



AGENDA

Town of Hooksett Town Council

Wednesday, June 23, 2021 at 6:00 PM

A meeting of the Town Council will be held Wednesday, June 23, 2021 in the Hooksett Municipal Building commencing at **6:00 PM**.

Page

1. **CALL TO ORDER**
2. **PROOF OF POSTING**
3. **ROLL CALL**
4. **PLEDGE OF ALLEGIANCE**
5. **AGENDA OVERVIEW**
6. **PUBLIC HEARINGS**
 - 6.1. Public Hearing for Pawnbroker and Secondhand Dealers Ordinance 2014-1 & Application - Proposed Amendments 5
[06232021 Public Hearing Notice Pawn](#)
7. **SPECIAL RECOGNITION**
 - 7.1. Hooksett Fire-Rescue Department - Swearing-in Ceremony
 - 7.2. Hooksett Municipal Employee - New Hire
8. **PUBLIC INPUT - 15 MINUTES**
9. **SCHEDULED APPOINTMENTS**
 - 9.1. Stacy Laughton and/or Attorney Reimers - Van Horn Drainage Issue 7 - 12
[VAN HORN DRAINAGE-1](#)
[VAN HORN DRAINAGE-2](#)
[VAN HORN DRAINAGE-3](#)
 - 9.2. Sue Kunkel & Nancy Gosselin, Hooksett Kiwanis - September 18, 2021 5K road race 13 - 16
[Town Council 5k Presentation 2021](#)
 - 9.3. Old Town Hall Preservation Committee - Concept for Use of Old Town Hall
 - 9.4. Town Clerk, Todd Rainier and Police Chief, Janet Bouchard - Pawnbroker and Secondhand Dealers Ordinance 2014-1 & Application - Proposed Amendments 17 - 32
[Staff Report - SR-21-089 - Pdf](#)
 - 9.5. Town Clerk, Todd Rainier - Civil Forfeiture 33 - 35
[Staff Report - SR-21-090 - Pdf](#)
 - 9.6. Carol Granfield, Municipal Resources Inc.- MRI Presentation on Hooksett Municipal Non-union Wage & Classification Study 37 - 38
[Staff Report - SR-21-094 - Pdf](#)

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

10.	CONSENT AGENDA	
10.1.	Donation of Village School Conceptual Drawing by SAU 15 Staff Report - SR-21-093 - Pdf	39
10.2.	Starbucks, 1277 Hooksett Road, Bond Release of \$93,600.00 to the Developer Staff Report - SR-21-095 - Pdf	41 - 48
11.	TOWN ADMINISTRATOR'S REPORT	
12.	NOMINATIONS AND APPOINTMENTS	
12.1.	Nominations and (re)appointments - June 2021 Staff Report - SR-21-092 - Pdf	49 - 64
13.	BRIEF RECESS	
14.	OLD BUSINESS	
14.1.	FY 2020-21 Budget Encumbrances Staff Report - SR-21-091 - Pdf	65 - 67
15.	NEW BUSINESS	
15.1.	DPW Fleet Maintenance Truck Purchase Staff Report - SR-21-085 - Pdf	69 - 90
15.2.	ADA Restrooms for Donati Park Staff Report - SR-21-086 - Pdf	91 - 98
15.3.	Safety Manual Update Staff Report - SR-21-087 - Pdf	99 - 113
16.	APPROVAL OF MINUTES	
16.1.	Public: 06/09/2021 TC Minutes 6-9-21	115 - 139
16.2.	Non-Public: 06/09/2021	
17.	SUB-COMMITTEE REPORTS	
18.	PUBLIC INPUT	
19.	NON-PUBLIC SESSION NH RSA 91-A:3 II	
20.	ADJOURNMENT	
	PUBLIC INPUT	
	1. Two 15-minute Public Input sessions will be allowed during each Council Meeting. Time will be divided equally among those wishing to speak, however, no person will be allowed to speak for more than 5 minutes.	
	2. No person may address the council more than twice on any issue in any meeting. Comments must be addressed to the Chair and must not be personal or derogatory about any other person.	
	3. Any questions must be directly related to the topic being discussed and must be addressed to the Chair only, who after consultation with Council and Town Administrator, will determine if the question can be answered at that time. Questions cannot be directed to an individual Councilor and must not be personal in nature. Issues raised during Public Input, which cannot be resolved	
	Anyone requesting auxiliary aids or services is asked to contact the Administration Department five business days prior to the meeting.	

or answered at that time, or which require additional discussion or research, will be noted by the Town Administrator who will be responsible for researching and responding to the comment directly during normal work hours or by bringing to the Council for discussion at a subsequent meeting. The Chair reserves the right to end questioning if the questions depart from clarification to deliberation.

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

**TOWN OF HOOKSETT
PUBLIC HEARING NOTICE**

The Hooksett Town Council will be holding a public hearing on Wednesday, June 23, 2021 @ 6:00pm at the Hooksett Town Hall – Council Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to discuss the proposed revisions to Pawnbrokers and Secondhand Dealers Ordinance #2014-1 and application. This notice is per Chapter 231:132-a of the NH Revised Statutes annotated, and section 3.6 of the Hooksett Town Charter. The full text of the proposed ordinance is available at the Town Clerk's office and via www.hooksett.org for your inspection. Questions should be directed to the Office of the Town Clerk at 485-9534.



Earlier this week, the Town removed much of the gravel, and Mr. Van Horn is thankful to the Town for doing this. Attached are photographs showing the gravel, the area of removed gravel, and the current curbing installed by the Town.

The Town has been well aware of the damage caused by the gravel. In 2017–2018, the Town filled in a large sinkhole that opened in Mr. Van Horn’s lawn, and the Town installed an asphalt curb along Corriveau Drive. The curb—even with its channel—has not fixed the problem, and the Town was out earlier this spring to repair the curb. Prior to this week’s removal of gravel, some water flowed through the curb’s channel, but the bulk of the water continued to flow onto Mr. Van Horn’s lawn and down his driveway. We hope that the removal of much of the gravel will cause the water to flow back into the gully as it did prior to the gravel being put down in 2017.

In addition to the Town ensuring that the graveled area returns to its pre-2017 state and functionality, Mr. Van Horn requests that (1) the Town repair the damage to the portion of the driveway caused by the excess water flow since 2017; and (2) the Town replace the light post that was destroyed by the excess water flow. The Town has been to Mr. Van Horn’s property several times over the years to install curbing, repair lawn, repair curbing, and remove gravel. These are clear acknowledgments that the Town bears some responsibility for having created this situation. Mr. Van Horn had no hand in creating this situation. If the Town would do a final fix of the situation by doing the tasks requested above, Mr. Van Horn would be made whole, and the Town would no longer need to continually come out and fix the curb and Mr. Van Horn’s property damage.

I request an appointment to address the Council at a meeting in the near future. Please contact me to arrange this. My direct line is 801-1251.

Sincerely,

Jason Reimers

Cc: Kevin Van Horn
Enc.









HOOKSETT KIWANIS

5K Trail Race & Kid's Fun Run
September 18, 2021



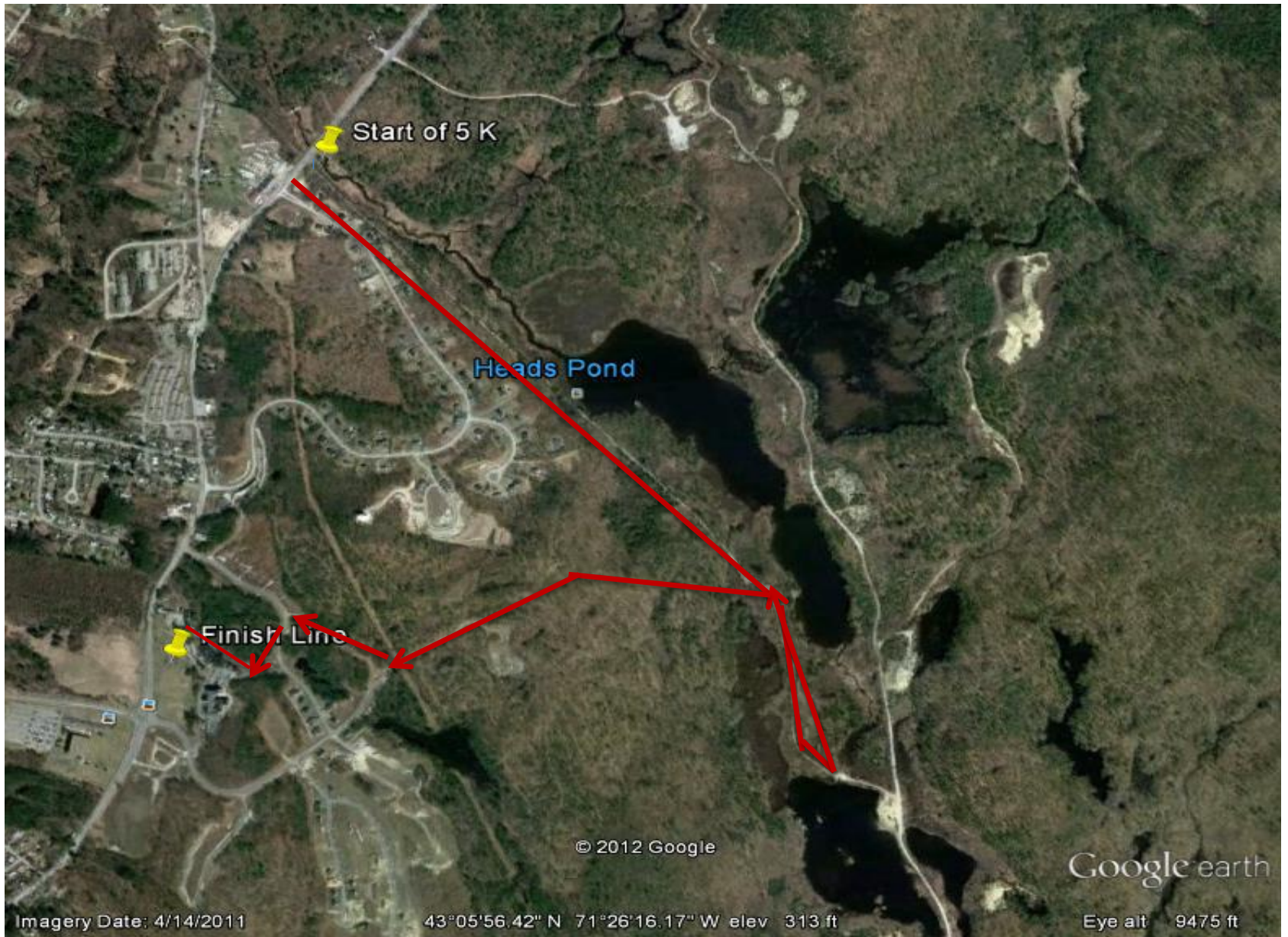
Kiwaniis®
HOOKSETT, NH

Property Owner Status

Property Owners

Status

- **Greenview Management** **Granted**
- **Mount Saint Mary's Condominiums** **Granted**
- **Hooksett Library Trustees** **Pending**
- **CIGNA Healthcare** **Building Sold**
- **Town of Hooksett** **Pending**



Request of Town Council

- **1. Police Traffic Control**
- **2. Emergency Response Medics**
- **3. Use of Town Roads –**
 - University Circle
 - College Heights
 - Blackwater Road
 - Other roads or lots as parking may demand
- **4. Porta-Potties & Waste Receptacles**
- **5. Public Works – Traffic cones, Barricades**
- **6. Use of Heads Pond Trail and Conservation Easement**

Town Council

STAFF REPORT



To: Town Council
Title: Pawnbroker and Secondhand Dealers Ordinance 2014-1 & Application - Proposed Amendments
Meeting: Town Council - 23 Jun 2021
Department: Town Clerk's Office
Staff Contact: Todd Rainier, Town Clerk

BACKGROUND INFORMATION:

Currently, The Town of Hooksett has a Pawnbroker and Secondhand Dealer Ordinance and application that have been in effect since 2014. Proposed changes are to bring application and ordinance language in line with each other, clean up redundancies, and improve flow of text.

Per Section 3.6 Ordinance of the Town Charter:

"A. An ordinance may be introduced by any member at any regular or special meeting of the Council. Upon introduction of any ordinance, the Town Clerk or designee shall distribute a copy to each Councilor and to the Town Administrator, file a reasonable number of copies in the office of the Town Clerk, post a copy in such other public places as the Council may designate, and provide for publication in a local newspaper or newspapers of their choice seven (7) days prior to the public hearing on said ordinance. The full text of the proposed amendment or ordinance need not be included in the notice if an adequate statement describing the proposal and designating the place where the proposal is on file for public inspection is stated in the notice. Final action on said ordinance shall not be taken by the Town Council until at least seven (7) days after said public hearing.

B. Every proposed ordinance of the Council shall be introduced in writing and in the form required for final adoption. No ordinance shall contain more than one subject, which shall be clearly expressed in its title. Each ordinance shall be identified by a number and a short title. The enacting clause shall be "The Town of Hooksett ordains ...". Any ordinance which repeals or amends an existing ordinance shall set out in full the ordinance, sections or subsections to be repealed or amended, and shall indicate matter to be omitted by enclosing it in brackets or by strikethrough type, and shall indicate new matter by underscoring or by italics."

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

TBD

RECOMMENDATION:

06/23/2021 listen to public hearing comments. July Council meeting motion in favor of ordinance as amended.

SUGGESTED MOTION:

No motion at this time.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Listen to proposal and comments

ATTACHMENTS:

[PAWNBROKERS PROPOSED REVISION 21](#)

[Pawn License Application PROPOSED REVISION 2021](#)

PAWNBROKERS AND SECONDHAND DEALERS

ORDINANCE 2014-1

The Town of Hooksett ordains that, pursuant to the authority granted under Section 3.6 of the Hooksett Town Charter, the following Ordinance is hereby enacted in the Town of Hooksett.

SECTION 1

LEGISLATIVE AUTHORITY; PURPOSE.

By authority of New Hampshire Revised Statutes Annotated Chapters 322 and 398, all as amended, the Hooksett Town Council adopts the following provision for the purpose of regulating the transaction of items which have commonly been subject to theft and illicit transfer. The purpose of this chapter is to discourage the transaction of stolen goods, assist in the investigation of any illicit transfer and associated criminal activity, and the recovery of stolen property to the rightful owner.

SECTION 2

LICENSE REQUIRED.

No person, firm or corporation shall engage in the business of a secondhand dealer or pawnbroker as herein defined within the Town of Hooksett without first being licensed pursuant to this chapter as adopted by the Town Council.

SECTION 3

DEFINITIONS.

As used in this chapter, the following words or phrases shall have the meanings set forth below unless expressly indicated.

PAWNBROKER

Any person, firm, partnership or corporation engaged in the lending of money secured by taking possession of jewelry, apparel, tools, electronics, household goods, or any other personal property, with interest charged thereon, with the right to sell the personal property if it is not redeemed. A person, firm, partnership, or corporation shall be deemed a pawnbroker whether the transaction takes the form of a loan by the pawnbroker secured by the property, or a sale to the pawnbroker with the right to repurchase within a specified amount of time.

SECONDHAND DEALER

Any person, firm, partnership or corporation whose business is in the retail buying, selling, buyback, exchanging, dealing in or dealing with secondhand articles, including, but not limited to, jewelry, watches, diamonds, precious stones, gems, gold, silver, platinum, precious metals, coins, stamps, musical instruments and equipment, cameras, furs, home and audio stereo equipment, televisions, VCRs, DVD players, multimedia devices, digital equipment, video game systems, equipment and accessories, tools, computers and computer equipment, firearms, electronic navigation systems, automobile accessories and collectables, excepting furniture and books. "Secondhand dealer" does not mean purchases made from private residences by citizens not engaged in a secondhand-dealer-type business.

SECTION 4

LICENSING AUTHORITY.

The Town of Hooksett may license such persons as it deems suitable to be pawnbrokers or secondhand dealers within the Town. All licenses so granted shall contain a clause that the person so licensed agrees to abide by and be subject to all provisions of this chapter as it may be from time to time amended.

SECTION 5

LICENSE REQUIRED; APPLICATION REQUIREMENTS.

No person, firm, partnership or corporation shall operate, conduct or engage in business as a pawnbroker or secondhand dealer unless such person, firm, partnership or corporation obtains a license from the Town of Hooksett, in accordance with New Hampshire Revised Statutes Annotated Chapters 47, 322 and 398, respectively.

- A. Application for such licenses ~~and \$250 fee~~ shall be made to the Town Clerk who ~~may~~ **shall** submit them to the Chief of Police ~~and~~ who may cause an investigation to be made into the fitness of the applicant to engage in the business of a pawnbroker or secondhand dealer, and report ~~his~~ **their** findings to the Town Clerk before such license is acted upon.
- B. The license shall be issued for a specific location and is not transferable to any other person, firm, partnership or corporation.
- C. Upon approval by the Town Council, ~~a fee of \$250 shall be paid by the applicant to the Town Clerk~~ **shall issue** prior to the issuance of the license. **License shall be effective**

upon date of approval. ~~and~~ Annually on January 1 thereafter, an application fee of \$250 shall ~~accompany~~ **be made to the Town Clerk for** each license application **renewal**. Said license shall expire on December 31, unless sooner revoked or expired and shall neither be assigned nor transferred.

- D. Prior to issuance of a license, a criminal record check ~~may~~ **shall** be completed upon every owner, manager, and/or employee of a pawnshop or secondhand dealer. The applicant shall be required to provide a certified copy of a complete criminal record of each individual with the license application. The certified copy shall be obtained from the Criminal Records Division of the State Police, Department of Safety of the State of New Hampshire, and/or from the appropriate out-of-state agency or agencies if not a resident of New Hampshire for the ten years preceding the application. No license shall be issued to any firm, corporation, owner or person, to include employees, directly or indirectly involved in the purchase of secondhand articles, who or which has been previously convicted within the preceding ten years of any theft related offenses to include but not limited to: theft, burglary, receiving stolen property, or fraud in this state or any state or territory in the United States.
- E. Licensees shall display their current license in a conspicuous place within the business where it may readily be viewed by the general public.
- F. A numbered license shall be issued and continue in full force until December 31 of each year unless revoked prior to this date by the Town Council at any time after notice to the licensee and hearing on the charges preferred.

Any person, firm or partnership or corporation whose business is the retail buying, selling, buy-back, exchanging, dealing in or dealing with furs, fur coats, books, magazines, used furniture, used clothing, or used motor vehicles/motorcycles by legally recognized vehicle dealerships, shall be exempt from the requirements of provisions (C) and (D) above.

Section 6

Exclusions.

Specifically excluded from the provisions of this chapter are the following:

- (A) Purchases from private residences by citizens not engaged in a secondhand dealer type business.
- (B) An organization that purchases secondhand goods, whether directly or indirectly, from a not-for-profit organization and does not purchase any secondhand goods from the general public.
- (C) Transactions which take place at yard or garage sales or otherwise on residential property (but not more frequently than 12 days per year).

Section 7

TRANSACTION RECORDS.

Every pawnbroker or secondhand dealer shall, upon the acquisition or sale of any aforementioned article, either by purchase, or exchange or pawn or other method shall prepare transaction records electronically as directed by the Chief of Police or ~~his/her~~ **their** designee, and submit records electronically, detailing the proven identity of the seller or the pledger including their name, date of birth, address, type of identification and identification number if there is one. A digital photo of said person shall accompany the electronic filing of the transaction. Only government issued forms of **photographic** identification will be accepted. No transaction shall occur if the identity of the seller cannot be proven. The record of the transaction shall also contain the month, day, and year when the transaction occurred as well as a full, accurate, and detailed description of each article purchased including brand name and serial number, if any, with the price paid therefor, and cause the record to be signed by the seller in person along with a digital color photograph of the property pursuant to the following requirements:

- (1) **Individually identifiable articles.** Articles which are individually identifiable by a serial number or other applied numbers, letters, characters or markings or other unique features that serve to distinguish it from any other similar article and can be used to establish ownership.
 - a. Each individually identifiable article brought into a second hand/pawn dealer for pawn, sale, barter, trade or other method during a single transaction shall be itemized separately. Articles shall not be grouped together (i.e., five gold rings), but must provide a complete and thorough description of each item to include the following:
 - i. Type of article;
 - ii. Brand name/make/manufacture (if applicable);
 - iii. Model number (if applicable);
 - iv. Serial number (if applicable);
 - v. Color/finish;
 - vi. Any other identifying marks, writing, engraving, etc.
 - b. A digital photograph(s) shall be taken of each individually identifiable article, sufficiently detailed to allow reasonable identification of the article. The photograph(s) shall capture any identifying numbers, marks, writing, engraving, etc., or any other distinguishing characteristics.

