
Excavation Permit**

PERMIT # 19EX-01

Approval Date: September 10th, 2019

Expiration Date: May 30, 2021

Operator: Severino Trucking Co., Inc.

Owner: CJM Industries, LLC

Address: 512 Raymond Road
Candia NH 03034

Address: P.O. Box 5367
Manchester NH 03108

Phone: (603) 234-8502

Phone: (603) 234-8502

Fax: N/A

Fax: N/A

Email: tseverino@severino.com

Email:

Address of Project: 47 Hackett Hill Road

Map: 13 **Lot:** 58

Date of Original Permit: N/A

Bond Amount: \$40,000.00

Bond #: 0225759

Bond Company: Rowley Agency

Address: 45 Constitution Ave
Concord, NH 03302

Expiration Date: Non-lapsing

Phone: (800) 238-3840

Total Acreage Approved: 4.00 acres

This Phase: 4.0 acres

Total Acreage Owned: 5.36 acres

Est. Yield (cu yds.): 55,000 cu yds.

Estimated Time to Completion: 1.5 years

No. of Phase: 1

Reclamation to Date: 0 acres

Engineer/Surveyor: Severino

Date of Plan: 8/21/19

Address: 512 Raymond Road
Candia, NH 03302

Revised: N/A

Phone: (603) 483-2133

Fax: (603) 483-2998



Town of Hooksett

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

Memo

To: Dana Pendergast
From: Bruce A. Thomas, P.E., Town Engineer *BAT*
Cc: Kathy Lawrence
Date: April 12, 2021
Re: CJM Industries, LLC – "Hooksett Excavation Plan Prepared for Severino Trucking: Plans (last page) dated 6/16/16

Please be advised that the Reference site was graded per the plan and I approve of the work and of the release of Bond # 0225759.

Hooksett Excavation Plan

47 Hackett Hill Rd
Hooksett, NH
TAX MAP 13 LOT 58

GENERAL INFORMATION

OWNER/PREPARED FOR

MAP 13, LOT 58
INTERSTATE HOSPITALITY LLC
JEFFREY S. LARRABEE, MANAGER
PO BOX 3701
CONCORD, NH 03302

ABUTTERS

13-57
JEFFREY S. LARRABEE
PO BOX 3701
CONCORD, NH 03302

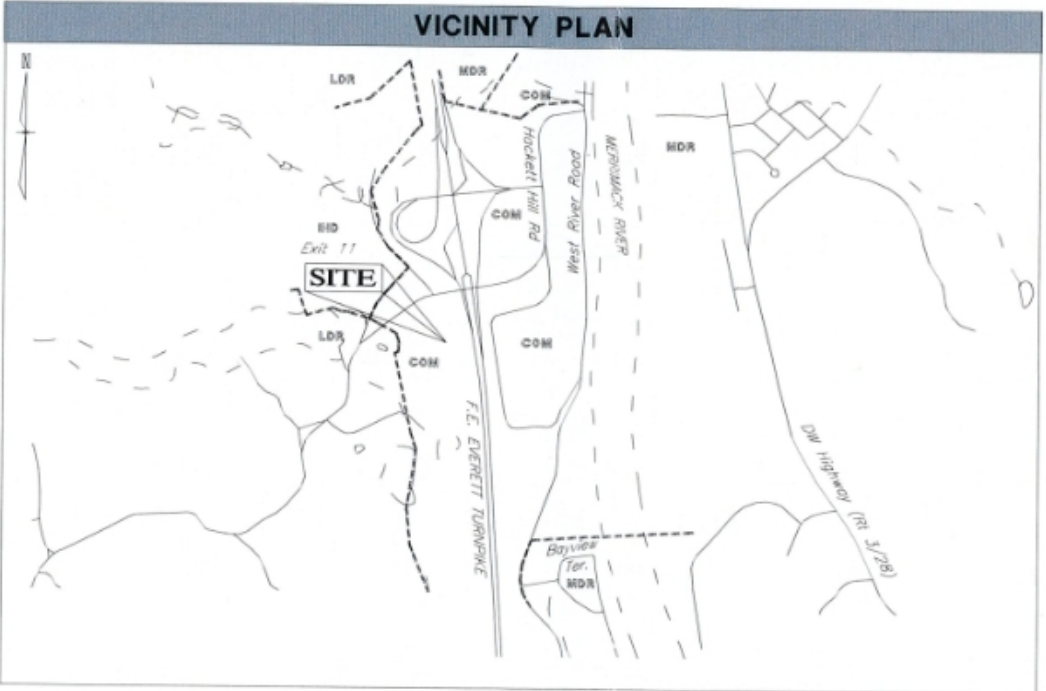
RESOURCE LIST

TOWN ADMINISTRATION
35 MAIN STREET
HOOKSETT, NH 03106
(603) 485-8472
NICHOLAS GERMAIN, PROJECT COORDINATOR

13-73
STATE OF NEW HAMPSHIRE
PO BOX 16476
HOOKSETT, NH 03106-6476

BUILDING ZONING CODE
35 MAIN STREET
HOOKSETT, NH 03106
(603) 485-4117
MATTHEW LAVOIE • CODE
ENFORCEMENT OFFICER, BUILDING
ZONING OFFICER, HEALTH OFFICER

17-7
GRANITE WOODS LLC C/O
SUPREME INDUSTRIES
216 BOGUE ROAD
HAWINGTON, CT 06971



Prepared for:
Severino Trucking Co., Inc.
P.O. Box 202
Candia, NH 03034

Index of Sheets

| SHEET | TITLE |
|-------|-------------------------|
| 1 | Cover Sheet |
| 2 | Existing Conditions |
| 3 | Grading Plan |
| 4 | Test Pit Reference Plan |

| Revised | Comments | By |
|---------|----------|----|
| | | |
| | | |
| | | |

SEVERINO
TRUCKING CO. INC.
512 Raymond Road, Candia, NH 03034
(603) 483-2133 Fax: (603) 483-2998
www.severinotrucking.com

Prepared for:

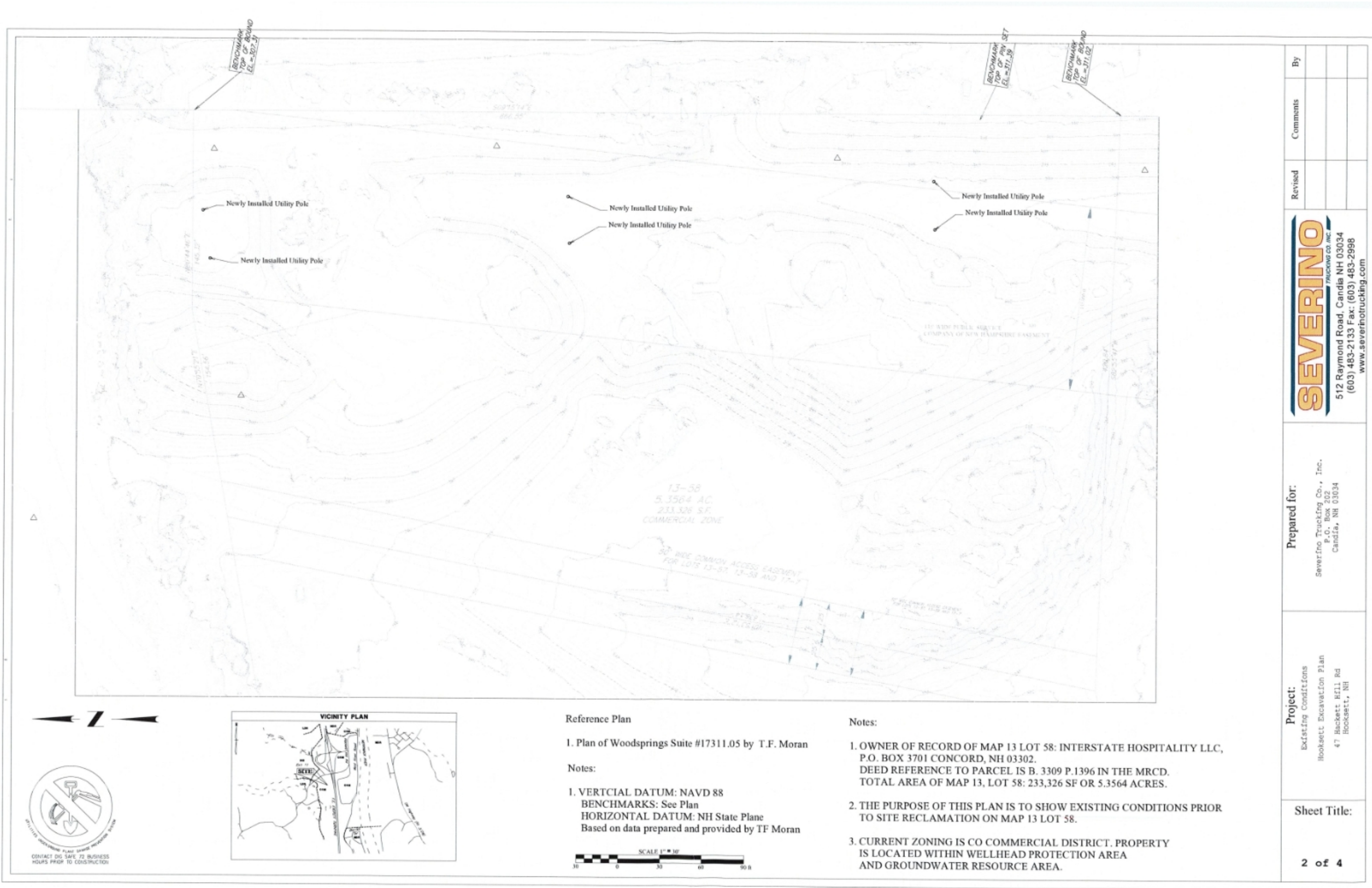
Severino Trucking Co., Inc.
P.O. Box 202
Candia, NH 03034

Project:

