



AGENDA

Town of Hooksett Town Council

Wednesday, August 25, 2021 at 6:00 PM

A meeting of the Town Council will be held Wednesday, August 25, 2021 in the Hooksett Municipal Building commencing at **6:00 PM**.

Page

1. **CALL TO ORDER**
2. **PROOF OF POSTING**
3. **ROLL CALL**
4. **PLEDGE OF ALLEGIANCE**
5. **AGENDA OVERVIEW**
6. **PUBLIC HEARINGS**
7. **SPECIAL RECOGNITION**
 - 7.1. Hooksett Municipal Employee - New Hire
8. **PUBLIC INPUT - 15 MINUTES**
9. **SCHEDULED APPOINTMENTS**
 - 9.1. Hooksett Dog Park Eagle Scout Project by Nicholas A. Chaffee (Alex), Troop 603, Hooksett, New Hampshire 5 - 8
[Staff Report - SR-21-126 - Pdf](#)
 - 9.2. Lamberts Park Eagle Scout Project - Picnic Tables by Sam Baker, Troop 135 9 - 11
[Staff Report - SR-21-127 - Pdf](#)
[Picnic Table Specs](#)
 - 9.3. TIF District Sewer – Permission to Sign Pump Station Easement to Arleigh Greene - David Mercier, Underwood Engineering 13 - 19
[Staff Report - SR-21-125 - Pdf](#)
 - 9.4. Tax Increment Finance District (TIF) – Agreement between Town and Hooksett Village Water Precinct for the Town to Contribute \$300,000 of TIF Funds to Pinnacle Hill Water Project - David Mercier, Underwood Engineering 21 - 24
[Staff Report - SR-21-128 - Pdf](#)
10. **CONSENT AGENDA**
 - 10.1. 25 - 26
Motion to accept the donation of food, drinks, paper products, and entertainment with a combined estimated value under \$5,000.00 from Hooksett Kiwanis, Laconia Kiwanis, Merrimack County Savings Bank, Barrett Insurance, Hooksett Police Association, Cup Cake Fairy USA, Freihofer Bakery Outlet, Walmart, Hannaford Supermarket, and Shaw's, of Hooksett, NH, to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-e:II.
[Staff Report - SR-21-121 - Pdf](#)

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

10.2.	Motion to accept \$840.85 raised at our fourth annual National Night Out event held on August 3, 2021, to the Town of Hooksett through the Police Department for families in need per RSA 31:95-b, III(b). Staff Report - SR-21-122 - Pdf	27
10.3.	Accept the donation of \$1,000.00 from the Rice Family Charitable Fund to the Town of Hooksett for the Conservation Commission fund per RSA 31:95-b:III(b). Staff Report - SR-21-123 - Pdf	29 - 31
10.4.	Urgent Care #1228 Hooksett Road - Landscape Bond Release of \$18,000 Staff Report - SR-21-124 - Pdf	33 - 39
11.	TOWN ADMINISTRATOR'S REPORT	
12.	NOMINATIONS AND APPOINTMENTS	
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14.	OLD BUSINESS	
14.1.	ADA Restrooms Donati Park Update Staff Report - SR-21-131 - Pdf	47 - 60
15.	NEW BUSINESS	
15.1.	Proposed Amendment to Intoxicating Beverages Ordinance # 00-9 Staff Report - SR-21-118 - Pdf	61 - 62
15.2.	Proposed Parks and Recreation Ordinance #2021-1 Staff Report - SR-21-120 - Pdf	63 - 65
15.3.	Town Council Establish Town Administrator Goals FY 2021-2022	
15.4.	Town Report - Finalizing Details Staff Report - SR-21-129 - Pdf	67
15.5.	Town Council Discussion on Advisory Boards/Committees Hooksett Advisory Boards 08252021	69 - 78
16.	APPROVAL OF MINUTES	
16.1.	Public 05/26/2021 Amendments	
16.2.	Public: 07/28/2021 TC Minutes 7-28-21	79 - 95
16.3.	Public: 08/11/2021 Special Meeting TC Special Meeting 8-11-21	97 - 100
16.4.	Non-Public: 07/28/2021 #1 5:45pm-5:59pm	
16.5.	Non-Public: 07/28/2021 #2 10:01pm-10:20pm	
17.	SUB-COMMITTEE REPORTS	
18.	PUBLIC INPUT	

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

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

20. ADJOURNMENT

PUBLIC INPUT

1. Two 15-minute Public Input sessions will be allowed during each Council Meeting. Time will be divided equally among those wishing to speak, however, no person will be allowed to speak for more than 5 minutes.
2. No person may address the council more than twice on any issue in any meeting. Comments must be addressed to the Chair and must not be personal or derogatory about any other person.
3. Any questions must be directly related to the topic being discussed and must be addressed to the Chair only, who after consultation with Council and Town Administrator, will determine if the question can be answered at that time. Questions cannot be directed to an individual Councilor and must not be personal in nature. Issues raised during Public Input, which cannot be resolved or answered at that time, or which require additional discussion or research, will be noted by the Town Administrator who will be responsible for researching and responding to the comment directly during normal work hours or by bringing to the Council for discussion at a subsequent meeting. The Chair 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: Hooksett Dog Park Eagle Scout Project by Nicholas A. Chaffee (Alex), Troop 603, Hooksett, New Hampshire
Meeting: Town Council - 25 Aug 2021
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

Alex Chaffee, age 17 from Hooksett Troop 603 wishes to construct and place obstacles within the dog park on Merrimack Street for the dogs to run around and play on, but still maintain the space needed for dogs to run as they please.

All items will be constructed of approved materials. Attached are items that Mr. Chaffee may include in his project. He will be attending the Parks and Recreation meeting scheduled for August 17th at 6pm to further elaborate and finalize the scope of his project.

All work will be coordinated with the Department of Public Works/Parks, Parks and Recreation Division, and the Town Engineer.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

To approve of Nicholas A. Chaffee, age 17 from Troop 603 to construct an Eagle Project at the Dog Park in Hooksett, New Hampshire.

SUGGESTED MOTION:


Motion to approve of Nicholas A. Chaffee, age 17 from Troop 603 to construct an Eagle Project at the Dog Park in Hooksett, New Hampshire.


TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

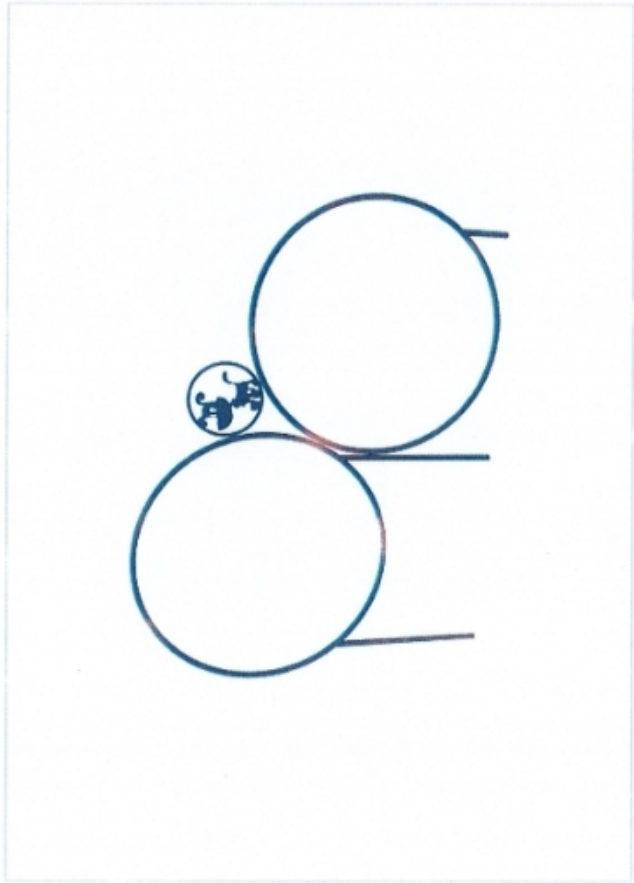
[Dog Park Attachment](#)



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2 HOOP JUMP

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Starting At \$340.00


ADD TO CART




5/8" Coated Solid Steel double hoop jump

Includes:

- 5/8" Coated Solid Steel
- Two Jump Hoops

Specifications	
Weight	27 lbs



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RECYCLED STEPPING PAWS – SET OF 3

Starting At \$851.00

ADD TO CART

One of your favorite agility obstacles, now available in 100% recycled plastic material. Offered in sets of 3, the stepping paws add a true test of agility for the dogs while challenging them to coordinate both balance and stride.

Includes:

- 100% Recycled Material
- 3 Platforms
- Customizable Installation Height
- Inground Mount



Specifications

Structure Size	14.5" OD
Weight	24 - 42 lbs



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DOGGIE TEETER TOTTER

Starting At \$1,208.00

ADD TO CART

The Doggie Teeter Totter offers the challenge of an obstacle that the dog must "control." Once mastered, the Teeter Totter can be a real confidence booster for dogs in terms of balance. Mounts Inground or Surface Mounts with anchor bolts. Canine Coat.

Includes:

- CanineCoated Plank
- Inground Mount Pipe

Specifications	
Structure Size	120"L x 15"W
Weight	100 - 102 lbs

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Town Council
STAFF REPORT



To: Town Council
Title: Lamberts Park Eagle Scout Project - Picnic Tables by Sam Baker, Troop 135
Meeting: Town Council - 25 Aug 2021
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

Sam Baker, age 17 from Troop 135 wishes to construct five picnic tables for the new Lambert's Park pavilion and surrounding park area. The picnic tables will be constructed of approved materials including pressure treated wood and galvanized hardware (see attached plan).

Troop 135 has members from many of the surrounding communities including Hooksett.

Mr. Baker will be attending the Parks and Recreation meeting scheduled for August 17th at 6pm to further elaborate and finalize the scope of his project. All work will be coordinated with the Department of Public Works/Parks, Parks and Recreation Division, and the Town Engineer.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

To approve of Sam Baker, age 17 from Troop 135 constructing five picnic tables for the new Lambert's Park pavilion and surrounding park area.

SUGGESTED MOTION:

Motion to approve of Sam Baker, age 17 from Troop 135 constructing five picnic tables for the new Lambert's Park pavilion and surrounding park area.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Picnic Table Design](#)



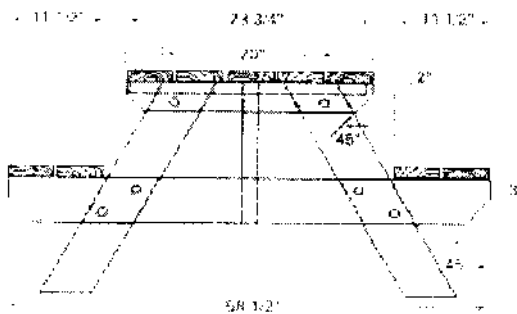
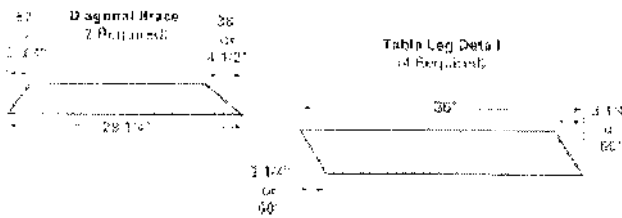
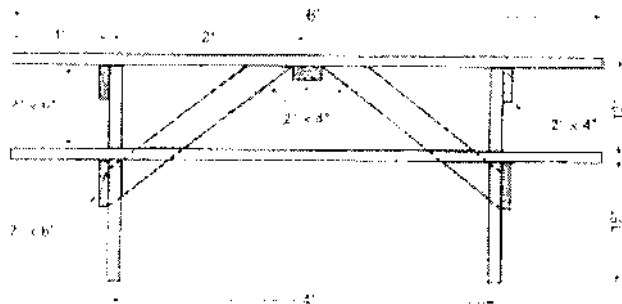
Picnic Table

Lumber

- ▲ Seat Top Req. 60 2" x 6" = 12'
- ▲ Seat Supports (1" x 6" = 10')
- ▲ Table Supports, Braces
(2" x 4" = 11')

Hardware

- ▲ 17 Galvanized Carriage Bolts
(3/8" x 1-1/2")
- ▲ 12 3/4" Flat Washers
- ▲ 2 1/2" Galvanized Nails as
REQUIRED





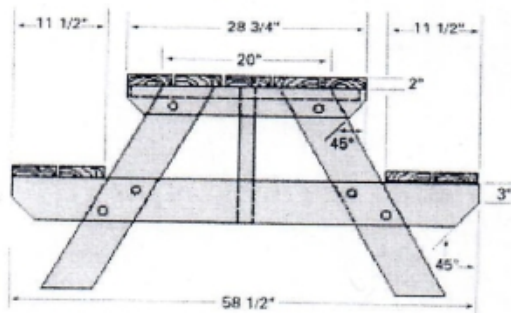
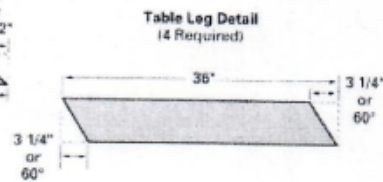
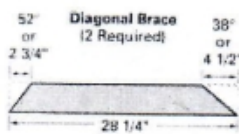
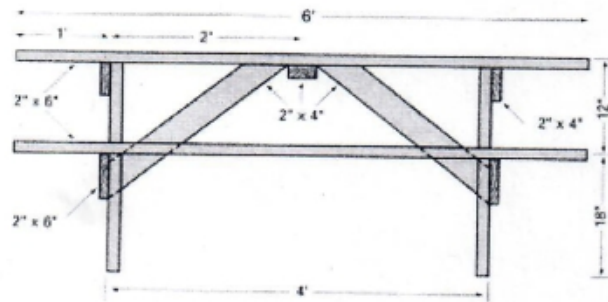
Picnic Table

Lumber

- ▲ Seat, Top, Legs: (6) 2"x6" - 12'
- ▲ Seat Supports: (1) 2"x6" - 10'
- ▲ Table Supports, Braces: (2) 2"x4" - 10'

Hardware

- ▲ (12) Galvanized Carriage Bolts: 3/8"x3 1/2"
- ▲ (12) 3/8" Flat Washers
- ▲ 2 1/2" Galvanized Nails as required



Town Council

STAFF REPORT



To: Town Council
Title: TIF District Sewer – Permission to Sign Pump Station Easement to Arleigh Greene - David Mercier from Underwood Engineering will be available to Answer any Questions.
Meeting: Town Council - 25 Aug 2021
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

In the TIF District area, the Town is planning to install a proposed pump station on a property owned by Arleigh Greene. Mr. Green will grant the Town land for the pump station in exchange for the Town giving Mr. Greene the town owned property. Attached is an easement to be signed by the Town for allowing Mr. Greene the use of Town Property, and an easement allowing the Town to use Mr. Greene's Property. The purpose of the land swap is to save money by not having to extend power, water, and natural gas utilities to the Town owned site. Both easements are attached.

This arrangement was approved by the Town Council at their Meeting held on November 18, 2021. Staff is now requests that permission be granted to the Town Administrator to sign the Town's easement to Mr. Greene. This easement will not be recorded until Mr. Greene signs the easement to the Town.

Note that the Town easement to Mr. Greene does require him to maintain the property in a neat and orderly fashion and requires his "recreational use" to conform to Town of Hooksett zoning laws, and all local, State and Federal permits.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Approve of the Town Administrator signing the attached Town's easement to Mr. Greene for use of the property at Town of Hooksett Tax Map #29 and Lot #53 located on Kimball Drive in Hooksett.

SUGGESTED MOTION:

Motion to approve of the Town Administrator signing the attached Town's easement to Mr. Greene for use of the property at Town of Hooksett Tax Map #29 and Lot #53 located on Kimball Drive in Hooksett.