- (2) **Non-individually identifiable articles.** Articles that cannot be distinguished from any other similar articles may be described in groups of similar types of articles, but only within the same transaction.
- a. Non-individually identifiable article brought into a second hand/pawn dealer for pawn, sale, barter, trade or other method during a single transaction may be grouped and shall include reasonable descriptions of the number and types of items within each group to enable the Police Department to determine if they may have been stolen during a particular crime. (For example, the licensee receives a video game controller, five video game discs, and numerous items of jewelry. The licensee would have to individually itemize and photograph the video game controller as outlined in division (1) (a) above, as it would be a serially-numbered item. The remaining items shall not be listed as “miscellaneous video games and jewelry.” Instead, the licensee shall describe them as follows: “five video game discs to include the following titles...” and “miscellaneous jewelry to include two yellow gold necklaces, one silver necklace, two pairs of silver earrings, one women’s yellow gold ring, etc...”)
 - b. A digital photograph(s) shall be taken of each group of similar types of articles within the same transaction. The articles may be photographed together but each article shall be visible in the photograph. (For example, given the circumstances outline in division (2)(a) above, the five video game discs would be photographed together, side-by-side, and the jewelry items would be photographed together with each item laid out so as to be individually viewable.

(3) Pawnbrokers or secondhand dealers shall retain original records of each transaction for a minimum of three years from initial transaction date.

Section 8

IDENTIFICATION OF SELLERS REQUIRED; AGE RESTRICTION.

Every pawnbroker and secondhand dealer shall require every seller or pledger of items to produce a positive **government issued** photographic identification, and the type of identification used shall be noted on the transaction records. At no time shall a pawnbroker or secondhand dealer accept another person's photographic identification for any transaction. The pawnbroker or secondhand dealer shall attach a photocopy of the identification shown to the transaction record. No pawnbroker or secondhand dealer shall transact business with anyone under 18 years of age, except when said minor is accompanied by a parent or legal guardian who shall sign the transaction record with an accompanying copy of his or her positive photographic identification.

Section 9

REPORTING OF TRANSACTIONS.

~~Pawnbrokers or secondhand dealers shall prepare and deliver photocopies of all transaction records to the Chief of Police, or his designee, within 48 hours of the end of said dealer's business day on which the transaction occurred. If during any week a pawnbroker or secondhand dealer has not purchased any items, he or she shall make a report of such fact to the Chief of Police, or his designee, on or before 10:00 a.m. of the first business day of the following week.~~

Pawnbrokers or secondhand dealers shall provide proof of subscription to an authorized electronic filing software. They shall be required to post pictures and a description of all transactions records to this electronic filing software within 48 hours of said dealer's business day on which the transaction occurred.

Section 10

INSPECTION OF RECORDS AND PREMISES.

Pawnbrokers or secondhand dealers shall retain the original transaction records in their possession, which, together with any article which is kept or stored in or upon such premises, may be inspected at any time by a duly authorized police officer.

Section 11

TIME RESTRICTIONS.

Pawnbrokers or secondhand dealers will not sell, encumber by sales contract, or otherwise dispose of or alter an article in its appearance within 14 days of purchase, unless granted permission, in writing, from the Chief of Police, but in any case not within 24 hours of time of purchase. Pawnbrokers or secondhand dealers shall retain on premises all items purchased or pawned during the waiting period and not place such items on the sales floor until the waiting period has expired unless the item is clearly marked as to the sales release date based on the time frames outlined in this section. Pawnbrokers or secondhand dealers shall clearly mark the transaction records of any pawn item repurchased by the original seller and shall submit a copy of the record to the Chief of Police, or ~~his~~ **their** designee, within 48 hours of the transaction

Section 12

REMOVAL OF ARTICLES BY POLICE OFFICERS.

If the Chief of Police, or ~~his~~ **their** designee, determines that an article is needed for evidence in a criminal investigation, the Police Department shall seize the evidence pursuant to applicable criminal procedures. The pawnbroker or secondhand dealer shall be issued a receipt for the article. Pursuant to RSA 595-A:6, the Police Department shall keep seized articles under the court's direction as long as necessary to permit the article to be used as evidence. At the conclusion of all court proceedings or closure of the police investigation, the Police Department shall notify the original owner, the pawnbroker/secondhand dealer, and any person who may have a lawful interest that the property will be released in 30 calendar days to the original owner if no other claim is placed on the property.

Section 13

VIOLATIONS AND PENALTIES; REVOCATION OR SUSPENSION OF LICENSE; NOTICE; SEVERABILITY.

- A. Any violation of this chapter shall be punishable by a fine not exceeding \$100 per day.
- B. The Town Council may, independently or upon recommendation from the Chief of Police, suspend or revoke said license for any violation of this chapter, or reasons it deems to be in the best interest of the Town of Hooksett, following a hearing. Offenses which may result in the suspension or revocation of said license include, but are not limited to, the following:
 - (1) Violation of any provision of this chapter; or
 - (2) Violation of any statute of the State of New Hampshire or any other state or territory of the United States relating to the licensed business.
- C. Notice of the suspension or revocation will be made, in writing, to the owner(s) of the business within five business days of said hearing.
- D. The provisions of this chapter shall be severable, and if any phrase, clause, sentence or provision of these regulations shall, for any reason, be held invalid or unconstitutional, the validity of the remainder of these regulations shall not be affected thereby.

Town of Hooksett, NH

PAWNBROKER LICENSE

It is unlawful for any person, firm, or corporation to conduct the business of pawnbroker within the Town limits unless such person, firm or corporation shall have first obtained a pawnbroker's license from the Town of Hooksett in accordance with Town Ordinance 2014-1. All applicants for a pawnbroker's license shall file an application for such license with the Town Clerk on forms to be provided by the Clerk.

DOCUMENTS REQUIRED WITH APPLICATION

Proof of applicant's right to possession of premises
Evidence that the corporation is in good standing under the statutes of the State of New Hampshire
Foreign corporations shall provide evidence that the corporation is authorized to do business in the State of New Hampshire
Proof of subscription to authorized electronic filing software

FEES REQUIRED FOR INITIAL APPLICATION

\$250.00 nonrefundable application fee

TERMS OF LICENSE

The term of a Pawnbroker license is for one year from the date of issuance.

If you have any questions regarding a pawnbroker license, please call the Town Clerk's office at 603-485-9534.

**Town Clerk's Office
Hooksett Town Hall
35 Main Street
Hooksett, NH 03106
Phone: 603-485-9534
Fax: 603-268-0049**

**Town of Hooksett NH
Pawnbroker License Application**

ALL INFORMATION MUST BE COMPLETED - Illegible and/or incomplete applications will be rejected	GENERAL INFORMATION	
	1. Name of business: _____	
	2. Trade name of establishment (d/b/a): _____	
	3. Address of Business: _____	
	4. Address of premises: _____	
	5. Business telephone: _____	
	6. Applicant is a:	
	_____ Sole Proprietorship	_____ Partnership
	_____ Corporation	_____ Limited Liability Company
	SOLE PROPRIETORSHIP INFORMATION	
	7. If sole proprietorship, list name, address, and date of birth of proprietor: _____	

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

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

ALL INFORMATION MUST BE COMPLETED - Illegible and/or incomplete applications will be rejected	CORPORATION INFORMATION			
	10. If corporation, list name: _____			
	11. If corporation, list names, addresses, and dates of birth of:			
	President _____			
	Vice-President _____			
	Treasurer _____			
	Secretary _____			
	Director _____			
	Director _____			
	12. List all stockholders owning 10% (or more) of the issued stock:			
	Name	Address	Date of Birth	Position
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
13. If stock is pledged, state name and address of person or entity to whom pledged and terms thereof. If additional space is needed, use separate sheet. Attach copies of articles of incorporation and certificate of good standing from the State of NH. (If new corporation, attach certificate and articles of incorporation and organizational minutes.)				

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

15. Has the corporation, any officer, director, manager, stockholder owning or controlling 10% or more of the corporation, member, entity, or person having an interest in the business been adjudicated bankrupt, entered into a "Wage-Earner Plan" pursuant to Chapter XIII of the Federal Bankruptcy Act, or made a general assignment for the benefit of creditors during the past three years?				
() Yes () No If yes, please explain on separate sheet.				

ALL INFORMATION MUST BE COMPLETED - Illegible and/or incomplete applications will be rejected	<p>16. Has a judgment based on fraud ever been entered against the applicant, any officer, director, manager, partner, or stockholder owning or controlling 10% or more of the corporation, member, entity, or any person having an interest in the business?</p> <p>() Yes () No If yes explain.</p> <p>_____</p> <p>_____</p>
	<p>17. Has the applicant, manager, partner, officer, director, or stockholder ever held a pawnbroker's license?</p> <p>Yes () () No If yes, complete the following.</p> <p>Name of licensee: _____</p> <p>Relationship to this applicant: _____</p> <p>Dates licensee was held: _____</p> <p>City and state where license was held: _____</p>
	<p>18. Has the applicant, manager, partner, officer, director, or stockholder ever been denied a pawnbroker license?</p> <p>() Yes () No</p>
	<p>19. Name of person denied a license: _____</p>
	<p>20. Relationship to this applicant: _____</p>
	<p>21. Date of denial: _____</p>
	<p>22. City and state where denied: _____</p>
	<p>23. Reason for denial: _____</p>
	<p>24. Has the applicant, manager, partner, officer, director, or stockholder ever had a pawnbroker license suspended or revoked?</p> <p>() Yes () No If yes, complete the following:</p> <p>Name of person with suspended or revoked license: _____</p> <p>Relationship to this applicant: _____</p> <p>Dates of suspension or revocation: _____</p> <p>City and state of suspension or revocation: _____</p> <p>Reason for suspension or revocation: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>

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

FINANCIAL INFORMATION

~~25.~~ State purchase price and/or terms of lease: _____

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

~~27.~~ Cash to be invested:

By Whom	Bank & Account #	Amount	Source	Purpose
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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

By Whom	Bank & Account #	Amount	Source	Purpose
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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

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

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

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

PROPERTY INFORMATION

~~33.~~ **25.** Is the building owned or leased?

~~34.~~ **26.** Name and address of the owner of the building in which the premises is located:

~~35.~~ **27.** Is the land owned or leased? _____

~~36.~~ **28.** Name and address of the owner of the land upon which the building is located:

ALL INFORMATION MUST BE COMPLETED - Illegible and/or incomplete applications will be rejected	<p>37. 29. Attach a copy of deed, lease, or other document showing applicants right to possession of premises.</p> <p>38. Name of applicants insurance company, agent, policy number, and effective date of policy:</p> <p>_____</p> <p>_____</p> <p>Signature of Applicant _____ Date _____</p> <p>Signature of Town Clerk _____ Date _____</p> <p>Documents Received With Application:</p> <p>Certified Criminal Record(s) () yes () no</p> <p>Proof of LEADS Online () yes () no</p> <p>Signature of Police Chief or Designee _____ Date _____</p>
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Town Council

STAFF REPORT



To: Town Council
Title: Civil Forfeiture
Meeting: Town Council - 23 Jun 2021
Department: Town Clerk's Office
Staff Contact: Todd Rainier, Town Clerk

BACKGROUND INFORMATION:

466:14 Warrants; Proceedings. — The town or city clerk shall annually, between June 1 and June 20, present to the local governing body a list of those owners of dogs that have failed to license or not renewed their dog licenses pursuant to RSA 466:1. The local governing body shall, within 20 days from June 20, issue a warrant to a local official authorized to issue a civil forfeiture for each unlicensed dog. The warrant may also authorize a local law enforcement officer to seize any unlicensed dog. The civil forfeiture may be sent by certified mail, or delivered in hand, or left at the abode of the dog owner. The cost of service shall not exceed \$7 and may be recovered by the city or town in addition to the amount of the civil forfeiture. If the unlicensed dog is seized, it shall be held in a town or city holding facility for a period of 7 days, after which time full title to the dog shall pass to the facility, unless the owner of the dog has, before the expiration of the period, caused the dog to be licensed. The owner shall pay the facility a necessary and reasonable sum per day, as agreed upon by the governing body of the town or city and the facility, for each day the dog has been kept and maintained by the facility, plus any necessary veterinary fees incurred by the facility for the benefit of the dog. Before a local law enforcement officer seizes any unlicensed dog, a written warning shall be given to the dog owner.

FINANCIAL IMPACT:

Unknown

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Sign warrant authorizing civil forfeiture process to commence.

SUGGESTED MOTION:

Motion to Sign warrant authorizing civil forfeiture process to commence.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Civil Forfeiture RSA 466 14](#)
[Council June 23, 2021](#)

TITLE XLV ANIMALS

CHAPTER 466 DOGS AND CATS

Unlicensed Dogs

Section 466:14

466:14 Warrants; Proceedings. – The town or city clerk shall annually, between June 1 and June 20, present to the local governing body a list of those owners of dogs that have failed to license or not renewed their dog licenses pursuant to RSA 466:1. The local governing body shall, within 20 days from June 20, issue a warrant to a local official authorized to issue a civil forfeiture for each unlicensed dog. The warrant may also authorize a local law enforcement officer to seize any unlicensed dog. The civil forfeiture may be sent by certified mail, or delivered in hand, or left at the abode of the dog owner. The cost of service shall not exceed \$7 and may be recovered by the city or town in addition to the amount of the civil forfeiture. If the unlicensed dog is seized, it shall be held in a town or city holding facility for a period of 7 days, after which time full title to the dog shall pass to the facility, unless the owner of the dog has, before the expiration of the period, caused the dog to be licensed. The owner shall pay the facility a necessary and reasonable sum per day, as agreed upon by the governing body of the town or city and the facility, for each day the dog has been kept and maintained by the facility, plus any necessary veterinary fees incurred by the facility for the benefit of the dog. Before a local law enforcement officer seizes any unlicensed dog, a written warning shall be given to the dog owner.

Source. RS 127:5. CS 133:5. GS 105:5. GL 115:7. PS 118:8. 1891, 60:11. PL 150:18. RL 180:18. RSA 466:14. 1965, 325:2. 1967, 150:1. 1977, 559:1. 1983, 198:1. 1987, 91:1. 1994, 353:7. 1995, 298:10. 1996, 67:5. 2000, 128:1. 2001, 274:7, eff. July 16, 2001. 2014, 178:1, eff. July 1, 2014.

DOG LICENSING CIVIL FORFEITURE TOWN COUNCIL JUNE 23, 2021

Warrant for civil forfeiture has been provided to you, per statute.

Many means of notification have been utilized:

- Postcard mailed to dog owners first week of April
- Multiple email notices sent to available addresses
- PD Facebook
- Town website
- Notice in TC office at every window
- Large sign in front of TH
- Library electronic sign
- Reminder letters mailed to dog owners informing them of civil forfeiture process commencing. Mailed week of June 7.

Residents may register their dog in office, initiate their request utilizing the EB2Gov portal at Hooksett.org, or mail payment. Ample avenues have been provided for both notification and ease of licensing.

Town Council

STAFF REPORT



To: Town Council
Title: Carol Granfield, Municipal Resources Inc.- MRI Presentation on Hooksett Municipal Non-union Wage & Classification Study
Meeting: Town Council - 23 Jun 2021
Department: Administration
Staff Contact: Donna Fitzpatrick, Human Resource Coordinator

BACKGROUND INFORMATION:

Scope

The Hooksett Municipal Non-union Wage & Classification Study included a review of 40 non-union Town positions, and market salary information from comparable communities. This provided analysis of the job duties of each position, as well as the current salary structure.

Classification and Compensation

Several meetings and discussions were conducted with the Town Administrator and Human Resource Coordinator throughout the project. An Orientation session was provided for Department Heads. A thorough job analysis process of reviewing responsibilities of all positions was conducted. Job descriptions were reviewed along with Position Analysis Questionnaires (PAQs) to assist with the review along with some employee interviews for further clarification.

A thorough salary market analysis was conducted utilizing comparable municipalities. The 12 municipalities analyzed were: Amherst, Bedford, Derry, Durham, Exeter, Goffstown, Lebanon, Londonderry, Merrimack, Milford, Plymouth and Windham. A comparison was made of the average minimum and maximum salaries.

The job evaluation process establishes the relative value of jobs within an organization, whereby positions are analyzed, measured, and compared against a common set of criteria in a systematic and objective manner. A factor evaluation system was used that involved positions being reviewed on 10 criteria factors to provide internal equity. The Proposed Classification and Pay Plan includes grades that incorporate a blending of the criteria factor evaluation, and the market data, along with other unique qualities that pertain to the Town of Hooksett.

The Plan

The proposed Pay and Classification Plan was developed to provide the Town of Hooksett with a solid structure to equitably group similar valued positions within a grade. The Pay Plan lists 20 Grade levels, with a minimum and maximum annual and hourly rate of pay. The current Town Plan includes 26 Grade levels which is not necessary. The 20 grades have varied percentages between each level that provides a very equitable system. The increase range from minimum to maximum is 40% which is a competitive range. Comparative data was considered to set the grade parameters, while the classification process controlled the internal assignment of positions to compensation levels. The new pay ranges provide flexibility for hiring and placement levels based on education and experience, provides growth for positions, and allows for flexibility for performance achievements if desired in the future.

A total of 11 employees are recommended to have salaries increased to bring their positions to the minimum salary in the grade assigned. This includes two reclassified positions. The additional cost to implement the proposed plan includes placing the 11 employees at the minimum level in their grade assignment at an estimated cost of \$27,454. All other employees should be placed within their proposed grade level at their current salary which falls within the new pay range. The Town will need to compute any additional cost if it desires to place employees within the pay plan to acknowledge longevity, performance, or other factors it may want to consider in order to address potential compression issues. Some options to address this are discussed in the full report. No employees are red-lined (earning more than the maximum in pay grade).

FINANCIAL IMPACT:

TBD

POLICY IMPLICATIONS:

TBD

RECOMMENDATION:

Listen to presentation and recommendations from Municipal Resources Inc. and place as an agenda item for Council decision on recommendations to include placement of employees on the proposed Pay Plan based on longevity, performance or other factors.

SUGGESTED MOTION:

No motion at the 6/23/2021 meeting.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Listen to report from Carol Granfield, MRI rep.

Town Council
STAFF REPORT



To: Town Council
Title: Donation of Village School Conceptual Drawing by SAU 15
Meeting: Town Council - 23 Jun 2021
Department: Administration
Staff Contact: Nick Germain, Project Coordinator

BACKGROUND INFORMATION:

The School District recently rediscovered a conceptual drawing of the Village School building. Due to the fact that the Village School currently serves as the town's central municipal offices, SAU officials thought there might be interest on the part of the town to take it.

The picture is framed and in relatively good condition, but is very likely of not significant monetary value.

FINANCIAL IMPACT:

None. Similar shop conceptual drawings go from \$0-\$200. Much more rarely can be more expensive, but this depends on various factors such as fame of the site depicted and the artist.

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

Accept the donation. A place can likely be found to mount and display it for historic preservation / commemoration purposes.

SUGGESTED MOTION:

"I motion to accept the donation of the Drawing of the Village School valued under \$5,000 from the Hooksett School District to the Town of Hooksett for the Administration Department per RSA 31:95-e.II."

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

Town Council
STAFF REPORT



To: Town Council
Title: Starbucks, 1277 Hooksett Road, Bond Release of \$93,600.00 to the Developer
Meeting: Town Council - 23 Jun 2021
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

A site work surety bond is currently being held for Starbucks in the amount of \$93,600. The work is complete and acceptable, therefore it is recommended that the bond be returned to the the Mascoma Bank

Note that a landscape bond of \$25,400.00 from the MGM Insurance Company S-219534 and will be held for two years. At that time, the landscaping will be inspected and if acceptable, this bond will be released.

The repair of the recent damage may be completed near the time of the Town Council meeting. The materials required for the repair need to be specially ordered, which is the cause for the delay.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Release site work bond of \$93,600 for Starbucks at 1277 Hooksett Road to the Mascoma Bank.

SUGGESTED MOTION:

Motion to release site work bond of \$93,600 for Starbucks at 1277 Hooksett Road to the Mascoma Bank.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Starbucks Bond release Memo](#)
[Starbucks Bond Report](#)
[Starbucks Bond Release Photos](#)



Town of Hooksett

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

Memo

To: File
From: Bruce A. Thomas, P.E., Town Engineer
Cc:
Date: June 11, 2021
Re: Hemlock Hill Estates PB-20-03 Sm Subdivision Review – Release of Escrow

Please be advised that work on the Starbucks site has been completed and I recommend that the bond of \$93,600 may be released to the Developer.

Please contact me with any questions or comments.

Town of Hooksett
Performance Sureties Located at the Finance Dept

6/11/2021

Project Name	Reason	Amount	Origination Date	Expiration Date	Released Date
Starbucks					
Standard Letter of Credit					
Mascoma Bank	Merchants Plaza, LLC	93,600.00	08/28/20	5/21/2024	
Maintenance Bond	Landscaping	25,400.00	04/09/21	4/9/2023	
NGM Insurance Company S-219534					



Starbucks 1



Starbucks 2



Starbucks 3



Starbucks 4



Starbucks 5



Starbucks 6



Starbucks 7



Starbucks 8

Town Council **STAFF REPORT**



To: Town Council
Title: Nominations and (re)appointments - June 2021
Meeting: Town Council - 23 Jun 2021
Department: Administration
Staff Contact: Nick Germain, Project Coordinator

BACKGROUND INFORMATION:

Hooksett's appointed municipal board and committee volunteers have their terms set to end on June 30th of a given year.

