



# **AGENDA**

## **Town of Hooksett Town Council**

### **Wednesday, July 28, 2021 at 5:45 PM**

A meeting of the Town Council will be held Wednesday, July 28, 2021 in the Hooksett Municipal Building commencing at **5:45 PM**.

	Page
<b>1. CALL TO ORDER</b>	
<b>2. PROOF OF POSTING</b>	
<b>3. ROLL CALL-ATTENDANCE</b>	
<b>4. PLEDGE OF ALLEGIANCE</b>	
<b>5. NON-PUBLIC SESSION #1 NH RSA 91-A:3 II</b>	
<b>6. PUBLIC SESSION WILL BEGIN IMMEDIATELY FOLLOWING THE NON-PUBLIC SESSION NOTED ABOVE</b>	
<b>7. AGENDA OVERVIEW</b>	
<b>8. PUBLIC HEARINGS</b>	
<b>9. SPECIAL RECOGNITION</b>	
9.1. Hooksett Municipal Employee - New Hire	
<b>10. PUBLIC INPUT - 15 MINUTES</b>	
<b>11. SCHEDULED APPOINTMENTS</b>	
11.1. Tax Increment Finance District (TIF) – Agreement between Town and Hooksett Sewer Commission to Fund Martin's Ferry Road Pump Station Upgrades - Sewer Commission Rep. and Dave Mercier, Underwood Engineering <a href="#">Staff Report - SR-21-112 - Pdf</a>	5 - 10
<b>12. CONSENT AGENDA</b>	
12.1. Donation (Personal) of \$200 for Hooksett's Bicentennial by Town Council Chairman James Sullivan <a href="#">Staff Report - SR-21-114 - Pdf</a>	11
12.2. To accept a \$2,595.00 (Check #845) donation, from Michael and Alison Willneff to the Town of Hooksett for the Hooksett Police Department (Donation Line) per RSA 31:95-b III(b). <a href="#">Staff Report - SR-21-107 - Pdf</a>	13 - 21
12.3. Motion to accept the terms of the 2019 Homeland Security Grant Program for EMS Warm Zone Equipment, as presented in the amount of \$6,000.00 to the Town of Hooksett for the Fire Rescue Department to purchase equipment for the department's active shooter response program per RSA 31:95-b III(b). <a href="#">Staff Report - SR-21-117 - Pdf</a>	23 - 24
<b>13. TOWN ADMINISTRATOR'S REPORT</b>	

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

**14. NOMINATIONS AND APPOINTMENTS**

**15. BRIEF RECESS**

**16. OLD BUSINESS**

- 16.1. Town Administrator Discussion with Town Council on Use of Local Fiscal Recovery Funds (ARPA) the Town Accepted on 7/7/2021 in the amount of \$1,522,397.00 (Tabled at the Council's 7/7/2021 meeting)

**17. NEW BUSINESS**

- 17.1. Fire Engine Purchase 25  
[Staff Report - SR-21-115 - Pdf](#)
- 17.2. Budget Transfer #2021-01 in the amount of \$50,000.00 for Legal Services. 27 - 29  
[Staff Report - SR-21-108 - Pdf](#)
- 17.3. Budget Transfer #2021-02 in the amount of \$8,500.00 for Assessing Professional Services. 31 - 34  
[Staff Report - SR-21-109 - Pdf](#)
- 17.4. Budget Transfer #2021-03 in the amount of \$1,000.00 for Tax Collector's overtime costs. 35 - 38  
[Staff Report - SR-21-110 - Pdf](#)
- 17.5. Discussion with Town Council for Budget Expectations FY 2022-2023
- 17.6. Capital Improvement Plan FY Ending 2023-28 Overview 39 - 41  
[Staff Report - SR-21-116 - Pdf](#)
- 17.7. Bicentennial Committee - Use of Town Seal (Commemorative Variation) 43 - 44  
[Staff Report - SR-21-111 - Pdf](#)
- 17.8. Discussion with Town Council for August 11, 2021 Council Workshop Topics 45  
[TC WORKSHOP 2021](#)

**18. APPROVAL OF MINUTES**

- 18.1. Public: 07/07/2021 47 - 59  
[TC Minutes 7-7-21](#)
- 18.2. Non-Public: 07/07/2021  
**Retake Vote to Seal the Non-Public Minutes of July 7, 2021 at the July 28, 2021 Council Meeting when 2/3 majority of council members are present.**

**19. SUB-COMMITTEE REPORTS**

**20. PUBLIC INPUT**

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

**22. 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.

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

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

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



## Town Council STAFF REPORT



**To:** Town Council  
**Title:** Tax Increment Finance District (TIF) – Agreement between Town and Hooksett Sewer Commission to Fund Martin's Ferry Road Pump Station Upgrades  
**Meeting:** Town Council - 28 Jul 2021  
**Department:** Community Development  
**Staff Contact:** Bruce Thomas, Town Engineer

### BACKGROUND INFORMATION:

The Tax Increment Finance (TIF) Committee, Town Staff and Consultant Underwood Engineering have been working to expand the sewer system in the Route 3A Tax Increment Finance (TIF) District. This will be accomplished by installing a pump station on Quality Drive on a piece of property known as Lot 29-64-3 for approximately \$2,000,000, and installing a sewer force main from that pump station across the Merrimack River to the Martins Ferry Road Pump Station for approximately \$750,000 and completing upgrades to the Martins Ferry Road Pump Station for approximately \$1,500,000. The total cost of these projects is approximately \$4,250,000. The Town project will ultimately include the installation of sewer pipe from the Quality Drive Pump Station to the businesses in the Route 93, Exit 10 area. The design of this work is underway and nearly completed under the engineering contract with Underwood Engineering.

The Sewer Commission of the Town of Hooksett (herein called the "Commission") wishes to replace the sewer force main from the Martins Ferry Road Pump Station to a point west of the end of Lehoux Drive for approximately \$2,800,000. This 8,300+/- of 8" cast iron force main was installed in 1969, is 52 years old, and should be replaced in the near future. It should be replaced with a 12" HDPE force main to increase capacity.

The Commission and the Town Staff both wish that the sewer force main be replaced soon in order to replace aged infrastructure and to provide additional sewer capacity to allow for the full development of the Exit 10 TIF area and for the development of other Town areas. For now, the development of the TIF District will be limited the point where sewer flow amounts reach the capacity of the existing force main. This point is not known at this time and will depend on the type of businesses that develop the TIF area (those with high sewer use will use up capacity at a greater rate).

The Sewer Commission has \$1,200,000 that can be used toward the needed upgrades to the Martin's Ferry Road Pump Station but is hesitant to provide the funds unless the Town agrees to fund ½ of the force main replacement cost at some point in the future.

We are requesting that the Town Council agree to the following:

1. The Town agrees to:

- a. Provide for half of the construction cost of the force main replacement (estimated to be approximately \$1,400,000) through grants, loans, TIF fees, or other funding sources.
- b. Provide for the design of the Martin's Ferry Road Pump Station upgrades needed for the full development of the TIF District (This work is being completed under the engineering contract with Underwood Engineering).

2. The Sewer Commission agrees to:

- a. Provide the Town with \$1,200,000 for use in constructing the upgrades to the Martin's Ferry Road Pump Station as needed for the TIF project.
- b. Provide the design, bid and construction monitoring services for the proposed force main replacement (these costs are unknown at this time).
- c. Provide for half of the construction cost of the force main replacement (estimated to be approximately \$1,400,000) through grants, loans, sewer user fees or other funding sources.

The Town Engineer, David Mercier of Underwood Engineering and representatives from the Hooksett Sewer Commission will be available to answer any questions.

**FINANCIAL IMPACT:**

Town Council will accept \$1,200,000 from Hooksett Sewer Commission for funding for the TIF project. Town Council will fund half the cost of the sewer force main (estimated to be \$1,400,000) on the east side of the river from the Martin's Ferry Road pump station to a point approximately 8,300' to the north.

**POLICY IMPLICATIONS:**

None

**RECOMMENDATION:**

Give permission to the Town Administrator to sign attached agreement with the Hooksett Sewer Commission

**SUGGESTED MOTION:**

Motion to give permission to the Town Administrator to sign attached agreement with the Hooksett Sewer Commission

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur

**ATTACHMENTS:**

[Agreement - Sewer Force Main East Side of River](#)  
[Route 3A TIF District - 7-13-21](#)  
[TIF Cash Flow - First Three Years](#)

**MEMORANDUM OF UNDERSTANDING  
REPLACEMENT OF FORCE MAIN BETWEEN MARTINS FERRY ROAD  
PUMP STATION AND LEHOUX DRIVE**

WHEREAS, the Town of Hooksett (herein called the “Town”) wishes to expand the sewer system in the Route 3A Tax Increment Finance (TIF) District. This will be accomplished by installing a pump station on Quality Drive on a piece of property known as Lot 29-64-3 for approximately \$2,000,000, and installing a sewer force main from that pump station across the Merrimack River to the Martins Ferry Road Pump Station for approximately \$750,000 and completing upgrades to the Martins Ferry Road Pump Station for approximately \$1,500,000. The total cost of these projects is approximately \$4,250,000. The Town project will ultimately include the installation of sewer pipe from the Quality Drive Pump Station to the businesses in the Route 93, Exit 10 area. The design of this work is underway and nearly completed under the engineering contract with Underwood Engineering.

WHEREAS, the Sewer Commission of the Town of Hooksett (herein called the “Commission”) wishes to replace the sewer force main from the Martins Ferry Road Pump Station to a point west of the end of Lehoux Drive for approximately \$2,800,000.

WHEREAS, the 8,300+/- of 8” cast iron force main was installed in 1969, is 52 years old, and should be replaced in the near future. It should be replaced with a 12” HDPE force main to increase capacity.

WHEREAS, the Commission and the Town both wish that the sewer force main be replaced soon in order to replace aged infrastructure and to provide additional sewer capacity to allow for the full development of the Exit 10 TIF area and for the development of other Town areas. For now, the development of the TIF District will be limited the point where sewer flow amounts reach the capacity of the existing force main. This point is not known at this time and will depend on the type of businesses that develop the TIF area (those with high sewer use will use up capacity at a greater rate).

NOW, THEREFORE, the parties do mutually agree as follows:

1) The Town agrees to:

- a) Provide for half of the construction cost of the force main replacement (estimated to be approximately \$1,400,000) through grants, loans, TIF fees, or other funding sources.
- b) Provide for the design of the Martin’s Ferry Road Pump Station upgrades needed for the full development of the TIF District (This work is being completed under the engineering contract with Underwood Engineering).

2) The Sewer Commission agrees to:

- a) Provide the Town with \$1,200,000 for use in constructing the upgrades to the Martin's Ferry Road Pump Station as needed for the TIF project.
- b) Provide the design, bid and construction monitoring services for the proposed force main replacement (these costs are unknown at this time).
- c) Provide for half of the construction cost of the force main replacement (estimated to be approximately \$1,400,000) through grants, loans, sewer user fees or other funding sources.

IN WITNESS WHEREOF, the Town of Hooksett and the Hooksett Sewer Commission have executed this Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Attest:

\_\_\_\_\_

TOWN OF HOOKSETT

By: \_\_\_\_\_  
Andre L. Garron  
Town Administrator

Attest:

\_\_\_\_\_

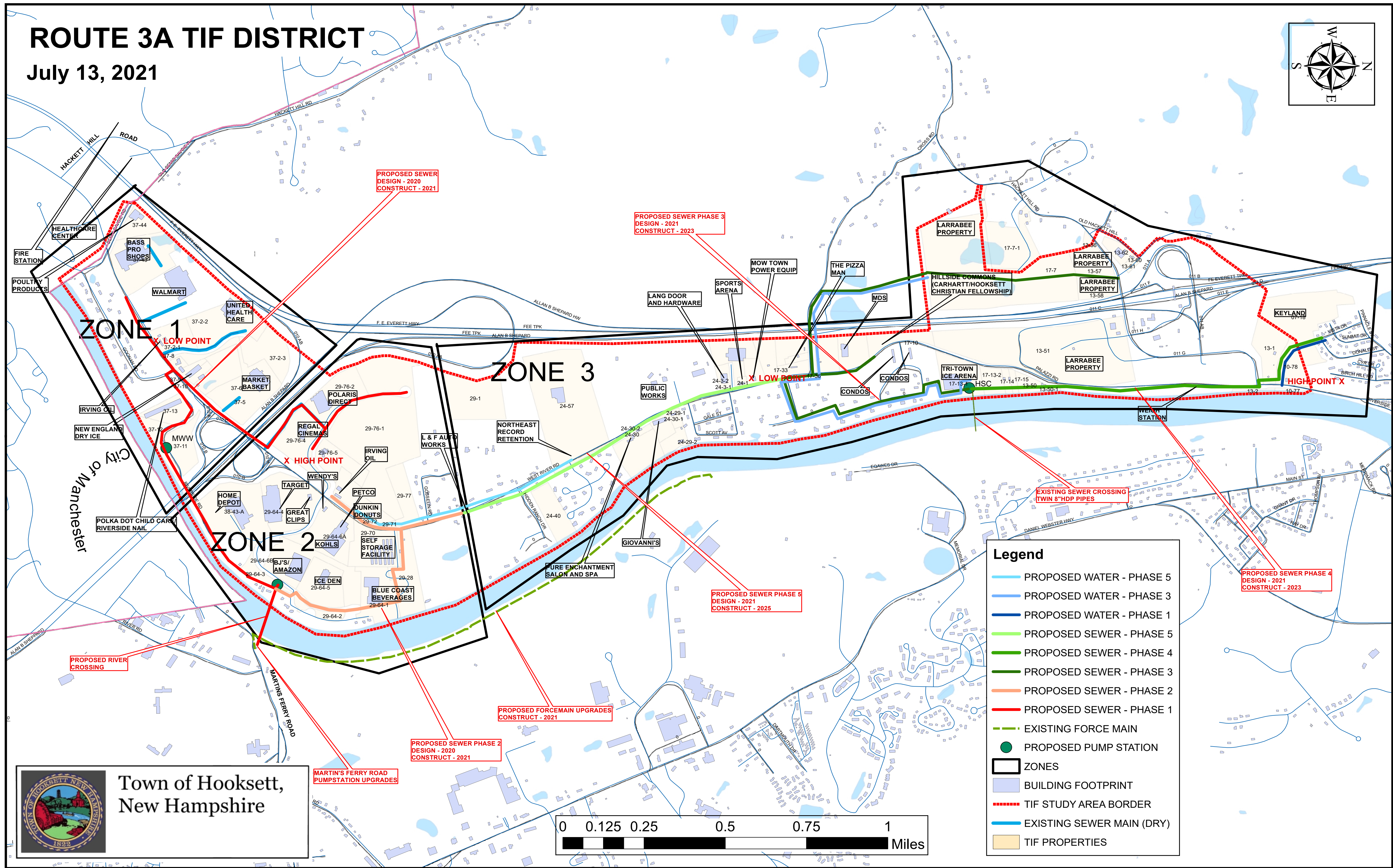
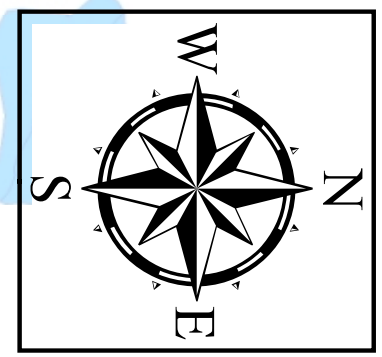
HOOKSETT SEWER COMMISSION