TOWN ADMINISTRATOR'S RECOMMENDATION:

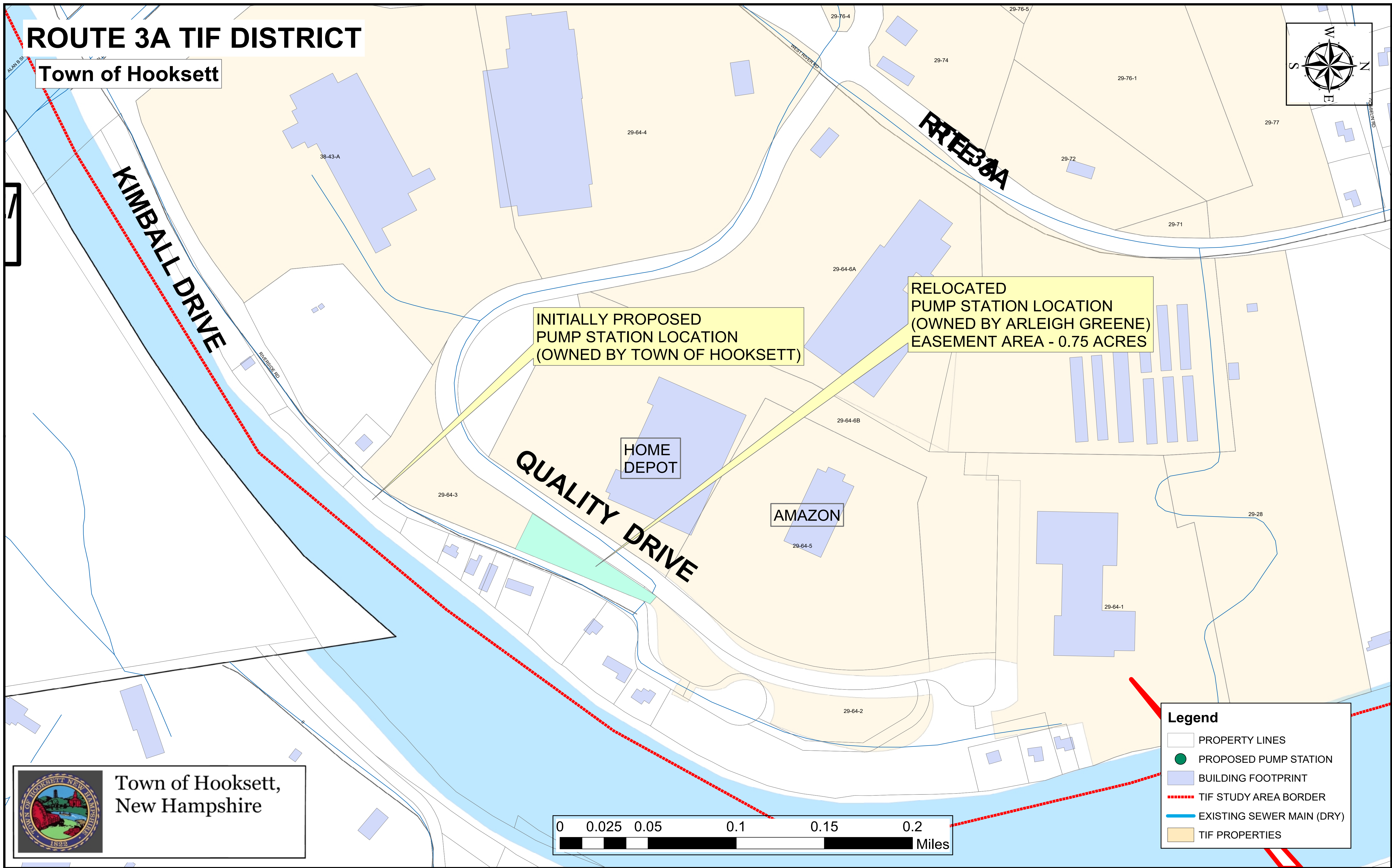
Concur

ATTACHMENTS:

[TIF PS Lot Swap Plan](#)

[Final Greene Easement 29-64-3](#)

[Final Town Property - Greene Easement 29-53](#)



WARRANTY EASEMENT DEED

KNOW ALL MEN BY THESE PRESENTS, THAT West River Road, LLC, with a mailing address of **P.O. Box 2750, Seabrook, NH 03106**, (herein “Grantor”), for consideration paid by the **Town of Hooksett, New Hampshire, 35 Main Street, Hookset, NH 03874**, (herein “Grantee”), the receipt of which the Grantor does hereby acknowledge, has granted, bargained, and sold, and by these presents does give, grant, bargain, sell, convey and confirm unto the Grantee, it and its successors and assigns forever, with WARRANTY COVENANTS, a permanent utility easement on land of the Grantor located in between Quality Drive and Kimball Drive, Town of Hooksett, County of Merrimack, and State of New Hampshire, more particularly described as follows:

Permanent Easement

Beginning at a point on the Westerly side of Kimball Drive in the Town of Hooksett, County of Merrimack, State of New Hampshire, said point being on the Easterly sideline of Tax Map 29 Lot 64-3, said point also being the Southeasterly corner of the area herein described and lying N 13° 49’ 15” E, a distance of 221.08’ from a 5/8” rebar with ID cap, and also being S 36° 27’ 41” W, a distance of 325.91’ from an iron pin as shown on the hereinafter referenced plan;

Thence N 54° 00’ 51” W, a distance of 110.83’ through said Tax Map 29 Lot 64-3 to a point on the Easterly side of Quality Drive;

Thence Northerly along said Quality Drive to a point at land now or formerly of the City of Manchester;

Thence Easterly along said City of Manchester land to a point on the Westerly sideline of Kimball Drive;

Thence Southerly along said Kimball Drive to the point of beginning.

Said area contains 0.50 acres, and is shown as “Proposed Utility Easement” on a plan entitled “Utility Easement Plan for The Town of Hooksett Over Land of West River Road, LLC (Tax Map 29 Lot 64-3) 500 Quality Drive Hooksett, New Hampshire” Dated March 2021 by Doucet Survey, LLC

The intent of said easement is to be the Northerly 0.5 acres of Tax Map 29 Lot 64-3.

Conveying to the Grantee a 21,780 square foot permanent easement for the **permanent** right and privilege to enter and construct, maintain, operate, repair, upgrade,

and replace a new wastewater water pump station and associated water/sewer/gas/power utilities within the above-described permanent easement area at Grantor's land identified as Town of Hooksett Tax Map #29 and Lot #64-3 located on Quality Drive in the Town of Hooksett, in accordance with standard construction practices, to include clearing, grubbing, flattening site, excavation, building construction, pipe/conduit installation, driveway construction, fence installation, backfill, re-grading, loaming and seeding the area during said construction, maintenance, repair, upgrade, and replacement as the case may be. Grantee shall construct and maintain a split-face block exterior, flat roof pump station building with fenced-in paved area around it in a neat and orderly fashion.

Meaning and intending to describe and convey easements as defined above, over, under and across those premises described above owned by the Grantor by Warranty Deed of West River Road, LLC, recorded in the Merrimack County Registry of Deeds at Book 2145, Page 1439.

This deed is a transfer of easements to a municipality, and no transfer tax is required pursuant to RSA 78-B:2,I.

Executed this _____ day of _____, 2021.

West River Road, LLC

BY: _____

Print Name and Title

STATE/Commonwealth of _____

County of _____, SS

This instrument was acknowledged before me on _____, 2021, by _____ as _____ of West River Road, LLC.

Notary Public/Justice of the Peace

My commission expires: _____

WARRANTY EASEMENT DEED

KNOW ALL MEN BY THESE PRESENTS, THAT **Town of Hooksett, New Hampshire, 35 Main Street, Hookset, NH 03106**, (herein “Grantor”), for consideration paid by **West River Road, LLC**, with a mailing address of **P.O. Box 2750, Seabrook, NH 03106**, (herein “Grantee”), the receipt of which the Grantor does hereby acknowledge, has granted, bargained, and sold, and by these presents does give, grant, bargain, sell, convey and confirm unto the Grantee, it and its successors and assigns forever, with WARRANTY COVENANTS, a permanent recreational easement on land of the Grantor located on the east side of Kimball Drive, Town of Hooksett, County of Merrimack, and State of New Hampshire, more particularly described as follows:

Permanent Recreational Easement

Beginning at the passageway (Camp Road) at the Northeasterly corner of the easement herein conveyed and the Northwesterly corner of lot no. 1 as shown on the hereinafter referenced plan;

Thence Southerly along lot no. 1, a distance of 49.41’ more or less to the riverbank;

Thence Westerly along said riverbank, a distance of 200’ more or less to the Southeasterly corner of Lot 65 as shown on the hereinafter referenced plan;

Thence Northerly along said Lot 65, a distance of 43.40’ more or less to a passage way;

Thence Easterly along said passageway, a distance of 200’ more or less to the point of beginning.

Together with and subject to a right of way along the travelled way (Camp Road) starting at the West River Road (Route 3-A) to the premises herein conveyed.

Meaning and intending to describe and convey a recreational easement over the same premises conveyed to the grantor by deed of Phyllis J. Soboczenski dated September 17, 2015 and recorded at the Merrimack County Registry of Deeds at Book 3500, Page 2159.

Said premises known as Lots 63 and 64 as shown on plan entitled “Plan of Camp Lots in Hooksett, NH Owned by Arthur H. Hale” dated July 1928 by Gay & Dowst, C.E. and recorded at Merrimack County Registry of Deeds at Plan 1493, being a continuation of Plan of Camp Lots 1310, and being part of the original tract recorded in Merrimack County Registry of Deeds as Plan 658.

Conveying to the Grantee a recreational easement for the **permanent** right and privilege to enter and locate, maintain, operate, occupy, repair, upgrade, and replace recreational facilities consisting of a patio area, picnic tables, docks (max 4), charcoal grills, fishing area and kayak launching area, as allowed by Town of Hooksett zoning laws and ordinances, and in accordance with all local, state and federal permits, within the above-described recreational easement area at Grantor's land identified as Town of Hooksett Tax Map #29 and Lot #53 located on Kimball Drive in the Town of Hooksett, provided that the recreational facilities and occupation of those recreational facilities do not interfere with the Town of Hooksett's sewer utilities and maintenance of sewer utilities consisting of a below grade concrete vault with surface access hatches and buried piping, should they need to be constructed on said land. This easement is for foot traffic only with no parking of cars on the property. Grantee shall maintain the recreational facilities in a neat and orderly fashion.

Meaning and intending to describe and convey easements as defined above, over, under and across those premises described above owned by the Grantor by Warranty Deed of Town of Hooksett dated September 17, 2015, and recorded in the Merrimack County Registry of Deeds at Book 3500, Page 2159.

Executed this _____ day of _____, 2021.

Town of Hooksett

BY: _____

Print Name and Title

STATE/Commonwealth of _____

County of _____, SS

This instrument was acknowledged before me on _____, 2021, by _____ as _____ of Town of Hooksett.

Notary Public/Justice of the Peace

My commission expires: _____

Town Council STAFF REPORT



To: Town Council
Title: Tax Increment Finance District (TIF) – Agreement between Town and Hooksett Village Water Precinct for the Town to Contribute \$300,000 of TIF Funds to Pinnacle Hill Water Project.
Meeting: Town Council - 25 Aug 2021
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

The Town of Hooksett and the Hooksett Village Water Precinct (HVWP) wish to expand the water system in the Route 3A Tax Increment Finance (TIF) District. This will be accomplished in part by replacing the existing water tank located at Thompson Corner and installing a new water main from the Vista Drive/Pinnacle Street intersection to Route 3A. The total cost of this combined project is approximately \$2,184,000.

The HVWP and the Town both wish that the work be accomplished as soon as possible in order to replace aged infrastructure and to provide new infrastructure that will create additional water capacity and resiliency to allow for the full development of the Exit 11 TIF area. The project will also allow the HVWP to maintain compliance with the New Hampshire Department of Environmental Services (NHDES). The existing tank is deteriorated due to rusting and coating failures and must be replaced immediately. Rehabilitation of the tank would not be cost effective.

The installation of the water main would complete the connection from the HVWP's new tank and half of their water sources to the existing water main on Route 3A. The tank and water sources provide at least half of the flows to the Hackett Hill area. This direct connection is imperative to efficiently transmit water to the area. Currently, the water flows from the tank/water sources down Pinnacle Street and up Route 3A. This route is hydraulically restrictive and doesn't provide the needed capacity to properly service and protect the Exit 11 TIF area.

The HVWP recently installed the new tank and water main from the new tank to the Vista Drive/Pinnacle Street intersection in preparation for the proposed project in order to have the necessary infrastructure in place in order to complete all other TIF area water infrastructure improvements. The cost of this Phase I improvement was approximately \$2,105,785, resulting in a cumulative total investment by the HVWP in the TIF area to date of approximately \$4,300,000.

At the onset of the current TIF project, agreements were made to use \$300,000 of TIF funds to support the HVWP. This is a formal solidification of the previous Town Council approval to commit \$300,000 of TIF monies to this project dated The TIF Committee and the Staff and the HVWP would like to formalize this agreement as follows:

1. The Town agrees to:

- a. Provide \$300,000 through grants, loans, TIF fees, or other funding sources for the construction of the new water main and tank.

2. The HVWP agrees to:

- a. Provide approximately \$1,884,000 for use in constructing the new water main and tank.
- b. Provide the design, bid and construction monitoring services for the proposed construction of the tank and water main (these costs are unknown at this time).

The TIF Committee at its August 10th meeting expressed its approval through consensus to proceed with this agreement.

David Mercier of Underwood Engineering and representatives from the Hooksett Village Water Precinct will be available to answer any questions.

Financial Impact:

Town Council agrees to contribute \$300,000 of TIF funding through grants, loans, TIF fees, or other funding sources to the Hooksett Village Water Precinct for use in their Pinnacle Hill Water Main installation project.

FINANCIAL IMPACT:

Town Council agrees to contribute \$300,000 of TIF funding through grants, loans, TIF fees, or other funding sources to the Hooksett Village Water Precinct for use in their Pinnacle Hill Water Main installation project.

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Give permission to the Town Administrator to sign attached agreement with the Hooksett Village Water Precinct. This is a formal solidification of the previous Town Council approval to commit \$300,000 of TIF monies to this project dated ???

SUGGESTED MOTION:

Motion to give permission to the Town Administrator to sign attached agreement with the Hooksett Village Water Precinct.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Agreement - Pinnacle Hill Water - Final](#)

**MEMORANDUM OF UNDERSTANDING
REPLACEMENT OF THE EXISTING WATER TANK LOCATED AT
THOMPSON CORNER AND WATER MAIN INSTALLATION FROM VISTA
DRIVE/PINNACLE STREET TO ROUTE 3A**

WHEREAS, the Town of Hooksett (herein called the “Town”) and the Hooksett Village Water Precinct (HVWP) wish to expand the water system in the Route 3A Tax Increment Finance (TIF) District. This will be accomplished in part by replacing the existing water tank located at Thompson Corner and installing a new water main from the Vista Drive/Pinnacle Street intersection to Route 3A. The total cost of this combined project is approximately \$2,184,000.

WHEREAS, the HVWP and the Town both wish that the work be accomplished as soon as possible in order to replace aged infrastructure and to provide new infrastructure that will create additional water capacity and resiliency to allow for the full development of the Exit 11 TIF area. The project will also allow the HVWP to maintain compliance with the New Hampshire Department of Environmental Services (NHDES). The existing tank is deteriorated due to rusting and coating failures and must be replaced immediately. Rehabilitation of the tank would not be cost effective.

WHEREAS, installation of the water main would complete the connection from the HVWP’s new tank and half of their water sources to the existing water main on Route 3A. The tank and water sources provide at least half of the flows to the Hackett Hill area. This direct connection is imperative to efficiently transmit water to the area. Currently, the water flows from the tank/water sources down Pinnacle Street and up Route 3A. This route is hydraulically restrictive and doesn’t provide the needed capacity to properly service and protect the Exit 11 TIF area.