At their last meeting, members of council nominated the following individuals for reappointment:

Chris Stelmach - as a member of the Planning Board
Cindy Robertson - as a member of the Conservation Commission
David Scarpetti as a member of the Economic Development Advisory Committee
Richard Bairam as a Zoning Board of Adjustment member

We also have confirmation that the following volunteers would like to return to their current positions:

Kathy Northrup - as a member of the Heritage Commission
Robert Better - as an Alternate for the Conservation Commission
Raymond Bonney - as a member of the Recycling and Transfer Advisory Board

Should Town Council choose to nominate and reappoint all these individuals at tonight's meeting, terms should expire on June 30th 2024 and be set to be effective July 1st 2021. Administration will advise if any significant issues with post-June board or committee position openings are detected.

FINANCIAL IMPACT:

N/A

POLICY IMPLICATIONS:

N/A

RECOMMENDATION:

Nominate and/or reappoint all listed individuals.

SUGGESTED MOTION:

"I motion to appoint Christopher Stelmach as a member of the Planning Board to a term expiring 6/30/2024, effective July 1st 2021"

"I motion to appoint Cindy Robertson as a member of the Conservation Commission to a term expiring 6/30/2024, effective July 1st 2021"

"I motion to appoint David Scarpetti as a member of the Economic Development Advisory Committee to a term expiring 6/30/2024, effective July 1st 2021"

"I motion to appoint Richard Bairam as a member of the Zoning Board of Adjustment to a term expiring 6/30/2024, effective July 1st"

"I motion to waive Town Council's normal rules of Procedures and nominate and appoint the following individuals"

"Kathy Northrup as a member of the heritage Commission to a term expiring 6/30/2024, effective July 1st 2021"

"Robert Better as an Alternate to the Conservation Commission to a term expiring 6/30/2024, effective July 1st 2021"

"Raymond Bonney as a member of the Recycling and Transfer Advisory Board to a term expiring 6/30/2024, effective July 1st 2021"

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[June Applications - Appointments](#)



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: _____

Name: RICHARD BAIRAM Phone: 603-623-3219

Address: 7 FARMER RD

Email Address: r.bairam@comcast.net

Signature: Richard Bairam

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 Nono?

<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 type="checkbox"/> Planning Board	_____
<input type="checkbox"/> Recycling & Transfer Advisory Committee	_____
<input type="checkbox"/> Town Hall Preservation Committee	_____
<input checked="" type="checkbox"/> Zoning Board of Adjustment	<u>Regular</u>
<input type="checkbox"/> Other (Please specify.) _____	_____
_____	_____
_____	_____

2

How long have you been a resident of Hooksett?

60 yrs

Why are you seeking this position?

To Help Town

Do you have any specific goals or objectives?

Better Town

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

LOCAL BUSINESSMAN 36 yrs
LIFELONG RESIDENT

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:

PAST + CURRENT MEMBER OF ZBA

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

RECYCLE + SOLID WASTE, 2002-TO PRESENT
CENTRAL WATER COMMISSION 2014 TO PRESENT
SEWER COMMISSION 2018 TO PRESENT



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: May 8, 2021

Name: Raymond Bonney Phone: 603.341.4038

Address: 55 Sherwood Dr Hooksett NH 03106

Email Address: bigray-ott@comcast.net

Signature: Raymond Bonney

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 type="checkbox"/> Planning Board	_____
<input checked="" type="checkbox"/> Recycling & Transfer Advisory Committee	<u>Regular</u>
<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?

17 years

Why are you seeking this position?

Have been on the board for approximately 10 years and enjoy serving my community.

Do you have any specific goals or objectives?

I am interested in helping the try to save money, improve functions

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

Past working experience with the Salem NH Transfer Station. I am familiar with heavy equipment and trucks

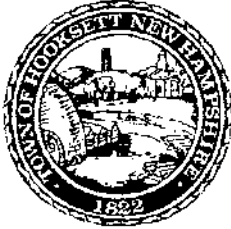
Please list any potential conflicts of interest you may have if appointed for a board or commission:

None

Please list any work, volunteer, and/or educational experience you would like to have considered:
Member of the Hooksett Kiwanis

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

Current member of the Recycling and Transfer Advisory Board
New member of the Central Water Prescint Board



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 5/12/21

Name: Kathleen Northrup Phone: 669-8926

Address: 24 Berry Hill Rd

Email Address: kathleen24@myfairpoint.net

Signature: Kathleen Northrup

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

	<u>Role Preference</u> Alternate, Regular, or None?
<input type="checkbox"/> Conservation Commission	_____
<input type="checkbox"/> Economic Development Advisory Committee	_____
<input checked="" type="checkbox"/> Heritage Commission	<u>Regular</u>
<input type="checkbox"/> Parks & Recreation Advisory Board	_____
<input type="checkbox"/> Planning Board	_____
<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?

All my life

Why are you seeking this position?

I have served on the Heritage Commission since it was reactivated in 2003. I'm very proud of what I've been able to accomplish and would like to continue to contribute. I really enjoy the variety of the tasks available—from research, to writing, and even event planning. It's all very interesting. There are not a lot of people working in this area so I feel I can make a difference.

Do you have any specific goals or objectives?

While I feel I have accomplished a lot, there are several projects I would like to wrap up. For example, we conducted many oral history interviews and made them available. I was successful in finding volunteers to transcribe them, but now the transcripts must be proofed and finalized to make them more accessible. There's a history book I'd like to reprint and a couple more markers noting sites of interest I'd like to do. I'd also like to get a start on an update to the 1968 local history book.

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

I have been working in the preservation field since 1997 when I joined the board at Robie's. Since then I've attended many programs and seminars on a wide variety of subjects relating to historic preservation. I have written several successful grant applications for our projects. I am a member of the NH Preservation Alliance and have, over the years, cultivated many contacts there and at the NH Division of Historical Resources and other agencies which I feel have been beneficial to our work in Hooksett. I have been asked on several occasions to participate in panels at their programs.

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

None that I am aware of

Please list any work, volunteer, and/or educational experience you would like to have considered:
See "special skills/experience" answer above.

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

Heritage Commission Member and Chair since 2003; Solid Waste Advisory Committee 1994-2000; Open Space Plan Committee 2004; Pinnacle Planning Committee 2011-2012; Old Town Hall Preservation Committee 2009-2011, 2013-2018, Chair 2014-2018; Community Center Project Volunteer 2005; Old Home Day Committee Volunteer 2005- 2009; Citizen Search Committee, Town Administrator 2009

In the prior application form there was a section on MEETING ATTENDANCE, which as Chair I find very important. F/y/i, I believe I missed only one meeting during my current term.



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: _____

Name: ROBERT T. BETTER Phone: 603-268-0608

Address: 1465 HOOKSETT RD #143 03106

Email Address: bobcheri1@myfairpoint.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?

☒ Conservation Commission

ALTERNATE

☐ Economic Development Advisory Committee

☐ Heritage Commission

☐ Parks & Recreation Advisory Board

☐ Planning Board

☐ Recycling & Transfer Advisory Committee

☐ Town Hall Preservation Committee

☐ Zoning Board of Adjustment

☐ Other (Please specify.) _____

2

How long have you been a resident of Hooksett? 13 YEARS

Why are you seeking this position? I AM INTERESTED IN PROMOTING THE UTILIZATION OF TOWN OWNED LAND FOR RECREATIONAL PURPOSES.

Do you have any specific goals or objectives? ASSIST IN THE CREATION & UPKEEP OF THE TRAIL SYSTEM

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

WORKED 14 YEARS WITH LOCAL GOVERNMENT CENTER & PRIMEX AS A CLAIM REPRESENTATIVE HANDLING CLAIMS AGAINST MUNICIPAL ENTITIES. PHOTOGRAPHY.

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

NONE THAT I AM AWARE OF.

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

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

CONSERVATION COMMISSION - PAST 2 1/2 YEARS AS AN ALTERNATE



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: July 3, 2020
 Name: DAVID SCARPETT Phone: cell 493-9155
 Address: 27 Cindy Dr
 Email Address: boardwalkdev@yahoo.com
 Signature: [Handwritten 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 checked="" type="checkbox"/> Economic Development Advisory Committee	<u>currently on EDC</u>
<input type="checkbox"/> Heritage Commission	_____
<input type="checkbox"/> Parks & Recreation Advisory Board	_____
<input type="checkbox"/> Planning Board	_____
<input type="checkbox"/> Recycling & Transfer Advisory Committee	_____
<input type="checkbox"/> Town Hall Preservation Committee	_____
<input checked="" type="checkbox"/> Zoning Board of Adjustment	_____
<input checked="" type="checkbox"/> Other (Please specify.) <u>Bicentennial Committee</u>	_____

2

How long have you been a resident of Hooksett?

In August 21 years

Why are you seeking this position?

continue the TIF district on 3A
to help the growth of that area in town

Do you have any specific goals or objectives?

Keep Hooksett Great

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

I am a Realtor/Developer have dealt
with many towns I have an understanding what they are
looking for help streamline approvals

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

My Brother is on the planning Board

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

Member of Hooksett Kiwanis
Chairman of the EDC
Lic NH Realtor
Member of the TIF

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

Chairman of the EDC
Member of the TIF



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: April 17, 2018
 Name: Cindy Robertson Phone: 603-851-2632
 Address: 33 Autumn Run, Hooksett, NH 03106
 Email Address: Cindy.r@drcnh.org
 Signature: Cindy Robertson

 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

- ☒ Conservation Commission
- ☐ Economic Development Study Committee
- ☐ Heritage Commission
- ☐ Parks & Recreation Advisory Board
- ☐ Planning Board
- ☐ Recycling & Transfer Advisory Committee
- ☐ Town Hall Preservation Committee
- ☐ Zoning Board of Adjustment
- ☐ Other (Please specify.)

2

How long have you been a resident of Hooksett?

31 years

Why are you seeking this position?

I have served on the conservation commission for more than 10 years and would like to continue working to protect open space in town.

Do you have any specific goals or objectives?

The commission continues to work on completion of the Mousmock River front property establishing trails for the public.

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

I have served on the commission for more than 10 years and have a strong working knowledge of its goals and mission.

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

N/A

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

I have been a member of both Bear Paw Regional Greenways and the AMC for years.

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

I have served on the conservation commission for more than ten years.

Town Council
STAFF REPORT



To: Town Council
Title: FY 2020-21 Budget Encumbrances
Meeting: Town Council - 23 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

Updated lists of contracts/obligations that meet one of these exceptions will be emailed to each Councilor on Monday, June 21st and provided at the meeting.

FINANCIAL IMPACT:

Budget Summary with encumbrances will be emailed to each Councilor on Monday, June 21st and provided at the meeting.

SUGGESTED MOTION:

Motion to encumber items #_____ in the amount of \$_____ from the FY 2020-21 budget under RSA 32:7.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Listen to the Finance Director's list of proposed encumbrances.

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: DPW Fleet Maintenance Truck Purchase
Meeting: Town Council - 23 Jun 2021
Department: Public Works
Staff Contact: Earl Labonte, Director of Public Works

BACKGROUND INFORMATION:

All vehicle and equipment assigned to the Department of Public Works have been reviewed and projected for replacement based on time life cycle. Time life cycle is not the sole method used to determine the best time for replacement but a starting point. As the vehicle/equipment becomes eligible for replacement based on the projected life cycle, we will review and determine, (1) does it need to be replaced at this time, (2) could or should it be kept longer if warranted (also the opposite is reviewed, if the item has or is having issues and need to be moved up in the replacement cycle), and (3) have we spent or need to spend more on the item than it is worth, (the items replacement may be accelerated based on overall condition).

The Fleet Maintenance Truck had performed well but it has exceeded its effectiveness, is rapidly becoming unserviceable and is no longer practical to keep. It will be 11+ years old with 115,928 miles. Unfortunately we only have maintenance records for the past eight years. The records that we do have indicate that we have spent over \$30,000 in parts (not including labor). It is a diesel. Indications are that the cats and turbos will be due for replacement in the very near future, estimated cost for parts only is \$10K. The utility body has rust issues and would require replacement (\$10K also). This vehicle is listed in the CIP. It was originally forecasted to be replaced next year, however during our last fleet review, and we determined that it needed to be replaced earlier.

We have contacted the local vendor, the current approved NH State Bidder and obtained a quote for a suitable replacement. State bid price was \$54,654 before trade. We also requested a trade value for the current asset, and two other trucks (a 2002 Chevy Pickup with maintenance parts cost to date of \$11,305, mileage 101,000 and a 2008 Ford Crew Cab Pickup with maintenance parts cost to date of \$33,598, mileage 119,326) that are rapidly reaching their end of life and are recommended to be removed from service as part of our budgetary and Fleet Review. These two others have also been recommended for disposal as part of a fleet validation and reduction. State bid price with trades is \$39654.

FINANCIAL IMPACT:

Funding to come from the Public Works Vehicle Capital Reserve Fund.

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

Approve to replace the vehicle and purchase a 2022 Ford F-350 pick-up truck from Grappone Ford at a State bid price of \$39,654 with trades.

SUGGESTED MOTION:

Motion to approve vehicle replacement and purchase a 2022 Ford F-350 pick-up truck from Grappone Ford at a State bid price of \$39,654 with trades.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Grappone Quote wTrade](#)

[Vehicle Expenditures Summary](#)

[Grappone Quote woTrade](#)



Prepared by: Mickey Breau

06/04/2021

Grappone Ford | 530 Route 3A Bow New Hampshire | 033043104

2022 F-350 Chassis 4x4 SD Regular Cab 145" WB DRW XL (F3H)

Price Level: 230 | Quote ID: mario

Re: Quote ID mario 06/04/2021

Dear Mario,

Here is your final quote for the 2022 F-350 Cab Chassis 4x4 Reg Cab Gas truck with Stahl Utility body installed.

Quote price for the 2022 F-350: \$35,905

Quote price for the Stahl Utility Body: \$18,749

Trade #1 2001 Chevy pick up: \$1000

Trade #2 2008 Ford F-250 Crew Cab: \$5000

Trade #3 2010 Ford F-350 w/utility body: \$9000

Quote price: \$54,654

Quote price after trades: \$39,654

Thanks for allowing me the opportunity to earn your business.

Sincerely,

Mickey Breau

Inventory Manager

603-226-8526

mbreau@grappone.com

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Equipment Expenditures Summary

Hooksett (NH)

All Dates Selected

Classification: VEHICLES

Type: PICKUP TRUCK

Item Number Description	Labor Hrs	Labor Costs	Material Costs	Sales Tax	Total Costs	WO Count	Avg Hours Per WO	Avg Cost Per WO
P1-10-2	108	\$1,859.97	\$9,645.50	\$0.00	\$11,305.47	32	3.38	\$353.30
Red pick up								
Sub Total for Type: PICKUP TRUCK	108	\$1,859.97	\$9,645.50	\$0.00	\$11,305.47	32	.11	\$353.30
Sub Total for Classification: VEHICLES	108	\$1,859.97	\$9,645.50	\$0.00	\$11,305.47	32	.11	\$353.30
Grand Totals	108	\$1,859.97	\$9,645.50	\$0.00	\$11,305.47	32	.11	\$353.30

Equipment Expenditures Summary

Hooksett (NH)

All Dates Selected

Classification: VEHICLES**Type:** PICKUP TRUCK

Item Number Description	Labor Hrs	Labor Costs	Material Costs	Sales Tax	Total Costs	WO Count	Avg Hours Per WO	Avg Cost Per WO
P1-08 F250	166	\$2,129.64	\$31,469.07	\$0.00	\$33,598.71	52	3.19	\$646.13
PICK-UP TRUCK								
Sub Total for Type: PICKUP TRUCK	166	\$2,129.64	\$31,469.07	\$0.00	\$33,598.71	52	.06	\$646.13
Sub Total for Classification:	166	\$2,129.64	\$31,469.07	\$0.00	\$33,598.71	52	.06	\$646.13
VEHICLES								
Grand Totals	166	\$2,129.64	\$31,469.07	\$0.00	\$33,598.71	52	.06	\$646.13

Equipment Expenditures Summary

Hooksett (NH)

All Dates Selected

Classification: VEHICLES**Type:** PICKUP TRUCK

Item Number Description	Labor Hrs	Labor Costs	Material Costs	Sales Tax	Total Costs	WO Count	Avg Hours Per WO	Avg Cost Per WO
P1-10	175.5	\$2,076.09	\$28,593.33	\$0.00	\$30,669.42	99	1.77	\$309.79
Maintenance Truck								
Sub Total for Type: PICKUP TRUCK	175.5	\$2,076.09	\$28,593.33	\$0.00	\$30,669.42	99	.02	\$309.79
Sub Total for Classification:	175.5	\$2,076.09	\$28,593.33	\$0.00	\$30,669.42	99	.02	\$309.79
VEHICLES								
Grand Totals	175.5	\$2,076.09	\$28,593.33	\$0.00	\$30,669.42	99	.02	\$309.79



Prepared by: Mickey Breau
05/26/2021

Grappone Ford | 530 Route 3A Bow New Hampshire | 033043104

2022 F-350 Chassis 4x4 SD Regular Cab 145" WB DRW XL (F3H)

Price Level: 225

Re: Vehicle Proposal 05/26/2021

Dear Mario,

Here is your final quote for the 2022 F-350 Cab Chassis 4x4 Reg Cab Gas truck with Stahl Utility body installed.

Quote price for the 2022 F-350: \$35,905

Quote price for the Stahl Utility Body: \$18,749

Total Quote price: \$54,654

Thanks for allowing me the opportunity to earn your business.

Sincerely,

Mickey Breau

Inventory Manager

603-226-8526

mbreau@grappone.com

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Prepared by: Mickey Breau
05/26/2021

Grappone Ford | 530 Route 3A Bow New Hampshire | 033043104

2022 F-350 Chassis 4x4 SD Regular Cab 145" WB DRW XL (F3H)

Price Level: 225

As Configured Vehicle

Code	Description	MSRP
Base Vehicle		
F3H	Base Vehicle Price (F3H)	\$40,275.00
Packages		
640A	Order Code 640A <i>Includes:</i> - Engine: 6.2L 2-Valve SOHC EFI NA V8 (Flex-Fuel) - Transmission: TorqShift 10-Speed Automatic 10R140 with neutral idle and selectable drive modes: normal, tow/haul, eco, deep sand/snow and slippery. - GVWR: 14,000 lb Payload Package - Tires: LT245/75R17E BSW PLUS A/S Spare may not be the same as road tire. - Wheels: 17" Argent Painted Steel Hub covers/center ornaments not included. - HD Vinyl 40/20/40 Split Bench Seat Includes center armrest, cupholder, storage and driver's side manual lumbar. - Radio: AM/FM Stereo w/MP3 Player Includes 4 speakers. - SYNC Communications & Entertainment System Includes enhanced voice recognition, 911 Assist, 4.2" LCD center stack screen, AppLink, 1 smart-charging USB port and steering wheel audio controls.	N/C
Powertrain		
996	Engine: 6.2L 2-Valve SOHC EFI NA V8 (Flex-Fuel)	Included
44G	Transmission: TorqShift 10-Speed Automatic 10R140 with neutral idle and selectable drive modes: normal, tow/haul, eco, deep sand/snow and slippery.	Included
X4L	Limited Slip w/4.30 Axle Ratio	\$350.00
STDGV	GVWR: 14,000 lb Payload Package	Included
Wheels & Tires		
TD8	Tires: LT245/75R17E BSW PLUS A/S Spare may not be the same as road tire.	Included
64K	Wheels: 17" Argent Painted Steel Hub covers/center ornaments not included.	Included
512	Spare Tire, Wheel & Jack Required in Rhode Island. <i>Excludes carrier.</i> <i>Includes:</i> - 4-Ton Hydraulic Jack	\$350.00

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Prepared by: Mickey Breau

05/26/2021

Grappone Ford | 530 Route 3A Bow New Hampshire | 033043104

2022 F-350 Chassis 4x4 SD Regular Cab 145" WB DRW XL (F3H)

Price Level: 225

As Configured Vehicle (cont'd)