By: \_\_\_\_\_  
Sidney Baines  
Chairman



# ROUTE 3A TIF DISTRICT

July 13, 2021





7/14/2021

<b>TIF DISTRICT CASH FLOW</b>			
<b>ANTICIPATED FUNDING</b>			
	<b>Year</b>	<b>Year</b>	<b>Year</b>
<b>Source of Funding</b>	<b>7/31/21 to 6/30/22</b>	<b>7/31/22 to 6/30/23</b>	<b>7/31/23 to 6/30/24</b>
Hooksett Sewer Comm.	\$1,200,000		
TIF District (Pre-Collected Funds)	\$990,531		
TIF District (Future Funds)		\$400,000	\$400,000
Loan 1 (2019 Warrant Article Bond Balance)	\$1,254,600		
Loan 2 (2022 Warrant Article Bond)		\$1,620,000	addl \$ borrowed with TIF funds
Project 1 (Phases 1 & 2) Sewer Connection Fees			
Project 2 (Phase 3) Sewer Connection Fees			
Project 4 (Phase 5) Sewer Connection Fees			
Infrastructure Grant (Congressman Shaheen's Office (See Note 1 Below)	\$0		
ARPA Amer. Rescue Plan Act	\$700,000		
Taxes		\$0	\$0
Financial Contribution from Granite Hills Dev. (for EXIT 11 AREA) See Note 2 below			
<b>Total:</b>	<b>\$4,145,131</b>	<b>\$2,020,000</b>	<b>\$400,000</b>
<b>ANTICIPATED SPENDING:</b>			
Preliminary Design			
Final Design			
Construction Administration	\$50,000	\$350,000	\$350,000
Right-of-Way (Easements)			
Pump Station		\$2,000,000	
Sewer Under River		\$750,000	
Martins Ferry Road Upgrades		\$1,500,000	
Sewer from P.S. to RT 3A Near Goonan Rd.			\$2,730,000
Sewer from P.S. to RT 3A Near Dunkins			\$1,540,000
Project 2 (Phase 3)			
Project 4 (Phase 5)			
Loan 1 (2019 Warrant Article)		\$288,591	\$285,935
Loan 2 (2022 Warrant Article)			\$150,000
<b>Total Expenditures:</b>	<b>\$50,000</b>	<b>\$4,888,591</b>	<b>\$5,055,935</b>
<b>Funding Available (Ongoing as calculated):</b>	<b>\$4,095,131</b>	<b>\$1,226,540</b>	<b>Project Shortfall: -\$3,429,395</b>

Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Donation (Personal) of \$200 for Hooksett's Bicentennial by Town Council  
Chairman James Sullivan  
**Meeting:** Town Council - 28 Jul 2021  
**Department:** Administration  
**Staff Contact:** Nick Germain, Project Coordinator

**BACKGROUND INFORMATION:**

James Sullivan, Town Councilor and Bicentennial Committee member, is donating \$200 towards Hooksett's planned Bicentennial celebrations in 2022. While the Bicentennial Committee believes it has enough funds to put on several great events and support other community efforts, supplemental donations are being welcomed to help improve the experience!

**FINANCIAL IMPACT:**

\$200 to the Town, but designated for Bicentennial events

**POLICY IMPLICATIONS:**

None

**RECOMMENDATION:**

Accept the donation

**SUGGESTED MOTION:**

"I motion to accept the donation of \$200 from James Sullivan to the Town of Hooksett for the Bicentennial Committee per RSA 31:95-b."

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur



# Town Council

## STAFF REPORT



**To:** Town Council  
**Title:** To accept a \$2,595.00 (Check #845) donation, from Michael and Alison Willneff to the Town of Hooksett for the Hooksett Police Department (Donation Line) per RSA 31:95-b III(b).  
**Meeting:** Town Council - 28 Jul 2021  
**Department:** Police Department  
**Staff Contact:** Jake Robie, Captain

### BACKGROUND INFORMATION:

May 2021, Captain Jake Robie received a call from Michael Willneff expressing interest in donating funds to the Town of Hooksett for the Hooksett Police Department to purchase a Driver Feedback Radar Device (DFRD) that would electronically display the speed of approaching vehicles. Mr. and Mrs. Willneff lost their daughter Jillian in a motor vehicle v. pedestrian crash on Main Street in 2016 and this is way for them to give in her name. The sign at the family's request would be set up on Main Street in front of the old town hall. Every year the sign would be displayed at the Main Street location. The Willneff's understand speeding is an issue on many roads in Hooksett and would like the sign to be utilized at other locations in town as well, determined by the police department. With the donated funds the police department would purchase the DFRD "Shield 12" through All Traffic Solution, in the amount of \$2,595.00 (see attachments). Once purchased we would own the sign, maintain the sign, and determine where it would be displayed other than Main Street. The section of Main Street in front of the old town hall is state maintained. Captain Robie reached out to NH DOT to see if they would be willing to put up a speed limit sign pole on Main Street in front of the old town hall so we could mount the DFRD sign on it. They said they would not put a sign up for us but granted us permission to install and maintain a sign at that location. DPW Director Earl Labonte was consulted and agreed to install a speed limit sign at the designated location and mount the DFRD. Town Administrator signed the agreement with NH DOT (see attachment).

### FINANCIAL IMPACT:

None

### POLICY IMPLICATIONS:

None

### RECOMMENDATION:

Accept the donation

### SUGGESTED MOTION:

Motion to accept a \$2,595.00 (Check #845) donation, from Michael and Alison Willneff to the Town of Hooksett for the Hooksett Police Department (Donation Line) per RSA 31:95-b III(b).

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur

**ATTACHMENTS:**

[Solar Speed Sign](#)

[NH DOT Agreement](#)

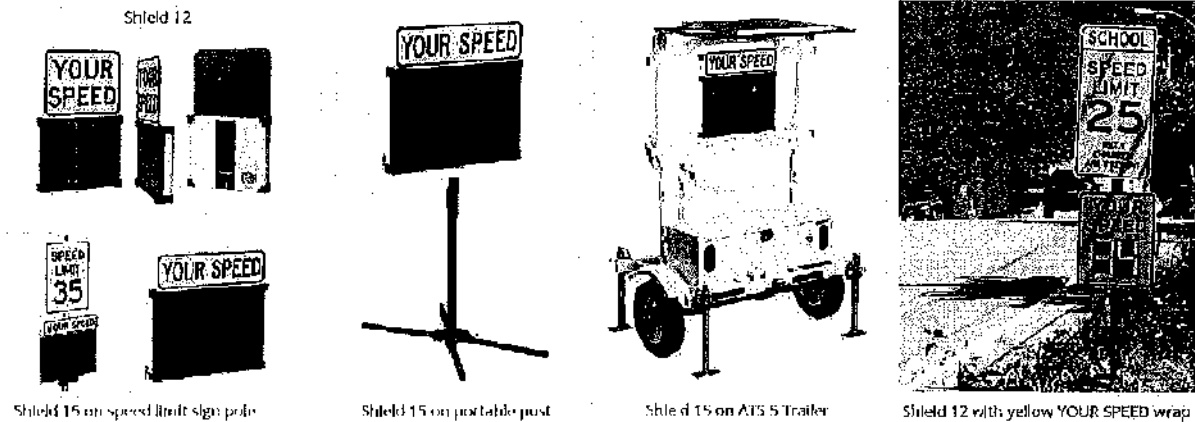
[Shield Quote](#)

## PRODUCT SPECIFICATIONS: SHIELD RADAR SPEED DISPLAY

3

### COMPATIBLE WITH THESE ATS PRODUCTS

Engineered and Manufactured in the United States of America



- o All data in one database, available for analysis including compliance comparisons by location
- o Access reports from interactive map view by location

### Reports

- o Summary page with average and 85th percentile speed, average daily volume, 16-kph pace speed, high and low speed, display mode
- o Traffic counts by speed range, full day and time day over selected date range with 8-kph resolution
- o Vehicle counts by time range per day by hour
- o Vehicle counts by speed range and time of day
- o Compliance by speed range with three ranges
- o Enforcement report showing highest speed and volume violators over selected locations where data was collected
- Local Data Collection: ATS PC Sign Manager or Android App
  - o All data collected hosted in online TrafficCloud database for anywhere access
  - o Download traffic data from sign with USB or Bluetooth connection
  - o 30 days of high volume data minimum, data collection rolls over when memory reaches capacity

### Construction

- "YOUR SPEED" sign
  - o High intensity prismatic reflective background
  - o Shield 12: 30.4 x 34.3 cm
  - o Shield 15: 61 x 20.3 cm
  - o Sign stores for compact storage and protects sign face, thumbscrews and tamper proof hardware included
  - o 8.9 cm high MUTCD 'C' letters
- LED Pixels: Amber 595nm, 0.52 rad viewing angle, 100,000 hours, black background, (MUTCD compliant)
- Conformal coating on all circuit boards
- Integral handle
- Weatherproof, NEMA 4, IP65 sealed electronics compartment;
- Drip proof, vented battery compartments (2)
- 0.64 cm tinted, non-glare, UV stabilized polycarbonate face
- Entire face removable for service
- Tamper resistant mounting hardware pocket, hardware secured behind enclosure lock
- Aluminum chassis, 14 ga, white powder coat finish black powder coat front for maximum contrast of digit visibility

## PROPOSED SIGN SOLUTIONS: SHIELD RADAR SPEED DISPLAY

4

- Protective polycarbonate corners also provide guide for YOUR SPEED sign storage
- -40°C to 71°C operating temperature range, 95% humidity non-condensing (-29°C for Bluetooth communication, -15°C for internal camera)

## Shield Power

- **Power Input, Max:**
  - **Shield 12:** 12 VDC, 1.1 A, 15 W
  - **Shield 15:** 12 VDC, 1.5 A, 20 W
- Power saving circuitry and automatic dimming for ambient light conditions with adjustable dimming range and manual display brightness override

All Shield units can be powered interchangeably with any of the following power options; unit can be outfitted to be powered by multiple sources selected in the field

- **Shield 12 and 15:** Capacity for two batteries in unit for extended portable use
  - 10.2Ah Lithium LFP Battery with built-in short circuit and reverse polarity protection circuitry, 1.5A 12.8 VDC output, 120VAC Input automatic charger; Capacity for up to two batteries in unit for extended portable use
  - Solar panel assist: 40W or 60W solar panel and bracket, Solar controller panel w/18Ah or 26Ah lead acid battery, 6A 120VAC automatic charger optional
  - 100-220VAC AC power supply (6A 12VDC) in external NEMA 4 enclosure
- **Shield 15 only:** 16Ah Li-Ion LFP battery, for longer unattended portable use, Capacity for up to two batteries in unit for extended portable use
- **Shield 15 on Trailer**
  - Trailer batteries – 100 or 235 Ah, solar option
  - Auto recovery with solar for low battery

## Standard Shield System Components

- Shield Radar Speed Display
- Tamper resistant mounting plate and hardware
- Key
- Web based programming software for PC control with USB cable

## Optional Shield Components & Features

- TrafficCloud Web-based Remote Management System
- Padded carrying case
- Extra mounting brackets
- Violator Alert, 12 white LED flash to alert violator
- Metric display
  - **Shield 12:** 2-digit KPM display
  - **Shield 15:** 3 digit KPM display
- Fully compatible with Speed Dependent Messaging option when used with an InstAlert Variable Message Sign -- see Speed Dependent Message System section
- **Relay Closure**
  - 7A, 30VDC or 7A 120VAC max, 100mA 5VDC min, no power supplied, simply a contact closure
  - Trigger relay at specified speed with configurable duration from 1 to 10 seconds per radar event
- Bullet-resistant face
- **Tamper alarm:** ATS 5 trailer