WHEREAS, the HVWP recently installed the new tank and water main from the new tank to the Vista Drive/Pinnacle Street intersection in preparation for the proposed project in order to have the necessary infrastructure in place in order to complete all other TIF area water infrastructure improvements. The cost of this Phase I improvement was approximately \$2,105,785, resulting in a cumulative total investment by the HVWP in the TIF area to date of approximately \$4,300,000.

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

1) The Town agrees to:

- a) Provide \$300,000 through grants, loans, TIF fees, or other funding sources for the construction of the new water main and tank.

2) The HVWP agrees to:

- a) Provide approximately \$1,884,000 for use in constructing the new water main and tank.

- b) Provide the design, bid and construction monitoring services for the proposed construction of the tank and water main (these costs are unknown at this time).

IN WITNESS WHEREOF, the Town of Hooksett and the Hooksett Village Water Precinct have executed this Agreement this _____ day of _____, 2021.

Attest:

TOWN OF HOOKSETT

By: _____
Andre L. Garron
Town Administrator

Attest:

HOOKSETT VILLAGE WATER
DISTRICT

By: _____
Todd Smith
Chairman

Town Council

STAFF REPORT



To: Town Council

Title: Motion to accept the donation of food, drinks, paper products, and entertainment with a combined estimated value under \$5,000.00 from Hooksett Kiwanis, Laconia Kiwanis, Merrimack County Savings Bank, Barrett Insurance, Hooksett Police Association, Cup Cake Fairy USA, Freihofer Bakery Outlet, Walmart, Hannaford Supermarket, and Shaw's, of Hooksett, NH, to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-e:II.

Meeting: Town Council - 25 Aug 2021

Department: Police Department

Staff Contact: Jake Robie, Captain

BACKGROUND INFORMATION:

Hooksett Police Association, Hooksett Kiwanis, Laconia Kiwanis, Merrimack County Savings Bank, Barrett Insurance, Cup Cake Fairy USA, Freihofer Bakery Outlet, Walmart, Hannaford Supermarket, and Shaw's, of Hooksett, NH donated food, drinks, paper products and entertainment to the Hooksett Police Department for our 4th annual National Night Out event. The event was held on August 3, 2021.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Support the motion

SUGGESTED MOTION:

Motion to accept the donation of food, drinks, paper products, and entertainment with a combined estimated value under \$5,000.00 from Hooksett Kiwanis, Laconia Kiwanis, Merrimack County Savings Bank, Barrett Insurance, Hooksett Police Association, Cup Cake Fairy USA, Freihofer Bakery Outlet, Walmart, Hannaford Supermarket, and Shaw's, of Hooksett, NH, to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-e:II.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

Town Council
STAFF REPORT



To: Town Council
Title: Motion to accept \$840.85 raised at our fourth annual National Night Out event held on August 3, 2021, to the Town of Hooksett through the Police Department for families in need per RSA 31:95-b, III(b).
Meeting: Town Council - 25 Aug 2021
Department: Police Department
Staff Contact: Jake Robie, Captain

BACKGROUND INFORMATION:

On August 3, 2021, the Hooksett Police Department received \$840.85 in donations from citizens attending our fourth annual National Night Out event. Once the money is accepted by Town Council, the total amount will be transferred to the Hooksett Food Pantry and the Hooksett Kiwanis Kids Klost.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Accept the donation

SUGGESTED MOTION:

Motion to accept \$840.85 raised at our fourth annual National Night Out event held on August 3, 2021, to the Town of Hooksett through the Police Department for families in need per RSA 31:95-b, III(b).

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

Town Council
STAFF REPORT



To: Town Council
Title: Accept the donation of \$1,000.00 from the Rice Family Charitable Fund to the Town of Hooksett Conservation Commission fund per RSA 31:95-b:III(b).
Meeting: Town Council - 25 Aug 2021
Department: Community Development
Staff Contact: Leann Fuller, Community Development Clerk

BACKGROUND INFORMATION:

The Rice Family has been very generous the last two years and has donated another \$1,000.00 to the Hooksett Conservation Commission.

SUGGESTED MOTION:

Motion to accept the \$1,000.00 donation from the Rice Family Charitable Fund to the Town of Hooksett for the Hooksett Conservation Commission per RSA 31:95-b:III(b).

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[2021 Rice Family Charitable Fund Donation](#)

[Conservation Commission vote to accept Rice Family Donation](#)



P.O. Box 770001
Cincinnati, OH 45277-0053

SP 01 000144 21882 H 1 ASNGLP
BKZWBPBBBBKMX
LEANN FULLER
TOWN OF HOOKSETT NEW HAMPSHIRE
35 MAIN ST
HOOKSETT, NH 03106-1631

000144 1/1

June 11, 2021

Dear Sir or Madam:

We are delighted to provide you with the attached check for **\$1,000.00**. This Fidelity Charitable Donor-Advised Fund SM grant was made at the recommendation of the Rice Family Charitable Fund, a donor-advised fund. ¹

This grant is made by Fidelity Charitable. Fidelity Charitable's donor recommends the grant be used for the following purpose (which does not constitute a restriction): **Hooksett Conservation Commission**. This grant is to be used exclusively for charitable purposes, and is not made for the purpose of influencing legislation. This grant is also subject to the "Grant Terms" on the next page. If you are unable or unwilling to meet these grant conditions, you must return these funds to Fidelity Charitable.

Should you choose to send a thank-you letter, the donor has requested it be sent to the following address. You should not, however, issue a tax acknowledgement to either the recommending donor(s) or to Fidelity Charitable.

Catherine. Rice, 75 Oak Hill Rd, Hooksett, NH 03106

¹ Fidelity Charitable is an independent public charity that sponsors a donor-advised fund program. In a donor-advised fund, Donors make irrevocable charitable contributions to Fidelity Charitable, and have the privilege of recommending grants to qualified public charities.

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5700

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OP=DCCK

Page 1 of 2

month. The Conservation Commission reviewed the flyer that JoCarol presented. David Ross would like the bricks replaced with a larger Town Seal. Deborah Miville likes the bricks but would like to see a kiln around them.

JoCarol Woodburn asked about the items for the Grand Opening. Last time, there was a podium, microphone, and speakers. Steve may know who had those items. Deborah Miville stated that there should be two tables, one for Kathie and one for T-Shirts. Deb will supply water. Cindy Robertson said Todd has tables. JoCarol would like the banner on one table to take photos with. Kathie Northrup has invited a Preservation Officer who has agreed to speak but can't commit until there is a solid date and time. The Brick Kiln historical signs are at DPW, and they will install them when asked. JoCarol recommended putting one sign at the two benches at the beginning of the trail and the second one across from the bench where it splits. The Conservation Commission agreed.

- ii. Donation from the Rice Family Charitable Trust

Alex Walczyk motioned to accept the \$1,000.00 donation from the Rice Family and send a thank you note for the donation, seconded by Deborah Miville. Motion passed.

JoCarol and Cindy would like a personal invitation sent to the Rice Family for the Brick Kiln grand opening.

- iii. Osprey Ecological Services-Field #3 Plant Survey on Wednesday, August 11 around 8am.

Leann Fuller read the email received from Osprey Ecological. Cindy will verify what fields were mowed. The Conservation Commission would like to ask DPW to mow the entrance of the Riverwalk trail.

- iv. Update from Moosewood Ecological

There was an email update from Moosewood Ecological provided. Phil Fitantes presented concerns as the email was not complete. Cindy explained that it was just an update, and this is not a full report, it is just an email.

- v. Quote from Stantec for Open Space Survey and Monument placement for Head's Pond Conservation area

Cindy Robertson explained that the land at the Head's Pond Conservation Area is recommended to be marked. There are a lot of lot lines to be marked and surveyed. Dan Tatem put together a quote to do so. The survey work, blaze the trails and set monumentation comes in around \$100,000. The first round is \$63,000, second item is \$36,000. Cindy reached out to Bruce Thomas and asked about the properties being marked in that development. Bruce explained that they don't have to mark it until its complete. Leann Fuller clarified that the individual properties are marked before they receive the final certificate of occupancy but that is a lot of properties to review and not all are done. The Conservation Commission account has around \$340,000 and it is recommended to keep about \$290,000. Dan Tatem recommended doing the first phase and then the second phase cost will not increase. The School District is very concerned about their property so it may be beneficial to do that property and Dan is going to investigate that.

Town Council
STAFF REPORT



To: Town Council
Title: Urgent Care #1228 Hooksett Road - Landscape Bond Release of \$18,000
Meeting: Town Council - 25 Aug 2021
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

The work on the project has been completed to my satisfaction, and I therefore recommend that the bond of \$18,000 be released.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

The work on the project has been completed to my satisfaction, and I therefore recommend that the bond of \$18,000 be released.

SUGGESTED MOTION:

Motion to approve the release of surety for the Urgent Care center at #1228 Hooksett Road in the amount of \$18,000 to the Cincinnati Insurance Company # 3235044.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Staff report Landscaping attachment](#)
[Urgent Care Landscaping Photos- Staff Report](#)

**Town of Hooksett
Community Development**

Memo

To: Files
From: Bruce A. Thomas, P.E., Town Engineer BAT
Cc:
Date: August 12, 2021
Re: Urgent Care Center Bond Release
#1228 Hooksett Road

Please be advised that the work on the referenced site has been completed, therefore I recommend that the current Landscape bond of \$18,000 be released to the developer.

Town of Hooksett		8/12/2021	
Performance Sureties Located at the Finance Dept			
Project Name	Reason	Amount	Released Date
Urgent Care Clinic	Midland General Contractors		
Cincinnati Insurance Company # 9122399	Site Bond	23,745.00	4/22/2020
Cincinnati Insurance Company # 3235044	Landscape	18,000.00	



Urgent Care Area 2b



Urgent Care Area 3



Urgent Care Area 5a



Urgent Care Area 5b



Urgent Care Area 5c



Urgent Care Area 6



Urgent Care Area 7

Town Council **STAFF REPORT**



To: Town Council
Title: Nominations and Appointments - August 2021
Meeting: Town Council - 25 Aug 2021
Department: Administration
Staff Contact: Nick Germain, Project Coordinator

BACKGROUND INFORMATION:

The Hooksett Planning Board's open Alternate position has attracted a number of interested applicants. Currently, there are two active applications, and as many as two additional interested parties.

The two confirmed candidates have their applications attached. If there is additional information available by the meeting this will be available for council's consideration should it choose to do so.

Applicants were invited to attend and advised on the open ZBA Alternate position as requested.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None. All known applicants are seemingly new to Hooksett's local governing bodies.

RECOMMENDATION:

Discuss applications brought before the council and ask informational questions of the applicants in attendance. Consider nominating applicants for processing at the next town council meeting.

SUGGESTED MOTION:

"I nominate [Candidate] as an Alternate to the Planning Board." No vote required.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Town Council action is required for this item

ATTACHMENTS:

[Sheena Gilbert](#)
[Tony Lacasse](#)



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: _____

Name: _____ Phone: _____

Address: _____

Email Address: _____

Signature: Sheena Gilbert

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,

Attn: Administration Department or email to NGermain@hooksett.org

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

BOARDS, COMMISSIONS & COMMITTEES

Role Preference

Alternate, Regular, or None?

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

How long have you been a resident of Hooksett?

Why are you seeking this position?

Do you have any specific goals or objectives?

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

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

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

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



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 7/19/2001
 Name: Tony LaCasse Phone: (603) 716-5709
 Address: 12 Joanne Dr Hooksett
 Email Address: the main street man@kw.com
 Signature: Tony J

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,

Attn: Administration Department or email to NGermain@hooksett.org

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

BOARDS, COMMISSIONS & COMMITTEES

Role Preference
 Alternate, Regular, or None?

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

2

How long have you been a resident of Hooksett?

Since 2004

Why are you seeking this position?

to serve the community &
learn about planning.

Do you have any specific goals or objectives?

Real Estate Zoning regulations,
Zoning districts, Subdivision Process,
etc.

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

Realtor, community leader/service

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

n/a

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

n/a

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

n/a

Town Council STAFF REPORT



To: Town Council
Title: ADA Restrooms Donati Park Update
Meeting: Town Council - 25 Aug 2021
Department: Public Works
Staff Contact: Earl Labonte, Director of Public Works

BACKGROUND INFORMATION:

Purpose: To provide information to the Town Administrator and Town Council concerning the AD Restroom project at Donati Park.

DISCUSSION: At the council meeting June 23, 2021, we provided a presentation to purchase and install an ADA restroom at Donati Park. The plan was to incorporate a year round restroom to allow for an ADA facility that would also be usable year round. Currently there only restrooms available at Donati Park are the substandard toilets in the concession buildings, ADA is a porta-potty that is placed near the playground area. There was a belief that having a winter usable facility would facilitate an increase use of the park for activities like sledding. We had contacted a Sourcewell vendor and provided information on our requirements. The vendor did provide several plans/layouts of manufactured facilities that were listed as meeting ADA specifications. We selected one that we could fund and approached the council with the proposal and were authorized to proceed with the purchase. However, since the item was being delivered and installed in New Hampshire, there was a requirement for a New Hampshire PE stamp. When the plans were being review by the PE it was discovered that with the insulation installed, the facility was no longer certifiable as meeting ADA specifications.

The supplier has recommended that we proceed with the order, deleting the heater and insulation, and installing a heater and insulation later, thereby the facility as delivered would still be ADA compliant (our issue with this arrangement would be is if we installed insulation later how would it now still be ADA complaint?) or upsize to a different building that with heating and insulation, that is ADA complaint. That building has an increase cost of approximately \$60,000.

RECOMMENDATION:

RECOMMENDATION: There are several possibilities here: 1) Continue with the order removing the heater and insulation and making the facility usable available as a three season facility, closing it during the winter months, 2) Change to the optional facility that would be ADA complaint year round at an increase cost of \$60,000 for basically the same usage, 3) Cancel the order.

SUGGESTED MOTION:

See recommendations section above for multiple options for suggested motions.

TOWN ADMINISTRATOR'S RECOMMENDATION:

If Hooksett moves forward with the current order, the facility would be a three season facility. If Hooksett were to upsize to the next level facility, would the extra \$60K justify the use the could be made of the facilities during the winter. Hooksett has the additional funds in its Special Revenue account and Rec. impact fee account.

ATTACHMENTS:

[BACKGROUND restrooms at donati park](#)

[Hookset_CXT_PriceList_Kodiak-SW2021 \(003\)](#)

[Staff Report - ADA Restrooms](#)

SUBJECT: ADA Restrooms at Donati Park

PURPOSE: To update the Town Administrator and Council on the installation of an ADA year round restroom at Donati Park

DISCUSSION: At the council meeting June 23, 2021, we provided a presentation to purchase and install an ADA restroom at Donati Park. The plan was to incorporate a year round restroom to allow for an ADA facility that would also be usable year round. Currently there only restrooms available at Donati Park are the substandard toilets in the concession buildings, ADA is a porta-potty that is placed near the playground area. There was a belief that having a winter usable facility would facilitate an increase use of the park for activities like sledding. We had contacted a Sourcewell vendor and provided information on our requirements. The vendor did provide several plans/layouts of manufactured facilities that were listed as meeting ADA specifications. We selected one that we could fund and approached the council with the proposal and were authorized to proceed with the purchase.

However, since the item was being delivered and installed in New Hampshire, there was a requirement for a New Hampshire PE stamp. When the plans were being review by the PE it was discovered that with the insulation installed, the facility was no longer certifiable as meeting ADA specifications.

The supplier has recommended that we proceed with the order, deleting the heater and insulation, and installing a heater and insulation later, thereby the facility as delivered would still be ADA compliant (our issue with this arrangement would be is if we installed insulation later how would it now be ADA complaint?) or upsize to a different building that with heating and insulation, is ADA complaint. That building has an increase charge of approximately \$60,000.