Code	Description	MSRP
Seats & Seat Trim		
A	HD Vinyl 40/20/40 Split Bench Seat <i>Includes center armrest, cupholder, storage and driver's side manual lumbar.</i>	Included
Other Options		
PAINT	Monotone Paint Application	STD
145WB	145" Wheelbase	STD
STDRD	Radio: AM/FM Stereo w/MP3 Player <i>Includes 4 speakers.</i> <i>Includes:</i> - SYNC Communications & Entertainment System Includes enhanced voice recognition, 911 Assist, 4.2" LCD center stack screen, AppLink, 1 smart-charging USB port and steering wheel audio controls.	Included
61J	4-Ton Hydraulic Jack Required in Rhode Island.	Included
90L	Power Equipment Group <i>Deletes passenger side lock cylinder. Includes upgraded door-trim panel.</i> <i>Includes:</i> - Accessory Delay - Advanced Security Pack Includes SecurLock Passive Anti-Theft System (PATS) and inclination/intrusion sensors. - Folding Trailer Tow Mirrors w/Power Heated Glass Includes manual telescoping, heated convex spotter mirror and integrated clearance lamps/turn signals. - MyKey Includes owner controls feature. - Power Front Side Windows Includes 1-touch up/down driver/passenger window. - Power Locks - Remote Keyless Entry	\$915.00
473	Snow Plow Prep Package <i>Includes pre-selected springs (see order guide supplemental reference for springs/FGAWR of specific vehicle configurations). Note 1: Restrictions apply; see supplemental reference or body builders layout book for details. Note 2: Also allows for the attachment of a winch. Note 3: Highly recommended to add (86M) dual battery on 6.2L and 7.3L gas engines. Adding (67B) 397 amp alternators for diesel engine or (67E) 240 amp alternators for 6.2L gas engine is highly recommended for max output.</i>	\$250.00
86M	Dual 78 AH Battery	\$210.00
67E	240 Amp Alternator	\$85.00
63A	Utility Lighting System <i>Includes LED side-mirror spotlights.</i>	\$160.00
52B	Trailer Brake Controller <i>Includes smart trailer tow connector. Verified to be compatible with electronic actuated drum brakes only.</i>	\$270.00

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Prepared by: Mickey Breau
05/26/2021

Grappone Ford | 530 Route 3A Bow New Hampshire | 033043104

2022 F-350 Chassis 4x4 SD Regular Cab 145" WB DRW XL (F3H)

Price Level: 225

As Configured Vehicle (cont'd)

Code	Description	MSRP
18B	Platform Running Boards	\$320.00
59H	Center High-Mounted Stop Lamp (CHMSL)	N/C
872	Rear View Camera & Prep Kit <i>Pre-installed content includes cab wiring and frame wiring to the rear most cross member. Upfitters kit includes camera with mounting bracket, 20' jumper wire and camera mounting/wiring instructions.</i>	\$415.00
153	Front License Plate Bracket Standard in states requiring 2 license plates and optional to all others.	N/A
43B	Fixed Rear-Window w/Defrost	\$60.00
924	Privacy Glass	\$30.00
76S	Remote Start System	\$250.00
76C	Exterior Backup Alarm (Pre-Installed)	\$140.00
61S	Front Splash Guards/Mud Flaps (Pre-Installed)	\$75.00

Fleet Options

942	Daytime Running Lamps (DRL) (LPO) Requires valid FIN code. <i>The non-controllable 942 Daytime Running Lamps (DRL) replace the standard Daytime Running Lamps (DRL) on/off cluster controllable.</i>	\$45.00
-----	--	---------

Emissions

425	50-State Emissions System	STD
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Interior Color

AS_01	Medium Earth Gray	N/C
-------	-------------------	-----

Exterior Color

Z1_01	Oxford White	N/C
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SUBTOTAL	\$44,200.00
Destination Charge	\$1,695.00

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Prepared by: Mickey Breau
05/26/2021

Grappone Ford | 530 Route 3A Bow New Hampshire | 033043104

2022 F-350 Chassis 4x4 SD Regular Cab 145" WB DRW XL (F3H)

Price Level: 225

As Configured Vehicle (cont'd)

Code	Description	MSRP
TOTAL		\$45,895.00

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Prepared by: Mickey Breau
05/26/2021

Grappone Ford | 530 Route 3A Bow New Hampshire | 033043104

2022 F-350 Chassis 4x4 SD Regular Cab 145" WB DRW XL (F3H)

Price Level: 225

Selected Equip & Specs

Dimensions

- Exterior length: 230.7"
- Exterior width: 80.0"
- Wheelbase: 145.0"
- Rear track: 71.1"
- Rear tire outside width: 92.2"
- Front legroom: 43.9"
- Front hiproom: 62.5"
- Passenger volume: 64.6cu.ft.
- Maximum cargo volume: 11.6cu.ft.
- Cab to axle: 60.0"
- Exterior height: 81.0"
- Front track: 68.3"
- Turning radius: 24.3'
- Min ground clearance: 7.8"
- Front headroom: 40.8"
- Front shoulder room: 66.7"
- Cargo volume: 11.6cu.ft.

Powertrain

- 385hp 6.2L SOHC 16 valve V-8 engine with variable valve control, SMPI
- federal
- Part-time
- Fuel Economy City: N/A
- Recommended fuel : regular unleaded
- TorqShift 10 speed automatic transmission with overdrive
- **Limited slip differential**
- Fuel Economy Highway: N/A

Suspension/Handling

- Front Mono-beam non-independent suspension with anti-roll bar, HD shocks
- Firm ride Suspension
- Front and rear 17 x 6.5 argnt steel wheels
- Dual rear wheels
- Rear DANA M300 rigid axle leaf spring suspension with anti-roll bar, HD shocks
- Hydraulic power-assist re-circulating ball Steering
- LT245/75SR17 EBSW AS front and rear tires

Body Exterior

- 2 doors
- **Turn signal indicator in mirrors**
- Black bumpers
- Trailer harness
- Front and rear 17 x 6.5 wheels
- **Driver and passenger power remote heated, manual folding door mirrors with turn signal indicator**
- Black door mirrors
- **Side steps**
- Clearcoat paint
- 2 front tow hook(s)

Convenience

- Manual air conditioning with air filter
- **Driver and passenger 1-touch up**
- **Remote power door locks with 2 stage unlock and illuminated entry**
- Manual telescopic steering wheel
- **Power front windows**
- **Driver and passenger 1-touch down**
- Manual tilt steering wheel
- Day-night rearview mirror

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05/26/2021

Grappone Ford | 530 Route 3A Bow New Hampshire | 033043104

2022 F-350 Chassis 4x4 SD Regular Cab 145" WB DRW XL (F3H)

Price Level: 225

Selected Equip & Specs (cont'd)

- FordPass Connect 4G internet access
- Wireless phone connectivity
- 2 1st row LCD monitors
- Passenger visor mirror
- Upfitter switches
- 911 Assist emergency SOS
- AppLink smart device integration
- Front cupholders
- * **Driver and passenger door bins**

Seats and Trim

- Seating capacity of 3
- 4-way driver seat adjustment
- 4-way passenger seat adjustment
- Front 40-20-40 split-bench seat
- Manual driver lumbar support
- Centre front armrest with storage

Entertainment Features

- AM/FM stereo radio
- Steering wheel mounted radio controls
- Streaming audio
- SYNC external memory control
- 4 speakers
- Fixed antenna

Lighting, Visibility and Instrumentation

- Halogen aero-composite headlights
- Auto on/off headlights
- * **Rear window defroster**
- Front reading lights
- Oil pressure gauge
- Outside temperature display
- Low tire pressure warning
- Trip odometer
- Delay-off headlights
- Variable intermittent front windshield wipers
- * **Deep tinted windows**
- Tachometer
- Compass
- * **Camera(s) - rear**
- Trip computer

Safety and Security

- 4-wheel ABS brakes
- 4-wheel disc brakes
- Dual front impact airbag supplemental restraint system with passenger cancel
- Safety Canopy System curtain 1st row overhead airbag supplemental restraint system
- * **Power remote door locks with 2 stage unlock and panic alarm**
- * **MyKey restricted driving mode**
- Brake assist
- Driveline traction control
- Dual seat mounted side impact airbag supplemental restraint system
- * **Remote activated perimeter/approach lighting**
- * **Security system with SecuriLock immobilizer**
- Manually adjustable front head restraints

Dimensions

General Weights

* Curb	6,632 lbs.	GVWR	14,000 lbs.
Payload	7,550 lbs.		

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05/26/2021

Grappono Ford | 530 Route 3A Bow New Hampshire | 033043104

2022 F-350 Chassis 4x4 SD Regular Cab 145" WB DRW XL (F3H)

Price Level: 225

Selected Equip & Specs (cont'd)

Front Weights

* Front GAWR	5,990 lbs.	* Front curb weight	3,776 lbs.
Front axle capacity	6,000 lbs.	* Front spring rating	5,990 lbs.
Front tire/wheel capacity	5,820 lbs.		

Rear Weights

Rear GAWR	10,040 lbs.	* Rear curb weight	2,857 lbs.
Rear axle capacity	10,400 lbs.	Rear spring rating	10,040 lbs.
Rear tire/wheel capacity	11,640 lbs.		

Trailering Type

Harness	Yes	* Brake controller	Yes
Trailer sway control	Yes		

General Trailering

* 5th-wheel towing capacity	16100 lbs.	* Gooseneck towing capacity	16100 lbs.
* Towing capacity	16100 lbs.	* GCWR	23500 lbs.

Fuel Tank type

Capacity	40 gal.
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Off Road

Min ground clearance	8 "
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Interior cargo

Cargo volume	11.6 cu.ft.	Maximum cargo volume	11.6 cu.ft.
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Rear Frame

Height loaded	29 "	Height unloaded	34 "
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Powertrain

Engine Type

Block material	Iron	Cylinders	V-8
Head material	Aluminum	Ignition	Spark
Injection	Sequential MPI	Liters	6.2L
Orientation	Longitudinal	Recommended fuel	Regular unleaded
Valves per cylinder	2	Valvetrain	SOHC
Variable valve control	Yes		

Engine Spec

Bore	4.02"	Compression ratio	9.8:1
Displacement	379 cu.in.	Stroke	3.74"

Engine Power

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05/26/2021

Grappone Ford | 530 Route 3A Bow New Hampshire | 033043104

2022 F-350 Chassis 4x4 SD Regular Cab 145" WB DRW XL (F3H)

Price Level: 225

Selected Equip & Specs (cont'd)

SAEJ1349 AUG2004 compliant	Yes	Output	385 HP @ 5,750 RPM
Torque	430 ft.-lb @ 3,800 RPM		
<i>Alternator</i>			
Type	HD	* Amps	240
<i>Battery</i>			
* Amp hours	78	* Cold cranking amps	750
Run down protection	Yes	* Type	Dual
<i>Transmission</i>			
Electronic control	Yes	Lock-up	Yes
Overdrive	Yes	Speed	10
Type	Automatic		
<i>Transmission Gear Ratios</i>			
1st	4.696	2nd	2.985
3rd	2.146	4th	1.769
5th	1.52	6th	1.275
7th	1	8th	0.854
9th	0.689	10th	0.616
Reverse Gear ratios	4.866		
<i>Transmission Extras</i>			
Driver selectable mode	Yes	Sequential shift control	SelectShift
Oil cooler	Regular duty		
<i>Drive Type</i>			
4wd type	Part-time	Type	Four-wheel
<i>Drive Feature</i>			
* Limited slip differential	Mechanical	Traction control	Driveline
Locking hub control	Auto	Transfer case shift	Electronic
<i>Drive Axle</i>			
* Ratio	4.3		
<i>Exhaust</i>			
Material	Stainless steel	System type	Single
<i>Emissions</i>			
CARB	Federal		
<i>Fuel Economy</i>			
Fuel type	Gasoline		

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05/26/2021

Grappone Ford | 530 Route 3A Bow New Hampshire | 033043104

2022 F-350 Chassis 4x4 SD Regular Cab 145" WB DRW XL (F3H)

Price Level: 225

Selected Equip & Specs (cont'd)

Driveability

Brakes

ABS 4-wheel
Type 4-wheel disc
ABS channels 3
Vented discs Front and rear

Brake Assistance

Brake assist Yes

Suspension Control

Ride Firm

Front Suspension

Independence Mono-beam non-independent
Anti-roll bar Regular

Front Spring

Type Coil
* Grade HD

Front Shocks

Type HD

Rear Suspension

Independence DANA M300 rigid axle
Anti-roll bar Regular
Type Leaf

Rear Spring

Type Leaf
Grade HD

Rear Shocks

Type HD

Steering

Activation Hydraulic power-assist
Type Re-circulating ball

Steering Specs

of wheels 2

Exterior

Front Wheels

Diameter 17" Width 6.50"

Rear Wheels

Diameter 17" Width 6.50"
Dual Yes

Spare Wheels

* Wheel material Steel

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05/26/2021

Grappone Ford | 530 Route 3A Bow New Hampshire | 033043104

2022 F-350 Chassis 4x4 SD Regular Cab 145" WB DRW XL (F3H)

Price Level: 225

Selected Equip & Specs (cont'd)

Front and Rear Wheels

Appearance Argent Material Steel

Front Tires

Aspect 75 Diameter 17"
Sidewalls BSW Speed S
Tread AS Type LT
Width 245mm LT load rating E
RPM 645

Rear Tires

Aspect 75 Diameter 17"
Sidewalls BSW Speed S
Tread AS Type LT
Width 245mm LT load rating E
RPM 645

Spare Tire

* Mount Frame mounted * Type Full-size

Wheels

Front track 68.3" Rear track 71.1"
Turning radius 24.3' Wheelbase 145.0"
Rear tire outside width 92.2"

Body Features

* Front license plate bracket Yes * Front splash guards Yes
Body material Aluminum Side impact beams Yes
* Side steps Yes Front tow hook(s) 2

Body Doors

Door count 2

Exterior Dimensions

Length 230.7" Body width 80.0"
Body height 81.0" Cab to axle 60.0"
Axle to end of frame 47.2" Frame section modulus 12.7cu.in.
Frame yield strength (psi) 50000.0 Frame rail width 34.1"
Front bumper to front axle 38.3" Cab to end of frame 107.2"
Front bumper to back of cab 123.7"

Safety

Airbags

Driver front-impact Yes Driver side-impact Seat mounted

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05/26/2021

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2022 F-350 Chassis 4x4 SD Regular Cab 145" WB DRW XL (F3H)

Price Level: 225

Selected Equip & Specs (cont'd)

Overhead Safety Canopy System curtain 1st row	Passenger front-impact	Cancellable
Passenger side-impact	Seat mounted	
Seatbelt		
Height adjustable	Front	
Security		
* Immobilizer	SecuriLock	* Panic alarm
* Restricted driving mode	MyKey	Yes

Seating

Passenger Capacity		
Capacity	3	
Front Seats		
Split	40-20-40	Type
		Split-bench
Driver Seat		
Fore/aft	Manual	Reclining
Way direction control	4	Lumbar support
		Manual
Passenger seat		
Fore/aft	Manual	Reclining
Way direction control	4	Manual
Front Head Restraint		
Control	Manual	Type
		Adjustable
Front Armrest		
Centre	Yes	Storage
		Yes
Front Seat Trim		
Material	Vinyl	Back material
		Vinyl

Convenience

AC And Heat Type		
Air conditioning	Manual	Air filter
		Yes
Audio System		
Radio	AM/FM stereo	Radio grade
Seek-scan	Yes	External memory control
		Regular SYNC
Audio Speakers		
Speaker type	Regular	Speakers
		4

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Prepared by: Mickey Breau
05/26/2021

Grappone Ford | 530 Route 3A Bow New Hampshire | 033043104

2022 F-350 Chassis 4x4 SD Regular Cab 145" WB DRW XL (F3H)

Price Level: 225

Selected Equip & Specs (cont'd)

Audio Controls

Steering wheel controls	Yes	Voice activation	Yes
Streaming audio	Bluetooth yes		

Audio Antenna

Type Fixed

LCD Monitors

1st row	2	Primary monitor size (inches)	4.2
---------------	---	-------------------------------------	-----

Convenience Features

* Retained accessory power	Yes	12V DC power outlet	3
Emergency SOS	911 Assist	Wireless phone connectivity	Bluetooth
* Back-up alarm	Yes	Smart device integration	App link
Upfitter switches	Yes		

Door Lock Activation

* Type	Power with 2 stage unlock	* Remote	Keyfob (all doors)
* Integrated key/remote	Yes		

Door Locks Extra FOB Controls

* Remote engine start Keyfob and smart device

Instrumentation Type

Appearance Analog

Instrumentation Gauges

Tachometer	Yes	Oil pressure	Yes
Engine temperature	Yes	Transmission fluid temp	Yes
Engine hour meter	Yes		

Instrumentation Warnings

Oil pressure	Yes	Engine temperature	Yes
Battery	Yes	Lights on	Yes
Key	Yes	Low fuel	Yes
Door ajar	Yes	Service interval	Yes
Brake fluid	Yes	Low tire pressure	Yes

Instrumentation Displays

Clock	In-radio display	Compass	Yes
Exterior temp	Yes	Systems monitor	Yes
* Camera(s) - rear	Yes		

Instrumentation Feature

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Prepared by: Mickey Breau
05/26/2021

Grappone Ford | 530 Route 3A Bow New Hampshire | 333043104

2022 F-350 Chassis 4x4 SD Regular Cab 145" WB DRW XL (F3H)

Price Level: 225

Selected Equip & Specs (cont'd)

Trip computer.....	Yes	Trip odometer.....	Yes
Steering Wheel Type			
Material.....	Urethane	Tilting.....	Manual
Telescoping.....	Manual		
Front Side Windows			
* Window 1st row activation.....	Power		
Window Features			
* 1-touch down.....	Driver and passenger	* 1-touch up.....	Driver and passenger
* Tinted.....	Deep		
Front Windshield			
Wiper.....	Variable intermittent		
Rear Windshield			
* Defroster.....	Yes	Window.....	Fixed

Interior

Passenger Visor			
Mirror.....	Yes		
Rear View Mirror			
Day-night.....	Yes		
Headliner			
Coverage.....	Full	Material.....	Cloth
Floor Trim			
Coverage.....	Full	Covering.....	Vinyl/rubber
Trim Feature			
Gear shifter material.....	Urethane	Interior accents.....	Chrome
Lighting			
Dome light type.....	Fade	Front reading.....	Yes
* Illuminated entry.....	Yes	Variable IP lighting.....	Yes
Storage			
* Driver door bin.....	Yes	Front Beverage holder(s).....	Yes
Glove box.....	Locking	* Passenger door bin.....	Yes
Illuminated.....	Yes	Instrument panel.....	Covered bin
Dashboard.....	Yes		

Legroom

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Prepared by: Mickey Breau
05/26/2021

Grappone Ford | 530 Route 3A Bow New Hampshire | 033043104

2022 F-350 Chassis 4x4 SD Regular Cab 145" WB DRW XL (F3H)

Price Level: 225

Selected Equip & Specs (cont'd)

Front.....	43.9"
<i>Headroom</i>	
Front.....	40.8"
<i>Hip Room</i>	
Front.....	62.5"
<i>Shoulder Room</i>	
Front.....	66.7"
<i>Interior Volume</i>	
Passenger volume	64.6 cu.ft.

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



NEW HAMPSHIRE
554 Maple Street
Hopkinton, NH 03229
P: (603) 225-9576
F: (603) 228-6246

Sales Quote

IMPORTANT: All invoices are due and payable in U.S. Dollars in Guadalupe County, Texas, or where indicated below. No goods to be returned without our written permission. Goods must be returned transportation charges pre-paid. A handling charge will be made on all returned goods.
LATE CHARGE: A late charge of 1.5% of any past due balance of the dealers account as of the last day of the month will be billed as of the 15th day of the following month if payment has not been received by that date.

CUSTOMER NO	825367	TERRITORY	393	PAGE 1 of 1
ORDER DATE	05/06/2021	CUSTOMER PO	79328KAULBACH	
QUOTE DATE	05/25/2021	SHIPPED VIA		
SALES ORDER	6076128 - SQ	FREIGHT TERMS	EXW- CUSTOMER FRT ACCOUNT	
		EX2	DIRECT BILL TRANSFER AT ORIGIN	
PAYMENT TERMS	Net 30 Days from Invoice Date	CODE	002	
DELIVERY INSTRUCTIONS:				
		REQUESTED SHIP DATE	05/06/2021	

SOLD TO:
TOWN OF HOOKSETT CHP
35 MAIN ST
HOOKSETT NH 03106-1631

SHIP TO:
TOWN OF HOOKSETT CHP
35 MAIN ST
HOOKSETT NH 03106-1631

DESCRIPTION/REMARKS							
Installation of Stahl utility body with Tommy gate lift gate on 2022 F-350 dually cab and chassis							
<ul style="list-style-type: none"> -Stahl Model CST110VVD-52.5 Challenger ST II Body -Headache Rack for Ford, installed -Recessed Circle Embossed Bumper 95" -LED S/T/T Surface-mounted Bumper/End-panel Light Kit, -Aluminum fuel fill scoop installed on Street-side at rear -Powder Coat Universal White 							
<ul style="list-style-type: none"> -Tommy gate G2 Series steel frame - 1,600 lb lifting capacity - 1 piece steel treadplate lifting platform with 27" loading depth plus 4" taper - Dual Hydraulic lift cylinders, all critical components are factory enclosed in the main frame of the gate to protect from elements. - Integrated flow control valve prevents uncontrolled platform descent. -Curb-side Fixed Control: Timer deactivates 90 seconds after last operation (helps prevent unauthorized use). Pressure Relief Valve: Prevents operator from overloading the platform. -Ingersoll Rand Gas powered air compressor, 14hp 30 gallon horizontal tank, 24 CFM @ 175PSI 24.3 CFM @ 90PSI, Kohler engine w/electric start -Fisher push plates and wiring harness for 3 - plug plow. Includes hand held controller. 							
\$18,749.00 installed							
1 year HPF warranty on installation. 1 year limited warranty on Tommy Gate, 5 year limited warranty on Stahl Body.							
ITEM NUMBER	BRANCH	DESCRIPTION	PICK SLIP#/ LOT/SERIAL	QUANTITY SHIPPED	LIST PRICE	DISC%	EXTENDED AMOUNT
BODYHPF	9958	TRUCK BODY QUOTE		1	18,749.00	0	18,749.00

R E M A R K S	NET DUE	CASH DISC.	IF PAID BY	SUB-TOTAL	18,749.00
	18,749.00	0.00	06/24/2021	FREIGHT & HANDLING	0.00
				SALES TAX	0.00
				TOTAL(USD)	18,749.00
				PREPAID AMOUNT	

IMPORTANT: Alamo Group or affiliates (Alamo Group) shall not be liable to any person for any claim for injuries or damages which claim for injuries or damages arises out of or which results from the repair of this product by a person or firm other than Alamo Group. Repair parts are intended for use only on equipment manufactured or sold by Alamo Group.