## Shield Mounting Options

- Pole mount standard with included bracket, hardware
  - NCHRP 350 approved on 10.2 cm aluminum pole (SS-135)
- ATS 5 Trailer (*Shield 15 only, refer to ATS 5 specifications for more info*)
- **Vehicle Hitch Mount**
  - Mounts sign 6.2 cm to bottom of sign from receiver tube (final height dependent on receiver height)
  - Fits 3.2 cm or 5.1 cm receiver, adapter included, 1.3 cm hitch pin

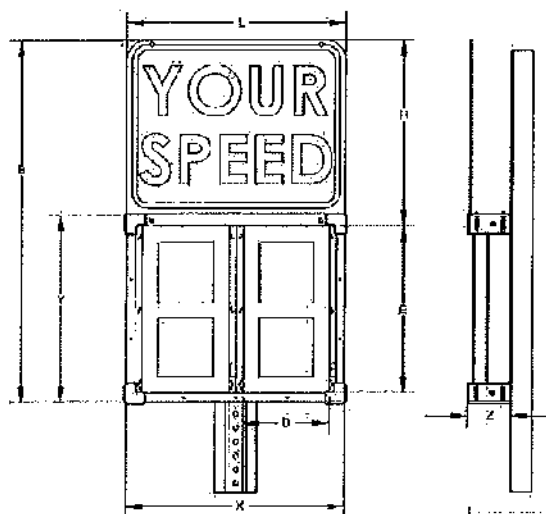


- Locking rotation adjustment on 0,26 rad increments over 3,14 rad, +/- 0,1 rad tilt
  - o White powder coat finish
  - o 24 x 30 speed limit sign and digits included for 8-105 kph speed limit signs
- **Standard Folding Portable Post:** (Sh12 and Sh15)
  - o Folds for easy storage and portability
  - o **Shield 12:** 152,4 cm to bottom, 185,4 cm to top, add 33 cm for upper leg position
  - o **Shield 15:** 252,4 cm to bottom, 195,6 cm to top, add 33 cm for upper leg position

## Warranty Options

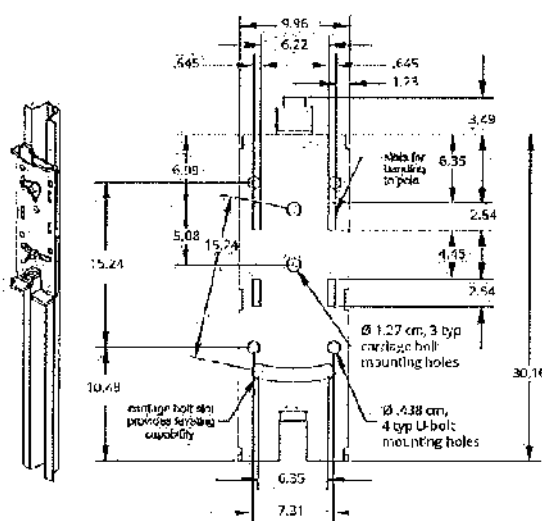
- **Premier Care Perpetual Warranty**  
available with current TrafficCloud subscription. Ask your ATIS sales representative for details.
- **ATIS 3-year Manufacturer's Warranty**  
comes standard on all Shield radar speed displays purchased after January 1, 2019.

### SHIELD 12 AND 15 DIMENSIONS



Dim	X	Y	Z	B	D	E	L	H
sh12	39.4	34.3	7.95	66.8	4.6	30.5	39.4	34.3
sh15	61	43	7.9	61.8	20.3	38.1	61	20.3

## SHIELD 12 AND 15 MOUNTING BRACKET



**ALL TRAFFIC**  
SOLUTIONS



**REQUEST A QUOTE NOW**

## All Traffic Solutions

12950 Worldgate Drive, Suite 310, Herndon, VA 20170

P. 866-366-6602 E. [sales@alltrafficsolutions.com](mailto:sales@alltrafficsolutions.com)

## \* All Traffic Solutions



Victoria F. Sheehan  
Commissioner

**THE STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF TRANSPORTATION**



William Cass, P.E.  
Assistant Commissioner

COPY

June 24, 2021

Captain Jake Robic, Hooksett Police Department  
Town of Hooksett  
15 Legends Drive  
Hooksett, NH 03106

Dear Captain Robic;

We have approved your request to install and maintain a Speed Limit Sign as well as a Driver Feedback Radar Device (DFRD's) adjacent to Main St, west of Riverside St. This approval is pending the towns acceptance of the attached Memorandum of Agreement.

Please have the Town Administrator or other town official, sign the enclosed agreement and return it to this office. Upon our receipt of the signed agreement we will provide you a copy of the fully endorsed document.

If you have any questions, please feel free to contact me at (603) 271-1548.

Sincerely;

A handwritten signature in cursive script that reads "Robert R. Hyslop".

Robert R. Hyslop  
18 Smokey Bear Blvd.  
Po Box 483  
Concord NH 03302

**MEMORANDUM OF AGREEMENT  
BETWEEN  
NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION  
AND  
THE TOWN OF HOOKSETT**

**INSTALLATION AND MAINTENANCE OF PERMANENT MOUNTED DRIVER FEEDBACK RADAR  
DEVICE(S)**

This AGREEMENT made this 13<sup>th</sup> day of July 2021, between the Town of Hooksett; hereinafter referred to as the "TOWN" and the State of New Hampshire Department of Transportation, through the Bureau of Traffic, hereinafter referred to as the "STATE".

WHEREAS, the TOWN desires to install and maintain a Driver Feedback Radar Device (DFRD); and

WHEREAS, Main St. is a STATE maintained highway; and

WHEREAS, the STATE has adopted guidelines regarding the use of Driver Feedback Radar Devices.

NOW, THEREFORE, in consideration of the above premises and in further consideration of the agreements herein set forth by and between the parties hereto, it is mutually agreed as follows:

The TOWN hereby agrees to responsibilities as set forth below:

1. Maintain the DFRD's in accordance current STATE guidelines entitled "*Guideline for the Use of Driver Feedback Radar Devices (DFRD)*"; and
2. Shall add, maintain and/or replace as needed the static Speed Limit signs and posts; and
3. Shall not alter or otherwise alter the regulated speed limit of the zone; and
4. The DFRD shall not display any animation, rapid flashing lights, Flashing speed display or other dynamic elements or messages; and
5. If approaching speed data is collected by the DFRD(s), the results shall be shared with the STATE.

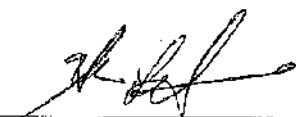
**LOCATION:**

SITE	SPEED	COORDINATES	LOCATION DESCRIPTION
1	30	N 43.097 W-71.465	50 feet West of Riverside St.
2			

**NEW HAMPSHIRE DEPARTMENT  
OF TRANSPORTATION**

**TOWN OF HOOKSETT**

By: \_\_\_\_\_  
Victoria F. Sheehan  
Commissioner  
NH Department of Transportation

By:   
Printed Name: Andre L. Gannon  
Title Town Administrator  
Town of Hooksett



**Mail Purchase  
Orders to:**  
3100 Research Dr.  
State College, PA  
16801

All Traffic Solutions Inc.  
12950 Worldgate Dr #310  
Herndon, VA 20170  
Phone: 814-237-9005  
Fax: 814-237-9006  
DUNS #: 001225114  
Tax ID: 25-1887906  
CAGE Code: 34FQ5

Contract:

QUOTE Q-59662

DATE: 07/15/2021

PAGE  
NO: 1

**Questions contact:**  
**MANUFACTURER:**  
**All Traffic Solutions**  
Matthew O'Brien  
(571) 321-5449  
x 265  
mobrien@alltrafficsolutions.com

**Independent Sales Rep:**

**BILL TO:**  
Hooksett Police Department  
15 Legends Drive  
Hooksett NH 3106

Billing Contact:

**SHIP TO:**  
Hooksett Police Department  
15 Legends Dr  
Hooksett NH 3106  
Attn: Jake Robie

**PAYMENT TERMS:** Net 30  
**CUSTOMER:** Hooksett Police Department  
**CONTACT:** (603) 624-1560 ext. 0

ITEM NO:	DESCRIPTION:	QTY:	EACH:	EXT. PRICE:
4000863	Shield 12B Speed Display; base unit w/ mounting bracket, Can be Upgraded to TrafficCloud	1	\$2,195.00	\$2,195.00
4000743	LFP Power kit, 10Ah battery (2), internal power controller, charger w/connector	1	\$595.00	\$595.00
4001299	3 Year Warranty	1	\$0.00	\$0.00
4000641	Shipping and Handling Common Carrier	1	\$50.00	\$50.00
4001190	Discount - New Purchase	1	(\$245.00)	(\$245.00)

Special Notes: **SALES AMOUNT:** \$2,595.00

**TOTAL USD:** \$2,595.00

Duration: This quote is good for 60 days from date of issue.

Shipping Notes: All shipments shall be FOB shipper. Shipping charges shall be additional unless listed on quote.

Taxes: Taxes are not included in quote. Please provide a tax-exempt certificate or sales tax will be applied.

Warranty: Unless otherwise indicated, all products have a one year warranty from date of sale. Warranty extensions are a component of some applications that are available at time of purchase. A Finance Charge of 1.5% per month will be applied to overdue balances. GSA GS-07F-6092R

Authorization: By Signing below, I indicate that my organization does not require a purchase order and I am authorized to commit my organization to this order.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_





# Town Council

## STAFF REPORT



**To:** Hooksett, NH Town Council  
**Title:** Motion to accept the terms of the 2019 Homeland Security Grant Program for EMS Warm Zone Equipment, as presented in the amount of \$6,000.00 to the Town of Hooksett for the Fire Rescue Department to purchase equipment for the department's active shooter response program per RSA 31:95-b III(b).  
**Meeting:** Town Council - 28 Jul 2021  
**Department:** Fire and Rescue  
**Staff Contact:** Joseph Stalker, Captain

### BACKGROUND INFORMATION:

In response to active shooter events in the country, in 2017 the department created a program aimed at preparing the department and town for active shooter events. Prior this current grant, the department has received two (2) other grants in 2017 & 2019 that have fully funded the equipment we use for the program. Last month, the state Homeland Security and Emergency Management (HSEM) announced they were doing another round of grants and the department was subsequently awarded another \$6,000.00. These funds will be used to purchase personal protective equipment, trauma supplies and other equipment to expand the capabilities of our current program.

### FINANCIAL IMPACT:

None

### POLICY IMPLICATIONS:

None

### RECOMMENDATION:

To accept the grant award as presented and allow the Fire Chief to sign as the authorized official.

### SUGGESTED MOTION:

Motion to accept the terms of the 2019 Homeland Security Grant Program for EMS Warm Zone Equipment, as presented in the amount of \$6,000.00 to the Town of Hooksett for the Fire Rescue Department to purchase equipment for the department's active shooter response program per RSA 31:95-b III(b)

### TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

### ATTACHMENTS:

[EMSITWZacceptance\\_2021](#)

# State of New Hampshire

ROBERT L. QUINN  
COMMISSIONER OF SAFETY



RICHARD C. BAILEY, JR.  
EDDIE EDWARDS  
ASSISTANT COMMISSIONERS

## DEPARTMENT OF SAFETY

James H. Hayes Safety Building, 33 Hazen Drive, Concord, NH 03305

Tel: (603) 223-3889  
Speech/Hearing Impaired  
TDD Access Relay NH 1-800-735-2964

July 14, 2021

Joseph Stalker, Fire Chief  
Town of Hooksett Fire Department  
15 Legends Drive  
Hooksett NH 03106

Re: 2019 Homeland Security Grant Program Award – EMS Warm Zone Equipment

Dear Fire Chief Stalker:

It is my pleasure to inform you that upon review of your 2019 Homeland Security Grant Application, the Town of Hooksett, Municipal Fire Department has been awarded \$6,000. These funds are awarded under the State Homeland Security Program (SHSP) portion of the 2019 Homeland Security Grant Program (HSGP) for the purchase of the equipment listed on the attached Approved Items Checklist.

These grant awards are subject to federal program requirements and special conditions. Enclosed are your Sub-Recipient Information Reporting Form, federal grant terms and conditions, special conditions requirements, lobbying certification, and acceptance of audit requirement forms. All signature forms must be returned to the Grants Management Bureau within fifteen (15) days of the date of this letter. Special conditions requirements must be responded to within thirty (30) days of the date of this letter. Failure to meet these requirements will result in a delay in reimbursement or cancellation of your grant award.

We, at the Department of Safety, look forward to this opportunity to work diligently with local first responders, public safety officials, and other local and state officials and agencies to prepare and protect our citizens. It is our hope that we will never have to apply these skills or use this equipment; however, we will work together to ensure that our ability to do so will be keen.

Sincerely,

A handwritten signature in cursive script that reads "Pamela Urban-Morin".

Pamela Urban-Morin  
Grants Administrator



# Town Council STAFF REPORT



**To:** Hooksett Town Council  
**Title:** Fire Engine Purchase  
**Meeting:** Town Council - 28 Jul 2021  
**Department:** Fire and Rescue  
**Staff Contact:** Steve Colburn, Fire Chief/EMS Director

## BACKGROUND INFORMATION:

We are seeking to replace our Engine 4 with a new Rescue/Pumper, which will be identified as Engine 2. The replaced of Engine 4 has been identified by the CIP plan to be replaced and the funding to come from the Fire Apparatus Capital Reserve Fund. The new Engine 2 will be identical to Engine 1 which will allow us to standardize the fleet, making training and operations more efficient. Engine 4 is 16 years old and has 121,000 miles and over 10,000 hours on the motor. Over the last several years, this engine has required extensive repair and maintenance. This purchase price is using the HGAC purchasing consortium price as approved by the town's purchasing policy.