RECOMMENDATION: There are several possibilities here: 1) Continue with the order removing the heater and insulation and making the facility usable available as a three season facility, closing it during the winter months, 2) Change to the optional facility that would be ADA complaint year round at an increase cost of \$60,000 for basically the same usage, 3) Cancel the order.

ORDERING INFORMATION



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

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

2. ORDERING PROCEDURES: Fax 509-928-8270

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

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

This warranty shall not apply to:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

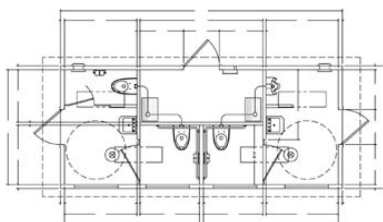
• F.O.B. 901 North Highway 77, Hillsboro, TX 76645 applies to AR, AZ, CO, IA, KS, LA, MN, MO, MS, NE, NM, OK, TX.

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

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

2020 Terms

Kodiak



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

Base Price

Kodiak 10' 6" x 23' 8"

Price
per unit

Click to
select

Added Cost Options:

Final Connection to Utilities (per section)

\$

per
section

Optional Wall Texture- choose one

Split Face Block (\$3,500)

Struck Trowel (\$3,500)

Stone (\$5,000)

Optional Roof Texture -choose one

Delta Rib

\$

Insulation and Heaters (per section)

Qty:

\$

Vitreous Urinal (each)

Qty:

\$

Stainless Steel Urinal (each)

Qty:

\$

Stainless Steel Water Closet (each)

Qty:

\$

Stainless Steel Lavatory (each)

Qty:

\$

Electric Hand Dryer (each)

Qty:

\$

Electronic Flush Valves (each)

Qty:

\$

Electronic Lavatory Faucets (each)

Qty:

\$

Electronic Urinal Valve (each)

Qty:

\$

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

Qty:

\$

Optional Door Closure (each)

Qty:

\$

Skylight in Restroom (each)

Qty:

\$

Marine Grade Skylight in Restroom (each)

Qty:

\$

Marine Package for Extra Corrosion Resistance (per section)

Qty:

\$

Tile Floor in Restroom (per section)

Qty:

\$

Fiberglass Entry and Chase Doors and Frames

Qty:

\$

2K Anti-Graffiti Coating (per section)

Qty:

\$

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

Qty:

\$

Exterior Frostproof Hose Bib with Box (each)

Qty:

\$

Paper Towel Dispenser (each)

Qty:

\$

Toilet Seat Cover Dispenser (each)

Qty:

\$

Sanitary Napkin Disposal (each)

Qty:

\$

Baby Changing Station (each)

Qty:

\$

CXT Wastebasket (each)

Qty:

\$

Total Cost of Selected Accessories from Accessories Price List:

\$

Engineering and State Fees:

\$

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

\$

Custom Options:

\$

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

\$

Estimated monthly payment on 5 year lease

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

CXT Sales Representative

Date



I accept this quote. Please process this order.

Company Name

Customer

Date

OPTIONS

Exterior Color Options:

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

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

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

Rock Color Options:

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

Roof Texture Options:

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

Wall Texture Options:

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

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

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

Door Opener Options:

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

Deadbolt Options:

CXT Supplied	Customer Supplied: _____
	Type & Part Number

Accessible Signage Options:

Men	Women	Unisex
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Paper Holder Options:

2-Roll Stainless Steel	3-Roll Stainless Steel
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Notes:

Town Council

STAFF REPORT



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

BACKGROUND INFORMATION:

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

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

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

FINANCIAL IMPACT:

Funding would come from the following:

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

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

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

SUGGESTED MOTION:

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

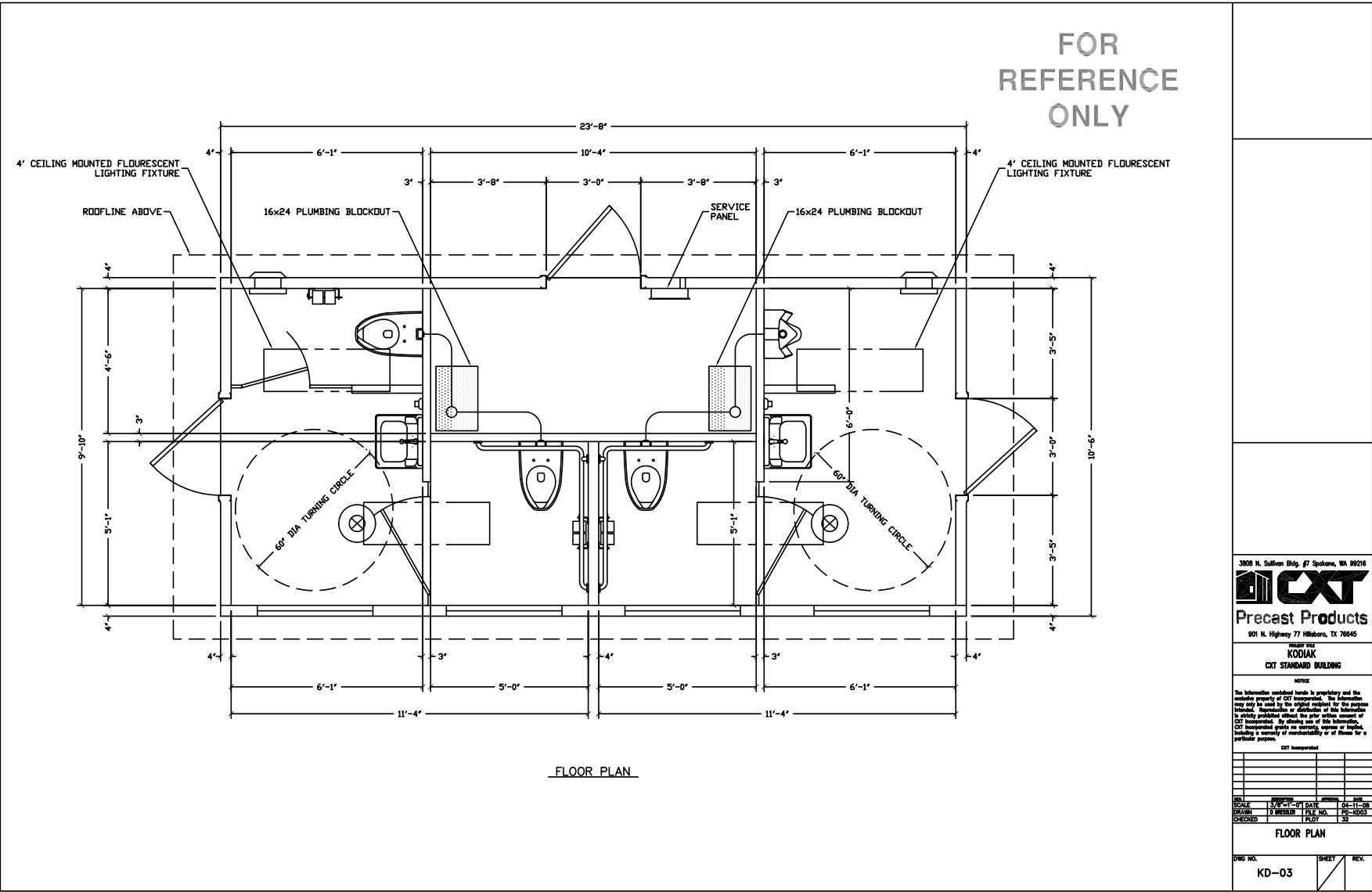
ATTACHMENTS:

[KD-03](#)

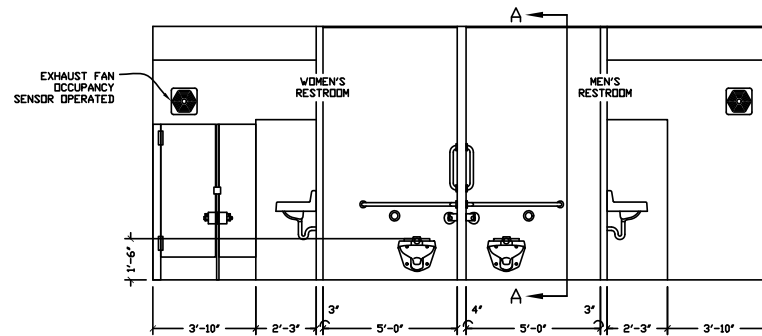
[KD-04](#)

[Hookset_CXT_PriceList_Kodiak-SW2021](#)

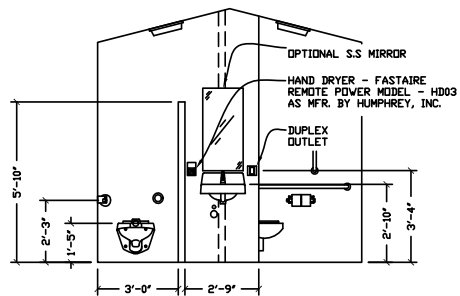
[KD-02](#)



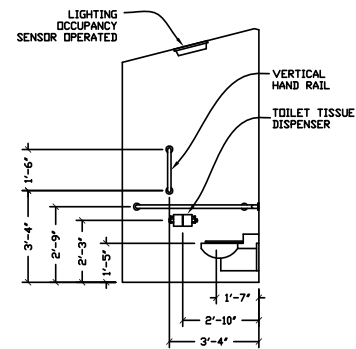
FOR
REFERENCE
ONLY



INTERIOR ELEVATION



INTERIOR ELEVATION – WOMEN'S RESTROOM
MEN'S OPPOSITE



SECTION VIEW A-A - MEN'S RESTROOM
WOMEN'S OPPOSITE

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

 **EXT**

Precast Products

901 N. Highway 77 Hillsboro, TX 76645

PRODUCT TYPE
KODIAK
CXT STANDARD BUILDING

NOTICE

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

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

INTERIOR ELEVATIONS

DWG NO.	SHEET	REV.
KD-04		

ORDERING INFORMATION



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

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

2. ORDERING PROCEDURES: Fax 509-928-8270

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

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

This warranty shall not apply to:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

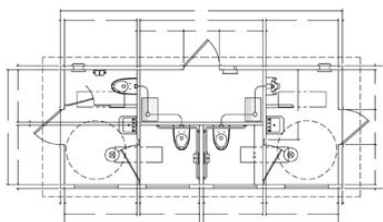
• F.O.B. 901 North Highway 77, Hillsboro, TX 76645 applies to AR, AZ, CO, IA, KS, LA, MN, MO, MS, NE, NM, OK, TX.

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

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

2020 Terms

Kodiak



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

Base Price

Kodiak 10' 6" x 23' 8"

Price
per unit

Click to
select

Added Cost Options:

Final Connection to Utilities (per section)

\$

per
section

Optional Wall Texture- choose one

Split Face Block (\$3,500)

Struck Trowel (\$3,500)

Stone (\$5,000)

Optional Roof Texture -choose one

Delta Rib

\$

Insulation and Heaters (per section)

Qty:

\$

Vitreous Urinal (each)

Qty:

\$

Stainless Steel Urinal (each)

Qty:

\$

Stainless Steel Water Closet (each)

Qty:

\$

Stainless Steel Lavatory (each)

Qty:

\$

Electric Hand Dryer (each)

Qty:

\$

Electronic Flush Valves (each)

Qty:

\$

Electronic Lavatory Faucets (each)

Qty:

\$

Electronic Urinal Valve (each)

Qty:

\$

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

Qty:

\$

Optional Door Closure (each)

Qty:

\$

Skylight in Restroom (each)

Qty:

\$

Marine Grade Skylight in Restroom (each)

Qty:

\$

Marine Package for Extra Corrosion Resistance (per section)

Qty:

\$

Tile Floor in Restroom (per section)

Qty:

\$

Fiberglass Entry and Chase Doors and Frames

Qty:

\$

2K Anti-Graffiti Coating (per section)

Qty:

\$

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

Qty:

\$

Exterior Frostproof Hose Bib with Box (each)

Qty:

\$

Paper Towel Dispenser (each)

Qty:

\$

Toilet Seat Cover Dispenser (each)

Qty:

\$

Sanitary Napkin Disposal (each)

Qty:

\$

Baby Changing Station (each)

Qty:

\$

CXT Wastebasket (each)

Qty:

\$

Total Cost of Selected Accessories from Accessories Price List:

\$

Engineering and State Fees:

\$

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

\$

Custom Options:

\$

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

\$

Estimated monthly payment on 5 year lease

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

CXT Sales Representative

Date



I accept this quote. Please process this order.

Company Name

Customer

Date

OPTIONS

Exterior Color Options:

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

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

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

Rock Color Options:

Basalt	Mountain Blend	Natural Grey	Romana
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Roof Texture Options:

Cedar Shake	Ribbed Metal
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Wall Texture Options:

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

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

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

Door Opener Options:

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

Deadbolt Options:

CXT Supplied	Customer Supplied: _____
	Type & Part Number

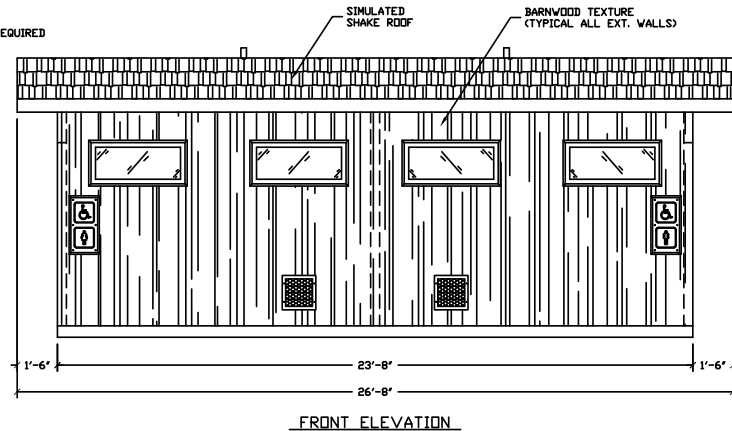
Accessible Signage Options:

Men	Women	Unisex
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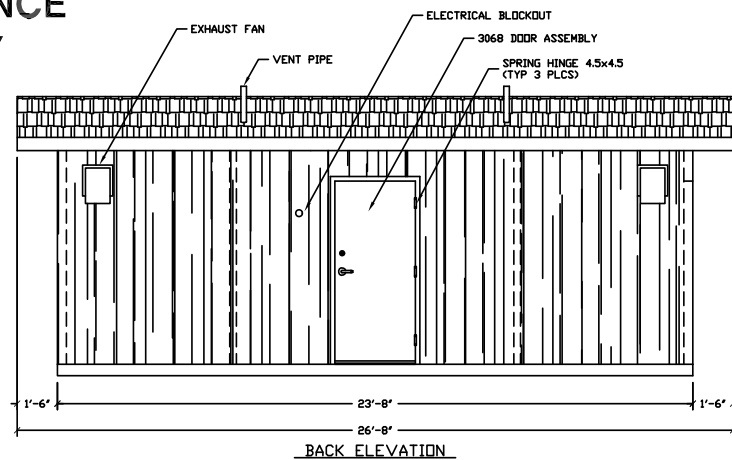
Paper Holder Options:

2-Roll Stainless Steel	3-Roll Stainless Steel
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Notes:



FOR
REFERENCE
ONLY

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Town Council
STAFF REPORT



To: Town Council
Title: Proposed Amendment to Intoxicating Beverages Ordinance # 00-9
Meeting: Town Council - 25 Aug 2021
Department: Public Works
Staff Contact: Earl Labonte, Director of Public Works

BACKGROUND INFORMATION:

Amendments to the current Intoxicating Beverages Ordinance #00-9 is being proposed to correct and add locations' names.

FINANCIAL IMPACT:

None.

POLICY IMPLICATIONS:

None.