Town Council STAFF REPORT



To: Town Council
Title: ADA Restrooms for Donati Park
Meeting: Town Council - 23 Jun 2021
Department: Public Works
Staff Contact: Earl Labonte, Director of Public Works

BACKGROUND INFORMATION:

There has been discussion for many years concerning public restrooms in or near Donati Park. Twice over the past three years the department had issued Request for Proposals (RFP) to add as part of a Recreation Division upgrade to the Parks Maintenance Garage. Both times the proposals exceeded projected costs and were dropped. Earlier this year we also released an RFP to install a drop-in handicapped restroom, the result was one proposal that again exceeded available funding. Since then we located a Sourcewell approved vendor and have a viable proposal.

Currently, there are no year-round restroom facilities in the park area. The Parks and Recreation Division has rented a handicapped port-a-potty for the spring, summer and early fall to be used near the playground. There are two closet-sized rooms equipped with a toilet and sink in each of the field houses that are seasonally opened by the parks crew during working hours Monday through Friday, and may be opened by the HYAA team coaches when they are using the fields during other hours.

CXT Precast Concrete Products produces structures similar to our needs. We have reviewed there products and have selected the one they have named "Kodiak". It is a multi-user structure that would be delivered to our prepare pad. Cost of the structure delivered is \$104,119.00. The town would prepare the pad area and run the utilities (water and sewer connections) in to the pad area. The overhead utilities (electric, cable and telephone) would need to be disconnected prior to the delivery. This would be the perfect time to place these utilities underground. There would be some additional fees (site prep to include gravel utility connection fees) that would come out of the normal operating budget.

FINANCIAL IMPACT:

Funding would come from the following:

Public Recreation Facilities Impact Fees	\$38,059.50
Park and Recreation Facilities Capital Reserve	\$38,059.50
LaMontagne fees from Beaverbrook	\$28,000

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

Approve the purchase of "Kodiak" ADA restrooms for Donati Park from CXT Precast Concrete Products to be funded from (1) Public Recreation Facilities Impact Fees (\$38,059.50), (2) Park and Recreation Facilities Capital Reserve (\$38,059.50), and LaMontagne fees from Beaverbrook (\$28,000).

SUGGESTED MOTION:

Motion to approve the purchase of "Kodiak" ADA restrooms for Donati Park from CXT Precast Concrete Products to be funded from (1) Public Recreation Facilities Impact Fees (\$38,059.50), (2) Park and Recreation Facilities Capital Reserve (\$38,059.50), and LaMontagne fees from Beaverbrook (\$28,000).

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

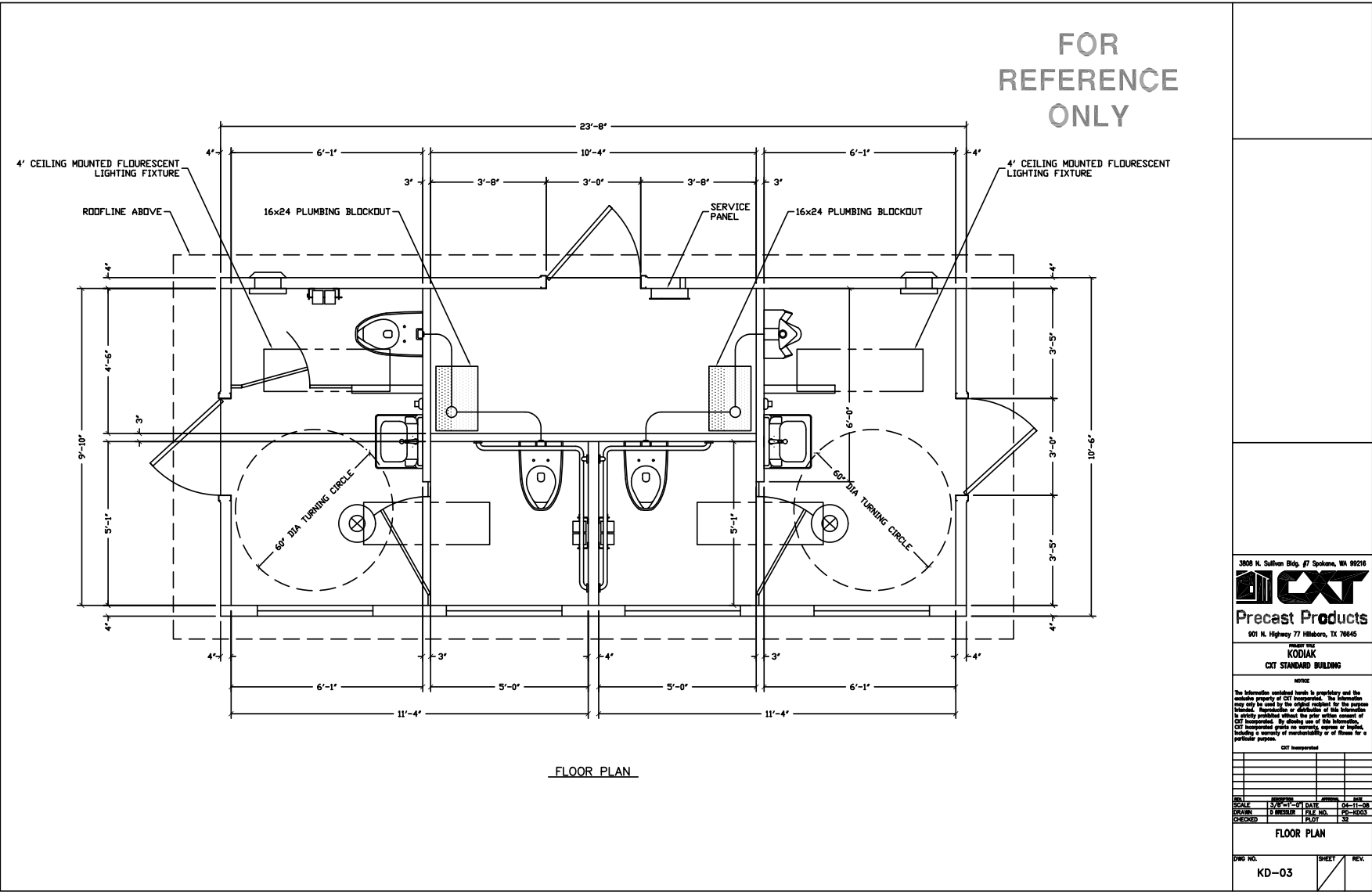
ATTACHMENTS:

[KD-03](#)

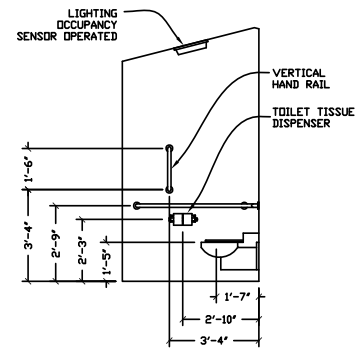
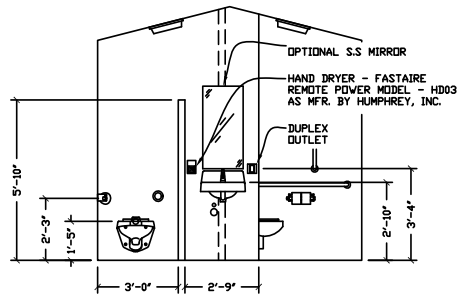
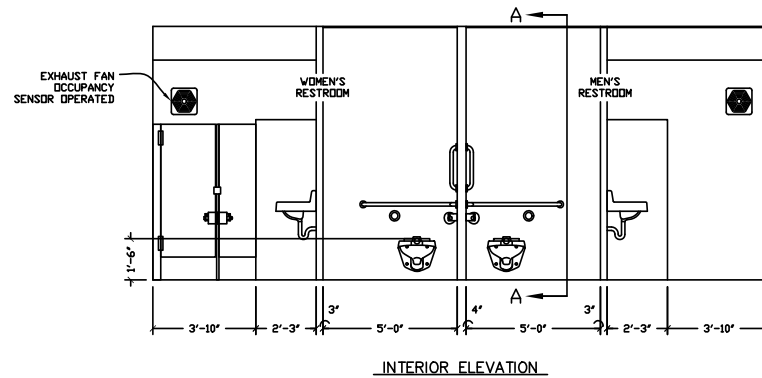
[KD-04](#)

[Hookset_CXT_PriceList_Kodiak-SW2021](#)

[KD-02](#)



FOR
REFERENCE
ONLY



3808 N. Sullivan Bldg. #7 Spokane, WA 99216

 **EXT**

Precast Products

901 N. Highway 77 Hillsboro, TX 76645

KODIAK
CXT STANDARD BUILDING

NOTICE

The information contained herein is proprietary and the exclusive property of CXT Incorporated. The information may only be used by the original recipient for the purpose intended. Reproduction or distribution of this information is strictly prohibited without the prior written consent of CXT Incorporated. By utilizing use of this information, CXT Incorporated grants no warranty, express or implied, including a warranty of merchantability or of fitness for a particular purpose.

CIT Incorporated			

REV.	DESCRIPTION	DATE	BY
SCALE	1/4"=1'-0"	DATE	04-11-08
DRAWN	D. BRESSLER	FILE NO.	PD-KD04
CHECKED		PLOT	48

INTERIOR ELEVATIONS

DWG NO.	SHEET	REV.
KD-04		

ORDERING INFORMATION



CXT® Precast Concrete Products manufactures restroom, shower and concession buildings in multiple designs, textures and colors. The roof and walls are fabricated with high strength precast concrete to meet all local building codes and textured to match local architectural details. All CXT buildings are designed to meet A.D.A. and to withstand heavy snow, high wind and category E seismic loads. All concrete construction also makes the buildings easy to maintain and withstand the rigors of vandalism. The buildings are prefabricated and delivered complete and ready-to-use, including plumbing and electrical where applicable. With thousands of satisfied customers nationwide, CXT is the leader in prefabricated concrete restrooms.

1. ORDERING ADDRESS(ES): CXT Precast Products, Inc., 606 N. Pines Road, Suite 202, Spokane Valley, WA 99206

2. ORDERING PROCEDURES: Fax 509-928-8270

3. PAYMENT ADDRESS(ES): CXT Precast Products, Inc., 6701 E. Flamingo Avenue, Building 300, Nampa, ID 83687

4. WARRANTY PROVISIONS: CXT provides a one (1) year warranty. The warranty is valid only when concrete is used within the specified loadings. Furthermore, said warranty includes only the related material necessary for the construction and fabrication of said concrete components. All other non-concrete components will carry a one (1) year warranty. CXT warrants that all goods sold pursuant hereto will, when delivered, conform to specifications set forth above. Goods shall be deemed accepted and meeting specifications unless notice identifying the nature of any non-conformity is provided to CXT in writing within the specified warranty. CXT, at its option, will repair or replace the goods or issue credit for the customer provided CXT is first given the opportunity to inspect such goods. It is specifically understood that CXT's obligation hereunder is for credit, repair or replacement only, F.O.B. CXT's manufacturing plants, and does not include shipping, handling, installation or other incidental or consequential costs unless otherwise agreed to in writing by CXT.

This warranty shall not apply to:

1. Any goods which have been repaired or altered without CXT's express written consent, in such a way as in the reasonable judgment of CXT, to adversely affect the stability or reliability thereof;

2. To any goods which have been subject to misuse, negligence, acts of God or accidents; or

3. To any goods which have not been installed to manufacturer's specifications and guidelines, improperly maintained, or used outside of the specifications for which such goods were designed.

5. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): All prices subject to the "Conditions of Sale" listed on the CXT quotation form.

Customers are responsible for marking exact location building is to be set; providing clear and level site, free of overhead and/or underground obstructions; and providing site accessible to normal highway trucks and sufficient area for the crane to install and other equipment to perform the contract requirements. Customer shall provide notice in writing of low bridges, roadway width or grade, unimproved roads or any other possible obstacles to access. CXT reserves the right to charge the customer for additional costs incurred for special equipment required to perform delivery and installation. Customers will negotiate installation on a project-by-project basis, which shall be priced as separate line items. For more information regarding installation and truck turning radius guidelines please see our website at <http://www.cxtinc.com>.

In the event delivery of the building/s ordered is/are not completed within 30 days of the agreed to schedule through no fault of CXT, an invoice for the full contract value (excluding shipping and installation costs) will be submitted for payment. Delivery and installation charges will be invoiced at the time of delivery and installation.

Should the delivery and installation costs increase due to changes in the delivery period, this increase will be added to the price originally quoted, and will be subject to the contract payment terms.

In the event that the delivery is delayed more than 90 days after the agreed to schedule and through no fault of CXT, then in addition to the remedies above, a storage fee of 1-½% of contract price per month or any part of any month will be charged.

****Customer is responsible for all local permits and fees.**

6. DELIVERY CHARGE: All prices F.O.B. origin prepaid and added to invoice. CXT operates three (3) manufacturing plants in the United States and will deliver from the closest location on our carriers.

7. PAYMENT TERMS: Payment to CXT by the purchaser shall be made net 30 days after submission of the invoice to the purchaser on approved credit. Interest at a rate equal to the lower of (i) the highest rate permitted by law; or (ii) 1.5% per month will be charged monthly on all unpaid invoices beginning with the 35th day (includes five (5) day grace period) from the date of the invoice. Under no circumstance can retention be taken. If CXT initiates legal proceeding to collect any unpaid amount, purchaser shall be liable for all of CXT's costs, expenses and attorneys' fees and costs of any appeal.

8. LIMITATION OF REMEDIES: In the event of any breach of any obligations hereunder; breach of any warranty regarding the goods, or any negligent act or omission of any party, the parties agree to submit all claims to binding arbitration. Any settlement reached shall include all reasonable costs including attorney fees. In no event shall CXT be subject to or liable for any incidental or consequential damages. Without limitation on the foregoing, in no event shall CXT be liable for damages in excess of the purchase price of the goods herein offered.

9. DELIVERY INFORMATION: All prices F.O.B. origin prepaid and added to invoice. CXT operates three (3) manufacturing plants in the United States and will deliver from the closest location on our carriers. Use the information below to determine the origin:

• F.O.B. 6701 E. Flamingo Avenue, Building 300, Nampa, ID 83687 applies to: AK, CA, HI, ID, MT, ND, NV, OR, SD, UT, WA, WY.

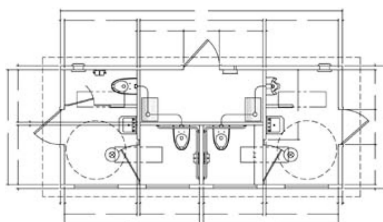
• F.O.B. 901 North Highway 77, Hillsboro, TX 76645 applies to AR, AZ, CO, IA, KS, LA, MN, MO, MS, NE, NM, OK, TX.

• F.O.B. 362 Waverly Road, Williamstown, WV 26183 applies to AL, CT, DE, FL, GA, IL, IN, KY, MA, MD, ME, MI, NC, NH, NJ, NY, OH, PA, PR, RI, SC, TN, VA, VT, WI, WV.

• Prices exclude all federal/state/local taxes. Tax will be charged where applicable if customer is unable to provide proof of exemption.

2020 Terms

Kodiak



Kodiak with chase restroom building. Standard features include simulated barnwood texture walls, simulated cedar shake textured roof, vitreous china fixtures, 4-gallon water heater, interior and exterior lights, off loaded, and set up at site.

Base Price

Kodiak 10' 6" x 23' 8"

Price
per unit

Click to
select

Added Cost Options:

Final Connection to Utilities (per section)

\$

per
section

Optional Wall Texture- choose one

Split Face Block (\$3,500)

Struck Trowel (\$3,500)

Stone (\$5,000)

Optional Roof Texture -choose one

Delta Rib

\$

Insulation and Heaters (per section)

Qty:

\$

Vitreous Urinal (each)

Qty:

\$

Stainless Steel Urinal (each)

Qty:

\$

Stainless Steel Water Closet (each)

Qty:

\$

Stainless Steel Lavatory (each)

Qty:

\$

Electric Hand Dryer (each)

Qty:

\$

Electronic Flush Valves (each)

Qty:

\$

Electronic Lavatory Faucets (each)

Qty:

\$

Electronic Urinal Valve (each)

Qty:

\$

Exterior Mounted ADA Drinking Fountain w/Cane Skirt (each)

Qty:

\$

Optional Door Closure (each)

Qty:

\$

Skylight in Restroom (each)

Qty:

\$

Marine Grade Skylight in Restroom (each)

Qty:

\$

Marine Package for Extra Corrosion Resistance (per section)

Qty:

\$

Tile Floor in Restroom (per section)

Qty:

\$

Fiberglass Entry and Chase Doors and Frames

Qty:

\$

2K Anti-Graffiti Coating (per section)

Qty:

\$

Timed Electric Lock System (2 doors - does not include chase door)

Qty:

\$

Exterior Frostproof Hose Bib with Box (each)

Qty:

\$

Paper Towel Dispenser (each)

Qty:

\$

Toilet Seat Cover Dispenser (each)

Qty:

\$

Sanitary Napkin Disposal (each)

Qty:

\$

Baby Changing Station (each)

Qty:

\$

CXT Wastebasket (each)

Qty:

\$

Total Cost of Selected Accessories from Accessories Price List:

\$

Engineering and State Fees:

\$

Estimated One-Way Transportation Costs to Site (quote):

\$

Custom Options:

\$

Total Cost per Unit Placed at Job Site:
(excludes all taxes)

\$

Estimated monthly payment on 5 year lease

This price quote is good for 60 days from date below, and is accurate and complete.

CXT Sales Representative

Date



I accept this quote. Please process this order.

Company Name

Customer

Date

OPTIONS

Exterior Color Options:

(For single color mark an X or for two tone combinations use W = Walls / R = Roof.)

<input type="checkbox"/> Amber Rose	<input type="checkbox"/> Liberty Tan	<input type="checkbox"/> Berry Mauve	<input type="checkbox"/> Sage Green
<input type="checkbox"/> Toasted Almond	<input type="checkbox"/> Oatmeal Buff	<input type="checkbox"/> Buckskin	<input type="checkbox"/> Rosewood
<input type="checkbox"/> Sun Bronze	<input type="checkbox"/> Golden Beige	<input type="checkbox"/> Mocha Carmel	<input type="checkbox"/> Malibu Taupe
<input type="checkbox"/> Sand Beige	<input type="checkbox"/> Natural Honey	<input type="checkbox"/> Salsa Red	<input type="checkbox"/> Java Brown
<input type="checkbox"/> Pueblo Gold	<input type="checkbox"/> Cappuccino Cream	<input type="checkbox"/> Coca Milk	<input type="checkbox"/> Raven Black
<input type="checkbox"/> Granite Rock	<input type="checkbox"/> Georgia Brick	<input type="checkbox"/> Western Wheat	<input type="checkbox"/> Nuss Brown
<input type="checkbox"/> Rich Earth	<input type="checkbox"/> Charcoal Grey	<input type="checkbox"/> Hunter Green	<input type="checkbox"/> Evergreen
Special roof color	# _____		
Special wall color	# _____		
Special trim color	# _____		

(Sage green, hunter and evergreen colors are not available in colored through concrete.)

Rock Color Options:

Basalt	Mountain Blend	Natural Grey	Romana
--------	----------------	--------------	--------

Roof Texture Options:

Cedar Shake	Ribbed Metal
-------------	--------------

Wall Texture Options:

(For single texture mark an X or for different top and bottom textures use T = Top / B = Bottom.)

Barnwood	Horizontal Lap	Napa Valley Rock	} Can only be used as bottom texture.
Split Face Block	Board & Batt	River Rock	
Stucco/Skip Trowel	Brick	Flagstone	

(Textures not included in CXT's quote are additional cost.)