## FINANCIAL IMPACT:

\$656,456.00 from the fire apparatus Capital Reserve Fund.

## POLICY IMPLICATIONS:

None

## RECOMMENDATION:

Recommend the Fire Rescue Department purchase the fire engine outlined in the attached quote from Specialty Vehicles, Inc. (SVI) for the purchase price of \$656,456.00, which includes the trade of Engine 4.

## SUGGESTED MOTION:

Motion to approve the purchase of a new fire engine from SVI for a total cost of \$656,456.00 including the trade of Engine 4 and authorize the fire chief to sign the purchase contract.

## TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur- Use of present capital reserve funds and future appropriation in to the fire apparatus capital reserve.



Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Budget Transfer #2021-01 in the amount of \$50,000.00 for Legal Services.  
**Meeting:** Town Council - 28 Jul 2021  
**Department:** Finance  
**Staff Contact:** Christine Tewksbury, Finance Director

**BACKGROUND INFORMATION:**

Transfer needed to cover cost for legal services. Actual spent was \$123,203 as of July 14, 2021. That amount breaks down as follows: \$41,961 or 34% on general matters, \$12,992 or 11% of personnel issues, and \$68,250 or 55% was spent to defend the Town against possible litigations. Of the \$68,250 more than half or \$42,244 was spent on property assessments. I anticipated \$25,000 more in invoices related to June work, bringing the actual spent closer to \$150,000.

Funds to come from the savings in overtime in the Police department caused by the reimbursement of overtime from FEMA.

**FINANCIAL IMPACT:**

No fiscal impact.

**SUGGESTED MOTION:**

Motion to authorize the Chairman to sign Budget Transfer #2021-01 in the amount of \$50,000.00 from Police's overtime to Admin Legal line.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur

**ATTACHMENTS:**

[Transfer #2021-01](#)

**TOWN OF HOOKSETT  
BUDGET TRANSFER REQUEST FORM**

**TRANSFER # 2021-01**

Please explain the purpose of this transfer request: Transfer needed to cover cost for legal services. Actual spent was \$123,204 as of July 14, 2021. That amount breaks down as follows: \$41,962 or 34% on general matters, \$12,992 or 11% of personnel issues, and \$68,250 or 55% was spent to defend the Town against possible litigations. Of the \$68,250 more than half or \$42,244 was spent on property assessments. I anticipated \$25,000 more in invoices related to June work, bringing the actual spent closer to \$150,000. Funds to come from the savings in overtime in the Police department caused by the reimbursement of overtime from FEMA.

**NEED OF FUNDS  
WHERE WILL THE MONEY GO?**

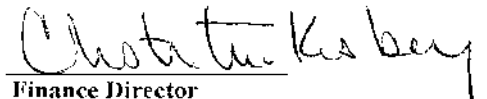
Account #	Description	Current Budget	Amount Added	New Budget
001-100.4153-320.000	Admin Legal	98,410.00	50,000.00	148,410.00
<b>Total</b>			<b>50,000.00</b>	

**SOURCES OF FUNDS  
WHERE WILL YOU GET THE MONEY FROM?**

Account #	Description	Current Budget	Amount Reduced	New Budget
001-400.4210-130.000	PD Overtime	282,860.00	(50,000.00)	232,860.00
<b>Total</b>			<b>(50,000.00)</b>	

Recommended by:

  
 Town Administrator

  
 Finance Director

Approved by:

 \_\_\_\_\_  
 Town Council

 \_\_\_\_\_  
 Council Meeting Date

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 User: Ctekwbury  
 DB: Hooksett

Page: 1/15

EXPENDITURE REPORT FOR TOWN OF HOOKSETT  
 PERIOD ENDING 06/30/2021

GL NUMBER	DESCRIPTION	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	ACTIVITY FOR MONTH 06/30/21 INCR (DECR)	YTD BALANCE 06/30/2021 NORM (ABNORM)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BUDGET USED
<b>Fund 001 - General Fund</b>								
<b>Dept 000.2050 - Contracts Payable</b>								
001-000.2050-220.000	Insurance Payable FICA Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Dept 000.2050 - Contracts Payable</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Dept 100.4130 - Adm Executive Expense</b>								
001-100.4130-110.000	ADMIN Public Officials Council	14,000.00	14,000.00	3,125.00	12,500.00	0.00	1,500.00	89.29
001-100.4130-111.000	ADMIN Full-Time Employees	238,426.00	238,426.00	26,664.92	237,919.51	0.00	506.49	99.79
001-100.4130-113.000	ADMIN Part-Time Employees	25,535.00	25,535.00	3,748.73	23,889.73	0.00	1,725.27	93.24
001-100.4130-130.000	ADMIN Overtime	1.00	1.00	0.00	0.00	0.00	1.00	0.00
001-100.4130-210.000	ADMIN Health Insurance	60,518.00	60,518.00	4,640.58	52,314.18	0.00	8,203.82	86.44
001-100.4130-212.000	ADMIN Dental Insurance	1,812.00	1,812.00	116.35	1,396.20	0.00	415.80	77.05
001-100.4130-214.000	ADMIN Life & Disability Ins	3,032.00	3,032.00	252.19	3,015.30	0.00	16.70	99.45
001-100.4130-220.000	ADMIN FICA Taxes	21,264.00	21,264.00	2,539.22	20,718.07	0.00	545.93	97.43
001-100.4130-230.000	ADMIN NH Retirement	26,633.00	26,633.00	2,938.17	26,534.92	0.00	98.08	99.63
001-100.4130-294.000	ADMIN Training & Dues	6,895.00	6,895.00	856.00	4,668.35	0.00	2,226.65	67.71
001-100.4130-298.000	ADMIN Employment Testing	10,000.00	10,000.00	1,007.00	9,419.83	0.00	580.17	94.20
001-100.4130-330.000	ADMIN Professional Services	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
001-100.4130-430.000	ADMIN Equipment Maintenance	100.00	100.00	0.00	119.00	0.00	(19.00)	119.00
001-100.4130-434.000	ADMIN Vehicle Maintenance	7,000.00	7,000.00	24.29	2,579.73	0.00	4,420.27	36.85
001-100.4130-440.000	ADMIN Rental & Leases	4,798.00	4,798.00	509.56	5,155.69	0.00	(357.69)	107.45
001-100.4130-530.000	ADMIN Telephone	7,500.00	7,500.00	864.67	6,000.46	0.00	1,499.54	80.01
001-100.4130-540.000	ADMIN Advertising	5,000.00	5,000.00	155.50	2,983.69	0.00	2,016.31	59.67
001-100.4130-550.000	ADMIN Printing	6,000.00	6,000.00	1,489.47	6,206.21	0.00	(206.21)	103.44
001-100.4130-560.000	ADMIN Postage	6,000.00	6,000.00	2,519.98	6,486.43	0.00	(486.43)	108.11
001-100.4130-580.000	ADMIN Mileage	1.00	1.00	0.00	0.00	0.00	1.00	0.00
001-100.4130-600.000	ADMIN Office Supplies	6,950.00	6,950.00	817.96	6,509.51	0.00	440.49	93.66
001-100.4130-614.000	ADMIN Public Relations	1,000.00	1,000.00	295.00	1,238.35	0.00	(238.35)	123.84
001-100.4130-626.000	ADMIN Fuel	2,000.00	2,000.00	164.22	800.92	0.00	1,199.08	40.05
001-100.4130-630.000	ADMIN Meals & Food	2,500.00	2,500.00	234.34	2,246.71	0.00	253.29	89.87
001-100.4130-751.000	ADMIN New Equipment	1,000.00	1,000.00	81.71	1,919.87	0.00	(919.87)	191.99
001-100.4130-800.010	ADMIN Appreciation Night	2,500.00	2,500.00	0.00	35.00	0.00	2,465.00	1.40
<b>Total Dept 100.4130 - Adm Executive Expense</b>		<b>462,465.00</b>	<b>462,465.00</b>	<b>53,044.86</b>	<b>434,577.66</b>	<b>0.00</b>	<b>27,887.34</b>	<b>93.97</b>
<b>Dept 100.4150 - Adm Computers Expense</b>								
001-100.4150-340.000	COMP IT Tech Support	72,175.00	72,175.00	0.00	67,114.00	0.00	5,061.00	92.99
001-100.4150-342.000	COMP Software & Programs	99,376.00	100,486.00	1,814.40	112,942.05	6,700.00	(19,156.05)	119.06
001-100.4150-532.000	COMP Internet Services	1,800.00	1,800.00	153.35	1,840.20	0.00	(40.20)	102.23
001-100.4150-751.000	COMP New Equipment	15,250.00	117,442.00	0.00	98,061.07	0.00	19,380.93	83.50
<b>Total Dept 100.4150 - Adm Computers Expense</b>		<b>188,601.00</b>	<b>291,903.00</b>	<b>1,967.75</b>	<b>279,957.32</b>	<b>6,700.00</b>	<b>5,245.68</b>	<b>98.20</b>
<b>Dept 100.4153 - Adm Legal Expense</b>								
001-100.4153-320.000	ADMIN Legal Services	98,000.00	98,410.00	11,039.72	123,202.43	0.00	(24,792.43)	125.19
<b>Total Dept 100.4153 - Adm Legal Expense</b>		<b>98,000.00</b>	<b>98,410.00</b>	<b>11,039.72</b>	<b>123,202.43</b>	<b>0.00</b>	<b>(24,792.43)</b>	<b>125.19</b>
<b>Dept 100.4155 - Adm Benefits Expense</b>								
001-100.4155-250.000	BEN Unemployment Compensation	4,171.00	4,368.00	(701.22)	551.23	0.00	3,816.77	12.62
001-100.4155-260.000	BEN Workers' Compensation	202,108.00	217,894.00	(7,227.42)	190,894.64	0.00	26,999.36	87.61
001-100.4155-330.000	BEN Professional Services	1.00	1.00	7,250.00	14,500.00	0.00	(14,499.00)	1,450.00



Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Budget Transfer #2021-02 in the amount of \$8,500.00 for Assessing Professional Services.  
**Meeting:** Town Council - 28 Jul 2021  
**Department:** Finance  
**Staff Contact:** Christine Tewksbury, Finance Director

**BACKGROUND INFORMATION:**

Transfer needed to cover cost for Assessing Professional Services. The majority of the cost in this line was use to hire a consultant for data verification.

Funds to come from the savings in overtime in the Police department caused by the reimbursement of overtime from FEMA.

**FINANCIAL IMPACT:**

No fiscal impact

**SUGGESTED MOTION:**

Motion to authorize the Chairman to sign Budget Transfer #2021-02 in the amount of \$8,500.00 from Police's overtime to Assessing's professional services.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur

**ATTACHMENTS:**

[Transfer #2021-02](#)

**TOWN OF HOOKSETT  
BUDGET TRANSFER REQUEST FORM**

**TRANSFER # 2021-02**

Please explain the purpose of this transfer request: Transfer needed to cover cost for Assessing Professional Service. The majority of the cost in this line was use to hire a consultant for data verification. Funds to come from the savings in overtime in the Police department caused by the reimbursement of overtime from FEMA.

**NEED OF FUNDS  
WHERE WILL THE MONEY GO?**

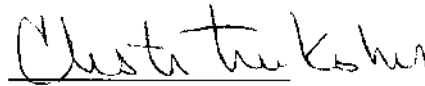
Account #	Description	Current Budget	Amount Added	New Budget
001-150.4152-330.000	ASSG Professional Service	13,000.00	8,500.00	21,500.00
<b>Total</b>			<b>8,500.00</b>	

**SOURCES OF FUNDS  
WHERE WILL YOU GET THE MONEY FROM?**

Account #	Description	Current Budget	Amount Reduced	New Budget
001 400.4210 130.000	PD Overtime	232,860.00	(8,500.00)	224,360.00
<b>Total</b>			<b>(8,500.00)</b>	

Recommended by:

  
Town Administrator

  
Finance Director

Approved by:

\_\_\_\_\_  
Town Council

\_\_\_\_\_  
Council Meeting Date



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User: Ctekwksbury  
DB: Hooksett