SUGGESTED MOTION:

To schedule a Public Hearing at the next Town Council meeting to discuss the proposed amendments to the current Intoxicating Beverages Ordinance #00-9.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Intoxicating Beverages Proposed Changes](#)

**INTOXICATING BEVERAGES
ORDINANCE # 00-9**

Be it enacted this date, September 6, 1973, by the Board of Selectmen, Town of Hooksett, that no person over the lawful age of 21 shall possess or consume any alcoholic beverages in the area known as Jacobs Square, Donati Field, ~~Frazier Field~~ *Fraser Memorial Park, Veterans Park* and Lamberts Park and signs shall be posted in said areas indicating the same. Any violations of this ordinance and/or of violation of New Hampshire laws not included herein, shall be duly enforced by the Hooksett Police Department. Any person violating said ordinance shall be fined not more than \$100.00, unless New Hampshire laws mandate applicable penalties.

ADOPTED: 09/06/1973

AMENDED: 07/17/1985

AMENDED: 06/23/2010

AMENDED:

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Town Council
STAFF REPORT



To: Town Council
Title: Proposed Parks and Recreation Ordinance
Meeting: Town Council - 25 Aug 2021
Department: Public Works
Staff Contact: Earl Labonte, Director of Public Works

BACKGROUND INFORMATION:

Currently, the Town does not have a Parks and Recreation Ordinance. The Ordinance will establish rules and regulations for the use of all Town Parks and Recreation areas.

FINANCIAL IMPACT:

None.

POLICY IMPLICATIONS:

The establishment of rules and regulations for the use of all Town Parks and Recreation areas.

RECOMMENDATION:

To schedule a Public Hearing at the next Town Council meeting to discuss the proposed Parks and Recreation Ordinance.

SUGGESTED MOTION:

Motion to schedule a Public Hearing at the next Town Council meeting to discuss the proposed Parks and Recreation Ordinance.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Parks & Recreation Ordinance](#)

**PARKS AND RECREATION
ORDINANCE # 2021-1**

I. PARK OPERATING POLICY

1. **Curfew Hours** - Town parks shall be open daily to the public between the hours of 7:00 am and 9:00 pm. No person shall occupy or be present in any park during the **curfew hours, 9:00 pm until 7:00 am**, provided that Town personnel, police officers on official duty, or other Town officers, or employees on park duty, or other persons with special permits from Department of Public Works, Parks and Recreation Division who are conducting Town business.
2. **Closed Areas** - Any section or part of any park may be declared closed to the public by the Town at any time, and for any interval of time, either temporarily, or at regular and stated intervals, and either entirely, or merely to certain uses, as the Town shall find reasonably necessary.
3. **Authority for Use of Facilities** - Any organized club, school, association, or recognized group desiring the use of specific areas of any park, such as picnic areas and athletic fields, shall file an application with the Department of Public Works, Parks and Recreation Division, and shall not use said park or area until said permit is granted.

II. PARK RULES AND REGULATIONS

1. Permit from the Department of Public Works, Parks & Recreation Division must be obtained prior to any park or field usage.
2. Permit must accompany organization while on park or field.
3. No alcoholic beverages allowed.
4. No smoking allowed.
5. Area must be left clean from garbage, debris, and general litter.
6. Curfew time of 9:00 pm must be adhered to.
7. Parking in designated parking areas only.
8. The Department of Public Works, Parks & Recreation Division has the right to cancel usage of all parks and fields due to weather conditions, park and field conditions, or any unforeseen circumstances.
9. No tents that require staking may be installed by the Town or outside contractors on fields. Portable pop-up tents are allowed without stakes.

10. An event with more than 100 people will be at the discretion of the Public Works Director and may require fire and police details; the cost of such details will be assumed by the organization.
11. Any violation of these rules and regulations, or any state or local laws, will result in the immediate cease and desist of the park and/or field usage, per the Department of Public Works, Parks & Recreation Division or a Town official. Cancellation of future permits may be considered.

ADOPTED:

Town Council
STAFF REPORT



To: Town Council
Title: Town Report - Finalizing Details
Meeting: Town Council - 25 Aug 2021
Department: Administration
Staff Contact: Nick Germain, Project Coordinator

BACKGROUND INFORMATION:

Hooksett's Charter and corresponding state laws require the Town to create an annual report. Town Council traditionally chooses to finalize a few details such as the cover and Town Council report. Deadline to make the report available to the public is August 30th.

If the traditional booklets aren't available for the public by the deadline of August 30th, then digitized copies and print-upon-request copies will be available until the booklets come in.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Finalize any outstanding details.

SUGGESTED MOTION:

-

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

TOWN COUNCIL

ADVISORY COMMITTEES

ADMINISTRATIVE
CODE

4. Boards, Commissions, Committees and other Officials
(to include elected or appointed officials.)

The appropriate State laws, The Town Charter, and Town Ordinances, direct the listed Boards, Commissions, Committees and other Officials. The following descriptions are for guidance only in the daily conduct of business.

- 4.1 **Budget Committee** (9 Elected and 4 Appointed) - Review annual budgets submitted by the Town Council, School Board, all Precincts and the Sewer Department. Submit recommended budgets to the Town Voters and periodically review all expenditures.
- 4.2 **Cemetery Trustees** (Elected) - Arrange for cemetery lot visits and sales, maintain vital records relative to burials, manage day-to-day care of cemeteries, and manage expenditures of allocated funds.
- 4.3 **Conservation Commission** (Appointed) - Research and catalog all open space, natural, ecological, wetland or aesthetic areas within the Town; develop a program to protect listed areas; and obtain land in the name of the Town through gift, purchase, grant, bequest or other legitimate means for continued preservation.
- 4.4 **Economic Development Committee** (Appointed) - Enhance the vitality of the local economy by retaining existing businesses and attracting new ones.
- 4.5 **Health Officer** (Appointed) - Enforce the state public health rules and laws as well as local ordinances and regulations. Serve as a liaison between state officials and the local community on issues concerning local public health.
- 4.6 **Heritage Commission** (Appointed) - Handle transactions relating to all cultural resources including hiring consultants and contractors as needed and receiving gifts of money and property, both real and personal, in the name of the Town, subject to the approval of the Town Council. Such gifts shall be managed and controlled by the commission for their proper use.
- 4.7 **Library Trustees** (Elected) - Manage the Town Library and all property of the Town Library, control expenditures of funds received from Town appropriations, fines, gifts, and copying charges; and appoint and remove with due process the Librarian and other Library staff.
- 4.8 **Moderator** (Elected) - Preside over town meetings, regulate the business thereof, decide questions of order, and make a public declaration of every vote passed. May prescribe rules of procedure, but such rules may be altered by the town.

ADMINISTRATIVE
CODE

- 4.9 **Parks and Recreation Advisory Board** (Appointed) - Under the jurisdiction of the Town Council, assist the Public Works Department in an advisory capacity on recreational projects, recreational budgetary items, recreational capital improvements, and with the submittal of applications for federal, state, and other grant monies relating to parks and/or recreation. Develop plans and work with the Conservation Commission in obtaining and receiving land for recreational purposes.
- 4.10 **Planning Board** (Appointed) - Prepare and amend the Master Plan, review and recommend Zoning Ordinance amendments to the local legislative body and review and act on all subdivision and site plan applications.
- 4.11 **Record Retention Committee** (Appointed) - In accordance with RSA 33-A:3, The Town will establish and maintain a Municipal Records Committee charged with governing the retention and disposition of municipal records.
- 4.12 **Recycling and Transfer Advisory Committee** (Appointed) - Advise the Council on matters related to the management of municipal solid waste and recycling.
- 4.13 **Sewer Commission** (Elected) - Make regulations and decisions as may be necessary for the proper functioning of the sewer system and overall operation of the Sewer Department, levy special assessments upon land benefited by the sewer, establish sewer charge procedures for defraying the cost of plant and system operations and manage the maintenance and repair of sewer systems.
- 4.14 **Supervisor of the Checklist** (Elected) - Care for the checklist in compliance with Federal HAVA (Help America Vote Act); determine whether or not each individual is qualified to vote; and amending the districts within two (2) years of the census.
- 4.15 **Town Clerk** (Elected) - Record and maintain all permanent documents and perform all other related functions per state statute.
- 4.16 **Town Council** (Elected) - Consists of nine elected members, one from each District and three At-Large members. Is the governing body of the Town and directed by the specifications of the Town Charter. Prepares and passes ordinances, submits a proposed budget to the Budget Committee and gives direction to the Town through the Town Administrator and appointed Boards and Committees.
- 4.17 **Town Hall Preservation Committee** (Appointed) - Work toward the preservation of the old Town Hall

ADMINISTRATIVE
CODE

- 4.18 **Town Treasurer** (Appointed) – The Treasurer shall have custody of all monies belonging to the Town, and shall pay out the same only on orders of the body designated by the Town to expend such funds. The Treasurer shall deposit such funds in institutions and in such a manner as designated by law, and according to the Town's investment policy, keep suitable records, reconcile the General Fund, and subsidiary account bank statements monthly, and perform all other related functions per state statute.
- 4.19 **Trustees of the Trust Fund** (Elected) - Maintain custody of all trust funds held by the Town. Invest the monies as limited by RSA 31 and other state statutes as they apply.
- 4.20 **Zoning Board of Adjustment** (Appointed) - Hear appeals; and administer special provisions of the Zoning Ordinance dealing with variances, special exceptions and administrative decisions. Act as the Building Code Board of Appeals per RSA 673:I-V.



Search

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Boards & Committees

Board	Address	Phone
Affordable Housing Subcommittee	Hooksett Municipal Offices 35 Main Street Council Chambers (unless specified) Hooksett, NH 03106	6032680458
Architectural Design Subcommittee		
Bicentennial Committee		
Board of Assessors	35 Main Street Hooksett, NH 03106	(603) 268-0003
Board of Election & Voting	35 Main Street Hooksett, NH 03106	(603) 485-9534
Budget Committee		(603) 485-2017
Capital Improvement Plan Committee	Hooksett Municipal Offices 35 Main Street Hooksett, NH 03106	268-0458
Cemetery Commission		(603) 540-9608
Central Water Precinct Commission	10 Water Works Drive Hooksett, NH 03106	(603) 624-0608

Board	Address	Phone
Community Profile Committee	35 Main Street Hooksett, NH 03106	(603) 268-0279
Conservation Commission	35 Main Street Hooksett, NH 03106	(603) 268-0279
Economic Development Committee		(603) 485-8472
Heritage Commission	35 Main Street Hooksett, NH 03106	(603) 669-8926
Historical Society		
Joint Loss Management Committee	35 Main Street Hooksett, NH 03106	(603) 268-0060
Library Trustees	31 Mount Saint Mary's Way Hooksett, NH 03106	(603) 485-5217
Master Plan Update Committee	Hooksett Town Offices 35 Main Street 2nd Floor, Community Development Hooksett, NH 03106	
Municipal Records Committee	35 Main Street Hooksett, NH 03106	(603) 485-9534
Neighborhood Heritage District		
Parks & Recreation Advisory Board		
Planning Board	2nd Floor, Room 201 35 Main Street Hooksett, NH 03106	(603) 268-0279
Recycle & Transfer Advisory Committee		(603) 669-5198
Sewer Commission	1 Egawes Drive Hooksett, NH 03106	(603) 485-7000
Sign Committee		(603) 485-4117
Supervisors of the Checklist	35 Main Street Hooksett, NH 03106	(603) 485-9534
Tax Increment Financing Advisory Committee	35 Main Street Hooksett, NH 03106	(603) 419-4003
Technical Review Committee	2nd Floor, Room 201 35 Main Street Hooksett, NH 03106	(603) 268-0279
Test Department Page		
Town Council	35 Main Street Hooksett, NH 03106	(603) 485-8472
Town Hall Preservation Committee		(603) 669-8926
Trustees of the Trust Funds		(603) 485-2712
Village Water Precinct Commission	7 Riverside Street Hooksett, NH 03106	(603) 485-3392

Board	Address	Phone
Zoning Board of Adjustment	35 Main Street Hooksett, NH 03106	(603) 485-4117

Town of Hooksett, 35 Main Street, Hooksett, NH 03106 | (603) 485-8471 Fax: (603) 485-4423 TTY: (603) 485-1884

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[Home](#) > [Boards & Committees](#) > Parks & Recreation Advisory Board

Parks & Recreation Advisory Board

Composition: Five appointed members, appointed by the Town Council.

Duties: General business, citizen concerns, superintendent monthly reports, project updates, subcommittee reports, budget review, capital improvement items.

Other: This Board has the authority to appoint Ad Hoc Committees to oversee special functions.

Administrative Code:

Section 4.10: Under the jurisdiction of the Town Council, assist the parks and Recreation Department in an advisory capacity in recreational projects; budgetary items and capital improvements. Assist the Parks and Recreation Superintendent with the submittal of applications for federal, state, and other grant monies. Develop plans and work with the Conservation Commission in obtaining and receiving land for recreational purposes.

Board Members:

Deborah Miville
Rudy Makara
Andy Janosz
Alex Walczyk
Randall Lapierre
Nathan Duplessis
Mark Chagnon
Scott Evans

Staff Contacts:

Evelyn Horn

When:

3rd Tuesday of June, August, October, December, February and April. All meetings are open to the public and everyone is invited to attend.

Where:

Hooksett Municipal Building (Meeting Room 204)

Time:

6:00 pm



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[Home](#) > [Boards & Committees](#) > Recycle & Transfer Advisory Committee

Recycling & Transfer Advisory Committee

Composition: Five full members and two alternate members, appointed by the Town Council.

Duties: Authorize and advise the department superintendent on landfill, transfer and recycling functions as well as budget preparation, equipment purchases, major repairs, acceptance of demolition materials, setting of tipping fees and the final closure of the landfill.

Administrative Code:

Section 4.14: Advise the Council on matters related to the management of municipal solid waste and recycling.

Key Contact(s):

Board Members:

Richard Bairam
Raymond Bonney
Sean McDonald
Robert Schroeder
John Giotas
Alex Walczyk
Clark Karolian

Staff Contacts:

Vacant At this Time

Phone:

(603)669-5198

When:

January 26, 2021; March 23, 2021; May 25, 2021; July 27, 2021; September 28, 2021;
November 23, 2021

Where:

Town Hall

Time:

6:30 pm



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[Home](#) > [Boards & Committees](#) > Tax Increment Financing Advisory Committee

Tax Increment Financing Advisory Committee

Tax Increment Financing (TIF) is a public financing method that is used as a subsidy for redevelopment, infrastructure, and other community-improvement projects. Through the use of TIF, municipalities typically divert future property tax revenue increases from a defined area or district toward an economic development project or public improvement project in the community.

RSA - 162-K:14 Advisory Board. I. The legislative body of the municipality shall create an advisory board for each development district. The board shall consist of such number of members appointed or elected as determined by the legislative body. A majority of members shall be owners or occupants of real property within or adjacent to the development district. In a substantially residential development district, however, the board shall consist solely of owners or occupants of real property within or adjacent to the district. II. The advisory board shall advise the governing body and district administrator on planning, construction and implementation of the development program and on maintenance and operation of the district after the program has been completed. III. The governing body shall by resolution delineate the respective powers and duties of the advisory board and the planning staff or agency. The resolution shall establish reasonable time limits for consultation by the advisory board on the phases of the development program, and provide a mechanism for appealing to the governing body for a final decision when conflicts arise between the advisory board and the planning staff or agency, regarding the development program in its initial and subsequent stages.