Door Opener Options:

Non-locking ADA Handle	Pull Handle/Push Plate
Privacy ADA Latch	Pull Handle/Push Plate w/Slide Lock

Deadbolt Options:

CXT Supplied	Customer Supplied: _____
	Type & Part Number

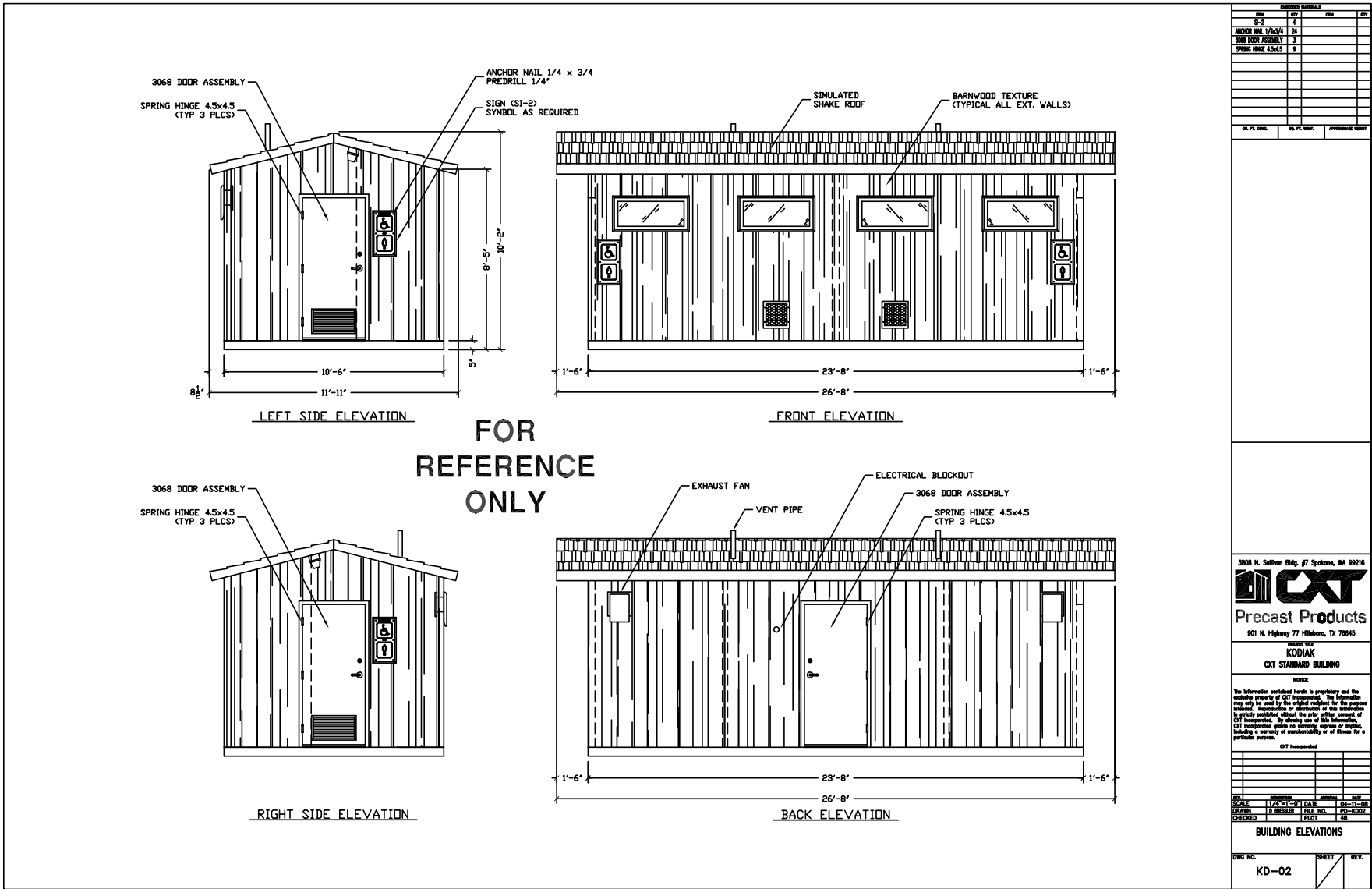
Accessible Signage Options:

Men	Women	Unisex
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Paper Holder Options:

2-Roll Stainless Steel	3-Roll Stainless Steel
------------------------	------------------------

Notes:



Town Council

STAFF REPORT



To: Town Council
Title: Safety Manual Update
Meeting: Town Council - 23 Jun 2021
Department: Public Works
Staff Contact: Earl Labonte, Director of Public Works

BACKGROUND INFORMATION:

The Safety Manual was last updated on June 26, 2019. A review of the Safety Manual is needed at this time for the proposed updates as recommended by Primex, the Town's Workers' Compensation & Property/Liability Insurance carrier:

1403.04 Accident Reporting Requirements for Fatality & Serious Injury – the current policy you have contains obsolete information including phone numbers that have changed. You should insert the following:

(a) Within 8 hours after its occurrence, the employer shall report an employment accident which is fatal to one or more employees to the commissioner of labor. Notification may be given by telephone by calling (603) 271-0127 or 271-6850 or via e-mail at SafetyDiv@dol.nh.gov.

(b) The reporter shall include the following information:

- (1) Date and time of fatality;
- (2) Location of fatality;
- (3) Cause of death; and
- (4) Place where the body of the deceased person was sent.

(c) Within 24 hours after the occurrence of a workplace injury which necessitates hospitalization for a serious injury for one or more employees, the employer shall report the employment accident to the commissioner of labor. Notification may be given by telephone by calling (603) 271-0127 or 271-6850 or via email to SafetyDiv@dol.nh.gov.

(d) The reporter shall include the following information;

- (1) Date of injury;
- (2) Time of injury;
- (3) Cause of the injury;
- (4) Place where the injured person was sent for medical evaluation or treatment; and
- (5) Place where the injured person was hospitalized.

Sections 401 and 700 of the Safety Manual should also be amended to mirror the above as well.

Addition of Workplace Violence Policy (see attachment).

FINANCIAL IMPACT:

None.

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

Approve recommended changes to the Safety Manual.

SUGGESTED MOTION:

Motion to approve changes to the Safety Manual as recommended by Primex.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Workplace Violence Policy](#)

[Safety Manual Table of Contents](#)

[Safety Manual Cover](#)

[Statement of Commitment - TC](#)

Workplace Violence Procedure

PURPOSE:

The Town of Hooksett maintains a zero-tolerance standard of violence in the workplace. The purpose of this policy is to provide Town's employees, volunteers and public, a guidance that will maintain an environment at and within town property and events that is free of violence and the threat of violence.

POLICY:

Violent behavior of any kind or threats of violence, either implied or direct, is prohibited, in Town of Hooksett facilities and at town sponsored events. Such conduct by a town employee will not be tolerated. An employee who exhibits violent behavior may be subject to criminal prosecution and shall be subject to disciplinary action up to and including dismissal. Violent threats or actions by a non-employee may result in criminal prosecution. The Town of Hooksett will investigate all complaints filed and will also investigate any possible violation of this policy of which we are made aware. Retaliation against a person who makes a complaint regarding violent behavior or threats of violence made to him/her is also prohibited.

DEFINITIONS:

Workplace Violence: Behavior in which an employee, former employee, volunteer or visitor to a facility inflicts or threatens to inflict damage to property, serious harm, injury or death to others at the workplace.

Threat: The implication or expression of intent to inflict physical harm or actions that a reasonable person would interpret as a threat to physical safety or property.

Intimidation: Making others afraid or fearful through threatening behavior.

Zero-tolerance: A standard that establishes that any behavior, implied or actual, that violates the policy will not be tolerated.

Court Order: An order by a Court that specifies and/or restricts the behavior of an individual. Court Orders may be issued in matters involving domestic violence, stalking or harassment, among other types of protective orders, including Temporary Restraining Orders.

PROHIBITED BEHAVIOR:

Violence in the workplace may include, but is not limited to the following list of prohibited behaviors directed at or by a co-worker, supervisor or member of the public:

1. Direct threats or physical intimidation.
2. Implications or suggestions of violence.
3. Stalking.
4. Assault of any form.
5. Physical restraint, confinement.
6. Dangerous or threatening horseplay.
7. Loud, disruptive or angry behavior or language that is clearly not part of the typical work environment.

8. Blatant or intentional disregard for the safety or well-being of others.
9. Commission of a violent felony or misdemeanor on town property.
10. Any other act that a reasonable person would perceive as constituting a threat of violence.

Domestic Violence, while often originating in the home, can significantly impact workplace safety and the productivity of victims as well as co-workers. For the purposes of this document, "domestic violence" is defined as abuse committed against an adult or fully emancipated minor. Abuse is the intentional reckless attempt to cause bodily injury, sexual assault, threatening behavior, harassment, or stalking, or making annoying phone calls to a person who is in any of the following relationships:

- Spouse or former spouse;
- Domestic partner or former domestic partner;
- Cohabitant or former cohabitant and or other household members;
- A person with whom the victim is having, or has had, a dating or engagement relationship;
- A person with whom the victim has a child.

The Town of Hooksett recognizes that domestic violence may occur in relationships regardless of the marital status, age, race, or sexual orientation of the parties.

REPORTING ACTS OR THREATS OF VIOLENCE:

An employee who:

1. is the victim of violence, or
2. believes they have been threatened with violence, or
3. witnesses an act or threat of violence towards anyone else shall take the following steps:
 - If an emergency exists and the situation is one of immediate danger, the employee shall contact the local police officials by dialing 9-1-1 and may take whatever emergency steps are available and appropriate to protect himself/herself from immediate harm, such as leaving the area.
 - If the situation is not one of immediate danger, the employee shall report the incident to the appropriate supervisor or manager as soon as possible and complete the Workplace Violence Incident Report Form.

PROCEDURES- FUTURE VIOLENCE:

Employees who have reason to believe they, or others, may be victimized by a violent act sometime in the future, at the workplace or as a direct result of their activities within the town, shall inform their supervisor or officials by immediately completing a Workplace Violence Incident Report Form so appropriate action may be taken. The official shall inform the selectman and the local law enforcement officials.

Employees who have signed and filed a restraining order, temporary or permanent, against an individual due to a potential act of violence, who would be in violation of the order by coming near them, shall immediately supply a copy of the signed order to the selectman. The selectman shall provide copies to the appropriate department and local police.

INCIDENT INVESTIGATION:

Acts of violence or threats will be investigated immediately in order to protect employees and volunteers from danger, unnecessary anxiety concerning their welfare, and the loss of productivity. The department official will

cause to be initiated an investigation into potential violation of work rules/policies. Simultaneously, the Department official will refer the matter to local police for their review of potential violation of civil and/or criminal law.

Procedures for investigating incidents of workplace violence include:

- Visiting the scene of an incident as soon as possible.
- Interviewing injured and threatened employees, volunteers and witnesses.
- Examining the workplace for security risk factors associated with the incident, including any reports of inappropriate behavior by the perpetrator.
- Determining the cause of the incident.
- Taking mitigating action to prevent the incident from recurring. Recording the findings and mitigating actions taken.

In appropriate circumstances, The Town of Hooksett will inform the reporting individual of the results of the investigation. To the extent possible, the Town of Hooksett will maintain the confidentiality of the reporting employee and the investigation but may need to disclose results in appropriate circumstances; for example, in order to protect individual *safety*, the Town of Hooksett will not tolerate retaliation against any employee or volunteer who reports workplace violence.

MITIGATING MEASURES:

Incidents which threaten the security of employees shall be mitigated as soon as possible following their discovery. Mitigating actions include:

- Notification of law enforcement authorities when a potential criminal act has occurred.
- Provision of emergency medical care in the event of any violent act upon an employee.
- Post-event trauma counseling for those employees desiring such assistance.
- Assurance that incidents are handled in accordance with the Workplace Violence Prevention policy.
- Requesting the Town of Hooksett Attorney to file a restraining order as appropriate.

TRAINING AND INSTRUCTION:

The Town of Hooksett Town Council shall be responsible for ensuring that all employees, including supervisors, are provided training and instruction on general workplace security practices. Departments shall be responsible for ensuring that all employees, are provided training and instructions on job specific workplace security practices.

Training and instruction shall be provided as follows:

- To all current employees and volunteers when the policy is first implemented.
- To all newly hired employees elected officials and volunteers, or employees given new job assignments for which specific workplace security training for that job assignment has not previously been provided.
- To affected employees and volunteers, whenever management is made aware of a new or previously unrecognized hazard.

Workplace security training and instruction includes, but is not limited to, the following:

- Preventive measures to reduce the threat of workplace violence, including procedures for reporting

workplace security hazards.

- Methods to diffuse hostile or threatening situations.
- Escape routes.
- Explanation of this Workplace Violence Prevention Policy.

In addition, specific instructions shall be provided to all employees regarding workplace security hazards unique to their job assignment.

Town of Hooksett

WORKPLACE VIOLENCE INCIDENT REPORTING FORM

Date Reported: _____

Name of Person Making Report: _____

Telephone Number: _____

If anonymous, indicate method of notification:

☐ Telephone call ☐ Written document ☐ Other; specify: _____ Name /

Location of the affected department

Name of Alleged Threat Maker/Perpetrator: _____

Relationship to the person reporting:

☐ Employee ☐ Volunteer ☐ Town citizen ☐ Vendor ☐ Contractor

Relationship to Victim/Potential Victim (if any): _____ Name of

Victim/Potential Victim: _____

Additional information or documents may be attached if necessary

When (date) and where (physical location) did alleged threat or act of violence occur?

What events occurred immediately prior to the incident?

What was the specific language of the alleged threat?

Provide specific details of the alleged threat or act of violence:

Describe the conduct and appearance of the Threat Maker / Perpetrator (physically and emotionally):

Names of Witnesses:

Telephone Numbers :

#1

#2

#3

What happened to the Threat Maker/Perpetrator after the incident?

Names of supervisory staff involved and how they responded:

Steps that have been taken to ensure the threat will not be carried out or act of violence repeated:

Was local Law Enforcement notified? ☐ Yes ☐ No

If yes, what action was taken by Law Enforcement?

☐ No action taken ☐ Report written ☐ Suspect escorted from property ☐ Suspect arrested

Name of local Law Enforcement Agency: _____

Suggestions for preventing a similar incident in the future:

Report Prepared by: _____ Date: _____

Job Title: _____ Phone No: _____

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TOWN OF HOOKSETT, NH

SAFETY MANUAL

Adopted by Town of Hooksett:

Original - Town Council May 4, 1995

Amended - Joint Loss Management Committee June 26, 2019

Amended - Town Council June 26, 2019



Town of Hooksett

Town Council

June 23, 2021

Statement of Commitment

The Hooksett Town Council supports the overall goal of providing a safe, accident-free and healthy work place and environment for the employees and residents of the Town of Hooksett.

We, the Hooksett Town Council, adopt the amended Town of Hooksett, NH, Safety Manual, on June 23, 2021

Town of Hooksett Councilors,

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, June 9, 2021**

The Hooksett Town Council met on Wednesday, June 9, 2021, at 5:05 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of 09 Jun 2021 to order at (5:05) pm.

PROOF OF POSTING

Human Resource Coordinator Donna Fitzpatrick provided proof of posting.

ROLL CALL-ATTENDANCE

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

Councilor Roger Duhaime (arrived at 6:29 and left at 8:49)

Councilor Clark Karolian (arrived at 6:34 and left at 8:26)

Councilor John Durand absent

NON-PUBLIC SESSION NH RSA 91-B, C, & E

Chair Sullivan motioned to enter non-public session at 5:07 pm under the provisions of RSA 91-B, C & E. D. Boutin seconded the motion.

(b) The hiring of any person as a public employee.

(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

(e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with anybody or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph.

Roll Call Vote #2

R. Duhaime NP

J Durand NP

C. Jones Aye

R. Lapierre Aye

A. Walczyk Aye

D. Boutin Aye

C. Karolian NP

T. Tsantoulis Aye

J. Sullivan Aye

TC MINUTES

06-09-2021

1

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

48

49 ***Chair Sullivan motioned to leave non- public session and return to public session at 5:46 pm. D.***
50 ***Boutin seconded the motion.***

51

52 ***Roll Call Vote #10***

53 ***C. Karolian NP***

54 ***T. Tsantoulis Aye***

55 ***R. Lapierre Aye***

56 ***C. Jones Aye***

57 ***D. Boutin Aye***

58 ***J. Durand NP***

59 ***A. Walczyk Aye***

60 ***R. Duhaime NP***

61 ***J. Sullivan Aye***

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

63

64 ***Chair Sullivan motioned to seal the minutes of the non-public session. D. Boutin seconded the***
65 ***motion.***

66

67 ***Roll Call #11***

68 ***T. Tsantoulis Aye***

69 ***R. Lapierre Aye***

70 ***J. Durand NP***

71 ***C. Jones Aye***

72 ***C. Karolian NP***

73 ***A. Walczyk Aye***

74 ***R. Duhaime NP***

75 ***D. Boutin Aye***

76 ***J. Sullivan Aye***

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

78

79 **BRIEF RECESS AT 5:46 P.M. – 6:00 P.M**

80

81 **CALL TO ORDER**

82 Chair Sullivan called the public meeting of 09 Jun 2021 to order at (6:00) pm.

83

84 **MOMENT OF SILENCE-** Chair J. Sullivan called for a moment of silence for employee Philip Arnone
85 who lost his wife Barbara recently.

86

87 ***Councilor Timothy Tsantoulis motioned in keeping with CDC and meeting State of NH***
88 ***guidelines for mask mandates motion to effectively immediately cancel the mask mandate in***
89 ***Town building and meetings; motion seconded by Councilor David Boutin.***

90

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

92

93 A. Garron- Tonight I have invited Fire Chief Steven Colburn and Code Enforcement Officer Dana
94 Pendergast here to present to the Council to give a little insight and perspective into the issue.

95

S. Colburn- Other towns have followed suite, vaccines are working. I support the motion made. The intent of the vaccine was to get back to a new normal.

D. Pendergast- CDC recommendations have changed; travel recommendations have changed my recommendation is to follow best practices and follow the State recommendations so we can relieve the mask mandates. Follow the sickness guidelines, those that are sick stay home. Suggest hand sanitizing and allow those who still wish to wear masks to still do so.

A. Garron- From an employee perspective we are at 87% vaccinations of employees.

PLEDGE OF ALLEGIANCE

SPECIAL RECOGNITION

Hooksett Municipal Employee - None

SCHEDULED APPOINTMENTS

Tax Increment Finance (TIF) Advisory Committee & Sewer Commission - Rte 3A Exits 10 & 11 Sewer Infrastructure.

A. Garron- The TIF Committee did have a meeting earlier this week, basically the outcome of our last meeting and what projects do we have going on in the TIF district along Route 3a given that the money has been withdrawn from the sewer commissions. I would like to ask Councilor David Boutin to give the overview.

D. Boutin- One of the issues that the TIF Advisory Board wanted to address is that we are not at full complement of Board members. So tonight, we are going to present the Council with three nominations, and then I am going to make a motion to appoint those three people. We are going to get 1.4 million dollars from the rescue plan from the FEDS. \$700,000 will go to upgrade the treatment Plant at Martin ferry, the funds will not allow us to lay new pipe. The other 700k left over and the Town Administrator felt that we should save that incase an emergency, and I agree with that plan. The planning has been done, the engineering has been done, and the funding has been discussed and that is what we are looking at right now. NHDES also has funds available to municipalities and we should be able to qualify for that as well. We are ahead of the game and are in a good place to move forward.

A. Garron- We are still getting our heads around the allowable uses for the funds available. The recommendation would be to apply it. as you know we applied for the PAOAS grant and did not make it to the final round. We have a great project here and it is 99% engineered. We are going to explore every reliable resource out there to get this project done.

S. Baines- We did not withdraw the money. 1.2 is still going to the project. We thought that the TIF extended across the river and would have encompassed the line from Mounts ferry to the plant. When we discovered it was not in the TIF we have no choice but to take the money out. It is either the TIF pays for it or the sewer commission pays for it, and that is the rate payers. We will still have to pay for the extension of the line.

D. Boutin- I want to point out to the Council that there was discussion started about extended out TIF district on the west side to the east side., and the majority of the TIF Advisory Board is opposed to that. The reason being we have a lot of work to do on the West side. I will pint out that in order to have a TIF district the East side the council would have to approve it and then it would have to go to the voters. But for right now we need to focus on the west side then the east side.

149

150 A. Garron- I have a little problem with regard to being confused about applying funds to the particular
151 project that we had in mind. I want to draw attention to the TIF plan. This was the plan that was
152 approved. The TIF district was expanded in 2018. When we hired Underwood engineering it was to
153 expand the sewer line and bring it up under the Merrimack River and bring it up by the Dam. The initial
154 plan was to work with the City of Manchester, but we collaboratively felt that we should do this
155 ourselves. This whole time the TIF district is as how you see it today; it never crossed the river. That is
156 why I am a little confused as to why the funds are not being taken out of this. That 1.2 million was going
157 to support that TIF and the focus was on here, the TIF District does not cross the river.