EXPENDITURE REPORT FOR TOWN OF HOOKSETT  
PERIOD ENDING 06/30/2021

Page: 1/1

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 06/30/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/21 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BGT USED
Dept 150.4152 - Assg Expense							
001-150.4152-111.000	ASSG Full-Time Employees	116,526.00	119,574.14	13,092.36	0.00	(3,048.14)	102.62
001-150.4152-113.000	ASSG Part-Time Employees	1.00	0.00	0.00	0.00	1.00	0.00
001-150.4152-130.000	ASSG Overtime	400.00	67.33	2.40	0.00	332.67	16.83
001-150.4152-210.000	ASSG Health Insurance	28,368.00	27,924.60	2,803.32	0.00	443.40	98.44
001-150.4152-212.000	ASSG Dental Insurance	615.00	606.12	50.51	0.00	8.88	98.56
001-150.4152-214.000	ASSG Life & Disability Ins	1,609.00	1,622.88	135.24	0.00	(13.88)	100.86
001-150.4152-220.000	ASSG FICA Taxes	8,945.00	8,808.89	971.51	0.00	136.11	98.48
001-150.4152-230.000	ASSG NH Retirement	13,061.00	13,478.34	1,576.82	0.00	(417.34)	103.20
001-150.4152-290.000	ASSG Uniforms	1.00	0.00	0.00	0.00	1.00	0.00
001-150.4152-294.000	ASSG Training & Dues	2,916.00	1,728.00	0.00	0.00	1,188.00	59.26
001-150.4152-330.000	ASSG Professional Services	13,000.00	20,930.50	1,234.75	0.00	(7,930.50)	161.00
001-150.4152-344.000	ASSG Property Record Maintenance	100.00	33.10	0.00	0.00	66.90	33.10
001-150.4152-530.000	ASSG Telephone	1,680.00	1,240.52	349.58	0.00	439.48	73.84
001-150.4152-550.000	ASSG Printing	100.00	152.98	0.16	0.00	(52.98)	152.98
001-150.4152-560.000	ASSG Postage	500.00	226.65	19.12	0.00	273.35	45.33
001-150.4152-600.000	ASSG Office Supplies	500.00	642.02	23.14	0.00	(142.02)	128.40
001-150.4152-751.000	ASSG New Equipment	1,500.00	1,005.87	0.00	0.00	494.13	67.06
Total Dept 150.4152 - Assg Expense		189,822.00	198,041.94	20,258.91	0.00	(8,219.94)	104.33
TOTAL EXPENDITURES - FUND 001		189,822.00	198,041.94	20,258.91	0.00	(8,219.94)	104.33

TOWN OF HOOKSETT - BUDGET SUMMARY FY 2020-21  
June 30, 2021  
Unaudited as of 7/8/2021

Department	2020-21 Approved Budget	Budget Transfers	* Budget Increases	2020-21 Adjusted Budget	Approved Encumbrances	2020-21 Actual YTD	(Over) Under Expended YTD	Percent Expended
Administration	1,217,482	0	119,695	1,337,177	6,700	1,296,706	33,771	97.46%
Assessing	189,822	0	0	189,822	0	198,042	(8,220)	104.33%
Community Development	483,951	0	0	483,951	0	453,854	30,097	93.78%
Family Services	163,238	0	2,457	165,695	0	67,297	98,398	40.61%
Finance	246,238	0	4,780	251,018	0	242,684	8,334	96.68%
Fire-Rescue	4,386,786	0	386,594	4,773,380	16,900	4,620,866	135,615	97.15%
Police	4,834,781	0	125,896	4,960,677	0	4,612,418	348,259	92.98%
**Public Works	4,838,034	0	229,463	5,067,497	123,769	4,439,564	504,164	89.80%
Tax Collection	267,038	0	414	267,452	0	268,421	(969)	100.36%
Town Clerk & Elections	46,191	0	34,840	81,031	0	57,804	23,227	71.34%
<b>Administration's Budget</b>	<b>16,673,561</b>	<b>0</b>	<b>904,140</b>	<b>17,577,701</b>	<b>147,369</b>	<b>16,257,655</b>	<b>1,172,677</b>	<b>93.27%</b>
Budget Committee	6,820	0	0	6,820	0	5,551	1,269	81.39%
Capital Leases	36,456	0	0	36,456	0	36,279	177	99.51%
Cemetery Commission	1,011	0	0	1,011	0	520	491	51.43%
Conservation Commission	1,817	0	0	1,817	0	595	1,222	32.72%
Debt Principal	230,000	0	0	230,000	0	355,000	(125,000)	154.35%
Debt Interest	139,448	0	0	139,448	0	105,698	33,751	75.80%
Debt Tax Anticipation Note (TAN)	1	0	0	1	0	0	1	0.00%
Library	885,666	0	14,807	900,473	0	900,473	(0)	100.00%
<b>Total General Fund Operating Budget</b>	<b>17,974,780</b>	<b>0</b>	<b>918,947</b>	<b>18,893,727</b>	<b>147,369</b>	<b>17,661,770</b>	<b>1,084,589</b>	<b>94.21%</b>
Wastewater Department	2,329,482	0	0	2,329,482	0	0	2,329,482	0.00%
Sewer and/or other Infrastructure on Westside	0	0	86,606	86,606	84,186	2,420	0	100.00%
Solid Waste Truck Trailer	150,000	0	0	150,000	0	106,345	43,655	70.90%
DPW Salt Shed	115,000	0	0	115,000	0	110,932	4,068	96.46%
P&R Pavilion	93,390	0	0	93,390	93,390	0	0	100.00%
Fire Apparatus CR	250,000	0	0	250,000	0	250,000	0	100.00%
Public Works Vehicles CR	200,000	0	0	200,000	0	200,000	0	100.00%
Town Building Maintenance CR	100,000	0	0	100,000	0	100,000	0	100.00%
Air Pack and Bottles CR	25,000	0	0	25,000	0	25,000	0	100.00%
Fire Tools & Equipment CR	35,000	0	0	35,000	0	35,000	0	100.00%
Fire Cistern CR	20,000	0	0	20,000	0	20,000	0	100.00%
Emergency Radio Communications CR	50,000	0	0	50,000	0	50,000	0	100.00%
Drainage Upgrades CR	50,000	0	0	50,000	0	50,000	0	100.00%
Automated Collection Equipment CR	30,000	0	0	30,000	0	30,000	0	100.00%
Revaluation CR	30,000	0	0	30,000	0	30,000	0	100.00%
Parks & Recreation Facilities Development CR	25,000	0	0	25,000	0	25,000	0	100.00%
Conservation Land Improvements CR	10,000	0	0	10,000	0	10,000	0	100.00%
<b>2020-21 Grand Totals</b>	<b>21,487,652</b>	<b>0</b>	<b>1,005,553</b>	<b>22,493,205</b>	<b>324,945</b>	<b>18,706,467</b>	<b>3,461,793</b>	<b>84.38%</b>
* Budget Increases includes prior year encumbrances of \$274,229, grants totaling \$730,824 and \$500 in donations.								
** Public Works								
Highway	2,956,284	0	228,590	3,184,874	122,522	2,845,910	216,443	92.93%
Parks, Recreation & Cemeteries	641,601	0	500	642,101	-	549,105	92,996	85.52%
Recycling & Transfer	1,240,149	0	373	1,240,522	1,248	1,044,549	194,725	84.29%
<b>Total Public Works</b>	<b>4,838,034</b>	<b>0</b>	<b>229,463</b>	<b>5,067,497</b>	<b>123,769</b>	<b>4,439,564</b>	<b>504,164</b>	<b>89.80%</b>

Town Council  
**STAFF REPORT**



---

**To:** Town Council  
**Title:** Budget Transfer #2021-03 in the amount of \$1,000.00 for Tax Collector's overtime costs.  
**Meeting:** Town Council - 28 Jul 2021  
**Department:** Finance  
**Staff Contact:** Christine Tewksbury, Finance Director

**BACKGROUND INFORMATION:**

Transfer needed to cover cost for overtime used during the early months of the fiscal year due to the pandemic.

Funds to come from the savings in overtime in the Police department caused by the reimbursement of overtime from FEMA.

**FINANCIAL IMPACT:**

No fiscal impact.

**RECOMMENDATION:**

Motion to authorize the Chairman to sign Budget Transfer #2021-03 in the amount of \$1,000.00 from Police's overtime to Tax Collector's overtime.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur

**ATTACHMENTS:**

[Transfer #2021-03](#)

**TOWN OF HOOKSETT  
BUDGET TRANSFER REQUEST FORM**

**TRANSFER # 2021-03**

Please explain the purpose of this transfer request: Transfer needed to cover cost for overtime used during the early months of the fiscal year due to the pandemic. Funds to come from the savings in overtime in the Police department caused by the reimbursement of overtime from FEMA.

**NEED OF FUNDS  
WHERE WILL THE MONEY GO?**

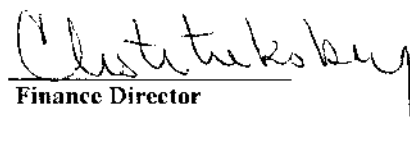
Account #	Description	Current Budget	Amount Added	New Budget
001 550.4150-130.000	TAX Overtime	3,000.00	1,000.00	4,000.00
<b>Total</b>			<b>1,000.00</b>	

**SOURCES OF FUNDS  
WHERE WILL YOU GET THE MONEY FROM?**

Account #	Description	Current Budget	Amount Reduced	New Budget
001 400.4210-130.000	PD Overtime	224,360.00	(1,000.00)	223,360.00
<b>Total</b>			<b>(1,000.00)</b>	

Recommended by:

  
Town Administrator

  
Finance Director

Approved by:

\_\_\_\_\_  
Town Council

\_\_\_\_\_  
Council Meeting Date



07/14/2021 03:21 PM  
User: Ctecksbury  
DB: Hooksett

EXPENDITURE REPORT FOR TOWN OF HOOKSETT  
PERIOD ENDING 06/30/2021

Page: 1/1

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE		ACTIVITY FOR		ENCUMBERED	UNENCUMBERED	% BODGT
		AMENDED BUDGET	NORM (ABNORM)	06/30/2021	06/30/2021	MONTH 06/30/21	YEAR-TO-DATE			
						INCR (DECR)			BALANCE	USED
Dept 550.4150 - Tax Collection Expenses										
001-550.4150-111.000	TAX Full-Time Employees	166,304.00		165,702.30		18,680.92	0.00	0.00	601.70	99.64
001-550.4150-113.000	TAX Part-Time Employees	1.00		0.00		0.00	0.00	0.00	1.00	0.00
001-550.4150-130.000	TAX Overtime	3,000.00		7,593.60		558.11	0.00	0.00	(4,593.60)	253.12
001-550.4150-210.000	TAX Health Insurance	39,547.00		38,270.40		3,379.81	0.00	0.00	1,276.60	96.77
001-550.4150-212.000	TAX Dental Insurance	1,010.00		994.80		82.90	0.00	0.00	15.20	98.50
001-550.4150-214.000	TAX Life & Disability Ins	2,449.00		2,293.56		191.13	0.00	0.00	155.44	93.65
001-550.4150-220.000	TAX FICA Taxes	12,828.00		13,206.05		1,479.78	0.00	0.00	(278.05)	102.15
001-550.4150-230.000	TAX NH Retirement	18,911.00		19,315.07		2,106.88	0.00	0.00	(404.07)	102.14
001-550.4150-294.000	TAX Training & Dues	862.00		40.00		0.00	0.00	0.00	822.00	4.64
001-550.4150-330.000	TAX Professional Services	7,180.00		5,933.30		2,524.00	0.00	0.00	1,246.70	82.64
001-550.4150-344.000	TAX Property Record Maintenance	1,000.00		790.00		4.00	0.00	0.00	210.00	79.00
001-550.4150-430.000	TAX Equipment Maintenance	180.00		87.50		0.00	0.00	0.00	92.50	48.61
001-550.4150-530.000	TAX Telephone	1,920.00		1,972.25		421.62	0.00	0.00	(52.25)	102.72
001-550.4150-550.000	TAX Printing	125.00		184.56		0.00	0.00	0.00	(59.56)	147.65
001-550.4150-560.000	TAX Postage	7,190.00		8,952.67		1,632.38	0.00	0.00	(1,762.67)	124.52
001-550.4150-600.000	TAX Office Supplies	3,000.00		2,634.83		0.00	0.00	0.00	365.17	87.83
001-550.4150-751.000	TAX New Equipment	1,845.00		449.99		0.00	0.00	0.00	1,395.01	24.39