Membership - 3-Year Terms

Board Members:

David Boutin
David Scarpetti
Sidney Baines
Alden Beauchemin
Mike Somers
Roger Duhaime
Mike Sorel
Tom Walsh
Fax:

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, July 28, 2021**

1 The Hooksett Town Council met on Wednesday, July 28, 2021, at 5:45 in the Hooksett Municipal
2 Building.

3
4 **PROOF OF POSTING**

5 Chair J. Sullivan provided proof of posting.

6
7 **NON-PUBLIC SESSION #1 NH RSA 91-A:3 II**

8 *D. Boutin motioned to enter non-public session #1 of 07/28/21 at 5:45pm per NH RSA 91-A:3 II. Seconded*
9 *by C. Jones.*

10 **NH RSA 91-A:3 II (a) The dismissal, promotion, or compensation of any public employee or the**
11 **disciplining of such employee, or the investigation of any charges against him or her.**

12
13 **Roll Call Vote #1**

14 *C. Karolian Aye*

15 *D. Boutin Aye*

16 *T. Tsantoulis Aye*

17 *R. Lapierre Aye*

18 *A. Walczyk Not present (arrived at 5:54pm)*

19 *R. Duhaime Not present (arrived at 6:51pm)*

20 *J. Durand Not Present*

21 *C. Jones Aye*

22 *J. Sullivan Aye*

23

24 ***Vote in favor (6-0)***

25 *J. Sullivan motioned to exit non-public session #1 of 07/28/21 at 5:59pm. Seconded by D. Boutin.*

26 **Roll Call Vote #3**

27 *D. Boutin Aye*

28 *C. Jones Aye*

29 *A. Walczyk Aye*

30 *J. Durand Not present*

31 *R. Duhaime Not present (arrived at 6:51pm)*

32 *T. Tsantoulis Aye*

33 *R. Lapierre Aye*

34 *C. Karolian Aye*

35 *J. Sullivan Aye*

36

37 ***Vote in favor (7-0)***

38 *J. Sullivan motioned to seal the non-public session #1 minutes of 07/28/21. Seconded by D. Boutin.*

39 ***Vote unanimously in favor (7-0).***

TC MINUTES

07-28-2021

1

BRIEF RECESS

CALL TO ORDER

Chair Sullivan called the meeting of 28 Jul 2021 to order at (6:10) pm.

ROLL CALL ATTENDANCE

In Attendance: Councilor James Sullivan, Councilor Clifford Jones, Councilor Randall Lapierre, Councilor Roger Duhaime (arrived at 6:51), Councilor David Boutin, Councilor Timothy Tsantoulis, Councilor Clark Karolian, and Councilor Alex Walczyk.

Absent: Councilor John Durand

PLEDGE OF ALLEGIANCE

J. Sullivan motioned for a moment of silence for Richard Marshall, seconded by D. Boutin.

Voted in favor (8-0)

D. Boutin- Expressed fond memories of Mr. Marshall.

AGENDA OVERVIEW

PUBLIC HEARINGS- None

SPECIAL RECOGNITION

Hooksett Municipal Employee - New Hires, Promotions, and Retirements.

A. Garron announced that Christopher Larochelle has been hired as the Library Patron Services Assistant. Jasmine Wescott has been hired as new PW R&T Truck Driver. Denise Cumings has been promoted to PW R&T Crew Chief. Leaving the Town of Hooksett employment is Andrew Riotto Fire and Rescue and Courtney Larabee Fire & Rescue, and John Hill Fire & Rescue is retiring.

PUBLIC INPUT - 15 MINUTES

Mrs. McHugh 14 Jefferson Drive- Thank you to Town Council for fun in the sun event. Thank you for bringing back the CIP program, it is a good planning tool. I have received calls from folks regarding the recovery funds the Town is set to receive and how they are going to spend the funds. Folks on Farmer Hill Road is of concern, since they were unable to hook up to the services. I would ask the town to consider using these funds towards this project. This is intended for rescue funds, and this meets that.

J. Sullivan- We will be discussing the funds tonight under old business.

D. Boutin- Asked Mrs. McHugh how many homes are affected by this?

Mrs. McHugh- I do not have an exact number of homes affected by this. Those on the bypass are not affected. There is seepage and contamination from Warren Garage.

Jason Hyde of 36 Edgewater Drive- Here to ask the Town Council to support and expand Broadband service on Edgewater Drive. Full disclosure I do work for Comcast, but I am not here on behalf of them only as a resident seeking Broadband. When I moved to Edgewater Drive did not realize that there was no Broadband service. Having no Broadband on that street has been challenging, with kid's home schooling. Asking the TC to motion to provide Broadband services from Comcast to Edgewater Drive.

T. Tsantoulis- Mr. Hyde the number that you threw out, how accurate is that number that you gave out to have the utility put in place for 2021? Before I take a vote, I would want a more up to date cost.

TC MINUTES

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2

Kathy Slemp 60 Edgewater Drive- I lived in Hooksett 23 years. Here in support of Broadband in 2021 for all residents.

Paul Scarpetti- 73 Falcon Lane- We are on the gated community at the end. I did bring in Comcast in from the Bow side. They did put the service in at that time. We own 35 Edgewater drive, we are taking over a Kayak business, we would like to get Comcast in the building. We would like to have team building events and meetings and would be an asset to the Town. Total there would be 7 homes and 2 business on Edgewater Drive affected by the Broadband being brought in.

Sid Baines 59 Farmer Road- I have one of the contaminated wells, there are at least 20 contaminated wells on the road. I have a list from the state of all the contaminated wells. I just spent \$14,000 to have a system installed to take care of the contamination. Now that I have this investment, I do not plan to hook onto the system.

Tom and Nancy Weaver live on Falcon Lane- We recently bought 50 Edgewater for my mother and father. We also did not realize that there was no Broadband. In this day and age, we need the modern technologies. It is a security issue to be able to keep an eye on my parents and their wellbeing. We are asking the TC to run the Comcast service.

C. Karolian- Asked the council that we move up agenda item 16.1 since we have the public here for this public input on this particular issue.

OLD BUSINESS

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)

A. Garron- Back on 7/7/21 we discussed the ARPA funds and accepted the ARPA funds, and we discussed the eligible uses. We did meet 1 of the parameters under the loss of revenue. There are other parameters to accept the funds, but if we accept the funds under this, we really could do any municipal project that we want to do.

R. Lapierre- Correct me if I am wrong the only restriction on the use of the loss revenue funds is that we cannot use it to directly lower the tax burden of town business.

A. Garron- Correct we could not put it into fund balance or anything else, we have to use it for a project.

D. Boutin- With respect to this issue we did not get a list of projects that the TA was going to recommend. Do you have a list that we can look at?

A. Garron- Yes, I can provide you with some information. At the last discussion we discussed one project at the 7th meeting and that was the TIFF project. Subsequently the Friday after our meeting I did receive some inquiry regarding the Edgewater Drive issue, and I had started to gather some information on that project. I also inquired regarding the Farmer Road water line issue. I had a conversation with the Central Water precinct, but we have not been able to connect further.

C. Karolian motioned to remove discussion from the table after Town Administrator was able to meet with department heads as far as recommendations on how to spend the money, seconded by D. Boutin.

Voted in favor (8-0).

J. Sullivan – Other than Edgewater Drive, Farmer Road and the TIFF do you have any other recommendations for what projects to use these funds on?

TC MINUTES

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152

153 A. Garron- No I do not. The Council wanted me to look into the figures to extend the Farmer Road line,
154 and Edgewater Drive came after the meeting.

155

156 C. Karolian- I recall at the contract meeting with Comcast we were told that there is no spot in Hooksett
157 that is not covered. That seems to be wrong. Since they were wrong are they obligated to be on the
158 hook for this.

159

160 A. Garron- Edgewater Drive- For the 5 houses on the public sector side it will cost \$21,000 in which
161 comcast will contribute \$1,700 per house bringing the cost down to \$12,500. For the house on the other
162 side of the gate of the private property it would be another \$21,000 in which Comcast will contribute
163 \$1,700 per house that would leave a delta of \$14,000, and all together a total cost of \$26,700 to
164 provide comcast service to Edgewater Drive.

165

166 C. Karolian- As a follow up with the contract that we agreed to, to use Comcast for the town, and they
167 indicated that there is no places in town that is not covered when apparently there are places in town
168 that are not covered. How does that affect their contract with them and can the Town hold them
169 accountable and have Comcast put in the Broadband at their expenses and not the Towns expense.

170

171 A. Garron- I can ask that question.

172

173 R. Lapierre- There is nothing in the Comcast contract that says they provide service to the whole Town.
174 We have a franchise agreement that is not exclusive, they don't say that they will cover everyone in
175 town. Anything on the CIP should be considered a viable project for these funds. If we don't apply it to
176 the TIFF project, we could knock off several items on the CIP list ahead of schedule. Yes, Farmer Road
177 and Edgewater Drive seem like pressing issues and near emergency status and should be addressed
178 by the Council, I believe having numbers on that is good but anything else on that CIP list should be in
179 bounce.

180

181 T. Tsantoulis- I would be in support of the expansion of Broadband service to both ends of Edgewater
182 after I knew we as a body did some arm twisting of Comcast. They can be persuaded after some
183 prodding.

184

185 **D. Boutin- Motion to move forward with the Edgewater Drive project as presented by TA Garron**
186 **with an estimate of \$26,700 subject to a conversation with Comcast contributing all or some of**
187 **the \$26,700. Seconded by A. Walczyk.**

188

189 C. Karolian- Is broadband going to go past these properties to another property North of here?

190

191 P. Scarpetti- There will be no gaps they will be able to get service later on.

192

193 **D. Boutin- Motion to amend the motion to 5 houses on Edgewater Drive for a cost of \$12,500**
194 **seconded by A Walczyk.**

195

196 **Roll Call Vote #4**

197 **A. Walczyk Aye**

198 **R. Lapierre Aye**

199 **C. Jones Aye**

200 **R. Duhaime Aye**

201 **J. Durand NP**

202 **C. Karolian Aye**
 203 **T. Tsantoulis Aye**
 204 **D. Boutin Aye**
 205 **J. Sullivan Aye**
 206

207 **Vote unanimously in favor (8-0).**
 208

209 J. Sullivan – After this we still have \$1,510,000 million to go towards other projects. TA Garron is still
 210 awaiting the cost on Farmer Road. If the council is inclined to support that then whatever is left, we can
 211 discuss what should go to the TIFF or for other projects. Do we want to wait on what to expend these
 212 funds till we hear back? We have till 2024 to spend these funds.
 213

214 **D. Boutin- I motion that we table this item till we get more information, seconded by C. Karolian.**
 215

216 **Vote unanimously in favor (8-0).**
 217

218 J. Sullivan- We will look into the cost of Farmer Road, items on the CIP and the TIF project.
 219

220 D. Boutin- I disagree with R. Lapierre. I think when we have important projects on the floor such as the
 221 TIFF, and we need to look at it and not cherry-picking items off the CIP. I think we should table this until
 222 the TA comes back with the cost for the Farmer Road project, then we can take action with that, and
 223 the remaining funds should go to the TIFF district.
 224

225 C. Karolian- Water being brought to Auburn Road. Which the state started this with surveys for
 226 contaminated wells, we are talking about potable water, which is important. I think we should also
 227 consider cost for Auburn Road. This must be delt with. We are talking about toxic chemicals.
 228

229 T. Tsantoulis- I would suggest this be a topic for a workshop.
 230

231 A. Walczyk- What is the cost of cleanup of what is seeping into the ground contaminating the water.
 232

233 J. Sullivan- This is tabled till our August 25th meeting.
 234

235 **D. Boutin motioned to amend the motion to table it on August 11th as a special meeting to**
 236 **discuss. Seconded by A. Walczyk.**
 237

238 **Vote unanimously in favor (8-0).**
 239

240 A. Garron- Most of these projects such as Auburn Road and Farmer Road fall within the Central water
 241 precinct and I am unsure that I can get the information needed. We are relying on another Board for
 242 that information. I am unsure I will have any analysis for you to make a decision at your August 11th
 243 meeting.
 244

245 J. Sullivan- If we don't have the info by the 11th we will close the special meeting, and go into the
 246 workshop.
 247

248 D. Boutin- All that will be discussed on the August 11th meeting are how to spend the funds.
 249

250 R. Duhaime- Incase Central Water precinct cannot get us the information that we need, can we have
 251 the Town Planner show us all these homes that have contaminated wells, and get us all the info we

252 need on Farmer Road and Auburn Road. Even if Central Water does not give us the info we have what
253 we may need.

254
255 D. Boutin- What is the Town going to do to determine the cause of the pollution and who is responsible.
256

257 C. Karolian- Will we be able to go back to old business?

258
259 J. Sullivan- Yes, let's take care of the schedule appointments, the Town Administrator Report and then
260 we will go back to Old Business.
261
262

263 **SCHEDULED APPOINTMENTS**

264
**265 Tax Increment Finance District (TIF) – Agreement between Town and Hooksett Sewer
266 Commission to Fund Martin's Ferry Road Pump Station Upgrades - Sewer Commission Rep.
267 and Dave Mercier, Underwood Engineering.**
268
269

270 A. Garron- In regard to the TIF District the Town and the Sewer District have been working hard to
271 bring this project to fruition. We realize the TIF district is an important project.

272
273 Bruce Thomas Town Engineer and Ken Carmody the Sewer Commission Superintendent- Discussed
274 the proposed projects within the TIF districts, and the agreement between the Town and the Sewer
275 Commission.
276

277 C. Karolian- If the town does not agree to Memorandum of Understanding is the sewer commission
278 going to have to replace it regardless.

279
280 K. Carmody- It will need to be replaced regardless. We are giving it some time for the TIF to get
281 established and get some volume through it.

282
283 C. Karolian- Has the Sewer Commission set aside capital improvement funds to cover this?

284
285 Ken- Yes, but we do not have enough to cover it.
286

287 C. Karolian- There are about 3,000 sewer customers that are connected to the sewer system. 5,600
288 households in the Town of Hooksett that leaves a balance of 2,600 that are not customers, yet we are
289 going to ask those tax payers to flip the bill.

290]
291 A. Garron- Part of the agreement is that part of the money that we have applied for is in grants and
292 possibly the ARPA funds. We are not looking to ask for funds at this point.

293
294 C. Karolian- If we don't get the grant funds then the monies will come from town budget.
295

296 B. Thomas- The Tiff upgrades are already apart of underwood's contract. The designs have already
297 been completed, there will be no additional costs.
298

299 R. Lapierre- Under #2 the sewer commission agrees to provide half of the construction cost of the force
300 main replacement (estimated to be \$1,400) through grants, loans, sewer user fees. Do you have an
301 estimation of the increase of sewer user fees?
302

303 K. Carmody- We will not increase user fees we will go after grants and loans first. We would probably
304 use connection fees, and that is what it probably should say.

305
306 C. Jones motioned to amend the language to connection fees vs sewer user fees or take it out.
307

308 J. Sullivan – I am not sure we can do that.
309

310 R. Lapierre- My question was if it was repaid with user fees would there be an increase in user fees.
311

312 C. Jones- He said the user fees would not be used to pay any of the debt back it would be more user
313 connections, my question is should it say user connections or take it out completely.
314

315 Banks- No it should be left in there it gives the commission flexibility to use it. If this is voted down the
316 Town loses not the Sewer Commission. All this contract does is guarantee that we get a pipeline from
317 Martins Ferry pumpstation to the plant. We have been trying to do it for 10 years. This is a Town
318 benefit, not a Sewer Commission benefit.
319

320 **T. Tsantoulis motioned to give permission to the Town Administrator to sign attached**
321 **agreement with the Hooksett Sewer Commission. Seconded by D. Boutin.**
322

323 D. Boutin- The TIFF advisory board in conjunction with the sewer commission has taken a lot of work
324 over the last couple of months. Bruce Thomas has been very instrumental in this process. This is a very
325 well-tailored agreement and an important step in the process.
326

327 T. Tsantoulis- The sewer commission exists for quality-of-life issues and improving the sewer system. It
328 helps build and grow the community. The tiff is going to make Hooksett a better place and it involves a
329 little give and take for all involved. That is why I am in favor of this.
330

331 C. Karolian- Didn't we up the Underwood Engineering contract another \$750,000 to come up with this
332 further study here or design.
333

334 A. Garron- The amendment to the contract was for the pump station that was being relocated to the
335 new spot off quality drive.
336

337 R. Duhaime- Exit 10 was one of the most underdeveloped off ramps. Then the TIFF district was
338 created. We had funding in the district, and expenses went up bringing in services. Now if we increase
339 this project at Exit 10, we need to not spend the extra tax money. We need not to spend the extra tax
340 revenue and keep our taxes down. We need to limit the budgets. There are a lot of businesses that
341 don't want to come in. We don't need more Fire and Police, keep our budgets down.
342

343 **Roll Call Vote #5**

344 **T. Tsantoulis Aye**

345 **C. Jones Nay**

346 **R. Duhaime Aye**

347 **A. Walczyk Aye**

348 **R. Lapierre Aye**

349 **C. Karolian Nay**

350 **J. Durand NP**

351 **D. Boutin Aye**

352 **J. Sullivan Aye**

TC MINUTES

07-28-2021

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Vote in favor (6-2)

CONSENT AGENDA

Donation (Personal) of \$200 for Hooksett's Bicentennial by Town Council Chairman James Sullivan

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).