158

159 S. Baines- If the TIF district does not cross the river how are you going to spend the \$700k on the pump
160 station. You said that of the 1.4 million 700k was going to upgrade the Martin ferry's pump station. If it is
161 not in the TIF District, how is it going to be upgraded.

162

163 A. Garron- The \$700, 000 was going to be brought back to the council as it is an allocation that the feds
164 are going to be giving through the AARPA plan. The town is in line to get 1.4 million in fund half given
165 this year and half last year. There are other eligible uses for the funds. The council will want to look at
166 all the allowable uses for the funds. The funds do not have to go just for the TIF district it can go
167 towards any aspect of the water & sewer infrastructure.

168

169 D. Boutin- I want to bring attention to the council there was an article in the paper for grant funds
170 managed by DES. We will want to be prepared to proceed with applying for this grant.
171 DES has asked that we apply for the 2.5 million grants.

172

173 J. Sullivan- It seems like there are multiple sources of funding that we are able to apply for to use up
174 before we use up our own funds.

175

176 D. Boutin- Ken please clarify the money.

177

178 K. Conaty- It is federal money that DES has asked us to apply for.

179

180 D. Boutin- How much are you applying for?

181

182 K. Conaty- I am applying for 2.5 million and that will be applied to the forced main that we plan on
183 installing.

184

185 D. Boutin- What about the 1.2 million? Are you giving it back?

186

187 K. Conaty- There is no guarantee that I will get the 2.5.

188

189 S. Baines- if we get the 2.5 million you betcha we will give the 1.2 million back. I am not going to
190 subject the rate payers to put that line in. We were under the impression it was a part of the TIF. And if
191 it is not a part of the TIF then the rate payers are on the hook.

192

193 T. Tsantoulis- Looking at the map in front of me the route 3 map, I do not remember any point in time
194 delineating from the plan. There was no point in time that it came across the river. If we can have th
195 sewer commissioner acknowledge that.

196

197 D. Boutin- Asked Banes if he will commit publicly tonight that if he does receive the 2.5 million would
198 you consider providing the other 1.2 million to the other side. Are you committed to giving 1.2 to the
199 district if you get the 2.5 million?

200

201 S. Baines- I cannot commit to that as I am not the only one to decide that. I will bring it back to the
202 others to vote on.

203

204 J. Sullivan - We will ask them to come back and bring that question to the other sewer commissions.

205

206 **CONSENT AGENDA**

207 **Acceptance of the Consent Agenda**

208
209 ***T. Tsantoulis Motioned the release of 47 Hackett Hill Excavation Bond of \$40,000 to CJM***
210 ***Industries, LLC of \$40,000 for the Grading of the Property. D. Boutin seconded the motion.***

211

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

213

214 **TOWN ADMINISTRATOR'S REPORT**

215

216
217 A. Garron- We already made the motion on the mask mandate; current cases are down to 12. NH is
218 50.7% fully vaccinated and 59.7 % with one dose. The emergency order was extended in May for 14
219 days and ends June 11th. It appears that the governor may allow that to expire, and rumor is that it may
220 be tied to the budget. So, the real time frame for that order to run out is this Friday.

221

222 A. Garron- Corriveau Drive- The additional testing although the arsenic is higher in that area there are
223 no further contamination from the fluid leaking from the vehicles being removed from the site. The
224 abutters may be asking for a meeting with the council.

225

226 A. Garron -TIF Member Nominations- I know Nick Germain will be discussing that later with you. We
227 have 3 openings in the TIF district, hopefully we can fill those seats, I would like to get them started and
228 plugged into the process.

229

230 A. Garron -Town Welcome Signs- Town Council had A. Garron send a letter to the NHDOT regarding
231 the welcome signs at 2 different locations on route 3 and off the Londonderry Tpk. Their response was
232 to deny our request because of the inclusion of the additional advertising. The Welcome sign is not the
233 issue, the additional advertising is the issue. We are going to continue to work with them to follow a
234 guideline that works in their parameter.

235

236 A. Garron- Pennichuck- We have been participating in a lawsuit since January, the results so far have
237 been to petition them to reduce the rates by 1.5%, that is currently before them to make a decision on
238 that. Then we will address the permanent rate change. Now they are moving into a section that
239 Hooksett has no interest into as, we do not have any hydrants charged in the Pennichuck. Legal
240 Counsel recommendations is that we pull ourselves out for now, as the hydrant results will be of no
241 benefit to Hookset. It is costly to have legal represent us.

242

243 D. Boutin- From what I have heard I think it would be prudent that we remove ourselves from the legal
244 suite.

245

246 ***J. Sullivan motioned that the Town of Hooksett remove itself from the Pennichuck legal suite. D.***
247 ***Boutin seconded the motion.***

248

249 **Roll Call #12 not used at this meeting.**

250

251 **Roll Call Vote #13**

252 **C. Karolian** *Nay*

253 **D. Boutin** *Aye*

254 **T. Tsantoulis** *Aye*

255 **R. Lapierre** *Aye*

256 **A. Walczyk** *Aye*

257 **R. Duhaime** *Nay*

258 **J. Durand** *NP*

259 **C. Jones** *Aye*

260 **J. Sullivan** *Aye*

261 **Voted in favor (6-2).**

262

263 A. Garron- We are coming up on our union negotiations for the Fire Department and the establishment
264 of the rate table and negotiations for new middle management. Just a reminder that we are going to be
265 starting that, and to please make time for that.

266

267 **Questions made to Fire Chief Colburn about hydrant requirements.**

268

269 D. Boutin- My question for the Fire Chief was what was the basis for the single property on
270 Londonderry Tpk Road should have 4 hydrants around it. Their rational that they gave was under fire
271 code 18.3.1 and it has to do with water flow. Mr. Chairman I would respectfully ask that the Fire
272 Department provide any water flow testing that was done on any one of the 3 hydrants before the Fire
273 Department planned to require a property owner to have a fourth hydrant.

274

275 S. Colburn- What I provided was an excerpt under water flows. There is also a requirement that a
276 hydrant be on premise. The standard requirement that flow test be conducted on hydrants yearly. The
277 regulations for sprinklers which was adopted in 2005, required a hydrant within 75ft of the building.

278

279 D. Boutin- There is a hydrant on the east, south and across the road in front of the house. My question
280 is before you required the applicant to put in a 4th hydrant, did you do a water flow test on those
281 hydrants.

282

283 J. Sullivan - Can we send our questions to the Town Administrator and the Fire Chief so that the
284 questions can be asked and answered properly. This was not an agenda item, and we should follow
285 through with the original intent and the Administrator will report back at the next meeting.

286

287 D. Boutin- A couple meetings ago I asked for the standards of requiring a 4th hydrant for a single piece
288 of property. I would like the Fire Department to let us know why he required a homeowner of a 1,200-sf
289 house to add a 4th hydrant that cost \$25,000.

290

291 C. Karolian- Chief did I hear you correctly did you state or say that from the Fire Department hydrant
292 connection is 140 ft?

293

294 S. Colburn- The hydrant was required because a hydrant is required on premise, and also we require
295 them to be within 75 feet away.

296

297 C. Karolian- If I recall a few meetings back that it was state code and state law, but it is my
298 understanding that the on premise is a Hooksett requirement.

TC MINUTES

06-09-2021

6

299 J. Sullivan- If anyone has any more questions, please send them to the Fire Department and the Town
300 Administrator will report out on the findings.

301
302 T. Tsantoulis- We are over talking about something that is not on the agenda. It is not fair for him to
303 speak unprepared for your questions.

304
305 R. Duhaime- I disagree with T. Tsantoulis It is not our job to interpret codes it is the Fire Departments,
306 and I want him to provide the correct information. I expected a report not the code.

307
308 ***R. Duhaime motioned that we have a report from the Fire Department and that we have someone***
309 ***else professional such as the State Fire Marshall look at it so that we can understand what he is***
310 ***presenting and provide the Town Administrator with support on the questions asked. C.***
311 ***Karolian Seconded the motion.***

312
313 ***Roll Call Vote #14***

314 ***R. Duhaime Aye***
315 ***J Durand NP***
316 ***C. Jones Nay***
317 ***R. Lapierre Nay***
318 ***A. Walczyk Aye***
319 ***D. Boutin Aye***
320 ***C. Karolian Aye***
321 ***T. Tsantoulis Aye***
322 ***J. Sullivan Aye***
323 ***Voted in favor (6-2).***

324
325 **NOMINATIONS AND APPOINTMENTS**

326
327 **Nomination and Appointment of Board/Committee Member(s)- June 9, 2021**

328
329 N. Germain-As you heard from the Town Administrator, we have 3 people interested in the Board; R.
330 Duhaime, Mike Surrell and John Levitt were interested on joining the TIF Advisory Board. They would
331 be replacing memberships that have been in decline.

332
333 D. Boutin- I would like to nominate R. Duhaime, Mike Surrell and John Levitt to the TIF Advisory Board.
334 I would ask the council to waive the rules of voting at the next meeting. The Board has been working
335 hard and really needs to move forward and not wait.

336
337 ***D. Boutin motioned to waive the rules for voting seconded by T. Tsantoulis.***

338
339 ***Voted in favor (7-1).***

340
341 ***D. Boutin motioned to appoint R. Duhaime, Mike Surrell and John Levitt to the TIF Advisory***
342 ***Board; seconded by T. Tsantoulis.***

343
344 ***Voted unanimously in favor (8-0).***

345
346 N. Germain- Was approached by Chris Stelmach to be reappointed to the Planning Board.

347
348 D. Boutin- Having been a long-term serving member on the planning I would nominate Chris Stelmach
349 on the Planning Board.

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350 J. Sullivan- Can you provide a list of nominees tonight?

351

352 N. Germain- I have some that are interested but no applications yet. Richard Bairam to ZBA, Paul
353 Scarpetti to ZBA, Cindy Robertson for Con Com.

354

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403

OLD BUSINESS

Town of Hooksett Municipal Offices Mask Mandate Update

This item moved up on agenda.

CARES Act Election Grant (Tabled at 05/12/2021 Town Council Meeting)

Chair Sullivan motioned to remove the item from the table, seconded by R. Lapierre.

Voted unanimously in favor (8-0).

*Chair Sullivan rescinded the amended motion from 5/12/2021 minutes by Councilor A. Walczyk
"to amend the CARES Act motion to remove the councilors from receiving funds". Seconded by
D. Boutin.*

J. Sullivan -The original motion included information on CARES act funding. We sought judgement from NHMA and their response was that we should recuse ourselves, and that the Town Administrator would make the judgement.

R. Lapierre- While I commend your willingness to donate to the, but all cares funds would be seen as revenues.

T. Rainier- This was over and above what we normally did for preprocessing ballots. Those names are councilors that were involved in the preprocessing of ballots.

D. Boutin- I Agree with your intent to apply your \$500 to the bicentennial Committee and that would be my intent to. I also agree with Lapierre. I think we should table this.

C. Soucie- You can just add "x" amount of revenues to the Bicentennial Committee side in next year's budget.

Chair Sullivan removed his motion above to rescind.

Martins Ferry Road Erosion Project Recommendation to Award Wetland Permitting and Design Project to the Sanborn, Head & Associates, Inc. Company for \$49,500.00

B. Thomas- We put out the RFP I sent it to some of my career consultants and none of them bid on the project. We got more specialized bids. We received 4 proposals. A. Garron and I interviewed them, and it was cleared that Sanborn seemed like the better fit and more qualified for the job. It is a little bit above the lowest bid, but we felt it was worth it.

A. Garron- I concur with everything Bruce said with the interview process. When it came down to experience Sanborn had the most experience, and therefore we felt it would be in our advantage to hire them.

404 **Councilor Lapierre motioned to award the Martins ferry Road Wetland Permitting and design**
 405 **project to the Sanborn, Head & Associates, Inc. Company for \$49, 500.00 and pay for the project**
 406 **from the "Road maintenance NPDES Stormwater" account, seconded by D. Boutin.**

407
 408 **Roll Call Vote #15**

409 **D. Boutin Aye**
 410 **C. Jones Nay**
 411 **A. Walczyk Aye**
 412 **J. Durand NP**
 413 **R. Duhaime Aye**
 414 **T. Tsantoulis Aye**
 415 **R. Lapierre Aye**
 416 **C. Karolian Aye**
 417 **J. Sullivan Aye**
 418 **Voted in favor (7-1).**

419
 420 R. Duhaime- Will their contract increase if they have additional findings.

421
 422 B. Thomas- Yes, they do have that disclaimer, I do not foresee any unknown findings.
 423
 424

425 **NEW BUSINESS**

426 **Ambulance Billing Rate Update**

427
 428
 429 R. Lapierre- Is this done annually?

430
 431 R. Duhaime- What is the average cost of transport?

432
 433 J. Stalker- It is extremely hard to get an exact average but the last time we did it, we averaged about
 434 \$400 a transport.

435
 436
 437
 438 **Town Vehicles and Use of Personal Vehicles Policy**

439
 440
 441
 442 **Award Bid #21-09 for Property Liability and Workers' Compensation Insurance coverage**

443 C. Soucie- provided information on the Property liability & Workers Comp Insurance coverage.

444
 445 D. Boutin- The information provided was clear.

446
 447 T. Tsantoulis- I concur with Boutin.

448
 449 C. Karolian- Is Primex the only one who bid on this.

450
 451 C. Soucie- Yes.

452
 453 A. Walczyk- Do we need earthquake shock coverage? As well as water crack. Do we need coverage
 454 for the alpine skiing, and diving boards? Can we ala cart any of this.

455
 456 R. Lapierre- Is this price comparable to the former policy.

457

458 C. Soucie- Yes, it is.

459

460 C. Karolian- What is our alternative if we vote this down?

461

462 C. Soucie- There is no alternative, we would lose coverage.

463

464 ***Councilor Boutin motioned to waive the 3-bid competitive bid process and Motion to award the***
 465 ***Bid #21-09 Property Liability and Workers' Compensation Insurance coverage to Primex3 for a***
 466 ***combined total of \$468,108.00. seconded by T. Tsantoulis.***

467

468 **Roll Call Vote #16**

469 ***A. Walczyk Aye***

470 ***R. Lapierre Aye***

471 ***C. Jones Aye***

472 ***R. Duhaime Aye***

473 ***J. Durand NP***

474 ***C. Karolian Aye***

475 ***T. Tsantoulis Aye***

476 ***D. Boutin Aye***

477 ***J. Sullivan Aye***

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

479

482 **Quarterly Financial Report as of March 31, 2021**

483

484 C. Soucie- updated on the FEMA funding. A few months we found out that FEMA was going to cover
 485 100% of the overtime.

486

487

489 **FY 2020-21 Budget Encumbrances Preview**

490

491 C. Soucie- This is where we talk about the projects that will not be finished this year and we encumber
 492 the monies for next year.

493

494

496 **Garden Song Roadway Acceptance**

497

498 ***Councilor Boutin Motioned to accept Garden Song Drive from station 0+00 on Hills Drive Station***
 499 ***38+45.66 also on Hills Drive. Seconded by R. Duhaime.***

500

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

502

503

505 **2021-2022 Town Council Meeting Schedule**

506

507 ***Councilor Boutin motioned to approve town Council meeting schedule for July 2020-June 2021***
 508 ***as presented, seconded by T. Tsantoulis.***

509

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

511

512

514 **Town Council Establish Sub-Committee to Amend Town Charter - Council to Approve Zoning**

515 **Amendment(s) vs. Warrant Item(s) for Voters**

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516 D. Boutin- As we all know Hooksett is growing. There is interest for developers to come here. Many
517 times, if something does not fit right, they may have to wait a whole year to move forward. We would
518 hold a Public Hearing and take the advice from the other boards. We will be less likely to miss out on
519 development opportunities. I would encourage the council to at least consider.

520
521 ***Councilor Sullivan motioned to establish a committee limited to 3 council members, to look into***
522 ***the possible changes and amendments to 3.6 of the Town Charters, Seconded by D. Boutin.***
523

524 ***Voted unanimously in favor (8-0).***
525

526 J. Sullivan- Asked D. Boutin to chair the committee and T. Tsantoulis and R. Duhaime to co-chair.
527

528
529
530 ***Unsealing of Council Non-Public session minutes (a) (b) (c) (d) (e) (i) (l) (June 2020 - May 2021),***
531 ***if in the opinion of a majority of members, the circumstances that sealed the minutes no longer***
532 ***apply in accordance with RSA 91A:3 III.***
533

534 **APPROVAL OF MINUTES**
535

536 ***T. Tsantoulis motioned to approve the minutes of the Special Meeting on 5/5/2021 D. Boutin***
537 ***seconded the motion.***
538

539 ***Voted unanimously in favor (8-0).***
540

541 ***Councilor Boutin motioned to approve the minutes of the Public Meeting as changed on***
542 ***5/12/2021 T. Tsantoulis seconded the motion.***
543 ***Please see end of minutes for changes.***
544

545 ***Voted unanimously in favor (8-0).***
546

547 ***Councilor Boutin motioned to approve the minutes of the Public Meeting on 5/26/2021 T.***
548 ***Tsantoulis seconded the motion.***
549

550 ***Voted unanimously in favor (8-0).***
551

552 ***Councilor Tsantoulis motioned to approve the minutes of the Non-Public Meeting on 5/12/2021***
553 ***D. Boutin seconded the motion.***
554

555 ***Voted unanimously in favor (8-0).***
556
557

558 **SUB-COMMITTEE REPORTS**
559

560 R. Duhaime- Cigna building looking to turn onto apartments. Exit 11 appeal for administrative order.
561

562 R. Lapierre- I have started to look over some of the union stuff and looking forward to the negotiations.
563

564 D. Boutin- I have already advised on the TIF board.
565

566 A. Walczyk- We did meet to review for the comcast contract. Park N Rec is having routine
567 maintenance, and the pavilion construction has finally started, we are getting close. The monarch

station. I have gotten pulled into Manchester moves. I will look to see if Hooksett should be involved in the Rail Trail.

J. Sullivan- Heritage Commission continues to do projects. Developer of the Stone House has decided not to move forward. Bicentennial Committee continues to fine tune the events. We are in good shape for funding. We want to reach out to corporations. Starting January 2022, we will start the kickoff for the events.

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

Councilor Tsantoulis motioned to enter non-public session of 06/09/2021 at 8:50pm in accordance with NH RSA 91-A:3 II (a), (b), (c), (d), (e), (i) & (l). The motion was seconded by D. Boutin.

- (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.
- (b) The hiring of any person as a public employee.
- (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.
- (d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are averse to those of the general community.
- (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with anybody or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph.
- (i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.
- (l) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

Roll Call Vote #17

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

Voted unanimously in favor (6-0).

617 **Councilor Tsantoulis motioned to exit the non-public session #2 of 06/09/2021 at 9:21pm.**
 618 **Seconded by D. Boutin.**

619 **Roll Call Vote #18**

620 **J. Durand NP**
 621 **R. Lapierre Aye**
 622 **C. Karolian NP**
 623 **D. Boutin Aye**
 624 **C. Jones Aye**
 625 **T. Tsantoulis Aye**
 626 **A. Walczyk Aye**
 627 **R. Duhaime NP**
 628 **J. Sullivan Aye**
 629 **Voted unanimously in favor (6-0).**

630 **PUBLIC SESSION AT 9:21pm**

631 **R. Lapierre motioned to seal the non-public session #2 minutes of 06/09/2021 with the exception**
 632 **of the motion of items to unseal as noted below, because it is determined that it would likely**
 633 **affect the reputation of any person other than a member of this board and render a proposed**
 634 **action ineffective. Seconded by D. Boutin.**

635 **Roll Call Vote #19**

636 **C. Jones Aye**
 637 **C. Karolian NP**
 638 **R. Lapierre Aye**
 639 **R. Duhaime NP**
 640 **A. Walczyk Aye**
 641 **J. Durand NP**
 642 **T. Tsantoulis Aye**
 643 **D. Boutin Aye**
 644 **J. Sullivan Aye**
 645 **Voted unanimously in favor (6-0).**

646 **Public Session – New Business Item 17.9**

647 **Unsealing of Council Non-Public session minutes (a) (b) (c) (d) (e) (i) (l) (June 2020 - May 2021),**
 648 **if in the opinion of a majority of members, the circumstances that sealed the minutes no longer**
 649 **apply in accordance with RSA 91A:3 III. The following Town Council Non-Public Minutes are**
 650 **unsealed.**

651 **June 10, 2020**

652 **Discussion #1 (a) Fire Chief James Burkush's Employment Contract Amendment for wage**
 653 **increase.**

654 **September 9, 2020**

655 **Discussion #4 (c) 2020 Employee Appreciation and Board/Committee Volunteer Appreciation**
 656 **Event cancellation.**

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657 Discussion #5 (I) Settlement NHIT Surplus Funds to Town of Hooksett \$27,432

658 **October 28, 2020**

659 Discussion #3 (a) Fire-Rescue union grievance – FF Tobey Gamache arbitration update.

660 **November 4, 2020**

661 Discussion #3 (a) Fire-Rescue union grievance – FF Tobey Gamache arbitration update.

662 **March 24, 2021**

663 Discussion #1 (1) New Fire Chief Employment Contract.

664 **ADJOURNMENT**

665 *D. Boutin motioned to adjourn the public session of 06/09/2021 at 9:22pm. Seconded by T.*
666 *Tsantoulis.*

667 **Roll Call Vote #20**

668 *R. Lapierre Aye*

669 *R. Duhaime NP*

670 *T. Tsantoulis Aye*

671 *A. Walczyk Aye*

672 *J. Durand NP*

673 *C. Jones Aye*

674 *D. Boutin Aye*

675 *C. Karolian NP*

676 *J. Sullivan Aye*

677 *Voted in favor (6-0).*

678

679

680

681 Respectfully submitted,

682 *Alicia Jipson*

683 Alicia Jipson

684 Recording Clerk

685

686

687 Minutes below in red are the changes of the 5/12/2021 as noted above.

688

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

689

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

692

693 **CALL TO ORDER**

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

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696

PROOF OF POSTING

697

Human Resource Coordinator Donna Fitzpatrick provided proof of posting.