Cover Sheet
Hooksett Excavation Plan
47 Hackett Hill Rd
Hooksett, NH

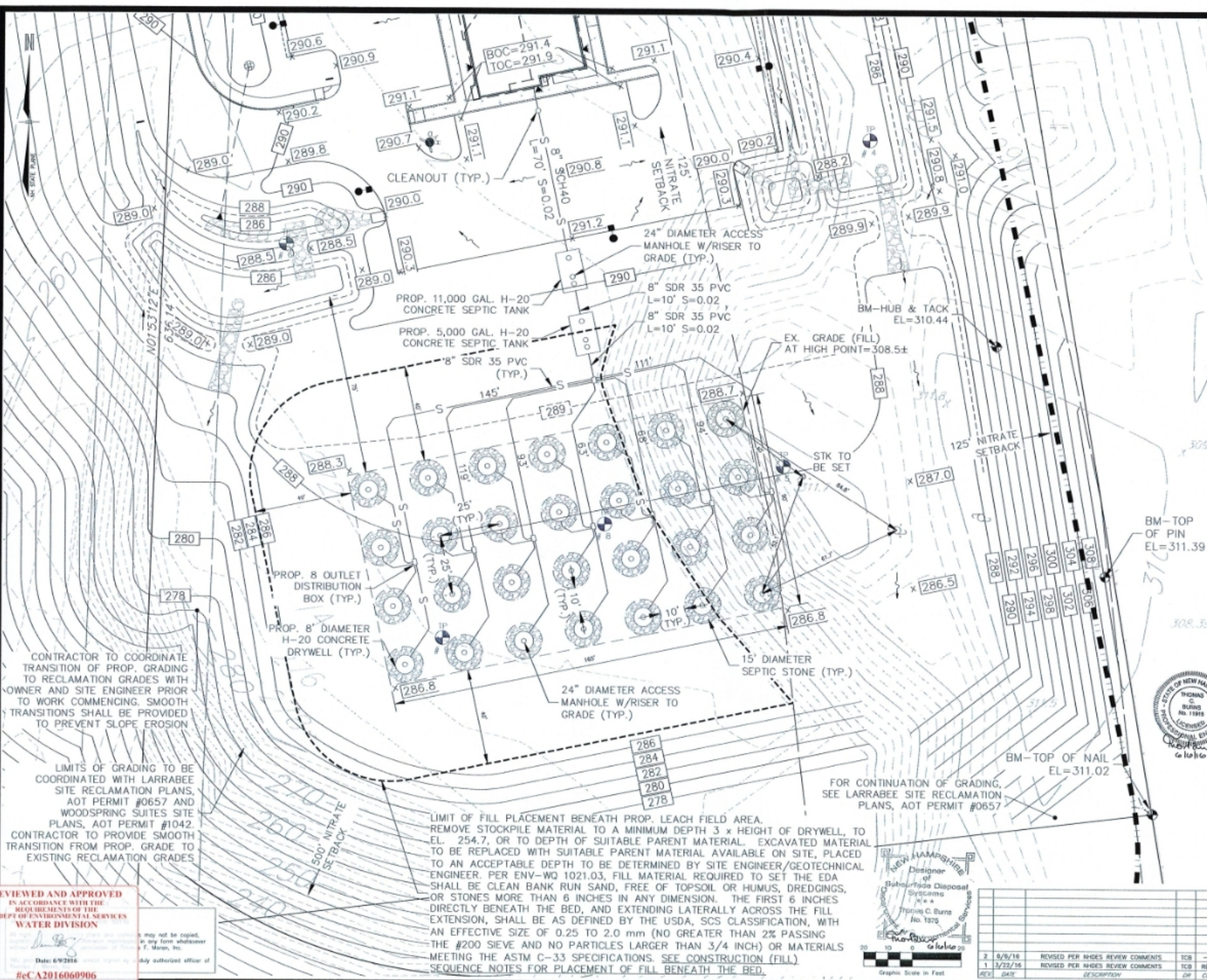
Sheet Title:

1 of 4



| Revised | Comments | By |
|---------|----------|----|
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| | | |
| | | |

| | | | |
|---|---|--|-------------------------------|
| SEVERINO TRUCKING CO. INC. 512 Raymond Road, Candia NH 03034 (603) 483-2133 Fax: (603) 483-2998 www.severinotrucking.com | Prepared for: Severino Trucking Co., Inc. P.O. Box 202 Candia, NH 03034 | Project: Existing Conditions Hooksett Excavation Plan 47 Hackett Hill Rd Hooksett, NH | Sheet Title: 2 of 4 |
|---|---|--|-------------------------------|



TEST PIT DATA

*SEE CONSTRUCTION (FILL) SEQUENCE NOTES FOR MATERIAL REQUIREMENTS WITHIN LIMITS OF EDA AND RECEIVING AREA.

TEST PIT #1
PERFORMED: JULY 22, 2015
0-2" 10YR 3/3 DARK BROWN, LOAMY COARSE SAND, GRAVELLY, MASSIVE, FRIABLE.
2-36" 10YR 3/4 DARK YELLOWISH BROWN, GRAVELLY SAND, SINGLE GRAIN, LOOSE.
36-96" 10YR 5/6 YELLOWISH BROWN, SANDY GRAVEL, SINGLE GRAIN, LOOSE, DRY.
ESHW: NONE OBSERVED @ 96"
FWT: NONE OBSERVED
ROOTS: NONE OBSERVED
LEDGE: NONE OBSERVED
NOTE: TEST PIT LOCATED IN EXISTING TRAIL, IN PREVIOUSLY DISTURBED (FILL) AREA.

TEST PIT #2
PERFORMED: JULY 22, 2015
0-8" 10YR 3/3 DARK BROWN, MEDIUM SAND, GRANULAR, FRIABLE.
8-32" 10YR 5/6 YELLOWISH BROWN, VERY COARSE GRAVELLY SAND, SINGLE GRAIN, LOOSE.
32-44" 2.5Y 5/4 LIGHT YELLOWISH BROWN, MEDIUM TO COARSE SANDY GRAVEL, SINGLE GRAIN, LOOSE, DRY.
44-96" 10YR 5/6 YELLOWISH BROWN, VERY COARSE SAND, GRAVELLY, SINGLE GRAIN, LOOSE.
ESHW: NONE OBSERVED @ 96"
FWT: NONE OBSERVED
ROOTS: OBSERVED AT 26"
LEDGE: NONE OBSERVED
NOTE: TEST PIT LOCATED AT TOP OF STEEP EMBANKMENT.

TEST PIT #3
PERFORMED: JULY 22, 2015
0-72" 2.5Y 5/4 LIGHT OLIVE BROWN, SANDY LOAM, MASSIVE ANGULAR STONES-10% THROUGHOUT, FIRM, COMPACT, SOMEWHAT PLATTY STRUCTURE OBSERVED.
ESHW: NONE OBSERVED @ 72"
FWT: NONE OBSERVED
ROOTS: NONE OBSERVED
LEDGE: NONE OBSERVED
NOTE: TEST PIT LOCATED IN PREVIOUSLY DISTURBED (FILL) AREA.

TEST PIT #4
PERFORMED: JULY 22, 2015
0-18" 2.5Y 5/1 GRAY, RECLAIMED ASPHALT.
18-46" 2.5Y 7/1 LIGHT GRAY, WASTE FILL.
46-96" 2.5Y 5/1 GRAY, RECLAIMED ASPHALT.
ESHW: NONE OBSERVED @ 96"
FWT: NONE OBSERVED
ROOTS: NONE OBSERVED
LEDGE: NONE OBSERVED
NOTE: TEST PIT CONDUCTED IN FILL.


TEST PIT #5
PERFORMED: JULY 22, 2015
0-9" 10YR 3/2 VERY DARK GRAYISH BROWN, LOAMY SAND, GRANULAR, FRIABLE, FINE TO MEDIUM ROOTS.
9-29" 2.5Y 7/4 PALE YELLOW, MEDIUM SAND, MASSIVE, FRIABLE, LOOSE IN HAND.
29-31" 2.5Y 5/3 LIGHT YELLOWISH BROWN ALTERNATING WITH 2.5Y 7/2 LIGHT GRAY, FINE TO MEDIUM SAND, MASSIVE, FRIABLE.
31-44" 2.5Y 7/4 PALE YELLOW, MEDIUM SAND, MASSIVE, FRIABLE.
44-52" 10YR 5/4 YELLOWISH BROWN, LOAMY SAND, <5% PEBBLES, MASSIVE FRIABLE TO LOOSE, ABRUPT BOUNDARY.
52-96" 2.5Y 7/2 LIGHT GRAY, FINE SANDY LOAM, WITH VERY FINE SAND LENSES, MASSIVE, FRIABLE.
96-96" 2.5Y 5/2 LIGHT BROWNISH GRAY, COARSE SAND, SINGLE GRAIN, LOOSE.
ESHW: NONE OBSERVED @ 96"
FWT: NONE OBSERVED
ROOTS: OBSERVED @ 36"
LEDGE: NONE OBSERVED
NOTE: LOCATED AT TOE OF FILL SLOPE IN NATIVE SOIL (PREVIOUSLY MINED).

NITRATE SETBACKS

NITRATE SETBACKS BASED ON TOTAL LAND AREA OF PROPOSED LILAC PARK DEVELOPMENT/LOTS CURRENTLY UNDER SINGLE OWNERSHIP BY JEFFREY S. LARRABEE.)

| | REQUIRED | PROPOSED |
|-----------------------------|----------|----------|
| HYDRAULICALLY DOWN-GRADIENT | 500' | 549' |
| HYDRAULICALLY SIDE-GRADIENT | 250' | 534' |
| HYDRAULICALLY UP-GRADIENT | 125' | 138' |

TAX MAP 13 LOT 58
EFFLUENT DISPOSAL SYSTEM DESIGN PLAN
PHASE 1 - WOODSPRING SUITES
47 HACKETT HILL ROAD, HOOKSETT, NEW HAMPSHIRE
OWNED BY
JEFFREY S. LARRABEE
PREPARED FOR
JEFFREY S. LARRABEE
SCALE: 1"=20' **AUGUST 14, 2015**



Old Engineers
Structural Engineers
Traffic Engineers
Land Surveyors
Landscape Architects
Scientists

48 Constitution Drive
Bedford, NH 03110
Phone (603) 472-6488
Fax (603) 472-8747
www.tfm.com

| | | | | | |
|----------|----|-----|-------|---------------|-----------|
| 17311.05 | DR | TCB | FB | | |
| | OK | WE | CDPLF | 17311-05 Site | SHEET S-2 |



Hackett Hill Road #47 1



Hackett Hill Road #47 2



Hackett Hill Road #47 3



Hackett Hill Road #47 4

Town Council
STAFF REPORT



To: Town Council
Title: Nomination and Appointment of Board/Committee Member(s)
Meeting: Town Council - 09 Jun 2021
Department: Administration
Staff Contact: Donna Fitzpatrick, Human Resource Coordinator

BACKGROUND INFORMATION:

Nomination and Appointment of current Planning Board full-member Chris Stelmach for term ending 06/30/2024

RECOMMENDATION:

Nomination and Appointment of current Planning Board full-member Chris Stelmach for term ending 06/30/2024

SUGGESTED MOTION:

Nomination and Appointment of current Planning Board full-member Chris Stelmach for term ending 06/30/2024

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[CStelmach Application](#)



Town of Hooksett


APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 5-21-21

Name: CHRIS STELMACH Phone: 603-670-4197

Address: 22 ROY RD HOOKSETT, NH 03106

Email Address: CRSTRANSPORT@COMCAST.NET

Signature: 

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

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

BOARDS, COMMISSIONS & COMMITTEES

Role Preference

Alternate, Regular, or None?

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

2

How long have you been a resident of Hooksett?

50 yrs.

Why are you seeking this position?

CURRENTLY ON BOARD
SEEKING REAPP.

Do you have any specific goals or objectives?

CONTINUE VOLUNTEER ON BOARD
HELP PLAN FUTURE DEVELOPMENT OF TOWN

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

CONSTRUCTION EXPERIENCE, BACKGROUND

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

NONE

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

N-A

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

CURRENTLY SERVING 3RD TERM
ON PLANNING BOARD

Town of Hooksett

35 Main Street
Hooksett, NH 03106

FRAUD POLICY

Recognition & Awareness Form

Acknowledgement:

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

Signature: 

Print Name: CHRIS STELMACH

Date Signed: 5-20-21

Department Head Signature: _____

Town Council STAFF REPORT



To: Town Council
Title: CARES Act Election Grant (Tabled at 05/12/2021 Town Council Meeting)
Meeting: Town Council - 09 Jun 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 June 9, 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: Town Council
Title: Martins Ferry Road Erosion Project Recommendation to Award Wetland Permitting and Design Project to the Sanborn, Head & Associates, Inc. Company for \$49,500.00
Meeting: Town Council - 09 Jun 2021
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

Severe erosion has taken place along Martins Ferry Road near the intersection of North River Road. The New Hampshire Department of Environmental Services (NHDES) is requiring a Standard Dredge and Fill Wetland Permit for the work. We have worked through the RFP process to obtain a qualified Consultant to prepare this permit and develop plans to repair the embankment.