Total Dept 550.4150 - Tax Collection Expenses

267,452.00 268,420.88 31,061.53 0.00 (968.88) 100.36

TOTAL EXPENDITURES - FUND 001

267,452.00 268,420.88 31,061.53 0.00 (968.88) 100.36

Department	2020-21 Approved	2020-21 Budget	Budget * Increases	Adjusted Budget	Approved	2020-21 Actual YTD	(Over) Under	Percent
Administration	1,217,482	0	119,695	1,337,177	6,700	1,296,706	33,771	97.46%
Assessing	189,822	0	0	189,822	0	198,042	(8,220)	104.33%
Community Development	483,951	0	0	483,951	0	453,854	30,097	93.78%
Family Services	163,238	0	2,457	165,695	0	67,297	98,398	40.61%
Finance	246,238	0	4,780	251,018	0	242,684	8,334	96.68%
Fire-Rescue	4,386,786	0	386,594	4,773,380	16,900	4,620,866	135,615	97.15%
Police	4,834,781	0	125,896	4,960,677	0	4,612,418	348,259	92.98%
**Public Works	4,838,034	0	229,463	5,067,497	123,769	4,439,564	504,164	89.80%
Tax Collection	267,038	0	414	267,452	0	268,421	(969)	100.36%
Town Clerk & Elections	46,191	0	34,840	81,031	0	57,804	23,227	71.34%
Administration's Budget	16,673,561	0	904,140	17,577,701	147,369	16,257,655	1,172,677	93.27%
Budget Committee	6,820	0	0	6,820	0	5,551	1,269	81.39%
Capital Leases	36,456	0	0	36,456	0	36,279	177	99.51%
Cemetery Commission	1,011	0	0	1,011	0	520	491	51.43%
Conservation Commission	1,817	0	0	1,817	0	595	1,222	32.72%
Debt Principal	230,000	0	0	230,000	0	355,000	(125,000)	154.35%
Debt Interest	139,448	0	0	139,448	0	105,698	33,751	75.80%
Debt Tax Anticipation Note (TAN)	1	0	0	1	0	0	1	0.00%
Library	885,666	0	14,807	900,473	0	900,473	(0)	100.00%
Total General Fund Operating Budget	17,974,780	0	918,947	18,893,727	147,369	17,661,770	1,084,589	94.21%
Westwater Department	2,329,482	0	0	2,329,482	0	0	2,329,482	0.00%
Sewer and/or other Infrastructure on Westside	0	0	86,606	86,606	84,186	2,420	0	100.00%
Solid Waste Truck Trailer	150,000	0	0	150,000	0	106,345	43,655	70.90%
DPW Salt Shed	115,000	0	0	115,000	0	110,932	4,068	96.46%
P&R Pavilion	93,390	0	0	93,390	93,390	0	0	100.00%
Fire Apparatus CR	250,000	0	0	250,000	250,000	0	0	100.00%
Public Works Vehicles CR	200,000	0	0	200,000	200,000	0	0	100.00%
Town Building Maintenance CR	100,000	0	0	100,000	100,000	0	0	100.00%
Air Pack and Bottles CR	25,000	0	0	25,000	0	25,000	0	100.00%
Fire Tools & Equipment CR	35,000	0	0	35,000	0	35,000	0	100.00%
Fire Cistern CR	20,000	0	0	20,000	0	20,000	0	100.00%
Emergency Radio Communications CR	50,000	0	0	50,000	0	50,000	0	100.00%
Drainage Upgrades CR	50,000	0	0	50,000	0	50,000	0	100.00%
Automated Collection Equipment CR	30,000	0	0	30,000	0	30,000	0	100.00%
Revaluation CR	30,000	0	0	30,000	0	30,000	0	100.00%
Parks & Recreation Facilities Development CR	25,000	0	0	25,000	0	25,000	0	100.00%
Conservation Land Improvements CR	10,000	0	0	10,000	0	10,000	0	100.00%
2020-21 Grand Totals	21,487,652	0	1,005,553	22,493,205	324,945	18,706,467	3,461,793	84.38%
* Budget Increases includes prior year encumbrances of \$274,229, grants totaling \$730,824 and \$500 in donations.								
** Public Works	2,956,284	0	228,590	3,184,874	122,522	2,845,910	216,443	92.93%
Highway	641,601	0	500	642,101	-	549,105	92,996	85.52%
Parks, Recreation & Cemeteries	1,240,149	0	373	1,240,522	1,248	1,044,549	194,725	84.29%
Recycling & Transfer	4,838,034	0	229,463	5,067,497	123,769	4,439,564	504,164	89.80%
Total Public Works								

TOWN OF HOOKSETT - BUDGET SUMMARY FY 2020-21  
June 30, 2021  
Unaudited as of 7/8/2021

# Town Council

## STAFF REPORT



**To:** Town Council  
**Title:** Capital Improvement Plan FY Ending 2023-28 Overview  
**Meeting:** Town Council - 28 Jul 2021  
**Department:** Finance  
**Staff Contact:** Christine Tewksbury, Finance Director

### BACKGROUND INFORMATION:

#### Committee Members

David Boutin Town Council Rep  
 Matt Reed, Planning Board Rep  
 Brian Soucy, Budget Committee Rep  
 Rob Duhamel, Planning Board Rep  
 Amy Tremblay, School board Rep  
 Nicholas Williams, Town Planner  
 Christine Tewksbury, Finance Director  
 Kathy Lawrence, Community Development

Capital Improvement Plan (CIP) is a planning document which describes long-term capital needs for the Town. The goal is to establish priorities, identify funding and to level the tax impact on the community. The CIP is updated annually and is subject to changes each year as the Town's needs may change. As this is a planning tool, it's Town Council's discretion to fund the items list in the Capital Budget year either in the operating budget, as a individual warrant article or not at all.

The Capital Improvement Plan is available on the Town's website under the Planning Board or the Finance page. Below are projects that require funding in the FY 2022-23 budget.

Page 10 **Revaluation Update** – Project cost is \$150,000 and there is \$120,000 in the capital reserve. Committee recommend adding \$30,000 to the capital reserve.

Page 10 **GIS Digital Parcel Recompile** – The purpose of the project is perform a flyover of the Town with full planimetric (topo maps, aerial photography, property lines, building envelopes, rights-of-way, etc.). Currently, property lines on the Town's GIS database do not align precisely with physical property lines on the ground. Committee recommends adding \$100,000 to the capital reserve for the next three years to fund the project in FY 2024-25.

Page 12 -14 **Fire Apparatus** – Actual vehicle replacement is scheduled out in the program years, the committee is recommending continued funding of \$250,000 in the capital reserve to support the replacement program.

Page 20 **Police Cruisers Replacement** - Committee recommends replacing two cruiser and adding one additional cruiser to the fleet in FY 2022-23 and a second additional cruiser in FY 2025-26 if needed.

Page 20 **Rte. 3A TIF Project** – Committee recommends this project to be funding from Grants and TIF District revenues.

Page 21 **Drainage Upgrades – Lehoux Drive** – Extensive erosion needs to be repaired off the side of the road. Committee recommends continued funding \$50,000 into the capital reserve to support drainage projects.

Page 26 **Rte. 3A. Corridor Improvement Study** - The purpose of the project is to determine the best course of action to relieve traffic congestion at the intersection of Route 3A and Hackett Hill Road and Route 3A and Main Street. Committee recommends warrant article in FY 2023-24 for total of \$5,280,000.00. \$4,936,712 to come for State, impact fees and other sources, leaving \$343,288 to be funded from taxes over two fiscal years.

Page 26 **Hackett Hill & Rte. 3A Improvements** - Project will improve traffic at intersection of Route 3A and Hackett Hill Road and increase safety in the area. Committee recommends warrant article in FY 2023-24 for total of \$5,280,000.00. \$4,936,712 to come for State, impact fees and other sources, leaving \$343,288 to be funded from taxes over two fiscal years.

Page 27 **Town Wide Paving** - Committee recommends funding of \$900,000.00 a year in the operating budget yearly.

Page 28 **Guardrail Replacement** - Committee found this project to be more of a maintenance issue and recommends funding in the DPW operating budget for the replacement of guardrails each year.

Page 29-39 **Plow Truck/Sander Replacement** – To be paid from the PW Vehicle Capital Reserve Fund. Committee recommends continue funding of \$200,000.00 year into the Public Work's Vehicle Capital Reserve to support this requests and all the other PW Vehicles replacement.

Page 39 **Safety Center Flat Roof Replacement** - This is to provide for reroofing the existing roof with an EPDM roof. Current roof is approximately 30 years old. Rubber roofs normally last 20 to 25 years. Current roof has had leaking issues. This work should be accomplished within the next two years to prevent interior damage to the structure. To be paid from Town Building Maintenance Capital Reserve Fund. Committee recommends increasing the funding of the Town Building Maintenance Capital Reserve by \$100,000.00 to include the cost to maintain of all Town Building parking lots. Currently \$100,000.00 is being placed annually into the Town Building Maintenance Capital Reserve this request would increase it to \$200,000.00 a year.

Page 41 **Parks Upgrades (Restrooms, Tennis Courts & Track)** - One main concern is updating the restroom facilities in Donati Park to be ADA compliant. Resurface the tennis courts at Donati and Fazer Parks and the Track at Donati Park. Committee recommends a warrant article in FY 2022-23 for a total of \$53,600.00. \$25,000.00 to come from Parks & Rec Facility Development Capital Reserves, \$10,000.00 from the Recreation Revolving Fund and \$18,600.00 from taxation.

Page 46 **Auto #2 Replacement** - This vehicle is a 2012 Peterbilt with over 88,000. Average maintenance cost for the last five years on the vehicle is about \$20,000 a year. Committee recommends project in FY 2022-23 and funding it from the Solid Waste Special Revenue.



**FINANCIAL IMPACT:**

Page 8 shows the funding (including taxes and other revenues) for the next six years. Taxes needed to support this CIP is \$2.2 mill for the first four years \$2.3 mill in year five and the final year being \$2.9 mill.

**RECOMMENDATION:**

I would recommend reviewing the Capital Improvement Plan in its entirety as there are projects in the program years that are not presented in this overview.

**SUGGESTED MOTION:**

No motion is need at this time.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Informational purposes only



## Town Council STAFF REPORT



**To:** Town Council  
**Title:** Bicentennial Committee - Use of Town Seal (Commemorative Variation)  
**Meeting:** Town Council - 28 Jul 2021  
**Department:** Administration  
**Staff Contact:** Nick Germain, Project Coordinator

### **BACKGROUND INFORMATION:**

The Hooksett Bicentennial Committee was created by Town Council to plan and coordinate the Town's upcoming Bicentennial celebrations in 2022. Part of this effort will be to advertise and commemorate the event with various documents and memorabilia. An outgrowth of this idea was to create a commemorative "Bicentennial Town Seal" to give material produced a unique, distinct look from typical town symbols.

Bicentennial Committee member Pastor Eric Davis, of Emmanuel Baptist Church in Hooksett, volunteered to create some variations of the town's typical seals for the Committee to consider. Subsequently, after some consideration at several meetings and further collaboration with the larger committee and ancillary volunteers, a final seal variant configuration was selected.

### **Regarding the Seal**

A seal is a form of town property just as sure as is a town building. Town Council, as the main day-to-day policy making body in regards to the use of town property (both intellectual and physical), should ultimately control authorization on how a seal is used.

The Bicentennial Committee is formally asking Town Council for permission to use the selected seal variant as a symbol for Bicentennial Celebration events and materials.

### **FINANCIAL IMPACT:**

None. Seal itself costs nothing to create, but the commemorative memorabilia / advertisements eventually created will have a cost. Any memorabilia created would ultimately go to just covering the cost of producing materials/memorabilia. In the event of any marginal theoretical "profit" produced, this would go to deferring Bicentennial Celebration costs.

### **POLICY IMPLICATIONS:**

None. The Bicentennial Committee is an official organ of the town government and the intended purposes of using a variant are limited and beneficent - though it is recommended Town Council authorize how property such as the seal gets utilized.

### **RECOMMENDATION:**

Vote to authorize the use of the designated Town Seal variant for use as an official symbol for bicentennial celebrations documents, products, and other material.

**SUGGESTED MOTION:**

"I motion to authorize the use of the selected seal variant by Town of Hooksett staff and the Hooksett Bicentennial Committee to commemorate Hooksett's upcoming 200th Anniversary."

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

Concur

***DRAFT***  
**Town Council  
Workshop Items  
August 11, 2021**

**DISCUSSION ITEMS – TO BE RECOMMENDED BY TOWN COUNCIL AT THEIR  
MEETING OF JULY 28, 2021 FOR THEIR WORKSHOP OF AUGUST 11, 2021**

-----  
**THE PACKET OF MATERIAL FOR THE WORKSHOP WILL BE  
AVAILABLE TO COUNCILORS AUGUST 4, 2021**

1. **Town Charter**
  - a. Sub-committee currently reviewing zoning amendment process
  - b. Other items as recommended by Council?
2. **Administrative Code**
  - a. Items as recommended by Council?
3. **Town Council Rules of Procedures**
  - a. Section 19 - review process for tabling an agenda item
  - b. Other items as recommended by Council?
4. **Town Administrator Goals for July 1, 2021 – June 30, 2022**
  - a. To be developed by Town Council
5. **Other**
  - a. **Miscellaneous Workshop Items**

**Note: No motions/votes are made at workshops. Items discussed above that warrant action will be placed on a future regularly scheduled Council agenda.**

**Workshops are typically scheduled for 2 hours.**

**AS OF 07/15/2021**



Town of Hooksett

**Town Council Meeting Minutes  
Wednesday, July 7, 2021**

The Hooksett Town Council met on Wednesday, July 7, 2021, at 6:00 in the Hooksett Municipal Building.

**ITEMS 1-6 LED BY TOWN ADMINISTRATOR**

**CALL TO ORDER**

Town Administrator Andre Garron called the meeting of 07 Jul 2021 to order at (6:00) pm.

**PROOF OF POSTING**

Human Resource Coordinator Donna Fitzpatrick provided proof of posting.

**ROLL CALL #1**

**In Attendance:** Councilor James Sullivan, Councilor Clifford Jones, Councilor John Durand, Councilor Randall Lapierre, Councilor Roger Duhaime (arrived at 6:05), Councilor David Boutin, Councilor Timothy Tsantoulis, Councilor Clark Karolian.

J. Durand left the meeting at 7:24 pm

C. Karolian left meeting at 9:06 pm

D. Boutin left the meeting at 9:19 pm

**Absent:**

Councilor Alex Walczyk

**PLEDGE OF ALLEGIANCE**

**TOWN COUNCIL REORGANIZATION - PART I**

**Town Clerk swearing-in of all new Councilors**

Town Clerk Todd Rainer was present to swear in Councilor John Durand and Timothy Tsantoulis.

**Election of Council Chair, Vice-Chair and Secretary**

*D. Boutin nominated J. Sullivan as Council Chair, seconded by C. Jones. J. Durand nominated T. Tsantoulis Council Chair no second.*

*Voted in favor (6-2)*

*D. Boutin nominated T. Tsantoulis as Vice Chair, seconded by C. Jones.*

*Voted in favor (7-1).*

*D. Boutin nominated R. Lapierre as Secretary, seconded by T. Tsantoulis.*

*Voted in favor (7-1).*

**AGENDA OVERVIEW**

TC MINUTES

07-07-2021

1

**PUBLIC HEARINGS**

**Chairman Sullivan opened the Public Hearing at 6:05 and read the following Public Hearing Notice: Public Hearing to discuss the acceptance of the Local Fiscal Recovery Funds in the amount of \$1,522,397.00 of the American Rescue Plan Act in accordance with NH RSA 31:95-b.**

A. Garron spoke on the funds and how they can be handled. Under eligible uses is the shortfall of revenue. Based on that alone we feel that we will be able to meet that threshold alone. As far as infrastructure we could use the funds in the TIF District. Andre invited Finance Director Christine Tweksbury to review the revenue aspect.