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).

T. Tsantoulis motioned to accept all three items on the consent agenda as presented, seconded by D. Boutin.

Vote in favor 6-2

C. Karolian- In your staff reports you said that you received grant funds that fully funded the equipment useful program, is that equipment in use or will that grant be to buy more equipment?

Captain- Yes, it is still on active use on the ambulances, none of it is gone. Back in 2017 they did the original grant run for this same purpose. With this grant we are looking to expand the equipment line.

TOWN ADMINISTRATOR'S REPORT

A. Garron- Covid cases are up since the last meeting. Current cases at 10. Cumulative to July 20th, 1,279, cases.

Trimbur V Hooksett- Court Hearing, no ruling on this case yet.

Fire Hydrant Issue- Information been passed out and I have not heard anything from the Council on that.

Rep to Village Water Precinct- C. Jones to serve as a representative, R. Duhaime will serve as alt. Mill & overlay- work has started on route 3A.

B. Thomas- RT 3 south of exit 9 up to will be milled and overlaid by the state. Will be night work, mill work will start on Aug 8th at night and paving will start 2 weeks later. Discussion was had on Alice Ave proposed by the state.

T. Tsantoulis- Where are we with Benton Road and how is the erosion holding up?

B. Thomas- It is under design, and I have not gotten any deliverables from the engineers yet. I expect it soon. I have been checking it out after every rainstorm. So far it seems to be holding up, there guardrail is kind of leaning.

T. Tsantoulis- Can we make it through the winter as is or if need be?

B. Thomas- I would not really want to, I'd like to see PW do something to keep the water back possibly add a berm.

403

404 A. Garron- There was concern with Thompson Ave. Thompson Ave was on the plan to be paved and
405 that was just part of the normal paving plan addressed 2 years ago. This is just a paving project and
406 has no connection to the Cigna Building. This is just apart of the normal paving project.

407

408 Myself and Bruce Thomas had a meeting with the Sewer Commission and DES. We have collectively
409 put together an application for funding and wanted to put our best foot forward. The meeting was
410 productive. We are going against many other projects. We wait to hear where we stand if we are going
411 to get funded or not.

412 The CIP Program was approved by the Planning Board on July 19, 2021.

413 Starting the budget process which, we will review tonight, and I am looking for proper contact
414 information from the council members.

415

416 R. Duhaime- Is the paving done by GMI? A second thought there was an issue with paving by GMI and
417 I would like to discuss it in the fall about GMI Paving.

418

419 **NOMINATIONS AND APPOINTMENT**

420

421 N. Williams- We received applications from Sheena Gilbert and Tony LaCasse, and a possible 3rd.

422

423 J. Sullivan- Based on that we should hold off until we get all the information at our next meeting.

424

425 D. Boutin- I think we should have all 3 applicants come to the Board and state why they want to be on
426 the Board.

427

428 J. Sullivan- Can we invite those to the meeting on the 25th? Nick will contact them and invite them, also
429 per R. Duhaime let them know that we have openings on the Zoning Board.

430

431 C. Karolian- At our July 7th meeting councilor Jones indicated that I had an open mic and I said that I
432 would follow town employees as well, I would like to know the date of the meeting that I allegedly said
433 that. What is the status of council jones motion to have the Town attorney conduct an investigation in
434 councilor Durand's and myself for violating town charter?

435

436 J. Sullivan- We will get an answer to that 1st question, and we do have information to your 2nd question
437 that we will discuss. It will be given in non-public, and I have a statement provided by the attorney as to
438 why the discussion is to be had in non-public. For tonight's council although the subject is not a non-
439 public would affect adversely the reputation of any person other than a member of the board. I believe
440 your privileged attorney client communication would follow under L under RSA 1. Consideration of legal
441 advice provided by legal counsel even in writing or orally to 1 or more members of the public body even
442 when legal council is not present.

443

444 J. Sullivan- Lets go back to New Business with 17.1

445

446

447 **NEW BUSINESS**

448

449 **Fire Engine Purchase**

450

451 ***D. Boutin motioned to approve the purchase of a new fire engine from SVI for a total cost of***
452 ***\$656,456.00 including the trade of Engine 4 and authorize the fire chief to sign the purchase***
453 ***contract, seconded by C. Jones.***
454

TC MINUTES

07-28-2021

9

455 S. Colburn- We are looking to replace engine 4 through the CIP process. The TC has been provided
456 with a PowerPoint. We have been putting aside money through the CIP program for this purchase. We
457 have gotten a good useful life out of it. It has been identified as needing to be replaced. Now is the time
458 to replace before it gets costly to repair.

459
460 T. Tsantoulis- Chief have you been given any consideration to buying a used truck?

461
462 S. Colburn- When we purchased the truck it was 12 years old. If we go out looking in the used market,
463 we can spend \$300,000 to \$400,000 on something that won't last long. The truck is getting used
464 everyday. Typically, if you find an engine that is in good shape but not that old, there is good indication
465 that you want to steer away from that purchase. They will have decant wear and tear on them already.

466
467 R. Duhaime- I am looking for a savings for the Town. What are we going to get for a trade in? We want
468 safety and practical. Is there any way that we can get any savings? Can we keep this a little longer until
469 it fails? The pump is no good the motor is good. We want safety, savings and practical.

470
471 S. Colburn- When you buy a used fire truck it is a roll of the dice. If you order this today, we are looking
472 at 400 days out. We won't even get this truck for a year from now. The longer we run this I can see us
473 finding us in a situation that we are paying for costly repairs and or waiting 400 days for a new truck.

474
475 T. Tsantoulis- We can borrow other trucks and or have other towns assist.

476
477 S. Colburn- We have downsized in the past.

478
479 C. Karolian- What makes you think the engine is going to go on this?

480
481 S. Colburn- The test indicated the pump is bad and with a new pump on an older motor and the motor
482 cannot keep up with the new faster pump.

483
484 R. Lapierre- The money is coming out of the Fire Apparatus capital reserve. So the Fire Apparatus is
485 used solely for fire and apparatus.

486
487 S. Colburn- This money was voted on and approved by the voters for this purpose specifically.

488
489 **Roll Call Vote #6**

490 ***J. Durand NP***

491 ***R. Lapierre Aye***

492 ***C. Karolian Nay***

493 ***D. Boutin Aye***

494 ***C. Jones Aye***

495 ***T. Tsantoulis Nay***

496 ***A. Walczyk Aye***

497 ***R. Duhaime Nay***

498 ***J. Sullivan Aye***

499

500 ***Vote in favor (5-3)***

501

502 **Budget Transfer #2021-01 in the amount of \$50,000.00 for Legal Services.**

503 **Budget Transfer #2021-02 in the amount of \$8,500.00 for Assessing Professional Services.**

504

505

506

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10

508 **Budget Transfer #2021-03 in the amount of \$1,000.00 for Tax Collector's overtime costs.**

509

510 **D. Boutin motioned to approve items 17.2, 17.3, 17.4 seconded by R. Lapierre.**

511

512 **Voted in favor (7-1)**

513

514 R. Duhaime- What's the \$50,000 for legal services, why would they need that much money?

515

516 C. Tewksbury- All 3 of these transfers are last year's budgets they were identified on the state form was
517 overbudget or the department was overbudget. More specifically the legal line was over budget. I
518 wanted to reduce the amount from \$50,000 to \$35,000.

519

520 **J. Sullivan motioned to Amend 17.2 portion of the motion to \$35,000 seconded by D. Boutin.**

521

522 **Roll Call Vote #7**

523 **C. Jones Aye**

524 **C. Karolian Nay**

525 **R. Lapierre Aye**

526 **R. Duhaime Aye**

527 **A. Walczyk Aye**

528 **J. Durand NP**

529 **T. Tsantoulis Aye**

530 **D. Boutin Aye**

531 **J. Sullivan Aye**

532

533 **Vote in favor (7-1)**

534

~~535~~

537 **Discussion with Town Council for Budget Expectations FY 2022-2023**

538

539 A. Garron- Much like I asked years, are there any guidelines and parameters while I go through the
540 budget process.

541

542 D. Boutin- I do not know the % but I think we need to be more aggressive on getting our roads paved.

543

544 T. Tsantoulis- We need to look at items that really need to be spent and what is important. Needs vs
545 wants. We must make sure that departments tow the line.

546

547 R. Duhaime- We constantly have a budget that keeps creeping up. I do not think we have a budget that
548 is reflective. We have a heavily budgeted Fire Department. I'd like to review the Fire Department. We
549 added a Fireman to lower the Overtime and we still have overtime and I think more needs to be looked
550 into this.

551

552 J. Sullivan – Should we do a department audit (Operational audit). Possibly 3 departments at a time.

553

554 C. Karolian- I feel what R. Duhaime is talking about, but we need to look in the mirror. We are the ones
555 approving the budget when departments head come to us asking to spend money. If you vote on it then
556 don't complain on how the money is spent.

557

~~558~~

560 **Capital Improvement Plan FY Ending 2023-28 Overview**

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11

561 A. Garron- Thank you to the committee for expanding the CIP program. TA Garron and C. Tewksbury
562 went over the proposed plan and projects as outlined in the agenda.

563
564 R. Duhaime- Are we looking at electric cars or hybrids for the PD?

565
566 C. Tewksbury- Yes, we are, and we did buy 2 hybrids last year.

567
568 C. Tewksbury- The bathrooms that you previously approved will go down near the playground, so in the
569 end we will have 3 buildings that are ADA compliant.

570
571 R. Lapierre- I feel the Parks upgrades needs to go further. I think they should look at adding more to
572 that.

573
574 **J. Sullivan- Motioned to extend the meeting, seconded by T. Tsantoulis.**

575
576 **Vote in favor (8-0)**

577
578 D. Boutin- R. Lapierre do you know how long Donnati park concession has been closed?

579
580 R. Lapierre- 2 years.

581
582 C. Tewksbury- We will bring it back to DPW.

583
584 D. Boutin- Thank you to Christine. I think we came up with a great CIP plan.

585
586 C. Tewksbury- One of the goals is to level fund the budget. 2nd thought was how much more tax dollars
587 are we going to spend this year vs last year. These plans will increase the budget by \$700k.

588
589
590
591 **Bicentennial Committee - Use of Town Seal (Commemorative Variation)**

592
593 J. Sullivan – Any new seals need to be approved by the Council. We would like to use this seal as
594 presented in the bicentennial logo.

595
596 ***R. Lapierre motioned to authorize the use of the selected seal variant by Town of Hooksett staff***
597 ***and the Hooksett Bicentennial Committee to commemorate Hooksett's upcoming 200th***
598 ***Anniversary, seconded by T. Tsantoulis.***

599
600 ***Voted all in favor (8-0)***

601
602 **Discussion with Town Council for August 11, 2021, Council Workshop Topics**

603
604 J. Sullivan – Any suggestions on workshop topics send to TA Garron.

605
606
607 **APPROVAL OF MINUTES**

608
609 ***D. Boutin motioned to approve the public minutes of the July 7, 2021, meeting Seconded by T.***
610 ***Tsantoulis***

611
612
TC MINUTES

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12

613 *R. Lapierre read the following changes and amendments to the 7/7/2021 minutes*

614

615 Line 521 6-0-1 (6 in favor, 0 opposed and 1 abstention by Councilor Karolian because it was about him.

616 Line 61 typo Tewksbury - this is misspelled everywhere through the whole document.

617 Line 69 typo for whether

618 Line 114 typo- lose that revenue

619 Line 118 typo sentence got cut off add "but there is no requirement for that"

620 Line 498. Ass "to open an investigation".

621 Line 510: add: "I don't know if Councilor Karolian meant to leave his mic on or not, but he said ,
622 and I wasn't the only one who heard it, that he'd follow town employees too".

623 Line 510- add C. Jones saying - "I don't know if Councilor Karolian meant to leave his mike on
624 or not, but he said, and I wasn't the only one who heard it, that if he had to he'd follow town
625 employees too.

626

627 C. Karolian asked that the minutes be reflected to the proposed changes below for the May 26,
628 2021, Meeting.

629

630 Line 470- Chair Sullivan began taking minutes for the remainder of the meeting (video was not
631 turned back on) due to staff leaving the meeting once Council went into non-public session.

632 Line 475- C. Karolian – There had been some concerns and discussion at a Town Council
633 meeting early last year about Town Councilors addresses not being listed on the Town
634 website.

635 Line 477- after the work Walczyk add "car at 141 Eastern Ave in Manchester".

636

637 ***J. Sullivan asked if all were in favor of the minuets as amended for the July 7, 2021 meeting. A.***
638 ***Walczyk abstained as he was not at the meeting.***

639

640 ***Voted 7 in favor, 0 nay, 1 abstention A. Walczyk was not at the meeting***

641

642 ***D. Boutin motioned to approve the NON-public minutes of the July 7, 2021, meeting Seconded***
643 ***by T. Tsantoulis***

644

645 ***Voted 7 in favor, 0 nay, 1 abstention A. Walczyk was not at the meeting***

646

647 ***D. Boutin motioned to retake Vote to Seal the Non-Public Minutes of July 7, 2021 at the July 28,***
648 ***2021 Council Meeting when 2/3 majority of council members are present, seconded by R.***
649 ***Lapierre.***

650

651 **Roll Call Vote #8**

652 ***R. Lapierre Aye***

653 ***R. Duhaime Aye***

654 ***T. Tsantoulis Aye***

655 ***A. Walczyk Aye***

656 ***J. Durand NP***

657 ***C. Jones Aye***

658 ***D. Boutin Aye***

659 ***C. Karolian Abstained not here at that meeting***

660 ***J. Sullivan Aye***

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13

661

662

Voted 7 in favor, 0 nay, 1 abstention C. Karolian was not at the meeting.

663

664

SUB-COMMITTEE REPORTS

665

666

667

668

669

670

671

672

673

C. Karolian- The Recycling & Transfer advisory committee is not being included to give advice to the Town Council. The advisory committee does not get the bids and specs prior on trucks and equipment coming to the Town Council. The committee has no idea what is being purchased. They feel what they are doing now is almost meeting for nothing, and that is my words not theirs. They would like to know about doing solar panels. In the specs for the Dusand loader, it is supposed to have a special claw. The spec in the bid required that and why did Dusnad respond to that bid without having the equipment available to us. What does that do to the bid and the contract if that is not available.

674

J. Sullivan- Let's get clarification of the role of the subcommittee.

675

676

TA Garron to get a response on the spec and if the missing part affects the contract.

677

678

R. Lapierre- Would like to talk about recycling as a topic in the workshop.

679

680

681

682

683

684

C. Karolian- The tipping fees is currently a Town Ordinance, and in order to change the fees up or down a change in the ordinance will need to be made. I have brought it up to have the amendment changed to allow the department to set the rates during the course of the year if it goes up. But I think we need some discussion at the workshop,

685

686

687

688

689

690

J. Sullivan- The Bicentennial Committee has gotten more volunteers.

D. Boutin- At the Planning Board there is a major project in front of them. The applicant has been cooperative. There is a Planning Board subcommittee that has been silent, and we are going to be meeting soon, Nick will send a meeting link.