Four Proposals were received as follows:

| | |
|--|--------------|
| • John D. Turner Consulting, Inc., Sutton, MA | \$36,268.00 |
| • Sanborn, Head & Associates, Inc, Concord, NH | \$49,500.00 |
| • GM2 Associates, Inc., Concord, NH | \$52,924.00 |
| • Gale Associates, Inc., Bedford, NH | \$112,900.00 |

On Tuesday, May 24, 2021 and Wednesday, May 25, 2021, Andre Garron and I interviewed the John Turner Company and the Sanborn Head Company. Based on our review of the proposal document and their interview responses we are recommending that the project be awarded to the Sanborn, Head & Associates Company of Concord, New Hampshire. Although the cost proposal of this firm is higher than the Turner company, we chose them for the following reasons:

- The Sanborn Company is teaming with the Normandeau Company of Bedford, New Hampshire. The representative from the Normandeau Company was present at the interview and was frankly impressive with her grasp of the project and her understanding of the pitfalls in dealing with the Wetland Board. She is also a Certified Wetland Scientist and a wildlife biologist. There are additional Certified Wetland Scientists and biologists listed in their proposal.
- The Sanborn/Normandeau team seemed to be more experienced with wetland permitting. The representative from Normandeau serves on the New Hampshire Wetlands Council and has been exposed to all different types of wetland repair projects. This may be advantageous for the Town in selecting the lowest cost alternative for construction.

Funds for this work will be paid for from the "Road Maintenance NPDES Stormwater" account that currently has a balance of \$97,777. Remaining balance after this contract will be \$48,277.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Recommendation to Award the Martins Ferry Road Wetland Permitting and Design Project to the Sanborn, Head & Associates, Inc. Company for \$49,500.00 and pay for the project from the "Road Maintenance NPDES Stormwater" account.

SUGGESTED MOTION:

Motion to Award the Martins Ferry Road Wetland Permitting and Design Project to the Sanborn, Head & Associates, Inc. Company for \$49,500.00 and pay for the project from the "Road Maintenance NPDES Stormwater" account.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Martins Ferry Road Erosion Photos](#)

[Locus Plan - MARTINS FERRY ROAD](#)



MARTINS FERRY ROAD EROSION 1



MARTINS FERRY ROAD EROSION 2



MARTINS FERRY ROAD EROSION 3



MARTINS FERRY ROAD EROSION 4



MARTINS FERRY ROAD EROSION 5



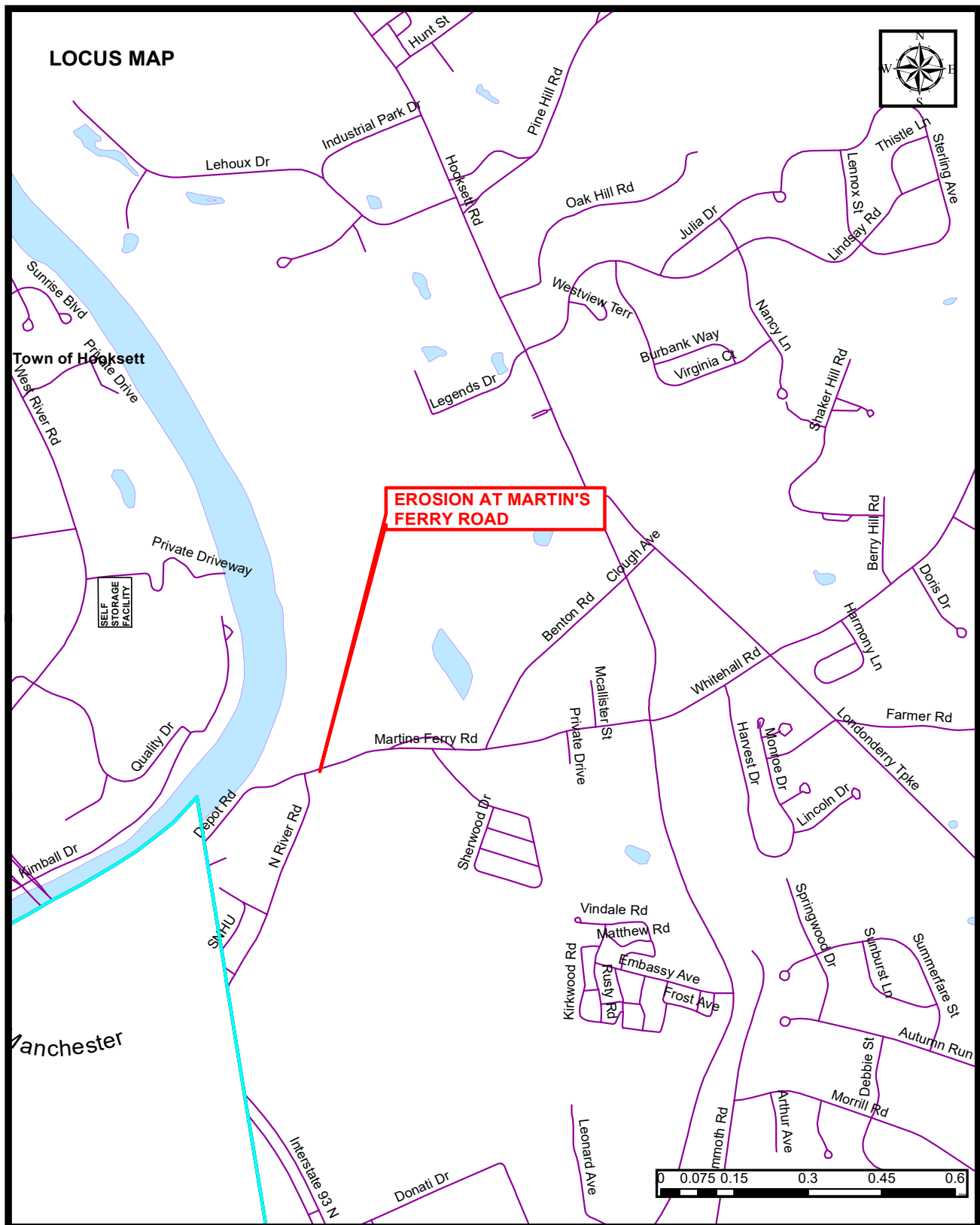
MARTINS FERRY ROAD EROSION 6



MARTINS FERRY ROAD EROSION 7



MARTINS FERRY ROAD EROSION 8



Town Council

STAFF REPORT



To: Hooksett Town Council
Title: Ambulance Billing Rate Update
Meeting: Town Council - 09 Jun 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 made updates to the ambulance billing policy to reflect the poverty level changes, to 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 6/14/2021.

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



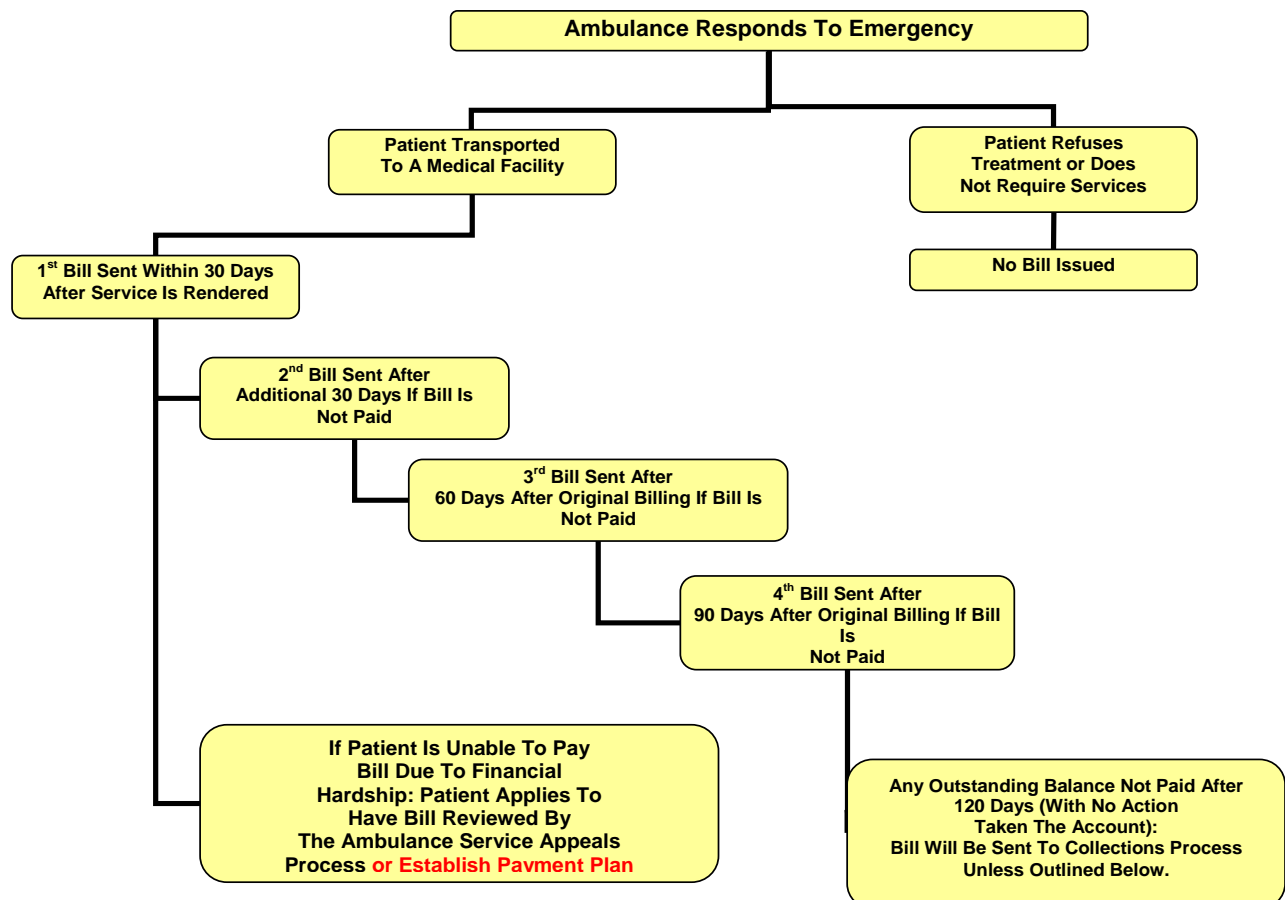


HOOKSETT AMBULANCE SERVICE **BILLING & COLLECTION POLICY**

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

(ATTATCHMENT 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 - 09 Jun 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 - 09 Jun 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

III. 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.

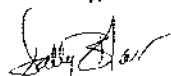
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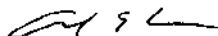
We will be contacting you to answer any additional questions you may have, but feel free to contact us as well. You can contact us at (800) 698-2364.

Thank you again for your interest and consideration of Primex³.

Sincerely,



Sally Tanner
Member Services Consultant



Carl Weber
Director of Member Services

Enclosures

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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.

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 (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.

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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 - 09 Jun 2021
Department: Finance
Staff Contact: Christine Soucie, Finance Director

TOWN ADMINISTRATOR'S RECOMMENDATION:

No action required. Finance director providing Council with the Quarterly financial budgetary 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.

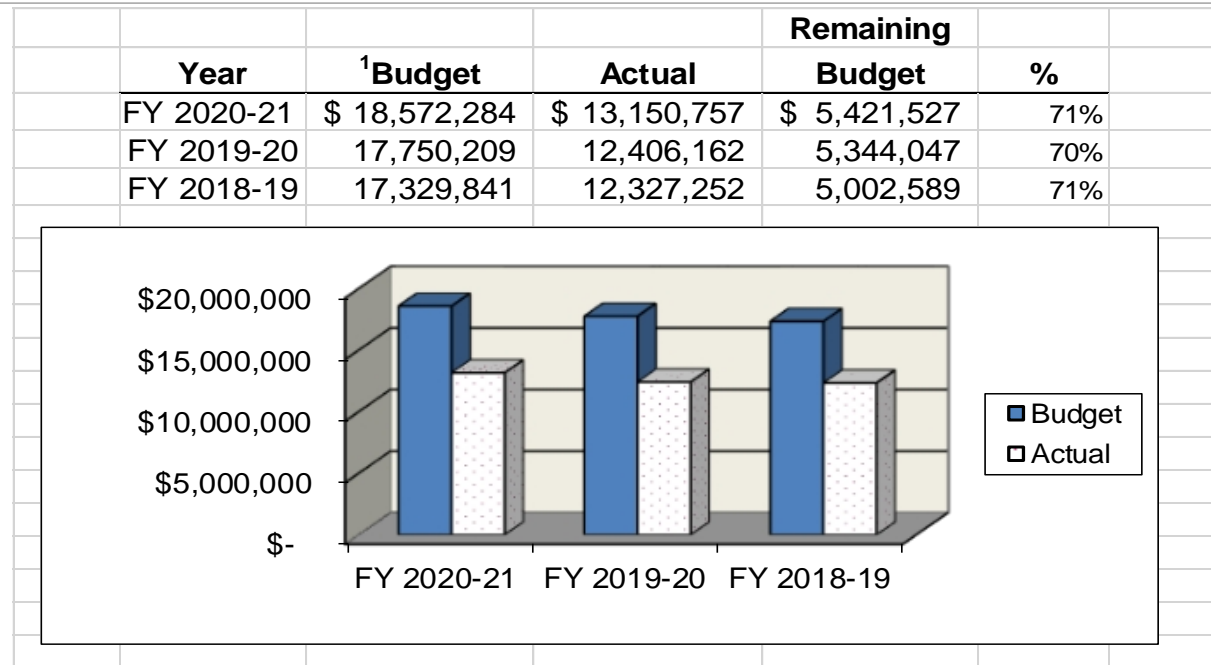
Library, Wastewater and the Ambulance fund have received \$106,594.98 to date.