C. Tweksbury- The law allows for replacement for lost public sector revenue. There was a calculation provided in the law. Based on the calculations our loss revenue for the 1<sup>st</sup> year alone exceeds the \$1.5 million in grant funds alone that are being allocated. If we accepted, we would be allowed to use these funds for any reason we want to. Under the provisions we cannot take these monies and claim it as revenue then deposit it into the bank account to offset taxes. They really want communities to do projects that will get people back to work and get our capital projects underway. They want to get the economy going, and they want us to actively spend the allocated money.

R. Lapierre- There seems to be some ambiguity as to whether you can use these funds to reduce taxes and that clarity will come via the IRF comment process. Has there been any clarity or are you making a judgment call that they are not allowing you to use the monies to reduce the tax rate?

C. Tweksbury- There has not been any clarity and what they are telling us right now is that they are not allowing it under the current law.

D. Boutin- Asked A. Garron if the Council were to accept this to go towards the local revenues do you have any idea how it will be spent.

A. Garron- I have asked department heads are there pressing issues we need to look at? I have considered Family Services as an area we can put it towards. We have no clear project that has come up that has been clear as to where we should put the money. We do need to accept the funds by August.

D. Boutin- Have you given any consideration to putting the funds to the sewer project over on sewer project over on the west side?

A. Garron- Yes, I have and that would be an appropriate use. We just want to do our due diligence for the best place to put it towards. If we take it as revenue and apply it for any municipal use the sewer and water will still be an allowable use.

D. Boutin- Does Hooksett get that in 1 lump sum or is it divided up?

A. Garron- We get half this year and half next year.

D. Boutin- I would really like to see it go towards the Martins Ferry project. My understanding that project will cost \$1 million dollars and will free up funds to possibly be able to go to Family Services.

A. Garron- I want to make sure that we look at all possible projects.

TC MINUTES

07-07-2021

2



99

100 T. Tsantoulis- Based on background info it would appear that we are well into the parameters to accept  
101 the money and earmark it for needy projects. I agree with D. Boutin that we should consider the sewer  
102 project and we should look at other projects as well.

103

104 R. Lapierre- The projected revenue loss exceeded the \$1.5 million, so does that mean revenue that we  
105 expected to take in that we are now not going to take in?

106

107 C. Tweksbury- No, the formula is a national formula created from the government. It takes into  
108 consideration where we were at in 2019 as a fiscal community. And then it took in 3 years prior to that  
109 and then tracked our growth. They used a calendar year vs a fiscal year. We are a fiscal year  
110 community and because tax bills were due on December 31<sup>st</sup>, it looked like we had a loss in revenue  
111 because we did not receive those 2<sup>nd</sup> tax bills. Had they based it off a later date we would have not  
112 looked like we had any loss in revenue.

113

114 R. Lapierre- Did we actually loose that rev and are we trying to earmark money to cover a special  
115 project to cover the government services that we currently need to.

116

117 R. Lapierre- Based on the formula we can accept it as loss revenue funds, and you suggest that we use  
118 it for a infrastructure project but there is requirement for that, we just can't use it to reduce the tax rate  
119 going forward.

120

121 C. Tweksbury- I am suggesting we take it on based on the loss of revenue category and that would  
122 allow us to use it for any particular municipal service that we already normally do.

123

#### 124 **Public Comment**

125

126 Tom Walsh State Representative- I encourage you to accept the money. I also ask you to consider  
127 older projects. Such as municipal water on Farmer Road between bypass 28 and Whitehall Terrace.  
128 That one section was eliminated. The Contamination from Warrens Garage has continued to spread  
129 from Farmer Road to Whitehall Road. Just throwing it out there that there are possibilities of other  
130 projects out there.

131

132

#### 133 **SCHEDULED APPOINTMENTS**

##### 134 **Scheduled Appointment with Zoning Board of Adjustment**

135

136 Anne Stelmach of the ZBA and Code Enforcement Officer Dana Pendergast were present to give the  
137 year in review. In the last year we had 22 variances filed 3 withdrew and 4 pending and we granted 15  
138 of them. As far as variances the law is specific on how we can grant them but for the most part what  
139 people ask for is minimal. We also have the power to grant special uses. We had one administrative  
140 appeal on a decision from Code Enforcement. We had 4 applications for excavation permits, 3 were  
141 existing applications and 1 was a new application. The statue is complicated, and the applications take  
142 a long time. One of the challenges in looking at the applications we have an ordinance that has not  
143 been touched since 1979 and needs to be updated and brought up to current law. Our own rules and  
144 procedures also have not been touched in sometime. Ann thanked Town Planner Nick Williams for  
145 stepping up and helping while we were short staffed. We started including regional planning on certain  
146 projects. Suggest we get on the DOT 10-year plan and the traffic.

147

148 D. Boutin- Do you see any trends in application that would suggest any adjustments in our Zoning  
149 ordinances?

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A. Stelmach- We did see some instances where the performance zone would need some tweaking. Article 3 needs some work as well. Article 3 is just the general provisions.

R. Duhaime- When we do approvals, we make certain requirements to the applicants. I would like to see more enforcement and support for enforcement. We see many repeat applications. We need more enforcement and support of enforcement from the Town.

J. Sullivan- Is it enforcement of the ordinance or on the follow through on the ZBA and Planning. Are you short on membership?

A. Stelmach- Our biggest challenge is attendance.

#### **Scheduled Appointment with Planning Board**

Town Planner Nicholas Williams- Covid-19 has not slowed us down. Nicholas gave an overview of a presentation of the past year. See below for a brief highlight from the presentation.  
From 04/2020 – 06/2021: 50 formal applications, 6 subdivisions, 4 lot line adjustments, 15 commercial site plans, 1 condominium conversion, 7 amended commercial site plans, 4 performance zone waiver requests, 4 residential site plans, 5 lot mergers, Various conceptual discussions, impact fee appeals, zoning amendments, changes of use, public hearings, etc. There were four major subdivisions of land, 12 commercial/industrial site plans, 5 residential condominium development, 5 amended site plans/change of use, Occupancy Reviews are up – 48 commercial/industrial occupancy review applications submitted in the period 04/2020-present. Discussion was had on long Range planning goals. **Community Development Department – Planning Division:** Working with third party GIS contractor to comprehensively update and improve all official Town maps. Preparing for a comprehensive review/update of the Town Impact Fee Ordinance, preparing to draft RFP for GIS parcel reconfiguration as provided for in CIP, recruiting interested parties for vacancies: 1 Planning Board alternate, 2 vacancies on Southern New Hampshire Planning Commission representing Hooksett, Coordinating with developer, NHDOT, NH Turnpikes on strategies to adequately plan for and fund roadway improvements in the area of Exit 1. Working with NHDOT on DW Highway widening project. **Preliminary Planning and Projects in the Pipeline:** Large industrial project (200,000+ sq feet) proposed at 10 Eastpoint Drive, Cigna building conversion to market rate apartment community/mixed-use development, Two industrial pad sites proposed at 400 Technology Drive, Commercial condominium project proposed at 1143 Hooksett Road, Convalescent Home proposed on DW Highway, National truck stop franchise with restaurant proposed at redevelopment site on DW Highway, Non-nuisance industrial use proposed for Kmart Plaza.

R. Duhaime- Do you have maps of the wells and how many houses on the project Mr. Walsh inquired about?

A. Garron- As a related comment DES has sampled the area houses, and they have explored the options to getting water there. It can be done but would be very expensive to do. It did not sound like a high priority for Manchester Water Works.

D. Boutin- Do you have any sense of the cost of bringing this water up the street?

A. Garron- No I do not.

J. Sullivan- If we are going to consider this then we should reach out to central for their assistance.

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T. Walsh- I encourage all to actually read through the master plan.

**Todd Rainier, Town Clerk - Pawnbroker and Secondhand Dealers Ordinance 2014-1 & Application - Proposed Amendments**

***R. Lapierre motioned to accept the Pawnbroker and Secondhand Dealers Ordinance 2014-1 & Application as amended, seconded by T. Tsantoulis.***

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

**TOWN COUNCIL REORGANIZATION - PART II**

First meeting of the New Town Council, motion for section 2a (3-12) of Town Council Rules of Procedures.

***D. Boutin motioned to adopt section 2a (3-12) of Town Council Rules of Procedures, seconded by T. Tsantoulis.***

1. Procedures for electing officers are as follows:
  - a. Annually, at the first meeting of the new Town Council:
    1. The Town Clerk shall swear-in all new Councilors as a group.

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

The members thereof shall:

2. Choose, from among their members, a Chair, a Vice Chair and a Secretary. In addition to the powers conferred upon the Chair, the Vice Chair and the Secretary, they shall continue to have all the rights, privileges and immunities of a member of the Town Council.
3. \*Motion that the Town Council confirms by a roll call vote, that the Town of Hooksett will adopt RSA 31:104, 31:105 and 31:106 to provide immunity and indemnify all Town Councilors, other elected officials, employees, agents as well as appointed officials that serve on committees and boards within the Town of Hooksett; specifically covering immunity from civil liability for discretionary acts, according to RSA 31:104, indemnification for costs of defense of civil suits, according to RSA 31:105 and indemnification for civil rights claims, according to RSA 31:106.
4. \*Motion to have the Town Council Chair sign ancillary documents as agent to expend as a result of Town Council prior approval of the documents.
5. \*Motion to have the Town Council Chair complete the Council's section of the Annual Report.
6. \*Motion to have the Town Council Chair complete & sign Tax Deed Waivers.
7. \*Motion to adopt the Town Council Rules of Procedures.
8. \*Motion to adopt the Administrative Code (which includes the Investment and Fund Balance Policies).
9. \*Motion to adopt the Family Services Guidelines.

- 248 10. \*Motion to have the Tax Collector sign payment plans for deedable  
249 properties.  
250 11. \*Motion to have the Town Administrator approve payment plans for  
251 deedable properties (Town Administrator cannot forgive interest or  
252 principal).  
253 12. \*Motion to have a Councilor work with Administration to coordinate the  
254 annual Town Council Old Home Day booth and Employee Appreciation  
255 Picnic.

256 **Roll Call Vote #2**

257 ***R. Duhaime Aye***  
258 ***J Durand NP***  
259 ***C. Jones Aye***  
260 ***R. Lapierre Aye***  
261 ***A. Walczyk NP***  
262 ***D. Boutin Aye***  
263 ***C. Karolian Aye***  
264 ***T. Tsantoulis Aye***  
265 ***J. Sullivan Aye***

266  
267 ***Voted unanimously in favor (7-0).***

268  
269 **Town Council Representative Assignments**

270  
271 **Board of Assessors-** Councilor Timothy Tsantoulis, Councilor Alex Walczyk, Councilor Randall  
272 Lapierre  
273 **Budget Committee-** Councilor Randall Lapierre  
274 **Conservation Committee-** Councilor Alex Walczyk  
275 **Economic Development Advisory Committee-** Councilor James Sullivan  
276 **Heritage Commission-** Councilor Roger Duhaime  
277 **Hooksett Youth Achiever of the Month-** Councilor Timothy Tsantoulis, Councilor Randall Lapierre, J.  
278 Durand  
279 **Parks & Rec Advisory Board-** Councilor Alex Walczyk  
280 **Planning Board-** Councilor David Boutin and Councilor Clifford Jones  
281 **Recycling & Transfer Advisory Board-** Councilor Clark Karolian and Councilor Alex Walczyk  
282 **Sewer Commission- No appointments made today**  
283 **Route 3A TIF District Advisory Board-** Councilor David Boutin and Councilor Roger Duhaime  
284 **Town Hall Preservation Committee-** Councilor James Sullivan  
285 **Zoning Board of Adjustment-** Councilor Roger Duhaime and Councilor Clifford Jones,  
286 **Union Negotiations-** Councilor Randall Lapierre,  
287 **Bicentennial Committee-** Councilor James Sullivan

288  
289  
290 **CONSENT AGENDA**

291 **Donation of \$200 for Hooksett's Bicentennial by Henry Roy**

292  
293 ***T. Tsantoulis motioned to accept the donation of \$200 from Henry Roy to the Town of Hooksett***  
294 ***for the Bicentennial Committee per RSA 31:95-b, seconded by D. Boutin.***

295  
296 ***Voted unanimously in favor (7-0).***

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**TOWN ADMINISTRATOR'S REPORT**

A. Garron- Covid cases are at 5 and still down from 11 from our last meeting. Overall NH is 55% fully vaccinated. Hooksett is 7<sup>th</sup> in the state for vaccinations. We did receive a summons for court by Trimbur V. Hooksett regarding the removal of equipment on the town ROW. The court Hearing is July 15<sup>th</sup> and Primex will be representing us as well as Town Council. We did receive a response back today from the States Fire Marshalls office today. I will make it part of my TA report for the next meeting for all to review, as it was just submitted this afternoon. TIFF Funding opportunities coming from NHDES will be allocating \$50 Million in funds. We have submitted an application for consideration. And we do have a grant application in with Senator Shaheen Grant funding. We also applied to Chris Pappas grant. We made it through to the 1<sup>st</sup> round and then did not score high enough to go further. They had 300 applications and only 12 were accepted.

D. Boutin- How much did we apply for?

A. Garron- We submitted for a \$3.5 million grant and the same for the Senator Shaheen Grant.

J. Sullivan- The council has requested that the TA report be sent out prior to the meeting for review. Can you give us an update on the parking at Veterans Park?