698

699

ROLL CALL

700

In Attendance: Councilor James Sullivan, Councilor John Durand, Councilor Randall Lapierre,

701

Councilor David Boutin, Councilor Timothy Tsantoulis, Councilor Clark Karolian, and Councilor Alex

702

Walczyk.

703

704

MISSING

705

Councilor Clifford Jones and Councilor Roger Duhaime.

706

707

PLEDGE OF ALLEGIANCE

708

Chair Sullivan called for the Pledge of Allegiance.

709

710

AGENDA OVERVIEW

711

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

712

713

714

SPECIAL RECOGNITION

715

Hooksett Municipal Employee - New Hire and Promotions

716

717

718

A. Garron: We have one individual ending employment and that is Abby Reeves as Family Services

719

Director. We welcome Alicia Jipson here with us today as the new Recording Clerk. Robert Wolinski

720

has been promoted from Lieutenant to Fire Captain and R. Stephan David from Firefighter EMT to

721

Lieutenant.

722

723

CONSENT AGENDA

724

725

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.

726

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730

Roll Call #2

731

R. Duhaime NP

732

J. Durand Aye

733

C. Jones NP

734

R. Lapierre Aye

735

A. Walczyk Aye

736

D. Boutin Aye

737

C. Karolian Aye

738

T. Tsantoulis Aye

739

J. Sullivan Aye

740

Voted unanimously in Favor (7-0)

741

742

743

TOWN ADMINISTRATOR'S REPORT

744

745

A. Garron: The number of COVID cases in Hooksett is down from 54 to 21 from 4-28-21. We are

746

moving in the right direction. The total number of Hooksett cases is now at 1,229. On May 7th we held

747

our 2nd Vaccination Pod for those employees that participated on April 9th to receive their 2nd shot of the

748

vaccine. At our next meeting we will revisit the mask mandate at Town Hall. A. Garron discussed the

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15

ARPA and the tax credits that we are eligible for and went over the Paid Sick Leave indicating it is still much like last year. If the council remembers from last time, we decided to make up the 2/3rd difference, so the council allowed to allow any accrued time to be used, and not just sick leave. Paid family leave is much like last year. We are recommending that we move forward with the paid family leave. Unlike last year it does not reset in April. We are prepared to move forward with the paid time because that is the easiest. We do have a few employees currently out with COVID-19 and unfortunately because we have not adopted these, they are currently using their own personal time.

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

Roll Call #3

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

Voted unanimously in Favor (7-0)

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

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

Roll Call #4

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

Voted unanimously in Favor (7-0)

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

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

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16

799

800 A. Garron: Right now, at the time the cost was \$2,000 to have the vehicles removed and an additional
801 \$2,000 to have the soil removed. It is our pursuit to have the cars sold on a government site to recoup
802 some of the funds. If the owner wants to come back and retrieve the vehicles, then our goal is to
803 retrieve our expended funds from the owner.

804

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

807

808 A. Garron: No, we have not.

809

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

813

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

816

817 **Roll Call #5- #6**

818 R. Duhaime NP	J. Durand Aye
819 J. Durand Aye	R. Lapierre Aye
820 C. Jones NP	C. Karolian Aye
821 R. Lapierre Aye	D. Boutin Aye
822 A. Walczyk Aye	C. Jones NP
823 D. Boutin Aye	T. Tsantoulis Aye
824 C. Karolian Aye	A. Walczyk Aye
825 T. Tsantoulis Aye	R. Duhaime NP

826 **J. Sullivan Aye**

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

828

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

830

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

833

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

836

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

839

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

842

843 **Roll Call #6 #5**

844 R. Duhaime NP	T. Tsantoulis Aye
845 J. Durand Aye	C. Jones NP
846 C. Jones NP	R. Duhaime NP
847 R. Lapierre Aye	A. Walczyk Aye

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17

848 ~~A. Walczyk Aye~~ ~~R. Lapierre Aye~~
 849 ~~D. Boutin Aye~~ ~~C. Karolian Aye~~
 850 ~~C. Karolian Aye~~ ~~J. Durand Aye~~
 851 ~~T. Tsantoulis Aye~~ ~~D. Boutin Aye~~
 852 ~~J. Sullivan Aye~~
 853 **Voted unanimously in Favor (7-0)**

854
 855 A. Garron: The Finance Dept held a special meeting last week. The TIF refinancing sold on Thursday at
 856 a rate of .9127%. the TD Bank rate was 2.55%. This will save the district \$168,780 over the next 9
 857 years. I would like to express a thank you to them for their help.

858
 859 C. Karolian: In regard to the TIF bond can this be sold and resold within the 9 years?

860
 861 A. Garron: Our rate will remain the same over the 9 years.

862
 863 J. Sullivan: Can we always refinance at a better rate if we want to in the future?

864
 865 A. Garron: Yes, we can.

866
 867 **BRIEF RECESS at 6:44 p.m. to 7:01 p.m.**

868
 869 **OLD BUSINESS**

870 **Town Council Rules of Procedures - Amend for Scheduled Appointments**

871
 872
 873 J. Sullivan: Note that 5 & 6 are the new items and recommendations.

874
 875 **D. Boutin motioned to approve amendments to the Town Council Rules of Procedures as**
 876 **presented. T. Tsantoulis seconded the motion.**

877
 878 **Roll Call #7**

879 ~~R. Duhaime NP~~ ~~C. Jones NP~~
 880 ~~J. Durand Aye~~ ~~C. Karolian Aye~~
 881 ~~C. Jones NP~~ ~~R. Lapierre Aye~~
 882 ~~R. Lapierre Aye~~ ~~R. Duhaime NP~~
 883 ~~A. Walczyk Aye~~ ~~A. Walczyk Aye~~
 884 ~~D. Boutin Aye~~ ~~J. Durand Aye~~
 885 ~~C. Karolian Aye~~ ~~T. Tsantoulis Aye~~
 886 ~~T. Tsantoulis Aye~~ ~~D. Boutin Aye~~
 887 ~~J. Sullivan Aye~~
 888 **Voted unanimously in Favor (7-0)**

889
 890 **NEW BUSINESS**

891 **CARES Act Election Grant**

892
 893
 894 A. Garron: The Town of Hooksett has received CARES Act Election Grant funds. We have a surplus of
 895 funds accepted from the CARES Act election grant. It is recommendation of Town Clerk, Todd Rainier
 896 and Finance Director, Christine Soucie to disburse a portion of the excess funds in the form of a one-
 897 time bonus to certain elected officials in an effort to recognize their selfless contribution of time and
 898 effort to positively impact the absentee ballot process during the fall 2020 election cycle.

899
900
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D. Boutin motioned 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 official:

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

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

Seconded by T. Tsantoulis.

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

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

A.Walczyk motioned to amend the Cares Act motion to remove the councilors from receiving funds.

Seconded by R. Lapierre.

Roll Call Vote #8

R. Lapierre Aye

R. Duhaime NP

T. Tsantoulis Aye

A. Walczyk Aye

J. Durand Nay

C. Jones NP

D. Boutin Aye

C. Karolian Nay

J. Sullivan Aye

Voted in Favor (5-2)

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

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

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

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

J. Sullivan: Does anyone want more information?

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

948 **Roll Call Vote #8 #9**

949 J. Durand Aye
 950 D. Boutin Aye
 951 C. Jones NP
 952 R. Duhaime NP
 953 C. Karolian Nay
 954 A. Walczyk Aye
 955 T. Tsantoulis Aye
 956 R. Lapierre Nay
 957 J. Sullivan Nay
 958 Voted in Favor (4-3)

959
 960

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

967

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

970

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

974

975 **Roll Call Vote #9 #10**

976 J. Durand Nay C. Karolian Nay
 977 D. Boutin Aye T. Tsantoulis Nay
 978 C. Jones NP R. Lapierre Aye
 979 R. Duhaime NP C. Jones NP
 980 C. Karolian Nay D. Boutin Aye
 981 A. Walczyk Aye J. Durand Nay
 982 T. Tsantoulis Nay A. Walczyk Aye
 983 R. Lapierre Aye R. Duhaime NP
 984 J. Sullivan Aye
 985 Voted in Favor (4-3)

986
 987

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

990

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

993

994 **Roll Call Vote #10 #11**

995 J. Durand Aye T. Tsantoulis Aye
 996 D. Boutin Aye R. Lapierre Aye
 997 C. Jones NP J. Durand Aye
 998 R. Duhaime NP C. Jones NP
 999 C. Karolian Aye
 1000 A. Walczyk Aye

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1001 ~~T. Tsantoulis~~ Aye ~~R. Duhaime~~ NP
 1002 ~~R. Lapierre~~ Aye ~~D. Boutin~~ Aye
 1003 J. Sullivan Aye
 1004 Voted unanimously in Favor (7-0)
 1005

1006 T. Tsantoulis: As I understand this is a private road and the purpose of naming it is for 911 purposes
 1007 only, and there is no maintenance on the road.
 1008

1009 A. Walczyk left the meeting at 7:27 p.m.
 1010

1011 **Purchase of Auto Truck**

1012
 1013
 1014
 1015 E. Labonte, Director of Public Works is requesting approval to purchase a 2021 Auto Truck. this would
 1016 replace Auto Truck 1, a 2012 Auto Truck that would be used as a trade-in. No tax impact \$125,000 to
 1017 come from the Solid Waste Disposal Special Revenue fund and \$175,000 to come from the Automated
 1018 Collection Equipment Capital Reserve.
 1019

1020 C. Karolian: What is the delivery date? And does this price does not include the surcharge?
 1021

1022 E. Labonte: If we approve there will be no addition al surcharge.
 1023

1024 **D. Boutin motioned to approve and consent the purchase of a new Auto Truck from McNeilus**
 1025 **for \$302,085. This price does not include the trade-in value of the existing Auto Truck, estimated**
 1026 **at \$55,000. The actual value will be finalized at the time of delivery and deducted from the**
 1027 **quoted price. Motion seconded by C. Karolian.**
 1028

1029 **Roll Call Vote #11- #12**

1030 ~~J. Durand~~ Aye ~~D. Boutin~~ Aye
 1031 ~~D. Boutin~~ Aye ~~A. Walczyk~~ NP
 1032 ~~C. Jones~~ NP ~~J. Durand~~ Aye
 1033 ~~R. Duhaime~~ NP ~~C. Karolian~~ Aye
 1034 ~~C. Karolian~~ Aye ~~R. Lapierre~~ Aye
 1035 ~~A. Walczyk~~ NP ~~T. Tsantoulis~~ Aye
 1036 ~~T. Tsantoulis~~ Aye ~~R. Duhaime~~ NP
 1037 ~~R. Lapierre~~ Aye ~~C. Jones~~ NP
 1038 J. Sullivan Aye
 1039 Voted unanimously in Favor (6-0)
 1040

1041 **APPROVAL OF MINUTES**

1042
 1043 **Public Minutes: 04/21/2021 Special Meeting**
 1044

1045
 1046 **D. Boutin motioned to approve the minutes of the April 21, 2021 Special Meeting. -T. Tsantoulis**
 1047 **seconded the motion.**
 1048

1049 **Roll Call Vote #12 #13**

1050 ~~J. Durand~~ Aye ~~C. Karolian~~ Aye
 1051 ~~D. Boutin~~ Aye
 1052 ~~C. Jones~~ NP ~~T. Tsantoulis~~ Aye
 1053 ~~R. Duhaime~~ NP ~~R. Lapierre~~ Aye

1054 C. Karolian Aye A. Walczyk NP
 1055 A. Walczyk NP R. Duhaime NP
 1056 T. Tsantoulis Aye J. Durand Aye
 1057 R. Lapierre Aye C. Jones NP
 1058 J. Sullivan Aye
 1059 Voted unanimously in Favor (6-0)

~~1060~~
~~1061~~

1063 Public Minutes: 04/28/2021
 1064 D. Boutin motioned to approve the minutes of the April 28, 2021. T. Tsantoulis seconded the
 1065 motion.
 1066

1067 Roll Call Vote #13 #14
 1068 J. Durand Aye R. Duhaime NP
 1069 D. Boutin Aye J. Durand Aye
 1070 C. Jones NP
 1071 R. Duhaime NP R. Lapierre Aye
 1072 C. Karolian Aye A. Walczyk NP
 1073 A. Walczyk NP D. Boutin Aye
 1074 T. Tsantoulis Aye C. Karolian Aye
 1075 R. Lapierre Aye T. Tsantoulis Aye
 1076 J. Sullivan Aye
 1077 Voted unanimously in Favor (6-0)

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~~1079~~

1081 Non-Public Minutes 4/28/2021
 1082 D. Boutin motioned to approve the minutes of the April 28, 2021. C. Karolian seconded the
 1083 motion.
 1084

1085 Roll Call Vote #14 #15
 1086 J. Durand Aye D. Boutin Aye
 1087 D. Boutin Aye C. Jones NP
 1088 C. Jones NP A. Walczyk NP
 1089 R. Duhaime NP J. Durand Aye
 1090 C. Karolian Aye R. Duhaime NP
 1091 A. Walczyk NP T. Tsantoulis Aye
 1092 T. Tsantoulis Aye R. Lapierre Aye
 1093 R. Lapierre Aye C. Karolian Aye
 1094 J. Sullivan Aye
 1095 Voted unanimously in Favor (6-0)

~~1096~~
~~1097~~

SUB-COMMITTEE REPORTS

1100

1101 J. Sullivan: The Bicentennial is coming together. All the events seem to be falling in line.
 1102 The Economic Commission, the developer has withdrawn their plans and the property is up for sale
 1103 again. Old Stone House is up for sale. Heritage Month is in May. Economic Development Commission
 1104 is looking at individual uses for some of the bigger box stores in town. Someone is looking at the Cigna
 1105 property and looking to turn it into high end apartments. With additional uses around it. We do have
 1106 people discussing the remote parking lot for the Amazon facility. Good things are happening.
 1107

1108 D. Boutin: I became aware of it yesterday. The problem we have in Hooksett, is that people who come
1109 in now want to move on projects now, and not wait until March for town voting and re-zoning. I would
1110 like us to think about amending the town charter to allow the town council to make decisions on
1111 changes.

1112
1113 J. Sullivan: If you feel we should draft an amendment to the charter it will need a public hearing. It
1114 needs to be thought out and on the agenda. Let us get it on an agenda for the future. Worth a long
1115 discussion. If it requires zoning changes nothing can happen till March.

1116
1117 D. Boutin: Details will need to be thought about, and I would like to recommend we create a sub-
1118 committee to work on it.

1119
1120 J. Sullivan: I think because it is new, we need to add creating a subcommittee for our next meeting.
1121

1122

1123 **NON-PUBLIC SESSION NH RSA 91-A:3 II(a)**

1124 **D. Boutin motioned to enter non-public session under NH RSA:91-A:3, II (a) at 7:45 pm. C.**
1125 **Karolian seconded the motion.**

1126

1127 RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the disciplining
1128 of such employee, or the investigation of any charges against him or her, unless the employee affected
1129 (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the
1130 request shall be granted.

1131

1132 **Roll Call Vote #15 #16**

1133 **J. Durand — Aye A. Walczyk NP**

1134 **D. Boutin — Aye R. Lapierre Aye**

1135 **C. Jones NP**

1136 **R. Duhaime NP**

1137 **C. Karolian — Aye J. Durand Aye**

1138 **A. Walczyk — NP C. Karolian Aye**

1139 **T. Tsantoulis Aye**

1140 **R. Lapierre — Aye D. Boutin Aye**

1141 **J. Sullivan Aye**

1142 **Voted unanimously in Favor (6-0)**

1143

1144 **D. Boutin motioned to leave non-public session and return to public session at 7:59 pm J.**

1145 **Sullivan seconded the motion.**

1146

1147 **Roll Call Vote #16 #17**

1148 **D. Boutin — Aye T. Tsantoulis Aye**

1149 **C. Jones NP**

1150 **A. Walczyk — NP R. Duhaime NP**

1151 **J. Durand — Aye A. Walczyk NP**

1152 **R. Duhaime — NP R. Lapierre Aye**

1153 **T. Tsantoulis Aye C. Karolian Aye**

1154 **R. Lapierre — Aye J. Durand Aye**

1155 **C. Karolian — Aye D. Boutin Aye**

1156 **J. Sullivan Aye**

Voted unanimously in Favor (6-0)

1157
1158

1159 T. Tsantoulis motioned to seal the minutes of the non-public session and return to public
1160 session at 7:59 pm J. Sullivan seconded the motion.

1161 **Roll Call Vote #17 #18**

1162 D. Boutin Aye	J. Durand Aye
1163 C. Jones NP	R. Lapierre Aye
1164 A. Walczyk NP	C. Karolian Aye
1165 J. Durand Aye	D. Boutin Aye
1166 R. Duhaime NP	C. Jones NP
1167 T. Tsantoulis Aye	
1168 R. Lapierre Aye	A. Walczyk NP
1169 C. Karolian Aye	R. Duhaime NP
1170 J. Sullivan Aye	

1171 Voted unanimously in Favor (6-0)

1172

1173 J. Durand: Stated that there is a councilor serving on Council that is not living in town.

1174 J. Sullivan: Asked, which Councilor and it was stated Councilor Walczyk.

1175 T. Tsantoulis: Stated he was concerned that Councilor Walczyk was not here for this discussion.

1176 C. Karolian: Stated that Councilor Walczyk was made aware of this during the break and choose not to
1177 remain. That the concern has been there since there was discussion on Councilors addresses on the
1178 Town web site and stated there was evidence and referred to many dates and pictures of Councilor
1179 Walczyk at a residential location in Manchester and has pictures of a Manchester residential location
1180 parking pass affixed to Councilor Walczyk's car.

1181 J. Sullivan: Asked for the list of dates to be provided.

1182 J. Durand: Stated there is no malice in bringing the subject.

1183 D. Boutin: Thought this whole discussion was inappropriate. Councilor Boutin suggested that Chair
1184 Sullivan reach out to Councilor Walczyk and confirm whether the allegations are true. If true, ask for
1185 Councilor Walczyk to resign. Discussion ensued.

1186 D. Boutin motioned directing the chair, to contact Council Walczyk regarding the concerns that
1187 he is no longer a resident of Hooksett and to obtain information on this subject and clarification
1188 and if necessary, seek a resignation. J. Sullivan seconded the motion.

1189 **Roll Call Vote #18 #19**

1190 J. Durand Aye	C. Jones NP
1191 D. Boutin Aye	C. Karolian Aye
1192 C. Jones NP	R. Lapierre Nay
1193 R. Duhaime NP	
1194 C. Karolian Aye	A. Walczyk NP
1195 A. Walczyk NP	J. Durand Aye
1196 T. Tsantoulis Aye	
1197 R. Lapierre Nay	D. Boutin Aye
1198 J. Sullivan Aye	

1199 Voted in Favor (5-1)

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24

1200 J. Sullivan stated that he will confer with the Town Administrator about determining if a special meeting
1201 is warranted. The Chair will bring back his findings and will be discussed on the next agenda.

1202

1203 **ADJOURNMENT**

1204

1205 *T. Tsantoulis motioned to adjourn at 8:24 pm. D. Boutin seconded the motion.*

1206

1207 **Roll Call Vote #19 #20**

1208 R. Duhaime NP	<i>R. Lapierre Aye</i>
1209 J. Durand Aye	<i>R. Duhaime NP</i>
1210 C. Jones NP	<i>T. Tsantoulis Aye</i>
1211 R. Lapierre Aye	<i>A. Walczyk NP</i>
1212 A. Walczyk NP	<i>J. Durand Aye</i>
1213 D. Boutin Aye	<i>C. Jones NP</i>
1214 C. Karolian Aye	<i>D. Boutin Aye</i>
1215 T. Tsantoulis Aye	<i>C. Karolian Aye</i>
1216 J. Sullivan Aye	
1217 <i>Voted unanimously in favor (6-0).</i>	

1218

1219

1220 Respectfully submitted,

1221 *Alicia Jipson*

1222 Alicia Jipson

1223 Recording Clerk

1224

1225 **Please see subsequent meeting minutes for any amendments to these minutes.**

1226