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...

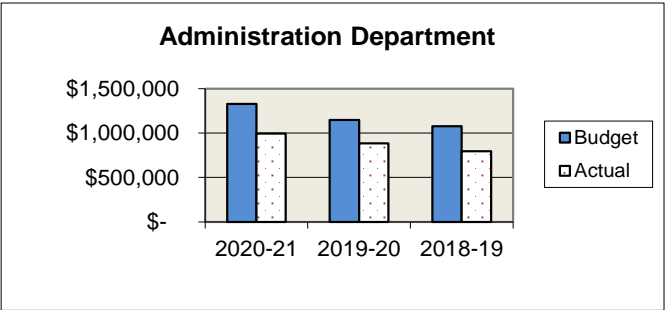
General Fund Operating Budget



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% |



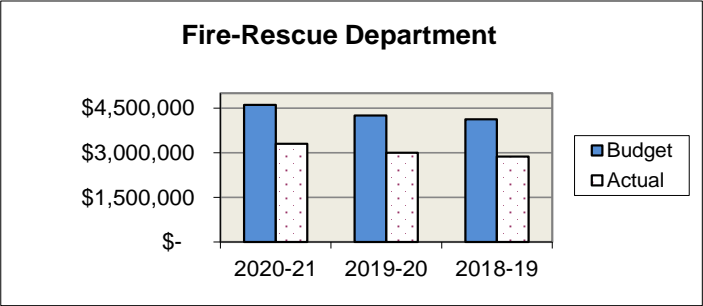
The current budget and spending have increased largely due to staff changes and COVID-19 costs. The FY 2019-20 includes \$24,046 in encumbrances primarily for IT projects for the Fire Department. FY 2018-19 was a default budget year, but does include \$60,576 of encumbrances related to IT projects.

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% |



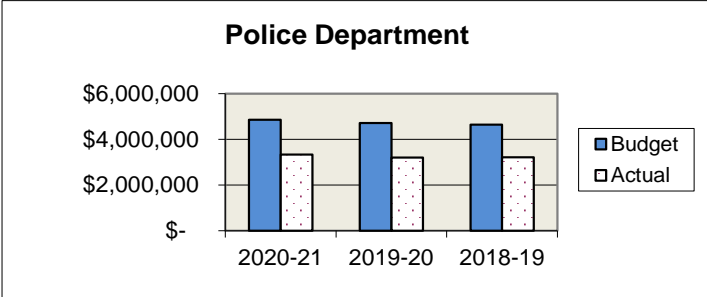
Over the last three fiscal years, this budget has increased \$489,447 or 12%. This increase includes a 4% increase in overtime related to COVID-19 and a 5% increase in wages and overtime, a 0.5% increase in both health insurance costs and the employer's share of NH Retirement and another 2% increase 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% |



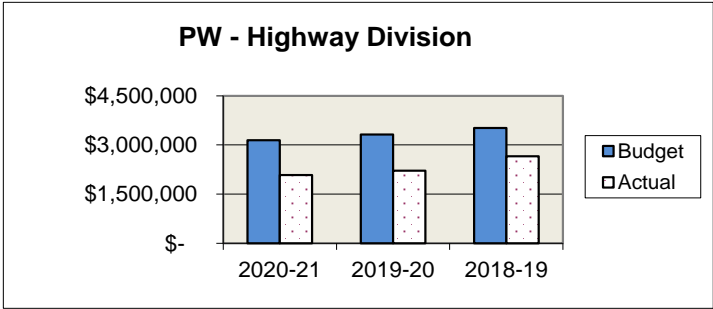
The overall increase in the Police budget for the last three fiscal years was \$213,847 or 4%. Wages and overtime increased 3%; health insurance has increased 0.5%; employer’s share of retirement has remained level and general operations increased 0.5%.

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.

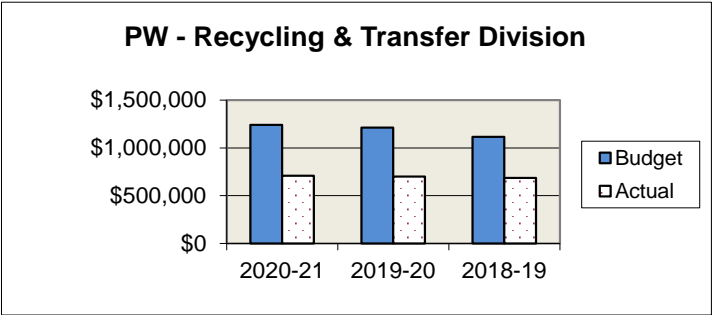
Year to date actuals are 66% of the budget. Half of this year's paving was done in the fall. The Town paved Morse Road, Silver Avenue, Dale Road, Donati Park and the DPW access road. The Town also spent \$46,250 to switch the streetlights to LED's, which should provide better lighting and save in monthly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

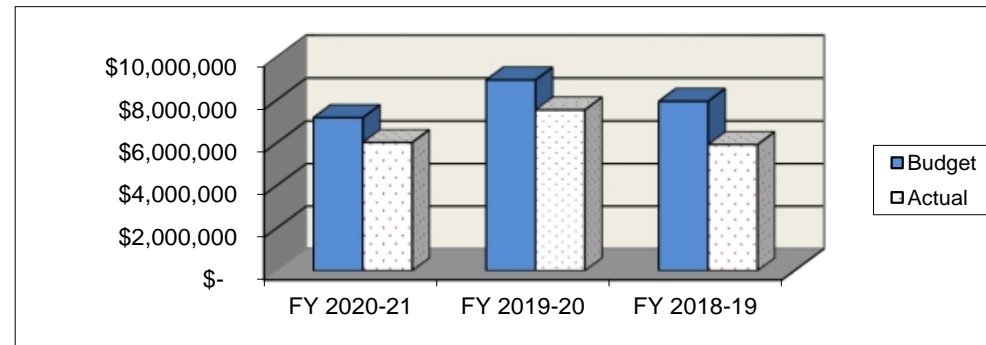
First, the contractual rate for tipping fees has increased. The Town is in a long term contract to dispose of trash. The rate was \$71.77 per ton in 2018 and is now \$74.66 which is a 4% increase in three years.

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

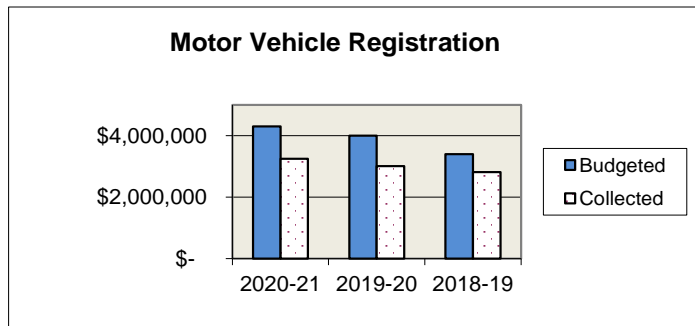
| | | | Uncollected | |
|------------|---------------------|--------------|----------------|-----|
| Year | ¹ Budget | Actual | Budget | % |
| FY 2020-21 | \$ 7,180,822 | \$ 6,021,311 | \$ (1,159,511) | 84% |
| FY 2019-20 | 8,934,463 | 7,539,442 | (1,395,021) | 84% |
| FY 2018-19 | 7,941,343 | 5,918,765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

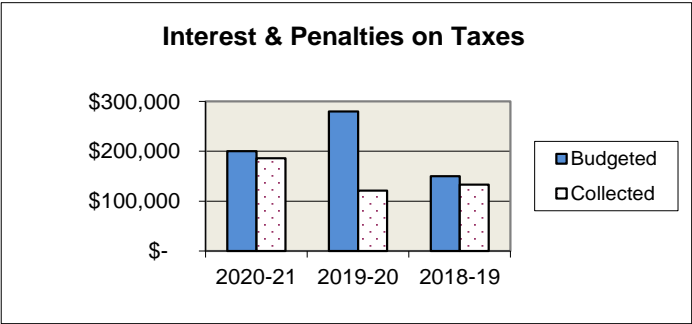
June 2019 collections were \$3,873,297

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% |



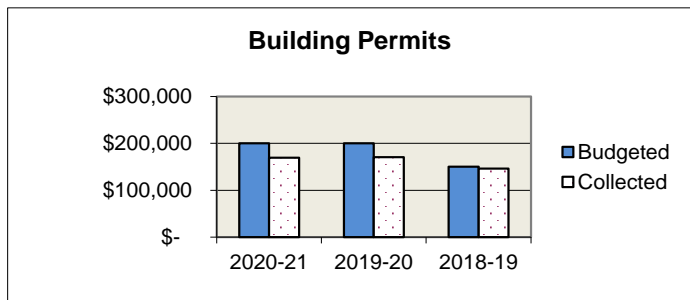
This interest comes from property taxes not being paid timely and the penalties are fees to execute liens and notices. Many property owners pay off delinquent taxes in the spring to avoid the Town deeding their property and also when they want to sell their property. Due to COVID-19 the Town delayed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

Collections for the last thee 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% |



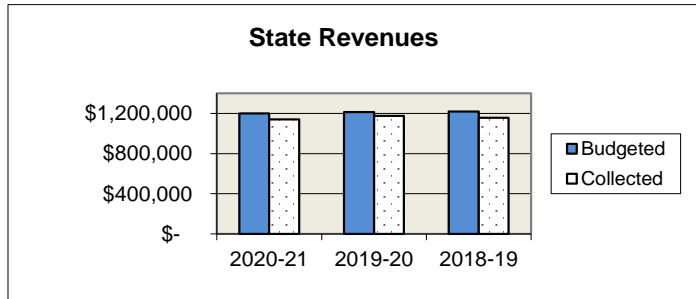
These fees are paid for residential and commercial construction. Collections have increased over the last three fiscal years. In FY 2020-21 the town issued permits for Starbucks and the Sports Dome.

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.

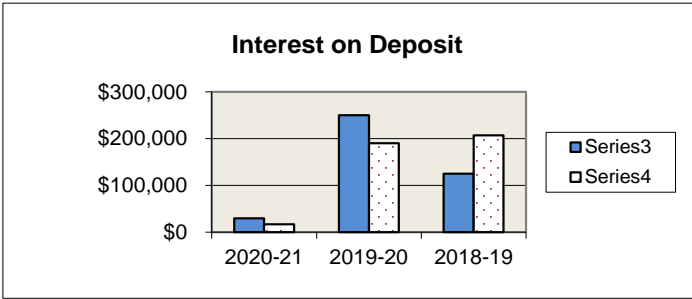
Highway Block Grant for FY 2020-21 was reduced \$17,275.