691

692

693

694

J. Sullivan- motioned to grant a citation to send to Gabriel Barron of troop 603 G, I'd like to get permission to sign that proclamation and congratulating her on her Eagle scout. seconded by T. Tsantoulis.

695

696

697

Voted all in favor (8-0)

698

PUBLIC INPUT- None

699

700

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

701

702

J. Sullivan motioned to enter non-public session #2 of 07/28/21 at 10:01pm per NH RSA 91-A:3 II (a) & (I). Seconded by D. Boutin.

703

704

NH RSA 91-A:3 II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her.

705

706

NH RSA 91-A:3 II (I) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

707

708

709

Roll Call Vote #9

J. Durand NP

D. Boutin Aye

TC MINUTES

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14

710 **C. Jones Aye**
 711 **R. Duhaime Aye**
 712 **C. Karolian Aye**
 713 **A. Walczyk Aye**
 714 **T. Tsantoulis Aye**
 715 **R. Lapierre Aye**
 716 **J. Sullivan Aye**
 717
 718 **Voted unanimously in favor (8-0)**

719 **R. Lapierre motioned to exit non-public session #2 of 07/28/21 at 10:20pm. Seconded by D. Boutin.**

720 **Roll Call Vote #10**
 721 **C. Karolian Aye**
 722 **T. Tsantoulis Aye**
 723 **R. Lapierre Aye**
 724 **C. Jones Aye**
 725 **D. Boutin Aye**
 726 **J. Durand NP**
 727 **A. Walczyk Aye**
 728 **R. Duhaime Aye**
 729 **J. Sullivan Aye**

730
 731 **Voted unanimously in favor (8-0)**

732
 733 **Public session 10:20pm (10:37pm video and Recording Clerk up and running)**

734 **R. Lapierre motioned to seal the non-public session #2 minutes of 07/28/21. Seconded by R. Duhaime.**
 735 **Vote unanimously in favor (8-0).**

736
 737 T. Tsantoulis- We entertained a legal opinion were that the 2 members of the Town Council did not
 738 violate the Town Charter. We should entertain a motion.

739
 740 A. Walczyk- I do not think the council made an investigation based on the motion made.

741
 742 D. Boutin- This legal judgement is garbage.

743
 744 T. Tsantoulis- He made a determination of what the 2 were accused of. Based on the minutes and what
 745 he was told.

746
 747 J. Sullivan- 3.13 the council may do an investigation and inquiry. And under the council is.
 748 I voted for the motion because I was not sure of these two violated the town charter.

749 Based on the motion that we are discussing we are agreeing on that the councilors did not violate town
 750 charter.

751
 752 **C. Jones motioned to accept the attorney's judgement that J Durand and C. Karolian are not in**
 753 **violation of the Town Charter. Seconded by J. Sullivan.**

754
 755 **Roll Call #11**
 756 **T. Tsantoulis Aye**

TC MINUTES

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15

757 **R. Lapierre Aye**
 758 **J. Durand NP**
 759 **C. Jones Aye**
 760 **C. Karolian Abstained motion was about him**
 761 **A. Walczyk Nay**
 762 **R. Duhaime Nay**
 763 **D. Boutin Nay**
 764 **J. Sullivan Aye**
 765
 766 **Voted 4 in Favor, 3 nay, 1 abstention from C. Karolian motion was about him.**
 767
 768 **J. Sullivan motioned though the individual councilors did not violate the charter I believe they**
 769 **did not live up to the spirit of the Town Charter and the rules of proper etiquette and I believe**
 770 **they should be reprimanded for overstepping their bounds.**
 771
 772 R. Lapierre suggested we amend to Censure not reprimand
 773
 774 J. Sullivan motioned to amended from "reprimand" to "Censure", seconded by R. Lapierre.
 775
 776 C. Karolian- If we were found to have not violated Town Charter what is the censure for if we did not
 777 violate the charter.
 778
 779 R. Lapierre- I am seconding the motion as while the legal opinion there was no violation of town charter
 780 there was a recommendation that the behavior was questionable and there was a recommendation that
 781 a censure could be an appropriate vote. There needs to be some way to show the residents of
 782 Hooksett that independent investigations of other members of the council. And if we have an issue with
 783 another council should be brought to the council as a whole and a form an investigation should be
 784 taken as per our charter. I accept the legal's opinion that there was no violation of the charter, but I
 785 believe the process was violated.
 786
 787 D. Boutin- Will there be a letter sent to the 2 councilors so that we have something in writing and on file.
 788 It sets a strong message to the 2 councilors involved that what they did was wrong.
 789
 790 **J. Sullivan amended the motion that the Chairman is directed to send a letter to the individuals,**
 791 **seconded by D. Boutin.**
 792
 793 **Roll Call Vote #12**
 794 **D. Boutin Nay**
 795 **A. Walczyk Nay**
 796 **J. Durand NP**
 797 **C. Karolian Abstained**
 798 **R. Lapierre Aye**
 799 **T. Tsantoulis Aye**
 800 **R. Duhaime Aye**
 801 **C. Jones Nay**
 802 **J. Sullivan Aye]**
 803
 804 **Voted 4 in Favor, 3 nay, 1 abstention from C. Karolian motion was about him.**
 805

806 ***J. Sullivan motioned to adjourn the meeting at 10:57pm seconded by T. Tsantoulis.***

807

808 ***Voted in favor (8-0)***

809

810 Respectfully submitted,

811 *Alicia Jipson*

812 Alicia Jipson

813 Recording Clerk

814

**Town of Hooksett
Special Town Council Meeting Minutes
Wednesday, August 11, 2021**

The Hooksett Town Council met on Wednesday, August 11, 2021, at 6:04 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the special meeting of August 11, 2021, to order at (6:04) pm.

PROOF OF POSTING

Human Resource Coordinator Donna Fitzpatrick provided proof of posting.

ROLL CALL ATTENDANCE

In Attendance: Councilor James Sullivan, Councilor Clifford Jones, Councilor Randall Lapierre, Councilor Roger Duhaime, Councilor Timothy Tsantoulis, Councilor Clark Karolian, and Councilor Alex Walczyk, and Councilor John Durand.

Councilor Clifford Jones left meeting at 7:06 PM

Absent: Councilor David Boutin

PLEDGE OF ALLEGIANCE

Regularly scheduled Town Council meetings provide for public input. Since this is a special meeting, there will be no traditional setting for public input, however we can waive the rules, since we have someone here who would like to speak.

C. Karolian motioned that we waive the Council rules for no public input and allow it to be done at this meeting, seconded by R. Lapierre.

Vote in favor 8-0.

Jason Hyde of 36 Edgewater Drive - Thank you for your actions at the last meeting to commit to Broadband on Edgewater Drive. When you start talking about these funds, I ask that you keep in mind that those funds are designated for use for the entire town, they should not be used to fund 1 particular project, mainly the sewer project on Route 3a. I understand there may be some benefit to that project, and tax impact to possible future business. We have multi-billion-dollar business on that side of town who moved in not having sewer in place if they wanted sewer that bad, they could band together and cut a check and get sewer. We should not be using those fund that were designated to improve the infrastructure in our entire town for that one project. Secondly, I believe that if any voting was to be done on spending the money on the sewer project, I would ask that R. Duhaime recuse himself from voting, because his brother is a Sewer Commissioner, and that would have a direct impact on his brothers' duties. That way no one could say there is a conflict of interest. Are all of you aware that the sewer commission is suing the Town of Hooksett? They are suing because they claim that the budget committee does not have legal oversight of their budget. Lastly, survey our department heads and or taxpayers and find out if there are other projects that exist. They may not be aware that there are funds to spend.

TC MINUTES

08-11-2021

1

AGENDA OVERVIEW

C. Karolian motioned that we remove the previous tabled motion from the table so that we can get the information that we requested from the town administrator in regard to cost, seconded by T. Tsantoulis.

Vote in favor 8-0.

A. Garron- You have before you and on the screen is a list of projects that the recommendation is to gain the Boards approval for. At our last meeting the council already took action to spend \$12,500.00 to bring Comcast to the rest of Edgewater Drive. Tonight, I invited Chris Culberson from Central Hooksett Water Precinct to help me out on the Farmer Road project. I received an estimate of \$400,000 for the Farmer Road-Water Main Project. After hearing the concerns of Mr. Hyde, I want to point out that the Rt. 3A- sewer project is not just for the sewer commission, it is for the Town of Hooksett. The Town established a TIFF district in that area for that purpose. Part of the revenue generated by the tax increment will go towards offsetting the bond to put in the infrastructure. Several grants are being sought out with the goal of the TIFF committee is to not really have to come back to the taxpayers for more funds. Again, this is not a sewer commission project it is a Town project that supports the Town. The goal is to utilize the funds within the TIFF district. The Sewer Commission are also allocating funds into this project. The MOU that we agreed to at the last meeting puts the \$1.2 million that the Sewer Commission was going to allocate back into this project. The request is not for the \$1.5 million it is for \$700,000 half of which comes this year and half the funds next year. So, the \$700,000 is the request to go towards this. When we started going down this road when we were told that the funds would be allocated at a local level, we were just refining the eligible uses. The one project that we were sure of at the time was the TIFF project. Through discussions more projects like Edgewater Drive, Farmer Road and CIP projects were then considered and we integrated them in. Allocating \$700,000 to the TIFF will help that project along.

We have also identified a new police vehicle to be considered, implementation of the wage study (cost TBD), and the Route 3a corridor study is also up for consideration, which the state of NH will pay for \$250,000, and we were going to have to ask the taxpayers for \$50,000 to fund this study. After funding these projects, we will still have \$169,896.80. The funds must be obligated by December 31, 2024, and spent by December 31, 2026. If projects come out in between that time frame we have some time to look at those additional projects that may come down the way, and or if one or more of the estimates comes in over, there will be remaining funds to address those issues.

A. Garron- When Chris and I initially discussed the Auburn Road project it is more expansive than we realized than Farmer Road. Farmer Road has 19 private wells affected.

Christopher Culberson of Central Hooksett Water Precinct discussed the water main and where it is located and the distribution map. The existing grade line won't support the water pressure as it is low, so it won't reach up to Whitehall Terrace. Farmer has been a long talked about project, but more of a long-term project.

C. Karolian- East of Whitehall will not be able to get water?

C. Culberson- This would require mechanical means to get the water above elevation. A pumping station would need to be added.

T. Tsantoulis- I had asked the number of customers and you came up with 19 customers that would be served on this expansion. That comes out to roughly \$21,000 per household. How does that relate on the spectrum? This seems like a lot of money to pick up and service 19 houses.

C. Culberson- I don't disagree with you. From a water utility standpoint, it is a medium to a medium low. There will also be fire protection safety added to the benefits of the homeowners yes, it is a lot per home, and when you look at the return on investment how does that compare. There is also no guarantee that the residents will even want to connect.

R. Lapierre- When we say make available to the residents, in what way? Do we mean to the end of the driveway?

109 C. Culberson- What I provided Andre in this estimate is that the water main service line would be left at
 110 the property lines for each of the owner to connect, not just a main in the street, then they would need
 111 to apply for an application.
 112
 113 C. Karolian- We had a resident come in and say that they spent \$14,000 on a water filtration system.
 114 We are looking at roughly \$21,000 give or take. Someone at a past meeting brought up possible
 115 contamination from a spillage.
 116
 117
 118 A. Garron- I looked into it. I went to NHDES website, and it keeps a database on spills that occurred
 119 across the State. All I could find in the immediate area was at the old Steve Lucas Auto Body site. I
 120 could not find any specific information that indicated spill or contamination sites nearby. The Lucas site
 121 is near the beginning of Farmer Road. There may with all these stations may have contributed to
 122 contamination but no one indicator. NHDES indicated that if any spills had occurred it would be listed
 123 on the site if it resulted in a Brownfield or a superfund site.
 124
 125 J. Sullivan- I know you are always planning on expansion of the water and what are the plans for this
 126 area in the future and what is the methodology of expanding water in other areas. Where would this be
 127 on your list?
 128
 129 C. Culberson- Farmer would be a medium and maybe out 10 years from other projects in town. The
 130 Auburn Road is all rock and the cost to expand would be very cost prohibited. It would be millions of
 131 dollars and it would be very difficult to justify the expense or residential areas because the return on
 132 investment I don't know if we would ever see it.
 133
 134 J. Sullivan- Of the 19 homes on Farmer, do we have any idea if any of them would be interested in
 135 hooking onto that line?
 136
 137 C. Culberson- That is a valid question you want to consider and if it was us, we would do a survey. I
 138 would also have those test their wells if there is uncertainty to make a better decision.
 139
 140 A. Walczyk- Is there additional cost for the connection?
 141
 142 C. Culberson- Yes there is an application fee. A Source component which is up to \$2,000 and a capital
 143 component which is \$1,000 and administrative. The final cost is about \$3,150. And then the connection.
 144 If it was good digging it may cost around \$5,000 as a best educated guess and \$10,000 on a bad site,
 145 and those are just estimates on the high side.
 146
 147 R. Duhaime- Do you have any extension plans at all or any improvements?
 148
 149 C. Culberson- I have only been here since March, but yes, we have some capital expansion plans and
 150 are looking forward.
 151
 152 J. Sullivan- We do not have to obligate these funds until December 31, 2024, so we are in no rush to
 153 spend this money. I think water expansion is good. If we were able to agree on this project and vote on
 154 this today and spend that money, jumping ahead here, what timeline are we looking at?
 155
 156 C. Culberson- Probably this time of year, I would say a year or more.
 157
 158 A. Garron- Keep in mind that there may be other approaches to fixing this and not just fixing it with a
 159 water main. There may also be other larger projects that we could take a look at. An infrastructure bill is
 160 working its way through. There are monies out there that we may be able to apply for in funds.
 161
 162 C. Karolian- The way I am understanding it, for Auburn Road there are three options, one is that there
 163 is your water, or Pennichuck coming from Joanne Drive, or Manchester water works.
 164
 165 C. Culberson- In general, from what I have looked at, is that there is a naturally occurring high uranium
 166 and radon that is the issue.
 167
 168 J. Sullivan- There is obviously interest in all areas of Hooksett for water expansion. In regard to how we
 169 get water to Auburn Road and between the 3 water precincts involved, we need to reach out and get
 170 costs to get water to any of these areas. It is certainly going to be more than \$400,000. The other

171 groups have invested interest, so we certainly have a lot of information that we need to gather before
172 we commit to making a decision.
173

174 T. Tsantoulis- We are verbally meandering about on these topics. We don't need to make any
175 decisions. We need to get more information on this. We need to see who is going to sign up for this if
176 we do this, and the feasibility of this. We also need to look more into the possible contamination.
177

178 ***C. Karolian motioned that we table this discussion until we get more cost figures and***
179 ***information so that we can make the choices on this project before we make a decision on how***
180 ***to spend any of the local fiscal recovery funds, seconded by R. Lapierre.***
181

182 ***Voted in favor 8-0.***
183
184

185 C. Culberson- I would also suggest for consideration that you do a whole feasibility study on this
186 project. Whether it is for water quality on the wells to see if it is advantageous to bring water there.
187 There are many studies that you can do. Look at future growth, topography, cost, feasibility to develop
188 in that area.
189

190 J. Sullivan asked TA Garron to give update when he has all of the information, so we know when to
191 take it off the table.
192

193 C. Karolian- I think it would be paramount to survey the residents on Farmer Road and Auburn Road on
194 their thoughts on hooking up to the water line.
195

196 Councilor Clifford Jones left meeting at 7:06 PM
197

198 ***J. Sullivan motioned to adjourn the Special Council Meeting at 7:09 pm seconded by R. Lapierre.***
199

200 ***Vote in favor 7-0 all in favor.***
201

202 Respectfully submitted,
203

203 *Alicia Jipson*

204 Alicia Jipson

205 Recording Clerk
206
207

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