A. Garron- The temporary signs have been helping we are waiting on permanent signs. Budget season is coming up and is seeking thoughts on the Budgets and some direction.

**NOMINATIONS AND APPOINTMENTS**

**Nominations and Appointments - July 2021**

J. Sullivan- We have three individuals who were nominated for reappointment to their respective seats on town public bodies.

***T. Tsantoulis motioned reappoint Kathy Northrup as a member of the Heritage Commission to a term expiring 6/30/2024, and Robert Better as an Alternate to the Conservation Commission to a term expiring 6/30/2024 and Raymond Bonney as a member of the Recycling and Transfer Advisory Board to a term expiring 6/30/2024, seconded by D. Boutin***

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

***D. Boutin motioned to waive the rules and procedures and to nominate and appoint Donald Winterton as a full member of the Planning Board. Seconded by T. Tsantoulis.***

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

D. Boutin- We have a meeting setup with the State Representative to make changes in the TIFF. According to the current stature you have to be a resident of the district. We do have some businesses that would like to be a part of the TIFF Advisory Board.

**NEW BUSINESS**

349 **Accept the Local Fiscal Recovery Funds in the amount of \$1,522,397.00 of the American Rescue**  
 350 **Plan Act in accordance with NH RSA 31:95-b.**

351  
 352 **Councilor Sullivan closed the Public Hearing at 7:43 pm.**  
 353

354 ***R. Lapierre motioned to accept the Local Fiscal Recovery Funds in the amount of \$1,522,397.00***  
 355 ***of the American Rescue Plan Act in accordance with NH RSA 31:95-b. seconded by D. Boutin.***  
 356

357 **Roll Call Vote #3**

358 ***D. Boutin Aye***  
 359 ***C. Jones Aye***  
 360 ***A. Walczyk NP***  
 361 ***J. Durand NP***  
 362 ***R. Duhaime Aye***  
 363 ***T. Tsantoulis Aye***  
 364 ***R. Lapierre Aye***  
 365 ***C. Karolian NP***  
 366 ***J. Sullivan Aye***  
 367

368 ***Vote unanimously in favor (6-0)***  
 369

370 ***DB motioned that we reserve and dedicate \$1 million to the upgrade of the Martins Ferry***  
 371 ***pumping station. Seconded by T. Tsantoulis.***  
 372

373 D. Boutin- I am as chair for the TIFB advisory board and securing funding for the sewer project to the  
 374 pumping station is very critical and it will cost about \$1 million dollars to upgrade it.  
 375

376 J. Sullivan asked can we make a motion to set aside \$1 million dollars when we will not receive that in  
 377 the 1<sup>st</sup> portion?  
 378

379 A. Garron- the reason to separate the vote was to one make sure we voted to accept the funds and  
 380 then make a vote at a later date where to devote the funds to. We also had 2 additional funding options  
 381 put out on the table today for consideration. The council can still decide later on how to spend the  
 382 funds.  
 383

384 ***C. Karolian motioned to table this discussion until we get more information from the Town***  
 385 ***Administrator and his recommendation with his staff on how to best use the funds as presented***  
 386 ***in the staff report. Seconded by R. Lapierre.***  
 387

388 J. Sullivan- We have been following past practice and Roberts Rule on tabled motions. Tabled items  
 389 cannot be discussed or debated further.  
 390

391 R. Lapierre- Section 19 in the Town Council Rules of Procedures says that a motion to table does not  
 392 allow a debate or discussion. We are following Roberts rules. Looked online for the definition of Roberts  
 393 rules on tabled items and read aloud.  
 394

395 D. Boutin- My right as a councilor is being abridged tonight to be able to speak.  
 396

397 J. Sullivan- Read the dictionary definition of debate.  
 398

399 **Roll Call Vote #4**

400 **A. Walczyk NP**

401 **R. Lapierre Aye**

402 **C. Jones Aye**

403 **R. Duhaime Aye**

404 **J. Durand NP**

405 **C. Karolian Aye**

406 **T. Tsantoulis Aye**

407 **D. Boutin Aye**

408 **J. Sullivan Aye**

409

410 **Vote unanimously in favor (7-0)**

411

412 T. Tsantoulis- One project will give the town revenue and the other will cost the town money.

413

414 J. Sullivan- We need to give the TA the Councils perspective on how the money will be spent. We need  
415 to find out the particulars and costs on how much those projects will cost.

416

417 **J. Sullivan moved the council to direct the TA to look at the possible expenses from these funds  
418 and cost of extending the water line in that particular section and find out cost and detail from  
419 the present. Seconded by R. Duhaime.**

420

421 C. Karolian- Point of order.

422

423 C. Jones- Earlier this evening you already asked the council members to contact the Town  
424 Administrator with possible projects for consideration.

425

426 **J. Sullivan removed his motion. If you have any particular projects that should be covered under  
427 these funding's please reach out to Andre the TA.**

428

429 **Accept Federal Grant Funds (FEMA-PA) awarded to the Town of Hooksett, NH in the amounts of  
431 \$105,426.94 for Hooksett Police Department overtime staffing from July 2020 - December 2020,  
432 and \$82,115.03 (Feb. 2021-Apr. 2021) and \$88,247.40 (July 2020- Sept. 2020) for Hooksett Fire-  
433 Rescue overtime staffing per RSA 21-P:43.**

434

435 **R. Lapierre motioned to accept Federal Grant Funds (FEMA-PA) awarded to the Town of  
436 Hooksett, NH in the amounts of \$105,426.94 for Hooksett Police Department overtime staffing  
437 from July 2020 - December 2020, and \$82,115.03 (Feb. 2021-Apr. 2021) and \$88,247.40 (July  
438 2020- Sept. 2020) for Hooksett Fire-Rescue overtime staffing, per RSA 21-P:43. seconded by D.  
439 Boutin.**

440

441 R. Duhaime- Is this for the year? Will this save us money now that is covered by FEMA?

442

443 C. Tweksbury – For the PD they may have had a little OT due to covid, but the majority is just  
444 reimbursement of OT spent during the year. This also does cover the FD hours because they filled  
445 more hours due to covid.

446

447 T. Tsantoulis- Is this a onetime shot deal related to covid and we do not expect to see this again.

448

449

450 C. Tweksbury- Yes.

451

452 C. Karolian- Am I understanding it correctly that the PD was not covid related?

453

454 C. Tweksbury- There may be some that was covid related but FEMA made a blanket statement that all  
455 FD and PD OT was covered as reimbursable regardless if it was covid related and reimbursed  
456 communities at 100%.

457

458 **Roll Call Vote #5**

459 ***T. Tsantoulis Aye***

460 ***C. Jones Aye***

461 ***R. Duhaime Aye***

462 ***A. Walczyk NP***

463 ***R. Lapierre Aye***

464 ***C. Karolian Nay***

465 ***J. Durand NP***

466 ***D. Boutin Aye***

467 ***J. Sullivan Aye***

468

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

470

471 **Comcast Cable Franchise**

472

473 A. Garron the past contract was 8 years ago. The changes made were the following: On page 4 we  
474 took out the word Selectman and put Council. Page 6 there were date changes June 9<sup>th</sup>, 2021, expiring  
475 in 8 years. Page 9 changed the term of 8 years; page 11 added the RSA 72:23 in regard to new poles  
476 in the ROW and assessing the value of the poles. Page 13 changed the length of new extensions for  
477 new cable. Page 18 added the term "like new or same condition of pavement" vs good condition. Page  
478 31 changed address to Town Hall and Comcast. Page 36 Exhibit A we made corrections to addresses  
479 and added other facilities that were not covered on the last contract. Exhibit B foreign language  
480 programming.

481

482 ***D. Boutin motioned for Town Council to sign the Cable Television Franchise Agreement for the***  
483 ***Town of Hooksett for the term (8 years) established in the agreement. Seconded by T.***  
484 ***Tsantoulis.***

485

486 ***Voted unanimously in favor (6-0)***

487

488 ***C. Jones- Motioned that we have the Town attorney taking the authority of 3.13 on our behalf***  
489 ***investigate C. Karolian and J. Durand to see if they have broken any charter rules on how they***  
490 ***went about their investigations on Councilor Walczyk. Seconded by D. Boutin.***

491

492 T. Tsantoulis- This is a tough subject. This hurt some relationships. This put the council in a bad light  
493 for a period of time. I have never gotten so much attention on a matter such as this. The community  
494 was appalled by this and how this was handled and why we did not stop this. We need to publicly  
495 acknowledge this and that it may have been wrong. This generated a lot of negative publicity for us on  
496 behalf of the town.

497

498 R. Lapierre- Reserving judgement I agree we need to.

499



500 R. Duhaime- We are a team and we do make mistakes. We are not perfect we have to be accountable  
501 for what we do. I do not think this requires a lot of time spent. I think there are better things that we can  
502 spend our time and money on.

503  
504 D. Boutin- I agree with T. Tsantoulis. It was a very traumatic time period for the council. I think C. Jones  
505 motions is looking to do that, and I hope you will support that motion.

506  
507 C. Jones- After everyone was talking about bringing in the attorney general. I reached out the AG's  
508 office and have sent his recommendation to the rest of the Town Council and his recommendation was  
509 to have our own internal investigation.

510  
511 J. Sullivan- This is important for the council to collectively appear before the citizens that we are looking  
512 into their concerns.

513

514 **Roll Call Vote #6**

515 **J. Durand NP**

516 **R. Lapierre Aye**

517 **C. Karolian Abstained**

518 **D. Boutin Aye**

519 **C. Jones Aye**

520 **T. Tsantoulis Aye**

521 **A. Walczyk NP**

522 **R. Duhaime Aye**

523 **J. Sullivan Aye**

524

525 **Voted in favor (6-1 Abstained)**

526

527 **APPROVAL OF MINUTES**

528

529 **D. Boutin motioned to approve the public minutes of the June 23, 2021, meeting. Seconded by**  
530 **R. Lapierre.**

531

532 **Voted unanimously in favor (6-0)**

533

534 **T. Tsantoulis motioned to approve the non-public minutes of the June 23, 2021, meeting**  
535 **Seconded by D. Boutin.**

536

537 **Voted unanimously in favor (6-0)**

538

539 **SUB-COMMITTEE REPORTS**

540

541  
542 C. Karolian- The Transfer Station is down three employees. We are back to last year's size of  
543 employees. We are seriously short-handed. We need more employees.

544

545 J. Sullivan- Please update us at a later date where we stand on this matter.

546

547 T. Tsantoulis- Can we do a temporary assignment of duties to fill spots.

548

549 A. Garron- I can inquire with DPW but we are also limited on what we can actually do within  
550 departments.

TC MINUTES

07-07-2021

11

551 J. Sullivan- The Bicentennial planning is going well. I will ask for some bicentennial related activity at  
552 a council meeting the future. We have spoken with the FD and PD on their commitments and their  
553 assistance. Park and Rec are aware of upcoming events. OHD is going to be in 2022 date TBD.  
554

555 **PUBLIC INPUT**

556 **None**  
557

558 **NON-PUBLIC SESSION NH RSA 91-A:3 II**  
559

560 ***J. Sullivan motioned to enter non-public session of 07/7/2021 at 8:50 pm in accordance with NH***  
561 ***RSA 91-A:3 II a. The motion was seconded by D. Boutin.***  
562

563 (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such  
564 employee, or the investigation of any charges against him or her, unless the employee affected  
565 (1) has a right to a meeting and (2) requests that the meeting be open, in which case the  
566 request shall be granted.

567 (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person,  
568 other than a member of the public body itself, unless such person requests an open meeting. This  
569 exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or  
570 other levy, if based on inability to pay or poverty of the applicant.  
571

572 **Roll Call Vote #7**

573 ***C. Jones Aye***

574 ***C. Karolian Aye***

575 ***R. Lapierre Aye***

576 ***R. Duhaime Aye***

577 ***A. Walczyk NP***

578 ***J. Durand NP***

579 ***T. Tsantoulis Aye***

580 ***D. Boutin Aye***

581 ***J. Sullivan Aye***  
582

583 ***Voted unanimously in favor (7-0)***  
584

585 C. Karolian left meeting at 9:06 PM.

586 D. Boutin left the meeting at 9:19 PM.

587 Lost quorum at 9:19 PM.

588 ***J. Sullivan motioned to come out of non-public session of 07/7/2021 at 9:19 as a quorum was***  
589 ***lost the motion was seconded by T. Tsantoulis.***  
590

591 **Roll Call Vote #8**

592 ***R. Lapierre Aye***

593 ***R. Duhaime Aye***

594 ***T. Tsantoulis Aye***

595 ***A. Walczyk NP***

596 ***J. Durand NP***

597 ***C. Jones Aye***

TC MINUTES

07-07-2021

12

598 **D. Boutin NP**  
599 **C. Karolian NP**  
600 **J. Sullivan Aye**  
601  
602 **Vote in favor (5-0)**  
603  
604 **T. Tsantoulis motioned to seal the non-public minutes of 07/7/2021, the motion was seconded**  
605 **by J. Sullivan.**  
606  
607 **Roll Call Vote #9**  
608 **J. Durand NP**  
609 **D. Boutin NP**  
610 **C. Jones Aye**  
611 **R. Duhaime Aye**  
612 **C. Karolian NP**  
613 **A. Walczyk NP**  
614 **T. Tsantoulis Aye**  
615 **R. Lapierre Aye**  
616 **J. Sullivan Aye**  
617  
618 **Vote in favor (5-0)**  
619  
620  
621 Respectfully submitted,  
622 *Alicia Jipson*  
623 Alicia Jipson  
624 Recording Clerk  
625