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: FY 2020-21 Budget Encumbrances Preview
Meeting: Town Council - 09 Jun 2021
Department: Finance
Staff Contact: Christine Soucie, Finance Director

BACKGROUND INFORMATION:

In accordance with RSA 32:7, all appropriations shall lapse at the end of the fiscal year unless it meets one of six exceptions:

- I. Encumbered by a legally enforceable obligation created by contract
- II. Capital Reserve Funds and Trust Funds
- III. Issuance of Bonds or Notes
- IV. Anticipated Grants from State, Federal or private sources
- V. Special warrant article at properly noticed meeting for which appropriations is available
- VI. Special warrant articles that are written longer than one year, but not over five years

Attached are two lists of contracts/obligations that meet one of these exceptions. These lists are subject to change as items may be received/services rendered. Also additional items may need to be added. I will review each of the items listed on the "Encumbrance" list and answer questions. At your next Council Meeting, I will be looking for a motion to encumber. The second list titled "Non-budgetary Purchase Orders" is informational only and do not require any action.

FINANCIAL IMPACT:

Will be provided impact on the FY 2020-21 budget at the next Council meeting.

RECOMMENDATION:

This is a preview of the items that we may request be encumbered at the June 23rd Council Meeting.

SUGGESTED MOTION:

No motion needed at this meeting.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Informational purposes only

ATTACHMENTS:

[Encumbrance list](#)

Encumbrances

As of 5/27/21

| | |
|--|----------------------|
| Community Development Software - 001-100.4150-342.000 - Contract with Full Circle Technologies, Inc. | \$ 6,700.00 |
| 2020 Road Line Striping - 001-450.4312-330.000 - Contract with Industrial Traffic Lines, Inc. | \$ 20,524.72 |
| MS4 Stormwater Management - 001-450.4312-330.010 - Contract with FB Environmental Associates | \$ 14,440.00 |
| 2019 Road Paving - 001-450.4312-720.000 - Retainage for 2019 paving with Advanced Excavating & Paving, Inc. | \$ 46,311.98 |
| Fire Station 1 Paving - 001-450.4312-720.000 - Retainage for 2019 paving with Advanced Excavating & Paving, Inc. | \$ 3,420.33 |
| Lambert Park Pavilion - 001-950.4903-330.016 - Contract with Probuilt Design, LLC. | \$ 93,390.00 |
| Build-Out Analysis for Route 3A TIF - 001-950.4191-330.000 - Contract with SNH Planning Commission | \$ 84,185.92 |
| Martins Ferry Road Wetland Consultant - 001 450.4312 330.010 - Recommend contract with Sandborn, Head & Associates | \$ 49,500.00 |
| | |
| | |
| Grand Total Encumbrances | \$ 318,472.95 |

Non-budgetary Purchase Orders.

As of 5/27/21

| | |
|---|----------------------|
| Winter Drive Drainage - Drainage Capital Reserve - Contract with Advanced Excavating & Paving, Inc. | \$ 6,499.76 |
| Landfill Monitoring - Landfill Capital Reserves - Contract with GEOINSIGHT, Inc. | \$ 4,555.50 |
| South Bow Tower - Communications Capital Reserve - Order with Ossipee Mountain Electronic, Inc. | \$ 4,300.00 |
| Merrimack River Trail Project - Conservation Fund - Contract with Stantec Consulting Services | \$ 12,858.11 |
| Stewardship Contract 2020 - Conservation Fund - Contract with Bear Paw Regional Greenways | \$ 7,350.00 |
| Heads Pond Stewardship Plan - Conservation Fund - Contract with Moosewood Ecological, LLC. | \$ 16,765.50 |
| TIF Engineering - 023-823.4909-330.000 - Contract Underwood Engineers, Inc. | \$ 461,633.59 |
| Police Detail Van - 014-814.4912-752.000 - Oder with Grappone Auto Junction | \$ 32,000.00 |
| Police Detail Van Equipment - 014-814.4912-752.000 - Oder with Ossipee Mountain Electronics, Inc. | \$ 7,419.50 |
| Lilac Bridge Monument Park - 021-821.4912-810.036 - Contract with Blue Ribbon Companies | \$ 16,366.00 |
| Total Non-budgetary Purchase Orders | \$ 569,747.96 |

Town Council

STAFF REPORT



To: Town Council
Title: Garden Song Roadway Acceptance
Meeting: Town Council - 09 Jun 2021
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

Garden Song Drive a 3,800 length of road beginning and ending at Hills Drive was constructed in June of 2010 but never formally accepted by the Town. All work was completed at that time including the development and completion of a punch list. I have inspected the roadway and have found it to be in good shape. The Public Works Department has been maintaining the road and providing services for the last several years.

The roadway should have been accepted several years ago but for unknown reasons it was not. Therefore, I am recommending that the Town Council formally accept Garden Song Drive.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Accept Garden Song Drive from Station 0+00 on Hills Drive Station 38+45.66 also on Hills Drive.

SUGGESTED MOTION:

Motion to accept Garden Song Drive from Station 0+00 on Hills Drive Station 38+45.66 also on Hills Drive.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

- [1 Memo Recommendation to Accept Garden Song Drive](#)
- [2 Locus Plan - Garden Song Drive](#)
- [3 Heritage Estates Road As-Built 3](#)
- [4 Heritage Estates Road As-Built 4](#)
- [5 Heritage Estates Road As-Built 5](#)

[6 Heritage Estates Road As-Built 6](#)



Town of Hooksett

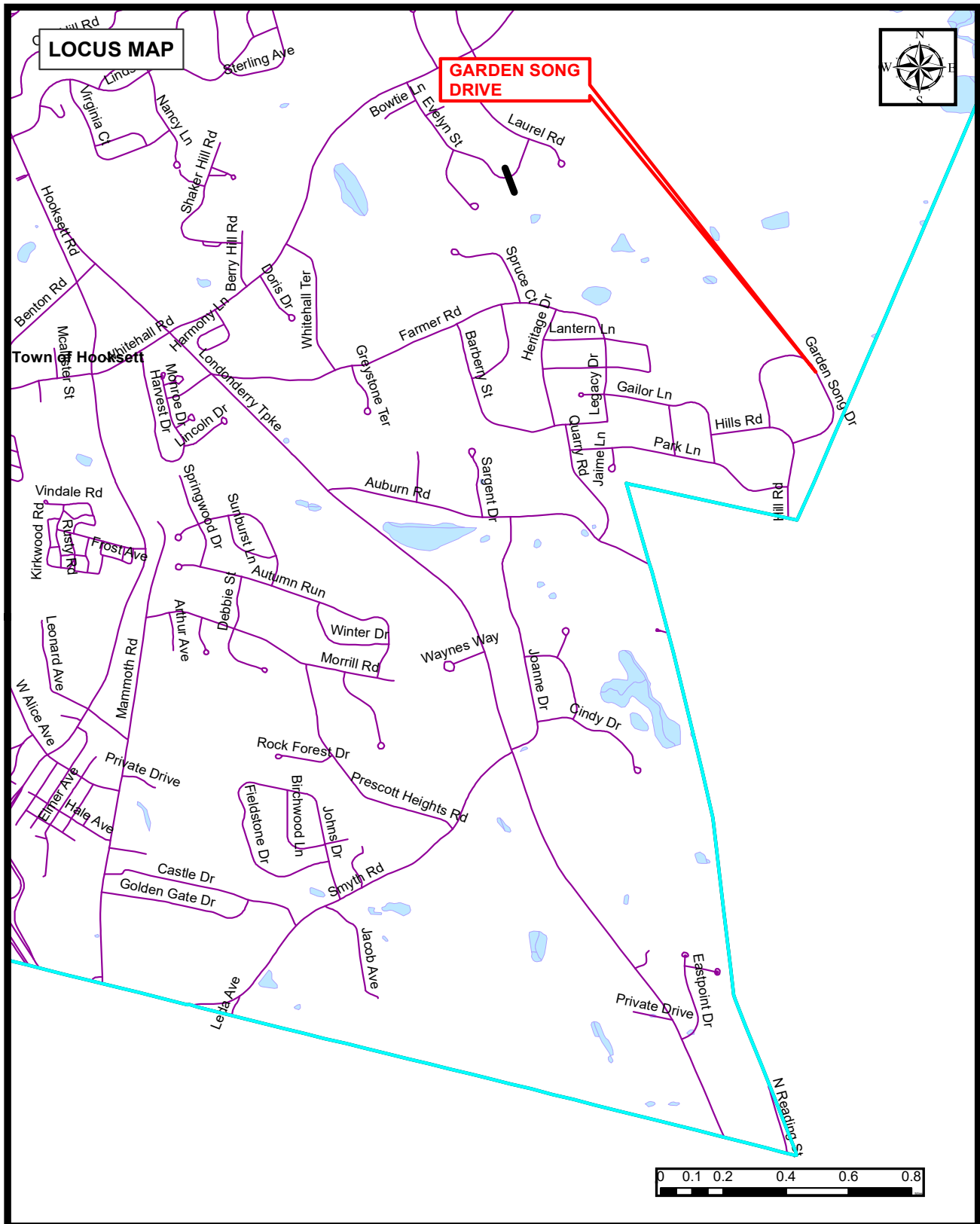
COMMUNITY DEVELOPMENT DEPARTMENT
Bruce A. Thomas, P.E., Town Engineer

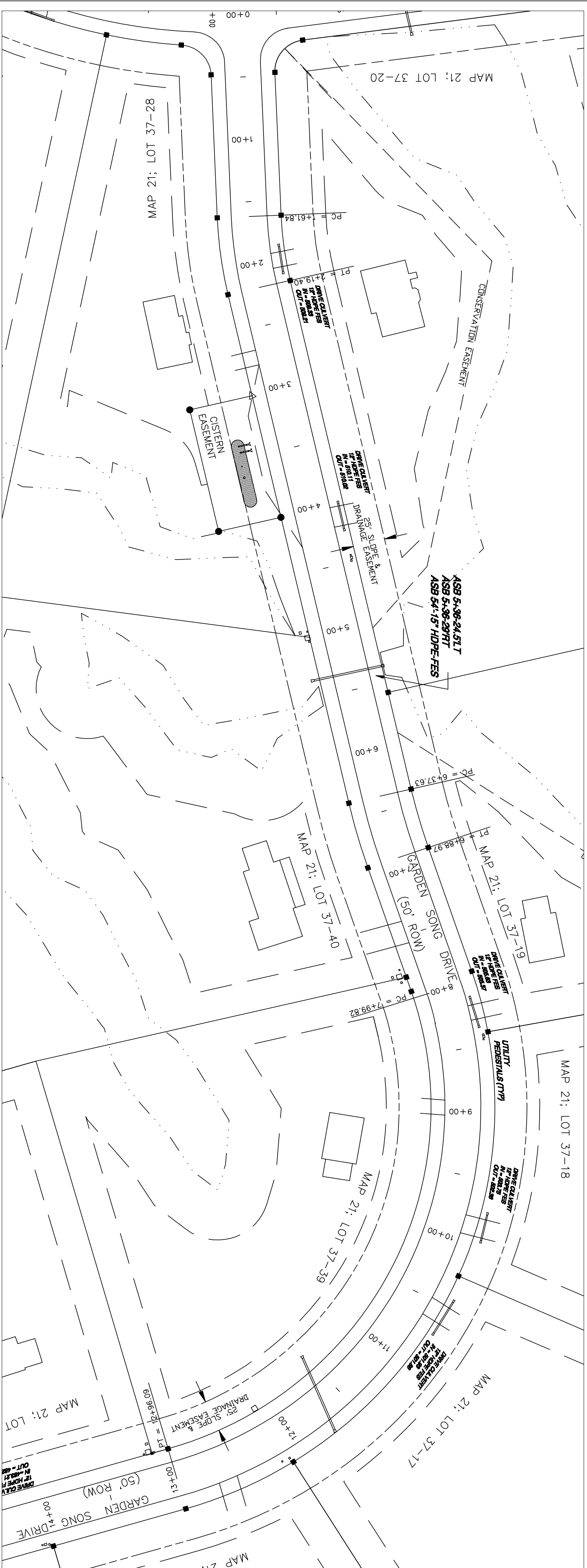
Memo

To: Files
From: Bruce A. Thomas, P.E., Town Engineer *BAT*
Cc:
Date: May 25, 2021
Re: Garden Song Roadway Acceptance

Garden Song Drive a 3,800 length of road beginning and ending at Hills Drive was constructed in June of 2010 but never formally accepted by the Town. All work was completed at that time including the development and completion of a punch list. I have inspected the roadway and have found it to be in good shape. The Public Works Department has been maintaining the road and providing services for the last several years.

The roadway should have been accepted several years ago but for unknown reasons it was not. Therefore, I am recommending that the Town Council formally accept Garden Song Drive.





| 1 | 10/31/14 | ADDRESS | DPW | COMMENTS | R/GK |
|-----|----------|-------------|-----|----------|------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| NO. | DATE | DESCRIPTION | | | BY |

NOTES

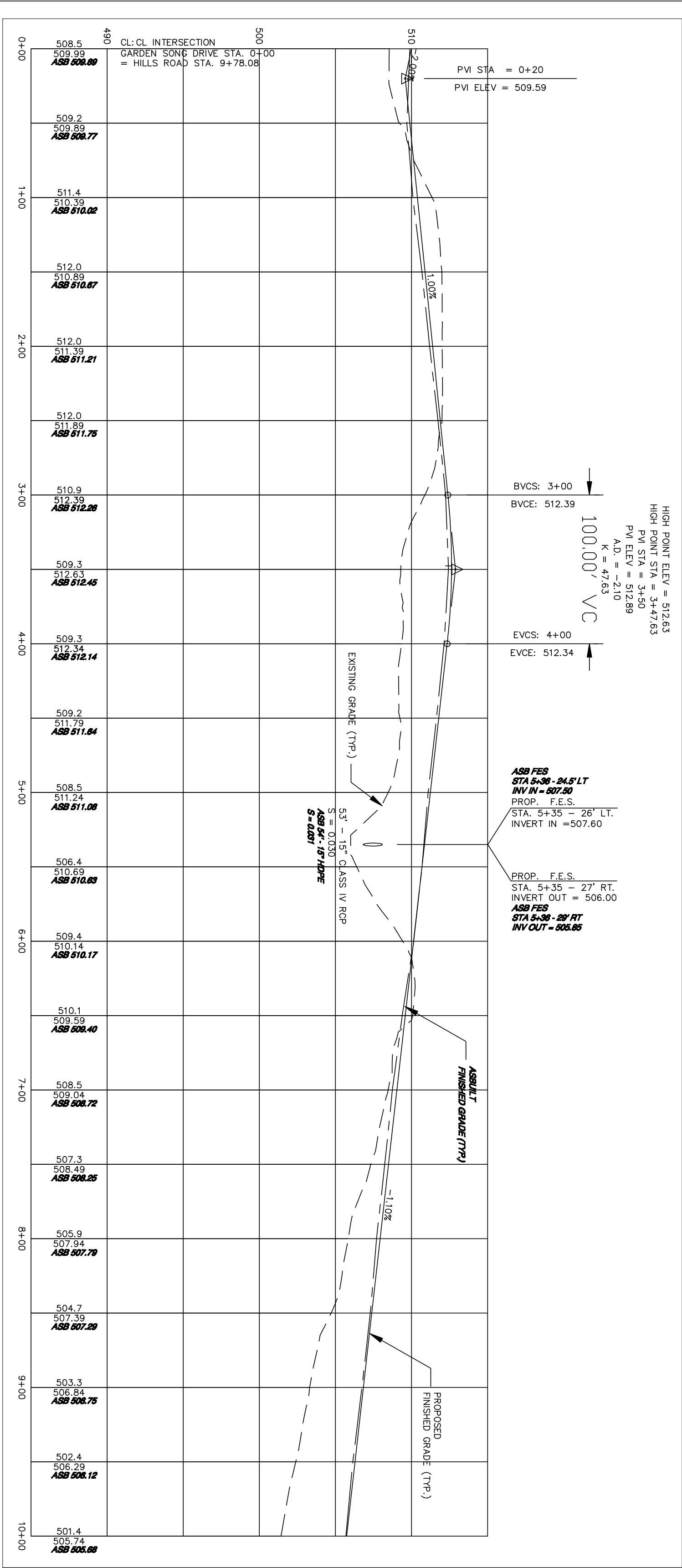
1. THE PURPOSE OF THIS PLAN IS TO SHOW AS-BUILT ROAD CONDITIONS FOR ROAD ACCEPTANCE.
2. THIS IS A RESULT OF AN AS-BUILT SURVEY PERFORMED BY DUAL SURVEY, INC. BETWEEN 07/14/2014 AND 07/24/2014.

LEGEND

- GRANITE BOUND SET
- ⊕ PUNCHMARK IN TRANSFORMER
- REBAR AND CAP SET

REFERENCE PLANS

1. RESIDENT SUBDIVISION-HERITAGE ESTATES V. HOOSIET, NH
GRANITE STATE SERVICES, INC. OCT 1989
M.C.R.D. PLAN #17573
2. PROPOSED CISTERN EASEMENT PLAN-HERITAGE ESTATES V. MAP 21 LOTS 37-6 & 37-28 IN HOOSIET, NH
BY DUDAL, SUREY, INC. MAR 2002
M.C.R.D. PLAN #18681
3. GARDEN HOUSE EASEMENT PLAN-MAP 21, LOTS 37-33 & 37-34
BY DUDAL, SUREY, INC. JUN 2005
M.C.R.D. PLAN #17321



THIS AS-BUILT PLAN IS A COMPILATION OF DIGITAL FILES
AND PLANS FROM THE FOLLOWING PROFESSIONALS

KEACH-NORDSTROM ASSOCIATES, INC
10 COMMERCE PARK NORTH, SUITE 3B
BEDFORD, NH 03110

GRANITE STATE SURVEYING, INC
WIRE ROAD
BEDFORD, NH 03110

AS-BUILT INFORMATION IS FROM

DUVAL SURVEY, INC
14 DARTMOUTH STREET
HOOKSETT, NH03106

AS-BUILT PLAN

HERITAGE ESTATES V
GARDEN SONG DRIVE
HOOKSETT, NH

PREPARED FOR

ALLSTATE BUILDERS, INC

JULY 24, 2014

HORIZ SCALE: 1"=50' VERT SCALE: 1"=5'

SHEET 3 OF 7

| | | | | | | | | |
|-------|------|------|---|------|-----|---------------------|--|--|
| FIELD | 3048 | SIZE | D | TYPE | ASB | | | |
| | | | | | | FIELD BOOKS & PAGES | | |

Town Council STAFF REPORT



To: Town Council
Title: 2021-2022 Town Council Meeting Schedule
Meeting: Town Council - 09 Jun 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**

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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**

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

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**

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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.**

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, May 26, 2021**

1
2 The Hooksett Town Council met on Wednesday, May 26, 2021 at 6:00 in the Hooksett Municipal
3 Building.
4
5 **CALL TO ORDER**
6 Chair Sullivan called the meeting of 26 May 2021 to order at 6:00 pm.
7
8 **PROOF OF POSTING**
9 Human Resource Coordinator Donna Fitzpatrick provided proof of posting.
10
11 **ROLL CALL**
12 **In Attendance:** Councilor James Sullivan, Councilor Clifford Jones, Councilor John Durand, Councilor
13 Randall Lapierre, Councilor David Boutin, Councilor Timothy Tsantoulis, Councilor Clark Karolian, and
14 Councilor Alex Walczyk
15
16 Councilor Roger Duhaime arrived at 6:08 pm.
17
18 **PLEDGE OF ALLEGIANCE**
19 Chair Sullivan called for the Pledge of Allegiance and a moment of silence in memory of James Gorton,
20 who died last week. Mr. Gorton served for five years on the Town Council and was a member of the
21 Recycling & Transfer Committee.
22
23 **AGENDA OVERVIEW**
24 Chair Sullivan: We have a full agenda tonight.
25
26 **PUBLIC HEARINGS**
27 None
28
29 **SPECIAL RECOGNITION**
30
31 **Richard Marshall - 49 Years Planning Board Service Award**
32
33 Chair Sullivan: Tonight we are honoring Dick Marshal for his 49 years of serve on the Hooksett
34 Planning Board, many of those years as Chair. We thank him for a half century service.
35
36 R. Marshall: A voice in my head was saying that enough is enough. It has been an honor to serve. It
37 should always be an honor to serve. Thank you.
38
39 **Hooksett Fire-Rescue Department - Award Ceremony Part II**
40
41
42 Chief Colburn: We have three promotions tonight. David Nadeau has been promoted from Station
43 Captain to Assistant Chief. He has worked for Hooksett Fire-Rescue for 14 of his 18-year career. He
44 has a Masters in Communications. Robert Wolinski has been promoted from Lieutenant to Station
45 Captain. He has served as a firefighter for 19 years. R. Stephan David has spent his entire 19-year
46 career in Hooksett. He has been promoted from Firefighter EMT to Lieutenant.
47
48 Chair Sullivan: As I always say, congratulations, good luck and stay safe.
49
50
51
52 **Hooksett Municipal Employee - New Hire**
53 None.

PUBLIC INPUT

Alyssa Ehl, 27 Barberry Street: Councilor Walczyk should have resigned when he was no longer living in Hooksett. His car is parked in Manchester at all times. Has a parking sticker from the apartment complex where his girlfriend lives.

Gianna Valentino, Chester Turnpike: To put this issue of residency in a historical context, there have been several incidents where people serving on boards and committees resigned because they had moved out of town. Steve Couture resigned from the Conservation Commission when he moved to Chester. When I was running for Town Council, I couldn't run for both the District 1 seat and the At-Large seat. If Councilor Walczyk had resigned because he is not a Hooksett resident, I could have run unopposed for that position. Domicile is part of the eligibility process. When I mailed letters to the Councilors for my grievance, I mailed them on a Friday so that the Councilors would have time to review the information. Councilor Walczyk said he had just received his letter.

David Ross, 56 Sherwood Drive: Council Walczyk should not be serving. Ms. Valentino was deprived of an opportunity and the right to serve. Mr. Walczyk also officiated at an election, which is not legal if he is not a resident.

SCHEDULED APPOINTMENTS

Hooksett Library - Heather Rainier, Library Director and Library Trustees - Annual Update

Chair Sullivan: We have Heather Rainier, Matt Broderick and Mary Farwell here for the Library's annual update. Tammy Hooker, Linda Kleinshmidt and Barbara Davis, all trustees, are in the audience.

H. Rainier: This has been a challenging year because of COVID. We have done our best to provide programs and materials to our patrons, always with COVID safety in mind. Our IT specialist Mark Glisson created the materials for this presentation. We ran 230 children's programs remotely, with 3,534 views. We created and distributed 2,336 take & make kits, each with four or five activities. We continued with our adult programs, offering them remotely, and we continued to provide technical support. We offered 150 take & make kits for adults. One new service is porch pickup, to which we added a text messaging service. We will continue the porch pickup even when COVID is no longer an issue. We are now open for browsing, and we have wireless printing and other printing service.

M. Broderick: We were disappointed to have been inadvertently excluded from the wage review for town employees.

A. Garron: The wage study was started in January. It was clear that you could join.

M. Farwell: We lost a full-time employee due to our wage scale. We want to offer wages which are competitive with those of other libraries and with the non-union employees of the town.

R. Lapierre: What changes have you experienced because of COVID?

H. Rainier: Fees and fines have dropped dramatically.

CONSENT AGENDA

Release Two Site Bonds Totaling \$50,764 for the Pizza Man Restaurant Property at 254 West River Road.

R. Lapierre motioned to release two (2) development bonds currently being held for \$20,250.00 (#24860274) and \$30,514.00 totaling \$50,764.00 (#1265310) for the Pizza Man Restaurant, 254 West River Road to the Western Surety Company. C. Jones seconded the motion.

Roll Call Vote #2

R. Duhaime *Abstained because he eats at the restaurant often and that is his district.*

J Durand *Aye*

C. Jones *Aye*

R. Lapierre *Aye*

A. Walczyk *Aye*

D. Boutin *Aye*

C. Karolian *Aye*

T. Tsantoulis *Aye*

J. Sullivan *Aye*

Voted unanimously in favor (8-0), with one abstention.

TOWN ADMINISTRATOR'S REPORT

A. Garron: The current number of COVID cases in Hooksett is 15, down from 21 just two weeks ago. The cumulative number of Hooksett cases is 1,249, the total since March 01, 2020. In New Hampshire 46.1% are fully vaccinated and 58% have had one dose.

A. Garron: Regarding the Corriveau Drive Access ROW, former Councilor James Leveque is very pleased that the Council took action to remove the vehicles from the Corriveau Drive access Way. Restoration of the area will be pursued, including tree planting. I have prepared the history of the Trimbur/Marple and Corriveau Drive Access ROW as requested. The original *Intent to Cut* permit was filed by Trimbur Forestry, Tim Trimbur, for Map 27, Lot 7 on May 12, 2017. The owner of the lot was Louise Marple and the permit was issued for tax year April 1, 2017 to March 31, 2018. Mr. Trimbur renewed the intent to cut permit on April 25th for the April 2018 to March 31, 2019 tax year. Intent to cut permit bonding requirements are for timber tax only, not for ROWs. The Town Assessor signs off of permit. On June 12, 2017, Town Code Enforcement Officer Matt Lavoie issued a Cease-and-Desist orders to Mr. Trimbur for the timber operation being conducted off the Access Way. At the June 28, 2017, Town Council meeting, a scheduled appointment was held with Mr. Tim Trimbur to present a proposed plan for improvements to Valley View Drive Right of Way as part of access for logging operations. Chairman Sullivan said the Council had a copy of the plan, a \$5,000 bond, and a map of the land needed to access to do a selective cut. He asked Mr. Trimbur if he had gotten approval before beginning to cut. Mr. Trimbur said a month prior to starting operations an *Intent to Cut* permit was signed off on within 48 hours. He said he has been doing this for 35 years. He met with the Town Engineer Donison two weeks prior to beginning work, and then was issued a Cease-and-Desist order. He was looking for the Council to approve his reclamation plan and allow him to go back to work. The town's concern was the cutting of tree within the ROW for access to the Marple property. In conclusion, the Town Administrator Dr. Dean Shankle was directed to further investigate the value of the timber in the ROW and other related drainage and bonding matters and to involve the Police Chief as appropriate. A motion to this effect passed 9-0. On July 19, 2017, Town Code Enforcement Officer Matt Lavoie sent a letter to Mr. Trimbur withdrawing the June 12, 2017, Cease-and-Desist order at the advice of legal counsel, whose opinion then was "Any issue with timber clearing, use of that paper street, or timber value of the trees cut on the paper street is a private issue between Ms. Marple, Mr. Trimbur, the abutters and the underlying fee owner of the paper street." Mr. Trimbur resumed his operation after July 19, 2017. On September 12, 2017, a new Cease-and-Desist order was sent to Mr. Trimbur, for violation of Hooksett Zoning Ordinance, Article 3 (G) (operations creating a nuisance to the abutters), Article 4 (Current industrial use is inconsistent with zoning of area, and the land at issue is part of a dedicated street, which shall be used for access only, not for staging, and or wood processing operations.) On October 26, 2017, the Town filed its Cease-and-Desist order against Timothy Trimbur and 101 Realty, Inc., with the 6th District Court. On November 7, 2017, the Town filed its objection to the Defendant motion to dismiss the Town filing. On January 29, 2018, the Court denied the Defendant motion to dismiss the Cease-and-Desist order, agreeing with the Town that it could issue a Cease-and-Desist order against any violation of this title, any local ordinance, code or regulation adopted under this title (RSA 676). On July 5, 2018, the Court found in the Town's favor on the Cease-and-Desist order

164 and JUDGMENT FOR PLAINTIFF. The court found that Trimbur must cease and desist operations (if
165 still ongoing) within seven (7) days of the date of the notice of this decision. Along with this judgement
166 in favor of the Town, Hooksett was awarded attorney fees in the amount of \$6,000. From July 5, 2018
167 to present, there have been several attempts to overturn the July 5, 2018 court decision, one as
168 recently as a court action filed in the 6th District Court on April 26, 2019. There has been no change to
169 the original decision on July 5, 2018. Going forward, the Intent to Cut process should remain
170 unchanged. We should get all information on proposed projects. If a paper access way is involved in
171 the Intent to Cut permit, the Town is not involved. An agreement will need to be worked out with
172 abutting property owners. All other rules and regulations would need to be followed. Paper access
173 ways should be addressed at the Planning Board level and ultimately, the Council level, prior to
174 roadway acceptance. If a Town ROW is proposed to be used, Council approval should be required. The
175 Council should consider the nature of the operation, time, location and duration. There should also a
176 timeframe established and action that will be taken for non-compliance. Also, the Town should explore
177 available access alternative (s).

178 A. Garron: We are looking at a possible settlement on a temporary rate with Pennichuck Water Works.
179 Counsel is working on objections to the permanent rate increase.

180
181 A. Garron: The Tax Increment Financing (TIF) Advisory Committee met this week as the result of a
182 Sewer Commission meeting held earlier this month regarding the TIF district, which runs from Exit 10 to
183 Exit 11 off of Route 3A. I would like to give a brief overview of the project. We hired a consultant to
184 plan, design and implement the project, which would bring sewer under the Merrimack River. We
185 presented the plan in January of 2020. The design/engineering segment is about 90% complete now,
186 so the project is on schedule. At one point, we decided to have a second river crossing and to relocate
187 the sewer pump station so that, instead of working with Manchester, we would be independent. We
188 decided that this was in the best interest of the project. The TIF funds from this area are 100%
189 dedicated to this project. We have approached some of the businesses in the area for additional
190 funding. ARPA funds totaling \$1.44 million – disbursed over a two-year period – will come directly to the
191 town and can be used for sewer, water and broadband. However, there are a variety of other needs for
192 these funds which must be vetted first. Another possible source is infrastructure funds available through
193 Senator Shaheen's office. We have submitted a \$3.5 million project under this program. At our last
194 meeting with the Sewer Commission, we learned for the first time that they plan to reallocate the \$1.2
195 million they initially allocated to the TIF project.

196
197 Chair Sullivan: What is the TIF's take on this, Councilor Boutin?

198
199 D. Boutin: This is a serious problem. The Sewer Commission has been upset with the progress made
200 on this project. The planning was supposed to take one year, which it has. The design/engineering was
201 also supposed to take one year, and it is 90% done. The third part is construction, but the loss of the
202 \$1.2 million from the Sewer Department will put the project on hold.

203
204 Chair Sullivan: Sewer Commissioner Sid Baines, Superintendent Ken Conaty and TIF Advisory Board
205 member David Scarpetti are here for a discussion.

206
207 S. Baines: We had an important conversation with Manchester Sand & Gravel. We have to upgrade
208 from an eight-inch pipe to a 12 inch one, so we are reallocating the \$1.2 million to that project. The TIF
209 District does not extend to the east.

210
211 D. Scarpetti: We want to ask the Council for permission to extend the TIF district into the Manchester
212 Sand & Gravel property in order to accommodate Exit 10 on the east side of the river.

213
214 Chair Sullivan: Can we change the boundaries of the TIF District?

215

216 A. Garron: Yes, the Town Council has that authority. There is a lot to be looked over and many hurdles.
 217 The total valuation of the TIF District cannot be more than 10% of the total valuation of the town. Timing
 218 is an issue. I understand the need for proper infrastructure, but we have been working on this for two
 219 years and this is the first time we have heard about this.
 220
 221 D. Boutin: Is it your plan to use the \$1.2 million to replace the pipe?
 222
 223 S. Baines: Yes, it is.
 224
 225 D. Boutin: I would caution everyone about extending the district before we get this project done.
 226
 227 C. Karolian: Is this east of the railroad tracks and south? What is the size?
 228
 229 K. Conaty: Yes, it is east and south. I am not sure about the size. The pipe there is very old. The only
 230 expansion is where the forced main will go.
 231
 232 C. Karolian: Why was this not addressed during the engineering process?
 233
 234 S. Baines: It was always part of the project.
 235
 236 D. Boutin: Yes, it has been in the plan since day one.
 237
 238 S. Baines: If we don't get the TIF extension, there will be no funds to run the pipe.
 239
 240 A. Garron: If the funds are reallocated, there will be a hole. Also, the TIF funds have been collected
 241 from the currently defined district; those funds can't be used for properties outside of the district.
 242
 243 C. Karolian: Why was this not foreseen?
 244
 245 D. Scarpetti: The plan is for a gravity system from Exit 10 to Exit 11. That is phase 3.
 246
 247 A. Garron: We can put this on the next agenda. We were dealing with a fixed area and now that is
 248 changing.
 249
 250 T. Tsantoulis: I would like some clarification on Manchester Sand & Gravel's interest in the pipe.
 251
 252 S. Baines: They are more able to market their property with water and sewer available.
 253
 254 T. Tsantoulis: Should we say that Manchester Sand & Gravel is looking out for its own interests? They
 255 are putting a wrench in the gears and jumping to the front of the line.
 256
 257 K. Conaty: It is cheaper and more efficient to put the pipeline through their property.
 258
 259 R. Duhaime: Manchester Sand & Gravel has been more than generous to Hooksett. The mistake was
 260 in not including them. They have no parcels in current use and have had no tax incentives.
 261
 262 K. Conaty: They didn't ask to be in the TIF district.
 263
 264 Chair Sullivan: The Town Administrator should meet with the TIF Advisory Committee and come back
 265 with suggestions.
 266

267 D. Boutin: I'm not sure if we will get the \$1.2 million. It depends upon who on the Sewer Commission
268 you talk to tonight. You can't just expand the TIF district. We should get this project done and then work
269 on the other one. Can I get an answer as to whether or not we will get the funds?

270
271 S. Baines: No. The Sewer Commission is a three-person board, not just me. The size of the bond is the
272 issue for the town. If you don't expand the TIF district, we will use the \$1.2 million to run the line.

273
274 C. Karolian: Did Manchester Sand & Gravel give money to the Sewer Department years ago to reserve
275 space?

276
277 S. Baines: We have a grass recycling program and we had to relocate where we were doing the
278 project. Manchester Sand & Gravel gave us ten acres of land in exchange for some hook-up fees.

279
280 A. Garron: The decision has already been made to reallocate funds, correct?

281
282 S. Baines: Yes. What is important is the size of the bond issue.

283
284 A. Garron: We won't know that until we have the total cost for the design phase of the project. There
285 may not be a bond.

286
287 Chair Sullivan: This will be on the agenda for our next meeting.

288
289 D. Scarpetti: We have a problem with the TIF Advisory Committee. We have only four active members.
290 One has resigned and two others have not shown up.

291
292 D. Boutin: Do the open positions have to be posted?

293
294 N. Germain: It is not in the law, but it is traditional to post when there is an opening.

295
296 Chair Sullivan: If there is no objection, I have been asked to move up item 14.3 under Old Business.

297
298 **OLD BUSINESS**

299 **Status of Councilor Walczyk Residency**

300
301 ***D. Boutin motioned to go into non-public session. C. Jones seconded the motion.***

302
303 C. Karolian: Is this a hearing?

304
305 D. Boutin: Councilor Walczyk is an employee of the town. He deserves a non-public session under RSA
306 91-A:3, II (a).

307
308 Chair Sullivan: That goes against the rules. RSA 91-A:3, II (c) addresses matters which, if discussed in
309 public, would likely affect adversely the reputation of any person, other than a member of the public
310 body itself. Councilor Walczyk is a member of this public body.

311
312
313 T. Tsantoulis: I have serious concerns about a possible violation of rules regarding residency
314 investigation.

315
316 R. Lapierre: Under RSA 91-A:3, II (a), Councilor Walczyk is entitled to a non-public session.

317 J. Durand: At the last meeting we could have gone into non-public but we chose not to. People are here
318 to hear what is going on.

319
320 **Chair Sullivan motioned to table the motion to go into non-public session. D. Boutin seconded**
321 **the motion.**

322
323 J. Durand: He keeps bouncing all over the place. First, he said no to a non-public session. Then he
324 motioned to table that. You are not addressing Councilor Karolian.

325
326 C. Karolian: Are we employees?

327
328 Chair Sullivan: No, we are not.

329
330 C. Karolian: Then we are not under RSA 91-A.

331
332 J. Durand: Councilor Walczyk called people after the last meeting.

333
334 Chair Sullivan called for a recess at 7:50 pm.

335
336 Chair Sullivan called the meeting back to order at 8:03 pm.

337
338 Chair Sullivan: Since we are talking about a Councilor who is here, it should be in public.

339
340 A. Walczyk: I think we should follow the rules.

341
342 **C. Jones withdrew his second to the motion to enter non-public session.**

343
344 **Chair Sullivan withdrew his motion to table this item.**

345
346 Chair Sullivan: On May 13th, I asked Councilor Walczyk three questions. I asked if he was a resident of
347 Hooksett and he said yes. I asked for his address and he said it was 7 Heritage Drive. I asked him if he
348 had been out of town for more than one month in the past year and he responded no. It is up to the
349 Council. I want to read from Section 3.2 of the Town Charter, Qualifications of Councilors:

350
351 Only voters who at all times during their term of office are and remain residents of the Town
352 shall be eligible to hold the office of Councilor. Eligible candidates will be registered voters and
353 will have resided in Hooksett for at least one year immediately before the election. Councilors
354 elected from districts must be legal residents of that district at the time of election. If a Councilor
355 shall move from his/her said district and shall remain a resident of the Town, he/she shall
356 remain the elected district's Councilor until the next election. The Council is the sole judge of
357 qualification for office. A majority of the Council may after investigation and hearing declare a
358 vacancy if a member is ultimately convicted of a violation of the Town Charter. Council may also
359 declare a vacancy if a member has missed three (3) regularly scheduled meetings in sequence,
360 or has missed one quarter (1/4) of all meetings within one (1) calendar year...

361
362 C. Jones: I would like to hear from the Town Clerk.

363
364 T. Rainier: When a candidate fills out an application, we ask if he/she has been a resident in that district
365 for at least one year.

366
367 C. Karolian: For clarification, did you check to see if Councilor Walczyk was a registered voter?

368

369 T. Rainier: For incumbents, we do not check that unless a question is raised.
 370
 371 C. Karolian: So, you really don't check on incumbents, correct?
 372
 373 Chair Sullivan: Is there a difference between domicile and residence?
 374
 375 T. Rainier: According to the State, they are the same thing. When a person makes a town or ward in New
 376 Hampshire his or her principal place of physical presence to the exclusion of all other places, that person
 377 has established a domicile/residence.
 378
 379 Chair Sullivan: So, it is that place someone calls his/her residence more than any other?
 380
 381 D. Boutin: You can live here, vote here, and visit other towns two or three days each week.
 382
 383 T. Rainier: The Checklist Supervisors remove names from the checklist if they have not voted in the last
 384 four years. A resident wishing to be returned to the checklist must, at that point, re-register.
 385
 386 R. Lapierre: Sec. 3.13 of the Town Charter - Inquiries and Investigations – reads as follows:
 387
 388 The Council by majority vote may require of any appointed Town official, department head or
 389 employee, official appointed or confirmed by the Council, or member of an appointed Town
 390 board or commission to appear before it and give such information as it may require in relation
 391 to this office, its function, and performance. The Council shall give at least forty-eight (48) hours
 392 written notice of the general scope of the inquiry which is to be made to any person it shall
 393 require to appear before it under this section. The Council may make investigation into the
 394 affairs of the Town and into the conduct of any Town agency or department, and for this
 395 purpose may administer oaths and require the production of evidence.
 396
 397 C. Karolian: Is this a hearing under 3.2?
 398
 399 R. Lapierre: I refuse to deliberate on information not obtained through normal channels but information
 400 one Councilor obtains by following another Councilor with a camera. The Council is the sole judge.
 401
 402 D. Boutin: That is stalking.
 403
 404 T. Tsantoulis: It is a violation of legal rights to collect information on the whereabouts of an individual. I
 405 have a hard time to say Councilor Walczyk does not live here. He meets the criteria. We have spent too
 406 much time on this.
 407
 408 J. Durand: In April of last year, he told me he was living with his girlfriend to help her homeschool her
 409 kids – not to visit. I followed him because I knew he wouldn't come forward. I don't understand that you
 410 are upset that he was followed but not upset about what he is doing wrong. Councilor Boutin is a
 411 politician through and through.
 412
 413 ***D. Boutin motioned that Councilor Walczyk is not in violation of the Town Charter and has every***
 414 ***right to remain as a Councilor. C. Jones seconded the motion.***
 415
 416 C. Karolian: This is whitewashing.
 417
 418 Chair Sullivan: Do not say that. There is no whitewashing. I have been attending meetings since 1989
 419 and there has been no whitewashing.
 420

421 Chair Sullivan called for a recess at 8:35 pm.

422

423 Chair Sullivan called the meeting back to order at 8:43 pm.

424

425 D. Boutin: Per the Charter, Councilor Walczyk is a resident. We have no reason to believe that he has
426 given that up. He has a home in Hooksett and his address is on his driver's license.

427

428 C. Karolian: I have to verify information before going forward.

429

430 J. Durand: We have to get the proper information.

431

432 D. Boutin: At least I didn't follow him around.

433

434 R. Duhaime: As Councilors, we have to do what is good for the town. I want this done properly.
435 Everyone should be heard. This is not going to help the town. I love this town, but I don't like what we
436 are doing. When I express concern about the roundabout issue, it falls on deaf ears.

437

438 J. Durand: The motion is odd since he doesn't really know where he lives. Could we hear the motion
439 again?

440

441 C. Jones: The Town Clerk gave us the information and the State definition of domicile. It is where
442 someone spends most of his time.

443

444 T. Tsantoulis: If we vote on the motion before us now, we will be subverting the Charter. Councilor
445 Walczyk is entitled to a hearing. Depending upon the outcome, he could be removed from the Council
446 without a hearing. We are putting the cart before the horse. I won't vote; it is out of order. We have no
447 precedent for this. It has the 'smell of a kangaroo court, and I don't want to be party to it.

448

449 R. Lapierre: I think Councilor Walczyk should be removed, but he is entitled to a hearing, per Section
450 13.2 of the Charter.

451

452 C. Karolian: I want to make something perfectly clear: I am not the morality police. This has nothing to
453 do with passing judgement on Councilor Walczyk. Regarding the comment I made earlier about
454 whitewashing, I want to say something without giving away evidence, or so-called evidence. A
455 Councilor contacted me and advised me he had received a call from Councilor Walczyk after our last
456 meeting. He was contacting other Councilors behind the scenes, gaining support. Some people think
457 that happens all the time. I am all for an investigation, and I don't care who does it. I am happy to talk
458 with whichever agency is chosen. This is nothing about morality. I wish Councilor Walczyk well in his
459 personal life. I wish him no harm. I hope he is happy in his relationships. Some people don't like the
460 way information was gathered. I disagree. When I get information, I feel obligated to verify it. Councilor
461 Durand told me that Councilor Walczyk told him two times that he lives in Manchester.

462

463 D. Boutin: I have great respect for Councilor Tsantoulis, but I think he is wrong. We have discussed this
464 for two meetings already. What will a hearing do? We have stalking, which is against the law. Councilor
465 Walczyk is in good standing. He works hard and contributes all of the time. He hasn't violated any laws.

466

467 Chair Sullivan: Councilor Walczyk, would you like to speak?

468

469 A. Walczyk: I will continue to wait.

470

471 C. Karolian: I want to respond to the allegation that I am following – stalking. It is inaccurate. I am not
472 going to be called a stalker by the likes of him.

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Chair Sullivan: I want to follow the correct process and get the facts. There are pictures which I haven't seen.

A. Garron: There is a procedure to follow. I asked legal about it. A majority of the Council has to vote officially for an investigation to proceed.

Chair Sullivan: We will have one more round of comments. Councilor Walczyk wants to speak.

C. Karolian motioned to call the question. J. Durand seconded the motion.

Roll Call Vote #3

D. Boutin Aye
C. Jones Aye
A. Walczyk Nay
J. Durand Aye
R. Duhaime Aye
T. Tsantoulis Abstained. He said he will not vote.
R. Lapierre Aye
C. Karolian Aye
J. Sullivan Aye
Voted in favor (7-1), with one abstention.

Chair Sullivan called for a roll call vote on the motion that Councilor Walczyk is not in violation of the Town Charter and has every right to remain as a Councilor.

Roll Call Vote #4

A. Walczyk Aye
R. Lapierre Nay
C. Jones Aye
R. Duhaime Aye
J. Durand Nay
C. Karolian Nay
T. Tsantoulis Abstained because the Council is not following procedure.
D. Boutin Aye
J. Sullivan Abstained because the Council does not have all of the facts.
Voted in favor (4-3), with two abstentions.

C. Karolian: Point of order. How is it that Councilor Walczyk gets to vote on something that is about Councilor Walczyk?

Chair Sullivan: There is nothing to stop him, according to legal advise we have been given, for example, on voting for oneself as Chair.

C. Karolian motioned that the Council cause to be conducted an investigation on the residency of Councilor Walczyk. J. Durand seconded the motion.

D. Boutin motioned that Councilor Karolian's motion is out of order. C. Jones seconded the motion.

523 J. Durand: Are you kidding me, Chair? How many times did you ask for a second? You were looking
524 and looking for a second.

525
526 Chair Sullivan: You can overrule me for waiting too long. If you want to, please do. No problem. I am
527 not playing favorites.

528
529 C. Karolian: Didn't I have a motion on the floor?

530
531 Chair Sullivan: Anyone can make a motion at any time. We can get another opinion if we need to.

532
533 J. Durand: We are going to be here all night on this, aren't we? Because Mr. Boutin continues to play
534 games.

535
536 Chair Sullivan: I am going to adjourn in two seconds.

537
538 D. Boutin: I'm going home. I've had enough of this.

539
540 Chair Sullivan: We have things to get done. We need to follow the Charter.

541
542 Chair Sullivan called for a roll call vote on the motion that Councilor Karolian's motion is out of order.

543
544 J. Durand: Why don't you take the roll call then?

545
546 **Chair Sullivan motioned to adjourn at 9:09 pm. T. Tsantoulis seconded the motion.**

547
548 **Roll Call Vote #5**

549 **T. Tsantoulis Aye**

550 **C. Jones Aye**

551 **R. Duhaime Aye**

552 **A. Walczyk Nay**

553 **R. Lapierre Nay**

554 **C. Karolian Nay**

555 **J. Durand Nay**

556 **D. Boutin Aye**

557 **J. Sullivan Nay**

558 **Motion failed, (4-5).**

559
560 Chair Sullivan ended the meeting for lack of a quorum.

561
562 Respectfully submitted,
563 *Kathleen Donnelly*

564 Kathleen Donnelly
565 Recording Clerk

566
567 **Please see subsequent meeting minutes for any amendments to these minutes.**

568